

Heartland Area Education Agency

Cost Proposal:

Leadership Grant Support Providers for the Iowa Comprehensive Literacy State Development Grant

RFP Number: 005-RFP-1695-2025

This following cost proposal provides costs across the scope of the project with the understanding that it may be amended for cost of living changes on an annual basis if needed.

CONTACT:

Susie Meade
Chief Academic Officer
smeade@heartlandaea.org
(Cell): (515) 343-4440

DATE OF

SUBMISSION:

July 7, 2025

Total Project Costs/Building

All costs are based on a cost per building basis using the [2025-26 AEA Professional Development Fee Structure](#) (revised May, 2025) and an hourly rate of \$122.93. Upon agreement with district grantees, our preference is to invoice in half and full day increments per the 2025-26 AEA Professional Development Fee Structure. Billing and payments are expected quarterly.

	¹ Total Project Costs
Year 1 - Planning	\$20,284
Year 2 - Implementing	\$28,582
Year 3 - Implementing	\$22,128
Year 4 - Implementing	\$22,128
Year 5 - Implementing	\$22,128
Year 6 - Implementing (Pending 6th Year Extension)	\$22,128
*Total Project Costs Years 1-5:	\$115,250
*Total Project Costs with 6th Year Extension:	\$137,378

¹ All costs are inclusive of direct and indirect leadership supports as outlined in the Scope of Work, mileage within Heartland AEA, and site-based professional development that may be needed as part of leadership supports. Additional coaching and walkthroughs available upon request based on need and daily rate.

Year 1: Planning

Total Costs: \$20,284/Building

Summary & Goals

Overview

This cost proposal addresses Year 1 (Planning) supports for school/district leaders with a focus on coaching leaders and the local leadership team to build the infrastructure necessary to implement HQIM.

Key Activities for Leadership Grant Support Provider/s

Coaching and implementation Supports for:

- Literacy Leadership Team (LLT) Development
- CLNA (including family & community engagement)
- Strategic Planning and Local Literacy Plan (LLP) Development (including Parent Partnership Plan)
- Literacy Walkthroughs
- ADBDM (Data- Teaming)

Personnel

Description	Number of Hours	Amount
Literacy Leadership Team (LLT) Supports <ul style="list-style-type: none"> • Coaching & Implementation • LLT Meetings 	12 days (90 hrs)	\$11,064
Comprehensive Literacy Needs Assessment (CLNA) Supports <ul style="list-style-type: none"> • Coaching & Implementation • CLNA Report 	2 days (15 hrs)	\$1,844
Literacy Walkthroughs ² <ul style="list-style-type: none"> • Coaching & Implementation 	1 day (7.5)	\$922
Strategic Planning and Local Leadership Plan Supports <ul style="list-style-type: none"> • Coaching & Implementation 	2 days (15 hrs)	\$1,844
Assessment & Data-Based Decision Making - Data Teaming Supports <ul style="list-style-type: none"> • Coaching & Implementation • Data-Teaming Meetings 	5 days (37.5 hrs)	\$4,610
TOTAL PERSONNEL		\$20,284

² Additional coaching available upon request based on need and daily rate.

Years 2: Implementing

Total Costs: \$28,582/Building

Summary & Goals

Overview

Year 2 is focused on beginning implementation by coaching leaders to engage their LLT in reviewing, selecting and adopting HQIM and continued use of data for decision-making.

Key Activities for Leadership Grant Support Provider/s

Coaching and implementation Supports for:

- Local Literacy plan (and Leadership Team)
- HQIM Review, Selection & Adoption
- Literacy Walkthroughs
- ADBDM (Data-Teaming)

Personnel

Description	Number of Hours	Amount
Local Literacy Plan (and Leadership Team) Supports <ul style="list-style-type: none">• Coaching & Implementing the LLP• LLT Meetings	12 days (90 hrs)	\$11,064
HQIM Review of Current Literacy Materials <ul style="list-style-type: none">• Coaching• Review Report	3 days (22.5 hrs)	\$2,766
HQIM Selection & Adoption <ul style="list-style-type: none">• Coaching & Implementation• Selection Report	6 days (45 hrs)	\$5,532
Literacy Walkthroughs ³ <ul style="list-style-type: none">• Coaching & Implementation	1 day (7.5)	\$922
Assessment & Data-Based Decision Making - Data Teaming Supports <ul style="list-style-type: none">• Coaching & Implementation• Data-Teaming Meetings	9 days (67.5)	\$8,298
TOTAL PERSONNEL		\$28,582

³ Additional coaching available upon request based on need and daily rate.

Years 3: Implementing

Total Costs: \$22,128/Building

Summary & Goals

Overview

Year 3 is focused on coaching leaders to support implementation of evidence-based practices and HQIM and aligning continuous improvement efforts including MTSS Literacy Plan and LLP.

Key Activities for Leadership Grant Support Provider/s

Coaching and implementation Supports for:

- Local Literacy Plan & HQIM Implementation
- MTSS Literacy Plan
- Literacy Walkthroughs
- ADBDM (Data-Teaming)

Personnel

Description	Number of Hours	Amount
Local Leadership Plan & HQIM Implementation Supports <ul style="list-style-type: none">• Coaching & Implementing• LLT Meetings	12 days (90 hrs)	\$11,064
Literacy Walkthroughs ⁴ <ul style="list-style-type: none">• Coaching & Implementation	1 day (7.5 hrs)	\$922
Assessment & Data-Based Decision Making - Data Teaming Supports <ul style="list-style-type: none">• Coaching & Implementation• Data-Teaming Meetings	9 days (67.5 hrs)	\$8,298
MTSS Literacy Plan Supports <ul style="list-style-type: none">• SAMI Facilitation• MTSS Literacy Plan Development• LLP Updates	2 days (15 hrs)	\$1,844
TOTAL PERSONNEL		\$22,128

⁴ Additional coaching available upon request based on need and daily rate.

Years 4, 5, 6: Implementing

Total Costs: \$22,128/Building/Year

Summary & Goals

Overview

Years 4-6 focus on coaching leaders to continue to support implementation of evidence-based practices and HQIM as well as sustaining the infrastructure necessary to support implementation.

Key Activities for Leadership Grant Support Provider/s

Coaching and implementation Supports for:

- Local Literacy Plan & HQIM Implementation
- MTSS Literacy Plan/LLP Sustainability
- Literacy Walkthroughs
- ADBDM (Data-Teaming)

Personnel

Description	Number of Hours	Amount
Local Leadership Plan & HQIM Implementation Supports <ul style="list-style-type: none"> • Coaching & Implementing • LLT Meetings 	12 days (90 hrs)	\$11,064
Literacy Walkthroughs ⁵ <ul style="list-style-type: none"> • Coaching & Implementation 	1 day (7.5)	\$922
Assessment & Data-Based Decision Making - Data Teaming Supports <ul style="list-style-type: none"> • Coaching & Implementation • Data-Teaming Meetings 	9 days (67.5)	\$8,298
MTSS Literacy Plan Supports <ul style="list-style-type: none"> • SAMI Facilitation • MTSS Literacy Plan Development • LLP Updates 	2 days (15)	\$1,844
TOTAL PERSONNEL		\$22,128

⁵ Additional coaching and walkthroughs available upon request based on need and daily rate.