

**441—100.3(252B) Establishment of designated providers.** CSRU may initiate a request for project plans to become designated providers.

**100.3(1)** *Contents of a request for project plans.* The request for project plans shall contain the requirements for contents of the project plan and any other parameter for the specific project being advertised. The request shall also contain a deadline by which project plans must be submitted to the bureau chief.

**100.3(2)** *Contents of project plans.* Each project shall have and maintain a project plan. At a minimum, the project plan shall contain or address the following:

*a.* The applicant's experience and success at integrating collaborations and services essential to the project.

*b.* The geographic area to be served and community need for projected services.

*c.* The projected number of participants to be served and the criteria to be used for the selection and termination of participants.

*d.* The specific parenting curriculum to be used. The curriculum must be well-established, have a track record of use and be field-tested.

*e.* A description of the components of the curriculum. The components of the curriculum should include personal development, responsible parenting, parenting skills, financial responsibilities, communication skills, and domestic violence prevention.

*f.* The schedule, location, hours of instruction and format for administering the curriculum.

*g.* A description of the organization and identification of staff responsible for delivering the curriculum. The staff should have experience in group facilitation and be certified trainers in the curriculum.

*h.* A clear explanation of how the curriculum and services will be monitored and evaluated, including how the participants will be tracked and what data will be collected.

*i.* Project duration.

**100.3(3)** *Amendments to project plan.* Projects may submit proposed amendments to their project plan in writing to the bureau chief. The bureau chief shall have the option, after review, of approving or disapproving all proposed amendments to the project plan.

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