

CHAPTER 15  
FAMILY DEVELOPMENT AND SELF-SUFFICIENCY PROGRAM

PREAMBLE

These rules define and structure the family development and self-sufficiency council within the department of human rights and the family development and self-sufficiency grant program administered by the division of community action agencies of the department of human rights. The purpose of the program is to fund, evaluate, and provide recommendations on programs that provide services to assist families at risk of instability or dependency on the family investment program to move toward self-sufficiency.

These rules establish council membership and duties, provisions for the grant proposal process and the awarding of grants, grant contract provisions, criteria and conditions for at-risk families, provisions for referral of families, grantee responsibilities, and the requirement for program evaluation.

[ARC 8955B, IAB 7/28/10, effective 9/1/10]

**427—15.1(216A) Definitions.**

“*Applicant*” means a public or private organization that applies for a family development and self-sufficiency grant through the request for proposal process.

“*Council*” means the family development and self-sufficiency council.

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

“*Division*” means the division of community action agencies of the department of human rights.

“*Grant*” means an award approved by the council to fund a family development and self-sufficiency project.

“*Grantee*” means an applicant whose proposal is selected by the council and who enters into a grant agreement with the council.

“*Program*” means the family development and self-sufficiency (FaDSS) program.

“*Proposal*” means an application for grant funds to fund specific projects.

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**427—15.2(216A) Council membership and duties.** Council membership, powers and duties are established in 2009 Iowa Code Supplement section 216A.107. In general, the council’s powers and duties are to serve in a policymaking and advisory role with respect to the family development and self-sufficiency program and to award grants administered by the division as described in 2009 Iowa Code Supplement section 216A.107(3).

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**427—15.3(216A) Council terms and procedures.**

**15.3(1) Terms of office.**

*a.* The term of office for the members of the council selected by the other members of the council pursuant to 2009 Iowa Code Supplement section 216A.107(1) “*f*” to “*h*” and “*l*” shall be three years. Such members whose terms expire may be reappointed and shall receive actual expenses incurred while serving in their official capacity, subject to statutory limits. The members as specified under 2009 Iowa Code Supplement section 216A.107(1) “*f*” and “*g*” shall also receive per diem compensation as provided in Iowa Code section 7E.6.

*b.* The term of office of a legislative member of the council shall end if the legislative member ceases to be a member of the general assembly.

*c.* Vacancies in membership of the council shall be filled in the same manner as the original appointment.

**15.3(2) Meetings and procedures.**

*a.* The council shall meet at least four times per year. The council will establish the schedule of meetings for the upcoming year at the council meeting held in June of each year. This schedule may be changed as necessary. Special meetings may be called by the chairperson or upon the written request of a majority of council members.

*b.* Members of the council shall elect a chairperson, vice chairperson and such other officers as the council deems necessary to two-year terms at the first council meeting held after July 1 in even-numbered years. Officers shall assume office at the first meeting following the election. A vacancy in any elective office shall be filled by council action.

*c.* A quorum shall consist of two-thirds of the members eligible to vote. When a quorum is present, a position is carried by a majority of the members, or members' designees, eligible to vote.

*d.* Copies of the minutes of council meetings shall be filed in the office of the administrator of the Division of Community Action Agencies, Department of Human Rights, Lucas State Office Building, Des Moines, Iowa 50319-0114.

*e.* The council is a governmental body subject to the provisions of Iowa Code chapters 21 and 22. Procedural matters of the council not addressed by these rules shall be determined according Robert's Rules of Order, consistent with Iowa law.

*f.* The provisions of Iowa Code section 69.15 regarding nonattendance and vacancies shall apply to the council except that, with respect to Iowa Code section 69.15(3), the council chairperson shall accept or reject resignations and notify the member of such decision. Vacancies shall be filled as provided in subrule 15.3(1).

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**427—15.4(216A) Identification of conditions and criteria for families at risk.** The council has identified the following conditions and criteria which may place families at risk of instability or of dependency on the family investment program:

**15.4(1) Educational level of head of household.**

- a.* Head of household has less than a high school education.
- b.* Head of household lacks basic literacy skills.

**15.4(2) Work experience of head of household.**

- a.* Head of household has never been employed.
- b.* Head of household has multiple episodes of employment lasting less than one year.
- c.* Head of household is currently unemployed.

**15.4(3) Household composition.**

- a.* Members are homeless or nearly homeless.
- b.* Members outside the nuclear family are in residence.
- c.* One or more children in the household were born while the parent was on public assistance.
- d.* One or more children in the household are identified as having special needs.
- e.* Household includes an alcohol or substance abuser.
- f.* Household includes a past or current perpetrator of child abuse or domestic violence.
- g.* Household includes a member with a record of incarceration.

**15.4(4) Background of head of household.**

- a.* Head of household was a teenager at birth of first child.
- b.* Head of household has a disability or chronic illness (mental or physical).
- c.* Head of household is a past or current victim of child abuse or domestic violence.
- d.* Head of household grew up in a household with alcohol or substance abuse.

**15.4(5) Public assistance history.**

- a.* Head of household grew up in a household that received public assistance.
- b.* Household has experienced multiple episodes of receipt of public assistance.
- c.* Household has been on public assistance for three or more years.

**15.4(6) Other conditions.** The council has also identified the following conditions that may contribute to instability or long-term dependency:

- a.* Geographic location.
- b.* Lack of employment opportunity.
- c.* Lack of available services.
- d.* Lack of transportation.

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**427—15.5(216A) Referral of families.** Families who meet one or more of the conditions and criteria identified in 427—15.4(216A) may be referred to the program by the department of human services, the department of workforce development, family self-referral, or other sources. The department of human services shall provide to the division on a monthly basis a list of families who are identified as receiving family investment program benefits and who are not currently participating in the family development and self-sufficiency program.

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**427—15.6(216A) Funding of grants.**

**15.6(1) Availability of funds.** The council shall develop requests for proposals for the award of grants, subject to availability of funds. Grants shall not exceed 36 months; however, the division shall approve grantee budgets on an annual basis, based upon and subject to available funds.

**15.6(2) Grant application process.** Applications for family development and self-sufficiency grants shall be distributed by the division through a request for proposals. Applicants shall submit proposals to the division in accordance with instructions. Applications shall be submitted by mail or hand delivery to the Bureau of Community Services, Division of Community Action Agencies, Department of Human Rights, Second Floor, Lucas State Office Building, Des Moines, Iowa 50319, by the date and time indicated in the request for proposals.

**15.6(3) Grant proposals.** Grant proposals for the program shall include the following elements:

*a.* Designation of the families to be served that meet one or more criteria for being at risk of family instability or of dependency on the family investment program, and agreement to serve families who are referred by the department of human services from the family investment program and who meet the criteria.

*b.* Designation of the services to be provided for the families served, including assistance regarding job-seeking skills, family budgeting, nutrition, self-esteem, methamphetamine education, health and hygiene, parenting and child education preparation, and goal setting. Proposals shall indicate the support groups and support systems to be developed for the families during the transition between the need for assistance and self-sufficiency.

*c.* Designation of the manner in which other needs of the families will be provided for, including but not limited to child care assistance, transportation, substance abuse treatment, support group counseling, food, clothing, and housing.

*d.* Designation of the process for training of staff which provides services and the appropriateness of training for the purposes of meeting family development and self-sufficiency goals of the families served.

*e.* Designation of the support available within the community for the program and for meeting subsequent needs of families and the manner in which community resources will be made available to the families served.

*f.* Designation of the manner in which the program will be subject to audit and evaluation.

*g.* Designation of agreement provisions for tracking and reporting performance measures developed pursuant to rule 427—15.2(216A).

*h.* Description of project budget. Budgets must conform to all applicable state and federal requirements regarding allowable costs.

*i.* Description of overall organizational capacity to successfully meet program goals, including personnel and fiscal management capacity.

**15.6(4) Selection of grantees.** Criteria for selection of grantee proposals include, but are not limited to, the elements identified in subrule 15.6(3). All applications timely received shall be reviewed by the division, which shall make recommendations to the council. The council shall review the projects recommended by the division and make the final decision with respect to grant awards.

**15.6(5) Notification of applicants.** Applicants shall be notified of grant award decisions within 60 days after the due date for receipt of proposals.

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**427—15.7(216A) Grants not renewed and grants terminated or reduced.** If the council determines that a grantee's project funding will not be renewed or if the council terminates or reduces a grantee's funding, the balance of funds not renewed or terminated or reduced shall be awarded by the council to other grantees for which funding is approved, based on criteria approved by the council. In the event no previously approved grantees have been selected, the council shall fund new grantees selected by the council as a result of a competitive grant application process.

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**427—15.8(216A) Appeal.** Applicants dissatisfied with the council's actions regarding grant proposals for funds and grantees dissatisfied with termination of a contract may appeal the council's decision. The letter appealing the decision shall be submitted to the division within 10 business days of the date of the notice of decision. The appeal must be based on a contention that the process violated state or federal law, policy, or rule; did not provide adequate public notice or was altered without adequate public notice; or involved conflict of interest or was biased or unfair. The appeal must specify the basis for the appeal and must include supporting evidence. Within 15 working days of the receipt of the appeal, the director of the department shall issue a final decision.

In the case of a grant award, no disbursements will be made to a grantee for a period of 10 calendar days following issuance of the notice of decision to award. If an appeal is filed within the 10 days, all disbursements will be held pending a final decision on the appeal. All applicants will be notified if an appeal is filed.

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**427—15.9(216A) Contract with grantee.** Funds for grants approved by the council shall be awarded pursuant to a contract entered into by the division and the grantee.

**15.9(1) Negotiation.** The division shall conduct contract negotiations with the selected applicant, including negotiations regarding possible modifications to a grant proposal.

**15.9(2) Withdrawal of contract offer.** If the applicant and the division are unable to successfully negotiate a contract, the council may withdraw the award offer and award the grant to the next-highest-scoring applicant.

**15.9(3) Contract revisions.** The division and the grantee may negotiate revisions to the contract to allow for nonmaterial expansion or modification of services so long as such revisions do not increase the total amount of the grant. The division shall have the right to approve an amendment to the contract budget moving grant funds between budget line items if the funds represent less than 10 percent of the budget line item.

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**427—15.10(216A) Grantee responsibilities.**

**15.10(1) Marketing.** The grantee shall be responsible for marketing its services to referral sources and to families who have been referred to the program. All marketing plans, procedures, and material used by the grantee must be approved in writing by the division prior to use.

**15.10(2) Selection of families.** Grantees shall serve referred families who meet one or more of the risk criteria, subject to capacity limitations. For the families who voluntarily agree to participate in the program, the grantee is responsible to timely notify the division of the enrollment through the FaDSS data system. This notification shall identify the families in the department's database who are receiving grantee services.

**15.10(3) Record management.** The grantees shall maintain records which include, but are not limited to:

- a. Specific family information.
- b. Specific services provided.
- c. Fiscal records of expenditures.
- d. Any other specific records as may be determined necessary by the division.

**15.10(4) Reports.** Grantees shall provide to the division the following reports:

*a.* Monthly Funding Request and Expenditure Report that includes, but is not limited to, grant dollars expended as they relate to each line item in the budget.

*b.* Annual Report that includes a summary of the activities by the grantee during the contract period.

*c.* Other reports as deemed necessary by the division.  
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**427—15.11(216A) Evaluation.** The grantee shall be evaluated by the division at least once prior to the end of each 12-month period of the contract. The purpose of the evaluation is to evaluate the progress of the grantee toward the stated goals and objectives of the project, as well as other matters relating to contractual obligations. The grantee shall receive a written report of the evaluation from the division.

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These rules are intended to implement 2009 Iowa Code Supplement section 216A.107.

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