

**Early Childhood Iowa Area Board Designation  
Review Matrix  
Effective July 1, 2021 – June 30, 2025  
(To be completed by the ECI TA Team)**

ECI Area:
Designation Cycle (due date of the community plan):
Date of Meeting with the area board and community partners:
Assigned TA Team members:

*Please note: this matrix is not to be used as a stand-alone document. The recommendation for designation is based on evidence that Iowa law and guidance from appropriate tools were followed. When specific guidance is applicable, the reference is found in the Supportive Resources column. Items can be added or modified to his review document as determined by the ECI TA State Team, state law, feedback from an area board, ECI State Board policy, changes in tools, etc.*

*Items to be reviewed for the designation cycle. Please note all items are submitted electronically and are not inclusive of this matrix:*

- *Comprehensive Community Needs Assessment and Plan/Board Strategic Community Plan (Due October 31 year of Designation Review)*
- *Annual Report (Due September 15 annually)*
- *Mid-Year Financial Report (Due January 15 annually)*
- *Annual Budget (Due July 15 annually)*
- *Annual Contract (Due July 15 annually)*
- *Contract Monitoring Schedule (On or before September 30 annually)*
- *Annual Audit (Due third quarter following year end closing)*
- *ECIA Quality Assurance Review of Contract Award and Monitoring (Mid-Cycle Review)*
- *Assurances (Mid-Cycle Review)*
- *Policies and Procedures (Mid-Cycle Review)*

*The TA Review Team may request additional information during the designation period.*

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## Community Planning Process

	Element or Item	Supportive Resource	Strengths Identified	Areas for Improvement
	Identified the partners that are a part of the community planning process	Tool NN		
	Provided a demographic profile and assessment of that information	Tool NN		
	Conducted a comprehensive needs assessment	Tool NN		
	Analyzed community needs and strengths	Tool NN		
	Included a detailed description of community relationships of service providers and other groups along with process on how to determine	Tool NN		
	Conducted a comprehensive review of information gathered for fiscal assessment.	Tool NN		
	Described how funding sources are utilized in the community to support young children and their families.	Tool NN		
	Described the goals and priorities based on the data and information reviewed	Tool NN		
	Described how services align with the ECI State Board's strategic plan	Tool NN		

	Outlined a process for how to determine the effectiveness of the plan	<b>Tool NN</b>		
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