

## ATTACHMENTS

- A Designation Letter - Waiting for Governor to sign letter
- B Iowa Code (state legislation)
- C 2023 Iowa Acts, House File 709 (state legislation)
- D Iowa Administrative Code (state regulations)
- E State Plan distribution communications
- F Notice of public inspection and public hearing announcement
- G Legislative hearing documentation
- H CSBG Eligible Entities
- I Planned Allocation (FFY 2024 and FFY2025)
- J Monitoring of CSBG Eligible Entities
- K Monitoring Policies
  - Iowa CSBG Policies and Procedures Manual (10-6-2022):
    - CSBG Program Reviews (pages 25-32)
    - Fiscal Monitoring (page 33)

**Chapter 19 publishing is in process**

For full text of enrolled bill, see Senate File 514

<https://www.legis.iowa.gov/legislation/BillBook?ga=90&ba=sf514>

CHAPTER 19

State government reorganization

S.F. 514

AN ACT relating to the organization, structure, and functions of state government, providing for salaries of appointed state officers, providing for penalties, making appropriations, providing Code editor directives and transition provisions, and including applicability and effective date provisions.

Approved April 4, 2023

Below is the text pertaining to the Community Services Block Grant with changes tracked. The new language was approved by the Governor on May 4, 2023. Publishing is in process.

IOWA CODE, CHAPTER 216A

SUBCHAPTER V

~~DIVISION OF~~ COMMUNITY ACTION AGENCIES

**216A.91 Definitions.**

For purposes of this subchapter, unless the context otherwise requires:

- ~~1. "Administrator" means the administrator of the division of community action agencies of the department of human rights.~~
- ~~2. 1. "Commission" means the commission on community action agencies.~~
- ~~3. 2. "Community action agency" means a public agency or a private nonprofit agency which is authorized under its charter or bylaws to receive funds to administer community action programs and is designated by the governor to receive and administer the funds.~~
- ~~4. 3. "Community action program" means a program conducted by a community action agency which includes projects to provide a range of services to improve the conditions of poverty in the area served by the community action agency.~~
- ~~5. "Delegate agency" means a subgrantee or contractor selected by the community action agency.~~
- ~~6. "Division" means the division of community action agencies of the department of human rights.~~

86 Acts, ch 1245, §1240

C87, §601K.91

90 Acts, ch 1242, §1

C93, §216A.91

Referred to in §23A.2, §256I.8

**216A.92 Division of Community action agencies.**

- ~~1. The division of community action agencies is established. The purpose of the division of community action agencies is to~~ The department shall strengthen, supplement, and coordinate efforts to develop



the full potential of each citizen by recognizing certain community action agencies and supporting certain community-based programs delivered by community action agencies.

2. The ~~division~~ department shall do all of the following:
  - a. Provide financial assistance for community action agencies to implement community action programs, as permitted by the community service block grant and subject to the funding made available for the program.
  - b. Administer the community services block grant, the low-income energy assistance block grants, department of energy funds for weatherization, and other possible funding sources. If a political subdivision is the community action agency, the financial assistance shall be allocated to the political subdivision.
  - c. Implement accountability measures for its programs and require regular reporting on the measures by the community action agencies.
  - d. Issue an annual report to the governor and general assembly by July 1 of each year.

86 Acts, ch 1245, §1241

C87, §601K.92

90 Acts, ch 1242, §2

C93, §216A.92

2010 Acts, ch 1031, §122, 170

#### **216A.92A Commission established.**

1. The commission on community action agencies is created, composed of nine members appointed by the governor, subject to confirmation by the senate. The membership of the commission shall reflect the composition of local community action agency boards as follows:

- a. One-third of the members shall be elected officials.
- b. One-third of the members shall be representatives of business, industry, labor, religious, welfare, and educational organizations, or other major interest groups.
- c. One-third of the members shall be persons who, according to federal guidelines, have incomes at or below one hundred eighty-five percent of poverty level.

2. Commission members shall serve three-year terms which shall begin and end pursuant to section 69.19, and shall serve the entire term even if the member experiences a change in the status which resulted in their appointment under subsection 1. Vacancies on the commission shall be filled for the remainder of the term of the original appointment. Members whose terms expire may be reappointed. Members of the commission shall receive actual expenses for their services. Members may also be eligible to receive compensation as provided in section 7E.6. Members as specified under subsection 1, paragraph "c", however, shall receive per diem compensation as provided in section 7E.6 and actual expenses. The membership of the commission shall also comply with the political party affiliation and gender balance requirements of sections 69.16 and 69.16A.

3. The commission shall select from its membership a chairperson and other officers as it deems necessary. The commission shall meet no less than four times per year. A majority of the members of the commission shall constitute a quorum.

90 Acts, ch 1242, §3

C91, §601K.92A

92 Acts, ch 1237, §13

C93, §216A.92A

99 Acts, ch 201, §13; 2010 Acts, ch 1031, §123, 124, 170

Referred to in §541A.5

Confirmation, see §2.32

#### **216A.92B Commission powers and duties.**

The commission shall have the following powers and duties:



1. Recommend to the board the adoption of rules pursuant to chapter 17A as it deems necessary for the commission and ~~division department~~.
2. Supervise the collection of data regarding the scope of services provided by the community action agencies.
3. Serve as liaisons between the ~~division department~~ and the public, sharing information and gathering constituency input.
4. Make recommendations to the governor and the general assembly for executive and legislative action designed to improve the status of low-income persons in the state.
5. Establish advisory committees, work groups, or other coalitions as appropriate.

90 Acts, ch 1242, §4  
C91, §601K.92B  
C93, §216A.92B  
2010 Acts, ch 1031, §125, 170

#### **216A.93 Establishment of community action agencies.**

The ~~division department~~ shall recognize and assist in the designation of certain community action agencies to assist in the delivery of community action programs. These programs shall include but not be limited to outreach, community services block grant, low-income energy assistance, and weatherization programs. If a community action agency is in effect and currently serving an area, that community action agency shall become the designated community action agency for that area. If any geographic area of the state ceases to be served by a designated community action agency, the ~~division department~~ may solicit applications and assist the governor in designating a community action agency for that area in accordance with current community services block grant requirements.

86 Acts, ch 1245, §1242  
C87, §601K.93  
C93, §216A.93  
2010 Acts, ch 1031, §126, 170  
Referred to in §423.3

#### **216A.94 Community action agency board.**

1. A recognized community action agency shall be governed by a board of directors composed of at least nine members. The board membership shall be as follows:
  - a. One-third of the members of the board shall be elected public officials currently holding office or their representatives. However, if the number of elected officials available and willing to serve is less than one-third of the membership of the board, the membership of the board consisting of appointive public officials may be counted as fulfilling the requirement that one-third of the members of the board be elected public officials.
  - b. At least one-third of the members of the board shall be chosen in accordance with procedures established by the community action agency to assure representation of the poor in an area served by the agency.
  - c. The remainder of the members of the board shall be members of business, industry, labor, religious, welfare, education, or other major groups or interests in the community.
2. Notwithstanding subsection 1, a public agency shall establish an advisory board to assist the governing board in meeting the requirements of section 216A.95. The advisory board shall be composed of the same type of membership as a board of directors for community action agencies under subsection 1. In addition, the advisory board of the community action agency shall have the sole authority to determine annual program budget requests.

86 Acts, ch 1245, §1243  
C87, §601K.94  
87 Acts, ch 115, §73; 90 Acts, ch 1242, §5



C93, §216A.94  
93 Acts, ch 56, §1; 2010 Acts, ch 1031, §127, 170

**216A.95 Duties of board.**

1. The governing board or advisory board shall fully participate in the development, planning, implementation, and evaluation of programs to serve low-income communities.
2. The governing board may:
  - a. Own, purchase, and dispose of property necessary for the operation of the community action agency.
  - b. Receive and administer funds and contributions from private or public sources which may be used to support community action programs.
  - c. Receive and administer funds from a federal or state assistance program pursuant to which a community action agency could serve as a grantee, a contractor, or a sponsor of a project appropriate for inclusion in a community action program.

86 Acts, ch 1245, §1244  
C87, §601K.95  
C93, §216A.95  
2010 Acts, ch 1031, §128, 170  
Referred to in §216A.94

**216A.96 Duties of community action agency.**

A community action agency shall:

1. Plan and implement strategies to alleviate the conditions of poverty and encourage self-sufficiency for citizens in its service area and in Iowa. In doing so, an agency shall plan for a community action program by establishing priorities among projects, activities, and areas to provide for the most efficient use of possible resources.
2. Obtain and administer assistance from available sources on a common or cooperative basis, in an attempt to provide additional opportunities to low-income persons.
3. Establish effective procedures by which the concerned low-income persons and area residents may influence the community action programs affecting them by providing for methods of participation in the implementation of the community action programs and by providing technical support to assist persons to secure assistance available from public and private sources.
4. Encourage and support self-help, volunteer, business, labor, and other groups and organizations to assist public officials and agencies in supporting a community action program by providing private resources, developing new employment opportunities, encouraging investments in areas of concentrated poverty, and providing methods by which low-income persons can work with private organizations, businesses, and institutions in seeking solutions to problems of common concern.

86 Acts, ch 1245, §1245  
C87, §601K.96  
C93, §216A.96  
2010 Acts, ch 1031, §129, 130, 170; 2011 Acts, ch 34, §49

**216A.97 Administration.**

A community action agency may administer the components of a community action program when the program is consistent with plans and purposes and applicable law. The community action programs may be projects which are eligible for assistance from any source. The programs shall be developed to meet local needs and may be designed to meet eligibility standards of a federal or state program.

86 Acts, ch 1245, §1246  
C87, §601K.97  
C93, §216A.97  
2010 Acts, ch 1031, §131, 170; 2011 Acts, ch 34, §50

**216A.98 Audit.**

Each community action agency shall be audited annually but shall not be required to obtain a duplicate audit to meet the requirements of this section. In lieu of an audit by the auditor of state, the community action agency may contract with or employ a certified public accountant to conduct the audit, pursuant to the applicable terms and conditions prescribed by sections 11.6, 11.14, and 11.19 and an audit format prescribed by the auditor of state. Copies of each audit shall be furnished to the ~~division~~ department in a manner prescribed by the ~~division~~ department.

86 Acts, ch 1245, §1247  
C87, §601K.98  
89 Acts, ch 264, §9  
C93, §216A.98  
2010 Acts, ch 1031, §132, 170; 2011 Acts, ch 75, §36

**216A.98 Allocation of financial assistance.**

The ~~administrator~~ department shall provide financial assistance for community action agencies to implement community action programs, as permitted by the community service block grant, administer the low-income energy assistance block grants, department of energy funds for weatherization received in Iowa, and other possible funding sources.

If a political subdivision is the agency, the financial assistance shall be allocated to the political subdivision.

86 Acts, ch 1245, §1248  
C87, §601K.99  
C93, §216A.99  
216A.100 Reserved.  
216A.101 Emergency weatherization fund. Repealed by 2010 Acts, ch 1031, §168, 170.

**216A.102 Energy crisis fund.**

1. An energy crisis fund is created in the state treasury. Moneys deposited in the fund shall be used to assist low-income families who qualify for the low-income home energy assistance program to avoid loss of essential heating.
2. The fund may receive moneys including, but not limited to, the following:
  - a. Moneys appropriated by the general assembly for the fund.
  - b. After July 1, 1988, unclaimed patronage dividends of electric cooperative corporations or associations shall be applied to the fund following the time specified in section 556.12 for claiming the dividend from the holder.
  - c. The fund may also receive contributions from customer contribution funds established under section 476.66.
3. Under rules developed ~~adopted~~ adopted by the ~~division of community action agencies of the department of human rights and adopted by the board~~, the fund may be used to negotiate reconnection of essential utility services with the energy provider.



88 Acts, ch 1175, §6  
 C89, §601K.102  
 91 Acts, ch 270, §6  
 C93, §216A.102  
 2002 Acts, ch 1119, §146; 2008 Acts, ch 1126, §14, 33; 2010 Acts, ch 1031, §133, 170  
 216A.103 Iowa affordable heating program established. Repealed by 2010 Acts, ch 1031,  
 §168, 170.

**216A.104 Energy utility assessment and resolution program.**

1. The general assembly finds that provision of assistance to prevent utility disconnections will also prevent the development of public health risks due to such disconnections. The ~~division~~ department shall establish an energy utility assessment and resolution program administered by each community action agency for persons with low incomes who have or need a deferred payment agreement or are in need of an emergency fuel delivery to address home energy utility costs.
2. A person must meet all of the following requirements to be eligible for the program:
  - a. The person is eligible for the federal low-income home energy assistance program.
  - b. The person is a residential customer of an energy utility approved for the program by the ~~division~~ department.
  - c. The person has or is in need of a deferred payment agreement to address the person's home energy utility costs.
  - d. The person is able to maintain or regain residential energy utility service in the person's own name.
  - e. The person provides the information necessary to determine the person's eligibility for the program.
  - f. The person complies with other eligibility requirements adopted in rules by the ~~division~~ department.
3. The program components shall include but are not limited to all of the following:
  - a. Analysis of a program participant's current financial situation.
  - b. Review of a program participant's resource and money management options.
  - c. Skills development and assistance for a program participant in negotiating a deferred payment agreement with the participant's energy utility.
  - d. Development of a written household energy affordability plan.
  - e. Provision of energy conservation training and assistance.
  - f. A requirement that a program participant must make uninterrupted, regular utility payments while participating in the program.

2007 Acts, ch 218, §136; 2010 Acts, ch 1031, §134, 170  
 216A.105 and 216A.106 Reserved.

**216A.107 Family development and self-sufficiency — council and grant program.**

1. A family development and self-sufficiency council is established within the department of human rights. The council shall consist of the following persons:
  - a. The director of the department of human services or the director's designee.
  - ~~b. The director of the department of public health or the director's designee.~~
  - ~~c. The administrator of the division of community action agencies of the department of human rights or the administrator's designee.~~
  - ~~db.~~ The director of the school of social work at the university of Iowa or the director's designee.
  - ee. The dean of the college of human sciences at Iowa state university or the dean's designee.
  - f.d Two recipients or former recipients of the family investment program, selected by the other members of the council.
  - ge. One recipient or former recipient of the family investment program who is a member of a racial or ethnic minority, selected by the other members of the council.



*hf.* One member representing providers of services to victims of domestic violence, selected by the other members of the council.

*ig.* The head of the department of design, textiles, gerontology, and family studies at the university of northern Iowa or that person's designee.

*jh.* The director of the department of education or the director's designee.

*ki.* The director of the department of workforce development or the director's designee.

*lj.* Two persons representing the business community, selected by the other members of the council.

*mk.* Two members from each chamber of the general assembly serving as ex officio, nonvoting members. The two members of the senate shall be appointed one each by the majority leader and the minority leader of the senate. The two members of the house of representatives shall be appointed one each by the speaker and the minority leader of the house of representatives.

2. Unless otherwise provided by law, terms of members, election of officers, and other procedural matters shall be as determined by the council. A quorum shall be required for the conduct of business of the council, and the affirmative vote of a majority of the currently appointed voting members is necessary for any substantive action taken by the council. A member shall not vote on any action if the member has a conflict of interest on the matter, and a statement by the member of a conflict of interest shall be conclusive for this purpose.

3. The family development and self-sufficiency council shall do all of the following:

*a.* Identify the factors and conditions that place Iowa families at risk of dependency upon the family investment program. The council shall seek to use relevant research findings and national and Iowa-specific data on the family investment program.

*b.* Identify the factors and conditions that place Iowa families at risk of family instability. The council shall seek to use relevant research findings and national and Iowa-specific data on family stability issues.

*c.* Subject to the availability of funds for this purpose, award grants to public or private organizations for provision of family development services to families at risk of dependency on the family investment program or of family instability. Not more than five percent of any funds appropriated by the general assembly for the purposes of this lettered paragraph may be used for staffing and administration of the grants. Grant proposals for the family development and self-sufficiency grant program shall include the following elements:

(1) Designation of families to be served that meet one or more criteria for being at risk of dependency on the family investment program or of family instability, and agreement to serve clients that are referred by the department of human services from the family investment program which meet the criteria. The criteria may include but are not limited to factors such as educational level, work history, family structure, age of the youngest child in the family, previous length of stay on the family investment program, and participation in the family investment program or the foster care program while the head of a household was a child. Grant proposals shall also establish the number of families to be served under the grant.

(2) Designation of the services to be provided for the families served, including assistance regarding job-seeking skills, family budgeting, nutrition, self-esteem, methamphetamine education, health and hygiene, child rearing, child education preparation, and goal setting. Grant proposals shall indicate the support groups and support systems to be developed for the families served during the transition between the need for assistance and self-sufficiency.

(3) Designation of the manner in which other needs of the families will be provided for, including but not limited to child care assistance, transportation, substance abuse-use disorder treatment, support group counseling, food, clothing, and housing.

(4) Designation of the process for training of the staff which provides services, and the appropriateness of the training for the purposes of meeting family development and self-sufficiency goals of the families being served.



- (5) Designation of the support available within the community for the program and for meeting subsequent needs of the clients, and the manner in which community resources will be made available to the families being served.
  - (6) Designation of the manner in which the program will be subject to audit and to evaluation.
  - (7) Designation of agreement provisions for tracking and reporting performance measures developed pursuant to paragraph "d".
  - d. Develop appropriate performance measures for the grant program to demonstrate how the program helps families achieve self-sufficiency.
  - e. Seek to enlist research support from the Iowa research community in meeting the duties outlined in paragraphs "a" through "d".
  - f. Seek additional support for the funding of grants under the program, including but not limited to funds available through the federal government in serving families at risk of long-term welfare dependency, and private foundation grants.
  - g. Make recommendations to the governor and the general assembly on the effectiveness of programs in Iowa and throughout the country that provide family development services that lead to self-sufficiency for families at risk of welfare dependency.
4. *a.* The division ~~department~~ shall administer the family development and self-sufficiency grant program. ~~The department of human services shall disclose to the division confidential information pertaining to individuals receiving services under the grant program, as authorized under section 217.30. The division and the department of human services shall share information and data necessary for tracking performance measures of the family development and self-sufficiency grant program, for referring families participating in the promoting independence and self-sufficiency through employment job opportunities and basic skills (PROMISE JOBS) program under section 239B.17 and related activities and programs to the grant program, and for meeting federal reporting requirements. The division and the department of human services may by mutual agreement, as specified in the memorandum of agreement entered into in accordance with paragraph "b", add to or delete from the initial shared information items listed in this lettered paragraph. The initial shared information shall include but is not limited to all of the following:~~
- ~~(1) Family enrollments and exits to and from each of the programs.~~
  - ~~(2) Monthly reports of individual participant activity in PROMISE JOBS components that are countable work activities according to federal guidelines applicable to those components.~~
  - ~~(3) Aggregate grant program participant activity in all PROMISE JOBS program components.~~
  - ~~(4) Work participation rates for grant program participants who were active family investment program participants.~~
  - ~~(5) The average hourly wage of grant program participants who left the family investment program.~~
  - ~~(6) The percentage of grant program participants who exited from the grant program at or after the time family investment program participation ended and did not reenroll in the family investment program for at least one year.~~
- b.* ~~The division shall develop a memorandum of agreement with the department of human services to share outcome data and coordinate referrals and delivery of services to participants in the family investment program under chapter 239B and the grant program and other shared clients and shall~~



~~provide the department of human services with information necessary for compliance with federal temporary assistance for needy families block grant state plan and reporting requirements, including but not limited to financial and data reports.~~

~~e.b.~~ To the extent that the family development and self-sufficiency grant program is funded by the federal temporary assistance for needy families block grant and by the state maintenance of efforts funds appropriated in connection with the block grant, the ~~division~~ department shall comply with all federal requirements for the block grant. The ~~division~~ department is responsible for payment of any federal penalty imposed that is attributable to the grant program and shall receive any federal bonus payment attributable to the grant program.

~~e.c.~~ The ~~division~~ department shall ensure that expenditures of moneys appropriated to the department of human services from the general fund of the state for the family development and self-sufficiency grant program are eligible to be considered as state maintenance of effort expenditures under federal temporary assistance for needy families block grant requirements.

~~e.d.~~ The ~~commission~~ department shall consider the recommendations of the council in adopting rules pertaining to the grant program.

~~e.e.~~ The ~~division~~ department shall submit to the governor and general assembly on or before November 30 following the end of each state fiscal year, a report detailing performance measure and outcome data evaluating the family development and self-sufficiency grant program for the fiscal year that just ended.

2008 Acts, ch 1072, §1; 2010 Acts, ch 1031, §135, 170

Referred to in §232.69, §239B.8

Legislative appointments, see §69.16B

216A.108 through 216A.110 Reserved.



## 2023 IOWA ACTS, HOUSE FILE 709 – SECTIONS 7, 15, 16, 17, and 18

AN ACT APPROPRIATING FEDERAL MONEYS MADE AVAILABLE FROM FEDERAL BLOCK GRANTS AND OTHER NONSTATE SOURCES, ALLOCATING PORTIONS OF FEDERAL BLOCK GRANTS, AND PROVIDING PROCEDURES IF FEDERAL MONEYS OR FEDERAL BLOCK GRANTS ARE MORE OR LESS THAN ANTICIPATED, AND INCLUDING EFFECTIVE DATE AND RETROACTIVE APPLICABILITY PROVISIONS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

**Sec. 7. COMMUNITY SERVICES APPROPRIATIONS.**

1. a. There is appropriated from the fund created by section 8.41 to the division of community action agencies of the department of human rights for the following federal fiscal years beginning October 1, and ending September 30, the following amounts:
 

FFY 2023-2024:.....	\$ 7,979,245
FFY 2024-2025:.....	\$ 7,979,245
  - b. The appropriations made in this subsection are in the amounts anticipated to be received from the federal government for the designated federal fiscal years under 42 U.S.C., ch. 106, which provides for the community services block grant. The division of community action agencies of the department of human rights shall expend the moneys appropriated in this subsection as provided in the federal law making the moneys available and in conformance with chapter 17A.
  - c. Each federal fiscal year, the administrator of the division of community action agencies of the department of human rights shall allocate not less than 96 percent of the amount of the block grants to eligible community action agencies for programs benefiting low-income persons. Each eligible agency shall receive a minimum allocation of not less than \$100,000. The minimum allocation shall be achieved by redistributing increased moneys from agencies experiencing a greater share of available moneys. The moneys shall be distributed on the basis of the poverty-level population in the area represented by the community action areas compared to the size of the poverty-level population in the state.
2. An amount not exceeding 4 percent of the moneys appropriated in subsection 1 for each federal fiscal year shall be used by the division of community action agencies of the department of human rights for administrative expenses. From the moneys set aside by this subsection for administrative expenses, the division of community action agencies of the department of human rights shall pay to the auditor of state an amount sufficient to pay the cost of auditing the use and administration of the state's portion of the moneys appropriated in subsection 1. The auditor of state shall bill the division of community action agencies for the costs of the audits.

**Sec. 15. PROCEDURE FOR REDUCED FEDERAL MONEYS.**

1. Unless otherwise necessary to meet federal requirements, if the moneys received from the federal government for the block grants specified in this Act are less than the amounts appropriated, the moneys actually received shall be prorated by the governor for the various programs, other than for the services to victims of sex offenses and for sex offense prevention under section 4, subsection 3, of this Act, for which each block grant is available according to the percentages that each program is to receive as specified in this Act. However, if the governor determines that the moneys allocated by the percentages will not be sufficient to accomplish the purposes of a particular program, or if the appropriation is not allocated by percentage, the governor may allocate the moneys in a manner which will accomplish to the greatest extent possible the purposes of the various programs for which the block grants are available.
2. Before the governor implements the actions provided for in subsection 1, the following procedures shall be taken:
  - a. The chairpersons and ranking members of the senate and house standing committees on appropriations, the appropriate chairpersons and ranking members of subcommittees of those committees, and the director of the legislative services agency shall be notified of the proposed action.
  - b. The notice shall include the proposed allocations, and information on the reasons why particular percentages or amounts of moneys are allocated to the individual programs, the departments and



programs affected, and other information deemed useful. Chairpersons and ranking members notified shall be allowed at least two weeks to review and comment on the proposed action before the action is taken.

**Sec. 16. PROCEDURE FOR INCREASED FEDERAL MONEYS.**

1. Unless otherwise necessary to meet federal requirements, if moneys received from the federal government in the form of block grants exceed the amounts appropriated in sections 1, 2, 3, 4, 7, 9, and 12 of this Act, the excess shall be prorated to the appropriate programs according to the percentages specified in those sections, except additional moneys shall not be prorated for administrative expenses.
2. If actual moneys received from the federal government from block grants exceed the amount appropriated in section 11 of this Act for the low-income home energy assistance program, not more than 15 percent of the excess may be allocated to the low-income residential weatherization program and not more than 10 percent of the excess may be used for administrative costs.
3. If moneys received from the federal government from community services block grants exceed the amount appropriated in section 8 of this Act, 100 percent of the excess is allocated to the community services block grant program.

**Sec. 17. PROCEDURE FOR EXPENDITURE OF ADDITIONAL FEDERAL MONEYS.**

If other federal grants, receipts, and moneys and other nonstate grants, receipts, and moneys become available or are awarded which are not available or awarded during the period in which the general assembly is in session, but which require expenditure by the applicable department or agency prior to March 15 of the fiscal years beginning July 1, 2023, and July 1, 2024, these grants, receipts, and moneys are appropriated to the extent necessary, provided that the fiscal committee of the legislative council is notified within 30 days of receipt of the grants, receipts, or moneys and the fiscal committee of the legislative council has an opportunity to comment on the expenditure of the grants, receipts, or moneys.

**Sec. 18. OTHER GRANTS, RECEIPTS, AND MONEYS.**

Federal grants, receipts, and moneys and other nonstate grants, receipts, and moneys, available in whole or in part of the state fiscal years beginning July 1, 2023, and July 1, 2024, are appropriated to the following departments and agencies that are designated by and for the purposes set forth in the grants, receipts, or conditions accompanying the receipt of the moneys, unless otherwise provided by law:

1. Department of administrative services.
2. Department of agriculture and land stewardship.
3. Office of auditor of state.
4. Department for the blind.
5. Department of corrections.
6. Economic development authority.
7. Department of education.
8. Iowa ethics and campaign disclosure board.
9. Iowa finance authority.
10. Offices of the governor and lieutenant governor.
11. Department of health and human services.
12. Department of homeland security and emergency management.
13. Department of inspections, appeals, and licensing.
14. Department of insurance and financial services.
15. Judicial branch.
16. Department of justice.
17. Iowa law enforcement academy.
18. Department of management.
19. Department of natural resources.
20. Board of parole.
21. Department of public defense.
22. Public employment relations board.
23. Department of public safety.
24. State board of regents.



25. Department of revenue.
26. Office of secretary of state.
27. Iowa state fair authority.
28. Office for state-federal relations.
29. Iowa telecommunications and technology commission.
30. Office of treasurer of state.
31. Department of transportation.
32. Iowa utilities board.
33. Department of veterans affairs.
34. Department of workforce development.

CHAPTER 21  
COMMUNITY SERVICES BLOCK GRANT (CSBG)

[Prior to 12/29/21, see 427—Chapter 22]

**421—21.1(216A,PL97-35) Definitions.** For the purpose of these rules, unless context otherwise requires:

“*Community action agency*” or “*eligible entity*” means any organization which was officially recognized as a community action agency under the provisions of Section 673(1) of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, Title VI, Subtitle B, as amended, and Iowa Code sections 216A.91 and 216A.93.

“*CSBG*” means community services block grant program.

“*CSBG Act*” means the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, Title VI, Subtitle B, as amended.

“*Division*” means the division of community action agencies of the department of health and human services.

“*Program year*” means the year beginning October 1 and ending the succeeding September 30. The program year is numbered for that year in which it ends.

“*Reduction*” means funding reduced below the proportional share of funding the eligible entity received in the previous program year.

“*Termination*” means permanent withdrawal of the eligible entity’s authority to obligate funds before that authority would otherwise expire. If an eligible entity’s authority to obligate funds is terminated, no funds may be obligated by the eligible entity after the effective date of the termination.

[ARC 6101C, IAB 12/29/21, effective 2/2/22; Editorial change: IAC Supplement 6/28/23]

**421—21.2(216A,PL97-35) Purpose.** The CSBG as established by the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, Title VI, Subtitle B, as amended, provides assistance to states and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become self-sufficient.

Pursuant to Iowa Code section 216A.92, the division shall administer the community services block grant.

[ARC 6101C, IAB 12/29/21, effective 2/2/22; Editorial change: IAC Supplement 6/28/23]

**421—21.3(216A,PL97-35) Uses of funds.** The CSBG makes available to the state of Iowa funds to be used:

**21.3(1)** To support activities that are designed to assist low-income families and individuals:

*a.* To remove obstacles and solve problems that block the achievement of self-sufficiency;

*b.* To secure and retain meaningful employment;

*c.* To attain an adequate education;

*d.* To make better use of available income;

*e.* To obtain and maintain adequate housing and a suitable living environment;

*f.* To obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

*g.* To achieve greater participation in the affairs of the communities involved.

**21.3(2)** To address the needs of youth in low-income communities through youth development programs.

**21.3(3)** To make more effective use of, and to coordinate with, other programs related to the purposes of this program.

[ARC 6101C, IAB 12/29/21, effective 2/2/22]

**421—21.4(216A,PL97-35) Apportionment distribution.**

**21.4(1) Iowa apportionment.** There is appropriated to the division from the fund created by Iowa Code section 8.41(1) funds to implement the CSBG as described in the CSBG Act.



**21.4(2) Distribution of funds.** CSBG funds received according to subrule 21.4(1) shall be allocated to the division and eligible entities as provided by federal law and in accordance with the Iowa Acts.

**21.4(3) Poverty-level population.** The state shall use U.S. census statistics to determine the poverty-level population in each community action area.

**21.4(4) Local share.** There shall be no local share required under the CSBG.  
[ARC 6101C, IAB 12/29/21, effective 2/2/22; Editorial change: IAC Supplement 6/28/23]

**421—21.5(216A,PL97-35) Eligibility requirements.** The eligibility requirements for an organization to receive and administer CSBG funds are as follows:

**21.5(1) Organization.** The organization must meet the definition of a “community action agency” as defined in these rules.

**21.5(2) Board composition.** A recognized community action agency shall be governed by a board of directors composed of at least nine members. The board membership shall follow the requirements in Iowa Code section 216A.94.

[ARC 6101C, IAB 12/29/21, effective 2/2/22]

**421—21.6(216A,PL97-35) Community action plan.** All eligible entities shall submit a community action plan for the purpose of applying for CSBG funds. Community action plans must be outcome-based and antipoverty-focused and tie directly to the eligible entity’s community assessment.

**21.6(1) Timing.** Eligible entities shall be informed in writing by the division of the due date for the community action plan and the amount of their allocation in accordance with subrule 21.4(2).

**21.6(2) Contents.** Instructions for preparing the community action plan shall be provided by the division to all eligible entities. In addition to other information specified in the instructions, the community action plan must:

*a.* Document the continuous use of the full Results Oriented Management and Accountability cycle of assessment, planning, implementation, achievement of results, and evaluation for planning and administering the CSBG;

*b.* Include a budget that equals the amount of the eligible entity’s allocation;

*c.* Include a description of the service delivery system targeted to low-income individuals and families in the service area;

*d.* Include a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations;

*e.* Include a description of how CSBG funds will be coordinated with other public and private resources;

*f.* Include a description of how CSBG funds will be used to support innovative community and neighborhood-based initiatives related to the purposes in rule 421—21.2(216A,PL97-35); and

*g.* Include outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.

**21.6(3) Nondiscrimination provisions.** Eligible entities must ensure that no person shall, on the basis of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any activity funded in whole or in part with CSBG funds.

**21.6(4) Community assessment.** Eligible entities must conduct a community assessment at least once every three years. The community assessment shall include data specific to poverty, qualitative and quantitative data, and key findings on the causes and conditions of poverty and the needs of the communities assessed. The results of the assessment shall be used to plan activities contained in the community action plan.

**21.6(5) Contract.** The division will issue the eligible entity a CSBG contract once the division accepts the community action plan. The contract shall specify required and allowable program activities, general and special conditions, program and fiscal reporting, and audit requirements.

[ARC 6101C, IAB 12/29/21, effective 2/2/22; Editorial change: IAC Supplement 6/28/23]

**421—21.7(216A,PL97-35) Review and acceptance of community action plans.**



**21.7(1) Compliance review.** All activities proposed in the community action plan shall be reviewed by the division personnel for:

- a. Compliance with the specific purposes and uses of funds outlined in rules 421—21.2(216A,PL97-35) and 421—21.3(216A,PL97-35);
- b. Inclusion of assurances that the eligible entity will conduct the CSBG in compliance with all applicable laws; and
- c. Inclusion and proper completion of all forms and instructions included in the request for community action plans.

**21.7(2) Performance.** Acceptance of community action plans is dependent on the satisfactory performance of the eligible entity in the past funding year(s). The minimum standards include: timely and adequate expenditure report submissions and program report submissions, prudent management of funds, conformance with state and federal laws relative to the restrictions in the use of funds, requirements regarding the eligible entity's annual audit, and adequate record keeping. Additionally, available records, audits, and determinations from other relevant state and federal agencies may be utilized.

[ARC 6101C, IAB 12/29/21, effective 2/2/22; Editorial change: IAC Supplement 6/28/23]

**421—21.8(216A,PL97-35) Payments.**

**21.8(1) Method of payment.** Eligible entities receiving CSBG funds shall submit a monthly funding request and expenditures report containing the monthly expenditures of the eligible entity in carrying out the activities funded through the CSBG for each month in which activity occurred.

**21.8(2) Payment refusal.** The division may refuse or withhold payment of funds for good cause, such as evidence of fraud, lack of management controls, or noncompliance with CSBG contract conditions. Such refusal or withholding shall be appropriately documented, and the eligible entity shall be informed of the reason for refusal or withholding. Regular payment procedures may resume after corrective action and CSBG contract conditions have been met by the eligible entity.

**21.8(3) Receipt of federal funds.** All payments shall be subject to the receipt of CSBG funds by the division. The termination, reduction or delay of CSBG funds to the division shall, at the division's option, be reflected in a corresponding modification to CSBG contracts already made.

[ARC 6101C, IAB 12/29/21, effective 2/2/22; Editorial change: IAC Supplement 6/28/23]

**421—21.9(216A,PL97-35) Amendments to CSBG contract.**

**21.9(1) Total budget.** The total of all payments to the eligible entity by the division for the activities required under the eligible entity's CSBG contract shall not exceed the total budget unless modified by a budget amendment to the CSBG contract or by written notice of a funding change by the division.

**21.9(2) Budget deviations.** Eligible entity expenditures that exceed budgeted cost category amounts will not be disallowed for payment solely because of minor deviations from the budgeted amount. However, any deviation exceeding 10 percent of the budgeted cost category amount shall require a budget amendment to the CSBG contract, with prior approval granted by the division.

**21.9(3) Other amendments.** Requests for community action plan or CSBG contract amendments other than those addressed in subrules 21.9(1) and 21.9(2) shall be considered on a case-by-case basis in conformance with applicable federal and state laws.

[ARC 6101C, IAB 12/29/21, effective 2/2/22; Editorial change: IAC Supplement 6/28/23]

**421—21.10(216A,PL97-35) Ineligible items.** CSBG funds may not be used for the following activities or costs:

1. Any partisan or nonpartisan political activity or any political activity associated with a candidate, or faction group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election; or any voter registration activity.
2. The purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or



other facility. Exceptions shall only be provided through the waiver procedure described in Section 678F(a) of the CSBG Act.

[ARC 6101C, IAB 12/29/21, effective 2/2/22]

**421—21.11(216A) Audits and records.** Eligible entities shall arrange and pay for an annual audit. Audits shall be performed by a certified public accountant and in accordance with generally accepted auditing standards. Audit procedures shall conform to the 2 CFR Chapter I, Office of Management and Budget Governmentwide Guidance for Grants and Agreements; and Chapter II, Part 200, et al., Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In addition, the division may request more frequent audits or examinations of financial records of the eligible entity in order to ensure adequate financial controls are in place and operating.

[ARC 6101C, IAB 12/29/21, effective 2/2/22; Editorial change: IAC Supplement 6/28/23]

**421—21.12(216A,PL97-35) Designating eligible entities for unserved areas.** If any geographic area of the state is not, or ceases to be, served by a community action agency, and the governor decides to serve such area, the division will adhere to the requirements in Section 676A of the CSBG Act, U.S. Department of Health and Human Services statutory guidance, and other federal and state laws to solicit applications from qualified organizations.

[ARC 6101C, IAB 12/29/21, effective 2/2/22; Editorial change: IAC Supplement 6/28/23]

**421—21.13(216A,PL97-35) Termination and reduction of funding.** The division may terminate the designation of or reduce the share of CSBG funds allocated to an eligible entity if the division determines that an eligible entity fails to comply with the terms of an agreement, or the Iowa CSBG State Plan, to provide CSBG services or to meet appropriate standards, goals, and other requirements established by the division, including performance objectives. If the division finds cause to terminate the designation of or reduce the funding of an eligible entity, the division will adhere to the requirements in Section 678C of the CSBG Act, U.S. Department of Health and Human Services statutory guidance, and other federal and state laws, including provisions of notification, technical assistance, corrective action, opportunity for a hearing, and federal review, to initiate proceedings to terminate the designation of or reduce the funding of the eligible entity.

[ARC 6101C, IAB 12/29/21, effective 2/2/22; Editorial change: IAC Supplement 6/28/23]

**421—21.14(216A,PL97-35) Client appeal and hearing.** Eligible entities shall adopt a client appeal and hearing procedure to address CSBG client complaints. The procedure shall be used for all clients to file a complaint for the services or benefits provided by the eligible entity and funded solely by the CSBG. The procedure shall also be used when a community action program, co-funded with the eligible entity's CSBG funds, does not have a community action program-specific client appeal and hearing procedure.

[ARC 6101C, IAB 12/29/21, effective 2/2/22]

**421—21.15(216A,PL97-35) Further criteria.** The Iowa CSBG State Plan and Application and the Iowa CSBG Policies and Procedures Manual are incorporated by reference as part of these rules. If any rule in this chapter conflicts with federal law or rules, federal law or rules shall prevail.

[ARC 6101C, IAB 12/29/21, effective 2/2/22]

These rules are intended to implement Iowa Code chapter 216A and P.L. 97-35.

[Filed ARC 6101C (Notice ARC 6004C, IAB 10/20/21), IAB 12/29/21, effective 2/2/22]

[Editorial change: IAC Supplement 6/28/23]



Attachment E

STATE OF IOWA DEPARTMENT OF  
**Health** AND **Human**  
**SERVICES**

Kim Reynolds  
GOVERNOR

Adam Gregg  
LT. GOVERNOR

Kelly Garcia  
DIRECTOR

July 28, 2023

TO: Iowa Community Action Agencies  
Iowa Community Action Association

FROM: Lorie M. Easter 

RE: Iowa's Proposed FY 2024-2025 CSBG State Plan and Application

Attached are a copy of Iowa's proposed FY 2024-2024 CSBG State Plan and Application (with attachments) and a copy of the notice of public inspection and public hearing.

Please post the State Plan and notice on your association's website or agency's website during the public inspection and comment period (July 31, 2023 through August 9, 2023). Additionally, please post (e.g. bulletin board) the notice at your offices that will be open to the public during the inspection period.

The State Plan public hearing is scheduled for August 10, 2023. Details about the public hearing are included in the attached notice.

The Iowa Commission on Community Action Agencies has a meeting on August 17, 2023 to discuss and finalize the State Plan. Once the State Plan is approved by the commission, it will be submitted to the U. S. Department of Health and Human Services, Office of Community Services. It is due September 1, 2023.

I am planning to attend your August 3, 2023, ICAA board meeting to discuss the State Plan and to get final feedback. If you have any questions prior to the August 3rd meeting, please contact me at (515) 229-0439 or [Lorie.Easter@iowa.gov](mailto:Lorie.Easter@iowa.gov).

Thank you.

Attachments



STATE OF IOWA DEPARTMENT OF  
**Health** AND **Human**  
SERVICES

Kim Reynolds  
GOVERNOR

Adam Gregg  
LT. GOVERNOR

Kelly Garcia  
DIRECTOR

July 28, 2023

TO: CAA Commissioner

FROM: Lorie M. Easter *LE*

RE: Iowa's Proposed FY 2024-2025 CSBG State Plan and Application

Attached are a copy of Iowa's proposed FY 2024-2025 CSBG State Plan and Application (with attachments) and a copy of the notice of public inspection and public hearing.

During the August 17, 2023 commission meeting the CAA unit will review and answer any questions regarding the State Plan. Once the State Plan is approved by the commission, it will be submitted to the U. S. Department of Health and Human Services, Office of Community Services. It is due September 1, 2023.

If you have any questions prior to the August 17th meeting, please contact me at (515) 229-0439 or [Lorie.Eater@iowa.gov](mailto:Lorie.Eater@iowa.gov).

Thank you.

Attachments



**NOTICE OF PUBLIC INSPECTION AND PUBLIC HEARING**

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

DES MOINES – Iowans have an opportunity to inspect and comment on Iowa's proposed Federal Fiscal Year 2024-2025 Community Services Block Grant (CSBG) State Plan and Application.

The purpose of the federal CSBG Program is to provide assistance to states and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. The Iowa Department of Health and Human Services, Division of Community Access administers Iowa's CSBG Program and is authorized by Iowa law to contract and distribute Iowa's CSBG Program funds to Iowa's community action agencies.

The proposed plan and application will be available on the Community Action Agencies' website <https://humanrights.iowa.gov/dcaa/community-services-block-grant> from July 31 - August 9, 2023. The inspection and comment period will be July 31 - August 9, 2023. All comments must be e-mailed to the following e-mail address with the subject line prior to August 10, 2023, to be considered:

E-mail Address: [dcaa@iowa.gov](mailto:dcaa@iowa.gov)  
Subject: Comments – CSBG State Plan

A virtual public hearing on the proposed plan and application will be held on August 10, 2023, 3:30 p.m. – 4:30 p.m. Please see the link below for the public hearing.

Topic: CSBG & LIHEAP State Plans Public Hearing  
Time: Aug 10, 2023 03:30 PM Central Time (US and Canada)  
Join Zoom Meeting  
<https://us02web.zoom.us/j/87994133937>  
Meeting ID: 879 9413 3937  
One tap mobile  
+13126266799,,87994133937# US (Chicago)  
Dial by your location  
• +1 312 626 6799 US (Chicago)  
Meeting ID: 879 9413 3937  
Find your local number: <https://us02web.zoom.us/u/kO0duRwVF>

The proposed plan and application is subject to change based on comments received and regulations from the U. S. Department of Health and Human Services.



# Iowa Legislature Public Hearings

## General Requirements:

Speaking time will be 2 minutes per individual and will alternate between pro/con for as long as possible, written testimony is encouraged but not required.

This event will be held in person at the Iowa State Capitol, Room 103. If you sign up to speak, you must speak in person at the event. Thirty minutes prior to the start of the meeting, you will need to check in with the event coordinator by Room 103, you must be checked in prior to the public hearing starting.

The meeting will be live streamed via YouTube. The link to the meeting will be provided one hour (60 minutes) prior to the start of the meeting on [Iowa Legislative website](#).

Persons wishing to speak at the public hearing, must sign up electronically at [Public Hearing](#).

Persons wishing to leave comments may leave comment here [Public Hearing](#).

## **Public Hearings and times are as follows:**

HSB 243 - A bill for an act appropriating federal moneys made available from federal block grants and other nonstate sources following state government realignment, allocating portions of federal block grants, and providing procedures if federal moneys or federal block grants are more or less than anticipated, and including effective date and retroactive applicability provisions.

Sponsored by the Appropriations Committee

Monday, April 10, 2023

10:00 AM (introductions begin)

11:00 AM (conclusion of the hearing)

RM 103, Sup. Ct. Chamber



6/14/23, 11:39 AM

Iowa Legislature - Public Hearings

## Public Hearing Video

### Public Hearings and times are as follows:

HSB 243 - A bill for an act appropriating federal moneys made available from federal block grants and other nonstate sources following state government realignment, allocating portions of federal block grants, and providing procedures if federal moneys or federal block grants are more or less than anticipated, and including effective date and retroactive applicability provisions.

Sponsored by the Appropriations Committee

Monday, April 10, 2023

10:00 AM (introductions begin)

11:00 AM (conclusion of the hearing)

RM 103, Sup. Ct. Chamber

**HSB 243 PublicHearing**



<https://www.legis.iowa.gov/committees/publicHearings?meetingID=37292&action=viewHearingVideo>



CSBG Eligible Entities  
(Iowa Community Action Agencies)

FEC7TK27SNC8

166933259

**Community Opportunities, Inc**

**DBA New Opportunities, Inc**

Chad Jensen

23751 Highway 30 East – P.O. Box

Carroll, IA 51401

(712) 792-9266

<https://www.newopp.org>

Service Area (Counties): Audubon, Calhoun, Carroll, Dallas, Greene, Guthrie, and Sac

NONPROFIT

COMMUNITY ACTION AGENCY

CK1MDQAWQ9G5

039311399

**Hawkeye Area Community Action Program, Inc.**

Jane Drapeaux

1515 Hawkeye Drive – P.O. Box 490

Hiawatha, IA 52233

(319) 393-7811

<https://www.hacap.org/>

Service Area (Counties): Benton, Delaware, Dubuque, Iowa, Jackson, Johnson, Jones, Linn, and Washington

NONPROFIT

COMMUNITY ACTION AGENCY

FJ15KBN81QS6

078100401

**Community Action of Eastern Iowa**

John Murphy

500 East 59th Street

Davenport, IA 52807

(563) 324-3236

<https://www.caeiowa.org>

Service Area (Counties): Cedar, Clinton, Muscatine, and Scott

NONPROFIT

COMMUNITY ACTION AGENCY

H75EUS5K4U61

069616266

**MATURA Action Corporation**

Danna Buls

207B N Elm Street

Creston, IA 50801

(641) 782-8431

<https://www.maturacommunityaction.com>

Service Area (Counties): Adair, Adams, Madison, Ringgold, Taylor, and Union

NONPROFIT

COMMUNITY ACTION AGENCY

ENJVV1JCNJC3

107350035

**Mid-Iowa Community Action, Inc.**

Clarissa Thompson

1001 South 18th Avenue

Marshalltown, IA 50158

(641) 752-7162

<https://micaonline.org>

Service Area (Counties): Hardin, Marshall, Poweshiek, Story, and Tama

NONPROFIT

COMMUNITY ACTION AGENCY

HH5GAB2EAHC5

087073268

**Mid-Sioux Opportunity, Inc.**

Dick Sievers

418 S Marion Street

Remsen, IA 51050

(712) 786-2001

<https://midsioux.org>

Service Area (Counties): Cherokee, Ida, Lyon, Plymouth, and Sioux

NONPROFIT

COMMUNITY ACTION AGENCY

TCZ8SD1JPJ3

098022197

**North Iowa Community Action Organization**

Cindy Davis

218 5th Street SW – P.O. Box 1627

Mason City, IA 50402

(641) 423-8993

<https://nicao-online.org>

Service Area (Counties): Butler, Cerro Gordo, Floyd, Franklin, Hancock, Kossuth, Mitchell, Winnebago, and Worth

NONPROFIT

COMMUNITY ACTION AGENCY

JN9ZJML554M9

098025059

**Northeast Iowa Community Action Corporation**

Trisha Wilkins

305 Montgomery – P.O. Box 487

Decorah, IA 52101

(563) 382-8436

<https://www.neicac.org>

Service Area (Counties): Allamakee, Bremer, Chickasaw, Clayton, Fayette, Howard, and Winneshiek

NONPROFIT

COMMUNITY ACTION AGENCY

NPHUT8CN44K6

078094877

**Operation Threshold**

Barb Grant

1535 Lafayette Street – P.O. Box 4120

Waterloo, IA 50704

(319) 291-2065

<http://www.operationthreshold.org>

Service Area (Counties): Black Hawk, Buchanan, and Grundy

NONPROFIT

COMMUNITY ACTION AGENCY



PF2YNQCKL161  
163976731  
**IMPACT Community Action Partnership, Inc.**  
Anne Bacon  
3226 University Avenue  
Des Moines, IA 50311  
(515) 274-1334  
<https://www.impactcap.org/>  
Service Area (Counties): Boone, Jasper, Marion, Polk, and Warren  
NONPROFIT  
COMMUNITY ACTION AGENCY

U8MGMBASYEG3  
161917281  
**South Central Iowa Community Action Program, Inc.**  
Brenda Fry  
1711 Osceola Avenue – Suite 103 – P.O. Box 715  
Chariton, IA 50049  
(641) 774-8133  
<https://scicap.org>  
Service Area (Counties): Clarke, Decatur, Lucas, Monroe, and Wayne  
NONPROFIT  
COMMUNITY ACTION AGENCY

MFS1MU9NBEM7  
094782687  
**Community Action of Southeast Iowa**  
Sheri Wilson  
2850 Mt. Pleasant Street – Suite 108  
Burlington, IA 52601  
(319) 753-0193  
<https://caofseia.org>  
Service Area (Counties): Des Moines, Henry, Lee, and Louisa  
NONPROFIT  
COMMUNITY ACTION AGENCY

K3WSBQKJ5XK3  
040588170  
**Southern Iowa Economic Development Association  
DBA Sieda Community Action**  
Brian Dunn  
725 West 2nd Street – P.O. Box 658  
Ottumwa, IA 52501  
(641) 682-8741  
<https://www.sieda.org>  
Service Area (Counties): Appanoose, Davis, Jefferson, Keokuk, Mahaska, Van Buren, and Wapello  
NONPROFIT  
COMMUNITY ACTION AGENCY

KA5CFKGE28C9  
061317236  
**Upper Des Moines Opportunity, Inc.**  
Julie Edwards  
101 Robins Street – P.O. Box 519  
Graettinger, IA 51342  
(712) 859-3885  
<https://www.udmo.com>

Service Area (Counties): Buena Vista, Clay, Dickinson, Emmet, Hamilton, Humboldt, O'Brien, Osceola, Palo Alto, Pocahontas, Webster, and Wright  
NONPROFIT  
COMMUNITY ACTION AGENCY

GRCPAJLN7JS1

068675354

**West Central Community Action**

Wendy Mueller

1408A Highway 44 – P.O. Box 709

Harlan, IA 51537

(712) 755-5135

<https://www.westcentralca.org>

Service Area (Counties): Cass, Crawford, Fremont, Harrison, Mills, Monona, Montgomery, Page, Pottawattamie, and Shelby

NONPROFIT

COMMUNITY ACTION AGENCY

KQMPX37PSCA5

153551320

**Community Action Agency of Siouxland**

Jean Logan

2700 Leech Avenue

Sioux City, IA 51106

(712) 274-1610

<https://caasiouxland.org>

Service Area (County): Woodbury

NONPROFIT

COMMUNITY ACTION AGENCY



## PLANNED ALLOCATIONS

CSBG ELIGIBLE ENTITY	Phase-In Year 2 YEAR ONE (FFY 2024) FUNDING AMOUNT	Phase-In Year 3 YEAR TWO (FFY 2025) FUNDING AMOUNT
New Opportunities, Inc.	\$266,276	\$266,249
Hawkeye Area Community Action Program, Inc.	\$1,410,104	\$1,414,213
Community Action of Eastern Iowa	\$714,629	\$714,629
MATURA Action Corporation	\$176,668	\$185,000
MICA	\$574,506	\$575,534
Mid-Sioux Opportunity	\$176,668	\$185,000
North Iowa Community Action Organization	\$339,248	\$331,906
Northeast Iowa Community Action Corporation	\$268,116	\$260,248
Operation Threshold	\$492,520	\$487,789
IMPACT Community Action Partnership	\$1,332,764	\$1,342,157
South Central Iowa Community Action Program, Inc.	\$176,668	\$185,000
Community Action of Southeast Iowa	\$302,203	\$296,598
Sieda Community Action	\$386,758	\$386,460
Upper Des Moines Opportunity, Inc.	\$433,858	\$427,530
West Central Community Action	\$533,951	\$526,624
Community Action Agency of Siouxland	\$303,500	\$303,500
<b>TOTAL</b>	<b>\$7,888,437</b>	<b>\$7,888,437</b>

Monitoring of CSBG Eligible Entities  
(Iowa Community Action Agencies)  
FFY 2024 and FFY 2025

**New Opportunities, Inc.**

FULL REVIEW

ONSITE REVIEW

FY2024 (Q4)

Last: August 25-26, 2021 (Hybrid Method)

**Hawkeye Area Community Action Program, Inc.**

FULL REVIEW

ONSITE REVIEW

FY2024 (Q4)

Last: July 14, 2021 (full desk-review completed)

**Community Action of Eastern Iowa**

FULL ONSITE

ONSITE REVIEW

FY 2025 (Q3)

Last: April 7, 2022 (full desk-review completed)

**MATURA Action Corporation**

FULL REVIEW

ONSITE REVIEW

FY2024 (Q4)

Last: September 28-29, 2021 (full desk-review completed)

**Mid-Iowa Community Action, Inc.**

NO REVIEW

N/A

N/A

Last: September 22, 2020 Scheduled: September 18 -19 , 2023

**Mid-Sioux Opportunity, Inc.**

NO REVIEW

N/A

N/A

Last: August 14-15, 2023 (Hybrid Method)

**North Iowa Community Action Organization**

FULL ONSITE

ONSITE REVIEW

FY 2025 (Q3)

Last: May 2, 2022 (full desk-review completed)

**Northeast Iowa Community Action Corporation**

FULL REVIEW

ONSITE REVIEW

FY2024 (Q4)

Last: June 23, 2021 (full desk-review completed)



**Operation Threshold**

FULL ONSITE

ONSITE REVIEW

FY 2025 (Q4)

Last: August 11, 2022 (full desk-review completed)

**IMPACT Community Action Partnership**

NO REVIEW

N/A

N/A

Last: August 8 – 9, 2023 (Hybrid Method)

**South Central Iowa Community Action Program, Inc.**

FULL REVIEW

ONSITE REVIEW

FY2024 (Q4)

Last: September 13-14, 2021 (full desk-review completed)

**Community Action of Southeast Iowa**

FULL ONSITE

ONSITE REVIEW

FY 2025 (Q4)

Last: September 21, 2022(full desk-review completed)

**Sieda Community Action**

NO REVIEW

N/A

N/A

Last: May 22, 2023 (Hybrid Method)

**Upper Des Moines Opportunity, Inc.**

FULL REVIEW

ONSITE REVIEW

FY2024 (Q4)

Last: May 3, 2021 (full desk-review completed)

**West Central Community Action**

NO REVIEW

N/A

N/A

Last: January 12, 2023 (Hybrid Method)

**Community Action Agency of Siouxland**

FULL ONSITE

ONSITE REVIEW

FY 2025 (Q4)

Last: September 30, 2022 (full desk-review completed)

## 1800

## CSBG PROGRAM REVIEWS (MONITORING)

## 1801 CSBG ONSITE REVIEWS (MONITORING)

To determine if CAAs are meeting the performance goals, administrative standards, service delivery requirements, federal and state regulations, and other requirements established by the DCAA, the DCAA will conduct a CSBG program operations review and a CSBG organizational standards assessment of each CAA at least once during each three (3) year period (see policy #1805).

To determine if CAAs are meeting the financial management requirements, the IDHR, Central Administration will conduct an annual CSBG fiscal monitoring review (see policy section #1900).

## 1802 CSBG PROGRAM OPERATIONS REVIEWS

CSBG program operations reviews are to determine if the CAAs are meeting the performance goals, administrative standards, service delivery requirements, and other requirements established by the State of Iowa and the DCAA. Iowa's CSBG State Plan and Application (Section 10: Monitoring, Corrective Action, and Fiscal Controls) includes CSBG program operations review information.

## 1803 CSBG ORGANIZATIONAL STANDARDS ASSESSMENTS

CSBG organizational standards assessments are conducted to ensure CAAs have the appropriate capacity to deliver services to low-income people and communities.

Iowa's CSBG State Plan and Application (Section 6: Organizational Standards for Eligible Entities) establishes Iowa's CSBG organizational standards for CAAs, and Iowa's CSBG State Plan and Application (Section 10: Monitoring, Corrective Action, and Fiscal Controls) includes CSBG organizational standards assessment information.

## 1804 GUIDING PRINCIPLES

The DCAA conducts its CSBG onsite reviews according to the three (3) CSBG Monitoring Standards: mutual respect, open communication, and joint problem solving.

Mutual Respect: In working with CAA staff and CAA governing board members, the DCAA values and recognizes the unique knowledge, ability, and independence of each person. The DCAA is committed to treating all persons fairly and maintaining credibility by matching actions with words.

Open Communication: Effective communication is key in facilitating good working relationships with partners; and the DCAA is committed to keeping the lines of communication open. The purpose of communication is to assist in developing solutions to problems, to share program improvement ideas, and provide information on new developments in the anti-poverty field. The DCAA will communicate frequently through a variety of tools and media. The DCAA is open to contact and is committed to listening to suggestions, concerns, and to gaining an understanding of local operations and to assist locals in pursuing priorities.



Joint Problem Solving: The DCAA operates under the basic belief that a team approach to problem solving is in the best interest of all parties involved. The DCAA believes that collectively the DCAA and the CAA can arrive at the best solution to any situation. The DCAA wants to promote an environment in which the office and all Community Action partners will be open to change and can work together in exploring options and developing mutually agreeable solutions. The goal is to have CAAs function independently with the DCAA's support in an effort to meet the needs of local communities within the parameters set by legislation.

1805 SCHEDULING CSBG ONSITE REVIEWS

CAAs will receive a CSBG onsite review at least once during each three (3) year period. Iowa's CSBG State Plan and Application (Section 10: Monitoring, Corrective Action, and Fiscal Controls (Monitoring of Eligible Entities)) includes the DCAA's CSBG onsite review schedule. The schedule identifies the CAA, review type, target date, and the date of the CAA's last full CSBG onsite review.

CSBG onsite reviews will generally be conducted during the last six (6) months of the CSBG program year. The DCAA will contact the CAA Executive Director and the CAA CSBG staff to schedule the CSBG onsite review (see policy #1809).

The DCAA will follow the federal guidance on three (3) year CSBG onsite review scheduling provided in OCS, CSBG Information Memorandum, Transmittal #97.

1806 RE-SCHEDULING CSBG ONSITE REVIEWS

A CAA must notify the DCAA, as soon as possible, when a situation occurs that would require a scheduled CSBG onsite review to be postponed or changed. If this occurs, the DCAA will work with the CAA Executive Director to reschedule the visit.

When a situation occurs that would require the DCAA to postpone or change a scheduled CSBG onsite review, the DCAA will notify the CAA as soon as possible. The DCAA will work with the CAA Executive Director to reschedule the visit.

1807 CSBG PROGRAM OPERATIONS REVIEW INSTRUMENT

During the CSBG onsite review, the DCAA will work with CAA staff to complete the CSBG Program Operations Review instrument (CSBG monitoring instrument). The DCAA's CSBG monitoring instrument, at a minimum, will include questions and procedures for reviewing the following:

- Governing board structure (tripartite)
- CAA by-laws and board materials
- Board governance
  - Board meeting agendas, minutes, and other information
  - Board vacancies and attendance
  - Board manuals
  - Board policies and procedures
- CSBG financial and program reports
- CAA audits and risk assessments
- ROMA system



- o Community Action National Performance Indicators (NPIs) data review and verification
- o Community Action NPIs targeting and reporting
- CAA policies, procedures, and operations

Desk-Monitoring (Desk-Reviews):

CAA documents and materials that are, or can be made readily available to the DCAA, are necessary for completing the CSBG onsite review, and would not require the DCAA to visit the CAA to inspect, may be reviewed at the DCAA office as part of the CAA's CSBG onsite review. It is the DCAA's discretion to select the CAA documents and materials to desk-review.

1808 CSBG ORGANIZATIONAL STANDARDS ASSESSMENT INSTRUMENT

During the CSBG onsite review, the DCAA will work with CAA staff to complete the CSBG Organizational Standards Assessment instrument. The DCAA's CSBG Organizational Standards Assessment instrument includes the 58 CSBG organizational standards for private, nonprofit CSBG eligible entities, developed by the CSBG Organizational Standards Center of Excellence, guidance, and procedures for assessing a CAA.

Iowa's CAAs are required to meet the 58 CSBG organizational standards for private, nonprofit CSBG eligible entities (CSBG Contract, Special Terms and Conditions, Article 28.11). The 58 CSBG organizational standards are listed in policy #2301.

Desk-Monitoring (Desk-Reviews):

CAA documents and materials that are, or can be made readily available to the DCAA, are necessary for completing the CSBG onsite review, and would not require the DCAA to visit the CAA to inspect, may be reviewed at the DCAA office as part of the CAA's CSBG onsite review. It is the DCAA's discretion to select the CAA documents and materials to desk-review.

1809 CSBG ONSITE REVIEW PROCEDURES

The following are the DCAA's procedures for conducting CSBG onsite reviews:

1. The DCAA will contact the CAA Executive Director and the CAA CSBG staff to schedule the CSBG onsite review.
2. At least thirty (30) calendar days prior to the CSBG onsite review, the DCAA will provide the CAA a CSBG onsite review engagement letter, a copy of the CSBG program operations review instrument, a copy of the CSBG organizational standards assessment instrument, a list of data that will be inspected (see policy #2003), and any other information necessary for conducting the review.
3. The DCAA will conduct an exit meeting with the CAA Executive Director, CAA CSBG staff, and/or other appropriate CAA staff once the CSBG onsite review of information has been completed. The DCAA will work with the CAA Executive Director to schedule the exit meeting.



4. CSBG Program Operations Review Report:

No later than sixty (60) calendar days following the CSBG onsite review exit meeting, the DCAA will complete and send the CAA Executive Director and CAA Board President/Chair a review letter/report. If the DCAA does not identify any deficiencies requiring corrective action, a technical assistance plan (TAP), or quality improvement plan (QIP), the review letter/report will complete and close the CSBG program operations review. If the DCAA does identify deficiencies requiring corrective action, a TAP, or a QIP, at a minimum, the review letter/report will:

- Inform the CAA of the deficiencies
- Require the CAA to correct the deficiencies
- Include a due date or timeline for the CAA to correct the deficiencies
- If appropriate or necessary, the DCAA will offer the CAA training and technical assistance to address the deficiencies, or require the CAA to address the deficiencies with other training and technical assistance

The DCAA will not require training and technical assistance to address the deficiencies if the CAA has the expertise and skills to correct the deficiencies and can correct the deficiencies in a reasonable amount of time.

Corrective Action:

CAAs with deficiencies, that the DCAA has determined do not require training and technical assistance to address, will be given at least sixty (60) calendar days to correct the deficiencies.

The CSBG program operations review will not be considered complete until the DCAA determines the CAA's corrective actions have been completed and the deficiencies identified in the review letter/report have been corrected. Once corrected, the DCAA will complete and send the CAA Executive Director and the CAA Board President/Chair a letter accepting the corrective actions and closing the CSBG program operations review.

CAAs that fail to meet the requirements in the review letter/report will be required to work with the DCAA on a technical assistance plan or be required to develop and implement a quality improvement plan.

Deficiencies corrected by the CAA, and determined by the DCAA to be corrected prior to the DCAA issuing the review letter/report, will be identified in the review letter/report as corrected deficiencies.

Technical Assistance Plan:

CAAs with deficiencies, that the DCAA has determined require training and technical assistance to correct, will be required to work with the DCAA on developing a technical assistance plan (TAP) to correct the deficiencies. The DCAA will adhere to the TAP requirements in the CSBG Act (Section 678C) and the federal guidance provided in OCS, CSBG Information Memorandum, Transmittal #116, when developing a TAP with a CAA.

The CSBG program operations review will not be considered complete until the DCAA determines the CAA has met the TAP requirements. Once the TAP requirements are



met, the DCAA will complete and send the CAA Executive Director and the CAA Board President/Chair a letter stating that the TAP requirements have been met and the CSBG program operations review is complete.

CAAs that fail to meet the TAP requirements will be required to work with the DCAA on another technical assistance plan or be required to develop and implement a quality improvement plan, and the DCAA may conduct a follow-up CSBG onsite review (see policy #1814).

Quality Improvement Plan:

CAAs with one or more significant deficiencies, as determined by the DCAA, will be required to develop and implement a quality improvement plan (QIP) to correct the deficiencies. The DCAA will adhere to the QIP requirements in the CSBG Act (Section 678C) and the federal guidance provided in OCS, CSBG Information Memorandum, Transmittal #116, when requiring a CAA to develop and implement a QIP.

Iowa's CSBG State Plan and Application (Section 10: Monitoring, Corrective Action, and Fiscal Controls) includes the DCAA's process for reporting QIPs to OCS.

The CSBG program operations review will not be considered complete until the DCAA determines the CAA has met the QIP requirements. Once the QIP requirements are met, the DCAA will complete and send the CAA Executive Director and the CAA Board President/Chair a letter stating that the QIP requirements have been met and the CSBG program operations review is complete.

CAAs that fail to meet the QIP requirements will receive a follow-up CSBG onsite review (see policy #1814).

5. CSBG Organizational Standards Assessment Report:

No later than sixty (60) calendar days following the CSBG onsite review exit meeting, the DCAA will complete and send the CAA Executive Director and CAA Board President/Chair an assessment letter/report and a copy of the completed CSBG Organizational Standards Assessment instrument. If the DCAA does not identify any unmet standards, the assessment letter/report will complete and close the CSBG organizational standards assessment. If the DCAA does identify unmet standards, at a minimum, the assessment letter/report will:

- Inform the CAA of the unmet standards
- Require the CAA to correct the unmet standards
- Include a due date or timeline for the CAA to correct the unmet standards
- If appropriate or necessary, the DCAA will offer the CAA training and technical assistance to address the unmet standards, or require the CAA to address the unmet standards with other training and technical assistance

The DCAA will not require training and technical assistance to address the unmet standards if the CAA has the expertise and skills to correct the unmet standards and can correct the unmet standards in a reasonable amount of time.



Corrective Action:

CAAs with unmet standards, that the DCAA has determined do not require training and technical assistance to address, will be given at least sixty (60) calendar days to correct the unmet standards.

The CSBG organizational standards assessment will not be considered complete until the DCAA determines the CAA's corrective actions have been completed and the unmet standards identified in the assessment letter/report have been corrected. Once corrected, the DCAA will complete and send the CAA Executive Director and the CAA Board President/Chair a letter accepting the corrective actions and closing the CSBG organizational standards assessment.

CAAs that fail to meet the requirements in the assessment letter/report will be required to work with the DCAA on a technical assistance plan or be required to develop and implement a quality improvement plan.

Unmet standards corrected by the CAA, and determined by the DCAA to be corrected prior to the DCAA issuing the assessment letter/report, will be identified in the assessment letter/report as corrected standards.

Technical Assistance Plan:

CAAs with unmet standards (that the DCAA has determined require training and technical assistance to address) will be required to work with the DCAA on developing a technical assistance plan (TAP) to correct the unmet standards. The DCAA will adhere to the TAP requirements in the CSBG Act (Section 678C) and the federal guidance provided in OCS, CSBG Information Memorandum, Transmittal #116, when developing a TAP with a CAA.

The CSBG organizational standards assessment will not be considered complete until the DCAA determines the CAA has met the TAP requirements. Once the TAP requirements are met, the DCAA will complete and send the CAA Executive Director and the CAA Board President/Chair a letter stating that the TAP requirements have been met and the CSBG organizational standards assessment is complete.

CAAs that fail to meet the TAP requirements will be required to work with the DCAA on another technical assistance plan or be required to develop and implement a quality improvement plan, and the DCAA may conduct a follow-up CSBG onsite review (see policy #1814).

Quality Improvement Plan:

CAAs with multiple unmet standards, that the DCAA determines reflect organizational challenges and risk, will be required to develop and implement a quality improvement plan (QIP) to correct the unmet standards. The DCAA will adhere to the QIP requirements in the CSBG Act (Section 678C) and the federal guidance provided in OCS, CSBG Information Memorandum, Transmittal #116, when requiring a CAA to develop and implement a QIP.



Iowa's CSBG State Plan and Application (Section 10: Monitoring, Corrective Action, and Fiscal Controls) includes the DCAA's process for reporting QIPs to OCS.

The CSBG organizational standards assessment will not be considered complete until the DCAA determines the CAA has met the QIP requirements. Once the QIP requirements are met, the DCAA will complete and send the CAA Executive Director and the CAA Board President/Chair a letter stating that the QIP requirements have been met and the CSBG organizational standards assessment is complete.

CAAs that fail to meet the QIP requirements will receive a follow-up CSBG onsite assessment (see policy #1814).

1810 CSBG ORGANIZATIONAL STANDARDS AGENCY SELF-ASSESSMENT INSTRUMENT

CAAs that are not scheduled to receive a CSBG onsite review during the CSBG program year are required to complete and submit a CSBG organizational standards agency self-assessment report. CAAs must use the DCAA's CSBG Organizational Standards Agency Self-Assessment instrument to assess their CAA against the 58 CSBG organizational standards. The DCAA will provide the instrument, instructions, and guidance for completing and submitting a self-assessment report.

Iowa's CAAs are required to meet the 58 CSBG organizational standards for private, nonprofit CSBG eligible entities (CSBG Contract, Special Terms and Conditions, Article 28.11). The 58 CSBG organizational standards are listed in policy #2301.

1811 CSBG ORGANIZATIONAL STANDARDS AGENCY SELF-ASSESSMENT

CAAs that are not scheduled to receive a CSBG onsite review during the CSBG program year are required to complete and submit the CSBG Organizational Standards Agency Self-Assessment instrument. The DCAA will provide the self-assessment instrument, instructions, and guidance to those CAAs (see policy #1810). The DCAA will review and validate, through a desk-review process, each CAA self-assessment.

CAA CSBG Organizational Standards Agency Self-Assessment Due Date:

CSBG organizational standards agency self-assessments are due on or before the last day of the CSBG program year.

CSBG Organizational Standards Agency Self-Assessment Report:

No later than sixty (60) calendar days following the receipt of a CAA's CSBG organizational standards agency self-assessment, the DCAA will complete and send the CAA Executive Director an assessment letter/report. If the DCAA does not identify any issues with the self-assessment, the assessment letter/report will complete and close the self-assessment process. If the DCAA does identify issues with the self-assessment, at a minimum, the assessment letter/report will:

- Inform the CAA of the issues
- Require the CAA to correct the issues
- Include a due date or timeline for the CAA to correct the issues
- If appropriate or necessary, the DCAA will offer the CAA training and technical assistance to address the issues, or require the CAA to address the issues with other training and technical assistance



The DCAA will not require training and technical assistance to address the issues if the CAA has the expertise and skills to correct the issues and can correct the issues in a reasonable amount of time.

Corrective Action:

CAAs with self-assessment issues, that the DCAA has determined do not require training and technical assistance to address, will be given at least sixty (60) calendar days to correct the issues.

The self-assessment will not be considered complete until the DCAA determines the CAA's corrective actions have been completed and the issues identified in the assessment letter/report have been corrected. Once corrected, the DCAA will complete and send the CAA Executive Director a letter accepting the corrective actions and closing the self-assessment.

CAAs that fail to meet the requirements in the assessment letter/report will be required to work with the DCAA on a technical assistance plan or be required to develop and implement a quality improvement plan.

Technical Assistance Plan:

CAAs with self-assessment issues, that the DCAA has determined require training and technical assistance to address, will be required to work with the DCAA on developing a technical assistance plan (TAP) to correct the issues. The DCAA will adhere to the TAP requirements in the CSBG Act (Section 678C) and the federal guidance provided in OCS, CSBG Information Memorandum, Transmittal #116, when developing a TAP with a CAA.

The self-assessment will not be considered complete until the DCAA determines the CAA has met the TAP requirements. Once the TAP requirements are met, the DCAA will complete and send the CAA Executive Director and the CAA Board President/Chair a letter stating that the TAP requirements have been met and the self-assessment is complete.

CAAs that fail to meet the TAP requirements will be required to work with the DCAA on another technical assistance plan or be required to develop and implement a quality improvement plan, and the DCAA may conduct a follow-up CSBG onsite review (see policy #1814).

Quality Improvement Plan:

CAAs with significant self-assessment issues, that the DCAA determines reflect organizational challenges and risk, will be required to develop and implement a quality improvement plan (QIP) to correct the issues. The DCAA will adhere to the QIP requirements in the CSBG Act (Section 678C) and the federal guidance provided in OCS, CSBG Information Memorandum, Transmittal #116, when requiring a CAA to develop and implement a QIP.

Iowa's CSBG State Plan and Application (Section 10: Monitoring, Corrective Action, and Fiscal Controls) includes the DCAA's process for reporting QIPs to OCS.

The self-assessment will not be considered complete until the DCAA determines the CAA has met the QIP requirements. Once the QIP requirements are met, the DCAA will complete and send the CAA Executive Director and the CAA Board President/Chair a letter stating that the QIP requirements have been met and the self-assessment is complete.



CAAs that fail to meet the QIP requirements will receive a follow-up CSBG onsite review (see policy #1814).

1812 GOVERNING BOARD MEETING OBSERVATIONS AND REVIEWS

The DCAA may conduct CAA governing board meeting observations and reviews. The DCAA will contact the CAA Executive Director to schedule a board meeting observation.

The DCAA will complete the Board Meeting Observation Assessment form after conducting the board meeting observation.

1813 NEW ENTITIES (CSBG ONSITE REVIEWS)

The DCAA will conduct a CSBG onsite review for each newly designated entity within 180 calendar days after the completion of the first year in which such entity receives funds through Iowa's CSBG program. The CSBG onsite review will include a CSBG program operations review, a CSBG organizational standards assessment, a CSBG fiscal monitoring review, and at least one governing board meeting observation and review.

1814 FOLLOW-UP CSBG ONSITE REVIEWS

The DCAA will conduct follow-up CSBG onsite reviews, including prompt visits to CAAs that fail to meet the performance goals, administrative standards, service delivery requirements, financial management requirements, or other requirements established by the State of Iowa and the DCAA. The follow-up CSBG onsite reviews may include CSBG program operations reviews, CSBG organizational standards assessments, CSBG fiscal monitoring reviews, and/or at least one governing board observation and review.

If the DCAA decides to conduct a follow-up CSBG onsite review, the CAA will be notified of the follow-up CSBG onsite review at least seven (7) calendar days prior to the onsite review.

1815 ADDITIONAL ONSITE REVIEWS

The DCAA will conduct an appropriate CSBG onsite review for CAAs that have federal, state, or local grants that were terminated for cause (CSBG Act, Section 678B(4)). The onsite review will be conducted within 180 calendar days of the DCAA being notified of the grant termination. The CSBG Contract (Special Terms and Conditions, Article 28.13) includes the CAA's requirements for notifying the DCAA when a grant is terminated for cause.

1816 DATA REVIEW AND VERIFICATION

See policy #2003.

1817 RISK ASSESSMENTS

See policy #2204.



## 1900

## FISCAL MONITORING

## 1901 CSBG FISCAL MONITORING REVIEWS

Iowa's CSBG State Plan and Application (Section 10: Monitoring, Corrective Action, and Fiscal Controls (Fiscal Controls and Audits and Cooperation Assurance)) addresses CSBG fiscal monitoring reviews.

The IDHR, Central Administration is responsible for conducting annual CSBG fiscal monitoring reviews. The IDHR, Central Administration's fiscal staff review the CAA's financial management and operations to assure the CAA is in compliance with federal and state regulations and DCAA fiscal requirements. During the CSBG fiscal monitoring reviews, the fiscal staff will provide technical assistance as necessary. The IDHR, Central Administration is responsible for developing and administering the CSBG fiscal monitoring review procedures.

For each CSBG fiscal monitoring review, the IDHR, Central Administration will inform the DCAA of any findings or deficiencies. For CSBG specific findings or deficiencies, the DCAA will work with the IDHR, Central Administration in administering any corrective action requirements.

## 1902 AUDITS

The CSBG Contract (Special Terms and Conditions, Article 20.0) provides CAA annual audit requirements, and Iowa's CSBG State Plan and Application (Section 10: Monitoring, Corrective Action, and Fiscal Controls (Fiscal Controls and Audits and Cooperation Assurance)) includes the IDHR, Central Administration's CAA annual audit review procedures.

See policies #1713, #1714, and #1715 for additional information regarding CAA annual audits.

## 1903 RISK ASSESSMENTS

See policy #2204.