

## Des Moines Service Area Decategorization Projects

serving  
Adair, Adams, & Union Counties  
Clarke, Decatur, Lucas, Ringgold, & Wayne Counties

Jocelyn Blazek, Decat/CPPC Coordinator

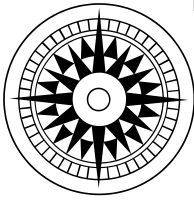
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### MINI-GRANT FUNDING REQUEST INSTRUCTIONS

The Leon Community Partnerships for Protecting Children (CPPC) Initiative in Clarke, Decatur, Lucas, Ringgold & Wayne Counties, has funding available to support local events or programs that benefit children & families age 0-18, that meets at least one of the four strategies of CPPC, and that serves an identified target population.

#### Application Guidelines

- Requests may only be submitted for projects that are being provided as a direct service targeting youth and/or their parents. **Priority will be given to projects that target both youth and their parents.**
- Requests **must** meet at least one of the four strategies of CPPC (see page 3).
- Requests **must** identify at least one at-risk population as their target audience, examples of at-risk populations include:
  - parents/caregivers and/or children with special needs or disabilities
  - racial and ethnic minorities
  - teen parents, single parents, or fathers
  - homeless families and children or those at risk of homelessness
  - former childhood victims of trauma, abuse, neglect or domestic violence
  - families with low income
  - parents/caregivers with low education
  - parents/caregivers and/or children with substance abuse and/or mental health issues
- The sponsoring agency/organization is highly encouraged to collaborate with other entities on their project. **Priority will be given to applicants who demonstrate strong collaborative efforts with others.**
- The maximum amount available for each individual event or program is \$500.00 per fiscal year.
- The maximum requests per agency or organization that may be submitted is 1 per fiscal year.
- This is a rolling application process so you may submit requests until May 1<sup>st</sup>, 2019 for an event or program that is scheduled between now and June 20<sup>th</sup>, 2019. However, when applying, please keep in mind we cannot reimburse any expenses that are incurred before the application is approved so make sure to submit your application in a timely manner.
- Applications are due by the 1<sup>st</sup> of each month, with the last due date being May 1<sup>st</sup>, 2019. The approval committee meets once a month so please be aware that it may be up to at least four weeks from the date of receipt of the request for a response on funding approval or availability.
- Applicants **must** use the forms provided, this includes the application form, the budget sheet, and the mini-grant reporting form. If the correct forms are not submitted, applications may be subject to disqualification.



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### **Budget**

- A budget proposal will also be required as part of the grant application and will be included as part of the grant application.
- Funds may be used to compensate staff, purchase consumable program materials, and for operational expenses. Funds may also be used to purchase incentives, but incentives must be directly related to the proposed project.
- Funds may **not** be used for building materials, a match for Federal funds, equipment, or appliances.
- A reimbursement guideline document is included in the grant application materials. This document details allowable vs. non-allowable expenses. It also outlines CPPC's expectations regarding the supporting documentation for billing that is required in order for your project to receive reimbursement, so please read this document carefully before drafting your budget (see pages 4-6).

### **Billing & Reporting Requirements**

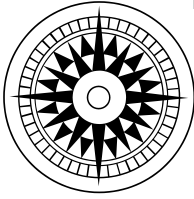
- Once your event or program is complete you will need to complete the "CPPC Mini-Grant Reporting Form" and submit the report along with all of your bills to [jblazek@dhs.state.ia.us](mailto:jblazek@dhs.state.ia.us). The deadline for these reports and the bills is within 10 calendar days of the projects end date, so no reports or billing should be submitted after June 30<sup>th</sup>, 2019.
- Bills may only be submitted once at the project's completion.
- If the mini-grant reporting form is not completed or if the reporting form and billing is not submitted in a timely manner, grant funds may be withheld until all required documents are received and the applicant may not be eligible for this funding in the future.

**This application is for events or programs to be completed prior to June 20<sup>th</sup>, 2019 only.**

You may scan and email your application to Jocelyn Blazek at [jblazek@dhs.state.ia.us](mailto:jblazek@dhs.state.ia.us) or mail to Jocelyn Blazek, 304 North Pine, Creston, IA 50801. **No faxes please.**

#### How to type directly into a PDF version of the form

1. Save as a PDF file to your computer.
2. Open the PDF and then click on "Sign" at the top right hand side of the document
3. Click on "Add Text".
4. Place the cursor wherever you would like to input text, click once, and then start typing.
5. You may also use this feature to place checkmarks and insert signatures.



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## The Four Strategies of CPPC

### 1) Shared Decision Making

**Purpose:** Provide leadership for collaborative efforts that promote community responsibility for the safety and well-being children.

**Activities:**

- Recruit broad and diverse membership to set the direction and oversee implementation of the four strategies and local efforts.
- Identify and assess community strengths and gaps in services and supports.
- Develop plans and leverage resources to fill priority gaps.
- Agree on measures, evaluate outcomes, and share accountability for outcomes.

### 2) Neighborhood Networking

**Purpose:** Promote cooperation and form alliances to provide more accessible and relevant informal and professional supports, services and resources for families whose children are at risk of abuse and neglect.

**Activities:**

- Increase awareness
  - Marketing materials/newsletters
  - Presentations and discussions
  - Community events
- Establish and maintain multiple linkages and relationships among informal and professional supports and resources.
  - Cross trainings
  - Ongoing opportunities for peer learning, information-sharing, and networking (e.g., monthly lunch and learns)
  - Joint planning efforts
- Develop an organized infrastructure of neighborhood and community groups, such as
  - Parent Partners
  - Circles of Support
  - Transitioning Youth
  - Neighborhood Hubs

### 3) Individualized Course of Action (ICA)

**Purpose:** Genuinely engage families and youth to identify strengths, resources, and supports to reduce barriers and help families succeed.

**Activities:**

- Work with DHS to strengthen and expand the use of quality Family Team Meetings for families that come to the attention of the child welfare system:
  - Educate and engage partners
  - Promote best practice
  - Assist with evaluation
  - Identify and recruit informal supports and community resources
- Build a capacity to offer community Family Team Meetings that includes agreed upon referral process, training and support of facilitators, and tracking and quality assurance activities.

### 4) Policy & Practice Change

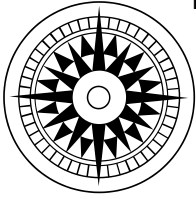
**Purpose:** Improve policies and practices to reduce barriers and increase accessibility and relevance of services that lead to positive family outcomes.

**Activities:**

- Gather and utilize data and community insights to identify and assess needs for policy and practice change
- Explore opportunities to implement best practices
- Facilitate parent and youth input
- Implement and evaluate change within the context of the community

For more information about CPPC and the four strategies visit  
our website at [www.iowacommunitypartners.org](http://www.iowacommunitypartners.org) and click on the links across the top of the page.

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### **Reimbursement Guidelines**

Goods must be received and services must be provided on or after July 1<sup>st</sup> and prior to June 20<sup>th</sup> to qualify as a state fiscal year expense. In general, goods and services must be charged to the year in which the goods were received or the service was provided, this means all documentation must have dates that correspond to the correct fiscal year and the dates in which your contract or Letter of Agreement (if applicable) is valid. Any documentation that does not meet this requirement will not be reimbursed.

We must be able to match your supporting documentation to the amount you are requesting for reimbursement. Please keep in mind that you may need to show calculations to meet this requirement, especially when calculating salary and benefits or tax. Also, keep in mind that if you are only claiming partial reimbursement of a receipt or invoice that you in some way identify the items you are claiming reimbursement for and/or notate the amount of partial reimbursement you are claiming.

#### **Salary/Wages & Benefits:**

- For employed staff
  - Paystubs and timesheets are provided and reflect correct accounting period and individual information.
  - Hourly rate of the employee and number of hours you are requesting reimbursement for are documented (even if it is only a portion of their total salary).
  - Benefits may not be calculated at higher than 17.9% of the salary requested.
- For contracted staff
  - Invoice with an itemized detailed account of work performed, including dates and times and justification of how the total reimbursement rate was calculated (i.e. 10 hours at \$15.00/hour = \$150.00) must be provided. The contracted staff's name and address must also be included.

#### **Mileage:**

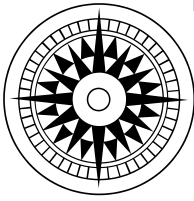
- Documentation shows to and from locations, number of miles driven, and description of meeting purpose.
- Maximum reimbursement rate per mile for personal vehicle use is \$0.39.
- For non-personal vehicles a flat rate or contracted rate can be used in lieu of the \$0.39 per mile.
- Travel from home to office is not reimbursable
- Travel within home domicile (city in which office resides) is not reimbursable

#### **Lodging**

- In Iowa – lodging may only be reimbursed at the state rate of \$55 per night plus taxes.
- Outside of Iowa – contact the grant administrator prior to incurring any lodging expenses.

#### **Other Travel Costs**

- Contact the grant administrator prior to incurring any other type of travel costs or out of state travel costs not listed above.



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### **Other Purchases:**

- At a minimum you must have an **original** (or copy of original) receipt or invoice with the following information:
  - Name of Vendor
  - Date & Time
  - Location (Address for Vendor)
  - Detailed description of item
  - Item price
  - Total purchase amount
  - Method of payment
- Order confirmations, shipping confirmations, credit card receipts, purchase orders and packing slips alone do **NOT** meet the above requirements, so please make sure to include additional documentation that does.
- When submitting original receipts, if the receipt is not 8 ½" x 11" (letter size) please tape the original receipt to a blank 8 ½" x 11" (letter size) piece of paper before submitting. You may tape more than one receipt to each piece of paper.

### **Unallowable Expenses**

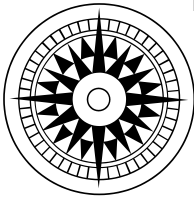
- Equipment – this includes any electronics, appliances, tools, etc.
- Building Materials – no building materials of any kind are allowed regardless of what the materials are to be used for.
- Match for Federal Funds – this includes AmeriCorps matches.
- Non-consumable Materials – most non-consumable materials are not allowed, if you have questions about what is or isn't allowed contact the grant administrator prior to incurring any expenses.
- Field Trips – field trips are generally not allowed (this includes local swimming trips) - exceptions may be made if the trip is for educational purposes related to the goals of the project.
- Incentives – incentives not directly related to the goals of the project will not be allowed.

### **Shifting of Funds**

- Shifting funds among categories is acceptable as long as:
  - 1) funds are only shifted among the categories originally approved
  - 2) it does not change the scope of work of the project
  - 3) the shift is not more than 10% of the total budget
- Shifts larger than 10% of the total budget requires that you get approval from the Decat/CPPC Coordinator before making any adjustments

### **Helpful Hints**

- Do **not** purchase supplies from any type of home or building supply store or center, once again regardless of what you plan to use the materials for if they are purchased from such a business we will not be able to reimburse you.
- **Avoid** cutting apart receipts. I know that some receipts are difficult to fit onto one page so it is tempting to cut pieces of them off, but try to refrain from doing so because if you cut off a piece of information that we have to have your receipt will no longer be valid and we will not be able to reimburse you. If you have a receipt that won't fit, copy the top half and then



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copy the bottom half and send the copies, or if you choose to cut it, cut it somewhere in the middle and then tape both halves to the same piece of paper.

- If you are copying or scanning your receipts **always** make sure that the entire receipt has copied or scanned before sending it, because again if a piece of information that we have to have is missing your receipt will no longer be valid and we will not be able to reimburse you.
- Most businesses print with heat sensitive ink so taping over ink or leaving the receipt in a pile somewhere for a long length of time will cause your receipt to deteriorate, possibly to the point of being completely illegible, so if you are not planning on submitting the receipt right away make a copy of your receipt or scan a copy of your receipt to save for later and **avoid** placing tape anywhere there is print.

### **Year End Purchasing of Goods and Services Policy**

Following are a few reminders of special year-end procedures and timelines to help ensure efficient and timely processing of claims.

#### **Deadlines for Submitting Claims**

All claims must be received by the Decat/CPPC Coordinator no later than end of day July 15<sup>th</sup>.

#### **Packing slips or receiving reports are required:**

- 1) For all claims where the invoice is dated within one fiscal year and expenses are chargeable to the other fiscal year
- 2) For all claims where the invoice indicates a shipment date of June 25 to June 30 and
- 3) For all claims with an invoice date of June 25 to July 5 and no shipment date.

Actual supporting documentation, not just a notation from the agency, must be attached to the claim.

Offices are cautioned to retain receiving/delivery information for other invoices dated in the June 15-July 31 periods for possible audit.