



Governor Terry E. Branstad
Lt. Governor Kim Reynolds
San Wong, Director

DCAA E-MAIL EXPENDITURES REPORT PROCEDURE

January 15, 2016

Effective February 1, 2016, subgrantees of the DCAA may electronically submit monthly expenditures reports for CSBG, LIHEAP, FaDSS, and Weatherization (DOE, HEAP, and Utilities). The following protocol is required for electronic submission:

- Subgrantees will prepare and process their monthly expenditures reports according to DCAA requirements and the subgrantee's established process
- Each report must have an authorized signature
- Each report must be sent as a PDF file by separate e-mail
- The subject line and the PDF file for each e-mail must identify the DCAA program, month, and year for each report (e.g., CSBG_Jan16)
- The subgrantee must maintain an original signed copy of the report submitted in accordance with DCAA contract requirements. Original copies must be available for review at the request of the DCAA.
- Reports must be e-mailed to dcaa@iowa.gov
- Subgrantees will receive an automated response from dcaa@iowa.gov acknowledging the receipt of the e-mail

Subgrantees may continue to submit reports by regular mail.

Additional guidance regarding e-mail submission of monthly expenditures reports:

- Subgrantees may submit reports electronically under the new protocol or by regular mail. Subgrantees are not allowed to use one method of submission for some DCAA programs and another method for other DCAA programs, or to use one method one month and another method for a different month. The DCAA has been advised by the Department of Administrative Services that subgrantees must submit monthly expenditures reports to the State in accordance with the subgrantee's "normal business practice", which can be by either method, but not both. Subgrantees that establish e-mail submission as their normal business practice for submission, are required to submit all DCAA reports in that manner. Reports not submitted according to the subgrantee's normal business practice will not be accepted.

Division of Community Action Agencies