

CHAPTER 159
CHILD CARE RESOURCE AND REFERRAL GRANTS PROGRAM

PREAMBLE

These rules define and structure the resource and referral grants program. This program shall make grants available for the development and operation of resource and referral services for child care.

441—159.1(237A) Definitions.

“*Applicant*” means a resource and referral agency which makes application for a grant.

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

“*Grantee*” means an applicant who has received a grant.

“*Grant review committee*” means a five-member body designated by the chief of the bureau of individual and family support and protective services, to review and rate submitted applications and make its recommendations for grant funding to the department.

“*Resource and referral agency*” means a community-based nonprofit incorporated agency or public agency that has all the service capabilities listed under subrule 159.3(1).

441—159.2(237A) Availability of grants. In any year in which funds are available for resource and referral grants, the department shall administer grants to eligible applicants. The amount of each grant shall be contingent upon the funds available and shall not exceed \$50,000. The department shall work with all new and existing resource and referral agencies to extend these services to all regions of the state.

The department reserves the right to grant less than the amount of appropriated funds if there is an insufficient number of acceptable applications submitted to adequately achieve the purpose of the resource and referral grants program.

441—159.3(237A) Project eligibility.

159.3(1) Grants will be awarded to community-based nonprofit incorporated agencies and public agencies that have the capacity to provide the following services:

- a. Assist families in selecting quality child care. The agency shall provide referrals to registered and licensed child day care facilities and may provide referrals to unregistered providers.
- b. Assist child day care providers in adopting appropriate program and business practices to provide quality child care services.
- c. Provide information to the public regarding the availability of child day care services in the communities within the agency’s region.
- d. Actively encourage the development of new and expansion of existing child day care facilities in response to identified community needs.
- e. Provide specialized services to employers, including the provision of resource and referral services to employee groups identified by the employer and the provision of technical assistance to develop employer-supported child day care programs operated on or near the work site.
- f. Refer eligible child day care facilities to the federal child care food programs.
- g. Loan toys, other equipment, and resource materials to child day care facilities.
- h. Inform child day care facilities regarding technical assistance available from the department in obtaining insurance coverage at a reasonable cost.
- i. Assist the department in providing child day care facilities with opportunities for group purchasing of equipment and supplies.
- j. Administer funding designated within the grant to provide a substitute caregiver program for registered family and group day care homes.

159.3(2) Grants will be awarded to eligible agencies for the establishment of new child care resource and referral agencies and ongoing operation of existing child care resource and referral agencies.

159.3(3) Grant funds must be matched with at least 25 percent local resources. Eligible match includes in-kind contributions, private donations and public funding sources, except child care grant funds from the department of economic development.

159.3(4) Only one grant will be awarded per county to the agency which best meets the criteria outlined in subrule 159.3(1).

159.3(5) There shall be an advisory or incorporated board specifically for the child care resource and referral services representative of the child care community, parent consumers of services, public education, adult education, private sector organizations, business and industry.

441—159.4(237A) Request for proposals for project grants.

159.4(1) The director will announce through public notice the opening of an application period. Applicants for grants shall request Form 470-2474, "Child Care Resource and Referral Grant Application," and shall submit a grant proposal using this form by the deadlines specified in the announcement.

159.4(2) Requirements for project proposals are specified on the "Child Care Resource and Referral Grant Application." If a proposal does not contain the information specified in the application package or if it is late, it shall be disapproved. Proposals shall contain the following information:

- a. General agency information.
- b. A list of project advisory committee members.
- c. Specific project information, including population and geographic area to be served.
- d. A summary of the project.
- e. An introductory section outlining agency background information.
- f. A problem statement outlining the need or problem to be addressed and assurance of nonduplication of other services in the community.
- g. Project goals and objectives.
- h. Project methodology.
- i. An evaluation plan.
- j. A plan for future project funding.
- k. A line item budget.
- l. Letters of support.

441—159.5(237A) Selection of proposals.

159.5(1) All proposals received shall be reviewed by the grant review committee which shall make funding recommendations to the director. The director shall make the final funding decisions.

159.5(2) Applicants who have demonstrated the ability to effectively operate programs shall be given first consideration for funds. The following factors shall be considered in selecting proposals:

- a. The demonstrated need for the service in the program areas selected and assurance that the proposed project does not duplicate other services in the community.
- b. The community support demonstrated and the coordination with other existing agencies and organizations providing services to the targeted population.

c. The general program structure including, but not limited to, how well goals are met, how realistic the objectives are, services offered and likelihood of anticipated impact on the problem, the administration of funds, stability of the organization and the overall quality of the proposal in comparison to other proposals.

d. The plan for using the funds. The funds may be used only for salaries, fringe benefits, contract services, job-related in-state travel, materials, and operational expenses. Funds may not be used for construction, capital improvement, or purchase of real estate.

441—159.6(237A) Project contracts. The funds for approved applications shall be awarded through a contract entered into by the director and the applicant. The contract period shall not exceed the state fiscal year in which the contract is awarded. The state fiscal year is from July 1 to June 30. Expenditures shall be reimbursed monthly pursuant to regular reimbursement procedures of the state of Iowa.

441—159.7(237A) Records. Grantees shall provide the department with the following information on a quarterly basis which shall be shared with the commission on children, youth and families:

1. Unmet gaps in child care needs including services, types of care, hours of service, and subsidies.
2. Number of clients served.
3. Number of licensed centers, registered group homes, registered family day care homes, and nonregulated homes listed with the referral file.
4. Operational fiscal data of the agency.
5. Repetition of return of clients to the resource and referral agency.
6. Other reports requested by the department.

441—159.8(237A) Evaluation. The department shall evaluate the provider at least once prior to the end of the contract year to determine how well the purposes and goals are being met. Funds are to be spent to meet program goals as provided in the contract. The provider will receive a written report of the evaluation.

441—159.9(237A) Termination of contract. The contract may be terminated by either party at any time during the contract period by giving 30 days' notice to the other party.

159.9(1) The department may terminate a contract upon 10 days' notice when the provider or any of its subcontractors fail to comply with the grant award stipulations, standards, or conditions.

159.9(2) Within 45 days of the termination, the provider shall supply the department with a financial statement detailing all costs up to the effective date of the termination.

159.9(3) The department shall administer the funds for this program contingent upon their availability. If the department lacks the funds necessary to fulfill its fiscal responsibility under this program, the contracts shall be terminated or renegotiated. The department may terminate any agreement to distribute program funds by giving the provider 30 days' notice of its intent to terminate.

441—159.10(237A) Appeals. Applicants dissatisfied with the director's decision may file an appeal with the director. The letter of appeal must be submitted within ten working days of the notice of decision and must include a request for the director to review the decision and the reasons for dissatisfaction. The amount of the grant award cannot be appealed. Within ten working days of the receipt of the appeal the director will review the appeal request and issue a final decision.

No disbursements shall be made to any applicant for a period of ten calendar days following the notice of decision. If an appeal is filed within the ten days, all 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.

These rules are intended to implement Iowa Code section 237A.26.

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