

**STATE OF IOWA  
COMMUNITY SERVICES BLOCK GRANT PROGRAM (CSBG)**

**AGENCY RESOURCES REPORT  
[FFY 2024]**

**INSTRUCTIONS**

**PURPOSE**

The CSBG Agency Resources Report is for collecting community action agency funding and resource amounts on all agency funding sources (federal, state, local, and private funds) and in-kind resources received during the program year. The CAA compiles this information and includes it in the federal CSBG Annual Report, Community Action in Iowa – Annual Report, and Iowa’s CSBG State Plan and Application.

**SUBMISSION REQUIREMENTS**

Please use the forms provided by the CAA.

Due Date: November 15, 2024

Submission: E-mail your agency’s completed report to:

Ben Banowetz – [Benjamin.Banowetz@iowa.gov](mailto:Benjamin.Banowetz@iowa.gov)

Certification of the report requires your agency’s Executive Director’s signature. An original scanned signature or an electronic signature using an e-signature software is allowed.

Questions: Questions concerning the CSBG Agency Resources Report should be directed to:

Ben Banowetz – (515) 724-2746 or [Benjamin.Banowetz@iowa.gov](mailto:Benjamin.Banowetz@iowa.gov)

## DEFINITIONS

**Federal Funds** – Funds originating at the federal level

**State Funds** – Funds appropriated by the Iowa legislature (state tax revenues); federal pass-through dollars are NOT state funds

**Local Funds** – Funds appropriated by a city or county government through their tax revenues; federal pass-through, state pass-through, and entitlement dollars, are NOT local funds

**Private Funds** – Funds from foundations, corporations, and non-profits, as well as money collected through fees and services

## IDENTIFICATION INFORMATION AND AGENCY CERTIFICATION

The Executive Director's signature and date signed indicates agency review and approval. Your agency is expected to distribute and present the CSBG Agency Resources Report to your agency's governing board.

## FUNDING DETAIL (pages 1-9)

These pages of the report include listings of common community action agency funding sources. Your agency should provide the information requested on these pages for each of your agency's funding sources. If your agency was allocated/obligated funding from a funding source not listed on these pages, include the funding source and/or the program in the appropriate funding detail section.

### FEDERAL FUNDS (pages 1-4)

These four pages are for reporting federal funding allocated/obligated (not revenues or expenditures) to your agency.

For each of your agency's federal funding sources, provide the allocation/obligation amount, and if applicable, the CFDA number and name of the program.

#### CAA funds to report for FFY 2024:

Weatherization DOE and HEAP (report only the April 2024 total contract budgets)

Weatherization Utilities (report only the January 2024 total contract budgets)

Regular CSBG and LIHEAP (report only the FFY 2024 total contract budgets)

LIHWAP (report only the FFY 2024 total contract budget)

FaDSS (report only the federal portion of the SFY 2024 total contract budget)

DO NOT REPORT:

Funds from the April 2023 DOE or HEAP contract  
Funds from the January 2023 Weatherization utility contracts  
Funds from the FFY 2023 regular CSBG or LIHEAP contracts  
Funds from the FaDSS SFY 2023 contract budget

STATE FUNDS (pages 5-6)

These two pages are for reporting state funding allocated/obligated (not revenues or expenditures) to your agency.

For each of your agency's state funding sources, provide the allocation/obligation amount, and if applicable, the name of the program and its general purpose.

CAA funds to report for FFY 2024:

FaDSS (report only the state portion of the SFY 2024 contract budget)

DO NOT REPORT:

Funds from the FaDSS SFY 2023 contract budget

Program Purpose Category: The Program Purpose Category column is for providing the general purpose of the state funding sources. Below is a list of the program purpose categories:

1. Housing/Homeless
2. Nutrition
3. Early Childhood (e.g. Head Start, day care)
4. Energy
5. Health
6. Youth Development
7. Employment/Training
8. Seniors
9. Transportation
10. Education
11. Community Development
12. Family Development
13. Emergency/Disaster
14. Other

The general program purpose for most state funding sources is already provided. For any state funding source your agency adds, from the program purpose category list, provide the appropriate category for the state funding source.

LOCAL FUNDS (page 7)

This page is for reporting city and county government funding allocated/obligated (not revenues or expenditures) to your agency.

For each of your agency's local funding sources, identify the funding source, provide the allocation/obligation amount, and identify which of the funding sources your agency has a contract with and whether or not the funding has restrictions.

PRIVATE SECTOR FUNDS (pages 8-9)

These pages are for reporting foundations, corporations, United Ways, client services fees, donated funds, payments by private entities for goods or services, and other non-profit organizations allocated/obligated (not revenues or expenditures) to your agency.

For each of your agency's private sector funding sources, identify the funding source and provide the allocation/obligation amount.

Definitions:

Fees paid by clients for services – All resources generated by your agency, from clients, for direct services to your clients. Examples include: income through “sliding-scale” fees charged for medical care, mental health services, legal/tax assistance, or housing services where a client is responsible for a portion of their rent.

Payments by private entities for goods or services – Some agencies are paid by private entities, profit or non-profit, to provide services. Most arrangements are contractual. Examples include: outreach for HMO programs, transportation services, public utility contracts for customer services or weatherization, rental space and equipment in the services area, etc. Contractual arrangements which are simply direct subcontracts or subgrants of federal, state, or local funds, should continue to be reported as federal, state, or local resources.

**LOCAL AND PRIVATE SECTOR RESOURCES (page 10)**

This page is for reporting the value of donated goods and items, and the value of in-kind services your agency received from local governments, businesses, and other private (including individuals).

In-kind Contributions for CSBG Reporting: Non-cash contributions provided by non-federal third parties. Contributions may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the agency or an agency project or program. Examples of in-kind goods and services contributions include:

- Goods and Items: food, clothing, computers, software, furniture, office equipment, etc.

- Services: meeting or office space, administrative support, financial support, legal advice, tax assistance, business advice, marketing and website development, etc.
- Volunteers: the value of volunteer hours is an in-kind service and may be reported for local governments, businesses, and other private.

See NASCSP's CSBG Annual Report Instruction Manual, Module 2, Section C: Allocated Resources per CSBG Eligible Entity for additional reporting instructions, guidance, and definitions.

## **REGULAR CSBG EXPENDITURES (page 11)**

Your agencies should only report actual regular CSBG expenditures on this page. Actual expenditures include:

FFY 2023 CSBG funds expended after September 30, 2023

FFY 2024 CSBG funds expended from October 1, 2023, through September 30, 2024

(The reported expenditures should match the total expenditures reported to the CAA on the CSBG Monthly Funding Request and Expenditures Reports submitted for the months ending: October 2023 through September 2024).

Administrative Costs for CSBG Reporting: In the context of CSBG statutory reporting requirements, administrative costs are equivalent to the familiar concepts of indirect costs or overhead. Administrative costs relate to the general management of the grantee organization, such as strategic direction, board development, Executive Director functions, accounting, budgeting, personnel, procurement, and legal services. Therefore, direct program costs include expenditures on some activities with administrative qualities, including salaries and benefits of program staff and managers, equipment, training, conferences, travel, and contracts that expressly relate to the delivery of an individual program or service funded by a specific grant source.

PLEASE NOTE: It is important to remember that not all indirect expenses are administrative, especially if they are paying the salaries of persons engaged in coordinating programs or any activity or cost that can be directly tied to a program or domain. For example, the Executive Director's time spent organizing a coalition whose goal is to increase the percent of children in the community who are ready to enter Kindergarten. This work can be specifically tied to the Education and Cognitive Development domain and not considered administration. However, the time the Executive Director spent on board development or strategic direction are administrative. For example, if an Executive Director holds a board retreat, that time would be reported in Agency Capacity Building and reported in A.3.

See NASCSP's CSBG Annual Report Instruction Manual, Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity for additional reporting instructions, guidance and definitions.