

Section 7: State Use of Funds

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration for Children and Families
Community Services Block Grant (CSBG)**

**Form Approved
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SECTION 7 State Use of Funds

Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

7.1. Formula:

Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.

- Historic
- Base + Formula
- Formula Alone
- Formula with Variables
- Hold Harmless + Formula
- Other

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.

See attachment [7.1a_Formula_Description_Revision.pdf](#)

7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities? Yes No

7.2. Planned Allocation:

Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than of 90 percent funds" as described under Section 675C(a) of the CSBG Act.

In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

Note: This information pre-populates the state's Annual Report, Module 1, Table E.2.

Year One	96.00%	Year Two	96.00%
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Planned CSBG 90 Percent Funds

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Community Opportunities, Inc.	\$254,211	
Hawkeye Area Community Action Program, Inc.	\$1,323,837	
Community Action of Eastern Iowa	\$728,247	
MATURA Action Corporation	\$160,000	
Mid-Iowa Community Action, Inc.	\$554,937	
Mid-Sioux Opportunity, Inc.	\$160,000	
North Iowa Community Action Organization	\$355,893	
Northeast Iowa Community Action Corporation	\$283,855	
Operation Threshold, Inc.	\$509,807	
IMPACT Community Action Partnership, Inc.	\$1,236,726	
South Central Iowa Community Action Program, Inc.	\$160,000	
Community Action of Southeast Iowa	\$315,065	
Southern Iowa Economic Development Association	\$378,319	
Upper Des Moines Opportunity, Inc.	\$451,594	
West Central Community Action	\$555,241	
Community Action Agency of Siouxland	\$308,224	
Total	\$7,735,956	

CSBG Eligible Entity Year Two

CSBG Eligible Entity	Year Two Funding Amount \$	Delete
Community Opportunities, Inc.	\$255,330	
Hawkeye Area Community Action Program, Inc.	\$1,337,133	
Community Action of Eastern Iowa	\$720,639	
MATURA Action Corporation	\$168,333	
Mid-Iowa Community Action, Inc.	\$557,223	

Mid-Sioux Opportunity, Inc.	\$168,333
North Iowa Community Action Organization	\$347,571
Northeast Iowa Community Action Corporation	\$275,987
Operation Threshold, Inc.	\$501,165
IMPACT Community Action Partnership, Inc.	\$1,256,448
South Central Iowa Community Action Program, Inc.	\$168,333
Community Action of Southeast Iowa	\$308,635
Southern Iowa Economic Development Association	\$378,221
Upper Des Moines Opportunity, Inc.	\$442,728
West Central Community Action	\$544,597
Community Action Agency of Siouland	\$305,280
Total	\$7,735,956

7.3. Distribution Process:

Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

See attachment [7.3_Distribution_Process_Revision.pdf](#)

7.4. Distribution Timeframe:

Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? Yes
 No

7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may prepopulate the state's annual report form.

7.5. Performance Management Adjustment:

Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.

Note: This information is associated with State Accountability Measure 2Sb and may prepopulate the state's annual report form.

On Iowa's 2021 American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with the States Survey report, the State CSBG Office scored 98 for Distribution of Funds. Since 2015, the State CSBG Office's Distribution of Funds scores have been 95 or higher. ACSI scores of 80-89 are considered excellent, 90-100 exceptional. The following distribution of funds goal is in Iowa's FFY 2020-2021 CSBG State Plan and Application: DISTRIBUTION OF FUNDS - The State CSBG Office will make CSBG funds available to Iowa's community action agencies within 30 calendar days of receipt of a CSBG grant award notice from the U. S. Department of Health and Human Services, Administration for Children and Families. For FFY 2020, the State CSBG Office received six CSBG grant award notices. For five of the notices, the State CSBG Office made the CSBG funds available to Iowa's community action agencies within 30 calendar days of receipt of the notice. As of the date this State Plan was submitted, the State CSBG Office was meeting its FFY 2021 distribution of funds goal. Based on a review of the scores and results, the State CSBG Office is not making any changes to its procedures for distributing CSBG funds to the agencies.

Administrative Funds [Section 675C(b)(2) of the CSBG Act]

Note: This information pre-populates the state's Annual Report, Module 1, Table E.4.

7.6. Allocated Funds: Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State plan.

Year One (0.00%)	4.00	Year Two (0.00%)	4.00
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7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan

Year One	5.00	Year Two	5.00
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7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan

Year One	2.28	Year Two	2.28
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7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act? Yes No

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

Year One (0.00%)	0.00%	Year Two (0.00%)	0.00%
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Use of Remainder/Discretionary Funds(See Section 675C(b)(1) of the CSBG Act)

Note: This response will link to the corresponding assurance, Item 14.2.

Instructional Note: The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan) specifically requires a

description of how the state intends to use remainder/discretionary funds to "support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act]." Include this description in Item 7.9f of the table below.

If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. - 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.

Note: This information is associated with State Accountability Measures 3Sa and pre-populates the annual report Module 1, Table E.7.

Remainder/Discretionary Fund Uses	Year One Planned \$	Brief description of services/activities and/or activities
7.9a. Training/technical assistance to eligible entities	\$0.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	\$0.00	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
Total	\$0.00	

Remainder/Discretionary Fund Uses	Year Two Planned \$	Brief description of services/activities
7.9a. Training/technical assistance to eligible entities	\$0.00	These planned services/activities will be described in State Plan Item 8.1.
7.9b. Coordination of state-operated programs and/or local programs	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9c. Statewide coordination and communication among eligible entities	\$0.00	These planned services/activities will be described in State Plan Section 9, state Linkages and Communication.
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	\$0.00	
7.9e. Asset-building programs	0	
7.9f. Innovative programs/activities by eligible entities or other neighborhood groups	\$0.00	
7.9g. State charity tax credits	\$0.00	
7.9h. Other activities, specify in column 3	\$0.00	
Total	\$0.00	

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.

[Check all that apply and narrative where applicable]

- The state directly carries out all activities (No Partnerships)
- The state partially carries out some activities
- CSBG eligible entities (*if checked, include the expected number of CSBG eligible entities to receive funds*)
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other

Note: This response will link to the corresponding CSBG assurance, item 14.2.

7.11. Performance Management Adjustment:

Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the State's annual report form.

N/A - Iowa's CSBG Program does not have remainder/discretionary funds to support Community Action initiatives and activities. Therefore, Use of Discretionary Funds scores and feedback from Iowa's American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with States Survey reports and other sources do not apply.

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.

Iowa will use a FORMULA + FLOOR method for allocating its Year One (FFY 2022) CSBG allotment and a FORMULA + FLOORS method for allocating its Year Two (FFY 2023) CSBG allotment.

Year One (FFY 2022)

The following are Iowa's CSBG allocation formula requirements for FFY 2022:

- Iowa shall use poverty-level data (individuals at or below 125% of the U.S. Department of Health and Human Services Poverty Guidelines) from the U.S. Census Bureau's 2010 decennial survey to calculate each Iowa community action agency's percentage of the state's poverty-level population
- Iowa shall use poverty-level data (individuals at or below 125% of the U.S. Department of Health and Human Services Poverty Guidelines) from the U.S. Census Bureau's 2000 and 2010 decennial surveys to calculate:
 - Each agency's change in their percentage of the state's poverty-level population
 - The proportional share of the subsidy for the agencies that are required to subsidize the minimum allocation level
- Iowa's minimum allocation level is \$160,000
- The agencies that had an increase in their percentage of the state's poverty-level population subsidize the minimum allocation level. The following are the agencies that subsidize the minimum allocation level and their proportional share (as a percentage) of the subsidy:

<u>Agency</u>	<u>Subsidy Share (%)</u>
IMPACT Community Action Partnership	60.3650%
Hawkeye Area Community Action Program	25.6413%
Mid-Iowa Community Action	8.9984%
Community Action of Southeast Iowa	4.9953%
- If Iowa's final CSBG annual allotment is less than \$6.57 million, the State CSBG Office, Iowa Commission on Community Action Agencies, Iowa Community Action Association, and the Executive Directors from the agencies may revisit and act on Iowa's CSBG allocation formula requirements

The following are the State CSBG Office's procedures for allocating Iowa's FFY 2022 CSBG allotment to Iowa's community action agencies:

- Step 1: FORMULA: Ninety-six percent (96%) of Iowa's CSBG allotment is allocated to the agencies by their percentage of the state's poverty-level population.
- Step 2: MINIMUM ALLOCATION LEVEL (FLOOR): The agencies with an allocation amount less than \$160,000 (Step 1) are identified and their allocation is raised and set at \$160,000.
- Step 3: SUBSIDIZING THE MINIMUM ALLOCATION LEVEL (FLOOR):
 - 1) The amount of CSBG funds needed to raise the agencies to the minimum allocation level (FLOOR) is calculated. The total is the subsidy amount.
 - 2) The subsidy share for each of the agencies required to subsidize the FLOOR is calculated and their allocation is then reduced by the amount of their subsidy share.

Year Two (FFY 2023)

In response to the results of the most recently available census data, and consistent with the State CSBG Office's plans to reconvene its CSBG allocation formula committee (State CSBG Office, Iowa Community Action Association, and the Executive Directors from Iowa's community action agencies) to revise Iowa's CSBG allocation formula requirements using Iowa's poverty-level data from the U.S. Census Bureau's 2020 decennial survey, Iowa revised its CSBG allocation formula requirements. As of FFY 2023, the following are Iowa's CSBG allocation formula requirements:

- Iowa shall use poverty-level data (individuals at or below 125% of the U.S. Department of Health and Human Services Poverty Guidelines) from the U.S. Census Bureau's 2020 decennial survey to calculate each Iowa community action agency's percentage of the state's poverty-level population
- Iowa shall use poverty-level data (individuals at or below 125% of the U.S. Department of Health and Human Services Poverty Guidelines) from the U.S. Census Bureau's 2010 and 2020 decennial surveys to calculate:
 - Each agency's change in their percentage of the state's poverty-level population
 - The proportional share of the subsidy for the agencies that are required to subsidize the minimum allocation levels
- Iowa's minimum allocation level is \$185,000
- The following are the minimum allocation levels for the agencies that had a decrease in their percentage of the state's poverty-level population and do not qualify for the \$185,000 minimum allocation:

<u>Agency</u>	<u>Minimum Allocation Level</u>
Community Action of Eastern Iowa	\$705,421
North Iowa Community Action Organization	\$330,926
Northeast Iowa Community Action Corporation	\$260,248
Operation Threshold	\$483,878
Community Action of Southeast Iowa	\$295,773
Upper Des Moines Opportunity	\$424,992
West Central Community Action	\$523,307
Community Action Agency of Siouxland	\$299,391
- The agencies that had an increase in their percentage of the state's poverty-level population subsidize the minimum allocation levels. The following are the agencies that subsidize the minimum allocation levels and their proportional share (as a percentage) of the subsidy:

<u>Agency</u>	<u>Subsidy Share (%)</u>
Hawkeye Area Community Action Program	45.7741%
IMPACT Community Action Partnership	40.1643%
New Opportunities	6.9875%
Mid-Iowa Community Action	5.1650%
Sieda Community Action	1.9091%
- **The minimum allocation levels and subsidy share percentages shall be phased-in over three federal fiscal years (FFY 2023, FFY 2024, and FFY 2025)** - See attachment 7.2_Planned_Allocations_Revision.pdf (page 2)
- If Iowa's final CSBG annual allotment is less than \$7.36 million, the State CSBG Office, Iowa Commission on Community Action Agencies, Iowa Community Action Association, and the Executive Directors from the agencies may revisit and act on Iowa's CSBG allocation formula requirements
- If through federal CSBG reauthorization States may revise the CSBG program poverty line to exceed 125% of the official poverty line, the State CSBG Office, Iowa Commission on Community Action Agencies, Iowa Community Action Association, and Executive Directors from the agencies may revisit and act on Iowa's CSBG allocation formula requirements

The following are the State CSBG Office's procedures for allocating Iowa's FFY 2023 CSBG allotment to Iowa's community action agencies. Iowa's FFY 2023 CSBG distribution and agency allocations worksheet is included on page 2 of attachment 7.2_Planned_Allocations_Revision.pdf. FFY 2023 is the first year of a 3-year phase-in of Iowa's CSBG allocation formula.

- Step 1: FORMULA: Ninety-six percent (96%) of Iowa's CSBG allotment is allocated to the agencies by their percentage of the state's poverty-level population.
- Step 2: MINIMUM ALLOCATION LEVEL (FLOOR): The agencies with an allocation amount less than \$168,333 (Step 1) are identified and their allocation is raised and set at \$168,333.
- Step 3: OTHER MINIMUM ALLOCATION LEVELS (FLOORS): The following are the FFY 2023 minimum allocation levels for agencies that had a decrease in their percentage of the state's poverty-level population and do not qualify for the \$168,333 minimum allocation:

<u>Agency</u>	<u>Minimum Allocation Level</u>
Community Action of Eastern Iowa	\$720,639
North Iowa Community Action Organization	\$347,571
Northeast Iowa Community Action Corporation	\$275,987
Operation Threshold	\$501,165
Community Action of Southeast Iowa	\$308,635
Upper Des Moines Opportunity	\$442,728
West Central Community Action	\$544,597
Community Action Agency of Siouxland	\$305,280

For these eight agencies, if their allocation amount (Step 1) is less than their minimum allocation level, their allocation is raised and set at their minimum allocation level.

- Step 4: SUBSIDIZING THE MINIMUM ALLOCATION LEVELS (FLOORS):
 - 1) The amount of CSBG funds needed to raise the agencies to the minimum allocation levels (FLOORS) is calculated. The total is the subsidy amount.
 - 2) The subsidy share for each of the agencies required to subsidize the FLOORS is calculated and their allocation is then reduced by the amount of their subsidy share. The following are the agencies that subsidize the FLOORS and their proportional share (as a percentage) of the subsidy for FFY 2023:

<u>Agency</u>	<u>Subsidy Share (%)</u>
IMPACT Community Action Partnership	43.7925%
Hawkeye Area Community Action Program	43.4184%
New Opportunities	5.9844%
Mid-Iowa Community Action	5.4551%
Sieda Community Action	1.3496%

7.2 PLANNED ALLOCATIONS

CSBG ELIGIBLE ENTITY	YEAR ONE (FFY 2022) FUNDING AMOUNT	YEAR TWO (FFY 2023) FUNDING AMOUNT
New Opportunities	\$254,211	\$255,330
HACAP	\$1,323,837	\$1,337,133
CAEI	\$728,247	\$720,639
MATURA	\$160,000	\$168,333
MICA	\$554,937	\$557,223
Mid-Sioux Opportunity	\$160,000	\$168,333
NICAO	\$355,893	\$347,571
NEICAC	\$283,855	\$275,987
Operation Threshold	\$509,807	\$501,165
IMPACT	\$1,236,726	\$1,256,448
SCICAP	\$160,000	\$168,333
CASEI	\$315,065	\$308,635
Sieda	\$378,319	\$378,221
UDMO	\$451,594	\$442,728
WCCA	\$555,241	\$544,597
CAAS	\$308,224	\$305,280
TOTAL	\$7,735,956	\$7,735,956

7.2 PLANNED ALLOCATIONS

Iowa's CSBG Allotment \$8,058,287 FFY 2023 (first year of 3-year phase-in)
 CSBG Eligible Entities \$7,735,956 96%
 State CSBG Office \$322,331 4%

CSBG ELIGIBLE ENTITY	2020 ACS 125% IND		SUBSIDY		SUBSIDY		SUBSIDY SHARE ADJUSTMENTS	FUNDING AMOUNT
			MINIMUM FLOOR	MINIMUM FLOOR	OTHER CAA FLOORS	OTHER CAA FLOORS		
New Opportunities	3.5195%	\$272,267					5.9844% (\$16,937)	\$255,330
HACAP	18.8731%	\$1,460,015					43.4184% (\$122,882)	\$1,337,133
CAEI	9.0592%	\$700,816			\$720,639	\$19,823		\$720,639
MATURA	1.3463%	\$104,149	\$168,333	\$64,184				\$168,333
MICA	7.4026%	\$572,662					5.4551% (\$15,439)	\$557,223
Mid-Sioux Opportunity	1.9240%	\$148,840	\$168,333	\$19,493				\$168,333
NICAO	4.2075%	\$325,490			\$347,571	\$22,081		\$347,571
NEICAC	3.2971%	\$255,062			\$275,987	\$20,925		\$275,987
Operation Threshold	6.1836%	\$478,361			\$501,165	\$22,804		\$501,165
IMPACT	17.8438%	\$1,380,389					43.7925% (\$123,940)	\$1,256,448
SCICAP	1.7019%	\$131,658	\$168,333	\$36,675				\$168,333
CASEI	3.7599%	\$290,864			\$308,635	\$17,771		\$308,635
Sieda	4.9385%	\$382,040					1.3496% (\$3,820)	\$378,221
UDMO	5.4197%	\$419,266			\$442,728	\$23,462		\$442,728
WCCA	6.6759%	\$516,445			\$544,597	\$28,152		\$544,597
CAAS	3.8474%	\$297,633			\$305,280	\$7,647		\$305,280
TOTAL	100.0000%	\$7,735,956		\$120,352		\$162,666	100.0000% (\$283,018)	\$7,735,956

TOTAL SUBSIDY AMOUNT: \$283,018

Iowa's CSBG Allotment \$8,058,287 FFY 2024 (second year of 3-year phase-in)
 CSBG Eligible Entities \$7,735,956 96%
 State CSBG Office \$322,331 4%

CSBG ELIGIBLE ENTITY	2020 ACS 125% IND		SUBSIDY		SUBSIDY		SUBSIDY SHARE ADJUSTMENTS	FUNDING AMOUNT
			MINIMUM FLOOR	MINIMUM FLOOR	OTHER CAA FLOORS	OTHER CAA FLOORS		
New Opportunities	3.5195%	\$272,267					6.4119% (\$15,817)	\$256,450
HACAP	18.8731%	\$1,460,015					44.4230% (\$109,583)	\$1,350,432
CAEI	9.0592%	\$700,816			\$713,029	\$12,213		\$713,029
MATURA	1.3463%	\$104,149	\$176,668	\$72,519				\$176,668
MICA	7.4026%	\$572,662					5.3312% (\$13,151)	\$559,511
Mid-Sioux Opportunity	1.9240%	\$148,840	\$176,668	\$27,828				\$176,668
NICAO	4.2075%	\$325,490			\$339,248	\$13,758		\$339,248
NEICAC	3.2971%	\$255,062			\$268,116	\$13,054		\$268,116
Operation Threshold	6.1836%	\$478,361			\$492,520	\$14,159		\$492,520
IMPACT	17.8438%	\$1,380,389					42.2460% (\$104,213)	\$1,276,176
SCICAP	1.7019%	\$131,658	\$176,668	\$45,010				\$176,668
CASEI	3.7599%	\$290,864			\$302,203	\$11,339		\$302,203
Sieda	4.9385%	\$382,040					1.5879% (\$3,917)	\$378,123
UDMO	5.4197%	\$419,266			\$433,858	\$14,592		\$433,858
WCCA	6.6759%	\$516,445			\$533,951	\$17,506		\$533,951
CAAS	3.8474%	\$297,633			\$302,335	\$4,702		\$302,335
TOTAL	100.0000%	\$7,735,956		\$145,357		\$101,324	100.0000% (\$246,681)	\$7,735,956

TOTAL SUBSIDY AMOUNT: \$246,681

Iowa's CSBG Allotment \$8,058,287 FFY 2025+ (third year of 3-year phase-in)
 CSBG Eligible Entities \$7,735,956 96%
 State CSBG Office \$322,331 4%

CSBG ELIGIBLE ENTITY	2020 ACS 125% IND		SUBSIDY		SUBSIDY		SUBSIDY SHARE ADJUSTMENTS	FUNDING AMOUNT
			MINIMUM FLOOR	MINIMUM FLOOR	OTHER CAA FLOORS	OTHER CAA FLOORS		
New Opportunities	3.5195%	\$272,267					6.9875% (\$14,698)	\$257,569
HACAP	18.8731%	\$1,460,015					45.7741% (\$96,287)	\$1,363,728
CAEI	9.0592%	\$700,816			\$705,421	\$4,605		\$705,421
MATURA	1.3463%	\$104,149	\$185,000	\$80,851				\$185,000
MICA	7.4026%	\$572,662					5.1650% (\$10,865)	\$561,797
Mid-Sioux Opportunity	1.9240%	\$148,840	\$185,000	\$36,160				\$185,000
NICAO	4.2075%	\$325,490			\$330,926	\$5,436		\$330,926
NEICAC	3.2971%	\$255,062			\$260,248	\$5,186		\$260,248
Operation Threshold	6.1836%	\$478,361			\$483,878	\$5,517		\$483,878
IMPACT	17.8438%	\$1,380,389					40.1643% (\$84,487)	\$1,295,902
SCICAP	1.7019%	\$131,658	\$185,000	\$53,342				\$185,000
CASEI	3.7599%	\$290,864			\$295,773	\$4,909		\$295,773
Sieda	4.9385%	\$382,040					1.9091% (\$4,016)	\$378,024
UDMO	5.4197%	\$419,266			\$424,992	\$5,726		\$424,992
WCCA	6.6759%	\$516,445			\$523,307	\$6,862		\$523,307
CAAS	3.8474%	\$297,633			\$299,391	\$1,758		\$299,391
TOTAL	100.0000%	\$7,735,956		\$170,353		\$40,000	100.0000% (\$210,353)	\$7,735,956

TOTAL SUBSIDY AMOUNT: \$210,353

7.3. Distribution Process: Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

Iowa law (2021 Iowa Acts, House File 895) addresses and provides the requirements for how Iowa's FFY 2022 and FFY 2023 CSBG allotments are to be distributed and allocated by the State CSBG Office.

Ninety-six percent (96%) of the CSBG allotments must be distributed to Iowa's community action agencies, four percent (4%) to the State CSBG Office for administration, and zero percent (0%) for remainder/discretionary uses.

The State CSBG Office's steps for allocating 96% of Iowa's CSBG funds to the agencies:

1. Prior to the start of the federal fiscal year the State CSBG Office issues a CSBG contract to each agency. Agencies are issued a contract after their annual CSBG Community Action Plan and Application is accepted by the State CSBG Office. The contracts include the agency's projected CSBG allocation and a project budget that equals the projected allocation amount.
2. Within 30 calendar days of receiving a CSBG grant award notice from the U. S. Department of Health and Human Services, Administration for Children and Families (ACF), the State CSBG Office will distribute the CSBG allotment, calculate the amount of funds available for each agency, and notify each agency of the amount of CSBG funds currently available for their agency. The amount of CSBG funds provided to the agency in the notification is the maximum amount of funds available for the agency until the State CSBG Office receives additional CSBG grant award notices from ACF.
3. Within 30 calendar days of receipt of Iowa's final CSBG allotment amount from ACF, the State CSBG Office will distribute the CSBG allotment, calculate final agency allocations, and notify each agency of their final CSBG allocation amount for the federal fiscal year. The final amount of CSBG funds provided to the agency in the notification is the maximum amount of funds available for their CSBG contract. Using their final allocation amount, agencies are directed and allowed at least 30 calendar days from the State CSBG Office's notification to prepare and submit a CSBG contract budget amendment request to the State CSBG Office. Once a request is received, reviewed, and accepted by the State CSBG Office, the State CSBG Office will issue a CSBG contract amendment that includes the agency's final allocation amount and amended project budget. The State CSBG Office issues these contract amendments within 30 calendar days of the State CSBG Office's receipt of an acceptable budget amendment request.