Attachment A

TERRY E. BRANSTAD
GOVERNOR

OFFICE OF THE GOVERNOR

KIM REYNOLDS
LT. GOVERNOR

Ms. Jeannie Chaffin, Director
U.S. Department of Health and Human Services
Administration of Children and Families
Office of Community Services
Division of State Assistance
370 L'Enfant Promenade S.W., 5th Floor West
Washington, D.C. 20447

RE: Designation of Lead State Agency to Administer the CSBG Program

Dear Ms. Chaffin:

I, Governor Terry E. Branstad, in accordance with Section 216A.92 of the Iowa Code, designate the Iowa Department of Human Rights, Division of Community Action Agencies, to act as the lead agency for the administration of the Community Services Block Grant.

The Administration of the Division of Community Action Agencies will serve as the State CSBG Official and CSBG Program Contact Person.

Terry E. Branstad
Governor of Iowa

Date: August 21, 2013

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SUBCHAPTER 6

DIVISION OF COMMUNITY ACTION AGENCIES

216A.91 Definitions.

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

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

86 Acts, ch 1245, §1240
C87, §601K.91
90 Acts, ch 1242, §1
C93, §216A.91
Referred to in §23A.2, §256I.8

216A.92 Division of community action agencies.

1. The division of community action agencies is established. The purpose of the division of community action agencies is to strengthen, supplement, and coordinate efforts to develop the full potential of each citizen by recognizing certain community action agencies and supporting certain community-based programs delivered by community action agencies.
2. The division shall do all of the following:

a. Provide financial assistance for community action agencies to implement community action programs, as permitted by the community service block grant and subject to the funding made available for the program.

b. Administer the community services block grant, the low-income energy assistance block grants, department of energy funds for weatherization, and other possible funding sources. If a political subdivision is the community action agency, the financial assistance shall be allocated to the political subdivision.

c. Implement accountability measures for its programs and require regular reporting on the measures by the community action agencies.

d. Issue an annual report to the governor and general assembly by July 1 of each year.

86 Acts, ch 1245, §1241
C87, §601K.92
90 Acts, ch 1242, §2
C93, §216A.92
2010 Acts, ch 1031, §122, 170

216A.92A Commission established.

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

a. One-third of the members shall be elected officials.

b. One-third of the members shall be representatives of business, industry, labor, religious, welfare, and educational organizations, or other major interest groups.

c. One-third of the members shall be persons who, according to federal guidelines, have incomes at or below one hundred eighty-five percent of poverty level.

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

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

90 Acts, ch 1242, §3
C91, §601K.92A
92 Acts, ch 1237, §13
C93, §216A.92A
99 Acts, ch 201, §13; 2010 Acts, ch 1031, §123, 124, 170
Referred to in §541A.5
Confirmation, see §2.32

216A.92B Commission powers and duties.

The commission shall have the following powers and duties:

1. Recommend to the board the adoption of rules pursuant to **chapter 17A** as it deems necessary for the commission and division.

2. Supervise the collection of data regarding the scope of services provided by the community action agencies.

3. Serve as liaisons between the division and the public, sharing information and gathering constituency input.

4. Make recommendations to the governor and the general assembly for executive and legislative action designed to improve the status of low-income persons in the state.

5. Establish advisory committees, work groups, or other coalitions as appropriate.

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

216A.93 Establishment of community action agencies.

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

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

216A.94 Community action agency board.

1. A recognized community action agency shall be governed by a board of directors composed of at least nine members. The board membership shall be as follows:

a. One-third of the members of the board shall be elected public officials currently

holding office or their representatives. However, if the number of elected officials available and willing to serve is less than one-third of the membership of the board, the membership of the board consisting of appointive public officials may be counted as fulfilling the requirement that one-third of the members of the board be elected public officials.

b. At least one-third of the members of the board shall be chosen in accordance with procedures established by the community action agency to assure representation of the poor in an area served by the agency.

c. The remainder of the members of the board shall be members of business, industry, labor, religious, welfare, education, or other major groups or interests in the community.

2. Notwithstanding **subsection 1**, a public agency shall establish an advisory board to assist the governing board in meeting the requirements of **section 216A.95**. The advisory board shall be composed of the same type of membership as a board of directors for community action agencies under **subsection 1**. In addition, the advisory board of the community action agency shall have the sole authority to determine annual program budget requests.

86 Acts, ch 1245, §1243
C87, §601K.94
87 Acts, ch 115, §73; 90 Acts, ch 1242, §5
C93, §216A.94
93 Acts, ch 56, §1; 2010 Acts, ch 1031, §127, 170

216A.95 Duties of board.

1. The governing board or advisory board shall fully participate in the development, planning, implementation, and evaluation of programs to serve low-income communities.

2. The governing board may:

a. Own, purchase, and dispose of property necessary for the operation of the community action agency.

b. Receive and administer funds and contributions from private or public sources which may be used to support community action programs.

c. Receive and administer funds from a federal or state assistance program pursuant to which a community action agency could serve as a grantee, a contractor, or a sponsor of a project appropriate for inclusion in a community action program.

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

216A.96 Duties of community action agency.

A community action agency shall:

1. Plan and implement strategies to alleviate the conditions of poverty and encourage self-sufficiency for citizens in its service area and in Iowa. In doing so, an agency shall plan for a community action program by establishing priorities among projects, activities, and areas to provide for the most efficient use of possible resources.

2. Obtain and administer assistance from available sources on a common or cooperative basis, in an attempt to provide additional opportunities to low-income persons.

3. Establish effective procedures by which the concerned low-income persons and area residents may influence the community action programs affecting them by providing for methods of participation in the implementation of the community action programs and by providing technical support to assist persons to secure assistance available from public and private sources.

4. Encourage and support self-help, volunteer, business, labor, and other groups and organizations to assist public officials and agencies in supporting a community action program by providing private resources, developing new employment opportunities, encouraging investments in areas of concentrated poverty, and providing methods by which

low-income persons can work with private organizations, businesses, and institutions in seeking solutions to problems of common concern.

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

216A.97 Administration.

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

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

216A.98 Audit.

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

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

216A.99 Allocation of financial assistance.

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

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

86 Acts, ch 1245, §1248
C87, §601K.99
C93, §216A.99

216A.100 Reserved.

216A.101 Emergency weatherization fund. Repealed by 2010 Acts, ch 1031, §168, 170.

216A.102 Energy crisis fund.

1. An energy crisis fund is created in the state treasury. Moneys deposited in the fund shall be used to assist low-income families who qualify for the low-income home energy assistance program to avoid loss of essential heating.

2. The fund may receive moneys including, but not limited to, the following:

a. Moneys appropriated by the general assembly for the fund.

b. After July 1, 1988, unclaimed patronage dividends of electric cooperative corporations or associations shall be applied to the fund following the time specified in **section 556.12** for claiming the dividend from the holder.

c. The fund may also receive contributions from customer contribution funds established under **section 476.66.**

3. Under rules developed by the division of community action agencies of the department of human rights and adopted by the board, the fund may be used to negotiate reconnection of essential utility services with the energy provider.

88 Acts, ch 1175, §6
C89, §601K.102
91 Acts, ch 270, §6
C93, §216A.102
2002 Acts, ch 1119, §146; 2008 Acts, ch 1126, §14, 33; 2010 Acts, ch 1031, §133, 170

216A.103 Iowa affordable heating program established. Repealed by 2010 Acts, ch 1031, §168, 170.

216A.104 Energy utility assessment and resolution program.

1. The general assembly finds that provision of assistance to prevent utility disconnections will also prevent the development of public health risks due to such disconnections. The division shall establish an energy utility assessment and resolution program administered by each community action agency for persons with low incomes who have or need a deferred payment agreement or are in need of an emergency fuel delivery to address home energy utility costs.

2. A person must meet all of the following requirements to be eligible for the program:

a. The person is eligible for the federal low-income home energy assistance program.

b. The person is a residential customer of an energy utility approved for the program by the division.

c. The person has or is in need of a deferred payment agreement to address the person's home energy utility costs.

d. The person is able to maintain or regain residential energy utility service in the person's own name.

e. The person provides the information necessary to determine the person's eligibility for the program.

f. The person complies with other eligibility requirements adopted in rules by the division.

3. The program components shall include but are not limited to all of the following:

a. Analysis of a program participant's current financial situation.

b. Review of a program participant's resource and money management options.

c. Skills development and assistance for a program participant in negotiating a deferred payment agreement with the participant's energy utility.

d. Development of a written household energy affordability plan.

e. Provision of energy conservation training and assistance.

f. A requirement that a program participant must make uninterrupted, regular utility payments while participating in the program.

2007 Acts, ch 218, §136; 2010 Acts, ch 1031, §134, 170

216A.105 and 216A.106 Reserved.

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

1. A family development and self-sufficiency council is established within the department of human rights. The council shall consist of the following persons:

a. The director of the department of human services or the director's designee.

b. The director of the department of public health or the director's designee.

c. The administrator of the division of community action agencies of the department of human rights or the administrator's designee.

d. The director of the school of social work at the university of Iowa or the director's designee.

e. The dean of the college of human sciences at Iowa state university or the dean's designee.

f. Two recipients or former recipients of the family investment program, selected by the other members of the council.

g. One recipient or former recipient of the family investment program who is a member of a racial or ethnic minority, selected by the other members of the council.

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

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

j. The director of the department of education or the director's designee.

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

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

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

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

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

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

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

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

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

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

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

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

(5) Designation of the support available within the community for the program and for

meeting subsequent needs of the clients, and the manner in which community resources will be made available to the families being served.

(6) Designation of the manner in which the program will be subject to audit and to evaluation.

(7) Designation of agreement provisions for tracking and reporting performance measures developed pursuant to paragraph *"d"*.

d. Develop appropriate performance measures for the grant program to demonstrate how the program helps families achieve self-sufficiency.

e. Seek to enlist research support from the Iowa research community in meeting the duties outlined in paragraphs *"a"* through *"d"*.

f. Seek additional support for the funding of grants under the program, including but not limited to funds available through the federal government in serving families at risk of long-term welfare dependency, and private foundation grants.

g. Make recommendations to the governor and the general assembly on the effectiveness of programs in Iowa and throughout the country that provide family development services that lead to self-sufficiency for families at risk of welfare dependency.

4. *a.* The division shall administer the family development and self-sufficiency grant program. The department of human services shall disclose to the division confidential information pertaining to individuals receiving services under the grant program, as authorized under **section 217.30**. The division and the department of human services shall share information and data necessary for tracking performance measures of the family development and self-sufficiency grant program, for referring families participating in the promoting independence and self-sufficiency through employment job opportunities and basic skills (PROMISE JOBS) program under **section 239B.17** and related activities and programs to the grant program, and for meeting federal reporting requirements. The division and the department of human services may by mutual agreement, as specified in the memorandum of agreement entered into in accordance with paragraph *"b"*, add to or delete from the initial shared information items listed in this lettered paragraph. The initial shared information shall include but is not limited to all of the following:

(1) Family enrollments and exits to and from each of the programs.

(2) Monthly reports of individual participant activity in PROMISE JOBS components that are countable work activities according to federal guidelines applicable to those components.

(3) Aggregate grant program participant activity in all PROMISE JOBS program components.

(4) Work participation rates for grant program participants who were active family investment program participants.

(5) The average hourly wage of grant program participants who left the family investment program.

(6) The percentage of grant program participants who exited from the grant program at or after the time family investment program participation ended and did not reenroll in the family investment program for at least one year.

b. The division shall develop a memorandum of agreement with the department of human services to share outcome data and coordinate referrals and delivery of services to participants in the family investment program under **chapter 239B** and the grant program and other shared clients and shall provide the department of human services with information necessary for compliance with federal temporary assistance for needy families block grant state plan and reporting requirements, including but not limited to financial and data reports.

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

d. The division shall ensure that expenditures of moneys appropriated to the department of human services from the general fund of the state for the family development and self-sufficiency grant program are eligible to be considered as state maintenance of

effort expenditures under federal temporary assistance for needy families block grant requirements.

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

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

2008 Acts, ch 1072, §1; 2010 Acts, ch 1031, §135, 170
Referred to in §232.69, §239B.8
Legislative appointments, see §69.16B

216A.108 through 216A.110 Reserved.

2015 Iowa Acts, House File 630 – Sections 8, 15, 16, and 17

An Act appropriating federal funds made available from federal block grants and other nonstate sources, allocating portions of federal block grants, and providing procedures if federal funds are more or less than anticipated or if federal block grants are more or less than anticipated. BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Sec. 8. COMMUNITY SERVICES APPROPRIATIONS.

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

   FFY 2015-2016..... $ 7,194,537

   FFY 2016-2017..... $ 7,194,537

   The appropriations made in this subsection are in the amounts anticipated to be received from the federal government for the designated federal fiscal years under 42 U.S.C., ch. 106, which provides for the community services block grant. The division of community action agencies of the department of human rights shall expend the funds appropriated in this subsection as provided in the federal law making the funds available and in conformance with chapter 17A.

   b. Each federal fiscal year, the administrator of the division of community action agencies of the department of human rights shall allocate not less than 96 percent of the amount of the block grants to eligible community action agencies for programs benefiting low-income persons. Each eligible agency shall receive a minimum allocation of not less than $100,000. The minimum allocation shall be achieved by redistributing increased funds from agencies experiencing a greater share of available funds. The funds shall be distributed on the basis of the poverty-level population in the area represented by the community action areas compared to the size of the poverty-level population in the state.

2. An amount not exceeding 4 percent of the funds appropriated in subsection 1 for each federal fiscal year shall be used by the division of community action agencies of the department of human rights for administrative expenses. From the funds set aside by this subsection for administrative expenses, the division of community action agencies of the department of human rights shall pay to the auditor of state an amount sufficient to pay the cost of auditing the use and administration of the state's portion of the funds appropriated in subsection 1. The auditor of state shall bill the division of community action agencies for the costs of the audits.

Sec. 15. PROCEDURE FOR REDUCED FEDERAL FUNDS.

1. If the funds received from the federal government for the block grants specified in this Act are less than the amounts appropriated, the funds actually received shall be prorated by the governor for the various programs, other than for the services to victims of sex offenses and for rape prevention education under section 4, subsection 3, of this Act, for which each block grant is available according to the percentages that each program is to receive as specified in this Act. However, if the governor determines that the funds allocated by the percentages will not be sufficient to accomplish the purposes of a particular program, or if the appropriation is not allocated by percentage, the governor may allocate the funds in a manner which will accomplish to the greatest extent possible the purposes of the various programs for which the block grants are available.

2. Before the governor implements the actions provided for in subsection 1, the following procedures shall be taken:
   a. The chairpersons and ranking members of the senate and house standing committees on appropriations, the appropriate chairpersons and ranking members of subcommittees of those committees, and the director of the legislative services agency shall be notified of the proposed action.
   b. The notice shall include the proposed allocations, and information on the reasons why particular percentages or amounts of funds are allocated to the individual programs, the departments and programs affected, and other information deemed useful. Chairpersons and ranking members notified shall be allowed at least two weeks to review and comment on the proposed action before the action is taken.

Sec. 16. PROCEDURE FOR INCREASED FEDERAL FUNDS.

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

Sec. 17. PROCEDURE FOR EXPENDITURE OF ADDITIONAL FEDERAL FUNDS.

If other federal grants, receipts, and funds and other nonstate grants, receipts, and funds become available or are awarded which are not available or awarded during the period in which the general assembly is in session, but which require expenditure by the applicable department or agency prior to March 15 of the fiscal years beginning July 1, 2015, and July 1, 2016, these grants, receipts, and funds are appropriated to the extent necessary, provided that the fiscal committee of the legislative council is notified within 30 days of receipt of the grants, receipts, or funds and the fiscal committee of the legislative council has an opportunity to comment on the expenditure of the grants, receipts, or funds.

Iowa Administrative Code, 427-Chapter 22
Community Services Block Grant

427—22.1(216A) Purpose.

22.1(1) The community services block grant program as established by Title VI, Subtitle B, Public Law 97-35, as amended, the Omnibus Budget Reconciliation Act of 1981, makes available to the state of Iowa funds to be used:

a. To provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem;

b. To provide activities designed to assist low-income participants including homeless individuals and families, migrants, and the elderly poor:

(1) To secure and retain meaningful employment;

(2) To attain an adequate education;

(3) To make better use of available income;

(4) To obtain and maintain adequate housing and a suitable living environment;

(5) To obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing, and employment-related assistance;

(6) To remove obstacles and solve problems which block the achievement of self-sufficiency;

(7) To achieve greater participation in the affairs of the community; and

(8) To make more effective use of other programs related to the purposes of this program;

c. To provide on an emergency basis for the provision of supplies and services, nutritious food-stuffs, and related services, as may be necessary to counteract conditions of starvation and malnutrition among the poor;

d. To coordinate and establish linkages between governmental and other social services programs to ensure the effective delivery of services to low-income individuals; and

e. To encourage the use of entities in the private sector of the community in efforts to ameliorate poverty in the community.

22.1(2) Reserved.

427—22.2(216A) Definitions. For the purpose of these rules, unless otherwise defined, the following shall govern:

"CAA" means community action agency.

"Community action agency, community action program or eligible entity" shall mean any organization which was officially recognized as a community action agency or a community action program under the provisions of Public Law 97-35, Subtitle B, section 673(1), as amended, and Iowa Code section 216A.91.

"CSBG" shall mean the community services block grant program.

"DCAA" means the division of community action agencies of the state department of human rights.

"Poverty line" means the official poverty line established by the director of the federal Office of Management and Budget. The Secretary of the Department of Health and Human Services revises the poverty line annually and this poverty line multiplied by 125 percent shall be used as a criteria of eligibility in the community services block grant program.

"Program year" refers to the year beginning October 1 and ending the succeeding September 30. The program year is numbered for that year in which it ends. Funding may extend beyond the program year in which it is awarded.

"Reduction" means funding reduced below the proportional share of funding an eligible entity received in the previous fiscal year.

"Suspension" means temporary withdrawal of the eligible entity's authority to obligate funds pending corrective action by the eligible entity.

"Termination" means permanent withdrawal of the eligible entity's authority to obligate funds before that authority would otherwise expire. If an eligible entity's authority to obligate funds is terminated, no funds may be obligated by the eligible entity after the effective date of the termination. It may also mean the voluntary relinquishment of this authority by the eligible entity.

427—22.3(216A) Apportionment distribution.

22.3(1) *Iowa apportionment.* There is appropriated to DCAA from the fund created by Iowa Code section 8.41, subsection 1, funds to implement the community services block grant as described under Public Law 97-35, Title VI, Subtitle B, as amended. The agency shall expend the funds appropriated as provided in the federal law, making the funds available in conformance with these rules.

22.3(2) *Distribution to eligible entities.* An amount no less than 96 percent of the funds received according to subrule 22.3(1) shall be distributed to eligible entities in accordance with 1994 Iowa Acts, chapter 1194. The administrator of the division of community action agencies of the department of human rights shall allocate not less than 96 percent of the amount of the block grant to eligible community action agencies for programs benefitting low-income persons. Each eligible agency shall receive a minimum allocation of no less than $100,000. The minimum allocation shall be achieved by proportionately redistributing increased funds from agencies experiencing a greater share of available funds. The remaining funds shall be distributed on the basis of the poverty-level population in the area represented by the community action agencies compared to the size of the poverty-level population in the state as established by the federal poverty guidelines as published by the United States Department of Health and Human Services.

22.3(3) *Poverty-level population.* The state shall use U.S. census statistics to determine the poverty-level population in each community action area.

22.3(4) *State administrative fees.* DCAA shall reserve for its administrative expenses of the program no more than 4 percent of the state's apportioned amount described in subrule 22.3(1).

22.3(5) *Local share.* There shall be no local share required under this program.

427—22.4(216A) Eligibility requirements. The eligibility requirements for participation in the community services block grant program are as follows:

22.4(1) *Organization.* The organization must meet the definition of an eligible entity as defined in rule 22.2(216A).

22.4(2) *Accounting system.* Any private agency must obtain an accounting system certification in accordance with Iowa Code section 11.36, if the total amount of grants and contracts received by the organization from the state during the program year will exceed $150,000.

22.4(3) *Board composition.* A recognized community action agency shall be governed by a board of directors composed of at least nine members. The board membership shall be as follows:

a. One-third of the members of the board shall be elected public officials currently holding office or their representatives. However, if the number of elected officials available and willing to serve is less than one-third of the membership of the board, the membership of the board consisting of appointive public officials may be counted as fulfilling the requirement that one-third of the members of the board be elected public officials..Ch 22, p.3 Community Action Agencies[427]

b. At least one-third of the members of the board shall be chosen in accordance with procedures established by the community action agency to ensure representation of the poor in an area served by the agency.

c. The remainder of the members of the board shall be members of business, industry, labor, religious, welfare, education, or other major groups or interests in the community.

22.4(4) *Public agency advisory boards or delegate agencies.* Notwithstanding subrule 22.4(3), a public agency which is acting as a community action agency shall establish an advisory board or may contract with a delegate agency to assist the governing board. The advisory board or delegate agency board shall be composed of the same type of membership as a board of directors under subrule 22.4(3). The advisory board or delegate agency board shall comply with the duties required for the board of directors for the community action agencies as provided in Iowa Code section 216A.95. However, the public agency acting as the community action agency shall determine annual program budget requests.

22.4(5) *Ineligible recipients.* Individuals, political parties and for-profit organizations, partnerships and corporations are ineligible for direct assistance from the state under this program.

427—22.5(216A) Community action plan. All eligible entities shall submit a proposed community action plan for the purpose of applying for funds. The allocation of funds to eligible entities is on a noncompetitive basis.

22.5(1) *Timing.* Eligible entities shall be informed in writing by the DCAA of the due date for the community action plan and the amount of their allocation in accordance with subrule 22.3(2).

22.5(2) *Contents.* Instructions for preparing a proposed community action plan shall be provided by the DCAA to all eligible entities. In addition to other information specified in the instructions, approvable community action plans will include:

a. A community needs assessment (including food needs);

b. A description of the service delivery system targeted to low-income individuals and families in the service area;

c. A description of how linkages will be developed to fill identified gaps in services through information, referral, case management, and follow-up consultations;

d. A description of how funding will be coordinated with other public and private resources; and

e. A description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization.

Further information concerning community action plan requirements may be obtained by writing the Department of Human Rights, Division of Community Action Agencies, Bureau of Community Services, Capitol Complex, Des Moines, Iowa 50319, or telephoning (515)281-3951.

22.5(3) *Nondiscrimination provisions.* Applicants must ensure in their community action plans that no person shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this program. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified disabled individual under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, shall also apply to any such program or activity.

22.5(4) *Statewide needs assessment.* Applicants must participate in a statewide, comprehensive needs assessment at least once every three years. The needs assessment shall identify the causes and conditions of poverty in each community action area and throughout the entire state. The results of the study shall be used to plan activities contained in the community action plan.

427—22.6(216A) Review and approval of community action plans.

22.6(1) *Compliance review.* All activities proposed for funding shall be reviewed by community services block grant personnel for:

a. Compliance with the specific purposes outlined in rule 22.1(216A);

b. Inclusion of assurances that the applicant will conduct the program in compliance with all applicable laws;

c. Inclusion and proper completion of all forms and instructions included in the request for community action plans; and

d. Compliance with subrule 22.4(2) relative to obtaining an accounting system certification.

22.6(2) *Performance.* Approval of community action plans is dependent on the satisfactory performance of the applicant in the past funding year(s). The minimum standards include: timely and adequate expenditure report submission, program report submission, prudent management of funds, conformance with state and federal law relative to the restrictions in the use of funds, and adequate record keeping. Additionally, available records, audits and determinations from the Office of Community Services - Department of Health and Human Services, Office of Management and Budget, Division of Community Action Agencies, Iowa Department of Public Health, and other relevant state and federal agencies shall be utilized to the extent possible. Unresolved audit questions and past-due audits shall be a basis for conditional approval or disapproval of a proposed community action plan.

427—22.7(216A) Payments.

22.7(1) *Method of payment.* Any entity receiving a grant under the community services block grant program shall submit a monthly requisition packet consisting of the following forms:

a. Monthly advance request and expenditure report containing a breakdown of the monthly expenditures of the entity in carrying out the activities funded through the grant;

b. State of Iowa claimant's certification for reimbursement of funds. DCAA may refuse reimbursement of funds for good reason such as evidence of fraud, lack of management controls, or non-compliance with grant conditions. Refusal shall be appropriately documented, and the grantee shall be informed of the reason for the refusal and remedial actions they may take.

22.7(2) *Receipt of federal funds.* All payments shall be subject to the receipt of federal grant funds by DCAA. The termination, reduction or delay of federal grant funds to the DCAA shall, at their option, be reflected in a corresponding modification to grants already made.

22.7(3) *Equipment purchases.* Equipment purchases must be approved in writing by the governing board for any piece of equipment involving over $500 of CSBG funds. Additionally, prior state approval of the purchases must be requested by the chairperson and approved by the DCAA.

22.7(4) *Miscellaneous expenses.* Any miscellaneous expenditures involving over $300 per purchase of CSBG funds must be itemized by expense and amount on the monthly CSBG expenditure report.

427—22.8(216A) Amendments. Following are requirements applying to grant amendments.

22.8(1) *Budget.* Any expenditure of funds on a cost category which will exceed that cost category budgeted amount by more than 10 percent must be approved by an amendment to the grant. The total amount of the budget shall not be exceeded and any amounts above the budget total shall not be reimbursable by DCAA unless an amendment has been granted to increase the total. All requests for budget amendments must be approved in writing by the governing board and requested by the chairperson. Budget amendments requested that will have an impact on the approved CSBG work program must be accompanied by a corresponding work program amendment request.

22.8(2) *Work program.* Any change in scope or emphasis among projects funded in the grant must be reflected through a work program amendment. All requests for work program amendments must be approved in writing by the governing board and requested by the chairperson. Work program amendment requests shall provide the reason(s) for the proposed change in adequate detail to facilitate review by DCAA. A reduction in scope shall be evaluated by DCAA to determine what reduction in funds, if any, will be required.

22.8(3) *Recapture of funds.* If at any time during the program year it becomes apparent that the amount allocated to any entity is not being utilized at a rate sufficient to expend their available program funds, the agency may require that the entity amend their grant to release the excess funds. The funds may then be distributed by DCAA to those entities demonstrating the need and ability to appropriately expend the funds, or may be set aside for reappropriation by the general assembly.

22.8(4) *Other requests.* Requests for amendments other than those addressed in this rule, shall be considered on a case-by-case basis in conformance with applicable state and federal laws.

427—22.9(216A) Ineligible items. Ineligible activities or costs are as follows:

22.9(1) *Political activity.* Rescinded IAB 12/7/94, effective 1/11/95.

22.9(2) *Voter assistance.* Any activities to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with an election or any voter registration activity.

22.9(3) *Land and buildings.* The purchase or improvement of land, or the purchase, construction, or improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility. Exceptions to this shall only be provided through the waiver procedure described in section 680, subsection (b), Public Law 97-35 as amended.

427—22.10(216A) Audits and records. Each recipient shall be responsible for the maintenance of appropriate accounting records necessary for the protection of program funds and shall arrange and pay for an annual audit of each grant made under this program, to be submitted within 90 days of the end of the recipient's fiscal year. Audits shall be performed in accordance with generally accepted auditing standards including the standards published by the general accounting office, "Standards for Audit of Governmental Organizations, Programs, Activities and Functions." The audit report shall conform to the audit format established for community action agencies by the state auditor. Audit procedures shall conform to OMB Circular A-128, "Audits of State and Local Governments." In addition, DCAA may request more frequent audits or examinations of financial records of the recipient in order to ensure adequate financial controls are in place and operating.

427—22.11(216A) Termination of affiliation. In the event that a political subdivision desires to terminate affiliation with a community action agency currently serving it, the following procedure shall be used:

22.11(1) The board of supervisors or the city council as the case may be will vote to consider:

a. Withdrawal from the service area of the CAA.

b. Revocation of their original designation (if applicable) of the CAA for that area.

c. A proposal to affiliate with another CAA.

22.11(2) The political subdivision shall hold a public hearing for review and comment on the pro-posed change.

22.11(3) At the next regular meeting of the board or council after the public hearing, a final vote on the resolution shall be taken.

22.11(4) If the board or council votes in favor of terminating affiliation with the community action agency, DCAA shall be provided a written notice within ten days including the following information:

a. Official notification of the vote to terminate the affiliation.

b. A summary of the public comment received by the political subdivision in regard to the pro-posed termination and affiliation with other CAAs.

c. The political subdivision's recommendation for affiliation with another CAA.

22.11(5) In accordance with Public Law 97-35, Title VI, Subtitle B, as amended, and rule 22.12(216A), the division administrator of DCAA shall accept, reject, or modify the proposed termination and recommendation for affiliation with another CAA.

427—22.12(216A) Establishing new designation.

22.12(1) In any geographic area of the state not served by a CAA due to termination of affiliation, the division administrator of DCAA may decide to serve that area by:.Ch 22, p.6 Community Action Agencies[427]

a. Requesting an existing eligible entity which is located and provides services in an area contiguous to the unserved area to serve the unserved area;

b. If no existing CAA eligible entity is located and provides services in an area contiguous to the unserved hew area, requesting the CAA eligible entity located closest to the area to be served or existing CAA eligible entity serving an area within reasonable proximity of the unserved new area to provide services in the unserved new area; or

c. Where no existing CAA requested to serve the unserved area decides to do so, designating any organization which has a board meeting the requirement of rule 22.4(216A), or any political subdivision of the state to serve the unserved area.

The designation of an organization which has a board meeting the requirements of rule 22.4(216A) or a political subdivision of the state to serve the unserved area shall qualify the organization as an eligible entity under Public Law 97-35, Subtitle B, as amended.

22.12(2) DCAA shall conduct a minimum of one public hearing in the affected geographic area to solicit public input concerning the proposed designation. Factors to be considered in reaching a designation decision shall include determination of the most efficient service delivery mechanism, transition time, local views and issues, types of services to be provided, funds available, potential disruption of service to the eligible population, and other relevant data. Utmost consideration shall be given to the views and wishes of local elected officials and citizens in the unserved area in making a new designation. If necessary, DCAA shall alter the amount of CSBG funding to be received by affected CAAs as a result of the new designation.

427—22.13(216A) Suspension of CSBG funding.

22.13(1) *Suspension in general.* The division administrator of DCAA may suspend CSBG funds to an eligible entity if monitoring, evaluation, or audits reveal significant noncompliance with established state or federal policies, contract requirements, DCAA directives, fiscal procedures, program performance targets, or other willful or negligent failure on the part of the eligible entity to perform its responsibilities. Action to suspend funding will only be taken after less drastic remedies have been tried unless DCAA determines that immediate action is necessary due to the seriousness of the violation or is necessary to protect CSBG funds or property. Serious violations would include, but would not necessarily be limited to, evidence of fraud, embezzlement or gross mismanagement.

22.13(2) *Written notification of suspension.* DCAA shall provide a written "notification of suspension" by certified mail to the chairperson of the governing board of the eligible entity to effectuate the process of suspension. The "notification of suspension" shall specify the reason(s) for the suspension and the effective date of the suspension. In all but extreme cases, eligible entities will be given a reasonable period of time (but in no case more than 60 days) to make necessary improvements, whereupon funding may resume. In extreme cases, when the division administrator of DCAA has determined termination of CSBG funding is appropriate in accordance with rule 22.14(216A), the "notification of suspension" shall be accompanied by a "notification of intent to terminate" as described in rule 22.14(216A).

427—22.14(216A) Termination of CSBG funding.

22.14(1) *Termination in general.* The division administrator of DCAA may terminate CSBG funds to an eligible entity after suspension of CSBG funding in any of the following instances:

a The division administrator determines that the governing board of the eligible entity cannot or will not take the necessary action to bring the eligible entity into compliance within the time allowed by DCAA.

b. The division administrator determines that the nature or extent of noncompliance is extreme and warrants immediate termination of CSBG funding.

c The eligible entity is no longer officially recognized as a CAA by DCAA as a result of termination of affiliation procedures described in rule 22.11(216A).

d. The material failure of the eligible entity to comply with the terms of its agreement and community action plan to provide services.

22.14(2) *Written notification of intent to terminate.* DCAA shall provide a written "notification of intent to terminate" by certified mail to the chairperson of the governing board of the eligible entity to effectuate the termination of CSBG funding. The "notification of intent to terminate" shall include:

a. The reason(s) for the termination;

b. A notice of a hearing to be held to consider the intended termination including:

(1) A statement of the date, time, place, nature, and manner of the hearing;

(2) A statement of the legal authority and jurisdiction under which the hearing is to be held;

(3) Reference to the particular sections of the statutes, rules, or regulations involved;

(4) A short, plain statement of the matters asserted. If the state is unable to recite the matters in detail at the time the notice is given, the notice may be limited to a statement of the issues involved;

(5) A statement informing all parties of their opportunity at a hearing:

1. To request rescheduling of the hearing for good cause;
2. To be represented by an attorney or other representative of their choice;
3. To introduce into the record documentary evidence and bring witnesses to the hearing;
4. To have records or documents relevant to the issues produced by their custodian when the records or documents are kept by or for the state, contractor or its subcontractor in the ordinary course of business and where prior reasonable notice has been given to the presiding officer;
5. To question any witnesses or parties; and
6 A final written decision provided by the division administrator of DCAA within 30 days of the hearing.

22.14(3) *Prehearing subpoena and discovery rights and procedures.* The presiding officer shall, upon request, issue subpoenas in accordance with the provisions of Iowa Code section 17A.13.

22.14(4) *Conduct of hearing.*

a. The hearing shall be held within 30 days of the date of the "notification of intent to terminate."

b. The hearing may be conducted in whole or in part by telephone. When it is impractical for the state to conduct an in-person hearing, unless either party objects, a telephone hearing may be scheduled.

c. After the presiding officer has called the hearing to order, the parties may be given an opportunity to present opening statements; thereafter the parties shall present their evidence in sequence determined by the presiding officer.

d. When a witness is introduced to provide testimony or evidence in a contested case hearing, the witness shall, prior to testifying, be identified by name and address and shall take an oath or affirmation administered by the presiding officer.

e. The rules of evidence and the contents of the record shall be as allowed under Iowa Code sections 17A.12(7) and 17A.14.

22.14(5) *Decision.* The decision shall conform to the following requirements:

a. The presiding officer shall within 20 days following the hearing provide the division administrator of DCAA with a proposed decision.

b. The division administrator of DCAA shall within 30 days following the hearing issue a final decision on behalf of the state.

c. A proposed or final decision shall include findings of fact and conclusions of law, separately stated. Findings of fact shall be based solely on the evidence in the record and on matters officially noticed in the record, and, if set forth in statutory language, shall be accompanied by a concise and explicit statement of underlying facts supporting the findings. Each conclusion of law shall be supported by cited authority or by reasoned opinion.

22.14(6) *Review by the Secretary of Health and Human Services.* In accordance with Public Law 97-35, as amended, the Secretary of the U.S. Department of Health and Human Services shall be requested by the state to review any termination of funding to a community action agency, or migrant and.Ch. 22, p.8 Community Action Agencies[427] seasonal farmworker organization. As stated in Public Law 97-35, as amended, the review shall be conducted promptly and shall be based upon the record. No decision shall become effective until a finding by the Secretary of Health and Human Services confirming the state's finding of cause for termination.

427—22.15(216A) Reduction of CSBG funding.

22.15(1) *Reduction in general.* The division administrator of the DCAA may reduce CSBG funds to an eligible entity at any point in the grant cycle if the state determines that cause exists. Cause includes:

a. A statewide redistribution of CSBG funds to respond to:

(1) The results of the recently available census or other appropriate data;

(2) The establishment of a new eligible entity;

(3) Severe economic dislocation; and

b. The failure of the eligible entity to comply with the terms of its agreement to provide CSBG services.

22.15(2) *Written notification of reduced funding.* The DCAA shall provide a written notification to the eligible entity to be affected by reduced funding. The eligible entity may request a hearing to be held to examine whether cause exists for the planned reduction in funding. The eligible entity must request the hearing in writing to the DCAA within ten days of its receipt of a notification of the planned reduction in funding to impel a hearing. The hearing process shall follow that outlined in rule 22.14(216A) pertaining to prehearing subpoena and discovery rights and procedures, conduct of hearing, decision and review by the Secretary of Health and Human Services.

These rules are intended to implement Iowa Code sections 216A.91 to 216A.103, Public Law 97-35as amended, Public Law 103-252, Public Law 103-94, 1990 Iowa Acts, chapter 1263, section 3, and 1994 Iowa Acts, chapter 1194.

[Filed emergency 9/25/81—published 10/14/81, effective 9/25/81 to 10/31/82]
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[Filed emergency 9/30/94—published 10/26/94, effective 10/1/94]
[Filed 11/17/94, Notice 8/31/94—published 12/7/94, effective 1/11/95]

Public Inspection and Public Hearing News Release:

OFFICIAL PUBLICATION

DES MOINES – Iowans have an opportunity to review and comment on Iowa's proposed FFY 2016-2017 Community Services Block Grant (CSBG) State Plan and Application.

The purpose of the Federal CSBG program is to provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. The Iowa Department of Human Rights, Division of Community Action Agencies (DCAA) administers Iowa's CSBG program, and is authorized by Iowa law to contract and distribute Iowa's CSBG program funds to Iowa's community action agencies.

The proposed application will be available for review at the DCAA, on the DCAA's website (www.humanrights.iowa.gov/dcaa), at each of Iowa's eighteen community action agencies, and at the Iowa Community Action Association through August 6, 2015. The review and comment period is from July 30, 2015 through August 6, 2015. A public hearing will be held on August 7, 2015, 10:00 a.m., in room 208 of the Lucas State Office Building, 321 East 12th Street, Des Moines. All comments must be received in writing before August 8, 2015 to be considered:

Community Services Block Grant Program
Division of Community Action Agencies
Iowa Department of Human Rights
Lucas State Office Building – 2nd Floor
Des Moines, Iowa 50319
Phone: 515-281-3861

OFFICIAL PUBLICATION

July 27, 2015 – Des Moines Register

Attachment F

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

July 29, 2015

TO: Iowa Community Action Agency
Iowa Community Action Association

FROM: Greg A. Pieper

RE: Iowa's PROPOSED FY 2016-2017 CSBG State Plan and Application

Attached is a draft copy of Iowa's FY 2016-2017 CSBG State Plan and Application (with attachments) and a copy of the public inspection and hearing notice.

This year, the U. S. Department of Health and Human Services, Office of Community Services (OCS) redesigned the layout of the application, included new application requirements, and is requiring States to submit their application through OCS' web-based system. Due to these changes, the draft application is significantly different than previous years' applications. The following list will direct you to the areas of the application that have the new requirements and/or significant changes:

- Section 3 (3.2, 3.3, and 3.4)
- Section 6 (new section)
- Section 7 (7.9 and 7.10 does not apply to Iowa)
- Section 8 (does not apply to Iowa)
- Section 9 (9.8, 9.9, and 9.10)
- Section 10 (10.5 and 10.6)
- Section 12 (new section)
- Section 13 (13.3 and 13.4)
- The areas in the application that are shaded are not required this year.

Please print the draft State Plan (with attachments) and make it available for interested persons to review during the public inspection and comment period – July 30th through August 6th. Also, a State Plan public hearing is scheduled for August 7th. Details about the hearing are included in the public inspection and hearing notice (attached); please print and post the notice.

The draft State Plan will be presented and discussed at the DCAA Commission meeting on August 11th. Once approved by the commission, it will be submitted to OCS. It is due September 1st.

If you have any questions prior to the August 11th meeting, please contact me at (515)281-0474 or Greg.Pieper@iowa.gov.

Attachments

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

July 29, 2015

TO: DCAA Commissioner

FROM: Greg A. Pieper

RE: Iowa's PROPOSED FY 2016-2017 CSBG State Plan and Application

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- Section 10 (10.5 and 10.6)
- Section 12 (new section)
- Section 13 (13.3 and 13.4)
- The areas in the application that are shaded are not required this year.

During the next commission meeting (August 11th) the DCAA will discuss, review, and answer any questions the commission may have regarding this application. Once the application is approved by the commission, it will be submitted to OCS. The due date for the application is September 1st.

If you have any questions prior to the August 11th meeting, please contact me at (515)281-0474 or Greg.Pieper@iowa.gov.

Thank you.

Attachments

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

NOTICE OF PUBLIC INSPECTION AND PUBLIC HEARING

IOWA COMMUNITY SERVICES BLOCK GRANT PROGRAM

DES MOINES – Iowans have an opportunity to review and comment on Iowa's proposed FFY 2016-2017 Community Services Block Grant (CSBG) State Plan and Application.

The purpose of the Federal CSBG program is to provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient. The Iowa Department of Human Rights, Division of Community Action Agencies (DCAA) administers Iowa's CSBG program, and is authorized by Iowa law to contract and distribute Iowa's CSBG program funds to Iowa's community action agencies.

The proposed application will be available for review at the DCAA, on the DCAA's website (www.humanrights.iowa.gov/dcaa), at each of Iowa's eighteen community action agencies, and at the Iowa Community Action Association through August 6, 2015. The review and comment period is from July 30, 2015 through August 6, 2015. A public hearing will be held on August 7, 2015, 10:00 a.m., in room 208 of the Lucas State Office Building, 321 East 12th Street, Des Moines. All comments must be received in writing before August 8, 2015 to be considered:

Community Services Block Grant Program
Division of Community Action Agencies
Iowa Department of Human Rights
Lucas State Office Building – 2nd Floor
Des Moines, Iowa 50319

Phone: 515-281-3861

Iowa Legislature
Public Hearings

General Requirements:

Speaking time per individual is to be determined by the committee chair for all public hearings (written testimony is encouraged but not required).

Persons wishing to speak or leave comments available to the public via the legislative website may sign up electronically at Public Hearing. You may also sign up at the Legislative Information Office (LIO), Room G16, located in the Iowa State Capitol or call 515-281-5129 if you have questions. Please do not leave a recorded message by telephone.

Public Hearings and times are as follows:

HSB 177 - A study bill for appropriating federal funds made available from federal block grants and other nonstate sources, allocating portions of federal block grants, and providing procedures if federal funds are more or less than anticipated or if federal block grants are more or less than anticipated. 2-25-15 Subcommittee assigned, Rizer, Rogers, and Running-Marquardt. H.J. 416.

Sponsored by the Appropriations Committee -

Monday, April 6, 2015
11:00 AM (introductions begin)
After introductions, the hearing will be for one hour in the RM 103, Sup. Ct. Chamber

FISCAL UPDATE News Article

Fiscal Services Division

April 6, 2015

PUBLIC HEARING – FEDERAL BLOCK GRANT BILL

Public Hearing Held. A public hearing was held on April 6, 2015, for public comments related to HSB 177 (Federal Block Grant Bill). Representative Ken Rizer called the public hearing to order. Comments were received from the following participants:

- Kelsey Clark, Executive Director of the Iowa Behavioral Health Association
- Marcia Oltrogge, Northeast Iowa Behavioral Health
- Peter Brantner, Crossroads Behavioral Health Services
- Chris Hoffman, Pathways Behavioral Services
- Amy Campbell, Polk County Behavioral Health Association
- Shelly Chandler, Iowa Association of Community Providers
- Theresa Bornhoff, Iowa Mental Health Planning Council
- Stephen Treft, Community Mental Health Center
- Cynthia Steidl Bishop, Community Mental Health Services
- Lana Ross, Iowa Community Action Association

Meeting Adjourned. Representatives Kirsten Running-Marquardt and Walt Rogers thanked the participants for attending and Representative Rizer adjourned the hearing.

STAFF CONTACT: Deb Kozel (515-281-6767) deb.kozel@legis.iowa.gov

Iowa Community Action Agencies

New Opportunities, Inc.
23751 Highway 30 – P.O Box 427
Carroll, IA 51401
(712) 792-9266
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Audubon, Calhoun, Carroll, Dallas, Greene, Guthrie, and Sac

Hawkeye Area Community Action Program, Inc.
1515 Hawkeye Drive – P.O. Box 490
Hiawatha, IA 52233
(319) 393-7811
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Benton, Iowa, Johnson, Jones, Linn, and Washington

Community Action of Eastern Iowa
500 East 59th Street
Davenport, IA 52807
(563) 324-3236
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Cedar, Clinton, Muscatine, and Scott

MATURA Action Corporation
207B N Elm
Creston, IA 50801
(641) 782-8431
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Adair, Adams, Madison, Ringgold, Taylor, and Union

Mid-Iowa Community Action, Inc.
1001 South 18th Avenue
Marshalltown, IA 50158
(641) 752-7162
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Hardin, Marshall, Poweshiek, Story, and Tama

Mid-Sioux Opportunity, Inc.
418 Marion Street
Remsen, IA 51050
(712) 786-2001
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Cherokee, Ida, Lyon, Plymouth, and Sioux

North Iowa Community Action Organization
218 5th Street SW – P.O. Box 1627
Mason City, IA 50402
(641) 423-8993
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Butler, Cerro Gordo, Floyd, Franklin, Hancock, Kossuth, Mitchell, Winnebago, and Worth

Northeast Iowa Community Action Corporation
305 Montgomery – P.O. Box 487
Decorah, IA 52101
(563) 382-8436
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Allamakee, Bremer, Chickasaw, Clayton, Fayette, Howard, and Winneshiek

Operation: New View Community Action Agency
1473 Central Avenue
Dubuque, IA 52001
(563) 556-5130
PUBLIC
COMMUNITY ACTION AGENCY
Service Area (Counties): Delaware, Dubuque, and Jackson

Operation Threshold
1535 Lafayette Street
Waterloo, IA 50704
(319) 291-2065
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Black Hawk, Buchanan, and Grundy

Red Rock Area Community Action Program, Inc.
1009 South Jefferson Way – Suite 2
Indianola, IA 50125
(515) 961-6271
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Boone, Jasper, Marion, Polk, and Warren

South Central Iowa Community Action Program, Inc.
1711 Osceola Avenue
Chariton, IA 50049
(641) 774-8133
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Clarke, Decatur, Lucas, Monroe, and Wayne

Community Action of Southeast Iowa
2850 Mt. Pleasant Street – Suite 108
Burlington, IA 52601
(319) 753-0193
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Des Moines, Henry, Lee, and Louisa

Sieda Community Action
226 West Main Street – P.O. Box 658
Ottumwa, IA 52501
(641) 682-8741
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Appanoose, Davis, Jefferson, Keokuk, Mahaska, Van Buren, and Wapello

Upper Des Moines Opportunity, Inc.
101 Robins Avenue – P.O. Box 519
Graettinger, IA 51342
(712) 859-3885
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Buena Vista, Clay, Dickinson, Emmet, Hamilton, Humboldt, O'Brien, Osceola, Palo Alto, Pocahontas, Webster, and Wright

West Central Community Action
1408A Highway 44 – P.O. Box 709
Harlan, IA 51537
(712) 755-5135
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (Counties): Cass, Crawford, Fremont, Harrison, Mills, Monona, Montgomery, Page, Pottawattamie, and Shelby

Community Action Agency of Siouxland
2700 Leech Avenue
Sioux City, IA 51106
(712) 274-1610
NONPROFIT
COMMUNITY ACTION AGENCY
Service Area (County): Woodbury

FY 2016 CSBG ALLOTMENT [DISTRIBUTION AND AGENCY ALLOCATIONS]

DISTRIBUTION:

Iowa's CSBG Allotment	$7,259,058	
Community Action Agencies	$6,968,696	96%
DCAA Administration	$290,362	4%

AGENCY ALLOCATION:

AGENCY	2010 ACS		MINIMUM ALLOCATION ADJUSTMENTS				FY 2016 AGENCY ALLOCATION
New Opportunities	3.2861%	$228,998					$228,998
HACAP	13.6213%	$949,227			25.6413%	($27,184)	$922,043
Eastern Iowa	9.4138%	$656,019					$656,019
MATURA	1.8483%	$128,802	$160,000	$31,198			$160,000
MICA	7.2489%	$505,154			8.9984%	($9,540)	$495,614
Mid-Sioux Opportunity	1.8162%	$126,565	$160,000	$33,435			$160,000
North Iowa	4.6005%	$320,595					$320,595
Northeast Iowa	3.6693%	$255,702					$255,702
Operation: New View	3.7064%	$258,288					$258,288
Operation Threshold	6.5901%	$459,244					$459,244
Red Rock	16.4927%	$1,149,326			60.3650%	($63,998)	$1,085,328
SCICAP	1.7021%	$118,614	$160,000	$41,386			$160,000
Southeast Iowa	4.1146%	$286,734			4.9953%	($5,296)	$281,438
Sieda	4.8904%	$340,797					$340,797
UDMO	5.8376%	$406,805					$406,805
West Central	7.1774%	$500,171					$500,171
Siouxland	3.9843%	$277,654					$277,654
TOTAL	100.0000%	$6,968,696		$106,018	100.0000%	($106,018)	$6,968,696

Monitoring of Iowa Community Action Agencies
FFY 2016 and FFY 2017

New Opportunities, Inc.
NO REVIEW
August 19-20, 2015

Hawkeye Area Community Action Program, Inc.
NO REVIEW
August 13-14, 2015

Community Action of Eastern Iowa
TRIENNIAL
FY 2016 (Q4)
August 26-27, 2013

MATURA Action Corporation
NO REVIEW
June 9-10, 2015

Mid-Iowa Community Action, Inc.
TRIENNIAL
FY 2017 (Q4)
September 23-24, 2014

Mid-Sioux Opportunity, Inc.
TRIENNIAL
FY 2017 (Q4)
July 23-24, 2014

North Iowa Community Action Organization
TRIENNIAL
FY 2016 (Q4)
September 18-19, 2013

Northeast Iowa Community Action Corporation
NO REVIEW
September 24-26, 2012
Other: September 28-30, 2015

Operation: New View Community Action Agency
TRIENNIAL
FY 2016 (Q4)
September 26-27, 2013

Operation Threshold
TRIENNIAL
FY 2016 (Q4)
September 24-25, 2013

Red Rock Area Community Action Program, Inc.
TRIENNIAL
FY 2017 (Q4)
July 16-17, 2014

South Central Iowa Community Action Program, Inc.
NO REVIEW
September 5-6, 2012
Other: September 9-10, 2015

Community Action of Southeast Iowa
TRIENNIAL
FY 2016 (Q4)
August 20-21, 2013

Sieda Community Action
TRIENNIAL
FY 2017 (Q4)
September 3-4, 2014

Upper Des Moines Opportunity, Inc.
NO REVIEW
July 22-23, 2015

West Central Community Action
TRIENNIAL
FY 2017 (Q4)
June 10-11, 2014

Community Action Agency of Siouxland
TRIENNIAL
FY 2016 (Q4)
July 23-24, 2013

1800 PROGRAM MONITORING

1801 CSBG PROGRAM MONITORING

To determine if CAAs meet the performance goals, administrative standards, service delivery requirements, financial management requirements, and other requirements established by the State of Iowa and the DCAA, the DCAA will conduct a CSBG program operations onsite review and a CSBG organizational standards onsite assessment of each CAA at least once during a three-year period.

1802 CSBG PROGRAM OPERATIONS ONSITE REVIEWS

CSBG program operations onsite reviews are to determine if the CAAs are meeting the performance goals, administrative standards, service delivery requirements, financial management requirements, and other requirements established by the State of Iowa and the DCAA.

Iowa's CSBG State Plan and Application (Section 10: Monitoring, Corrective Action, and Fiscal Controls) includes CSBG program operations onsite review information.

1803 CSBG ORGANIZATIONAL STANDARDS ONSITE ASSESSMENTS AND AGENCY SELF-ASSESSMENTS

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

The CSBG Contract (Special Terms and Conditions, Article 28.11) establishes the CSBG organizational standards requirements for CAAs.

Iowa's CSBG State Plan and Application (Section 6: Organizational Standards for Eligible Entities) addresses CSBG organizational standards onsite assessments and agency self-assessments.

Iowa's CSBG State Plan and Application (Section 10: Monitoring, Corrective Action, and Fiscal Controls) includes CSBG organizational standards onsite assessment and agency self-assessment information.

1804 GUIDING PRINCIPALS

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

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

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

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

1805 ONSITE REVIEW AND ASSESSMENT PROCEDURES

The DCAA will conduct a CSBG program operations onsite review and a CSBG organizational standards onsite assessment of each CAA at least once during a three-year period. The following are the DCAA's procedures for conducting onsite reviews and assessments:

The DCAA will contact the CAA Executive Director and the CAA CSBG Planner to schedule the onsite review/assessment. Once the onsite review/assessment is scheduled, at least fourteen (14) calendar days prior to the onsite review/assessment, the DCAA will provide the CAA with a list of items that will be inspected, and a copy of the CSBG program operations onsite review instrument and the CSBG organizational standards onsite assessment instrument.

The DCAA will conduct an exit interview with the CAA Executive Director and CAA CSBG Planner and/or other appropriate CAA staff once the onsite review/assessment visit is complete. The DCAA will work with the CAA Executive Director to schedule the exit interview.

No later than sixty (60) calendar days following the onsite review/assessment, the DCAA will complete and send the CAA Executive Director a review/assessment letter. The letter will be mailed to the CAA Executive Director and the CAA Board Chairperson. If the DCAA did not identify any deficiencies, the letter will complete and close the onsite review/assessment. If the DCAA identified CAA deficiencies, at a minimum, the letter will:

- Inform the CAA of the deficiencies
- Require the CAA to correct the deficiencies
- Include a timeline for the CAA to correct the deficiencies
- Offer the CAA training and technical assistance to address the deficiencies (if appropriate)

CAAs that are required to correct deficiencies will be given be at least sixty (60) calendar days to provide a corrective action response. The onsite review/assessment will not be considered complete until the DCAA determines the CAA's corrective actions adequately addresses the deficiencies the DCAA identified in the letter. Once adequately addressed, the DCAA will complete and send the CAA Executive Director and the CAA Board Chairperson another review letter accepting the corrective action and closing the onsite review/assessment.

Quality Improvement Plan:

When the DCAA determines that a CAA has a significant deficiency or deficiencies, the DCAA may require the CAA to develop and implement a quality improvement plan (QIP) to correct the deficiency or deficiencies. If the DCAA determines a QIP is necessary, 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 #116.

All QIPs approved by the DCAA will be reported to OCS within thirty (30) calendar days of the DCAA's QIP approval decision.

CAAs that fail to meet the requirements of the CSBG program operations onsite review and/or CSBG organizational standards assessment may also receive a follow-up review and assessment. Information regarding follow-up reviews and assessments are addressed in policy #1812.

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

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

1806 CSBG PROGRAM OPERATIONS ONSITE REVIEW INSTRUMENT
During the CSBG program operations onsite review, the DCAA will work with CAA staff to complete the CSBG Program Operations Onsite Review instrument (CSBG monitoring instrument). The DCAA's CSBG monitoring instrument, at a minimum, will include questions and procedures for reviewing the following:

- Board tripartite structure
- Agency by-laws
- Board governance
  - Board meeting agendas, packets, and minutes
  - Governing board manuals
  - Governing board policies
- CSBG program and financial reports
- Agency policies, procedures, and operations
- Agency audits, monitoring reports, and program reviews
- ROMA system
  - Community Action national performance indicators review and verification

The CSBG monitoring instrument will be reviewed periodically and updated as necessary.

If requested, the DCAA will provide a copy of the completed CSBG monitoring instrument to the CAA after their scheduled onsite review/assessment.

Desk-Monitoring (Desk-Reviews):
CAA documents and materials that are, or can be made, readily available to the DCAA, are necessary for completing the CSBG program operations onsite review, and would not require the DCAA to visit the CAA to inspect, may be reviewed at the DCAA office as part of the CAA's CSBG program operations onsite review.

1807 CSBG ORGANIZATIONAL STANDARDS ONSITE ASSESSMENT INSTRUMENT
During the CSBG organizational standards onsite assessment, the DCAA will work with CAA staff to complete the CSBG Organizational Standards Assessment instrument.

Iowa's CAAs are required to meet the 58 CSBG organizational standards for private, nonprofit CSBG eligible entities (CSBG Contract, Special Terms and Conditions, Article 28.11). The DCAA's CSBG Organizational Standards Assessment instrument will be designed to evaluate CAAs against the 58 CSBG organizational standards.

If requested, the DCAA will provide a copy of the completed CSBG Organizational Standards Assessment instrument to the CAA after their scheduled onsite review/assessment.

Desk-Monitoring (Desk-Reviews):
CAA documents and materials that are, or can be made, readily available to the DCAA, are necessary for completing the CSBG organizational standards onsite assessment, and would not require the DCAA to visit the CAA to inspect, may be reviewed at the DCAA office as part of the CAA's CSBG program operations onsite review.

1808 CSBG ORGANIZATIONAL STANDARDS AGENCY SELF-ASSESSMENT INSTRUMENT
CAAs that are not scheduled to receive an onsite assessment during the CSBG program year will be required to complete the CSBG Organizational Standards Agency Self-Assessment instrument. The DCAA will provide the self-assessment instrument, instructions, and guidance for those agencies to complete. The DCAA will validate, through a desk-review process, all agency self-assessments and issue a validation report no later than sixty (60) calendar days after the self-assessment due date.

Iowa's CAAs are required to meet the 58 CSBG organizational standards for private, nonprofit CSBG eligible entities (CSBG Contract, Special Terms and Conditions, Article 28.11). The DCAA's CSBG Organizational Standards Agency Self-Assessment instrument will be designed to evaluate CAAs against the 58 CSBG organizational standards.

CAA Agency Self-Assessment Due Date:
The CSBG Contract (Special Terms and Conditions, Article 8.0) includes CAA due date requirements for submitting a CSBG Organizational Standards Agency Self-Assessment.

1809 GOVERNING BOARD MEETING OBSERVATIONS
The DCAA may conduct CAA governing board meeting observations. The DCAA will contact the CAA Executive Director and the CAA CSBG Planner to schedule a board meeting observation.

The DCAA will complete the Board Meeting Observation Tool and provide a copy, with DCAA comments, to the CAA no later than sixty (60) calendar days following the board meeting the DCAA attended.

1810 ONSITE REVIEW AND ASSESSMENT SCHEDULE
CAAs will receive a CSBG program operations onsite review and CSBG organizational standards onsite assessment at least once every three (3) years. Iowa's CSBG State Plan and Application (Section 10: Monitoring, Corrective Action, and Fiscal Controls (Monitoring of Eligible Entities)) includes the DCAA's CSBG review/assessment schedule. The schedule identifies the CAA, review type, target date, and the date of last full onsite review/assessment.

CSBG onsite reviews/assessments will generally be conducted during the last six (6) months of the CSBG program year. The DCAA will contact the CAA Executive Director and the CAA CSBG Planner to schedule the onsite review/assessment.

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

1811 ONSITE REVIEWS AND ASSESSMENTS OF NEW ENTITIES

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

1812 FOLLOW-UP REVIEWS AND ASSESSMENTS

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

If the DCAA decides to conduct a follow-up review and assessment, the CAA will be notified of the onsite follow-up review and assessment at least fourteen (14) calendar days prior to the visit.

1813 ADDITIONAL REVIEWS AND ASSESSMENTS

The DCAA will review and assess CAAs, as appropriate, that have federal, state, or local grants that are terminated for cause. The review and assessment will be conducted within 180 calendar days of the DCAA being notified of the grant(s) termination.

1814 DATA REVIEW AND VERIFICATION

See policy #2004.

1900 FISCAL MONITORING

1901 FISCAL ONSITE REVIEWS AND EVALUATIONS

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

The IDHR, Central Administration is responsible for conducting the CSBG fiscal monitoring onsite reviews. The IDHR, Central Administration accountants will review the agency's financial operations to assure the agency is in compliance with federal and state regulations, and provide technical assistance as necessary. The CSBG fiscal monitoring onsite review procedures will be developed and administered by the IDHR, Central Administration.

For each CSBG fiscal monitoring onsite review, the IDHR, Central Administration will inform the DCAA of any agency findings. Corrective action requirements will be administered by the IDHR, Central Administration and the DCAA.

1902 AUDITS

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

Additional information regarding CAA audits is addressed in policies #1712, #1713, and #1714.