

CHAPTER 176  
CRITERIA FOR AWARDS OR GRANTS

**641—176.1(135,17A) Purpose.** The department provides funds to a variety of entities throughout the state for the support of public health programs. The department considers that all funds, unless prescribed by appropriation language, the Iowa Code, Iowa Administrative Code or federal regulations, are subject to competition. To ensure equal access and objective evaluation of applicants for these funds, grant application materials shall contain, at a minimum, specific content. Competitive grant application packets shall contain the review criteria to be used, including the number of points allocated per required component.

**641—176.2(135,17A) Definitions.** For the purpose of these rules, the following definitions shall apply:

“*Competitive grant*” means the competitive grant application process to determine the grant award for a project period.

“*Continuous grant*” means the subsequent grant years within a project period following a competitive grant process.

“*Department*” means the Iowa department of public health.

“*Project*” means the activities or program(s) funded by the department.

“*Project period*” means the period of time which the department intends to support the project without requiring the recompetition for funds. The project period is specified within the grant application period and may extend to five years.

“*Service delivery area*” means the defined geographic area for delivery of project services. Competitive applications shall not fragment existing integrated service delivery within the defined geographic area.

**641—176.3(135,17A) Exceptions.** Exceptions to these rules are as follows:

1. New funds (including pilot studies and demonstration grants) that become available for new services.
2. Federal or private funding agency specified a sole source.
3. An organization failed to meet conditions and performance standards specified in the contract awards.
4. Mutual agreement among department and contract organizations.

**641—176.4(135,17A) Requirements.** The following shall be included in all grant application materials made available by the department:

1. Funding source.
2. Project period.
3. Services to be delivered.
4. Service delivery area.
5. Funding purpose.
6. Funding restrictions.
7. Funding formula (if any).
8. Matching requirements (if any).
9. Reporting requirements.
10. Performance criteria (experience of applicant in administering grants).

11. Description of eligible applicants.
12. Need for letters of support or other materials (if applicable).
13. Application due date.
14. Anticipated date of award.
15. Eligibility guidelines for those receiving the service or product and the source of those guidelines, including fees or sliding fee scales (if applicable).
16. Target population to be served (if applicable).
17. Appeal process in the event an application is denied.

**641—176.5(135,17A) Review process (competitive applications only).** The review process to be followed in determining amount of funds to be approved for award of contract shall be described in the application. The review criteria and point allocation for each shall also be described in the grant application material.

The competitive grant application review committee shall be determined by the bureau chief, with oversight from the respective division director. The review committee members shall allocate points per review criteria in conducting the review.

In the event competitive applications for a service delivery area receive an equal number of points, a second review shall be conducted by two division directors and the respective bureau chief administering the program.

**641—176.6(135,17A) Opportunity for review and comment.** Program advisory committees or related task forces of the program shall be provided with an opportunity to review and comment upon the criteria and point allocation prior to implementation. Exceptions may occur when the funding source to the department has already included such criteria and point allocation within the award or the time frame allowed is insufficient for such review and comment.

**641—176.7(135,17A) Public notice of available grants.** The program making funds available through a competitive grant application process shall, at least 60 days prior to the application due date, issue a public notice on the department of public health's Web site at <http://www.idph.state.ia.us> that identifies the availability of funds and how to request the application packet. A written request for the packet shall serve as the letter of intent. Services, delivery areas and eligible applicants shall also be described in the public notice.

Exceptions to following the 60-day public notice prior to the application due date are:

1. The receipt of the official notice of award by the department precludes a full 60-day notice on the department of public health's Web site. The program shall nonetheless issue the public notice on the department of public health's Web site at the earliest date.

2. In the event that posting the notice on the Web site would not allow at least 30 days for interested parties to request an application packet and apply for funds, the program shall then (at the earliest opportunity) directly notify current contractors and other interested parties of the availability of funds through press releases and other announcements.

These rules are intended to implement Iowa Code chapters 17A and 135.

[Filed 3/13/92, Notice 1/8/92—published 4/1/92, effective 5/6/92]

[Filed 11/5/92, Notice 9/30/92—published 11/25/92, effective 12/30/92]

[Filed 9/17/99, Notice 6/16/99—published 10/6/99, effective 11/10/99]