

**641—87.6(135) Contractor assurance.** In order to receive funding, the contractor shall provide to the department assurance that all applicable federal, state, and local requirements are met. The contractor shall ensure compliance with Title IV of the Civil Rights Act, the Americans with Disabilities Act of 1990 (ADA), Section 504 of the 1973 Rehabilitation Act, and all affirmative action requirements. In addition, the contractor shall ensure the following:

**87.6(1) Program policies and procedures.** Policies and procedures shall be in accordance with HFA standards.

**87.6(2) Personnel policies and procedures.** The personnel policies and procedures shall, at a minimum, include:

*a.* Conditions of employment, including recruitment, selection, termination, promotion, and compensation.

*b.* A leave of absence policy.

*c.* A grievance procedure.

*d.* Annual employee performance evaluations.

*e.* A nondiscrimination policy.

*f.* Fringe benefits.

*g.* Employment application forms that comply with civil rights regulations.

*h.* Current job descriptions that delineate qualifications, responsibilities, and essential functions, that reflect current responsibilities, and that are dated.

*i.* A current salary schedule.

**87.6(3) Fiscal management.** Fiscal management shall, at a minimum, include the following:

*a.* An annual budget.

*b.* Fiscal policies and procedures that follow generally accepted accounting practices.

*c.* Utilization of other funds such as private and third-party funds when available.