



**Johnson County Empowerment/ECIA Policy & Procedure Handbook**  
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*Funding Decision Procedures*

*Marketing/Public Awareness/Advocacy*

*Items in italics are still in development*



<b>Policy Title</b>	
<b>Policy Effective Dates</b>	
<b>Approval Date</b>	<b>Effective Date</b>
<b>02/17/2011</b>	<b>02/17/2011</b>

*Purpose:*

Define when policies are effective after being approved by the board.

*Policy:*

Policies go into effect immediately unless they are in conflict with current contracts, in which case they go into effect with the next contract.



<b>Policy Title</b>	
<b>Community Empowerment/Early Childhood Iowa Area Board Job Description</b>	
<b>Adoption Date</b>	
<b>04/22/02</b>	

*Purpose:*

To provide direction to local Empowerment/Early Childhood Iowa Area Board members.

*Board members shall:*

- A. Set overall policy direction for the Early Childhood Iowa Area, including the approval of annual plans, fundraising efforts, budgets, and projects/activities.
- B. Collaboratively work with other Board members and stakeholders to develop a comprehensive system of service and supports for children and families, assuring these are linked, complimentary, and not duplicative of other efforts within the Early Childhood Iowa Area.
- C. Participate in on-going monitoring and oversight of the plan.
- D. Work within the members’ own organizations to secure support for and carry out Board recommendations and decisions.
- E. Serve as liaison to community members within the Early Childhood Iowa Area to promote the Empowerment/ECIA Board.
- F. Participate in the assessment of the 1) unmet needs for children and families in the community; 2) ways to reduce duplicative, bureaucratic requirements; and 3) ways to expand community resources to improve the efficiency and effectiveness of local education, health, and human service programs.
- G. Advocate for sufficient resources to fund community plans.
- H. Participate in the identification of state-level changes that are needed to support community-level reforms, and advocate for those changes with appropriate governmental agencies and/or the legislature.
- I. Attend and participate in all regular and special Board and committee meetings and provider leadership as required.

<b>Procedure Title</b>	
<b>Nominating Committee Process</b>	
<b>Adoption Date</b>	<b>Revision Date</b>
<b>04/2008</b>	<b>09/2010; 06/20/13</b>

*Purpose:*

To facilitate recruitment of new board members and adherence to Iowa laws and rules governing local Early Childhood Iowa Area boards.

*Procedures:*

**Board Membership**

- A. The Vice-Chair of the Board or his/her designee serves as the Nominating committee Chair. The Vice-Chair recruits members for the Nominating Committee (NC) and makes a recommendation to the Executive Committee regarding the composition of the NC. The Nominating Committee will include three (3) members of the Johnson County Empowerment/ECI Area (JCE/ECIA) Board (including the Vice-Chair), with one being a past or present consumer representative.
- B. The Executive Committee appoints the members of the Nominating Committee. The composition of the Nominating Committee is approved by the Board.
- C. The Nominating Committee determines criteria to be used in selecting a slate of candidates for the Board based on the needs of the Board to be representative of the community; to include a variety of skills, expertise, and access to community resources; and to meet legislative guidelines. The NC will keep in mind the diversity statement of the Board when developing these criteria. Particular attention will be given to ensuring the board is balanced and reflective of the community regarding gender, language, race/ethnicity, age, and other demographic features. ECI Tool LL Board Membership Representation Requirements for Local ECI Area Boards provides definitions and descriptions of required representation. For local purposes, there is a strong preference that the “Consumer” representative be a person or parent of a person receiving services funded and/or provided by the Board, but it is not a requirement.

The criteria in any given year only indicate that preference will be shown to applicants having some of those characteristics. **Anyone who resides in Johnson County and who is not employed by a contracting agency** may apply to be on the Board and applicants without any of the criteria could be among the slate of candidates.

- D. The Board approves the criteria selected by the NC with or without modifications.
- E. Application forms for Board membership are revised as needed, along with a cover letter and information regarding the Board, which will accompany the application.
- F. The Nominating Committee sets a deadline for the return of application forms. Board members who are seeking re-election must also apply. Applications may be submitted by mail to a designated person or by e-mail if provisions are made.

- G. The Nominating Committee determines the number of Board vacancies and reviews the applications for Board membership.

A slate of candidates from among the applicants is selected and is then presented to the Board for voting. When applicable, a list of applicants not selected for the slate is also presented to the Board. Ballots include spaces for write-in candidates.

Regular annual elections are held during the **August** Board meeting. During the August meeting in which an election is held, members of the Nominating Committee count the ballots and post the election results. The Board determines when new members will begin their term. Newly elected members typically join the Board at the **October** Board meeting.

- H. Letters are sent to all applicants giving them election results and, if they have been elected, giving them information about becoming a Board member. Letters to those not elected will include an invitation to participate in Board committees and work groups.

Newly elected individuals are assigned a mentor, someone who is a current Board member willing to provide guidance to new members. Prior to their first Board meeting, mentors meet with the new members to respond to any questions. New members are provided with information about the Board, by-laws, recent meeting minutes and other relevant materials.

Follow up phone calls are made to applicants who were not elected to see if they have an interest in participating on Board committees and work groups and also to assure that they have information about who to contact if they would like to work with the Board in some other manner.

## **Officers**

- I. The Nominating Committee prepares a form for the nomination of officers for the Board. This form is distributed to current Board members with a return date specified. Officer eligibility criteria can be found in the by-laws. All nominations for officers must come from current Board members and are compiled into a ballot which is distributed prior to the **September** Board meeting. Prior to nominating anyone for an office, board members are encouraged to verify with the nominee their willingness to stand for election to that office. Ballots are completed at the **September** Board meeting, counted at that meeting, and the results are posted. New officers take their positions at the September Orientation or October Board meeting.

- J. Vacancies on the Board may be filled at any time but **must** be filled within 60 days if there is a possibility that Board membership will drop below minimum membership as identified in the by-laws or that legislative mandates may be violated. An example is if the vacancy might result in not having a Consumer on the Board. As above, the Nominating Committee will review the applications and present a recommended slate of candidates to the Board for election.

If the Board chooses to do so, provisions could be established for filling vacancies through appointment by the Executive Committee. Such an appointment would only be made to fill out the term of the person who has left the Board and would need to be ratified by the Board as a whole. If the Board selected this process in a given situation, the Nominating Committee would recruit and recommend candidates for Executive Committee appointment.

- K. Appeals regarding the election process may be submitted to the Board per the Appeals Process outlined in Article VIII of the by-laws. Such appeals may only relate to the **process** of the election (i.e. whether it was conducted fairly) and not to the outcome (who was elected). If the appeal is found to be valid, the Board, after conferring with the Nominating Committee, will decide on what action is to be taken to remedy the problem.

**General Schedule of Johnson County Empowerment/ECIA Board Meetings**

<b>Month</b>	<b>Executive Topics</b>	<b>Board Action</b>	<b>Board Information</b>
July	1. State budgets 2. Director performance review and prof. dev. plan 3. contracts signed by 07/01	1. Approve state budgets 2. Program fiscal audit review	1. Distribute Officer Nomination Form
August	1. Election of new members 2. Officer nominations 3. Final budgets 4. Program annual reports review	1. Final budgets (previous and next years) 2. Review community-wide indicators, trend data and analysis 3. Elect new Board members	1. Solicit officer nominations 2. Review contracted programs
September	1. By-Laws review 2. Officer nominations 3. JCE annual report review 4. Contract compliance (final reports) 5. Plan Board Orientation	1. Elect new officers 2. Approve Annual Report 3. Plan Board Orientation 4. Contract compliance (final reports)	1. By-laws review and possible amendments
October	1. Welcome new officers 2. Legislative Reception 3. By-Laws amendment	1. Sign Conflict of Interest statements 2. Approve By-Laws amendment 3. Press Release for Legislative Recep.	1. Welcome new Board members 2. Update Fiscal Assessment 3. Legislative Reception
November	1. Legislative Reception	1. Legislative Reception	1. Legislative Reception
December	1. Contract compliance (1 <sup>st</sup> qtr reports) 2. Review needs assessments	1. Contract compliance (1 <sup>st</sup> qtr reports) 2. Review needs assessments	1. Op-Ed piece about Reception
January	1. Next year funding priorities 2. Review/reaffirm RFP process 3. ECI Day on the Hill	1. Next year's funding priorities 2. Approve mid-year budget	1. RFP process, outcomes, timeline 2. ECI Day On Hill
February	1. Review Policy/Procedure Manual 2. RFP document and timeline	1. Approve RFP	1. Review Policy/Procedure Manual
March	1. Contract compliance (2 <sup>nd</sup> qtr reports) 2. Week of the Young Child 3. Review Board Professional Development Plan	1. Contract compliance (2 <sup>nd</sup> qtr reports) 2. Review and update Board Professional Development Plan	
April	1. Appoint Nominating Committee 2. Community input for Board Evals	1. Approve Nominating Committee 2. Initial proposal review 3. Complete Board Evals	1. Week of the Young Child 2. Public Budget Hearing
May	1. Budget updates 2. Review Board Evaluation Forms 3. Nominating Committee priorities 4. Initial proposal review	1. Next year's funding allocations 2. Approve Nominating Committee recruitment priorities	1. Nominating Committee report/update (do press release)
June	1. Review next year's budget 2. Program fiscal audit review 3. Contract compliance (3 <sup>rd</sup> qtr reports)	1. Approve next year's budget 2. Contract compliance (3 <sup>rd</sup> qtr reports)	

Updated 01/12/11



<b>Policy Title</b>	
<b>Board Member Conflict of Interest</b>	
<b>Approval Date</b>	<b>Revision Date</b>
<b>04/01/2004</b>	<b>01/10/2008</b>

*Purpose:*

Because of the public service mission of the Johnson County Empowerment/ECIA Board it is important that the community have confidence in the Board. Conflict of interest exists when an individual, his or her family, or an entity in which he or she holds a position of influence stands to benefit from the outcome of a Board decision.

*Policy:*

In order to deal with the issue of conflict of interest and to encourage disclosure, Board members will act using the following guidelines:

- A. Serve the mission of the Empowerment/ECIA Board as a whole rather than any special interest group or constituency.
- B. Maintain independence and objectivity with a sense of fairness, ethics, and personal integrity.
- C. Never accept (or offer) favors or gifts from (or to) anyone who does business with Empowerment/ECIA.
- D. Avoid the appearance of a conflict of interest.
- E. A conflict of interest on the part of a Board member will be disclosed to the other members and made a matter of record, through an annual procedure and/or when the interest becomes a matter of Board action.
- F. A Board member with a conflict of interest on any matter will not participate in decision making, vote, or use personal influence on the matter. The minutes of the meeting will reflect a disclosure and the abstention from voting.
- G. The “Board Member Conflicts of Interest” policy will be reviewed by members at the first Board meeting each fiscal year. Board members will agree to abide by the policy each year as evidenced by signature below.
- H. A new Board member will be advised of the policy upon becoming a member of the Board and agree to abide by the policy as evidenced by signature on the “Conflict of Interest Statement”.

I have read and am familiar with the Johnson County Empowerment/ECIA Board policy concerning conflict of interest, and I agree by my signature to abide by this policy.

During my service on the Johnson County Empowerment/ECIA Board to the best of my knowledge I will not take any action to contravene the conflict of interest policy of this board.

I have a potential conflict of interest involving the following organizations:

- 4Cs Community Coordinated Child Care
- ChildServe Community Options
- Grant Wood Area Education Agency (AEA)
- Hawkeye Area Community Action Programs (HACAP)
- Iowa City Community School District
- Neighborhood Centers of Johnson County (NCJC)
- United Action for Youth (UAY)
- Early Education programs or school districts (please list): \_\_\_\_\_
- None of the above

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Approved by the Board: April 1, 2004  
Amended by the Board: January 10, 2008  
Reviewed by the Board: December 4, 2014  
Reviewed by the Board: October 19, 2017  
Reviewed by the Board:



Procedure Title	
<b>Posting and Distributing Empowerment/ECIA Information</b>	
Adoption Date	Revision Date
	<b>09/17/2010; 08/17/17</b>

*Purpose:*

To ensure compliance with Iowa’s Open Meetings and Open Records laws.

*Procedure:*

**Posting Agendas**

Committee & work group chairpersons send all agendas to the Director & Administrative Assistant at least **48 hours prior to the meeting via** e-mail, fax, or postal service mail.

**Including items on the Board agenda**

The public and members of committees and work groups may contact the Board Chair before the Executive Committee meeting prior to the Board meeting and ask that an item be included on the agenda. Executive Committee meeting information can be found on the online calendar at <http://jce empowerment.com/calendar/>

**Including items in Board packet**

Committee and work group chairpersons may e-mail informational items (i.e. minutes) to Administrative Assistant and request that they be included in the Board packet. Administrative Assistant should receive any item for the Board packet one week before the Board meeting. If there are any questions, please call or e-mail Administrative Assistant.

**Administrative Assistant information:**

phone	(319) 339-7206
e-mail	Assist@co.johnson.ia.us
mail	855 S. Dubuque Street, Suite 202B, Iowa City 52240
fax	(319) 688-5711



<b>Procedure Title</b>	
<b>Johnson County Empowerment/ECI Area Board Mentors</b>	
<b>Adoption Date</b>	
<b>06/17/2004</b>	

*Purpose:*

To assist new board members in becoming familiar with board operations.

*Procedure:*

- A. Contact the new Board member before the Orientation session.
  - 1. Introduce yourself.
  - 2. Identify how you prefer to be contacted with questions.
  - 3. Ask how the new member prefers to receive Board packets (i.e. hard copy via US mail, from the website, or as an e-mail attachment).
- B. Attend the Orientation session with the new Board member so that you are available to answer questions and facilitate participation.
- C. Identify to the new Board member the ways you might be of assistance during the next year. These might include:
  - 1. Explaining Board organization and meeting/decision making structure.
  - 2. Describing current Empowerment/ECIA committees and work groups.
  - 3. Assisting new Board member in identifying a committee or work group that they might join.
  - 4. Describing current Empowerment/ECIA programs.
- D. Explain the availability of stipends to cover Board members' child care costs.
- E. Attend Board meetings with the new Board member so that you are available during meetings to answer questions and facilitate participation.
- F. If you are unable to attend a Board meeting, check in with the new Board member so they might receive any needed clarification in advance.



<b>Procedure Title</b>	
<b>Board Member Stipends</b>	
<b>Adoption Date</b>	
<b>06/18/2002</b>	

*Purpose:*

Administrative funds may be used to reimburse Empowerment/ECIA Board members for costs to attend Empowerment/ECIA Board Meetings and Task Force Meetings. Any Board member may request funds

*Procedure:*

Board members are asked to contact **JCE/ECIA Director** at **339-6179** by **3:30 p.m. the day before the Board meeting**. Members may be reimbursed for previously attended Work Group/Committee meetings and that evening's Board meeting. Board members can be reimbursed for up to 3 hours for a monthly Board Meeting and actual time for Work Group/Committee meetings. Please provide JCE/ECIA Director with **the dates and times of the meetings** for which reimbursement is requested. Stipends will be reimbursed in the amount of:

- \$5 per hour for member with one child
- \$7 per hour for member with two children
- \$9 per hour for member with three children

The Empowerment/ECIA Board will not provide child care or transportation. JCE/ECIA Director can provide Board members with the 4Cs list of occasional/part-time child care providers. Board members are encouraged to contact their Board mentor or other Board members if they are interested in carpooling.

JCE/ECIA Director will report statistical data to the board but will keep identifying information separate. The Board will not receive any information about which Board members have accessed this fund.



<b>Policy Title</b>	
<b>Appeal Process</b>	
<b>Approval Date</b>	
<b>August 3, 2006</b>	

*Purpose:*

To provide a process by which an entity may appeal a decision of the Johnson County Empowerment/ECIA Board.

*Policy:*

A written appeal on any decision by the Board relating to the Grant or to the Board election process, may be submitted within 15 working days of that decision/action to the Executive Committee for review. New or additional information may be attached to the appeal. The Executive Committee will make a recommendation to the Board and the Board will issue a written response within 30 working days of receipt of the appeal.



<b>Policy Title</b>	
<b>Delegation of Authority for Expenditures</b>	
<b>Approval Date</b>	
<b>04/01/2004</b>	

*Purpose:*

To clarify the authorization of certain expenditures by the person accepting delegated authority designated below, on his/her own accord without seeking direct approval from the Johnson County Empowerment/ECIA Board. The Board will receive notice of any changes at the next regular Board meeting.

*Policy:*

*The designee, upon approval by Chair and the Treasurer, may authorize any of the following:*

- Moving dollars between approved Empowerment/ECIA operating expense budget line items: Not to exceed (NTE) \$3,000 or 10% of the line-item, whichever is less.
- Moving dollars between contracted program line items: NTE \$3,000 or 10% of the program budget, whichever is less.
- Moving dollars between state funding sources as allowable: NTE \$5,000.
- Any single administrative expenditure: NTE \$500.

I have read, understand, and agree to this policy:

Board Treasurer: \_\_\_\_\_  
Sign Date

Board Chairperson: \_\_\_\_\_  
Sign Date

Fiscal Designee: \_\_\_\_\_  
Sign Date



<b>Procedure Title</b>	
<b>Johnson County Empowerment/ECIA Internal Fiscal Procedures</b>	
<b>Adoption</b>	<b>Revision Date</b>
<b>October 2008</b>	

**Invoices/Fiscal Agent Procedures**

- A. Agencies send original invoices and all supporting documentation to Johnson County Empowerment/Early Childhood Iowa Area (JCE/ECIA) Administrative Assistant either monthly or quarterly per contract. [09/23/2008; rev. 02/01/2009]
- B. Admin Assistant ensures that all billed expenses are supported by the contract and are appropriately substantiated with documentation. Contracted staff costs may be paid at the beginning of the month in which they will occur. All other expenses are paid on a reimbursement basis; the agency incurs the cost and then JCE/ECIA reimburses the exact amount.
- C. Admin Assistant completes county vouchers and submits to the Director of Johnson County Social Services (JCSS). Copies of all forms, receipts, and other documentation are kept (electronic or hard copy) in the JCE/ECIA Office.
- D. Admin Assistant gives the batch of vouchers to the JCSS Coordinator for review and signature.
- E. JCSS checks vouchers for accuracy and gives the vouchers to the County Auditor’s office. Staff in the auditor’s office reviews for accuracy and completeness of documentation, and processes for payment approval by the Board of Supervisors.
- F. County Auditor’s office pays claims according to county policies.

**Reports**

- G. The Auditor’s Office makes available (at least monthly) to the Admin Assistant and Director reports of revenues, approved claims, and checks cleared. Reports may be electronic or hard copy.
- H. Director provides Admin Assistant and JCE/ECIA Board Treasurer with copies of the Hills Bank Statement obtained from the Hills Bank website.
- I. Admin Assistant reconciles approved claims and checks cleared with vouchers submitted.
- J. Admin Assistant reconciles county payments made on behalf of JCE/ECIA (from approved claims and checks cleared) with debits from the JCE/ECIA bank account to Johnson County.
- K. Admin Assistant reconciles county revenue reports with bank statements.



<b>Procedure Title</b>	
<b>Johnson County Empowerment/ECIA Procedures for Financial Agreed Upon Procedures (FAUP)</b>	
<b>Adoption</b>	<b>Revision Date</b>
<b>January 2019</b>	

**Preparing for Financial Agreed Upon Procedures (FAUP)**

1. JCE/ECIA Director and Administrative Assistant reconcile board records (e.g. state financial report) to the Hills Bank Account and to the County Innoprise system.
2. A copy of the state report and the reconciliation is provided to the Johnson County Finance Department (Dan Grady).
3. Finance Department works with the independent auditors to complete the FAUP.
4. When the FAUP and the full county audit are complete and approved by the County, the Finance Department sends to JCE Director.
5. FAUPs must be complete by March 31 of the subsequent fiscal year.

**Sharing/Approving Financial Agreed Upon Procedures (FAUP)**

1. JCE/ECIA Director and Administrative Assistant reconcile board records (e.g. state financial report) to the Hills Board Treasurer, Director, and/or Administrative Assistant meet with County Auditors, County Finance Department, and/or independent auditors to discuss FAUP results.
2. FAUP results, along with JCE/ECIA Financial Policies & Procedures, are shared with the JCE Board.
3. FAUP is on a board meeting agenda and discussed during the meeting. The Board may request that County fiscal staff attend the meeting to answer questions.
4. If the board has questions or concerns that can't be addressed during the meeting, additional information will be gathered and it will be on the agenda for the next JCE Board meeting.
5. If there are no additional questions or concerns, the FAUP is accepted by the Board.
6. Once it is accepted, Director sends FAUP results, along with a copy of the full county audit, to the State ECI Office.



<b>Procedure Title</b>	
<b>Procedure for Awarding Funds</b>	
<b>Approval Date</b>	
<b>03/28/2013</b>	

*Purpose:*

To provide a standardized guide for the annual award of ECI funds.

*Procedure:*

Each year, the Johnson County Empowerment/ECIA Board determines the process for awarding funds. That process may vary dependent upon whether current contracts can be renewed and whether individual contracts have been fulfilled. The board reviews the status of current contracts and decides the procedure that will be used to solicit and review funding applications. When contracts are eligible for renewal, the board utilizes an abridged process for applicants. When contracts are not eligible for renewal, the board follows a general RFP process. Typically, the board will follow a general RFP process every 3 to 5 years.

Annually, the board reviews community needs assessments and updates priorities when necessary. Updated priorities are incorporated into any RFP as well as the scoring and review sheets for funding applications. When reviewing funding applications, board members receive copies of the identified priorities from the Community Plan as well as instructions for proposal review. Identified priorities are written on large sheets of paper and hung from the walls of the room during board meetings in which funding decisions are being made.

Applicants who are denied funding may appeal to the Johnson County Empowerment/ECIA Board. Appeals must be made in writing and be received by the Director within five (5) working days of receipt of the selection decision letter. Appeals must be based on a contention that the process violated state or federal law, that policies or rule did not provide adequate public notice, or involved a conflict of interest by staff or review team members. The Empowerment/ECIA Board, or a committee designated by the Board, reviews the appeal and mails a notice of its decision to the appellant within five (5) working days of the review.

**Timeline:**

**Annually**

**December** – Board reviews community needs assessments; Work Groups identify any new trends or local needs that are not noted in needs assessments and report to Board.

**January** – Board identifies/affirms priorities for funding and the processes by which applications will be solicited and proposals will be evaluated. When contracts are not eligible for renewal, the



board follows a general RFP process. When contracts are eligible for renewal, the board utilizes an abridged process for applicants.

### **General RFP Process**

**February** – RFP is issued. The public is notified through the [jcc empowerment.org](http://jcc empowerment.org) website, the Facebook page, and a press release to the newspapers. Current contractors are notified by email.

**March** – Bidder’s Conference to provide clarification and answer potential applicants’ questions. If there is anything different from the previous year, it is highlighted during the meeting. Examples of potential differences include statewide required performance measures, required evaluation tools, the process for applying, the means by which applications will be evaluated, and any reporting or billing changes. All questions are submitted in writing. Questions asked and answered during the conference are recorded. All information provided at the Bidder’s Conference, as well as all questions and answers, are posted to the website.

**April** – Proposals are due. Staff reviews proposals to ensure the RFP guidelines were followed. Along with instructions, the proposals are emailed to all reviewers. Staff develops a preliminary budget of available funds, based on the previous year’s allocation and any planned carry-forward. That budget is then confirmed by the board as a starting point for funding allocation. It is noted that this is based on last year’s funding and could change dramatically, depending on the decisions of the legislature and the Governor.

**May** – Agency 3<sup>rd</sup> quarter reports are reviewed to ensure contracts will be successfully fulfilled. If the board has confirmed a budget from the state, funding decisions are made during the board meeting. If there is additional information requested from applicants, it is noted at this meeting. Staff follows up with applicants regarding requests for additional information. The funding decision includes priorities for allocating any additional funds available (carry-forward).

**June** – If funding decisions were not finalized in May, they are finalized in June (assuming the board has received a confirmed budget from the state). Contracts are issued in June. JCE/ECIA staff emails pdf copies of the contracts to providers for their review. If there are changes to the contract from the previous year, those are highlighted in color in the contract and are noted in the email. Once the contract is finalized, the provider prints and signs 2 signature pages and returns to JCE/ECIA. After the JCE/ECIA board has signed the contracts, an original is put into the JCE/ECIA file and the other original is returned to the agency.

**July** – Contract period begins.

**August** – Final carry-forward figures are available for the board. Any additional funds are allocated according to the process already in place. When necessary, contracts and/or amendments are issued using the same contracting process.



## **Renewal Process**

**February** – Contractors’ 2<sup>nd</sup> quarter reports are reviewed to determine if programs are on track to achieve all contracted outcomes.

**March** – Contractors are contacted with any questions or concerns about contracted activities and performance measures. Staff consults with contractors to determine if the program will expend all funding by the end of the contract period.

**April** – Letters are sent inviting current contractors whose contracts are eligible for renewal to apply to renew their contracts. The letter explains the process and timeline for renewal. If there are changes to the process or how the proposals will be evaluated, that information is highlighted in the letter. Staff develops a preliminary budget of available funds, based on the previous year’s allocation and any planned carry-forward. That budget is then confirmed by the board as a starting point for funding allocation. It is noted that this is based on last year’s funding and could change dramatically, depending on the decisions of the legislature and the Governor.

**May** – Agency 3<sup>rd</sup> quarter reports are reviewed to confirm that programs are on track to achieve all contracted outcomes. If the board has a confirmed budget from the state, the board compares the upcoming budget with that from the previous fiscal year. If the funding is relatively consistent, the board approves renewing the contracts. If there are significant budget differences, the board determines a process to adjust funding. The process includes priorities for allocating any additional funds available (carry-forward).

**June** – Contracts are renewed in June. JCE/ECIA staff emails pdf copies of the renewals to providers for their review. If there are changes or amendments to the contract from the previous year, those are highlighted in color in the renewal and are noted in the email. Once the renewal is finalized, the provider prints and signs 2 signature pages and returns to JCE/ECIA. After the JCE/ECIA board has signed the renewal, an original is put into the JCE/ECIA file and the other original is returned to the agency.

**July** – Contract period begins.

**August** – Final carry-forward figures are available for the board. Any additional funds are allocated according to the process already in place. When necessary, amendments are issued using the same contracting process.



<b>Procedure Title</b> <b>Allocation Policy</b>	
<b>Adoption Date</b> <b>10/17/13</b>	<b>Revision Date</b>

*Purpose:*

To provide a standardized procedure for allocating costs among different funding sources received by the local board.

**Cost Allocation Procedures:**

- A. If an expenditure solely benefits one fund purpose, it will be charged entirely to that benefiting fund.
- B. If an expenditure benefits two or more funding purposes, the cost will be allocated to each fund according to the proportion of benefit each fund purpose receives from the expenditure.
- C. If it is not possible to determine the proportional benefit to each fund purpose because of the interrelationship of the work involved, the cost will be allocated based upon the proportion of the specific fund to the total funds.
- D. When funds received by the board identify allowable administrative funds, the board will develop an administrative budget that reflects an overall allocation of administrative funds between funding sources. Individual expenditures that fall within the allowable administrative expenses will not be cost allocated.



Procedure Title	
<b>Johnson County Empowerment/ECIA Fiscal Procedures for Contractors</b>	
Adoption	Revision Dates
<b>September 23, 2008</b>	<b>05/07/09; 06/04/09; 02/17/11</b>

*Purpose:*

To provide direction to contracting agencies and Empowerment/ECIA staff regarding contract fiscal administration and billing.

**Documentation**

- A. Line items must be the same as those in the original grant proposal and the contracted budget. The invoice must include the agency name, the name of the program, the invoice number, the invoice date, the time period covered by the invoice, the specific line item breakdown, and the signature of the person submitting the invoice. The invoice number should be unique and used only once. The invoice date is the day the invoice was prepared and sent.
- B. Administrative costs are reimbursed at the amount not to exceed the contracted percentage of billed direct expenses. [05/07/2009]
- C. Invoices must be accompanied by original receipts and detailed documentation for all expenditures. Paperclip all documentation to the invoice; do not staple.
- D. Incomplete invoices will be returned to the agency, even if this results in bills being returned after the cut-off date. Empowerment/ECIA pays only the line item amounts contracted. Any requested changes in contracted line items must be received by Empowerment/ECIA prior to submitting the invoice.
- E. Invoices for staff time reimbursement must be accompanied by documentation of staff expenses. Documentation may include a list of dates and hours worked, a list of dates of visits (for per-visit reimbursement), time sheets with specific Empowerment/ECIA activities identified, or other agreed-upon specific documentation. [02/17/2011]
- F. Invoices for mileage reimbursement must be accompanied by documentation of mileage expenses. Documentation must include travel starting point, travel end point, total miles traveled, and the reason for the travel (related to contracted program). Mileage is based on a starting point of the agency’s Iowa City/Coralville location unless the contractor is travelling between programs within Johnson County. [06/04/2009] Mileage is reimbursed at a rate not greater than the federal (IRS) rate. [02/17/2011]
- G. Reimbursement for travel time is decided on a contract by contract basis. [06/04/2009]



## Deadlines

- H. There is no specific due date for 1<sup>st</sup> and 3<sup>rd</sup> quarter invoices. Invoices for services provided and expenses incurred July – December must be received by the Empowerment/ECIA office no later than January 15. [10/02/2008]
- I. All invoices must be received by the Empowerment/ECIA office no later than July 15. Funds unexpended at the end of the Contract period remain with JCE/ECIA. Invoices received between July 15 and July 31 are assessed a 50% penalty. Invoices received after July 31 are not paid. All invoices must be complete, original invoices with appropriate documentation. Incomplete invoices are returned to the agency. [09/04/2008]
- J. In general, invoices that are received by 9:00 am on a Tuesday will be paid two weeks later on Friday, unless a Johnson County Board of Supervisors' meeting is cancelled or rescheduled. [07/01/2013]
- K. The final invoice is held in the Empowerment/ECIA office pending the receipt of a complete, accurate, on-time final report that demonstrates 100% compliance with the contract terms. [09/04/2008]

## Budget Revisions

- L. Line item changes of \$100 or less can be made by the contractor without specific prior approval from Empowerment/ECIA, [08/02/2007] but the Contractor must notify Empowerment/ECIA of the changes, either prior to or with the invoice. This is a **total** of \$100 during the contract period and does not represent any change in overall budget amount.[09/23/2008] Line item changes from \$100 to \$3,000 (or up to 10% of program budget, whichever is less) require prior approval from the Empowerment/ECIA Board Chairperson, Treasurer, and Director. Changes greater than \$3,000 or 10% require approval of the full Empowerment/ECIA Board. Any change in the total contracted budget amount requires the approval of the full Empowerment/ECIA Board. [08/02/2007]
- M. To request a budget change, contact the JCE/ECIA Director. All requests should be in writing and include the contracted budget amounts, the requested budget amounts, and the reasons for the request. Requests must be received prior to submitting the invoice. End of year requests must be received by June 1. [rev. 07/18/13]

## Program-Specific Invoices

- N. Family Support Program: Administrative Assistant receives billing from agencies. Administrative Assistant verifies claims by individual family. Administrative Assistant



prepares summary invoices (without individual names) for each agency then proceeds as above with vouchers.

O. Home Visitation billing:

- \$110 per visit [Updated 07/01/2014]
- \$30 per no-show (where the counselor goes to the home but the family is unavailable)
- Must average 2 visits per month per family for the year
- No more than 2 no-shows per family per month
- No-shows can account for no more than 15% of billing
- The goal is that families receive weekly visits during the first month of service and then the counselor and family determine the frequency of visits to be not less than twice monthly.
- There is an 'inactive status' for families that have not had regular/consistent contact with the counselor. [06/04/2009]

P. School Ready Scholarships:

- Reimbursement is for tuition for individual children, not for spaces.
- All invoices must be accompanied by child attendance sheets that are signed by the parent.
- When a child's attendance is less than 75% of the time, the program will follow-up and work with families to address issues of transportation, etc.

Q. Early Education programs:

- Reimbursement is for spaces, not for individual children.
- When a space is occupied more than 50% of the time, the program receives full reimbursement. When a space is occupied 50% of the time or less, the program receives half payment.
- Follow-up on attendance and work with families to address issues of transportation, etc.
- When a child's attendance is less than 75%, there will be an action plan to address the attendance issue.
- Each program must maintain at least a 75% overall attendance rate.
- When a family is eligible for Wraparound and/or Scholarship Funds during a month, they are eligible for those funds during the entire month. Families will not be able to use both Wraparound Funds and Continue Care/Bridge Care during months in which they are eligible to receive Wraparound and/or Scholarship Funds. [06/04/2009]

R. Johnson County Empowerment/ECIA does not provide tuition assistance for children to attend a childcare program where their parent, guardian, or other caretaker is the director, co-owner, or owner. JCE/ECIA may provide tuition assistance to eligible children who attend care in a program different from that of their parent. This is consistent with Child Care Assistance rules. [10/21/2010]



<b>Procedure Title</b>	
<b>Procedure for Issuing Contracts</b>	
<b>Adoption Date</b>	
<b>03/28/2013</b>	

*Purpose:*

To provide a standardized procedure for issuing contracts.

*Procedure:*

JCE/ECIA staff utilize the boilerplate contract and individualize for each program. Individualization includes ensuring Scope of Services refers to the applicable Early Childhood Iowa Tool and includes any program requirements regarding quality, evidence-based curriculum, research-based screening tools, and/or participant eligibility. Contract Activities are updated to reflect those identified in the program proposal. Required Output & Quality/Efficiency and Performance Measures include all state reporting requirements as well as any additional reporting identified in the program proposal. A copy of the program proposal is attached and made part of the contract by reference.

A pdf copy of the contract is emailed to the Service Provider and the Board Chair. Any additions or changes from previous contracts are outlined in the email and are highlighted in the contract itself. Both parties review the document and once a final document has been agreed upon, JCE/ECIA removes the highlights and emails a final pdf contract to the Service Provider. The Service Provider prints and signs two copies of the signature page and the attached Exhibits and returns those hard copies to the JCE/ECIA office. The Board Chair signs the signature pages and returns one original to the Service Provider. JCE/ECIA prints a hard copy of the contract supporting materials and files it, along with an original signature page and signed Exhibits.

Any changes to the contract are documented by a Contract Amendment which follows a similar process and is signed by both parties.



<b>Procedure Title</b>	
<b>Procedure for Addressing Contract Compliance</b>	
<b>Adoption Date</b>	
<b>04/02/2009</b>	

*Purpose:*

To provide a standardized procedure for addressing questions of contract compliance.

*Procedure:*

- A. JCE/ECIA Director will notify the Board Chairperson and Vice Chairperson of questions of contract compliance.
- B. Chairperson will decide between two initial courses of action:
  - a) the issue will be brought to the Executive Committee, or
  - b) Chairperson (or designee from Executive Committee) and Director will meet with the contractor to gather more information.
- C. Director and Chairperson will keep records of all communication with contractors, both formal and informal.
- D. If Chairperson and/or Executive Committee determine that a contract non-compliance has occurred, then Director will follow the contract requirements for notification of non-compliance.
- E. Contract requirements for notification of non-compliance includes written notice to Contractor that non-compliance must be remedied immediately. Director will consult with the Executive Committee and, as appropriate, the Early Childhood Iowa (ECI) Technical Assistance team to identify available remedies. Director will notify the Executive Committee that written notice has been sent.
- F. If non-compliance continues to be evidenced fifteen (15) calendar days beyond the date of the written notice, Director will notify the Executive Committee of the Board.
- G. According to contract, Empowerment/ECIA may do one or more of the following:
  - a) Immediately terminate the Contract without additional written notice; or,
  - b) Enforce the terms and conditions of the Contract and seek any legal or equitable remedies.



- c) In addition to either of the above, Empowerment/ECIA may seek damages and payment of reasonable attorney fees and costs as a result of the Contractor's breach or failure to comply with the terms of this Contract.
  
- H. When presenting information to the Executive Committee and the Board, Director will provide a packet of information to contain the following:
  - a) Written summary of the compliance concern and follow-up
  - b) Written timeline of events and all communication
  - c) Copies of all written communication
  - d) Copies of the original contract
  
- I. The Executive Committee will review the information and make a recommendation to the Board.
  
- J. The Board will be provided with all of information, including the Executive Committee recommendation, and will make a decision regarding contract enforcement.
  
- K. The Contractor will be notified when their Contract is on the Board's agenda.



<b>Policy Title</b>	
<b>Contract Management Policies</b>	
<b>Approval Date</b>	
<b>09/04/2008</b>	

*Purpose:*

To address issues of late and/or incorrect bills and incomplete/early reports.

*Policy:*

**A. Late Bills**

The JCE/ECIA Director will send an e-mail late-June reminding agencies that final bills are due on July 15. This is the only notice and will be stated as such in the e-mail. (See Fiscal Procedures for Contractors for more information.)

**B. Incomplete/Incorrect Bills**

Incomplete bills are returned to the agency, even if this results in the bills being returned after the cut-off date. Empowerment/ECIA pays only the amounts contracted. (See Fiscal Procedures for Contractors for more information.)

**C. Incomplete/Inaccurate Reports**

The final bill is held in the Empowerment/ECIA office pending the receipt of a complete, accurate, on-time report that demonstrates 100% compliance with the contract terms. (See Fiscal Procedures for Contractors for more information.)

**D. Periodic Reporting of Outcomes**

For Quarterly reports, programs must identify their plan for evaluation and their progress in implementing that plan, including the number of evaluation tools completed to date.

**E. Early reports**

Final reports received prior to the due date are held until the due date. The Director does not review reports prior to the due date.



<b>Procedure Title</b>	
<b>Parent Education &amp; Family Support Policies</b>	
<b>Adoption Date</b>	<b>Revision Date</b>
	<b>October 2010; 10/19/17</b>

*Purpose:*

To provide standardized guides for Parent Education & Family Support programs.

All programs must follow the guidelines in Early Childhood Iowa Area Funding Tool G and all Parent Education and Family Support Programs must follow the guidelines in Early Childhood Iowa School Ready Funds Family Support & Parent Education Tool FF.

***Invoices***

- Family Support Program: Administrative Assistant receives billing from agencies. Administrative Assistant verifies claims by individual family. Administrative Assistant prepares summary invoices (without individual names) for each agency then proceeds as above with vouchers.
- Home Visitation billing:
  - \$110 per visit [Updated 07/01/2014]
  - \$30 per no-show (where the counselor goes to the home but the family is unavailable)
  - Must average 2 visits per month per family for the year
  - No more than 2 no-shows per family per month
  - No-shows can account for no more than 15% of billing
  - The expectation is that families receive weekly visits during the first month of service and then the counselor and family determine the frequency of visits to be not less than twice monthly.
  - There is an ‘inactive status’ for families that have not had regular/consistent contact with the counselor. [06/04/2009]

***Reports***

Reports for ongoing Family Support programs are due at the end of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters. Refer to the contract for specific reporting information. [06/04/2009; Revised 10/19/17]



### ***Guidelines for DHS Involvement {Revised 02/07/05}***

#### *Purpose:*

To ensure continuity of services for families and coordinate with DHS to avoid duplication of services.

#### *Procedure:*

##### When to exit for DHS involvement:

- Once ongoing worker has been assigned and an in-home provider has initiated services, NOT just because of an assessment or founded report
- Upon emergency removal

##### Track:

- Number of families exiting because of DHS involvement
- Number of families leaving DHS and coming to Empowerment/ECIA with no subsequent DHS involvement

##### DHS dual enrollment:

- During the 3-month exit transition with court monitoring, agencies may provide Empowerment Family Support Program even though DHS is still involved
- DHS will initiate the referral for the 3-month exit dual enrollment, though an agency may request the involvement with DHS approval

### ***Guidelines for FaDSS Involvement {Adopted October 2009}***

#### *Purpose:*

To ensure continuity of services, avoid gaps, and decrease duplication for families eligible to receive FaDSS and Empowerment support.

#### *Procedure:*

##### **Concurrent Enrollment**

- A. Document in the family chart the extenuating circumstances, extent of the family's need, and why intensive services are deemed necessary.
- B. Document the plan for coordination of services between agencies and the plan for communication between counselors.
- C. There may be a maximum of 2 joint visits per year (both counselors at the same visit), for the purpose of service planning and coordination between counselors and family.
- D. Agencies will send exception request to JCE/ECIA Director.
- E. Director will gather additional information from both counselors and make a determination.
- F. Director will email exception requests to the Parent Education & Family Support Work Group for final approval.



### **Dual Enrollment**

- G. Only agencies providing BOTH FaDSS and JCE/ECIA Family Support can dually enroll families.
- H. Families are screened for FaDSS eligibility. JCE/ECIA families eligible for FaDSS are enrolled in FaDSS and FaDSS is the payer of choice.
- I. JCE/ECIA Director is notified that a family has been dually enrolled in FaDSS and JCE/ECIA will no longer provide reimbursement while FaDSS is paying. The family will, however, remain on the active JCE/ECIA caseload.
- J. Two visits per month will be focused on FaDSS related activities and two visits per month on JCE/ECIA related activities.
- K. For dually enrolled families, FaDSS will waive the card assessment.
- L. Pregnant mothers may be enrolled in JCE/ECIA, and then dually enrolled with FaDSS once the baby is born.
- M. If a family becomes ineligible for FaDSS, JCE/ECIA may then begin to provide reimbursement.
- N. Agencies may bill **only one** entity for services for a family. Families eligible for FaDSS reimbursement are billed to FaDSS, others are billed to JCE/ECIA.

### ***MSW Practicum Student Protocol {Adopted October 2090}***

#### *Purpose:*

To accommodate practicum student placement in agencies and continue to ensure quality in family services.

#### *Procedure:*

- Student must meet the minimum education and experience requirements for Family Support Counselors.
- Student must be an advanced student placed with the agency for a one-year experience.
- Student must complete Empowerment FSC Orientation Sessions or receive Empowerment FSC Orientation from supervisor.
- Student must be certified Parents As Teachers counselors or utilize another evidence-based curriculum (i.e. Partners for a Healthy Baby, Healthy Families San Angelo, etc.).
- Student must complete one home visit per month with each family with the Family Support Counselor present.
- Student must complete 2 hours of direct supervision per month with FSC.



***Site Visit Policy {Adopted June 2009; Revised October 2010}***

***Purpose:***

To provide a standardized guide for conducting program monitoring visits for home visitation programs.

***Procedure:***

During the contract year, members of the Johnson County Empowerment/ECIA Parent Education Work Group and Empowerment/ECIA staff will conduct a site visit at each site providing the Empowerment Family Support Program. The site visit will consist of the following:

- A. **Meeting** including 2 Empowerment/ECIA representatives, Empowerment/ECIA staff, the site's liaison, and an agency supervisor and/or program staff. This meeting is arranged with the site liaison and includes the following agenda:
  - Review of the most recent periodic report.
  - Feedback from agency about how FSP is working, suggestions for change, and identification of community and agency needs regarding family home visiting.
  - Feedback from Empowerment/ECIA about how implementation is going and suggestions for change.
  - Other items.
  
- B. **Chart review.** The JCE/ECIA Director is provided with at least one chart from each Family Support Counselor for review. Review includes checking for documentation of services provided including Family Plans, Family Snapshots, Ages & Stages Recording Sheets, JCE Demographics Forms, documentation of Life Skills Progression, and documentation of referrals.
  
- C. **Home visits.** The Director may accompany each Family Support Counselor on a home visit. The purpose of this is for the Director to gain a better understanding of the issues FSC's are addressing with families and to understand what happens during a typical home visit.
  
- D. **Reporting.** The Director distributes visit notes to participants. Once approved, the notes are shared with the Work Group and distributed in hard copy at a Board meeting.



Policy Title	
<b>Early Education Policies</b>	
Approval Date	Revision Date
<b>12/03/2009</b>	<b>10/19/2017</b>

*Purpose:*

To provide standardized guides for programs providing Early Education services.

All programs must follow the guidelines in Early Childhood Iowa Area Funding Tool G and all Preschool Programs must follow the guidelines in Early Childhood Iowa School Ready Funds Preschool Programming Support for Low-Income Families Tool CC.

Johnson County Empowerment/ECIA does not provide tuition assistance for children to attend a program where their parent, guardian, or other caretaker is the director, co-owner, or owner. JCE/ECIA may provide tuition assistance to eligible children who attend care in a program different from that of their parent, consistent with Child Care Assistance rules. [10/21/2010]

***Invoices***

➤ Scholarships:

- Reimbursement is for tuition for individual children, not for spaces.
- All invoices must be accompanied by child attendance sheets that are signed by the parent.
- When a child’s attendance is less than 75% of the time, the program will follow-up with the family to address attendance issues such as illness, transportation, etc. Program and family will implement an action plan to address the attendance issue.

➤ Early Education programs:

- Reimbursement is for spaces, not for individual children.
- When a space is occupied more than 50% of the time, the program receives full reimbursement. When a space is occupied 50% of the time or less, the program receives half payment.
- Each program must maintain at least a 75% overall attendance rate.
- When an individual child’s attendance is less than 75%, programs will follow up with the family to address attendance issues such as illness, transportation, etc. Program and family will implement an action plan to address the attendance issue.
- When a family is eligible for Wraparound and/or Scholarship Funds during a month, they are eligible for those funds during the entire month. Families will not be able to use both Wraparound Funds and Continue Care/Bridge Care during months in which they are eligible to receive Wraparound and/or Scholarship Funds. [06/04/2009]

## ***Reports***

Continuing Early Education program reports are due at the end of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters.  
[06/04/2009; Revised 10/19//17]

### ***Appeal Policy {Adopted 12/03/09}***

#### ***Purpose:***

To provide a process by which an applicant may appeal a decision of the Johnson County Empowerment/ECIA Board.

#### ***Policy:***

- **Conference:** If the applicant does not agree with this decision, they may discuss the decision and the situation with staff to get an explanation of the action and present information to show that the action is incorrect. Applicants may also appeal this decision with the Johnson County Empowerment/ECIA Board. JCE/ECIA Director (319) 339-6179.
- **Appeal:** If the applicant does not agree with the decision, they may appeal to the Johnson County Empowerment/ECIA Board within ***15 calendar days*** from the date of notice. Examples of reasons for appeal include but are not limited to:

The child's age is incorrect.

The calculated gross monthly income amount is incorrect.

The child care provider's eligibility is incorrect.

The child or family's eligibility is incorrect.

Applicants will submit a written description of why they feel the decision is incorrect and provide information to show that the decision is incorrect. Send or take the letter and supporting information to JCE/ECIA Director, Johnson County Empowerment/ECIA, 855 S. Dubuque Street, Suite 202B, Iowa City, IA 52240.

The Johnson County Empowerment/ECIA Executive Committee will review the appeal within ***15 calendar days*** of the Board's receipt of the appeal. Appellant will receive a decision, in writing, about the appeal within ***30 calendar days*** of the Board's receipt of the appeal.

All funding decisions shall be based on the initial date of eligibility, but no earlier than the date of application.

This appeal policy will be included with all Notices of Decision.



<b>Policy Title</b>	
<b>General Policies of Johnson County Empowerment/ECIA</b>	
<b>Adoption Date</b>	<b>Revision Date</b>
<b>09/23/08 unless otherwise noted</b>	<b>10/19/2017</b>

*Purpose:*

To provide direction to contracting agencies and Empowerment/ECIA staff regarding contract administration, program management, and outcome reporting.

*Procedures:*

**Reports**

- A. Contractors must use the report format provided by JCE/ECIA.
- B. Typically, reports are due on November 1, February 1, May 1, and August 1. Ongoing programs may not be required to submit a 1<sup>st</sup> quarter (November 1) report. [10/19/2017] Refer to the contract Scope of Services section for specific due dates.
- C. Programs must submit an **electronic copy and 2 hard copies** of the report. Report all items that were included in the Evaluation section of the original grant proposal. Report on all items identified in the contract in Section 4.0 Scope of Services, Expected Outcomes. Report all state required information. Report all items included in the Summary Table that was provided by Empowerment/ECIA. Include the Summary Table as provided. Include budget pages. Include the plan for evaluation and report progress in collecting evaluation information. The Empowerment/ECIA Board is required to report this information to the state in order to receive funding for next year. [rev. 10/25/2010]
- D. There are different **reporting requirements** for different programs. Additional information about reporting requirements for specific funding can be found on the Iowa Empowerment website at [www.earlychildhoodiowa.org](http://www.earlychildhoodiowa.org) and go to **Local Areas, Tools, then Tool Kit Tools**. Tool G provides overall funding information. Tool CC identifies state reporting requirements for Preschool Funds. Tool FF identifies state reporting requirements for Family Support/Parent Education Funds. Tool II identifies reporting requirements for Quality Improvement Funds. The Empowerment/ECIA Board is required to report this information to the state in order to receive funding for next year.
- E. The **quarterly** budget report must include contracted amounts, quarterly Empowerment/ECIA expenditures, year-to-date spent of Empowerment/ECIA, and total year-to-date spent.



The **final** budget report must include contracted amounts, amount spent for Empowerment/ECIA, amount spent from other funding, and total amount spent. Include a detailed listing of other income utilized for the program in Detail Chart A Other Income. Reports must use the Excel spreadsheet provided by Empowerment/ECIA.

### **Program Implementation**

- F. Request to change program activities. Typically, activities are specified in the contract and cannot be changed. Any request to change activities must go to the Work Groups and/or Board. To request a change in contracted activities, contact the JCE/ECIA Director.
- G. Programs must use a research-based or evidence-based curriculum. Programs must utilize a published, reliable tool to assess children's development. [11/06/2008]
- H. A written appeal on any decision/action of the JCE/ECIA Director may be submitted to the Empowerment/ECIA Chairperson. The Chairperson may have the issue included on the next Executive Committee meeting agenda. All requests should be in writing and include as much detail about the issue as possible.
- I. Expenditures for advertising, incentives, and equipment should all occur prior to June 1. Expenditures that occur after June 1 may require an explanation of how they will be used for the current contract. [10/19/17]
- J. All equipment purchased with JCE funds will have on it a sticker available from Empowerment/ECIA, identifying Empowerment/ECIA as the funding source for the equipment. [06/04/2009]