

COUNCIL ACTION FORM

SUBJECT: REVISIONS TO ASSET POLICIES AND PROCEDURES

BACKGROUND:

Each year, the ASSET Administrative Team and ASSET volunteers review the ASSET Policies and Procedures. Changes to the Policies and Procedures are adopted once a majority of the Funders approves the revisions. This year, revisions are recommended to the Policies and Procedures to address several issues:

- Revise the names of the funders, incorporating Central Iowa Community Services (CICS) and changing from Government of the Student Body to ISU Student Government.
- Clarify a reference to the Iowa Open Meetings Law
- Revise the quorum requirements to allow routine business to be accomplished as long as one representative from each funder is present (e.g., receiving reports, approving minutes). This would not allow for approval of funding recommendations or changing the Policies and Procedures without a full quorum.
- Clarify the name of the Agency Participation Application and emphasize that agency visits will be a component of the review process.
- Spell out the word “administrative” in a section where it is abbreviated.
- Make minor modifications to the Application for ASSET Agency Participation and Notification of New or Expanded Service forms.
- Reflect the shift from the former four-panel ASSET structure to the categories of Education, Income, and Health in classifying ASSET services.

Of these proposed changes, the most significant is the conversion from the former four-panel system to the categories of Education, Income, and Health. This conversion is intended to accomplish several objectives: 1) making the panel system easier to understand and more intuitive, 2) reallocating the distribution of volunteers by reducing from four to three the maximum number of volunteers assigned to a single agency, and 3) aligning the ASSET panel structure with the categories used by United Way internationally to describe support for services and track funding.

The services provided by each agency will continue to be assigned a service code and a category according to the type of service provided. This change has been discussed with the agencies in detail, and a crosswalk has been developed to identify what category each service will fall into.

The ASSET Administrative Team will work to ensure that agencies are informed of their new service categories as they develop their budgets. This new structure will be easier to explain to agencies and new volunteers in the future.

A copy of the revised Policies and Procedures is attached.

ALTERNATIVES:

1. Approve the recommended changes to the ASSET Policies and Procedures
2. Do not approve changes to the ASSET Policies and Procedures.

MANAGER'S RECOMMENDED ACTION:

From time to time it is necessary to amend the ASSET Policies and Procedures. This year, changes have been recommended by the ASSET board to clarify parts of the document as well as to reflect the proposed recategorization of services into the groupings of Education, Income, and Health. These changes have been discussed with the agencies and among the ASSET board.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the recommended changes to the ASSET Policies and Procedures.

ASSET

POLICIES & PROCEDURES

July 2016

Sponsoring Organizations:

**City of Ames
Story County
Central Iowa Community Services
United Way of Story County
ISU Student Government**

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POLICIES AND PROCEDURES FOR ASSET

By agreement among sponsoring organizations (Funders), a team shall be authorized by all sponsors but separate from any sponsor. The name of this process is “Analysis of Social Services Evaluation Team” or “ASSET.”

I. PURPOSE

- A. To promote coordination of human services planning and funding among the sponsoring organizations.
- B. To assess the human services needs in Story County and evaluate the capabilities of agencies to provide the programs that meet those needs.
- C. To provide funding recommendations to the governing bodies of the sponsoring organizations.

II. SPONSORING ORGANIZATIONS

- A. Ames City Council (City)
- B. Story County Board of Supervisors (County)
- C. ~~Central Iowa Community Services (CICS) — Mental Health/Disability Services Region)~~ Central Iowa Community Services Mental Health/Disability Services Region (CICS)
- D. United Way of Story County (UWSC)
- E. ISU Student Government

III. TEAM STRUCTURE (subject to change and pending approval by ASSET funders)

- A. The City, County, UWSC, and ISU Student Government shall each appoint five (5) volunteers as voting members of the team (Volunteers). Due to the nature of the services funded by CICS, CICS shall appoint three (3) volunteers as voting members of the team (Volunteers).
- B. The City, County, CICS, UWSC, and ISU Student Government shall each appoint one staff person. The staff appointees shall be non-voting members for the purpose of ASSET business (Staff).
- C. One Agency Panel Representative (APR) for each panel, elected by the Human Services Council, from ASSET funded agencies, shall be non-voting members of ASSET.

- D. The Administrative Assistant shall be a contract position paid jointly by the Funders through a 28E Agreement and shall be a non-voting participant.

IV. TENURE OF MEMBERS

- A. The terms of Volunteers shall be three (3) years. ASSET recognizes that ISU Student Government appointees may not be able to serve three-year terms. The APR's shall serve for three years.
- B. The terms of Staff shall be continuous until terminated by the appointing Funder.
- C. An un-expired term of a Volunteer shall be filled by the Funder that appointed that Volunteer.
- D. No Volunteer may serve more than two (2) consecutive full terms, except the Past Chair, Chair or Chair Elect may serve longer in order to fulfill the duties of their offices.
- E. If a Volunteer is appointed to fill the remainder of an unexpired term, the newly appointed Volunteer is eligible to serve a maximum of seven consecutive years unless conditions delineated in paragraph D above apply.
- F. If a Volunteer accumulates three consecutive unexcused absences in any one ASSET year (April through March), or otherwise fails to fulfill his/her responsibilities, the Volunteers may, by a simple majority vote of quorum, request that a Funder appoint a replacement Volunteer. An unexcused absence is defined as when a Volunteer does not notify an Administrative Team member, or the Administrative Assistant about being absent. Notifying the Administrative Assistant is the preferred method.

V. OFFICERS

- A. Officers shall be Chair, Chair-Elect, Past Chair, and Treasurer, each of whom shall be elected for a one-year term by a quorum of the Volunteers.
- B. Staff and APR members are ineligible to hold an office.
- C. A Chair may not hold that office for more than two consecutive one-year terms.
- D. A vacancy in any office shall be filled by a majority vote of a quorum of the Volunteers for the unexpired portion of the term, except for the position of past chair, which would remain vacant should that volunteer leave the ASSET process.
- E. The ASSET Chair is authorized to sign contracts and agreements on behalf of ASSET with respect to operations of the ASSET board. The Chair-Elect may sign if the Chair is unavailable.

VI. ASSET OPERATIONS

- A. Regular meetings of ASSET shall be held in accordance with ~~Chapter 21 of the Code of Iowa. Iowa's Open Meetings law.~~ If circumstances warrant it, a meeting of ASSET may be cancelled by the Administrative Team. An announcement of meeting cancellation will be posted and notice sent to members and participating agencies as soon as possible under the circumstances.
- B. Unless otherwise specified, meetings shall be conducted according to Robert's Rules of Order. However, technical or non-substantive departures from these rules shall not invalidate any action taken at a meeting.
- C. Agendas will be posted at Ames City Hall, the ASSET website (<http://www.storycountyasset.org>) and at other public locations, at least three days prior to the meeting, and notification mailed electronically to each ASSET member and participating Agency.
- D. A quorum shall consist of one-half plus one of the currently appointed volunteers. A majority vote of the quorum present shall constitute a decision of ASSET. In the event a quorum is not present, ASSET business may be conducted by a simple majority vote of those present, ~~if at least one voting member from each funder is represented. except~~ Exceptions to this include decisions for funding recommendations or changes to the Policies and Procedures, or anything that requires Funder approval, ~~if at least one voting member from each funder is represented.~~
- E. The Chair may vote on all business that comes before ASSET and shall be included as part of the quorum.
- F. Special meetings may be called by the Chair or by petition of one-fourth of the Volunteers with not less than five days written notice to the Volunteers, Staff, and APR's, by email or regular mail.
- G. Minutes of ASSET meetings shall be recorded and distributed to Staff, Volunteers, Agency Panel Representatives, and Agencies, by posting on the ASSET website (<http://www.storycountyasset.org>). Minutes shall be made public in accordance with the Iowa Open Records law.

VII. ADMINISTRATIVE TEAM OPERATIONS

- A. Staff members, the Chair, the immediate past Chair, the Chair-Elect, and the Treasurer, shall serve as an Administrative Team.
- B. The Administrative Team will meet prior to regular ASSET meetings. If there are no significant pending actions, an Administrative Team meeting may be cancelled by the Chair or Chair Elect.
- C. All members of the Administrative Team shall be voting members on Administrative Team business, including staff members.

- D. A quorum shall consist of more than half of the existing Administrative Team members. A quorum shall include at least one Volunteer. A majority vote of the quorum present shall constitute a decision of the Administrative Team.
- E. Minutes of the Administrative Team and ASSET shall be recorded and distributed to all Staff, Volunteers, APR's, and Agencies, by posting on the ASSET website (<http://www.storycountyasset.org>). Minutes shall be made public in accordance with the Iowa Open Records law.

VIII. AGENCY PANEL REPRESENTATIVES (APR)

- A. One APR shall represent each panel.
- B. The role of the Agency Panel Representative (APR) shall be as follows:
 - 1. The APR's shall be non-voting members of ASSET who shall provide information and perspective to ASSET based on their specific knowledge of the service area they represent.
 - 2. The APR's shall be totally integrated into ASSET, but shall not serve on the committees that review the agencies and recommend funding.

IX. COMMITTEES

- A. Staff and committees shall have substantial responsibility for the operation of ASSET and for assisting the Volunteers. Committees may be established as follows:
 - 1. The Administrative Team may form committees to identify issues, perform studies, and bring recommendations to ASSET.
 - 2. ASSET may request committees to identify issues, perform studies, and bring recommendations to ASSET. Committee members may be appointed by the ASSET Chair.
 - 3. A Funder may request formation of a committee and make recommendations to ASSET with respect to membership on such committee. The ASSET Chair may appoint the committee members.

X. DUTIES AND RESPONSIBILITIES OF ASSET

- A. To make annual allocation recommendations to the Funders for services provided by participating agencies. The recommendations shall be consistent with instructions and priorities received from each Funder;
- B. To set a timetable each year for the funding recommendation process;
- C. To organize hearings for agency presentations regarding their proposed budgets and program plans;

- D. To review services and code definitions as assigned to agencies for use in the budget and billing process;
- E. To meet with the Funders at least twice yearly. At these meetings each Funder has one vote. A majority of Funders constitutes quorum;
- F. To give timely reports on funding recommendation decisions to the Funders and to the agencies;
- G. To develop and maintain an index of services offered in Story County; (This index will be located in the ASSET Reference Manual for Volunteers and Agencies.)
- H. To perform any specific task that the Funders might request of ASSET.

XI. AGENCY PARTICIPATION

- A. **ELIGIBILITY.** Agencies seeking funding eligibility must be serving clients within the geographic area of Story County and shall meet the criteria outlined in the Application **for ASSET Agency Participation**.
- B. Agencies and services will be reviewed annually by ASSET, through **the agency visit and** budget process.
- C. Agencies shall annually provide financial reports in accordance with Generally Accepted Accounting Practices (GAAP). These reports shall be submitted within six months after the close of the Agency's fiscal year. Reports will meet the following guidelines:
 - 1. *Agencies with an annual budget below \$100,000 must, at least, submit six (6) hard copies, or one electronic copy of IRS Form 990 and a balance sheet prepared externally and independently, to the ASSET Administrative Assistant.*
 - 2. *Agencies with an annual budget of \$100,000 or more must submit six (6) hard copies, or one electronic copy, of their full audits, and six hard copies, or an electronic copy, of their IRS Form 990's to the ASSET Administrative Assistant.*
- D. Agencies seeking eligibility to apply for funding through the ASSET process should fill out the application form called "Application for ASSET Agency Participation", shown as Appendix B to this document, and present verification of the stated criteria and all required attachments. All application documents shall be submitted to the **Administrative** Team.
- E. The ASSET Administrative Team shall insure that the forms are complete and make recommendations to the Volunteers. The Volunteers will then approve or disapprove the recommendation.

- F. A written notification shall be sent to the Agency, stating its acceptance or the reason why it was not accepted.
- G. Approval of an applicant Agency does not guarantee a subsequent dollar allocation.
- H. Any Agency may request to be placed on the ASSET or Administrative Team agenda by contacting the Administrative Assistant.

XII. FUNDING PROCESS

- A. Each Agency requesting funding shall be assigned to one or more panel(s) by service area(s).
- B. Each Volunteer shall be assigned to only one panel and shall review the services within that panel.
- C. The Administrative Team shall prepare the appropriate budget and reporting forms for the agencies to complete and make the forms available via the ASSET website.
- D. Agencies must submit completed budget and reporting forms for all approved services to ASSET by the date stated in the yearly ASSET calendar.
- E. The Administrative Team shall conduct an Agency training session on the date stated in the yearly ASSET calendar.
- F. Volunteers shall conduct Liaison visits to individual agencies as scheduled on the ASSET calendar.
- G. Hearings for agencies shall be conducted each year as scheduled on the ASSET calendar.
- H. Recommendations for allocations shall be made by ASSET to the Funders after the hearings and panel work sessions are completed.
- I. Information regarding the funding and rationale shall be provided to the agencies and their governing bodies after Funders' approval.
- J. If any Agency does not provide the required information, or provides information that is inadequate, incorrect, or not timely, ASSET shall make a report to the Funders that procedures were not followed and may recommend that funding be reduced, sequestered, or not allocated at all.
- K. After completion of the funding process, the Volunteers shall refer information on unfunded or under funded services, if any, to BooST Together for Children (Early Childhood Iowa Area Board), Decategorization Board, Community Partnerships for Protecting Children, United Way of Story County Grant Program, and any other potential funders of those services.

XIII. PLANNING PROCESS

ASSET shall provide a community forum to work constructively and cooperatively in addressing human services concerns. This may be achieved by, but is not limited to:

- A. Participating in studies and developing strategies that enhance the delivery of human services within the county;
- B. Collecting and evaluating facts that provide valid data for decisions on program needs, and effectiveness of current delivery;
- C. Evaluate the need for new or modified services and/or duplication of services.

XIV. CHANGES IN SERVICES

- A. Any new or existing ASSET Agency, providing services to Story County clients, that wishes to add new or expanded services, must report the changes to the ASSET Administrative Team. Changes that should be reported include increases in service beyond the normal expected growth, new or different services that have an impact on staffing, or services that result in new clientele.
- B. Agencies will report new and expanded services to the ASSET Administrative Team on the "Notification of New or Expanded Service" form, shown as Addendum D to this document. The need for new or expanded services shall be identified and aligned with the Funder's priorities and the priority areas from the most recent Story County community assessment. The Administrative Team will review the information and determine if the service(s) meets criteria to be included in the ASSET funding process. The Administrative Team will inform the ASSET Board. This review and informing of ASSET is not a commitment of funding. If ASSET asks for additional information, a committee of Volunteers may be appointed to gather more information and report its findings to ASSET for further review.
- C. If an Agency is reducing or dropping a service, a letter should be submitted to the ASSET Administrative Team within thirty days of the Agency board's vote to drop or reduce a service.
- D. Service changes may occur any time during the funding year. If funding through ASSET is being considered, the ASSET Administrative Team should be notified of a new program by the date stated in the ASSET calendar.

XV. FUNDING APPEAL PROCESS. An Agency wishing to make an appeal may do so by following the individual Funders appeal process.

XVI. AMENDMENTS TO POLICIES AND PROCEDURES

- A. These Policies and Procedures shall be reviewed annually prior to May 1.

- B. Amendments to the Policies and Procedures may be proposed by a Volunteer, a Staff member, or a Funder.
- C. A proposed amendment shall require a majority vote of quorum to recommend such amendment to the Funders.

ADDENDUM A

STORY COUNTY DECATEGORIZATION / EARLY CHILDHOOD IOWA AREA BOARDS

The Story County Decategorization Board and the BooST Together for Children (Early Childhood Iowa Area Board) will provide ASSET with quarterly reports to update funders and community stakeholders.

ADDENDUM B – APPLICATION FOR ASSET AGENCY PARTICIPATION
Changes were made for clarification purposes. Checklist was added to the bottom of the application.

ASSET
(Analysis for Social Service Evaluation Team)

CRITERIA FOR FUNDING ELIGIBILITY

Financial support through ASSET can be applied for by **human service agencies** that are serving clients within the geographic area of Story County and who meet the basic eligibility criteria. **Approval of an applicant agency does not guarantee a subsequent dollar allocation.** The allocation recommendation will be made on a service-by-service basis during the annual allocation process. To be considered for financial support, agencies must comply with the following requirements and provide supporting documents to demonstrate compliance:

- A. The agency must be a non-profit corporation or chartered as a local unit of a non-profit corporation that has an IRS section 501(c)(3) status or local, state, or federal government agency (i.e. formed by a 28E Agreement) that has a presence within and serves the people of the State of Iowa.
- B. The agency must have articles of incorporation, bylaws, or other documents, which clearly define its purposes and function.
- C. The agency must have an Equal Opportunity Policy that has been approved by its Board of Directors.
- D. The agency must have been incorporated and actively conducting business for at least one year at the time of the application.
- E. The agency must maintain in its budget and service a demarcation between any religious and other programs so that ASSET does not financially support religious purposes.
- F. The agency must demonstrate need and community support for the proposed service through letters of support, needs assessments, or other documentation.
- G. The agency shall be governed by a Board of Directors or Advisory Board who serve without compensation and who approve and oversee the implementation of the budget and policies of the agency.
- H. Agencies that offer the following services shall not be eligible for funding from ASSET Funders:
 - 1. Agencies that are primarily political in nature.
 - 2. Agencies that provide services limited to the members of a particular religious group.
 - 3. Agencies that exist solely for the presentation of cultural, artistic, or recreational programs.
 - 4. Basic educational program services considered the mandated responsibility of the public education system.

To apply as an ASSET Agency Participant, complete the Application for ASSET Agency Participation and send six sets of the request, including the documentation outlined in the application to: ASSET, P. O. Box 1881, Ames, IA 50010 or by email to storycountyasset@gmail.com.

Application for ASSET Agency Participation

A. Agency General Information

1. Legal name of agency _____
Address _____
Telephone _____
2. Executive Director _____
3. Date of incorporation _____ State of incorporation _____
4. Tax Identification Number _____ Agency Fiscal Year _____
5. Is your agency affiliated with a national and/or state organization? _____ If so,
name of national and/or state organization _____

Explain nature of affiliation and describe national and/or state organization's control over local administration and activities

Explain benefits of affiliation _____

6. What is your agency mission statement? _____

7. Governing Arrangements
How are members and composition of the governing body selected? _____

What is the governance role of the Board of Directors? _____

How do you ensure Story County representation? _____

8. Membership
Does your agency have a membership program? _____
If so, list membership categories and dues
Membership benefits _____

B. Agency Service Information

1. Geographic area served _____
2. Types of services _____
3. What population(s) do you serve?

Do you offer a sliding fee scale for your services? _____
4. Other agencies in Story County that provide similar services _____

5. Agencies in Story County with whom you collaborate _____

6. Agencies in Story County with whom you share referrals _____

C. Agency Accreditation and Licensing

Is your agency accredited? _____ If so, by whom? _____

For what length of time? _____
Describe agency and staff licensing and certification requirements: _____

D. Financial/Legal Information

If ASSET approves the application, your agency will be required to annually provide financial reports in accordance with Generally Accepted Accounting Practices (GAAP) as follows:

- Agencies with an annual budget below \$100,000 must, at least, submit an electronic copy of IRS Form 990 and a balance sheet prepared externally and independently, to the ASSET Administrative Assistant at storycountyasset@gmail.com within six months after the close of the agency's fiscal year.
- Agencies with an annual budget of \$100,000 or more must submit an electronic copy of their full audit an electronic copy of their IRS Form 900 to the ASSET Administrative Assistant at storycountyasset@gmail.com within six months after the close of the agency's fiscal year.

E. ASSET Information

1. Attach a complete description of the service(s) that your agency provides that you will be asking for funding from ASSET. _____

2. Using the enclosed Service Code List, tell us which service code(s) your service(s) fits into. _____

Checklist for supporting documentation:

- Letter of tax-exempt status from IRS
 - Articles of Incorporation, bylaws, or other documents which clearly define agency's purpose and function
 - Equal Opportunity Policy that has been approved by Board of Directors
 - If applicable, a statement describing how agency maintains a demarcation between any religious programs and other programs (ASSET does not fund programs designed for religious purposes)
 - Documentation of community support (letters of recommendation, needs assessments, etc.)
 - List of Board of Directors member names, professional affiliation, addresses, places of business
 - A copy of the current budget and the budget for the upcoming fiscal year, including all sources of income.
 - Statement of assets and liabilities and statement of income and expenses including all sources of funds for this budget
 - Agency Program Outline Form (one for each service your agency is requesting funding for)
-

ADDENDUM C - SERVICE CODES

(Complete descriptions of each service code are in the ASSET Reference Manual)
 Services were categorized into three panels: Education, Income, and Health. Service Code numbers will be added when finalized.

Service Code Name	Service Code #	Unit of Service	New Title	Proposed New Service Code #
Employment Assistance for Physically or Mentally Disabled	1.3g	15 minutes	Education	
Pre-Vocational Services	1.3k	1 client hour	Education	
Enclave Services	1.3l	15 minutes	Education	
Employment Assistance for Adults	2.3b	1 client contact	Education	
Preschool	3.1d	1 day	Education	
Youth Development and Social Adjustment	3.2a	1 client contact per day	Education	
Day Camp	3.2b	1 client contact per day	Education	
Employment Assistance for Youth	3.2c	1 staff hour	Education	
Out of School Program	3.2d	1 partial day (3 hours)	Education	
Family Development / Education	4.1a	1 client hour	Education	
Information and Referral	4.2a	1 call	Education	
Volunteer Management	4.2b	1 staff hour	Education	
Public Education and Awareness	4.3a	1 staff hour	Education	
Advocacy for Social Development	4.3b	1 staff hour	Education	
Resource Development	4.3c	1 staff hour	Education	
Consultation Services	4.3d	1 staff	Education	

		hour		
Informal Education for Self-Improvement and Self-Enrichment	4.3e	1 client contact	Education	
Childcare Service Coordination (merged 3.1g - Childcare Resources Development - 1 staff hour)	3.1f	1 staff hour	Education	
Community Clinics	1.1a	1 clinic hour	Health	
In Home Nursing	1.1b	1 visit	Health	
In Home Hospice	1.1c	24 hour	Health	
Blood Services	1.1d	1 pint of blood	Health	
Substance Abuse or Co-occurring Disorder Treatment (Out Patient)	1.1e	1 client hour	Health	
Preliminary Diagnostic Evaluations	1.2a	1 client hour	Health	
Primary Treatment and Health Maintenance (Outpatient)	1.2b	1 client hour	Health	
Residential Treatment - Adults	1.2c	1 24-hr day	Health	
Residential Treatment - Children	1.2d	1 24-hr day	Health	
Peer Assessment and Screening	1.2e	1 client hour	Health	
Supported Community Living Services	1.3a	15 minutes or 1 24-hr day	Health	
Special Recreation	1.3b	1 participant per hour	Health	
Community Support Services	1.3c	15 minutes	Health	
Individual and Family Support Services	1.3i	1 service or 1 support	Health	
Day Habilitation Services	1.3j	15 minutes or daily	Health	
Peer Support Services	1.3n	4 client contact per month	Health	

Day Care - Adults	1.4a	1 client day	Health	
In-Home Health Monitoring	1.4b	1 person monitored per month	Health	
Homemaker / Home Health Assistance	1.4c	1 hour	Health	
Home Delivered Meals	1.4d	1 meal	Health	
Congregate Meals	1.4e	1 meal	Health	
Battering Relief	2.1b	1 staff hour	Health	
Rape Relief	2.1c	1 staff hour	Health	
Child Protection Services	2.1d	1 client contact	Health	
Crisis Intervention	2.1e	1 client contact	Health	
Court Watch	2.1f	1 staff hour	Health	
Third Party Supervision	2.1g	1 client contact	Health	
Respite Care	2.3f	1 client hour of service	Health	
Foster Family Homes	4.1b	1 staff hour	Health	
Service Coordination	4.2c	1 client contact	Health	
Activity and Resource Center	4.2d	1 client contact	Health	
Adoption Services	4.1d	1 hour of client contact or 1 family study	Health	
Emergency Assistance for Basic Material Needs	2.1a	1 client contact	Income	
Emergency Shelter	2.1h	1 24-hr shelter & food	Income	
Correctional Services	2.2a	1 client hour	Income	

Dispute Mediation Services	2.2b	1 client hour	Income	
Legal Aid - Civil	2.2c	1staff hour	Income	
Clothing, Furnishing and Other Assistance	2.3a	1 client contact	Income	
Disaster Services	2.3c	1 staff hour	Income	Switch from Health to Income - impacts RSVP & TSA
Transportation	2.3d	1-way trip	Income	
Budget / Credit Counseling	2.3e	1 client contact	Income	
Day Care - Infant	3.1a	1 full day	Income	
Day Care - Children	3.1b	1 full day	Income	
Day Care - School Age	3.1c	1 partial day	Income	
Meal Service for Family Day Care Homes	3.1e	cost per meal	Income	
Childcare for Mildly Ill Children	3.1h	1 partial day	Income	
Separated Families	4.1c	1 client contact	Income	

ADDENDUM D – NOTIFICATION OF NEW OR EXPANDED SERVICE (Minor changes for clarification purposes)

ASSET

NOTIFICATION OF NEW OR EXPANDED SERVICE

****Please note that submission of this Notification does not automatically result in a commitment of funding from ASSET****

DATE: _____ AGENCY: _____

PROGRAM/SERVICE: _____

Provide a brief description of the new or expanded service and population to be served.

Describe how the need for this service was identified. Cite resources such as local needs assessment, surveys, etc.

Describe which funder(s) priority(ies) this service will meet. (May be more than one funder and/or more than one priority).

Is there new clientele to be served? If yes, how many?

Is this service currently provided by another agency? If so, describe the rationale for duplication.

What outcomes will be measured? Describe methodology(ies) used to measure outcomes.

How would ASSET funds be used to support the service (scholarships/staff/direct service, etc)?

Describe what other funding sources are used to support the service.

What is the total budget for this service?

What percentage of the total service budget would requested ASSET funds support?

If this service is funded through a grant what is the amount and the duration of the grant?

Does the grant require a local cash match? _____ If yes, how much? _____

If there isn't funding through ASSET, what are the plans to provide and/or sustain the service?

The deadline for new/expanded service requests is August 1st.

Please submit this form by email to the ASSET Administrative Assistant at:
storycountyasset@gmail.com

ADDENDUM E – CONFLICT OF INTEREST

Organization: Story County Analysis of Social Services Evaluation Team (ASSET)
Policy: Conflict of Interest Policy
Date Adopted: 4/10/03
Date Revised:

Story County ASSET and its voting members/staff persons, hereinafter referred to as “board” and “board members(s)”, agree to the following conflict of interest policy hereinafter referred to as “policy”, as adopted and revised as indicated above:

1. The policy will be adopted yearly at the first regularly scheduled board meeting following the start of the fiscal year. Each board member is to review and sign the policy at the first board meeting prior to voting on any matters before the board (if applicable).
2. A new voting board member/staff person will be required to review and sign the policy prior to voting as a board member (if applicable) at the beginning of their term and/or the first meeting of the fiscal year.
3. It is the duty of a voting board member/staff person to disclose a conflict of interest to the full board when a conflict arises. Disclosure may be made at any time to the ASSET Administrative Team; hereinafter referred to as “the Team”, who shall then notify the full Board. A record of the conflict of interest shall be made at the first regularly scheduled board meeting following disclosure.
4. A conflict of interest is defined in chapter 68B, Iowa Code. The Iowa Code defines conflict of interest as that which evidences an advantage or pecuniary benefit for the member and/or their immediate family not available to others similarly situated. A violation for a conflict of interest is punishable by both civil and criminal penalties in the State of Iowa.
5. A “potential” conflict of interest is defined herein. A potential conflict of interest is when a voting board member/staff person has reason to believe there may be a conflict of interest. This potential conflict shall be disclosed in the same manner as a conflict. If, in the opinion of the Team, the circumstances meet the definition of a conflict of interest the matter shall then be disclosed to the full board and a record shall be made at the next regular meeting.
6. A voting board member/staff person with a conflict of interest shall not vote or use their personal influence with any board member on the matter in conflict.

I agree by my signature below that I have read the above Story County ASSET Conflict of Interest Policy and understand it and will abide by the terms and conditions as stated herein.

Date: _____

Signature:
