

# CSBG State Plan

Program Community Services Block Grant  
Name:

Grantee Name: Iowa

Report Name: CSBG State Plan

Report Period: 10/01/2019 to 09/30/2020

Report Status: Certified

## Report Sections

1. CSBG Cover Page (SF-424M) .....	2
2. Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter .....	4
3. Section 2: State Legislation and Regulation .....	6
4. Section 3: State Plan Development and Statewide Goals .....	7
5. Section 4: CSBG Hearing RequirementsÂ .....	9
6. Section 5: CSBG Eligible Entities .....	10
7. Section 6: Organizational Standards for Eligible Entities .....	12
8. Section 7: State Use of Funds .....	14
9. Section 8: State Training and Technical Assistance .....	18
10. Section 9: State Linkages and Communication .....	20
11. Section 10: Monitoring, Corrective Action, and Fiscal Controls .....	24
12. Section 11: Eligible Entity Tripartite Board .....	28
13. Section 12: Individual and Community Eligibility Requirements .....	29
14. Section 13: Results Oriented Management and Accountability (ROMA) System .....	30
15. Section 14: CSBG Programmatic Assurances and Information Narrative .....	32
16. Section 15: Federal CertificationsÂ .....	36

## CSBG Cover Page (SF-424M)

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No: 0970-0382 Expires:06/30/2021	
<b>COVER PAGE</b>			
* 1.a. Type of Submission: <b>Plan</b>	* 1.b. Frequency: <b>Other (2 Year)</b>	* 1.c. Consolidated Application /Plan/Funding Request?  Explanation:	* 1.d. Version: <b>Initial</b>
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:
<b>7. APPLICANT INFORMATION</b>			
* a. Legal Name: <b>Iowa</b>			
* b. Employer/Taxpayer Identification Number (EIN/TIN): <b>1426004571 C6</b>		* c. Organizational DUNS: <b>090571873</b>	
* d. Address:			
* Street 1:	Iowa Department of Human Rights	Street 2:	
* City:	Des Moines	County:	Polk
* State:	IA	Province:	
* Country:	United States	* Zip / Postal Code:	50319 -
e. Organizational Unit:			
Department Name: <b>Iowa Department of Human Rights</b>		Division Name: <b>Division of Community Action Agencies</b>	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: <b>Greg</b>	Middle Name:	* Last Name: <b>Pieper</b>
Suffix:	Title: <b>Executive Officer</b>	Organizational Affiliation:	
* Telephone Number: <b>(515) 281-0474</b>	Fax Number:	* Email: <b>Greg.Pieper@iowa.gov</b>	
* 8a. TYPE OF APPLICANT: <b>A: State Government</b>			
b. Additional Description:			
* 9. Name of Federal Agency:			
Catalog of Federal Domestic Assistance Number:		CFDA Title:	
10. CFDA Numbers and Titles	93569	Community Services Block Grant	
11. Descriptive Title of Applicant's Project <b>FFY 2020-2021 CSBG State Plan and Application</b>			
12. Areas Affected by Funding: <b>Statewide</b>			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant <b>3</b>		b. Program/Project: <b>Statewide</b>	
Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date:	b. End Date:	* a. Federal (\$): <b>\$0</b>	b. Match (\$): <b>\$0</b>

<b>* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?</b>	
a. This submission was made available to the State under the Executive Order 12372	
Process for Review on :	
b. Program is subject to E.O. 12372 but has not been selected by State for review.	
c. Program is not covered by E.O. 12372.	
<b>* 17. Is The Applicant Delinquent On Any Federal Debt?</b>	
<input type="radio"/> YES <input checked="" type="radio"/> NO	
Explanation:	
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) <b>**I Agree</b> <input checked="" type="checkbox"/>	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted (Month, Day, Year)
	08/16/2019
<b>Attach supporting documents as specified in agency instructions.</b>	

## Section 1: CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> Administration for Children and Families Community Services Block Grant (CSBG)		Form Approved OMB No:0970-0382 Expires:06/30/2021	
<b>SECTION 1</b> CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter			
<b>1.1. Identify whether this is a One-Year or a Two-Year Plan</b>		<input type="radio"/> one-year <input checked="" type="radio"/> two-year	
<b>1.1a. Provide the federal fiscal years this plan covers:</b>		Year One 2020	Year Two 2021
<b>1.2. Lead Agency:</b> Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by <a href="#">Section 676(a)</a> of the CSBG Act.			
<i>Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.</i>			
Has information in regards to the state lead agency has changed since the last submission of the state plan? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If yes, provide the date of change and select the fields that have been updated			
<input type="checkbox"/> Lead Agency	<input type="checkbox"/> Department Type	<input type="checkbox"/> Department Name	
<input type="checkbox"/> Authorized Official	<input type="checkbox"/> Street Address	<input type="checkbox"/> City	
<input type="checkbox"/> Zip Code	<input type="checkbox"/> Business Number	<input type="checkbox"/> Fax Number	
<input type="checkbox"/> Email Address	<input type="checkbox"/> Website		
<b>1.2a. Lead agency</b>			
<b>1.2b. Cabinet or administrative department of this lead agency</b> <i>(Select one option and narrative where applicable)</i>			
<input type="radio"/> Community Services Department			
<input type="radio"/> Human Services Department			
<input type="radio"/> Social Services Department			
<input type="radio"/> Governor's Office			
<input type="radio"/> Community Affairs Department			
<input type="radio"/> Health Department			
<input type="radio"/> Housing Department			
<input checked="" type="radio"/> Other, describe			
Department of Human Rights			
<b>1.2c. Cabinet or Administrative Department Name:</b> Provide the name of the cabinet or administrative department of the CSBG authorized official		Division of Community Action Agencies	
<b>1.2d. Authorized official of the lead agency</b>			
Name: <b>William Brand</b>		Title: Administrator	
<b>1.2e. Street Address</b>		Iowa Department of Human Rights, Lucas State Office Building - 2nd Floor	
<b>1.2f. City</b>		Des Moines	<b>1.2g. State</b> IA
		<b>1.2h. Zip</b> 50319	
<b>1.2i. Telephone number and extension</b> 515 281 - 3268 ext.		<b>1.2j. Fax number</b> 515 242 - 6119	
<b>1.2k. Email address</b> <a href="mailto:Bill.Brand@iowa.gov">Bill.Brand@iowa.gov</a>		<b>1.2l. Lead agency website</b> <a href="https://humanrights.iowa.gov/dcaa/csbg">https://humanrights.iowa.gov/dcaa/csbg</a>	
<b>1.3. Designation Letter:</b>			

Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or the designated agency has changed.

1.4. CSBG Point of Contact: provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

Has Information in regards to the state point of contact has changed since the last submission of the state plan?  Yes  No

If yes, provide the date of change and select the fields that have been updated [Date picker](#) and check all the apply

<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Point of Contact	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	Zip Code	<input type="checkbox"/>	Office Number
<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address	<input type="checkbox"/>	Website

1.4a. Agency Name **Iowa Department of Human Rights, Division of Community Action Agencies**

1.4b Point of Contact Name

Name: **William Brand**

Title: **Administrator**

1.4c. Street Address

Iowa Department of Human Rights, Lucas State Office Building - 2nd Floor

1.4d. City

Des Moines

1.4e. State **IA**

1.4f. Zip **50319**

1.4g. Telephone Number **515 281 - 3268** ext.

1.4h. Fax Number **515 242 - 6119**

1.4i. Email Address **Bill.Brand@iowa.gov**

1.4j. Agency Website **<https://humanrights.iowa.gov/dcaa/csbg>**

1.5. Provide the following information in relation to the State Community Action Association.

There is currently a state Community Action Association within the state.  Yes  No

Has Information in regards to the state Community Action Association has changed since the last submission of the state plan?  Yes  No

If yes, provide the date of change and select the fields that have been updated [Date picker](#) and check all the apply

<input type="checkbox"/>	Agency Name	<input type="checkbox"/>	Executive Director	<input type="checkbox"/>	Street Address
<input type="checkbox"/>	City	<input type="checkbox"/>	State	<input type="checkbox"/>	Zip Code
<input type="checkbox"/>	Office Number	<input type="checkbox"/>	Fax Number	<input type="checkbox"/>	Email Address
<input type="checkbox"/>	Website	<input type="checkbox"/>	RPIC Lead		

1.5a. Agency Name **Iowa Community Action Association**

1.5b. Executive Director or Point of Contact

Name: **Lana Shope**

Title: **Executive Director**

1.5c. Street Address

1620 Pleasant Street, Suite 214

1.5d. City

Des Moines

1.5e. State **IA**

1.5f. Zip **50314**

1.5g. Telephone number **515 244 - 0328** ext.

1.5h. Fax number **515 280 - 3377**

1.5i. Email Address **[lshope@iowacaa.org](mailto:lshope@iowacaa.org)**

1.5j. State Association Website **<https://iowacommunityaction.org>**

1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead  Yes  No

## Section 2: State Legislation and Regulation

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

Form Approved  
OMB No: 0970-0382  
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### SECTION 2 State Legislation and Regulation

**2.1. CSBG State Legislation:**

State has a statute authorizing CSBG  Yes  No

**2.2. CSBG State Regulation:**

State has regulations for CSBG  Yes  No

**2.3. Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Item 2.1. and/or Item 2.2.

See attachments: 2.3\_State\_Legislation\_2019\_Iowa\_Code.pdf, 2.3\_State\_Legislation\_2019\_Iowa\_Acts\_HF756.pdf, 2.3\_State\_Regulations\_Iowa\_Administrative\_Code.pdf

**2.4. State Authority:**

Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

**2.4a. Authorizing Legislation:** State legislature enacts authorizing legislation or amendments to an existing authorizing statute, last federal fiscal year  Yes  No

**2.4b. Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year  Yes  No

**2.4c. Designation:** State statutory or regulatory authority designates the bureau, division, or office in the state government that is to be the state administering agency  Yes  No

## Section 3: State Plan Development and Statewide Goals

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

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### SECTION 3 State Plan Development and Statewide Goals

#### 3.1. CSBG Lead Agency Mission and Responsibilities:

*Briefly describe the mission and responsibilities of the state agency that serves as the CSBG Lead Agency.*

The mission of the Iowa Department of Human Rights is to ensure basic rights, freedoms, and opportunities for all by empowering under-represented Iowans and eliminating economic, social, and cultural barriers. The mission of the Division of Community Action Agencies (DCAA) is to support community action agencies' and other community based organizations' efforts to assist low-income individuals and families with basic energy needs, food needs, shelter needs, and in working towards achieving self-sufficiency. The purpose of the DCAA is to 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. The responsibilities of the DCAA are to: 1. Provide financial assistance for community action agencies to implement community action programs, as permitted by the CSBG and subject to the funding made available for the program, 2. Administer the CSBG, the Low-Income Home Energy Assistance Program block grants, U. S. Department of Energy funds for weatherization, and other possible funding sources, 3. Implement accountability measures for its programs and require regular reporting on the measures by the community action agencies, and 4. Issue an annual report to the Governor and General Assembly each year. These responsibilities are defined in the 2019 Iowa Code, Chapter 216A, Subchapter 6 (State regulations).

#### 3.2. State Plan Goals:

*Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan.*

*(Note: This information is associated with State Accountability Measure 1Sa(i) and pre-populates the State's Annual Report, Module 1, Item B.1.)*

The Division of Community Action Agencies' (DCAA) FFY 2020 and FFY 2021 CSBG specific goals for DCAA administration of CSBG under this State Plan are: DISTRIBUTION OF FUNDS: 1. The DCAA will make CSBG funds available to Iowa's community action agencies within 30 calendar days of receipt of a CSBG Grant Award notice from the U. S. Department of Health and Human Services, Administration for Children and Families. MONITORING: 1. The DCAA will conduct CSBG program operations onsite reviews at 5 of 17 agencies in FFY 2020 and 6 of 17 agencies in FFY 2021. 2. The DCAA will conduct CSBG organizational standards onsite assessments at 5 of 17 agencies in FFY 2020 and 6 of 17 agencies in FFY 2021. 3. The DCAA will conduct CSBG organizational standards agency self-assessment desk-reviews for 12 of 17 agencies in FFY 2020 and 11 of 17 agencies in FFY 2021. 4. The DCAA will complete and issue a CSBG program operations onsite review report within 60 calendar days of an agency's onsite review exit meeting date. 5. The DCAA will complete and issue a CSBG organizational standards onsite assessment report within 60 calendar days of an agency's onsite assessment exit meeting date. 6. The DCAA will complete and issue a CSBG organizational standards agency self-assessment validation letter or report within 60 calendar days of receipt of an agency's self-assessment. 7. All Iowa community action agency annual audits that require a management decision for audit findings will be issued a DCAA management decision within 180 calendar days of receipt of the annual audit. COMMUNICATION: 1. The DCAA Administrator or a DCAA CSBG Program Manager will attend and report on the DCAA's programs at all Iowa Community Action Association Board of Directors' meetings. 2. At least one DCAA CSBG Program Manager will attend and present a CSBG program report at all Iowa community action agency ROMA Subgroup meetings.

#### 3.3. State Plan Development:

*Indicate the information and input the state accessed to develop this State Plan.*

##### 3.3a. Analysis of state-level tools *[Check all that apply and narrative where applicable]*

- State Performance Indicators and/or National Performance Indicators (NPIs)
- U.S. Census data
- State performance management data *(e.g., accountability measures, ACSI survey information, and/or other information from annual reports)*
- Monitoring Visits/Assessments
- Tools not identified above *(specify)*

##### 3.3b. Analysis of local-level tools *[Check all that apply and narrative where applicable]*

- Eligible entity community needs assessments
- Eligible entity community action plans
- Public Hearings/Workshops
- Tools not identified above *(e.g., State required reports)**(specify)*  
State required reports (Iowa community action agencies CSBG program data and information)

##### 3.3c. Consultation with *[Check all that applies and narrative where applicable]*

- Eligible entities *(e.g., meetings, conferences, webinars; not including the public hearing)*
- State Association
- National Association for State Community Services Programs (NASCSPP)
- Community Action Partnership (The Partnership)

- Community Action Program Legal Services (CAPLAW)
- CSBG Tribal Training and Technical Assistance (T/TA) provider
- Regional Performance Innovation Consortium (RPIC)
- Association for Nationally Certified ROMA Trainers (ANCRT)
- Federal CSBG Office

Organizations not identified above [Specify]

The Iowa Commission on Community Action Agencies (the Division of Community Action Agencies' governing board)

**3.4. Eligible Entity Involvement**

**3.4a. Describe the specific steps the State took in developing the State Plan to involve the eligible entities.**

*(Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the State's annual report form)*

The Division of Community Action Agencies (DCAA) included and involved the Iowa Community Action Association (ICAA) and Iowa's community action agencies in the development of this State Plan. The following are the steps the DCAA took to involve ICAA and the agencies: FEBRUARY 28, 2019: The DCAA Administrator and DCAA CSBG Program Managers attended the Iowa Commission on Community Action Agencies' commission meeting. At that meeting, the timeline for developing and submitting the State Plan was established. MARCH 4, 2019: A DCAA CSBG Program Manager attended the agencies' ROMA Subgroup webinar meeting. The CSBG Program Manager provided information about the State Plan and reviewed the State Plan development timeline. APRIL 1, 2019: The DCAA Administrator and a DCAA CSBG Program Manager attended ICAA's Board of Directors' meeting. The CSBG Program Manager provided information about the State Plan, the DCAA's State Plan development process, and distributed and reviewed the State Plan development timeline. The DCAA's State Plan development process included State Plan updates to ICAA and the agencies' Executive Directors, and opportunities for ICAA, the Executive Directors, and ROMA Subgroup members to be involved in the State Plan development. APRIL 18, 2019: The DCAA CSBG Program Managers attended the agencies' ROMA Subgroup meeting. A CSBG Program Manager provided information about the State Plan, the DCAA's State Plan development process, and distributed and reviewed the State Plan development timeline. JUNE 6, 2019: The DCAA Administrator and a DCAA CSBG Program Manager attended ICAA's Board of Directors' meeting. The CSBG Program Manager provided a progress update on the development of the State Plan, distributed and reviewed the State Plan development timeline and a two page document that summarizes each section of the State Plan. The DCAA Administrator and CSBG Program Manager also fielded State Plan questions at the meeting. JULY 22, 2019: The DCAA distributed, through e-mail, copies of the draft State Plan and two page document that summarizes each section of the State Plan to ICAA, the Executive Directors, and ROMA Subgroup members. AUGUST 1, 2019: The DCAA Administrator and a DCAA CSBG Program Manager attended ICAA's Board of Directors' meeting. At the meeting, the CSBG Program Manager provided a progress update on the State Plan, distributed a two page document that summarizes each section of the State Plan, fielded questions, and accepted comments. AUGUST 13, 2019: Prior to the DCAA submitting the State Plan to the Office of Community Services, the Iowa Commission on Community Action Agencies reviewed the State Plan, acted on it during their August meeting, and approved it for submission.

**3.4b. Performance Management Adjustment: Describe how the state adjusted its State Plan development procedures under this State Plan, as compared to previous plans in order to:**

- 1) encourage eligible entity participation and
- 2) ensure the State Plan reflects input from eligible entities?

Any adjustment should be based on the State's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing.

If the State is not making any adjustments, provide further detail.

*(Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.)*

On Iowa's 2015 American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with the States Survey report, the Division of Community Action Agencies (DCAA) scored a 67 for Development of CSBG State Plan. Within the Development of CSBG State Plan category, the DCAA scored a 60 for Extent of Involvement. ACSI scores of 60-69 are considered average, 70-79 good. The DCAA met with the Iowa Community Action Association (ICAA) and Iowa's community action agency Executive Directors in February 2017. At that meeting, the group established a FFY 2018-2019 State Plan development timeline that included the DCAA's State Plan development process. The process included State Plan progress updates to ICAA and the Executive Directors, and opportunities for ICAA, the Executive Directors, and ROMA Subgroup members to be involved and contribute in the development of the State Plan. In August 2017, the DCAA received its 2017 ACSI report. On this report, the DCAA scored an 85 for Development of CSBG State Plan. Within the Development of CSBG State Plan category, the DCAA scored an 85 for Extent of Involvement and an 82 for Reflects your Input. ACSI scores of 80-89 are considered excellent, 90-100 exceptional. The DCAA met with ICAA and the Executive Directors in December 2017. At that meeting, Iowa's 2015 and 2017 ACSI reports were reviewed and discussed. From that discussion, the DCAA, ICAA, and the Executive Directors decided not to make an additional changes to the DCAA's State Plan development process. Therefore, for this State Plan, the DCAA used the State Plan development process that was established with ICAA and the Executive Directors in February 2017. NOTE: On August 13, 2019, the DCAA's development process for this State Plan ended when the Iowa Commission on Community Action Agencies approved the State Plan for submittal (see Section 3 (3.4a)). At that time, the DCAA had not received its 2019 ACSI report. Once the DCAA receives its 2019 ACSI report, the DCAA will e-mail the full report to the Iowa Commission on Community Action Agencies' commissioners, ICAA, and the Executive Directors. The DCAA will review and discuss the 2017 and 2019 ACSI reports with the commissioners during their November 2019 commission meeting and with ICAA and the Executive Directors during their December 2019 board meeting. From those discussions, the DCAA, ICAA, and the Executive Directors will decide if the DCAA's State Plan development procedures should be adjusted. If so, the DCAA will work with ICAA and the Executive Directors on adjusting the procedures prior to FFY 2021 and issue a revision to this State Plan if necessary.

**3.5. Eligible Entity Overall Satisfaction:**

Provide the State's target for eligible entity Overall Satisfaction during the performance period:

Year One	97	Year Two	97
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**Instructional Note: The state's target score will indicate improvement or maintenance of the state's Overall Satisfaction score from the most recent [American Customer Survey Index \(ACSI\) survey](#) of the state's eligible entities.**

*(Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the State's annual report form)*

## Section 4: CSBG Hearing Requirements

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

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### SECTION 4 CSBG Hearing Requirements

**4.1. Public Inspection:**

**Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.**

Iowa's State Plan public inspection period was from July 29, 2019 through August 8, 2019. On July 23, 2019 the Division of Community Action Agencies (DCAA) issued a public inspection and public hearing news release to the news media for statewide distribution. The news release notified interested persons, partners, and stakeholders that copies of the State Plan were available for inspection and comment at the DCAA, the Iowa Community Action Association, and each of Iowa's seventeen community action agencies. Also, during the public inspection period, the DCAA posted the State Plan on its website, and had printed copies and electronic copies available for interested persons, partners, and stakeholders upon request. Copies of the State Plan were also distributed to the Iowa Commission on Community Action Agencies (the DCAA's governing board) on July 22, 2019. The DCAA reviewed, provided the comments collected from the public inspection period and public hearing, and discussed the State Plan with commission members during their August 13, 2019 meeting. The commission acted on the State Plan during their August 13, 2019 meeting.

**4.2. Public Notice/Hearing:**

**Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under Section 676(a)(2)(B) of the CSBG Act.**

Iowa's State Plan public hearing was conducted on August 9, 2019. On July 23, 2019 the Division of Community Action Agencies (DCAA) issued a public inspection and public hearing news release to the news media for statewide distribution. On July 22, 2019, the DCAA issued a communication directing the Iowa Community Action Association and each of Iowa's seventeen community action agencies to notify interested persons, partners, and stakeholders about the public hearing. The DCAA also posted the State Plan public hearing notice on its website. The posting was on the website from July 29, 2019 through August 8, 2019. Copies of the State Plan were also distributed to the Iowa Commission on Community Action Agencies (the DCAA's governing board) on July 22, 2019. The DCAA reviewed, provided the comments collected from the public inspection period and public hearing, and discussed the State Plan with commission members during their August 13, 2019 meeting. The commission acted on the State Plan during their August 13, 2019 meeting.

**4.3. Public and Legislative Hearings:**

**In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.**

	Date	Location	Type of Hearing [Select an option]	If a combined hearing was held, confirm that the public was invited
1	03/18/2019	Iowa State Capitol, Room 103, 11:00 a.m.	Legislative	<input type="checkbox"/>
2	08/09/2019	Lucas State Office Building, Room 208, 9:00 a.m.	Public	<input type="checkbox"/>

**4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.**

See attachments: 4.4\_Notice\_Public\_Inspection\_Public\_Hearing\_072319.pdf, 4.4\_State\_Plan\_Distribution\_Communications\_072219.pdf, 4.4\_Notice\_Public\_Inspection\_Public\_Hearing\_Announcement.pdf, 4.4\_Legislative\_Hearing\_Information\_031819.pdf

## Section 5: CSBG Eligible Entities

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

Form Approved  
OMB No:0970-0382  
Expires:06/30/2021

### SECTION 5 CSBG Eligible Entities

**5.1. CSBG Eligible Entities:**

**In the table below, indicate whether each eligible entity in the state, is public or private, the type(s) of entity, and the geographical area served by the entity.**

*Note: Table 5.1 pre-populates the Annual Report, Module 1, Table C.1.*

**Types of Entities include Community Action Agency, Limited Purpose Agency, Local Government Agency, Migrant or Seasonal Farmworker Organization, Tribe or Tribal Organization, and Other**

#	CSBG Eligible Entity	Geographical Area Served by county (Provide all counties)	Public or Nonprofit	Type of Entity [choose all that apply]
1	Community Opportunities, Inc.	Audubon County, Calhoun County, Carroll County, Dallas County, Greene County, Guthrie County, Sac County	Non-Profit	Community Action Agency
2	Hawkeye Area Community Action Program, Inc.	Benton County, Iowa County, Johnson County, Jones County, Linn County, Washington County	Non-Profit	Community Action Agency
3	Community Action of Eastern Iowa	Cedar County, Clinton County, Muscatine County, Scott County	Non-Profit	Community Action Agency
4	MATURA Action Corporation	Adair County, Adams County, Madison County, Ringgold County, Taylor County, Union County	Non-Profit	Community Action Agency
5	Mid-Iowa Community Action, Inc.	Hardin County, Marshall County, Poweshiek County, Story County, Tama County	Non-Profit	Community Action Agency
6	Mid-Sioux Opportunity, Inc.	Cherokee County, Ida County, Lyon County, Plymouth County, Sioux County	Non-Profit	Community Action Agency
7	North Iowa Community Action Organization	Butler County, Cerro Gordo County, Floyd County, Franklin County, Hancock County, Kossuth County, Mitchell County, Winnebago County, Worth County	Non-Profit	Community Action Agency
8	Northeast Iowa Community Action Corporation	Allamakee County, Bremer County, Chickasaw County, Clayton County, Fayette County, Howard County, Winneshiek County	Non-Profit	Community Action Agency
9	Operation: New View Community Action Agency	Delaware County, Dubuque County, Jackson County	Public	Community Action Agency
10	Operation Threshold, Inc.	Black Hawk County, Buchanan County, Grundy County	Non-Profit	Community Action Agency
11	IMPACT Community Action Partnership, Inc.	Boone County, Jasper County, Marion County, Polk County, Warren County	Non-Profit	Community Action Agency
12	South Central Iowa Community Action Program, Inc.	Clarke County, Decatur County, Lucas County, Monroe County, Wayne County	Non-Profit	Community Action Agency
13	Community Action of Southeast Iowa	Des Moines County, Henry County, Lee County, Louisa County	Non-Profit	Community Action Agency
14	Southern Iowa Economic Development Association	Appanoose County, Davis County, Jefferson County, Keokuk County, Mahaska County, Van Buren County, Wapello County	Non-Profit	Community Action Agency
15	Upper Des Moines Opportunity, Inc.	Buena Vista County, Clay County, Dickinson County, Emmet County, Hamilton County, Humboldt County, O'Brien County, Osceola County, Palo Alto County, Pocahontas County, Webster County, Wright County	Non-Profit	Community Action Agency
16	West Central Community Action	Cass County, Crawford County, Fremont County, Harrison County, Mills County, Monona County,	Non-Profit	Community Action Agency

		Montgomery County, Page County, Pottawattamie County, Shelby County		
17	Community Action Agency of Siouxland	Woodbury County	Non-Profit	Community Action Agency

**5.2. Total number of CSBG eligible entities 17**

**5.3. Changes to Eligible Entities List:**  
 Within the tables below, describe any changes that have occurred to the Eligible Entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list: [Check all that apply].

- Designation and/or Re-Designation
- De-designations and/or Voluntary Relinquishments
- Mergers
- No Changes to Eligible Entities List

**5.3a. Designation and Re-Designation: Identify any new entities that have been designated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.**

CSBG Eligible Entity	Type	Start Date	Geographical Area Served	Delete

**5.3b. Designation and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities that have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last Federal Fiscal Year (FFY). Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated)**

CSBG Eligible Entity	Reason	Delete

**5.3c. Mergers:** In the table below, provide information about any **mergers or other combinations** of two or more eligible entities that were each listed in the prior year State Plan.

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.	Delete

## Section 6: Organizational Standards for Eligible Entities

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

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### SECTION 6 Organizational Standards for Eligible Entities

**Note:** Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

**6.1. Choice of Standards:** Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period

COE CSBG Organizational Standards    Modified version of COE CSBG Organizational Standards    Alternative set of Organizational Standards

**6.1a. Modified Organizational Standards:** In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.

**6.1b. Alternative Organizational Standards:** If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.

**6.1c. Alternative Organizational Standards Changes:** If using an alternative set of organizational standards:

- 1) provide any changes from the last set provided during the previous State Plan submission;
- 2) describe the reasons for using alternative standards; and
- 3) describe how they are at least as rigorous as the COE- developed standards

There were no changes from the previous State Plan submission

**Provide reason for using alternative standards**

**Describe rigor compared to COE-developed Standards**

**6.2. Implementation:** Check the box that best describes how the state officially adopt(ed) organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. *[Check all that apply and narrative where applicable]*

Regulation

Policy

Contracts with eligible entities

Other, describe:

Iowa's community action agencies are required to complete and submit a CSBG Community Action Plan and Application annually. The application includes CSBG organizational standards compliance requirements.

**6.3. Organizational Standards Assessment:** Describe how the state assess eligible entities against organizational standards this federal fiscal year (s). *[Check all that apply.]*

Peer-to-peer review *(with validation by the State or state-authorized third party)*

Self-assessment *(with validation by the State or state-authorized third party)*

Self-assessment/peer review with state risk analysis

State-authorized third party validation

Regular, on-site CSBG monitoring

Other

**6.3a. Assessment Process:** Describe the planned assessment process.

The Division of Community Action Agencies (DCAA) conducts CSBG organizational standards onsite assessments at each Iowa community action agency triennially (at least once during a three (3) year period). Onsite assessments are conducted at the same time regular CSBG program operations onsite reviews are conducted. Once the DCAA completes an onsite assessment, the DCAA issues a report no later than 60 calendar days following the onsite review exit meeting. DESK MONITORING (DESK-REVIEWS): Agency documents and materials that are (or can be made) readily available to the DCAA, are necessary for completing the onsite assessment, and do not require the DCAA to visit the agency to inspect and assess, may be reviewed at the DCAA office as part of the agency's onsite assessment. Agencies that are not scheduled to receive an onsite assessment during a federal fiscal year are required to complete and submit a CSBG organizational standards agency self-assessment. The DCAA provides instructions, guidance, and an agency self-assessment instrument for those agencies to complete and submit. The DCAA reviews and validates, through a desk-review process, all agency self-

assessments and issues a report no later than 60 calendar days following the receipt of the agency self-assessment. The DCAA's onsite reviews and assessments schedule is provided in Section 10 (10.1). Full onsite reviews and assessments include a regular CSBG program operations onsite review and a CSBG organizational standards onsite assessment. The 12 agencies that are not scheduled for a review and assessment (no review) in FFY 2020, and the 11 agencies that are not scheduled for a review and assessment (no review) in FFY 2021, will be required to complete and submit a CSBG organizational standards agency self-assessment as directed by the DCAA. GUIDING PRINCIPALS: The DCAA conducts its onsite assessments according to the three CSBG monitoring principles: 1) mutual respect, 2) open communication, and 3) joint problem solving. The monitoring principles are defined in the National Association for State and Community Services Programs, CSBG Monitoring Standards.

**6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)?**  Yes  No

**6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption**

**Total Number of Exempt Entities:** 1

CSBG Eligible Entity	Description / Justification	Delete
Operation: New View Community Action Agency	Public eligible entities are not required to complete and submit an IRS Form 990 to the Internal Revenue Service. Therefore, Iowa's public community action agencies are exempt from CSBG Organizational Standard 8.6 (The IRS Form 990 is completed annually and made available to the governing board for review.). Operation: New View Community Action Agency is Iowa's only public agency.	

**6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for FFY(S) for this planning period**

Year One	100%	Year Two	100%
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*Note: Item 6.5 is associated with State Accountability Measures 6Sa and prepopulate the Annual report, Module 1, Table D.2.*

## Section 7: State Use of Funds

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

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### SECTION 7 State Use of Funds

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

**7.1. Formula:**

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


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

Formula + Floor

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

**7.2. Planned Allocation:**

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

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

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

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

CSBG Eligible Entity	Year One Funding Amount \$	Delete
Community Opportunities, Inc.	\$244,175	
Hawkeye Area Community Action Program, Inc.	\$991,308	
Community Action of Eastern Iowa	\$699,497	
MATURA Action Corporation	\$160,000	
Mid-Iowa Community Action, Inc.	\$531,323	
Mid-Sioux Opportunity, Inc.	\$160,000	
North Iowa Community Action Organization	\$341,842	
Northeast Iowa Community Action Corporation	\$272,649	
Operation: New View Community Action Agency	\$275,406	
Operation Threshold, Inc.	\$489,680	
IMPACT Community Action Partnership, Inc.	\$1,176,462	
South Central Iowa Community Action Program, Inc.	\$160,000	
Community Action of Southeast Iowa	\$301,680	
Southern Iowa Economic Development Association	\$363,383	
Upper Des Moines Opportunity, Inc.	\$433,766	
West Central Community Action	\$533,320	
Community Action Agency of Siouxland	\$296,055	
<b>Total</b>	<b>\$7,430,546</b>	

#### CSBG Eligible Entity Year Two

CSBG Eligible Entity	Year Two Funding Amount \$	Delete

Community Opportunities, Inc.	\$244,175
Hawkeye Area Community Action Program, Inc.	\$991,308
Community Action of Eastern Iowa	\$699,497
MATURA Action Corporation	\$160,000
Mid-Iowa Community Action, Inc.	\$531,323
Mid-Sioux Opportunity, Inc.	\$160,000
North Iowa Community Action Organization	\$341,842
Northeast Iowa Community Action Corporation	\$272,649
Operation: New View Community Action Agency	\$275,406
Operation Threshold, Inc.	\$489,680
IMPACT Community Action Partnership, Inc.	\$1,176,462
South Central Iowa Community Action Program, Inc.	\$160,000
Community Action of Southeast Iowa	\$301,680
Southern Iowa Economic Development Association	\$363,383
Upper Des Moines Opportunity, Inc.	\$433,766
West Central Community Action	\$533,320
Community Action Agency of Siouxland	\$296,055
<b>Total</b>	<b>\$7,430,546</b>

**7.3. Distribution Process:**

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

Iowa law (2019 Iowa Acts, House File 756) addresses and provides the requirements for how Iowa's FFY 2020 and FFY 2021 CSBG allotments are to be distributed and allocated by the Division of Community Action Agencies (DCAA). Ninety-six percent (96%) of the CSBG allotments must be distributed to Iowa's community action agencies, four percent (4%) to the DCAA for administration, and zero percent (0%) for remainder/discretionary uses. The following are the DCAA's formula requirements for allocating Iowa's CSBG allotment to the agencies. The allocation formula requirements were developed by a committee of DCAA staff, commissioners from the Iowa Commission on Community Action Agencies, the Iowa Community Action Association, and the Executive Directors from Iowa community action agencies: 1. 96% of Iowa's CSBG allotment is allocated to the agencies by poverty-level population percentages. Poverty data (individuals at or below 125% of the U. S. Department of Health and Human Services Poverty Guidelines) from the U. S. Census Bureau's 2010 American Community Survey was used to calculate each agency's poverty-level population percentage. 2. The minimum allocation amount is \$160,000. Agencies that experienced an increase in their percentage of the state poverty-level population subsidize the minimum allocation level requirement. Agency poverty-level population percentage changes were calculated using the data from the U. S. Census Bureau's 2000 survey and the U. S. Census Bureau's 2010 American Community Survey. 3. If Iowa's annual FFY 2020 or FFY 2021 final CSBG allotment is less than \$6.57 million, the committee may revisit and act on the allocation formula requirements. The DCAA's steps for allocating 96% of Iowa's CSBG funds to the agencies: 1. Prior to the start of the federal fiscal year the DCAA issues a CSBG contract to each agency. Agencies are issued a contract after their annual CSBG Community Action Plan and Application is accepted by the DCAA. Contracts include the agency's projected CSBG allocation and a project budget that equals the projected allocation amount. 2. Within 30 calendar days of receipt of Iowa's final CSBG allotment amount from the U. S. Department of Health and Human Services, Administration for Children and Families (ACF), the DCAA distributes the allotment, calculates final agency allocations, and then notifies each agency of their final allocation amount for the federal fiscal year. 3. Using their final allocation amount, agencies are allowed at least 30 calendar days from the DCAA's notification to prepare and submit a CSBG budget amendment request. Once a request is received and approved by the DCAA, the DCAA issues a contract amendment that includes the agency's final allocation amount and amended project budget. The DCAA issues contract amendments within 30 calendar days of the DCAA's receipt of the request. NOTE: Within 30 calendar days of receiving any CSBG grant award notice from ACF, the DCAA distributes the CSBG funds, calculates the amount of funds available for each agency, and then notifies each agency of their amount. The amount the DCAA provides to each agency is the maximum amount of funds available for the agency to request until the DCAA receives additional CSBG grant award notices from ACF.

**7.4. Distribution Timeframe:**

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

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

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

**7.5. Performance Management Adjustment:**

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

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

On Iowa's 2017 American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with the States Survey report, the Division of Community Action Agencies (DCAA) scored 96 for Distribution of Funds. This was the national maximum score. The following distribution of funds goal is in Iowa's FFY 2018-2019 CSBG State Plan and Application. The DCAA met this goal in FFY 2018 and FFY 2019. DISTRIBUTION OF FUNDS: The DCAA will make CSBG funds available to Iowa's community action agencies within 30 calendar days of receipt of a CSBG grant award notice from the U. S. Department of Health and Human Services, Administration for Children and Families. Based on a review of these results, the DCAA is not making any changes to its procedures for distributing CSBG funds to the agencies. NOTE: On August 13, 2019, the DCAA's development process for this State Plan ended when the Iowa Commission on Community Action Agencies approved the State Plan for submittal (see Section 3 (3.4a)). At that time, the DCAA had not received its 2019 ACSI report. Once the DCAA receives its 2019 ACSI report, the DCAA will e-mail the full report to the Iowa Commission on Community Action Agencies' commissioners, ICAA, and the Executive Directors. The DCAA will review and discuss the 2017 and 2019 ACSI reports with the commissioners during their November 2019 commission meeting and with ICAA and the Executive Directors during their December 2019 board meeting. From those discussions, the DCAA, ICAA, and the Executive Directors will decide if the DCAA's procedures for distributing CSBG funds

should be improved. If so, the DCAA will work with ICAA and the Executive Directors on improving the procedures prior to FFY 2021 and issue a revision to this State Plan if necessary.

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

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

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

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

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

<b>Year One</b>	2.11	<b>Year Two</b>	2.11
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**7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b)(1) of the CSBG Act?**

Yes  No

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

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

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

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

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

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

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

7.9h. Other activities, specify in column 3	\$0.00	
<b>Total</b>	<b>\$0.00</b>	
<b>7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the State Plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.</b> <i>[Check all that apply and narrative where applicable]</i>		
<input type="checkbox"/> The state directly carries out all activities (No Partnerships)		
<input type="checkbox"/> The state partially carries out some activities		
<input type="checkbox"/> CSBG eligible entities <i>(if checked, include the expected number of CSBG eligible entities to receive funds)</i>		
<input type="checkbox"/> Other community-based organizations		
<input type="checkbox"/> State Community Action association		
<input type="checkbox"/> Regional CSBG technical assistance provider(s)		
<input type="checkbox"/> National technical assistance provider(s)		
<input type="checkbox"/> Individual consultant(s)		
<input type="checkbox"/> Tribes and Tribal Organizations		
<input type="checkbox"/> Other		
<b>Note:</b> <i>This response will link to the corresponding CSBG assurance, item 14.2.</i>		
<b>7.11. Performance Management Adjustment:</b> <b>Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.</b>		
<b>Note:</b> <i>This information is associated with <a href="#">State Accountability Measures 3Sb</a>, and may pre-populate the State's annual report form.</i>		
N/A (Iowa's CSBG Program does not have remainder/discretionary funds.). Iowa's CSBG Program does not have remainder/discretionary funds to support Community Action initiatives and activities (see Section 7 (7.3 and 7.9)). Therefore, Use of Discretionary Funds scores and feedback from Iowa's American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with States Survey reports do not apply.		

## Section 8: State Training and Technical Assistance

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

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### SECTION 8 State Use of Funds

**8.1. Describe the State's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below.**

*(CSBG funding used for this activity is referenced under item 7.9(a), Remainder/Discretionary Funds. States should also describe training and technical assistance activities performed directly by state staff, regardless of whether these activities are funded with remainder/discretionary funds.)*

*Note: This information is associated with State Accountability Measure 3Scand pre-populates the Annual Report, Module 1, Table F.1.*

#### Training and Technical Assistance - Year One

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY1-Q1	Technical Assistance	Monitoring	
2	FY1-Q1	Training	Other	CSBG Orientation
3	Ongoing / Multiple Quarters	Technical Assistance	Organizational Standards - General	
4	Ongoing / Multiple Quarters	Both	Reporting	
5	Ongoing / Multiple Quarters	Technical Assistance	Community Assessment	
6	Ongoing / Multiple Quarters	Technical Assistance	Fiscal	
7	FY1-Q2	Technical Assistance	Technology	

#### Training and Technical Assistance - Year Two

	Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
1	FY2-Q1	Technical Assistance	Monitoring	
2	FY2-Q1	Training	Other	CSBG Orientation
3	Ongoing / Multiple Quarters	Technical Assistance	Organizational Standards - General	
4	Ongoing / Multiple Quarters	Both	Reporting	
5	Ongoing / Multiple Quarters	Technical Assistance	Community Assessment	
6	Ongoing / Multiple Quarters	Technical Assistance	Fiscal	
7	FY2-Q2	Technical Assistance	Technology	

**8.1a. Training and Technical Assistance Budget:** The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9):

**8.1b. Training and Technical Assistance Collaboration:** Describe how the state will collaborate with the state association and other stakeholders in the planning and delivery of training and technical assistance.

**8.2. TAPs and QIPs:** Does the state have Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs) in place for all eligible entities with unmet organizational standards, if appropriate?  Yes  No

*Note: This information is associated with State Accountability Measure 6Sb. QIPs are described in Section 678C(a)(4) of the CSBG Act. If the State, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the State should put a TAP in place to support the entity in meeting the standard(s).*

**8.2a. Address Unmet Organizational Standards:** Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. As of the date this State Plan was submitted, none of Iowa's community action agencies have a TAP or QIP in place for unmet CSBG organizational standards. The following are Iowa's CSBG program TAP and QIP procedures for agencies with unmet CSBG organizational standards: Agencies 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 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. Agencies that fail to meet the TAP requirements will be required to work with the DCAA on another TAP or be required to develop and implement a QIP, and the DCAA may conduct a follow-up CSBG onsite review. Agencies with a multiple number of unmet standards that the DCAA determines reflect organizational challenges and risk will be required to develop and implement a 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 an agency to develop and implement a QIP. Agencies that fail to meet the QIP requirements will receive a follow-up CSBG onsite review.

**8.3. Training and Technical Assistance Organizations:** Indicate the types of organizations through which the State Plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement. [Check all that apply.]

CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)

<input type="checkbox"/>	Other community-based organizations
<input type="checkbox"/>	State Community Action association
<input type="checkbox"/>	Regional CSBG technical assistance provider(s)
<input type="checkbox"/>	National technical assistance provider(s)
<input type="checkbox"/>	Individual consultant(s)
<input type="checkbox"/>	Tribes and Tribal Organizations
<input checked="" type="checkbox"/>	<b>Other</b> Performed directly by Iowa's CSBG staff. Iowa's CSBG Program does not have remainder/discretionary funds.
<b>8.4. Performance Management Adjustment: Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.</b>	
<i>Note: This information is associated with State Accountability Measures 3Sd may pre-populate the state's annual report form</i>	
N/A (Iowa's CSBG Program does not have remainder/discretionary funds.). Iowa's CSBG Program does not have remainder/discretionary funds to support Community Action training and technical assistance activities (see Section 7 (7.3 and 7.9)). Therefore, Use of Discretionary Funds scores and feedback from Iowa's American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with States Survey reports do not apply.	

## Section 9: State Linkages and Communication

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	Form Approved OMB No:0970-0382 Expires:06/30/2021
<b>SECTION 9</b> <b>State Linkages and Communication</b>	

*Note: This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).*

**9.1. State Linkages and Coordination at the state Level:**  
 Describe the linkages and coordination at the state level that the State plans to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

*Describe or attach additional information as needed. [Check all that apply and narrative where applicable]*

*Note: This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa and may pre-populate the State's Annual Report, Module 1, Item G.1.*

- State Low Income Home Energy Assistance Program (LIHEAP) office
- State Weatherization office
- State Temporary Assistance for Needy Families (TANF) office
- State Head Start office
- State public health office
- State education department
- State Workforce Innovation and Opportunity Act (WIOA) agency
- State budget office
- Supplemental Nutrition Assistance Program (SNAP)
- State child welfare office
- State housing office
- Other

**9.2. State Linkages and Coordination at the Local Level:**  
 Describe the linkages and coordination at the local level that the state to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services, (and as required by assurances under Sections 676(b)(5) - (6))

*Note: This response will link to the corresponding CSBG assurances, items 14.5 and 14.6., and pre-populates the Annual Report, Module 1, Item G.2.*

The Division of Community Action Agencies (DCAA) links and coordinates efforts with governmental and social services programs. The DCAA Administrator or DCAA staff serve on the following committees or partner with the following organizations and groups that represent and make decisions that affect low-income families and individuals: Family Development and Self-Sufficiency Council, Iowa Family Development Alliance, Iowa Council on Homelessness, Early Childhood Iowa, Iowa Coalition Against Domestic Violence, Prevent Child Abuse Iowa, Iowa Legal Aid, Equal Justice Project Advisory Council, Federal Home Visitation Advisory Committee (MIECHV), Iowa Community Colleges, National Resource Center for Family Centered Practices (University of Iowa), Iowa Community Action Association (Board of Directors), Iowa Community Action Association Conference Training Committee, Iowa Weatherization Assistance Coordinators, Iowa Directors of Energy Assistance, Iowa ROMA Subgroup, and Region VII Regional Performance Innovation Consortia (RPIC). The DCAA's involvement with these organizations and groups results in increased coordination of programs, services, and initiatives, and assures that decisions affecting Iowa's low-income population are considered.

**9.3. Eligible Entity Linkages and Coordination**

**9.3a. State Assurance of Eligible Entity Linkages and Coordination:**  
 Describe how the state will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

*Note: This response will link to the corresponding CSBG assurance, item 14.5.*

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to explain how their agency will address this CSBG Act assurance. The explanation must include descriptions of how their agency will coordinate with governmental and other social service programs delivering employment and training services to ensure that the services are delivered affectively and without duplication, and how their agency will coordinate with their local WIOA partners. Agencies are also required to sign a certification statement acknowledging that their agency understands and agrees to this CSBG assurance. All agencies have processes in place for establishing linkages between governmental and other social services programs in order to better coordinate the effective delivery of services to low-income families and individuals and to avoid the duplication of services. Although agencies report different processes for establishing linkages, all agencies participate in community meetings, planning coalitions, have memberships on local boards and councils, and network with state and local service providers. Through these efforts, agencies are able to establish formal and informal agreements and coordinate information with governmental and social service programs. These coordination efforts help the agencies avoid the unnecessary duplication of programs, services, and community initiatives. In FFY 2018, Iowa's agencies reported actively working with 5,151 public

and private organizations to expand resources and opportunities in order to achieve family and community outcomes. The Division of Community Action Agencies' CSBG program operations onsite reviews and CSBG organizational standards onsite assessments (CSBG Organizational Standard 2.1) include verifying the agency's community-wide partnerships and the purpose for each of those partnerships.

**9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps:**  
**Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.**

*Note: This response will link to the corresponding CSBG assurance, item 14.3b., and pre-populates the Annual Report, Module 1, Item G.3b.*

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to explain how their agency will address this CSBG Act assurance. The explanation must include a description of how their agency will coordinate and link their programs and services with other service providers to ensure low-income families and individuals receive the necessary and appropriate assistance they are seeking. All agencies have processes in place for developing, creating, and maintaining partnerships and linkages that are essential for addressing service gaps and ensuring service duplication is avoided. Although agencies report different processes for developing partnerships, all agencies participate in community meetings, planning coalitions, have memberships on local boards and councils, and network with state and local service providers. Through these meetings, memberships, and networking, agencies share and receive information regarding services and resources for low-income families and individuals, and develop partnerships with other anti-poverty organizations. These partnerships and linkages help ensure their clients will receive current information and referrals regarding available services and assistance. The Division of Community Action Agencies' CSBG program operations onsite reviews and CSBG organizational standards onsite assessments (CSBG Organizational Standard 2.1) include verifying the agency's community-wide partnerships and the purpose for each of those partnerships.

**9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:**  
**Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?**  Yes  No

*Note: This response will link to the corresponding CSBG assurance, item 14.5.*

**9.4a. WIOA Combined Plan:** If the state selected "yes" under item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

**9.4b. Employment and Training Activities:** If the state selected "no" under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.

Iowa's Department of Workforce Development is the lead agency for planning and implementation of the Unified Plan for WIOA. The Iowa Department of Human Rights (DHR) and its Division of Community Action Agencies (DCAA) are involved in the following WIOA implementation activities: The DHR's Division of Community Advocacy and Services is represented on the State Workforce Development Board Disability Access Committee, which is charged with addressing WIOA issues related to providing workforce services to individuals with disabilities, and is in a leadership position at the state level in assuring that local workforce boards are meeting mandatory one-stop certification requirements for accessibility. The DCAA provides ongoing technical assistance to all Iowa community action agencies regarding participation on local WIOA boards, coordination of employment and training activities, and development and support of local Iowa Workforce Development (IWD) IowaWorks Centers. In Iowa, the community action agencies coordinate employment and training activities with their local IowaWorks Centers and IWD's PROMISE JOBS program (Promoting Independence and Self-Sufficiency through Employment). PROMISE JOBS is Iowa's welfare reform employment program designed to assist Iowa's Family Investment Program (FIP) recipients to become self-sufficient. These coordinated partnerships help provide equal access to employment and training opportunities to low-income families and individuals. Some of the opportunities available to agency clients through these coordination efforts include: job placement and recruitment, job loss assistance, training assistance, personal development, and employment related supports.

**9.5. Emergency Energy Crisis Intervention:**  
**Describe how the state will assure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the state, as required by the assurance under Section 676(b)(6) of the CSBG Act.**

*Note: This response will link to the corresponding CSBG assurance, item 14.6.*

The Division of Community Action Agencies (DCAA) is the State's lead agency for Iowa's Low-Income Home Energy Assistance Program (LIHEAP). The DCAA administers LIHEAP by contracting with Iowa's 17 community action agencies. Iowa's LIHEAP is a statewide program that assists qualifying low-income households in the payment of a portion of their winter heating costs and encourages energy conservation through client education and weatherization. A component of Iowa's LIHEAP is the Emergency Crisis Intervention Program (ECIP). ECIP provides immediate assistance to households to alleviate life-threatening situations. ECIP payments are made for repair or replacement of a furnace or heating system, obtaining temporary shelter, emergency fuel deliveries, purchasing or repairing air conditioning equipment when medically necessary, purchasing blankets and/or heaters, purchasing fans, and transporting clients to cooling centers during times of extreme heat. All agencies receive an annual LIHEAP monitoring onsite review and evaluation to ensure compliance with LIHEAP regulations. The DCAA's LIHEAP Program Manager and Program Planner conduct the reviews. A number of agencies also receive emergency energy crisis intervention funds through General Relief, United Way, Salvation Army, County Relief, Embrace Iowa, Emergency Solutions Grants Program, Emergency Food and Shelter National Board Program, churches, ministerial associations, local utilities, and customer contribution funds. These funds are used for emergency payment arrangements with local utilities, emergency fuel deliveries, and reconnection services.

**9.6. Faith-based Organizations, Charitable Groups, Community Organizations:**  
**Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act.**

*Note: this response will link to the corresponding assurance, item 14.9.*

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to explain how their agency will address this CSBG Act assurance. The explanation must include a description of how their agency will coordinate, network, and develop partnerships with faith-based organizations, charitable groups, and community organizations that serve low-income families and individuals. Agencies are also required to sign a certification statement acknowledging that their agency understands and agrees to this CSBG assurance. All agencies have processes in place for developing partnerships and coordinating programs and services. Although agencies report different processes, all agencies participate in community meetings, planning coalitions, have memberships on local boards and councils, and network with state and local service providers. Through these meetings, memberships, and networking, agencies share and receive information regarding services and resources for low-income families and individuals, and develop partnerships and coordinate with other anti-poverty organizations in their communities. These partnerships help ensure their clients will receive current information and referrals regarding available services and assistance. In FFY 2018, Iowa's agencies reported actively working with 5,151 public and private organizations to expand resources and opportunities in order to achieve family and community outcomes. Of those organizations, 1,058 were no-profit organizations and 654 were faith-based organizations. The Division of Community Action Agencies' CSBG program

operations onsite reviews and CSBG organizational standards onsite assessments (CSBG Organizational Standard 2.1) include verifying the agency's community-wide partnerships and the purpose for each of those partnerships.

**9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:**

**Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.**

*Note: this response will link to the corresponding assurance, item 14.3c.*

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to explain how their agency will address this CSBG Act assurance. The explanation must include descriptions about how their agency will coordinate its CSBG funds or CSBG funded resources (i.e. office space, equipment, supplies, staff time) with public resources (funds and in-kind services received from city and county governments) and with private resources (funds, donations, and in-kind services received from: foundations, corporations, non-profits, private entities, etc.). All agencies receive public and private funding, in-kind goods and services, and donations. In FFY 2018, agencies reported receiving over \$212 million in federal, state, public, and private resources. Of the \$212 million in resources, the following was leveraged from public and private entities: \$ 2,130,442 leveraged public (local) funding, \$ 2,056,266 value of in-kind goods/services received from local government, \$ 16,975,950 leveraged private funding, \$ 12,944,880 value of donated items (food, clothing, furniture, etc.), and \$ 4,684,756 value of in-kind services received from businesses. Most agencies will use their public and private resources and CSBG funding to support their outreach services and outreach operation costs. Some outreach services supported by these funds and resources include: emergency food assistance, disaster and crisis assistance, utility assistance, rent assistance, case management services, prescription drugs, school supplies, household items, appliances, and clothing. Agencies will also coordinate their public and private resources and CSBG funding to support, enhance, or expand agency administered client programs and services, and some agencies will use their public and private resources to meet matching or cost sharing requirements in order to leverage additional federal and state funding.

**9.8. Coordination among Eligible Entities and State Community Action Association:**

**Describe state activities for supporting coordination among the eligible entities and the state community action association.**

*Note: This information will pre-populate the Annual Report, Module 1, Item G.5.*

The Division of Community Action Agencies (DCAA) partners and coordinates with the Iowa Community Action Association (ICAA) and Iowa's community action agencies on the following Community Action and CSBG initiatives: STATE PLAN DEVELOPMENT: The DCAA included ICAA and the agencies in the development of the State Plan. See Section 3 (3.4a) for a description of the steps the DCAA took to involve ICAA and the agencies. ICAA'S LEGISLATIVE AGENDA: Each year the ICAA governing board develops their legislative action and advocacy plan. ICAA includes the DCAA and the Iowa Commission on Community Action Agencies (the DCAA's governing board) in their legislative agenda and policy interests discussions. IOWA COMMISSION ON COMMUNITY ACTION AGENCIES' LEGISLATIVE AGENDA: Each year the commission makes recommendations to the Governor and Iowa's General Assembly for executive and legislative action designed to improve the status of low-income people in the state. The commission includes ICAA in the development and implementation of the agenda. IOWA COMMISSION ON COMMUNITY ACTION AGENCIES' COMMISSION MEETINGS: At each commission meeting, the DCAA presents and discusses its programs and provides Community Action updates, and ICAA presents information about their programs, services, activities, and events. ICAA ANNUAL CONFERENCE: Both DCAA CSBG Program Managers are members of the ICAA conference planning committee, and the DCAA provides funding and resources for conference training needs, workshop speakers, and recognition awards. REGION VII REGIONAL PERFORMANCE INNOVATION CONSORTIA (RPIC): The DCAA Administrator and ICAA staff serve on the Region VII RPIC. The Region VII RPIC provides training and technical assistance, coordinates state, regional and national efforts, and disseminates information on CSBG Organizational Standards, Results-Oriented Management and Accountability (ROMA), and Evidence-Based/Evidence-Informed Service Strategies. STATE TRAINING AND TECHNICAL ASSISTANCE (T&TA) PLAN: The DCAA collaborates with ICAA on the planning and development of the State's comprehensive T&TA Plan. IOWA COMMUNITY ACTION AGENCY TRAININGS: The DCAA works with ICAA on identifying agency training needs and assisting ICAA on developing, organizing, and scheduling agency trainings. ICAA BOARD MEETINGS AND ROMA SUBGROUP MEETINGS: The DCAA Administrator and DCAA CSBG Program Managers attend and present Community Action and CSBG information at the ICAA board meetings and the agencies' ROMA Subgroup meetings. NEEDS ASSESSMENT COMMITTEE: The Needs Assessment Committee consists of 7 members (both DCAA CSBG Program Managers, the ICAA Training Director, and 4 agency staff). The committee is responsible for designing client and community surveys, developing instructions and guidance for administering the surveys, and creating statewide reports. AGENCY CLIENT TRACKING SYSTEMS: The DCAA and ICAA work the agencies and the agencies' client tracking system vendors to ensure the systems track, collect, and report individual, family, and community level data, information, and outcomes.

**9.9. Communication with Eligible Entities and the State Community Action Association:**

**In the table below, detail how the state intends to communicate with eligible entities, the state community action association, and other partners identified under this State Plan on the topics listed below. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.**

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief description of "Other"
Upcoming Public and/or Legislative Hearings	As needed	Other	Biennial through meetings, e-mail, and website
State Plan Development	As needed	Meetings/Presentation Email	
Organizational Standards Progress	Annually	Email 1:1 Phone Calls Letters/Hard Copies	
State Accountability Measures Progress	Annually	Meetings/Presentation Email	
Community Needs Assessments /Community Action Plans	As needed	Meetings/Presentation Email Phone Calls Letters/Hard Copies	
State Monitoring Plans and Policies	Annually	Meetings/Presentation	

<b>Training and Technical Assistance (T/TA) Plans</b>	As needed	Email 1:1 Phone Calls Letters/Hard Copies	
<b>ROMA and Performance Management</b>	Semi-Annually	Email 1:1 Phone Calls Letters/Hard Copies	
<b>State Interagency Coordination</b>	As needed	Meetings/Presentation Email Phone Calls	
<b>CSBG Legislative/Programmatic Updates</b>	Quarterly	Meetings/Presentation Email Website Webinar	
<b>Tripartite Board Requirements</b>	As needed	Email 1:1 Phone Calls Letters/Hard Copies	

	<b>Topic</b>	<b>Expected Frequency</b>	<b>Format</b>	<b>Brief Description of "Other"</b>
1	State Training and Technical Assistance (T&TA) Plan	As needed	Meetings/Presentation Email	
2	Iowa Community Action Association Conference Planning	As needed	Meetings/Presentation Email Webinar Phone Calls	
3	Iowa Commission on Community Action Agencies	Quarterly	Meetings/Presentation Phone Calls	

**9.10. Feedback to Eligible Entities and State Community Action Association:**  
**Describe how the state will provide information to local entities and state community action associations regarding performance on state accountability measures.**

*Note: This information is associated with [State Accountability Measure 5S\(iii\)](#), and will pre-populate the Annual Report, Module 1, Item G.6*

The Division of Community Action Agencies (DCAA) will send via e-mail, to the Iowa Community Action Association (ICAA) and Iowa's community action agencies, the information and feedback the DCAA receives from the Office of Community Services (OCS) about the DCAA's performance on the state accountability measures. The e-mail will be sent within 60 calendars days of the DCAA getting the information and feedback from OCS. The DCAA Administrator will present the DCAA's state accountability measures information and feedback to ICAA and the agencies' Executive Directors at an ICAA governing board meeting. The DCAA's CSBG Program Managers will present the information and feedback to the members of the ROMA Subgroup at one of their meetings.

**9.11. Performance Management Adjustment:**  
**Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.**

*Note: This information is associated with [State Accountability Measures 7Sb](#); this response may pre-populate the state's annual report form.*

On Iowa's 2017 American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with the States Survey report, the Division of Community Action Agencies (DCAA) scored a 93 for Communication. Within the Communication category, the DCAA scored the following: Responsiveness of Staff to Requests (97), Consistency of Responses (95), Clarity of Communication (94), Usefulness of Feedback (93), Frequency of Communication (92), and Sufficiency of Information (86). ACSI scores of 80-89 are considered excellent, 90-100 exceptional. The following communication goals are in Iowa's FFY 2018-2019 CSBG State Plan and Application: COMMUNICATION: 1. The DCAA Administrator will attend and report on the DCAA's programs at all Iowa Community Action Association Board of Director meetings. 2. At least one DCAA CSBG Program Manager will attend and present a CSBG program report at all Iowa community action agency ROMA Subgroup meetings. The DCAA met these communication goals in FFY 2018, and as of the date this State Plan was submitted, the DCAA was meeting these communication goals in FFY 2019. Also, as of the date this State Plan was submitted, the DCAA has fulfilled the planned actions in its FFY 2018-2019 Communication Plan. See Iowa's FFY 2018-2019 CSBG State Plan and Application, Section 9 (9.9). Based on a review of these results, the DCAA is not making any changes to its communication plans and efforts. NOTE: On August 13, 2019, the DCAA's development process for this State Plan ended when the Iowa Commission on Community Action Agencies approved the State Plan for submittal (see Section 3 (3.4a)). At that time, the DCAA had not received its 2019 ACSI report. Once the DCAA receives its 2019 ACSI report, the DCAA will e-mail the full report to the Iowa Commission on Community Action Agencies' commissioners, ICAA, and the Executive Directors. The DCAA will review and discuss the 2017 and 2019 ACSI reports with the commissioners during their November 2019 commission meeting and with ICAA and the Executive Directors during their December 2019 board meeting. From those discussions, the DCAA, ICAA, and the Executive Directors will decide if the DCAA's Communication Plan (see Section 9 (9.9)) should be adjusted. If so, the DCAA will work with ICAA and the Executive Directors on adjusting the Communication Plan prior to FFY 2021 and issue a revision to this State Plan if necessary.

## Section 10: Monitoring, Corrective Action, and Fiscal Controls

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

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### SECTION 10 State Use of Funds

#### Monitoring, Corrective Action and Fiscal Controls (Section 678B(a) of the Act)

**10.1. Specify the proposed schedule for planned monitoring visits - including full on-site reviews; on-site reviews of newly designated entities; follow-up reviews - including return visits to entities that failed to meet State goals, standards, and requirements; and other reviews as appropriate.**

**This is an estimated schedule to assist states in planning. States may indicate "no review" for entities the state does not plan to monitor in the performance period.**

*Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module I, Table H.1.*

	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Community Opportunities, Inc.	No review					
2	Hawkeye Area Community Action Program, Inc.	No review					
3	Community Action of Eastern Iowa	No review					
4	MATURA Action Corporation	No review					
5	Mid-Iowa Community Action, Inc.	Full On-site	Onsite Review	FY1 Q4	07/24/2017	07/25/2017	
6	Mid-Sioux Opportunity, Inc.	Full On-site	Onsite Review	FY1 Q4	08/09/2017	08/10/2017	
7	North Iowa Community Action Organization	No review					
8	Northeast Iowa Community Action Corporation	No review					
9	Operation: New View Community Action Agency	No review					
10	Operation Threshold, Inc.	No review					
11	IMPACT Community Action Partnership, Inc.	Full On-site	Onsite Review	FY1 Q4	09/06/2017	09/07/2017	
12	South Central Iowa Community Action Program, Inc.	No review					
13	Community Action of Southeast Iowa	No review					
14	Southern Iowa Economic Development Association	Full On-site	Onsite Review	FY1 Q3	06/20/2017	06/21/2017	
15	Upper Des Moines Opportunity, Inc.	No review					
16	West Central Community Action	Full On-site	Onsite Review	FY1 Q3	05/24/2017	05/25/2017	
17	Community Action Agency of Siouxland	No review					
	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Community Opportunities, Inc.	Full On-site	Onsite Review	FY2 Q4	08/29/2018	08/30/2018	
2	Hawkeye Area Community Action Program, Inc.	Full On-site	Onsite Review	FY2 Q4	09/06/2018	09/07/2018	
3	Community Action of Eastern Iowa	No review					
4	MATURA Action Corporation	Full On-site	Onsite Review	FY2 Q4	07/31/2018	07/31/2018	
5	Mid-Iowa Community Action, Inc.	No review					
6	Mid-Sioux Opportunity, Inc.	No review					
7	North Iowa Community Action Organization	No review					

8	Northeast Iowa Community Action Corporation	Full On-site	Onsite Review	FY2 Q4	09/24/2018	09/25/2018	
9	Operation: New View Community Action Agency	No review					
10	Operation Threshold, Inc.	No review					
11	IMPACT Community Action Partnership, Inc.	No review					
12	South Central Iowa Community Action Program, Inc.	Full On-site	Onsite Review	FY2 Q4	08/07/2018	08/08/2018	
13	Community Action of Southeast Iowa	No review					
14	Southern Iowa Economic Development Association	No review					
15	Upper Des Moines Opportunity, Inc.	Full On-site	Onsite Review	FY2 Q4	07/10/2018	07/11/2018	
16	West Central Community Action	No review					
17	Community Action Agency of Siouxland	No review					

**10.2. Monitoring Policies:**

Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

See attachment: 10.2\_Monitoring\_Policies\_070218.pdf

**10.3. Initial Monitoring Reports:**

According to the state's procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities?

*Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state's annual report form.*

60

**Corrective Action, Termination and Reduction of Funding and Assurance Requirements**  
(Section 678C of the Act)

**10.4. Closing Findings:**

Are state procedures for addressing eligible entity findings/deficiencies and documenting the closure of findings, included in the State monitoring protocols attached above?  Yes  No

**10.4a. Closing Findings Procedures:** If no describe state procedures for addressing eligible entity findings/deficiencies, and documenting the closure of findings.

**10.5. Quality Improvement Plans (QIPs):**

Provide the number of eligible entities currently on QIPs, if applicable.

*Note: The QIP information is associated with State Accountability Measures 4Sc.*

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**10.6. Reporting of QIPs:**

Describe the state's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the State approving a QIP

*Note: This item is associated with State Accountability Measures 4Sa(iii).*

The Division of Community Action Agencies (DCAA) will determine through CSBG program operations onsite reviews, CSBG organizational standards onsite assessments, CSBG fiscal monitoring onsite reviews, DCAA investigations related to specific complaints or allegations, and other necessary and appropriate reviews, whether or not an Iowa community action agency is meeting the performance goals, administrative standards, service delivery requirements, financial management requirements, and other requirements established by the Office of Community Services (OCS), the State of Iowa, and the DCAA. When the DCAA determines that an agency has one or more significant deficiencies, the DCAA will require the agency to develop and implement a quality improvement plan (QIP) to correct the deficiencies. The DCAA will adhere to the QIP requirements in Section 678C of the CSBG Act and the federal guidance provided in OCS, CSBG Information Memorandum, Transmittal No. 116 when requiring an agency to develop and implement a QIP. All agency QIPs, approved by the DCAA, will be reported to OCS within 30 calendar days of the DCAA's approval decision. As directed, the DCAA will notify its OCS, CSBG Program Services, Program Specialist.

**10.7. Assurance on Funding Reduction or Termination:**

The state assures, "that any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8).  Yes  No

*Note: This response will link with the corresponding assurance under item 14.8.*

**Policies on Eligible Entity Designation, De-designation, and Re-designation**

**10.8. Eligible Entity Designation:** Do the State CSBG statute and/or regulations provide for the designation of new eligible entities?  Yes  No

**10.8a. New Designation Citation:** If yes, provide the citation(s) of the law and/or regulation.

Iowa's CSBG State legislation: 2019 Iowa Code 216A.93. Iowa's CSBG State regulation: Iowa Administrative Code 427-22.12

**10.8b. New Designation Procedures:** If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public

10.9. Eligible Entity Termination: Do State CSBG statute and/or regulations provide for termination of eligible entities <input type="radio"/> Yes <input checked="" type="radio"/> No
10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.
10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public The Division of Community Action Agencies will adhere to the requirements in Section 678C of the CSBG Act and the federal guidance provided in Office of Community Services, CSBG Information Memorandum, Transmittal No. 116 to terminate the designation of eligible entities.
10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? <input type="radio"/> Yes <input checked="" type="radio"/> No
10.10a. If Yes, provide the citation(s) of the law and/or regulation.
10.10b. If No, describe State procedures for re-designation of existing eligible entities. <b>The Division of Community Action Agencies will adhere to the requirements in Section 676A of the CSBG Act and the federal guidance provided in Office of Community Services, CSBG Information Memorandum, Transmittal No. 42 to re-designate eligible entities.</b>
<b>Fiscal Controls and Audits and Cooperation Assurance</b>
10.11. Fiscal Controls and Accounting: Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).
Integrated Information for Iowa (I/3) is the State of Iowa's Enterprise Resource Planning system. I/3 supports Iowa's financial processes such as accounts payable, accounts receivable, procurement, general accounting, fixed assets, budget preparation, and applicant tracking. The I/3 system requires at least two I/3 authorized individuals to approve each expenditure (claim for payment) that is entered into the system. The I/3 system allows authorized individuals to download information into I/3's Data Warehouse software program. From the I/3 Data Warehouse, Iowa Department of Human Rights (IDHR), Central Administration accountants are able to query reports for financial information which enables the accountants to complete monthly revenue and expenditure reports in electronic spreadsheets (IDHR Report of Expenditures) with varying degrees of needed detail. The I/3 Data Warehouse allows the accountants to complete the SF-425 Federal fiscal reports accurately and timely. The IDHR, Central Administration adheres to: the State of Iowa's payment policies and procedures in the State Accounting Policy and Procedures Manual, the State of Iowa's purchasing rules and guidelines, and uses the Office of Management and Budget, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for guidance on allowable and unallowable costs. Annually, Iowa's community action agencies receive a CSBG fiscal monitoring onsite review and evaluation to determine financial management stability and compliance with CSBG regulations, contracts, procedures, and other requirements established by the State of Iowa and the Division of Community Action Agencies. The reviews include an examination and review of financial transactions, time sheets, management level compensation, interest earned documentation, indirect cost rate and cost allocation applications, and monthly funding requests and advances.
10.12. Single Audit Management Decisions: Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.
<i>Note: This information is associated with State Accountability Measure 4Sd.</i>
The following are the Iowa Department of Human Rights (IDHR), Central Administration's procedures for issuing management decisions for Iowa community action agency annual audits: Iowa's community action agencies are required to contract with an independent auditing firm. The auditing firm's Certified Public Accountants are required to audit all agency programs annually, including the CSBG Program. The auditing firm is required to submit a completed audit to the agency. The agency is required to provide that audit to the IDHR, Central Administration, as directed in the agency's CSBG contract. The IDHR, Central Administration reviews all agency annual audits. Once the IDHR, Central Administration receives an agency audit, department accountants will: document the receipt of the audit, review all findings and questioned costs in the audit (if applicable), review the expenditures reported in the audit, and issue a response letter to the agency within 180 calendar days of receipt of the audit. The response letter will notify the agency if the provisions in their IDHR contracts have been met and generally accepted accounting principles followed. Any audit issues or findings related to the agency's IDHR contracts will be communicated in the response letter along with the necessary corrective action requirements. The Office of Auditor of State reviews IDHR, Central Administration's audit review procedures annually. The Office of Auditor of State also audits the IDHR annually for compliance with the requirements of laws, regulations, contracts, and grant applications. The audit of compliance is conducted in accordance with U. S. Generally Accepted Auditing Principles, the standards applicable to financial audits contained in Government Auditing Standards as issued by the Comptroller General of the United States, and the Office of Management and Budget, Uniform Administrative Requirements, Cost Principles, and Audit Requirements.
10.13. Assurance on Federal Investigations: The state will "permit and cooperate with Federal investigations undertaken in accordance with Section 678D" of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. <input checked="" type="radio"/> Yes <input type="radio"/> No
<i>Note: This response will link with the corresponding assurance, Item 14.7.</i>
10.14. Performance Management Adjustment: Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.
<i>Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the state's annual report form.</i>
On Iowa's 2017 American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with the States Survey report, the Division of Community Action Agencies (DCAA) scored a 95 for Monitoring and Corrective Action. Within the Monitoring and Corrective Action category, the DCAA scored a 96 for Consistency of Monitoring and a 94 for Usefulness of Visits. The consistency of monitoring and usefulness of visits scores were national maximums. The following monitoring goals are in Iowa's FFY 2018-2019 CSBG State Plan and Application: MONITORING: 1. The DCAA will conduct CSBG program operations onsite reviews at 6 of 17 agencies in FFY 2018 and 6 of 17 agencies in FFY 2019. 2. The DCAA will conduct CSBG organizational standards onsite assessments at 6 of 17 agencies in FFY 2018 and 6 of 17 agencies in FFY 2019. 3. The DCAA will conduct CSBG organizational standards agency self-assessment desk-reviews for 11 of 17 agencies in FFY 2018 and 11 of 17 agencies in FFY 2019. 4. The DCAA will disseminate a CSBG program operations onsite review report within 60 calendar days of an agency's onsite review exit date. 5. The DCAA will disseminate a CSBG organizational standards onsite assessment report within 60 calendar of an agency's onsite assessment exit date. 6. The DCAA will disseminate a CSBG organizational standards agency self-assessment validation report within 60 calendar days of receipt of an agency's self-assessment. 7. All Iowa community action agency annual audits that require a management decision for audit findings will be issued a DCAA management decision within 180 calendar days of receipt of the annual audit. The DCAA met all of its FFY 2018 monitoring goals, and as of the date this State Plan was

submitted, the DCAA was meeting all of its FFY 2019 monitoring goals. Based on a review of these results, the DCAA is not making any changes to its monitoring and corrective action procedures and activities. NOTE: On August 13, 2019, the DCAA's development process for this State Plan ended when the Iowa Commission on Community Action Agencies approved the State Plan for submittal (see Section 3 (3.4a)). At that time, the DCAA had not received its 2019 ACSI report. Once the DCAA receives its 2019 ACSI report, the DCAA will e-mail the full report to the Iowa Commission on Community Action Agencies' commissioners, ICAA, and the Executive Directors. The DCAA will review and discuss the 2017 and 2019 ACSI reports with the commissioners during their November 2019 commission meeting and with ICAA and the Executive Directors during their December 2019 board meeting. From those discussions, the DCAA, ICAA, and the Executive Directors will decide if the DCAA's monitoring and corrective action procedures and activities should be adjusted. If so, the DCAA will work with ICAA and the Executive Directors on adjusting the procedures and activities prior to FFY 2021 and issue a revision to this State Plan if necessary.

## Section 11: Eligible Entity Tripartite Board

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	Form Approved OMB No: 0970-0382 Expires:06/30/2021
<b>SECTION 11</b> State Use of Funds	

**11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act***(Check all that applies and narrative where applicable)*

<input type="checkbox"/>	Attend Board meetings
<input type="checkbox"/>	Organizational Standards Assessment
<input type="checkbox"/>	Monitoring
<input checked="" type="checkbox"/>	Review copies of Board meeting minutes
<input type="checkbox"/>	Track Board vacancies/composition
<input checked="" type="checkbox"/>	Other CSBG program operations onsite reviews and CSBG organizational standards onsite assessments

**11.2. Tripartite Board Updates: Provide how often the state require eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.***[Select one and narrative where applicable]*

Annually

**11.3. Tripartite Board Representation Assurance: Describe how the state will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act**

*Note: This response will link with the corresponding assurance, item 14.10.*

Iowa's community action agencies, as part of their annual CSBG Community Action Plan and Application, certify that their agency has procedures in place that meet the requirements in Section 676(b)(10) of the CSBG Act. The Division of Community Action Agencies (DCAA) also has CSBG contract requirements and written policies specific to this CSBG Act assurance. As part of the DCAA's CSBG program operations onsite reviews, the agency's by-laws and governing board materials are reviewed to ensure the agency has written procedures in place that meet the requirements of this assurance.

**11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participating by low income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act.**  Yes  No

**11.4a. Tripartite Board Alternative Mechanism: If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.**

The Division of Community Action Agencies (DCAA) has written policies that allow Iowa's public community action agency to use another governing board mechanism as an alternative to a tripartite governing board. The following policy is included in Iowa's CSBG policies and procedure manual: Iowa's public agencies may submit a request to use another governing board mechanism as an alternative to a tripartite governing board. The requested mechanism must assure decision making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs funded under the CSBG Act; and the requested mechanism must meet the requirements in the Iowa Code (Chapter 216A.94). Public agencies interested in using another governing board mechanism must contact the DCAA for request and submittal instructions. Public agencies are not allowed to implement and use a mechanism that has not been approved (in writing) by the DCAA. Currently, Iowa's public community action agency has rules in its by-laws that require a tripartite governing board structure.

## Section 12: Individual and Community Eligibility Requirements

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	Form Approved OMB No: 0970-0382 Expires:06/30/2021
<b>SECTION 12</b> Individual and Community Income Eligibility Requirements	

**12.1. Required Income Eligibility:**  
 Provide the income eligibility threshold for services in the state.  
*[Check one item below.]*

125% of the HHS poverty line  
  X% of the HHS poverty line (fill in the threshold)  
  Varies by eligible entity

0%    % *[Response Option: numeric field]*

**12.1a. Income Eligibility Policy and Procedures: Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.**

The following policies are included in Iowa's CSBG policies and procedure manual: CLIENT INCOME ELIGIBILITY AND VERIFICATION: Iowa's community action agencies are required to use 125% of the most current U. S. Department of Health and Human Services (HHS) Poverty Guidelines as the ceiling for determining a client's eligibility for CSBG funded services or benefits. Agencies providing CSBG funded services or benefits to clients are required to verify the client's income. Agencies must use Iowa's Low-Income Home Energy Assistance Program (LIHEAP) procedures for verifying the income (see the State of Iowa LIHEAP Procedures Manual). Once the income has been verified, the agency must use the most current HHS Poverty Guidelines for determining the client's eligibility for the agency's CSBG services or benefits. INCOME ELIGIBILITY FOR GENERAL/SHORT TERM SERVICES: For emergency and non-emergency general/short term CSBG funded services or benefits, Iowa community action agencies can use proxy income verification procedures (obtaining a client's income verification through another agency program) or self-declaration of income procedures to verify a client's income. Once the income has been verified, the agency must use the most current U. S. Department of Health and Human Services (HHS) Poverty Guidelines for determining the client's eligibility for the agency's CSBG services or benefits. INCOME ELIGIBILITY FOR FAMILIES WITH FOSTER CHILDREN OR YOUTH THAT ARE WARDS OF THE COURT: The public funds for the child's or youth's support should not be used when verifying the family's income for agency CSBG funded services or benefits. Once the income has been verified, the agency must use the most current HHS Poverty Guidelines for determining the family's eligibility for the agency's CSBG services or benefits. POVERTY LINE: Iowa's CSBG State Plan and Application (Section 12: Individual and Community Income Eligibility Requirements) establishes the poverty line for Iowa's CSBG Program.

**12.2. Income Eligibility for General/Short-Term Services:**  
 Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical),An example of these services is emergency food assistance.

The following policy is included in Iowa's CSBG policies and procedure manual: INCOME ELIGIBILITY FOR GENERAL/SHORT TERM SERVICES: For emergency and non-emergency general/short term CSBG funded services or benefits, Iowa community action agencies can use proxy income verification procedures (obtaining a client's income verification through another agency program) or self-declaration of income procedures to verify a client's income. Once the income has been verified, the agency must use the most current U. S. Department of Health and Human Services (HHS) Poverty Guidelines for determining the client's eligibility for the agency's CSBG services or benefits. As part of their CSBG Community Action Plan and Application, agencies are required to explain how their agency verifies client income and determines client eligibility for emergency and non-emergency general/short term agency CSBG funded services and benefits. As part of the Division of Community Action Agencies (DCAA) CSBG program operations onsite reviews, the DCAA inspects a sample of the agency's emergency and non-emergency general/short term services client income verification and eligibility documentation from the last three (3) years, if applicable. The inspection confirms whether or not the agency is verifying client income and determining client eligibility as described in their CSBG application, and is using 125% of the HHS Poverty Guidelines as the ceiling for determining eligibility for clients receiving agency CSBG funded emergency and non-emergency general/short term services or benefits.

**12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).**

The following policy is included in Iowa's CSBG policies and procedure manual: COMMUNITY-TARGETED SERVICES: Iowa community action agency CSBG supported community-targeted services must benefit low-income communities. The agency is responsible for having supporting information available for the Division of Community Action Agencies (DCAA) to inspect. As part of their CSBG Community Action Plan and Application, agencies are required to explain how their agency ensures the community-targeted services their agency uses CSBG funds to support targets and benefits low-income communities. As part of the DCAA's CSBG program operations onsite reviews, the DCAA inspects the agency's community-targeted services documentation from the last three (3) years (if applicable) to confirm the purpose of the services the agency supported with CSBG funds benefitted low-income communities.

## Section 13: Results Oriented Management and Accountability (ROMA) System

<b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES</b> <b>Administration for Children and Families</b> <b>Community Services Block Grant (CSBG)</b>	Form Approved OMB No: 0970-0382 Expires:06/30/2021
<b>SECTION 13</b> <b>Results Oriented Management and Accountability (ROMA) System</b>	
<b>13.1. Performance Measurement System:</b> Identify the performance measurement system that the state and all eligible entities use, as required by <a href="#">Section 678E(a)</a> of the CSBG Act and the assurance under <a href="#">Section 676(b)(12)</a> of the CSBG Act.	
<i>Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item 1.1.</i>	
The Results Oriented Management and Accountability (ROMA) System	
<b>Section 678E(b) of the CSBG Act</b>	
<b>13.1a. ROMA Description: If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.</b>	
The model ROMA performance measurement system that the Office of Community Services facilitated the development of is the Community Action National Performance Indicators (NPIs). Iowa's CSBG Program adopted and uses the Community Action NPIs for community action data collection and reporting. The Community Action NPIs measure the impact Iowa's community action programs, services, and initiatives have on individuals, families, and communities, and measure progress towards achieving the three national Community Action goals: 1. Individuals and families with low incomes are stable and achieve economic security. 2. Communities where people with low incomes live are healthy and offer economic opportunity. 3. People with low incomes are engaged and active in building opportunities in communities. Iowa's CSBG policies and procedures manual includes written policies, procedures, and Iowa community action agency participation requirements on implementing the ROMA performance measurement system; and Iowa's CSBG Community Action Plan and Application includes Community Action NPI collection and reporting requirements. Iowa's CSBG policies and procedures manual also includes ROMA concept policies. These policies require agencies to follow the ROMA cycle of assessment, planning, implementation, achievement of results, and evaluation for planning and administering their CSBG application and agency-wide strategic plan. This ensures that each agency's CSBG application and strategic plan will be outcome-based, anti-poverty focused, and tie directly to community needs assessments. The Division of Community Action Agencies also includes ROMA participation requirements in the CSBG contracts it issues to the agencies.	
<b>13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.</b>	
<b>13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under <a href="#">Section 676(b)(12)</a> of the CSBG Act.</b>	
<i>Note: This response will also link to the corresponding assurance, Item 14.12.</i>	
<input checked="" type="checkbox"/> <b>CSBG National Performance Indicators (NPIs)</b>	
<input type="checkbox"/> <b>NPIs and others</b>	
<input type="checkbox"/> <b>Others</b>	
The model ROMA performance measurement system that the Office of Community Services facilitated the development of is the Community Action National Performance Indicators (NPIs). The Community Action NPIs measure the impact Community Action programs, services, and initiatives have on individuals, families, and communities, and measure progress towards achieving the following three national Community Action goals: 1. Individuals and families with low incomes are stable and achieve economic security. 2. Communities where people with low incomes live are healthy and offer economic opportunity. 3. People with low incomes are engaged and active in building opportunities in communities. Iowa's CSBG program has adopted and uses the Community Action NPIs for collecting and reporting community action agency outcomes, and for measuring agency performance.	
<b>13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using the ROMA or alternative performance measurement system.</b>	
<i>Note: The activities described under Item 13.3 may include activities... listed in "Section 8: State Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, item 14.12.</i>	
Iowa law (2019 Iowa Acts, House File 756) addresses and provides the requirements for how Iowa's FFY 2020 and FFY 2021 CSBG allotments are to be distributed and allocated by the Division of Community Action Agencies (DCAA). The Iowa law does not distribute or allocate CSBG funds to the DCAA for remainder/discretionary activities. Although the DCAA does not receive CSBG funding for remainder/discretionary activities, the DCAA still collaborates with and provides support to Iowa's community action agencies in using the ROMA performance measurement system. The following are the DCAA's ROMA support initiatives: IOWA'S CSBG COMMUNITY ACTION PLAN AND APPLICATION: Iowa's CSBG application requires agencies to follow the ROMA cycle of assessment, planning, implementation, achievement of results, and evaluation for planning and developing their CSBG application. This CSBG application ensures that each agency's CSBG program will be outcome-based, anti-poverty focused, and tie directly to community needs assessments. ROMA SUBGROUP MEETINGS: The DCAA CSBG Program Managers attend all of the agencies' ROMA Subgroup meetings. This subgroup meets at least five (5) times a year. The subgroup is made up of agency staff that have ROMA and CSBG roles and responsibilities at their agencies. The CSBG Program Managers are on all meeting agendas and provide federal and state CSBG and Community Action updates and information. IOWA COMMUNITY ACTION ASSOCIATION (ICAA) ANNUAL CONFERENCE: Both DCAA CSBG Program Managers are members of ICAA's conference planning committee, and the DCAA provides funding and resources for conference training needs, workshop speakers, and recognition awards. Each year the conference offers ROMA training and information workshops. STATE TRAINING AND TECHNICAL ASSISTANCE (T&TA) PLAN: The DCAA collaborates with ICAA on the planning and development of the State's comprehensive T&TA Plan. The T&TA Plan includes ROMA training opportunities for the agencies. IOWA COMMUNITY ACTION AGENCY TRAININGS: The DCAA works with ICAA on identifying agency training needs and assisting ICAA on developing, organizing, and scheduling agency trainings. ICAA provides on-site, on-line, and on-demand ROMA training for agency staff and agency governing board members. The ICAA Training Director is a Master ROMA-Certified Trainer. <b>NATIONALLY CERTIFIED</b>	

ROMA TRAINER AND IMPLEMENTER CANDIDATES: The DCAA supports, and will continue to support, agency staff that plan to submit an application to the ROMA-Certified Trainer or ROMA-Certified Implementer training programs. AGENCY CLIENT TRACKING SYSTEMS: The DCAA and ICAA work with the agencies' client tracking system vendors to ensure the systems track, collect, and report individual, family, and community level data, information, and outcomes. NEEDS ASSESSMENT COMMITTEE: The Needs Assessment Committee consists of 7 members (both DCAA CSBG Program Managers, the ICAA Training Director, and 4 agency staff). The committee is responsible for designing client and community surveys, developing instructions and guidance for administering the surveys, and creating statewide reports. The DCAA has community assessment data and information on its website that agencies can access and use to develop a comprehensive community assessment (CSBG Organizational Standards, Category 3).

**13.4. Eligible Entity Use of Data:**

**Describe how is the state plan to validate the eligible entities that are using data to improve service delivery?**

*Note: This response will also link to the corresponding assurance, Item 14.12.*

Annually, Iowa's community action agencies are required to complete and submit a CSBG Community Action Plan and Application to the Division of Community Action Agencies (DCAA). The CSBG application requires agencies to follow the ROMA cycle of assessment, planning, implementation, achievement of results, and evaluation for planning and administering their CSBG program. This ensures their agency's CSBG program will be outcome-based, anti-poverty focused, and tie directly to community needs assessments. The CSBG application's evaluation section requires agencies to: 1) report the final outcomes of their agency's individual and family programs and services, and community initiatives using the ROMA performance measurement system: Community Action NPIs, 2) review the final outcomes to determine the impact their agency's programs, services, and initiatives have had on individuals, families, and communities, and 3) explain how they will use their final outcomes review to make adjustments and improvements to their agency's individual and family programs and services, and community initiatives. The DCAA reviews each agency's Community Action NPIs throughout the CSBG program year and provides feedback. The DCAA also inspects and discusses the Community Action NPIs with the agency during their CSBG program operations onsite review. The DCAA's CSBG organizational standards onsite assessments includes confirming that agencies are updating their governing board on the progress and outcomes in their CSBG application (CSBG Organizational Standard 4.4) and their agency's strategic plan goals (CSBG Organizational Standard 6.5). Also, the DCAA reviews and confirms agency operational or strategic program adjustments and improvements to their CSBG application or their agency's strategic plan goals as a result of the agency's progress and outcomes reports (CSBG Organizational Standard 9.3). Annually, agencies are required to provide information about changes they made to improve service delivery and enhance impact for individuals, families, and communities with low incomes based on their agency's review and analysis of performance data and information. The DCAA reviews the information the agency provides. The DCAA also discusses the information with the agency during their CSBG program operations onsite review.

**Community Action Plans and Needs Assessments**

**13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.**

*Note: this response will link to the corresponding assurance, Item 14.11.*

Annually, Iowa's community action agencies are required to complete and submit an agency CSBG Community Action Plan and Application to the Division of Community Action Agencies (DCAA). Agency CSBG application requirements are addressed in the Iowa Administrative Code (427-22.5), Iowa's CSBG policies and procedures manual, and in the CSBG application instructions. DCAA review and acceptance requirements are also addressed in the Iowa Administrative Code (427-22.6), Iowa's CSBG policies and procedures manual, and in the CSBG application instructions. An agency's CSBG application must be accepted by the DCAA before a CSBG contract will be issued to the agency. No CSBG costs incurred are reimbursable until the agency receives a CSBG contract that is signed by the DCAA Administrator.

**13.6. Community Needs Assessment:**

**Describe how the State will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.**

*Note: this response will link to the corresponding assurance, Item 14.11.*

Annually, Iowa's community action agencies are required to complete and submit a CSBG Community Action Plan and Application to the Division of Community Action Agencies (DCAA). The CSBG application instructions and forms require agencies to follow the ROMA cycle of assessment, planning, implementation, achievement of results, and evaluation for planning and administering their CSBG program. This ensures their agency's CSBG program will be outcome-based, anti-poverty focused, and tie directly to community needs assessments. The CSBG application's assessment section requires agencies to use their community needs assessment report when planning and determining the individual and family programs and services their agency will implement, and the community initiatives their agency will implement and participate in during the CSBG program year. Agencies must include a copy of their community needs assessment report (or the executive summary from the report) with their CSBG application.

## Section 14: CSBG Programmatic Assurances and Information Narrative

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

Form Approved  
OMB No: 0970-0382  
Expires:06/30/2021

### SECTION 14 State Use of Funds

#### 14.1 Use of Funds Supporting Local Activities

##### CSBG Services

#### 14.1a. 676(b)(1)(A): Describe how the state will assure "that funds made available through grant or allotment will be used -

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

(i) to remove obstacles and solve problems that block the achievement of self sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;

(iv) to make better use of available income;

(v) to obtain and maintain adequate housing and a suitable living environment;

(vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;

(vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

To ensure that all of Iowa's community action agencies use their CSBG funds for programs, services, and initiatives that are consistent with the requirements of the CSBG Act, the Division of Community Action Agencies has established CSBG application requirements, contractual requirements, policies and procedures, program guidance, detailed programs and services reporting processes, outcomes reporting processes, detailed financial reporting processes, certification and assurance requirements, and program operations and fiscal monitoring onsite reviews and desk-reviews. As part of their CSBG Community Action Plan and Application, agencies are required to explain how their agency will use their CSBG funds to support the activities listed in this CSBG Act assurance. Agencies are also required to sign a certification statement acknowledging that their agency understands and agrees to this CSBG assurance.

##### Needs of Youth

#### 14.1b. 676(b)(1)(B) Describe how the state will assure "that funds made available through grant or allotment will be used -

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

(i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and

(ii) after-school child care programs;

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to explain how their agency will address this CSBG Act assurance. The explanation must include information about how their agency will use their CSBG funds to support youth development programs, programs and services with youth components, and, if applicable, information about the youth development programs that their agency plans to be significantly involved with during the next two CSBG program years. Agencies are also required to sign a certification statement acknowledging that their agency understands and agrees to this CSBG assurance. All agencies support, collaborate, and make client referrals to the youth programs in their communities. Some of the youth programs and services agencies are involved with include: teen pregnancy education, youth employment, mentoring, after school programs, job training, park and recreation activities, education and reading programs, college scholarships, anti-bullying programs, drug and alcohol programs, abstinence education, suicide prevention, and volunteering. A number of agencies administer programs that include youth components, such as, the Family Development and Self-Sufficiency program; Women, Infants, and Children (WIC); and Stork's Nest. These programs provide health, nutrition, counseling, education, and protection services for youth and teenaged parents.

##### Coordination of Other Programs

#### 14.1c. 676(b)(1)(C) Describe how the state will assure "that funds made available through grant or allotment will be used -

**(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)**

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to explain how their agency will address this CSBG Act assurance. The explanation must include information about how their agency will use their CSBG funds or CSBG funded resources (i.e. office space, equipment, supplies, staff time) to support or coordinate with other programs and services that are designed to assist low-income families and individuals. Agencies are also required to sign a certification statement acknowledging that their agency understands and agrees to this CSBG assurance. All agencies refer their clients to other public and private anti-poverty organizations that provide programs and services for low-income Iowans. These referrals expand the resources and assistance opportunities for the clients and their families. The Division of Community Action Agencies' CSBG program operations onsite reviews and CSBG organizational standards onsite assessments include a review of the agency's partnerships with public and private anti-poverty organizations.

#### **State Use of Discretionary Funds**

**14.2 676(b)(2) Describe "how the state intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle."**

*Note: The State describes this assurance under "State Use of Funds: Remainder/Discretionary," items 7.9 and 7.10*

#### **Eligible Entity Service Delivery, Coordination, and Innovation**

**14.3. 676(b)(3) "Based on information provided by eligible entities in the state, a description of..."**

**14.3a. 676(b)(3)(A) Describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;**

Annually, ninety-six percent (96%) of Iowa's CSBG allotment is distributed to Iowa's community action agencies. All 99 counties in Iowa will receive CSBG funded programs and services through these agencies. The agencies are required to use their CSBG allocation for efforts to reduce poverty, revitalize low-income communities, and empower low-income families and individuals. Agencies, as part of their CSBG Community Action Plan and Application, are required to describe their agency's service delivery system. The description must include: their agency's service delivery system for providing programs and services to low-income families and individuals; information about their agency's service area, office locations, accessibility, and intake processes; how their agency will provide or coordinate services for low-income families and individuals that need services and assistance during their agency's non-business hours; how their agency will provide or coordinate services for low-income families and individuals that are unable to come to their offices for services or assistance (e.g. home visits, phone calls); and how their agency will provide or coordinate services for low-income individuals with disabilities or special needs (e.g. a physical disability, deafness, blindness). All agencies have outreach site office systems in place for serving clients. Outreach staff are trained to provide case management and assessment services for clients and their families. These services ensure that clients will be enrolled and/or referred to appropriate assistance programs and services. Outreach staff also provide follow-up case management and assessment services as needed. For clients that are homebound or are unable to visit an agency for programs and services, agencies provide assistance by phone, mail, electronic communications, and/or home visits. Some agencies have special outreach services hours in the mornings or evenings to serve working clients and those who are unable to visit the agency during normal business hours.

#### **Eligible Entity Linkages - Approach to Filling Service Gaps**

**14.3b. 676(b)(3)(B) Describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations."**

*Note: The state describes this assurance in the state linkages and communication section, item 9.3b.*

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to explain how their agency will address this CSBG Act assurance. The explanation must include a description of how their agency will coordinate and link their programs and services with other service providers to ensure low-income families and individuals receive the necessary and appropriate assistance they are seeking. All agencies have processes in place for developing, creating, and maintaining partnerships and linkages that are essential for addressing service gaps and ensuring service duplication is avoided. Although agencies report different processes for developing partnerships, all agencies participate in community meetings, planning coalitions, have memberships on local boards and councils, and network with state and local service providers. Through these meetings, memberships, and networking, agencies share and receive information regarding services and resources for low-income families and individuals, and develop partnerships with other anti-poverty organizations. These partnerships and linkages help ensure their clients will receive current information and referrals regarding available services and assistance. The Division of Community Action Agencies' CSBG program operations onsite reviews and CSBG organizational standards onsite assessments (CSBG Organizational Standard 2.1) include verifying the agency's community-wide partnerships and the purpose for each of those partnerships.

#### **Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources**

**14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."**

*Note: The state describes this assurance in the state linkages and communication section, item 9.7.*

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to explain how their agency will address this CSBG Act assurance. The explanation must include descriptions about how their agency will coordinate its CSBG funds or CSBG funded resources (i.e. office space, equipment, supplies, staff time) with public resources (funds and in-kind services received from city and county governments) and with private resources (funds, donations, and in-kind services received from: foundations, corporations, non-profits, private entities, etc.). All agencies receive public and private funding, in-kind goods and services, and donations. In FFY 2018, agencies reported receiving over \$212 million in federal, state, public, and private resources. Of the \$212 million in resources, the following was leveraged from public and private entities: \$ 2,130,442 leveraged public (local) funding, \$ 2,056,266 value of in-kind goods/services received from local government, \$ 16,975,950 leveraged private funding, \$ 12,944,880 value of donated items (food, clothing, furniture, etc.), and \$ 4,684,756 value of in-kind services received from businesses. Most agencies will use their public and private resources and CSBG funding to support their outreach services and outreach operation costs. Some outreach services supported by these funds and resources include: emergency food assistance, disaster and crisis assistance, utility assistance, rent assistance, case management services, prescription drugs, school supplies, household items, appliances, and clothing. Agencies will also coordinate their public and private resources and CSBG funding to support, enhance, or expand agency administered client programs and services, and some agencies will use their public and private resources to meet matching or cost sharing requirements in order to leverage additional federal and state funding.

**Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility**

**14.3d. 676(b)(3)(D) Describe "how the local entity will use the funds [made available under Section 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."**

*Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).*

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to explain how their agency will use their CSBG funds to support innovative community and neighborhood-based initiatives related to the purposes of the CSBG. The explanation must include: information about how their agency will use its CSBG funds or CSBG funded resources (i.e. office space, equipment, supplies, staff time) to support community and neighborhood initiatives that are designed to revitalize low-income communities; information about the community and neighborhood initiatives their agency is planning to be significantly involved with during the next two CSBG program years; and, if applicable, how their agency will use their CSBG funds or CSBG funded resources to support fatherhood initiatives and initiatives that have goals of strengthening families and encouraging parental responsibility. All agencies use their CSBG funds or CSBG funded resources to support community and neighborhood initiatives and strategies. Some of the community initiatives and strategies agencies are involved with include: health clinics, dental clinics, mental health centers, substance abuse programs, immigration services, flood recovery, small business start-up, low-income housing projects, neighborhood clean-ups, after school care programs, community centers, and building renovations. Agencies also use their CSBG funds or CSBG funded resources to support a number of family and effective parenting initiatives. These initiatives are mostly components of the programs and services they administer, such as, the Family Development and Self-Sufficiency program; Head Start and Early Head Start programs; Women, Infants, and Children (WIC); Maternal Health; and Child Health. The fatherhood initiatives included in these programs and services encourage fathers to participate in meetings, activities, and literacy events that focus on family relationships and parenting skills. All agencies report supporting, collaborating, and partnering with programs and services in their communities that focus on strengthening families and encouraging effective parenting.

**Eligible Entity Emergency Food and Nutrition Services**

**14.4. 676(b)(4) Describe how the state will assure "that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals."**

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to explain how their agency will address this CSBG Act assurance. The explanation must include information about how their agency will ensure food will be provided in emergency situations to low-income families and individuals that are seeking immediate food assistance, and information about the emergency food programs and services their agency is planning to be significantly involved in during the next two CSBG program years. Agencies are also required to sign a certification statement acknowledging that their agency understands and agrees to this CSBG assurance. All agencies operate their own food pantries and/or partner with existing pantries in their service area, and provide food or food vouchers for emergency purposes. In most emergency situations, agencies provide clients with a 3 to 7 day supply of nutritious food. Clients with transportation problems are referred to other food providers or delivered a food package. Once a client's emergency food needs are met, agencies will assess and provide case management services to the client and enroll them or refer them to appropriate food assistance and other necessary programs and services. The agencies also administer a number of programs and services that address the conditions of starvation and malnutrition. Programs and services, such as, the Child and Adult Care Food Program; Women, Infants, and Children (WIC); farmers' markets; holiday food projects and baskets; garden and canning programs; surplus foods; nutritional counseling and education services; and congregate and senior meals. Fifteen agencies administer the Head Start and/or the Early Head Start programs. Children participating in these programs receive nutritious meals during the day. Since FFY 2005, the agencies have partnered with the Iowa Department of Human Services to provide outreach and enrollment support for Iowa's Food Assistance program (SNAP). This effort has assisted in leveraging thousands of dollars in additional Food Assistance program funds for Iowa's low-income families and individuals.

**State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities**

**14.5. 676(b)(5) Describe how the state will assure "that the state and eligible entities in the state will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the state and in communities with entities providing activities through statewide and local workforce development systems under such Act."**

*Note: The state describes this assurance in the state linkages and communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.*

**State Coordination/Linkages and Low-income Home Energy Assistance**

**14.6. 676(b)(6) Provide "an assurance that the state will ensure coordination between antipoverty programs in each community in the state, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low income home energy assistance) are conducted in such community."**

*Note: The state describes this assurance in the state linkages and communication section, items 9.2 and 9.5.*

**Federal Investigations**

**14.7. 676(b)(7) Provide "an assurance that the state will permit and cooperate with Federal investigations undertaken in accordance with section 678D." Yes**

*Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.*

**Funding Reduction or Termination**

**14.8. 676(b)(8) Provide "an assurance that any eligible entity in the state that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b)." Yes**

*Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.*

**Coordination with Faith-based Organizations, Charitable Groups, Community Organizations**

**14.9. 676(b)(9) Describe how the state will assure "that the state and eligible entities in the state will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups**

served by the state, including religious organizations, charitable groups, and community organizations."
<i>Note: The state describes this assurance in the state Linkages and Communication section, item 9.6.</i>
<b>Eligible Entity Tripartite Board Representation</b>
<b>14.10. 676(b)(10) Describe how "the state will require each eligible entity in the state to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation."</b>
<i>Note: The state describes this assurance in the Eligible Entity Tripartite Board section, 11.3.</i>
Iowa's community action agencies, as part of their annual CSBG Community Action Plan and Application, certify that their agency has procedures in place that meet the requirements in Section 676(b)(10) of the CSBG Act. The Division of Community Action Agencies (DCAA) also has CSBG contract requirements and written policies specific to this CSBG Act assurance. As part of the DCAA's CSBG program operations onsite reviews, the agency's by-laws and governing board materials are reviewed to ensure the agency has written procedures in place that meet the requirements of this assurance.
<b>Eligible Entity Community Action Plans and Community Needs Assessments</b>
<b>14.11. 676(b)(11) Provide "an assurance that the state will secure from each eligible entity in the services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs."</b>
<i>Note: The state describes this assurance in the ROMA section, items 13.5 and 13.6.</i>
<b>State and Eligible Entity Performance Measurement: ROMA or Alternate system</b>
<b>14.12. 676(b)(12) Provide "an assurance that the state and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization."</b>
<i>Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.</i>
Validation for CSBG Eligible Entity Programmatic Narrative Sections
<b>14.13. 676(b)(13) Provide "information describing how the state will carry out the assurances described in this section."</b>
<i>Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.</i>
<input checked="" type="checkbox"/> <b>By checking this box, the state CSBG authorized official is certifying the assurances set out above.</b>

Section 15: Federal Certifications

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

Form Approved
OMB No:0970-0382
Expires:06/30/2021

SECTION 15
Federal Certifications

15.1. CERTIFICATION REGARDING LOBBYING

The box after each certification must be checked by the state CSBG authorized official.

15.1. Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

After assurance select a check box:

The undersigned hereby certifies that the CSBG authorized official is providing the certification set out above.

15.2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency...

15.3. CERTIFICATION REGARDING DEPARTMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.4. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.5. CERTIFICATION REGARDING PUBLIC REPORTING BURDEN

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.6. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.7. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.8. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.9. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.10. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.11. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

15.12. CERTIFICATION REGARDING STATE AND FEDERAL EMPLOYMENT

After assurance select a check box:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, other than Federal appropriated funds have been paid or will be paid to Primary Governmental entities...

the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction in which the prospective primary participant is proposed for debarment under 48 CFR part 9.4, suspended, debarred, declared ineligible, or voluntarily excluded from participation in this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**Controlled substance** means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

**Conviction** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

**Employee** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and those grants who are directly engaged in the performance of work under a grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors, not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

The grantee certifies that it will or will continue to provide a drug-free workplace by:

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions**

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(b) Establishing an ongoing drug-free awareness program to inform employees about--

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency; of maintaining a drug-free workplace;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) The penalties that may be imposed upon employees for drug abuse violations obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will be charged by a governmental entity (federal, state or local) with the commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or other wise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number of the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through instructions for certification (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below

Place of Performance (Street address, city, county, state, zip code)

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other Alternates II. (Grantees Who Are Individuals)

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant certifies that as a condition of the grant when submitted or made in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, principal, person, primary covered transaction, principal, principal, and each of any grantee, as used in the will use, have the meaning set out within 19 and 20 of the sections of the regulations in every grant officer or other designee unless the Federal agency designates a proposal in its receipt of assistance. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into a covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

**7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.**

**8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.**

**9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.**

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - -  
Lower Tier Covered Transactions**

**(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.**

**(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.**