

Iowa Department of Human Services

IOWA DONATION OF FUNDS CONTRACT

INSTRUCTIONS FOR DONORS

After being signed by the Donor's authorized representative, the contract is delivered to the district administrator or project manager. A copy will be returned to the Donor after the Manager, Purchase of Service Section has signed.

Payment for Services, Support, or Training

Donated funds are transferred from the donor to the Department by a warrant and a letter or notice of transmittal. The funds must be transmitted with sufficient identification to make it possible for the funds to be applied to the correct accounts for the respective fiscal year.

1. The warrant is made out to:

Department of Human Services
% Cashier, Rm. 14
Bureau of Finance
Hoover State Office Building
Des Moines, Iowa 50319-0114

2. The notice or letter of transmittal should specify:

- a) the donor
- b) the warrant number
- c) the amount of funds
- d) the funds are "donated"
- e) the time period for which the funds are to be used

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Contract Number

Iowa Department of Human Services

IOWA DONATION OF FUNDS CONTRACT

This contract, entered into this first day of _____, 19____,
between the Iowa Department of Human Services (referred to as "Department"), and
_____ as donor
(referred to as "Donor"), is as follows:

I. Contract Administration

- A. Contract management. During the contract period, the district administrator or designee shall be the contract liaison between the Department and the Donor and shall be contacted on all interpretations and problems relating to the contract. When a problem involves a particular service or administrative support contract, the project manager for that contract shall be notified by the liaison.
- B. Contract amendment. The contract shall be amended if:
 - 1. The Donor or Department is unable to comply with the existing terms of the contract and contract termination is not being sought.
 - 2. The Donor decides to provide additional funds and the Department agrees to accept them.
- C. Contract termination. The contract may be terminated early if any of the following conditions exist:
 - 1. Donor and Department agree to terminate the contract early.
 - 2. Donor or Department fails to comply with contract terms.
- D. Contract renewal. A donation of funds contract cannot be renewed. A new contract shall be negotiated when the Donor wishes to provide funds in subsequent periods.

II. Conditions of Participation

- A. Civil rights laws. The Donor shall be in compliance with all federal, state and local civil rights laws and regulations with respect to equal employment opportunity, or have a written work plan approved by the Department to come into compliance.
- B. Title VI compliance. The Donor shall be in compliance with Title VI of the 1964 Civil Rights Act, as amended, and all other federal, state, and local laws and regulations regarding the provision of services, or have a written plan approved by the Department to come into compliance.

- C. Section 504 compliance. The Donor shall be in compliance with all federal (Rehabilitation Act of 1973, as amended), state, and local Section 504 laws and regulations or have a written work plan approved by the Department to come into compliance.
- D. Affirmative action. The Donor shall be in compliance with all federal, state, and local laws and regulations regarding affirmative action, or have a written work plan approved by the Department to come into compliance.
- E. Confidentiality. The Donor shall comply with all applicable federal and state laws and regulations on confidentiality, including rules on confidentiality contained in IAC 441--Chapter 9.
- F. Eligibility clients/programs. Clients for whom services are purchased using funds donated through this contract must be determined eligible by the Department using applicable IAC chapters.
- G. Purchase of service system. The Donor shall follow the purchase of service system established by the Department.
- H. Restrictions on donated funds. The Donor may specify the geographical area to be served and the services to be provided. When the Donor is a public agency the provider or contractor may also be specified.
- I. Transmittal of funds. Any funds made available under this contract shall be transmitted at least quarterly. When funds are for match purposes, they shall be transmitted in amounts sufficient to cover the anticipated quarterly expenditures.
- J. Accounting. The Department shall supply a monthly report to the Donor which provides an accounting of the use of funds.

III. Administrative Control of Funds

Except for restrictions permitted by contract clause II, H, above, all donated funds shall be donated on an unrestricted basis for use as if they were appropriated funds and shall be under the administrative control of the Department.

IV. Revision of Unspent Funds

No funds donated and transmitted to the Department shall be returned to the Donor unless the Donor is a public agency. Unspent funds will be returned to the public agency Donor after the contract period upon submittal of a written request to the manager, Purchase of Service Section.

V. Donation

- A. Subject to the terms and conditions set forth in this contract, the Donor agrees to donate to the Department \$_____ (all or part of which is referred to as "Donated Funds").

B. Donated funds shall be payable to the Department as follows:

\$ _____ on or before _____, 19__:

\$ _____ on or before _____, 19__:

\$ _____ on or before _____, 19__:

\$ _____ on or before _____, 19__:

VI. Expenditure of Donated Funds

A. The Department is to use said donated funds for the provision of _____
(service, support, training) within _____ County.

B. When the funds for match have been transferred to the Department, the Department will make payment to the provider for services, support, or training to eligible recipients.

C. It is further expressly understood by the parties that the application of the donated funds to the provision of services, support or training is subject to certain state and federal laws and administrative rules and regulations. The parties agree that these donated funds will be applied and services will be provided in the manner necessary to insure compliance with all applicable state and federal laws and regulations.

VII. Miscellaneous

It is understood and agreed that the entire contract of the parties is contained in this contract document, with attached exhibits, if any, and that this contract supersedes all oral agreements and negotiations between the parties.

VIII. Term of Contract

This contract shall take effect starting on the first day of _____, 19__, and shall terminate the last day of June, 19__.

By: _____ Date _____
Authorized Representative

Title

Name of Donor

Address

By: _____ Date _____
Local Administrator

By: _____ Date _____
District Administrator

By: _____ Date _____
Manager, Purchase of Service Section