

CHAPTER 164  
FOSTER CARE PROJECT GRANTS

PREAMBLE

These rules define and structure the foster care project grant program. This grant program is designed to provide services to prevent out-of-state placements or to assist children aged 16 and over in making the transition from foster care to independence.

**441—164.1(72GA, HF2447) Definitions.**

“*Commissioner*” means the commissioner of the department of human services.

“*Court*” means a juvenile court.

“*Department*” means the department of human services.

“*District*” means an administrative district of the department.

“*District administrator*” means an administrator of the district office.

“*Foster care project grants*” means those grants to units of local government, institutions, or private agencies for services to assist children in foster care.

“*Grantee*” means the recipient of a foster care project grant.

“*Juvenile court judge*” means the judge or referee of the juvenile court of one of the judicial districts.

“*State review committee*” means a group of persons with knowledge and experience in the development and delivery of services to juveniles who are designated by the commissioner to review foster care project grant applications.

**441—164.2(72GA, HF2447) Availability of grants.**

**164.2(1)** In any year in which state or federal funds are available for foster care initiatives, the department may purchase selected services through a grant process.

**164.2(2)** When the department awards grants, the department has the discretion to renew grants funded in previous years for similar purposes, to distribute a “request for proposals,” or both.

**441—164.3(72GA, HF2447) Who may apply.** Any unit of local government, institution, or incorporated agency may submit a proposal. If the applicant intends to provide child-placing or child-caring services, the applicant must have the relevant license or include a plan for meeting licensing standards in the proposal. More than one agency may apply jointly as long as a single agency is identified as the contract administering body.

**441—164.4(72GA, HF2447) Request for proposals.**

**164.4(1)** The department may distribute “request for proposals” (RFPs) for each fiscal year for which state or federal funds are available for foster care project grants.

**164.4(2)** The department shall distribute these RFPs through the following persons, groups and agencies:

- a. Iowa department of education.
- b. Bar or legal profession committees pertaining to juvenile law.
- c. Iowa juvenile probation officers association.

- d.* Iowa state association of county governments.
- e.* Coalition for family and children's services in Iowa.
- f.* Community mental health centers.
- g.* Department district and local offices.
- h.* Iowa foster and adoptive parent association.
- i.* Commission on children, youth and families.
- j.* Iowa department of public health, division of substance abuse.
- k.* Juvenile community substance abuse agencies.
- l. to n.* Rescinded, IAB 6/29/88, effective 7/1/88.
- o.* Iowa supreme court administrator's office.
- p.* Iowa area colleges.
- q.* Licensed child-placing agencies.
- r.* Licensed child-care agencies or branch offices.
- s.* Licensed or approved shelter care facilities.
- t.* Approved detention facilities.
- u.* Rescinded, IAB 6/29/88, effective 7/1/88.

**164.4(3)** The request for proposal shall:

- a.* Specify the geographical areas of the state that are being targeted.
- b.* Specify the services which are needed for development or provision.
- c.* Explain where and how application materials may be obtained.
- d.* Inform potential applicants that district offices of the department will provide consultation regarding the following:
  - (1) Determination of the need for particular services.
  - (2) Definition of service components, measurable impacts, and evaluation techniques.
  - (3) Completion of the application form.
- e.* Inform potential applicants of the date applications are due to the department.
- f.* Inform potential applicants of the review criteria to be used in evaluating proposals.
- g.* Specify any required service characteristics.
- h.* Inform potential applicants that there are limits to the funds available.

**441—164.5(72GA, HF2447) Application materials.** Application forms for foster care project grants shall be available through the district offices of the department by the date the RFP is published and shall require at least the following information:

**164.5(1)** A description of the applicant's organization and organizational plan for providing the proposed services which includes but is not limited to the following:

- a.* An organizational chart.
- b.* A statement that the applicant has required licenses or a plan for obtaining these licenses.
- c.* A description of the proposed staffing pattern including the number of new positions and supervision of staff.
- d.* Identification of which components of the service program will be provided directly by the applicant and which, if any, will be provided by other agencies, institutions, or persons.
- e.* The applicant's ability to respond to the department and court referrals in the specific geographic area to be served.

- f.* Project staff recruitment and training plans.
- g.* An implementation schedule reflecting the time necessary to have the project on line.
- h.* Plans for funding the service after the grant expires.

**164.5(2)** A description of the applicant's experience with providing similar services to youth, especially those in foster care or other out-of-home care.

**164.5(3)** A statement of the unmet needs to be addressed by the services, including supporting statistics as available, the coordinated process which was used to determine the community need for services, and the written support of the district administrator and the chief judge of the district in which the applicant is located.

**164.5(4)** A description of the services for which department funding is being requested which includes but is not limited to the following:

- a.* The geographical area to be served.
- b.* The target population to be served.
- c.* A discussion of how the components of services will meet any required service characteristics.
- d.* A discussion of how the services will be managed and how the department and juvenile court offices will be kept informed of current and anticipated service availability.
- e.* The anticipated number of clients to be served.
- f.* A description of the components of the services.
- g.* A discussion of how the components of services will meet the unmet need identified in subrule 164.5(3) and how the services will enhance the community's child welfare service continuum, rather than duplicate existing resources.

**164.5(5)** A statement of the anticipated measurable outcomes of the service provision and the means of determining these outcomes.

**164.5(6)** The proposed budget for the services and other sources of income.

#### **441—164.6(72GA, HF2447) Submission process.**

**164.6(1)** All applicants shall submit eight copies of the completed application form as discussed in rule 441—164.5(72GA, HF2447) to the Bureau of Adult, Children and Family Services, Fifth Floor, Hoover State Office Building, Des Moines, Iowa 50319-0114 and one copy to each district office in which services are to be provided and the contract is to be developed.

**164.6(2)** In order to be included in the review process and considered for possible funding, applications shall be postmarked by midnight the date applications are due or delivered to the bureau of adult, children and family services during regular business hours any time prior to the deadline.

#### **441—164.7(72GA, HF2447) Selection process.**

**164.7(1)** All proposals submitted to the department shall be reviewed by the state review committee which shall make funding recommendations to the commissioner.

**164.7(2)** The district administrator shall review all proposals submitted to the district. The district administrator shall make funding recommendations to the state review committee.

**164.7(3)** The commissioner or designee shall review all proposals and the recommendations of the district administrator and the state review committee. The commissioner shall make the final funding decisions.

**164.7(4)** The following factors will be considered in selecting proposals:

- a.* The demonstrated need for the service in the geographical area served.
- b.* The community support demonstrated and the cooperation and coordination with existing agencies.
- c.* The target population to be served and the service components to be provided.
- d.* The general program structure including, but not limited to, how well goals can be met, the foster care or youth service background, how realistic the objectives are, the administration of funds, stability of the organization, and the overall quality and utility of the proposal in comparison to other proposals and in relationship to funding limits.
- e.* The extent to which the utilization of the funds will expand or improve the continuum of services available to children in the district in relation to the needs of the population to be served.

**441—164.8(72GA, HF2447) Notification of applicants.** Applicants shall be notified no later than 30 days after applications are due whether their application has been denied or the department is interested in negotiating a contract regarding their proposal.

**441—164.9(72GA, HF2447) Appeals.** Applicants dissatisfied with the commissioner's decision on an application for funds may file an appeal with the commissioner. The letter of appeal must be submitted within ten working days of the notice of decision and must include a request for the commissioner to review the decision and the reason for dissatisfaction. Within ten working days of the receipt of the appeal the commissioner will review the appeal request and issue a final decision.

No disbursements will be made to any new applicant for a period of ten calendar days. If an appeal is filed within the ten days, all new disbursements will be held pending a final decision on the appeal. All applicants involved will be notified if an appeal is filed and given the opportunity to be included as a party in the appeal.

Disbursements to grantees to renew contracts which were funded under similar initiatives in the previous year shall not be held pending the final decision on appeals regarding new grants.

**441—164.10(72GA, HF2447) Contracts.**

- 164.10(1)** The contract shall be negotiated by the district and the applicant.
- 164.10(2)** The applicant may be requested to modify the proposal in the negotiation process.
- 164.10(3)** The applicant or the department may request an amendment to the contract.
- 164.10(4)** Funds are to be spent to meet the program goals as provided in the contract.
- 164.10(5)** If the district and applicant are unable to negotiate a mutually satisfactory contract, the commissioner may withdraw the offer of a contract. Applicants dissatisfied with this decision may file an appeal pursuant to rule 441—164.9(72GA, HF2447), except that the disbursement of funds to other grantees will not be held pending final decision on the appeal.

**441—164.11(72GA, HF2447) Records.** Grantees shall keep statistical records of services provided and other records as specified in the contract.

**441—164.12(72GA, HF2447) Quarterly progress reports.** All grantees shall supply the department with quarterly progress reports that include but are not limited to the following information:

1. The state grant dollars expended as they relate to each line item in the budget.
2. A list of goals and activities completed on schedule.
3. Goals or activities not completed on schedule and the reason for the delay.
4. The number of clients served and the services provided.
5. The major goals for the next quarter.
6. General comments on the progress of the project.

**441—164.13(72GA, HF2447) Evaluation.** The department shall complete an evaluation of the grantee's program at least once prior to the end of the contract year to determine how well the purposes and goals of the program are being met. The provider will receive a written report of the evaluation.

**441—164.14(72GA, HF2447) Termination of contract.**

**164.14(1)** The contract may be terminated by the grantee at any time during contract period by giving 30 days' notice to the department.

**164.14(2)** The department may terminate a contract upon ten days' notice when the grantee or any of its subcontractors fail to comply with the grant award stipulations, standards or conditions. The department may terminate a contract upon 30 days' notice when there is a reduction of funds by executive order.

**164.14(3)** Within 45 days of the termination, the grantee shall supply the department with a financial statement detailing all costs up to the effective date of the termination.

**441—164.15(72GA, HF2447) Reallocation of funds.**

**164.15(1)** Grantees shall immediately notify the appropriate district administrator in writing when the grantee determines that at least \$1000 of the grant will not be expended.

**164.15(2)** The district administrator and the grantee may negotiate a revision to the contract to allow for expansion or modification of the services but shall not increase the total amount of the grant.

**164.15(3)** Grantees shall free anticipated unexpended funds so that they may be used for other projects by submitting in writing a request to the commissioner to reduce the amount of the contract.

**164.15(4)** Anticipated unexpended funds which have been freed may be granted to other applicants who were only partially funded or did not receive any funding. These funds may also be used to increase the contracts of grantees whose proposals were fully funded when additional funds would improve the quality or increase the quantity of services being provided. The commissioner or designee shall determine how unexpended funds are reallocated.

**441—164.16(234) Federal grants.** Grantees receiving federally funded grants shall cooperate with federal requirements.

These rules are intended to implement Iowa Code section 234.6 and 1988 Iowa Acts, House File 2447, section 28.

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