

# Iowa Community Services Block Grant Program

## FFY 2026-2027 COMMUNITY SERVICES BLOCK GRANT (CSBG) STATE PLAN AND APPLICATION

DRAFT

Community Services Block Grant Program  
Division of Community Access and Eligibility  
Iowa Department of Health and Human Services  
Lucas State Office Building  
Des Moines, Iowa 50319

Phone: (515) 724-2746 • Email: [Ben.Banowitz@hhs.iowa.gov](mailto:Ben.Banowitz@hhs.iowa.gov)

## SECTION 1

### CSBG Administrative Information

- 1.1. Identify whether this is a one-year or a two-year plan. ☐ One-Year  
☒ Two-Year

1.1a. Provide the federal fiscal years this plan covers. Year One: FFY 2026  
Year Two: FFY 2027

- 1.2. **Lead Agency and Authorized Official:** Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the State, as required by Section 676(a) of the CSBG Act. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan?

☒ Yes ☐ No

If yes, select the fields that have changed. **[Check all that apply]**

- ☐ Lead Agency
- ☐ Department Type
- ☐ Department Name
- ☒ Authorized Official
- ☐ Street Address
- ☐ City
- ☐ Zip Code
- ☒ Office Number
- ☐ Fax Number
- ☒ Email Address
- ☐ Website
- ☐ N/A

1.2a. Lead Agency: DIVISION OF COMMUNITY ACCESS AND ELIGIBILITY

1.2b. Cabinet or administrative department of the lead agency: **[Check one]**

- ☐ Community Affairs Department
- ☐ Community Services Department
- ☐ Governor's Office
- ☐ Health Department
- ☐ Housing Department
- ☐ Human Services Department
- ☐ Social Services Department
- ☒ Other, describe: IOWA DEPARTMENT OF HEALTH AND HUMAN SERVICES

1.2c. **Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official.

IOWA DEPARTMENT OF HEALTH AND HUMAN SERVICES

- 1.2d. Authorized Official of the Lead Agency:** The authorized official could be the director, secretary, commissioner, etc., as assigned in the designation letter (attached under item 1.3). The authorized official is the person indicated as authorized representative on the SF-424M and the official recipient of the Notice of Award per Office of Grant Management requirements.

Name and Title: ERIN DRINNIN DIRECTOR OF DIVISION OF  
COMMUNITY ACCESS AND ELIGIBILITY

**1.2e.** Street Address: LUCAS STATE OFFICE BUILDING, 321 E. 12 STREET

**1.2f.** City: DES MOINES

**1.2g.** State: IOWA

**1.2h.** Zip Code: 50319

**1.2i.** Telephone Number: 515-732-1177

**1.2j.** Fax Number NA

**1.2k.** Email Address: [erin.drinnin@hhs.iowa.gov](mailto:erin.drinnin@hhs.iowa.gov)

**1.2l.** Lead Agency Website: <https://hhs.iowa.gov/initiatives/csbq>

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

**Instructional Note:** The letter should be from the chief executive office of the state and include, at minimum, the designated state CSBG lead agency (office, department, or bureau) and title of the authorized official of the lead agency who is to administer the CSBG grant award.

Attachment A: Designation Letter

- 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 regarding the state point of contact changed since the last submission of the State Plan?

☒ Yes ☐ No

If yes, select the fields that have changed. **[Check all that apply]**

- ☒ Agency Name
- ☒ Point of Contact
- ☐ Street Address

- ☐ City
- ☐ State
- ☐ Zip Code
- ☒ Office Number
- ☐ Fax Number
- ☒ Email Address
- ☐ Website

**1.4a.** Agency Name: DIVISION OF COMMUNITY ACCESS AND ELIGIBILITY

**1.4b.** Point of Contact Name and Title: BEN BANOWETZ, CSBG PROGRAM MANAGER

**1.4c.** Street Address: LUCAS STATE OFFICE BUILDING, 312 E 12<sup>th</sup> STREET

**1.4d.** City: DES MOINES

**1.4e.** State: IOWA

**1.4f.** Zip Code: 50319

**1.4g.** Telephone Number: 515-724-2746

**1.4h.** Fax Number: NA

**1.4i.** Email Address: Ben.Banowetz@hhs.iowa.gov

**1.4j.** Agency Website: <https://hhs.iowa.gov/initiatives/csbq>

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

There is currently a Community Action Association within the State.

☒ Yes   ☐ No

Has information in regards to the State Community Action Association changed since the last submission of the State Plan?

☐ Yes   ☒ No

If yes, select the fields that have changed. **[Check all that apply]**

- ☐ Agency Name
- ☐ Executive Director
- ☐ Street Address
- ☐ City
- ☐ State
- ☐ Zip Code
- ☐ Office Number
- ☐ Fax Number
- ☐ Email Address
- ☐ Website
- ☐ RPIC Lead

- 1.5a.** Agency Name: IOWA COMMUNITY ACTION ASSOCIATION
- 1.5b.** Executive Director or Point of Contact and Title: KATHERINE RILEY HARRINGTON, EXECUTIVE DIRECTOR
- 1.5c.** Street Address: P.O. BOX 41608
- 1.5d.** City: DES MOINES
- 1.5e.** State: IOWA
- 1.5f.** Zip Code: 50311
- 1.5g.** Telephone Number: 515-244-0328
- 1.5h.** Fax Number: 515-280-3377
- 1.5i.** Email Address: [kharrington@iowacaa.org](mailto:kharrington@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

- 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 items 2.1 and/or 2.2.

Attachment B: Iowa Code (state legislation)

Attachment C: 2025 Iowa Acts, Senate File 626 (state legislation)

Attachment D: Iowa Administrative Code (state regulations)

- 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 enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year.

☒ Yes ☐ No

2025 Iowa Acts, Senate File 626

- 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

**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 Health and Human is to provide high quality programs and services that protect and improve the health and resiliency of individuals, families and communities. The societal vision of the department is that individuals, families and communities are safe, resilient and empowered to be healthy and self-sufficient. The organizational vision is that Iowa HHS is a trusted leader and partner in protecting health and providing high quality, equitable services.

The State CSBG Office is one of three bureaus within the Community Action Agencies (CAA) subdivision in the Division of Community Access and Eligibility at Iowa HHS. The mission of the Community Action Agencies Subdivision 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 CAA subdivision 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 CAA Subdivision 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.

The responsibilities are defined in the Iowa Code, Chapter 216A, Subchapter 5 (state regulations).

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

**Instructional Note:** For examples of "goals," see State Accountability Measure 1Sa(i).

The State CSBG Office's FFY 2026 and FFY 2027 CSBG specific goals for administration of CSBG under this State Plan are:

## DISTRIBUTION OF FUNDS

1. The State CSBG Office 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 State CSBG Office will conduct CSBG program operations reviews at:
  - a. 5 of 16 agencies in FFY 2026
  - b. 6 of 16 agencies in FFY 2027
2. The State CSBG Office will conduct CSBG organizational standards assessments at:
  - a. 5 of 16 agencies in FFY 2026
  - b. 6 of 16 agencies in FFY 2027
3. The State CSBG Office will conduct CSBG organizational standards agency self-assessment desk-reviews for:
  - a. 11 of 16 agencies in FFY 2026
  - b. 10 of 16 agencies in FFY 2027
4. The State CSBG Office will complete and issue a CSBG program operations review report within 60 calendar days of an agency's review exit meeting date.
5. The State CSBG Office will complete and issue a CSBG organizational standards assessment report within 60 calendar days of an agency's assessment exit meeting date.
6. The State CSBG Office 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.

## COMMUNICATION

1. The Director of the State CSBG Office or a State CSBG Office Program Manager will attend and report on the State CSBG Office's programs at Iowa Community Action Association (ICAA) Board of Directors' meetings. The State CSBG Office will attend ICAA Board of Directors' meetings as invited.
2. The State CSBG Office Program Manager will attend and present a CSBG program report at all Iowa community action agency Results Oriented Management and Accountability (ROMA) Subgroup meetings.

## STATE PLAN DEVELOPMENT

1. The Director of the State CSBG Office or a State CSBG Office Program Manager will solicit feedback from agencies related to the development of the State Plan



## LINKAGES

1. The Director of the State CSBG Office or a State CSBG Office Program Manager will work to increase linkages.

**Note:** This information is associated with State Accountability Measure 1Sa(i).

### **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]**

- ☒ 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]**

- ☐ Eligible entity community needs assessments
- ☒ Eligible entity community action plans
- ☒ Public hearings/workshops
- ☐ Tools not identified above, specify:

#### **3.3c. Consultation with [Check all that apply]**

- ☒ 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:

### **3.4. Eligible Entity Involvement**

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

The State CSBG Office included and involved the Iowa Community Action Association (ICAA) and Iowa's community action agencies in the development of this State Plan. The following were the steps taken to involve ICAA and the agencies:

February 20, 2025: The State CSBG Program Manager attended the agencies' ROMA Subgroup meeting and provided an update on the planning for updating the State Plan.

April 3, 2025: The Director of the Community Action Agencies subdivision attended ICAA's Board of Directors' meeting and provided a progress update on the development of the State Plan.

April 10, 2025: The State CSBG Program Manager attended the agencies' ROMA Subgroup meeting. The CSBG Program Manager provided information about the State Plan, the State CSBG Office's State Plan development process, and a progress update.

April 24, 2025: The State CSBG Program Manager created and disseminated a survey to the subgrantees to gather feedback regarding the State Plan.

May 8, 2025: The State CSBG Program Manager sent a reminder to all agencies to respond to the survey seeking feedback regarding the State Plan.

May 20, 2025: The State CSBG Program Manager sent a final reminder to all agencies to respond to the survey seeking feedback regarding the State Plan.

June 11, 2025: The State CSBG Program Manager and the Director of the Community Action Agencies subdivision analyzed the survey data regarding the State Plan.

May 1, 2025: The Director of the Community Action Agencies subdivision attended ICAA's Board of Directors' meeting and provided a progress update on the development of the State Plan.

June 5, 2025: The Director of the Community Action Agencies subdivision attended ICAA's Board of Directors' meeting and provided a progress update on the development of the State Plan.

July 7, 2025: The State CSBG Office distributed, through e-mail, copies of the final draft State Plan and document that summarizes each section of the State Plan to ICAA, the Executive Directors, and ROMA Subgroup members.

July 10, 2025: The Director of the Community Action Agencies subdivision attended ICAA's Board of Directors' meeting. During the meeting, the Director provided a progress update on the development of the State Plan and fielded State Plan questions during the meeting.

**Note:** This information is associated with State Accountability Measure 1Sa(ii).

**3.4b. Performance Management Adjustment:** Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to 1) encourage eligible entity participation and 2) to 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.

The following are the Development of CSBG State Plan scores from Iowa's American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with the States Survey reports: 67 (2015 ACSI), 85 (2017 ACSI), 83 (2019 ACSI), 90 (2021 ACSI), and 62 (2025 ACSI.) ACSI scores of 80-89 are considered excellent, 90-100 exceptional.

In response to the 2015 ACSI score of 67 for Development of the CSBG State Plan, in February 2017, the State CSBG Office, Iowa Community Action Association (ICAA), and Iowa's community action agency Executive Directors made some adjustments to the State CSBG Office's State Plan development procedures. The adjustments, which are still in place, include additional development progress updates to ICAA and the Executive Directors, and additional opportunities for ICAA, the Executive Directors, and ROMA Subgroup members to be involved and contribute in the development of the State Plan.

Since the February 2017 adjustments, Iowa's ACSI scores for Development of the CSBG State Plan and the scores within the Development of the CSBG State Plan category have consistently been in the excellent and exceptional range. In the recently received 2025 scores, Iowa has had a significant change in its score for Development of the CSBG State Plan. In the four years since the last survey the Iowa Office has been moved under a new State office and has new leadership at several levels. While the State strives to involve the agencies, it is clear from the 2025 survey this needs to be expanded. The State has already created and disseminated a survey to all agencies and ICAA to gauge what areas of the State Plan they would like to have input on in addition to open-ended questions to inquire about ways they would like to be more involved. The State has used the feedback from the survey to enhance the involvement of agencies in the State Plan development. In addition, the State has presented State Plan updates at all ROMA subgroup meetings and ICAA Board meetings leading up to the development of the State Plan.

**Note:** This information is associated with State Accountability Measure 1Sb(i) and 1Sb(ii).

**3.5. Eligible Entity Overall Satisfaction:** Provide the state's target for eligible entity Overall Satisfaction during the performance period.

**Instructional Note:** The state's target score will indicate improvement or maintenance of the states' Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

Year One: 95

Year Two: 95

The following are the Overall Satisfaction scores from Iowa's American Customer

Satisfaction Index (ACSI) Eligible Entities Satisfaction with the States Survey reports: 92 (2015 ACSI), 97 (2017 ACSI), 95 (2019 ACSI), 97 (2021 ACSI), and 91 (2025 ACSI.) ACSI scores of 80-89 are considered excellent, 90-100 exceptional.

For this performance period (FFY 2026 and FFY 2027), the State CSBG Office set its targets for agency overall satisfaction at 95. These target scores would be an improvement from the 2025 score of 91.

**Note:** This information is associated with State Accountability Measure 8s.

## 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 CSBG Act.

Iowa's State Plan public inspection and comment period was from July 15, 2025, through July 28, 2025. On July 18, 2025, the State CSBG Office issued its public inspection and public hearing notice with posting guidance to the Iowa Community Action Association (ICAA) and each of Iowa's sixteen community action agencies. On July 18, 2025, the State CSBG Office posted the public inspection and public hearing notice on its website and its office building bulletin boards. The notice notified interested persons, partners, and stakeholders that the State Plan was available for inspection on the State CSBG Office's website.

- 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 676(a)(2)(B) of the CSBG Act.

Iowa's State Plan public hearing was conducted on July 29, 2025. On July 10, 2025, the State CSBG Office issued its public inspection and public hearing notice with posting guidance to the Iowa Community Action Association (ICAA) and each of Iowa's sixteen community action agencies. On July 10, 2025 the State CSBG Office issued a public inspection notice for statewide distribution. On July 10, 2025, the State CSBG Office posted the public inspection and public hearing notice on its website and its office building bulletin boards. The posting was on the State CSBG Office's website from July 10, 2025 through July 28, 2025.

- 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 CSBG Act.

**Instructional Note:** A public hearing is required for each new submission of the State Plan. The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

| Date           | Location   | Type of Hearing |
|----------------|--|-----------------|
| April 23, 2025 | Iowa State Capitol, Room 103, 4:00 p.m.  | Legislative     |
| July 29, 2025  | Virtual Hearing Origination Site is the Lucas State Office Building, Room 317, 3:00 p.m. | Public          |

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

Attachment E: State Plan distribution communications

Attachment F: Notice of public inspection and public hearing announcement

Attachment G: Legislative hearing documentation

## SECTION 5 CSBG Eligible Entities

- 5.1. CSBG Eligible Entities:** In the table below, indicate whether the eligible entity in the State is public or private, the type of entity, and the geographical area served by the entity.

**Instructional Note:** Whether public or nonprofit, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purposes of administering CSBG. The only specific exemptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and Seasonal Farmworker Organizations, and Tribes and Tribal Organizations.

**Instructional Note:** Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act, and that has not lost its designation as an eligible entity under the CSBG Act.

**Instructional Note:** 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act. As described under Section 675C of the CSBG Act, a state must provide to the eligible entities “not less than 90 percent” of their CSBG allocation “made available to a state” under Section 675A and 675B.

| CSBG Eligible Entity | Geographical Area Served (by county) | Public or Private | Type of Entity (Choose all that apply)  |
|----------------------|--------------------------------------|-------------------|---|
|                      |                                      |                   | <ul style="list-style-type: none"><li>• Community Action Agency</li><li>• Limited Purpose Agency</li><li>• Local Government Agency</li><li>• Migrant or Seasonal Farmworker Organization</li><li>• Tribe or Tribal Organization</li></ul> |

The attached information will be included in the table:  
Attachment H: CSBG Eligible Entities

**5.2.** Total number of CSBG eligible entities: 16

**5.3. Changes to Eligible Entities List:** Describe any changes that have occurred to the eligible entities within the State since the last federal fiscal year, as applicable.

One or more of the following changes were made to the eligible entities list.

**[Check all that apply]**

- ☐ Designation and/or Re-Designation
- ☐ De-Designation 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 CSBG 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.

N/A

**5.3b. De-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 CSBG Act, or voluntarily relinquished their CSBG eligible entity status since the last federal fiscal year.

N/A

**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.

N/A



## 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.

- 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 years of this planning period. **[Select one]**

☒ 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 FFYs of this planning period including the rationale.

N/A

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

N/A

- 6.1c. Alternative Organizational Standards:** 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.

N/A

- 6.2. Implementation:** Check the boxes that best describe how the state officially adopted organizational standards for eligible entities in a manner consistent with the state's administrative procedures. If "Other" is selected, provide a timeline and additional information, as necessary. **[Check all that apply]**

☐ 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 will assess eligible entities against organizational standards in the federal fiscal years. **[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, describe:

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

The State CSBG Office conducts CSBG organizational standards assessments at each Iowa community action agency triennially (at least once during a three-year period). Assessments are conducted at the same time regular CSBG program operations reviews are conducted. Once the State CSBG Office completes an assessment, the State CSBG Office issues a report no later than 60 calendar days following the review and assessment exit meeting.

Desk-Monitoring (Desk-Reviews)

Agency documents and materials that are, or can be made, readily available to the State CSBG Office, are necessary for completing the assessment, and do not require the State CSBG Office to visit the agency to inspect and assess, may be reviewed at the State CSBG Office as part of the agency's assessment. The State works with agencies on the best way to send documents to the State electronically.

Agencies that are not scheduled to receive an assessment during a federal fiscal year are required to complete and submit a CSBG organizational standards agency self-assessment. The State CSBG Office provides instructions, guidance, and an agency self-assessment instrument for those agencies to complete and submit. The State CSBG Office 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 an agency self-assessment.

The review and assessment schedule for the State CSBG Office is provided in Section 10 (10.1). Full onsite reviews and assessments include a regular CSBG program operations review and a CSBG organizational standards assessment. The 11 agencies that are not scheduled for a review and assessment (no review) in FFY 2026, and the 10 agencies that are not scheduled for a review and assessment (no review) in FFY 2027, will be required to complete and submit a CSBG organizational standards agency self-assessment as directed by the State of Iowa's CSBG Office.

### GUIDING PRINCIPLES

The State CSBG Office conducts its 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.

N/A

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

Year One: 93%

Year Two: 93%

**Note:** This information is associated with State Accountability Measure 6Sa.

## 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. **[Check one]**

- ☐ Historic
- ☐ Base + Formula
- ☐ Formula Alone
- ☐ Formula with Variables
- ☐ Hold Harmless + Formula
- ☒ Other, describe: FORMULA + FLOOR

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

Iowa will use a FORMULA + FLOORS method for allocating its CSBG allotments.

In response to the results of the most recently available census data, Iowa revised its CSBG allocation formula requirements using Iowa's poverty-level data from the U.S. Census Bureau's 2020 decennial survey. Iowa's revised CSBG allocation formula is being phased-in over three federal fiscal years (FFY 2023, FFY 2024, and FFY 2025). This has not changed since the last State Plan and the phase-in is complete.

The following are Iowa's CSBG allocation formula requirements:

- Iowa shall use poverty-level 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 2020 decennial survey to calculate each Iowa community action agency's percentage of the state's poverty-level population
- Iowa shall use poverty-level 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 and 2020 decennial surveys to calculate:
  - Each agency's change in their percentage of the State's poverty-level population
  - The proportional share of the subsidy for the agencies that are required to subsidize the minimum allocation levels
- Iowa's minimum allocation level is \$185,000

- The following are the minimum allocation levels for the agencies that had a decrease in their percentage of the state's poverty-level population and do not qualify for the \$185,000 minimum allocation:

| <u>Agency</u>                               | <u>Minimum Allocation Level</u> |
|---|---------------------------------|
| Community Action of Eastern Iowa            | \$721,848                       |
| North Iowa Community Action Organization    | \$335,259                       |
| Northeast Iowa Community Action Corporation | \$262,717                       |
| Operation Threshold                         | \$492,717                       |
| Community Action of Southeast Iowa          | \$299,593                       |
| Upper Des Moines Opportunity                | \$431,848                       |
| West Central Community Action               | \$531,944                       |
| Community Action Agency of Siouxland        | \$306,565                       |

- The agencies that had an increase in their percentage of the state's poverty-level population subsidize the minimum allocation levels. The following are the agencies that subsidize the minimum allocation levels and their proportional share (as a percentage) of the subsidy:

| <u>Agency</u>                         | <u>Subsidy Share (%)</u> |
|---------------------------------------|--------------------------|
| Hawkeye Area Community Action Program | 45.7741%                 |
| IMPACT Community Action Partnership   | 40.1643%                 |
| New Opportunities                     | 6.9875%                  |
| Mid-Iowa Community Action             | 5.1650%                  |
| Sieda Community Action                | 1.9091%                  |

- If Iowa's final CSBG annual allotment is less than \$7.36 million, the State CSBG Office, Iowa Community Action Association, and the Executive Directors from the agencies may revisit and act on Iowa's CSBG allocation formula requirements
- If through federal CSBG reauthorization States may revise the CSBG program poverty line to exceed 125% of the official poverty line, the State CSBG Office, Iowa Community Action Association, and Executive Directors from the agencies may revisit and act on Iowa's CSBG allocation formula requirements.

**7.1b. Statute:** Does the 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 in accordance to the "not less than 90 percent funds" requirement 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 years covered by this State Plan.

Year One: 96%

Year Two: 96%

### Planned CSBG 90 Percent Funds

| CSBG Eligible Entity | Year One          | Year Two          |
|----------------------|-------------------|-------------------|
|                      | Funding Amount \$ | Funding Amount \$ |
|                      |                   |                   |
| <b>Total</b>         |                   |                   |

The attached information will be included in the table.

Attachment I: Planned Allocation (FFY 2026 and FFY 2027)

- 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. Please include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

Iowa law (2025 Iowa Acts, Senate File 626) addresses and provides the requirements for how Iowa's FFY 2026 and FFY 2027 CSBG allotments are to be distributed and allocated by the State CSBG Office.

Ninety-six percent (96%) of the CSBG allotments must be distributed to Iowa's community action agencies, four percent (4%) to the State CSBG Office for administration, and zero percent (0%) for remainder/discretionary uses.

The following are the State CSBG Office's formula requirements for allocating 96% of Iowa's CSBG allotment to the agencies. The allocation formula requirements were developed by a committee of State CSBG Office staff, the Iowa Community Action Association staff, and the Executive Directors from the Iowa community action agencies.

1. 96% of Iowa's CSBG allotment is allocated to the agencies using state poverty-level population percentages. See Section 7 (7.1a. Formula Description) for calculation information.
2. Iowa's CSBG minimum allocation level for agencies is \$185,000. See Section 7 (7.1a. Formula Description) for calculation and subsidizing information.
3. If Iowa's final CSBG annual allotment is less than \$7.36 million, the committee may revisit and act on the allocation formula requirements.

The State CSBG Office's steps for allocating 96% of Iowa's CSBG funds to the agencies:

1. Prior to the start of the federal fiscal year the State CSBG Office 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 State CSBG Office. The contracts include the agency's projected CSBG allocation, a project budget that equals the projected allocation amount, along with required contract language from the State.

2. Within 30 calendar days of receiving a CSBG grant award notice from the U. S. Department of Health and Human Services, Administration for Children and Families (ACF), the State CSBG Office will distribute the CSBG allotment, calculate the amount of funds available for each agency, and notify each agency of the amount of CSBG funds currently available for their agency. The amount of CSBG funds provided to the agency in the notification is the maximum amount of funds available for the agency until the State CSBG Office receives additional CSBG grant award notices from ACF. This process remains unchanged from the last State Plan.
3. Within 30 calendar days of receipt of Iowa's final CSBG allotment amount from ACF, the State CSBG Office will distribute the CSBG allotment, calculate final agency allocations, and notify each agency of their final CSBG allocation amount for the federal fiscal year. The final amount of CSBG funds provided to the agency in the notification is the maximum amount of funds available for their CSBG contract. Using their final allocation amount, agencies are directed and allowed at least 30 calendar days from the State CSBG Office's notification to prepare and submit a CSBG contract budget amendment request to the State CSBG Office. Once a request is received, reviewed, and accepted by the State CSBG Office, the State CSBG Office will issue a CSBG contract amendment that includes the agency's final allocation amount and amended project budget. The State CSBG Office issues these contract amendments within 30 calendar days of the State CSBG Office's receipt of an acceptable budget amendment request. This process remains unchanged from the last State Plan.

**7.3a. Distribution Method:** Select the option below that best describes the distribution method the state uses to issue CSBG funds to among eligible entities:

- ☐ Reimbursement
- ☐ Advance
- ☒ Hybrid
- ☐ Other, describe:

**7.4. Distribution Timeframe:** Does the state intend 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.

N/A

**Note:** Item 7.4 is associated with State Accountability Measure 2Sa.

- 7.5. Distribution of Funds Performance Management Adjustment:** Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past State 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.

On Iowa's 2025 American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with the States Survey report, the State CSBG Office scored 88 for Distribution of Funds. ACSI scores of 80-89 are considered excellent, 90-100 exceptional. While this falls in the upper tier of 'excellent' it is a decline from the 2021 ACSI scores. When the State CSBG office was moved to Iowa HHS a new payment process was implemented and refined. During the transition, some payments took longer than before (though within 30 days.) The State has been working with internal HHS fiscal and payment departments to streamline the distribution of funds process, and we have been told the process is now working well, and in some cases, faster than before.

#### DISTRIBUTION OF FUNDS

The State CSBG Office 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.

For FFY 2024, the State CSBG Office received five CSBG grant award notices. The State CSBG Office made the CSBG funds available to Iowa's community action agencies within 30 calendar days of receipt of the notice for all award notices. As of the date this State Plan was submitted, the State CSBG Office was meeting its FFY 2025 distribution of funds goal.

**Note:** This information is associated with State Accountability Measure 2Sb.

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

- 7.6. Allocated Funds:** Specify the percentage of your CSBG planned allocation for administrative activities for the FFYs covered by this State Plan.

Year One: 4%

Year Two: 4%

- 7.7. State Staff:** Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFYs covered by this State Plan.

Year One: 3 (Director, CSBG Program Manager, and Budget Analyst)

Year Two: 3 (Director, CSBG Program Manager, and Budget Analyst)



- 7.8. State FTEs:** Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFYs covered by this State Plan.

Year One: 1.27 (0.10 Director, 1.00 CSBG Program Manager and 0.17 Budget Analyst)

Year Two: 1.27 (0.10 Director, 1.00 CSBG Program Manager and 0.17 Budget Analyst)

**Use of Remainder/Discretionary Funds** [Section 675C(b) of the CSBG Act]

- 7.9. Remainder/Discretionary Funds Use:** Does the state have remainder/discretionary funds, as described in Section 675C(b) 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.

N/A

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

**Instructional Note:** The assurance under 676(b)(2) of the CSBG Act (item 14.2 of this State Plan) specifically requires a description of how the state intends to use remainder/discretionary funds to “support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act].” Include this description in item 7.9f of the table below and/or attach the information.

**Use of Remainder/Discretionary Funds**

| Remainder/<br>Discretionary<br>Fund Uses<br>(See 675C(b)(1)<br>of the CSBG Act)    | Year One   | Year Two   | Brief Description of Services<br>and/or Activities  |
|--|------------|------------|---|
|  | Planned \$ | Planned \$ |   |
| 7.9a.<br>Training/technical<br>assistance to<br>eligible entities                  |            |            | These planned services/activities<br>will be described in State Plan item<br>8.1.                                       |
| 7.9b.<br>Coordination of<br>State-operated<br>programs and/or<br>local programs    |            |            | These planned services/activities<br>will be described in State Plan<br>Section 9, State Linkages and<br>Communication. |
| 7.9c. Statewide<br>coordination and<br>communication<br>among eligible<br>entities |            |            | These planned services/activities<br>will be described in State Plan<br>Section 9, State Linkages and<br>Communication. |

### Use of Remainder/Discretionary Funds

| Remainder/<br>Discretionary<br>Fund Uses<br>(See 675C(b)(1)<br>of the CSBG Act)         | Year One   | Year Two   | Brief Description of Services<br>and/or Activities               |
|---|------------|------------|--|
|   | Planned \$ | Planned \$ |  |
| 7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need    |            |            | Specify the other activities funded through discretionary funds. |
| 7.9e. Asset-building programs   |            |            |  |
| 7.9f. Innovative programs/ activities by eligible entities or other neighborhood groups |            |            |  |
| 7.9g. State charity tax credits   |            |            |  |
| 7.9h. Other activities  |            |            |  |
| <b>Totals</b>   |            |            |  |

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 primary category with which the activity is associated.

N/A

**Note:** This information is associated with State Accountability Measure 3Sa.

**7.10. Remainder/Discretionary Funds Partnerships:** Select the types of organizations, if any, the state intends to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9.

**[Check all that apply]**

- ☐ The state directly carries out all activities (no partnerships)
- ☒ The state does not have remainder/discretionary funds
- ☐ The state partially carries out some activities

- ☐ CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds)
- ☐ Other community-based organizations
- ☐ State Community Action Association
- ☐ Regional CSBG technical assistance provider(s)
- ☐ National technical assistance provider(s)
- ☐ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other, specify:

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

#### 7.11. **Use of Remainder/Discretionary Funds Performance Management**

**Adjustment:** Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past State 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.

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. Therefore, Use of Discretionary Funds scores and feedback from Iowa's American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with States Survey reports and other sources do not apply.

**Note:** This information is associated with State Accountability Measure 3Sb.

## SECTION 8

### State Training and Technical Assistance

- 8.1. Training and Technical Assistance Plan:** 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. The T/TA plan should include all planned CSBG T/TA activities funded through the administration or remainder/discretionary funds of this CSBG award (as reported in Section 7.) The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3.) Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic.

#### Training and Technical Assistance

| Planned Timeframe   | Training, Technical Assistance, or Both  | Topic  | Brief Description of “Other”  |
|---|--|--|---|
| <ul style="list-style-type: none"> <li>• FY1 – Q1</li> <li>• FY1 – Q2</li> <li>• FY1 – Q3</li> <li>• FY1 – Q4</li> <li>• FY2 – Q1</li> <li>• FY2 – Q2</li> <li>• FY2 – Q3</li> <li>• FY2 – Q4</li> <li>• Ongoing/Multiple Quarters</li> <li>• All Quarters</li> </ul> | <ul style="list-style-type: none"> <li>• Training</li> <li>• Technical Assistance</li> <li>• Both</li> </ul> | <ul style="list-style-type: none"> <li>• Fiscal</li> <li>• Governance/Tripartite Boards</li> <li>• Organizational Standards – General</li> <li>• Organizational Standards – for eligible entities with unmet TAPs or QIPs</li> <li>• Correcting Significant Deficiencies Among Eligible Entities</li> <li>• Reporting</li> <li>• ROMA</li> <li>• Community Assessment</li> <li>• Strategic Planning</li> <li>• Monitoring</li> <li>• Communication</li> <li>• Technology</li> <li>• Other</li> </ul> | <p>If “Other” is selected in column 3, describe in this column.</p> |

The following information will be included in the table:

FFY 2026 (4th quarter) - Training - Other - Iowa Community Action Association Annual Conference

FFY 2027 (4th quarter) - Training - Other - Iowa Community Action Association Annual Conference

**Note:** This information is associated with State Accountability Measure 3Sc.

**8.1a. Training and Technical Assistance Budget:** The planned budget for the training and technical assistance:

Year One: \$5,000

Year Two: \$5,000

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

The State CSBG Office collaborates with the Iowa Community Action Association (ICAA) in planning and delivering training and technical assistance to Iowa's community action agencies. During this planning period (FFY 2026 and FFY 2027,) the State CSBG Office will partner with ICAA on the following training and technical assistance initiatives:

- The ICAA Annual Conference: The State CSBG Office Program Manager is a member of the ICAA conference planning committee, and the State CSBG Office will provide funding and resources for conference training needs, workshop speakers, and recognition awards.
- State Training and Technical Assistance Plan: The State CSBG Office will collaborate with ICAA on the planning and development of the State's comprehensive Training and Technical Assistance Plan.
- Iowa Community Action Agency Trainings: The State CSBG Office will work with ICAA on identifying agency training needs and assisting ICAA on developing, organizing, and scheduling agency trainings.

**8.2. Organizational Standards Technical Assistance:** Does the state have in place Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate?

☐ Yes ☐ No

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.

**Note:** This information is associated with State Accountability Measure 6Sb.

**8.2a. Address Unmet Organizational Standards:** Describe the state's plan to provide training and/or technical assistance to eligible entities to ensure they address unmet organizational standards.

N/A

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

- ☐ All training and technical assistance is conducted by the state
- ☐ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)
- ☐ Other community-based organizations
- ☒ State Community Action association
- ☐ Regional CSBG technical assistance provider(s)
- ☐ National technical assistance provider(s)
- ☐ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other, specify:

**8.4. CSBG Funded Training and Technical Assistance Performance Management Adjustment:** Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past State 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.

On Iowa's 2025 American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with the States Survey report, the State CSBG Office scored 86 for Training and Technical Assistance. While this is down from the previous ACSI Index, it still falls within the 'excellent' range. ACSI scores of 80-89 are considered excellent, 90-100 exceptional.

The State CSBG Office will continue its practices of providing timely CSBG guidance and administrative assistance to the agencies. The State will continue to collaborate with the Iowa Community Action Association (ICAA) in identifying needs, planning and delivering T/TA to the agencies. Based on a review of the ACSI scores, the largest decline was in Effectiveness of Assistance. The State will collaborate with ICAA to address effectiveness of the T/TA provided to agencies. Additionally, the State will provide financial support and resources for the FFY 2026 and FFY 2027 ICAA Annual Conferences (see Section 8 (8.1)).

## SECTION 9

### State Linkages and Communication

**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 intends 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)) of the CSBG Act. Describe additional information as needed. **[Check all that apply]**

- ☒ State Low Income Home Energy Assistance Program (LIHEAP) office
- ☒ State Weatherization office
- ☒ State Temporary Assistance for Needy Families (TANF) office
- ☒ State Head Start Collaboration 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, specify:

**Note:** This response will link to the corresponding CSBG assurance, item 14.5. In addition, this item is associated with State Accountability Measure 7Sa.

**9.2. State Linkages and Coordination at the Local Level:** Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Sections 676(b)(5) and (b)(6)) of the CSBG Act.

The State CSBG Office collaborates and coordinates efforts with public and private organizations. In addition to the State CSBG Office's state level partnerships, the Director of the State CSBG Office and/or his staff serve on the following committees and/or partner with the following organizations and groups that represent and make decisions that affect low-income individuals, families, and communities:

- Iowa Family Development Alliance
- Iowa Council on Homelessness
- Early Childhood Iowa
- Iowa Coalition Against Domestic Violence
- Prevent Child Abuse Iowa
- Iowa Legal Aid
- Iowa Community Action Association

- Iowa Community Action Association Conference Training Committee
- Iowa Weatherization Assistance Coordinators
- Iowa Directors of Energy Assistance
- Iowa ROMA Subgroup
- Region VII Regional Performance Innovation Consortia (RPIC)

The State CSBG Office's involvement in and connections to these committees and groups results in increased coordination of programs, services, and initiatives, and assures that decisions affecting Iowa's low-income population are considered.

**Note:** This response will link to the corresponding CSBG assurances, items 14.5 and 14.6.

### 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 partner and collaborate with public and private sector organizations to assure the effective delivery 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)) of the CSBG Act.

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to explain how their agency will assure coordination with governmental and other social services organizations that provide employment and training services to ensure that the employment services are delivered effectively and without duplication, and how their agency will coordinate with their local Workforce Innovation and Opportunity Act (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 organizations to better coordinate the effective delivery of services to low-income individuals and families and to avoid the duplication of services. Although agencies report different processes for establishing linkages, all agencies participate in community meetings, planning coalitions, and network with state and local service providers. Through these efforts, agencies establish formal and informal agreements, and coordinate information with governmental and social services organizations. These coordination efforts help the agencies avoid duplication of programs, services, and community initiatives.

In FFY 2024, Iowa's agencies reported actively working with 5,857 public and private organizations to expand resources and opportunities in order to achieve family and community outcomes.

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



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

**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.

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to describe how their agency will coordinate with other organizations to ensure low-income individuals and families receive the necessary and appropriate assistance they are seeking, including information about their agency's information and referral processes.

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, and network with state and local service providers. Through these meetings and networking, agencies gather information regarding other community services available and develop contacts in their communities. These processes ensure that agency clients receive current information and referrals regarding community services.

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

**Note:** This response will link to the corresponding CSBG assurance, item 14.3b.

**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.

N/A

- 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.

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 individuals and families. 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).

The State Low-Income Home Energy Assistance Program (LIHEAP) and the State CSBG office are both housed in the Community Action Agencies subdivision within the Iowa HHS Office. The State LIHEAP Office administers LIHEAP by contracting with Iowa's 16 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 review and evaluation to ensure compliance with LIHEAP regulations. The State LIHEAP Office Program Manager and Program Planner conduct the reviews.

Several agencies also receive emergency energy crisis intervention funds from other sources including General Relief, United Way, Salvation Army, County Relief,

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.

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

#### **9.6. Faith-based Organizations, Charitable Groups, and 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.

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to explain how their agency will assure coordination and partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations that serve low-income individuals and families. 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, and network with state and local service providers. Through these meetings, coalitions, and networking, agencies share and receive information regarding services and resources for low-income individuals, families, 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 2024, Iowa's agencies reported actively working with 5,857 public and private organizations to expand resources and opportunities to achieve family and community outcomes. Of those organizations, 1,215 were non-profit organizations and 736 were faith-based organizations.

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

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

#### **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.

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to describe how their agency coordinates their CSBG funds or CSBG funded resources (i.e. office space, equipment, supplies, staff time) with public resources (i.e. city and county governments) and with private resources (i.e. foundations, corporations, non-profit organizations.)

All agencies receive public and private funding, in-kind goods and services, and donations. In FFY 2024, agencies reported receiving over \$298 million in federal, state, public, and private resources. Of the \$298 million in resources, the following was leveraged from public and private entities:

\$ 1,644,483 – leveraged public (local) funding

\$ 1,821,939 – value of in-kind goods/services received from local government

\$ 20,150,594 – leveraged private funding

\$ 18,938,498 – value of donated items (food, clothing, furniture, etc.)

\$ 8,661,864 – value of in-kind services received from businesses

\$ 51,217,378 – TOTAL public (local) and private resources leveraged

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, and clothing.

Agencies will also coordinate their public and private resources and CSBG funding to support, enhance, or expand agency programs, services, and initiatives, and to meet matching or cost sharing requirements in order to leverage additional federal and state funding.

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

#### **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.

The State CSBG Office 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 State CSBG Office includes ICAA and the agencies in the development of the State Plan. See Section 3 (3.4a) for a description of the steps the State CSBG Office 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 State CSBG Office in their legislative agenda and policy interests discussions.
- **The ICAA Annual Conference:** The State CSBG Office Program Manager is a member of the ICAA conference planning committee, and the State CSBG Office provides funding and resources for conference training needs, workshop speakers, and recognition awards.

- The State CSBG Office Program Manager, the Director of the Community Action Agencies State Office and ICAA staff serve on the Region VII Regional Performance Innovation Consortia (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 State CSBG Office collaborates with ICAA on the planning and development of the State's comprehensive T&TA Plan.
- Iowa Community Action Agency Trainings: The State CSBG Office works with ICAA on identifying agency training needs and assisting ICAA on developing, organizing, and scheduling agency trainings.
- The State CSBG Office Program Manager and the Director of the Community Action Agencies State Office attend and present Community Action and CSBG information at the ICAA board meetings and the agencies' ROMA Subgroup meetings.
- Needs Assessment Committee: The committee consists of 9 members (both State CSBG Office Program Manager, the ICAA Training Director, and 7 agency staff.) The committee is responsible for designing client and community surveys, developing instructions and guidance for administering the surveys, and creating statewide reports using the survey results.
- Agency Client Tracking Systems: The State CSBG Office 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, describe how the state intends to communicate with eligible entities, the State Community Action Association, and other partners under this State Plan on the topics listed. For any topic that is not applicable, select "Not Applicable" under Expected Frequency.

### Communication Plan

| Subject Matter                              | Expected Frequency | Format                           |
|---|--------------------|----------------------------------|
| Upcoming Public and/or Legislative Hearings | As Needed          | Meetings, Email                  |
| State Plan Development                      | As Needed          | Meetings, Email                  |
| Organizational Standards Progress           | Annually           | 1:1, Email, Phone Calls, Letters |
|   | Annually           |                                  |

## Communication Plan

| Subject Matter  | Expected Frequency | Format                                 |
|---|--------------------|--|
| State Accountability Measures Progress                | Annually           | Meetings, Email                        |
| Community Needs Assessments/Community Action Plans    | Annually           | 1:1, Email, Phone Calls, Letters       |
| State Monitoring Plans and Policies                   | As Needed          | Meetings, Email                        |
| Training and Technical Assistance (T/TA) Plans        | Semi-Annually      | 1:1, Email, Phone Calls, Letters       |
| ROMA and Performance Management                       | As Needed          | 1:1, Email, Phone Calls, Letters       |
| State Interagency Coordination                        | Quarterly          | Meetings, Email, Phone Calls           |
| CSBG Programmatic Updates                             | Annually           |  |
| Tripartite Board Requirements                         | As Needed          | Meetings, Email, Website, Webinars     |
| State Training and Technical Assistance Plan          | As Needed          | 1:1, Email, Phone Calls, Letters       |
| Iowa Community Action Association Conference Planning |                    | Meetings, Email                        |
|   |                    | Meetings, Email, Webinars, Phone Calls |

### 9.10. Feedback to Eligible Entities and State Community Action Association:

Describe how the state will provide information to local entities and the State Community Action Association regarding performance on State Accountability Measures.

The State CSBG Office will send via e-mail, to the Iowa Community Action Association (ICAA) and Iowa's community action agencies, the information and feedback received from the Office of Community Services (OCS) about the State CSBG Office's performance on the state accountability measures. The e-mail will be sent within 60 calendars days of receipt of the information and feedback from OCS. The 2025 ACSI results were received on April 2, 2025 and sent out to the agencies on April 29, 2025.

The State CSBG Office will present the state accountability measures information and feedback to ICAA and the agencies' Executive Directors at an ICAA governing board meeting, and to the members of the ROMA Subgroup at one of their meetings.

**Note:** This information is associated with State Accountability Measure 5S(iii).

- 9.11. Communication Plan Performance Management Adjustment:** Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past State 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.

On Iowa's 2025 American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with the States Survey report, the State CSBG Office scored an 87 for Communication. Within the Communication category, the State CSBG Office scored the following:

|    |                                     |
|----|-------------------------------------|
| 92 | Responsiveness of Staff to Requests |
| 84 | Sufficiency of Information          |
| 87 | Usefulness of Feedback              |
| 90 | Consistency of Responses            |
| 85 | Clarity of Communication            |
| 83 | Frequency of Communication          |

ASCI scores of 80-89 are considered excellent, 90-100 exceptional.

The following communication goals are in Iowa's FFY 2024-2025 CSBG State Plan and Application:

#### COMMUNICATION

1. The Director of the State CSBG Office will attend and report on the State CSBG Office's programs at all Iowa Community Action Association Board of Director meetings.
2. The State CSBG Office Program Manager will attend and present a CSBG program report at all Iowa community action agency ROMA Subgroup meetings.

The State CSBG Office met its communication goals in FFY 2024, and as of the date this State Plan was submitted, was meeting its goals in FFY 2025.

Also, as of the date this State Plan was submitted, the State CSBG Office was meeting all of the planned actions in its FFY 2024-2025 Communication Plan.

Based on a review of the scores and results, the State CSBG Office will endeavor to provide more clear and useful information more frequently.

**Note:** This information is associated with State Accountability Measures 7Sb.

## SECTION 10

### Monitoring, Corrective Action, and Fiscal Controls

#### Monitoring of Eligible Entities (Section 678B(a) of the CSBG Act)

- 10.1.** Specify the proposed schedule for planned monitoring visits including: full onsite reviews; onsite 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.

#### Monitoring Schedule

| 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” |
|----------------------|--|---|---|---------------------------------------|-------------------------------------|------------------------------|
|                      | <ul style="list-style-type: none"><li>• Full Onsite</li><li>• Newly Designated</li><li>• Follow-up</li><li>• Other</li><li>• No review</li></ul> | <ul style="list-style-type: none"><li>• Onsite Review</li><li>• Desk Review</li></ul> | <ul style="list-style-type: none"><li>• FY1 Q1</li><li>• FY1 Q2</li><li>• FY1 Q3</li><li>• FY1 Q4</li><li>• FY2 Q1</li><li>• FY2 Q2</li><li>• FY2 Q3</li><li>• FY2 Q4</li></ul> |                                       |                                     |                              |

The attached information will be included in the table:  
Attachment J: Monitoring of CSBG Eligible Entities

**Note:** This information is associated with State Accountability Measure 4Sa(i).

- 10.2. Monitoring Policies:** Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

Attachment K: Monitoring Policies

- Iowa CSBG Policies and Procedures Manual (12-6-2024):
- CSBG Program Reviews (Monitoring) (pages 21-28)
  - Fiscal Monitoring (page 29)

- 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?

60 calendar days

**Note:** This information is associated with State Accountability Measure 4Sa(ii).



**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 the documenting closure of findings included in the State monitoring policies attached under 10.2?

☒ Yes ☐ No

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

N/A

- 10.5. Quality Improvement Plans (QIPs):** Provide the number of eligible entities currently on QIPs, if applicable.

0 (none)

- 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.

The State CSBG Office will determine through CSBG program operations reviews, CSBG organizational standards assessments, CSBG fiscal monitoring reviews, State CSBG Office 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 State CSBG Office. When the State CSBG Office determines that an agency has significant deficiencies, the State CSBG Office will require the agency to develop and implement a quality improvement plan (QIP) to correct the deficiencies. The State CSBG Office 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 State CSBG Office, will be reported to OCS within 30 calendar days of the State CSBG Office's approval decision. As directed, the State CSBG Office will notify its OCS, CSBG Program Services, Program Specialist.

**Note:** This information is associated with State Accountability Measure 4Sa(iii).

- 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) of the CSBG Act.

☒ 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:** Does 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 Code 216A.93 (state legislation)

**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.

N/A

**10.9. Eligible Entity Termination:** Does the state CSBG statute and/or regulations provide for termination of eligible entities?

☐ Yes ☒ No

**10.9a. Termination Citation:** If yes, provide the citation(s) of the law and/or regulation.

N/A

**10.9b. Termination Procedures:** If no, describe state procedures for termination of eligible entities and how the procedures were made to available eligible entities and the public.

The State CSBG Office will adhere to the requirements in Section 678C of the CSBG Act and the federal guidance provided in Office of Community Services (OCS), CSBG Information Memorandum, Transmittal No. 116 to terminate the designation of CSBG eligible entities.

The State CSBG Office's procedures are described and made available to Iowa's community action agencies through Iowa's CSBG State Plan and Application and Iowa's CSBG policies and procedures manual. The State

Plan, manual, CSBG Act, and OCS, CSBG Information Memorandum, Transmittal No. 116 are available for agencies on the State CSBG Office's website.

The State CSBG Office's procedures are made available to the public through Iowa's CSBG State Plan and Application. The State Plan is available for the public on the State CSBG Office's website.

**10.10. Eligible Entity Re-Designation:** Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity?

☐ Yes ☒ No

**10.10a. Re-Designation Citation:** If yes, provide the citation(s) of the law and/or regulation.

N/A

**10.10b. Re-Designation Procedures:** If no, describe the state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public.

The State CSBG Office will adhere to the requirements in Section 676A of the CSBG Act and the federal guidance provided in Office of Community Services (OCS), CSBG Information Memorandum, Transmittal No. 42 to re-designate CSBG eligible entities.

The State CSBG Office's procedures are described and made available to Iowa's community action agencies through Iowa's CSBG State Plan and Application and Iowa's CSBG policies and procedures manual. The State Plan, manual, CSBG Act, and OCS, CSBG Information Memorandum, Transmittal No. 42 are available for agencies on the State CSBG Office's website.

The State CSBG Office's procedures are made available to the public through Iowa's CSBG State Plan and Application. The State Plan is available for the public on the State CSBG Office's website.

## **Fiscal Controls and Audits and Cooperation Assurance**

**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).

The name of the Enterprise Resource Planning system has changed since the last State Plan, it used to be I/3 and now is Iowa Advantage. Iowa Advantage supports

Iowa's financial processes such as accounts payable, accounts receivable, procurement, general accounting, fixed assets, budget preparation, and applicant tracking.

Iowa Advantage requires at least two authorized individuals to approve each expenditure (claim for payment) that is entered into the system.

Iowa Advantage allows authorized individuals to download information into Iowa Advantage's Data Warehouse software program. From the Data Warehouse, the Iowa Department of Health and Human Services, (Iowa HHS), Division of Administration, Accounting Services accountants are able to query reports for financial information which enables the accountants to complete monthly revenue and expenditure reports in electronic spreadsheets (Report of Expenditures) with varying degrees of needed detail. The Iowa Advantage Data Warehouse allows the accountants to complete the SF-425 federal fiscal reports accurately and timely.

The Iowa Department of Health and Human Services, (Iowa HHS), Division of Administration, Accounting Services 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 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 State CSBG Office. 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.

The following are the 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 Iowa HHS, as directed in the agency's CSBG contract. The Iowa HHS reviews all agency annual audits.

Once the Iowa HHS receives an agency audit, Iowa HHS 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 Iowa HHS contracts have been met, and generally accepted accounting principles followed. Any audit issues or findings related to the agency's Iowa HHS contracts will be communicated in the response letter along with the necessary corrective action requirements.

The Office of Auditor of State reviews Iowa HHS, Division of Administration, Accounting Services audit review procedures annually. The Office of Auditor of State also audits the Iowa HHS 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.

**Note:** This item is associated with State Accountability Measure 4Sd.

**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.

☒ Yes ☐ No

**Note:** This response will link with the corresponding assurance, item 14.7.

**10.13a. Federal Investigations Policies:** Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2?

☐ Yes ☒ No

**10.14. Monitoring Procedures Performance Management Adjustment:** Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past State 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.

On Iowa's 2025 American Customer Satisfaction Index (ACSI) Eligible Entities Satisfaction with the States Survey report, the State CSBG Office scored a 94 for Monitoring and Corrective Action. Within the Monitoring and Corrective Action category, the State CSBG Office scored the following:

|    |                        |
|----|------------------------|
| 97 | Adherence to Plan      |
| 93 | Clarity of Feedback    |
| 94 | Clarity of Process     |
| 93 | Timeliness of Feedback |

95 Consistency of Monitoring

91 Usefulness of Visits

ASCI scores of 80-89 are considered excellent, 90-100 exceptional.

The following monitoring goals are in Iowa's FFY 2024-2025 CSBG State Plan and Application:

#### MONITORING

1. The State CSBG Office will conduct CSBG program operations onsite reviews at:
  - a. 6 of 16 agencies in FFY 2024
  - b. 5 of 16 agencies in FFY 2025
2. The State CSBG Office will conduct CSBG organizational standards onsite assessments at:
  - a. 6 of 16 agencies in FFY 2024
  - b. 5 of 16 agencies in FFY 2025
3. The State CSBG Office will conduct CSBG organizational standards agency self-assessment desk-reviews for:
  - a. 10 of 16 agencies in FFY 2024
  - b. 11 of 16 agencies in FFY 2025
4. The State CSBG Office 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 State CSBG Office will complete and issue a CSBG organizational standards onsite assessment report within 60 calendar of an agency's onsite assessment exit meeting date.
6. The State CSBG Office 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.

The State CSBG Office met all of its other monitoring goals in FFY 2024, and as of the date this State Plan was submitted, was meeting its FFY 2025 monitoring goals.

Based on a review of the scores and results, the State CSBG Office is not making any changes to its monitoring and corrective action procedures and activities.

**Note:** This item is associated with State Accountability Measure 4Sb.

## SECTION 11

### Eligible Entity Tripartite Board

**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 apply]**

- ☐ Attend board meetings
- ☒ Organizational standards assessment
- ☒ Monitoring
- ☒ Review copies of board meeting minutes
- ☐ Track board vacancies/composition
- ☐ Other, describe:

**11.2. Tripartite Board Updates:** Provide how often the state requires 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]**

- ☒ Annually
- ☐ Semiannually
- ☐ Quarterly
- ☐ Monthly
- ☐ Other, describe:

**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.

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 State CSBG Office also has CSBG contract requirements and written policies specific to this CSBG Act assurance.

As part of the State CSBG Office's CSBG program operations 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.

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

**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 participation 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.** If yes, describe the mechanism used by public eligible entities as an alternative to a tripartite board.

The State CSBG Office has written policies that allow public community action agencies 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. The requested mechanism must also meet the requirements in the Iowa Code (Chapter 216A.94). Public agencies interested in using another governing board mechanism must contact the State CSBG Office 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 State CSBG Office.

As of October 1, 2020, all of Iowa's community action agencies are private nonprofit organizations.



## SECTION 12

### Individual and Community Income Eligibility Requirements

**12.1. Required Income Eligibility:** Provide the income eligibility threshold for services in the State. **[Select one]**

- ☒ 125% of the HHS poverty line
- ☐ X % of the HHS poverty line (fill in the threshold): \_\_\_\_\_ %
- ☐ Varies by eligible entity (include narrative)

**12.1a.** 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 VERIFICATION AND ELIGIBILITY

Iowa's community action agencies are required to use 125% of the 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 current HHS Poverty Guidelines for determining the client's eligibility for the CSBG services or benefits.

#### Income Eligibility for General/Short Term Services:

For emergency and non-emergency general/short term CSBG funded services or benefits, 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 current HHS Poverty Guidelines for determining the client's eligibility for the 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 CSBG funded services or benefits.

Once the income has been verified, the agencies must use the current HHS Poverty Guidelines for determining the family's eligibility for the 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 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 State CSBG Office CSBG program operations reviews, the State CSBG Office 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 years. The inspection confirms whether or not the agency is verifying client income and determining client eligibility as specified in their CSBG application, and is using Iowa's CSBG required income eligibility threshold as the ceiling for determining income 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 ensure eligible entities' services target and benefit low-income communities for those 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 State CSBG Office 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 State CSBG Office's CSBG program operations reviews, the State CSBG Office inspects the agency's community-targeted services documentation from the last three years 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

- 13.1. Performance Management System:** Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.

**[Select one]**

- ☒ The Results Oriented Management and Accountability (ROMA) System
- ☐ Another performance management system that meets the requirements of Section 678E(b) of the CSBG Act
- ☐ An alternative system for measuring performance and results

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

- 13.1a. ROMA Description:** If ROMA was chosen in item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.

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. Also, Iowa's CSBG Community Action Plan and Application includes requirements for Community Action NPI collection and reporting.

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 State CSBG Office also includes ROMA participation requirements in the CSBG contracts it issues to the agencies.

**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.

N/A

**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 Section 676(b)(12) of the CSBG Act. **[Select one]**

- ☒ CSBG National Performance Indicators (NPIs)
- ☐ NPIs and others
- ☐ Other, describe:

The model ROMA performance measurement system that OCS 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 the 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 use the Community Action NPI's for collecting and reporting community action agency outcomes, and for measuring agency performance.

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

**13.3. Eligible Entity Support:** Describe how the state supports the eligible entities in using ROMA or an alternative performance measurement system.

Iowa law (2025 Iowa Acts, Senate File 626) addresses and provides the requirements for how Iowa's FFY 2026 and FFY 2027 CSBG allotments are to be distributed and allocated by the State CSBG Office. The Iowa law does not distribute or allocate CSBG funds to the State CSBG Office for remainder/discretionary activities.

Although the State CSBG Office does not receive CSBG funding for remainder/discretionary activities, the State CSBG Office collaborates with, and provides support to Iowa's community action agencies in using the ROMA performance measurement system. The following is a list of the State CSBG Office's ROMA supports and activities:

- 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 administering their CSBG program. The 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 State CSBG Office Program Manager attends all the agencies' ROMA Subgroup meetings. The 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 Manager is on all meeting agendas and provide federal and state CSBG and Community Action updates and information.
- **Iowa Community Action Association (ICAA) Annual Conference:** The State CSBG Office Program Manager is a member of ICAA's conference planning committee. The State CSBG Office provides funding and resources for conference training needs, workshop speakers, and recognition awards. The conference offers ROMA training and information workshops.
- **State Training and Technical Assistance (T&TA) Plan:** The State CSBG Office Program Manager collaborate 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. The T&TA activities ICAA does relies on support of RPIC and CSBG funding.
- **Iowa Community Action Agency Trainings:** The State CSBG Office Program Manager works with ICAA on identifying agency training needs and assisting ICAA on developing, organizing, and scheduling agency trainings. ICAA provides onsite, on-line, and on-demand ROMA training for agency staff and governing board members. The ICAA Training Director is a Master ROMA-Certified Trainer.
- **Nationally Certified ROMA Trainer and Implementer Candidates:** The State CSBG Office supports, and will continue to support, agency staff that plan to apply to the ROMA-Certified Trainer or ROMA-Certified Implementer training programs.
- **Agency Client Tracking Systems:** The State CSBG Office 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 nine members (the State CSBG Office Program Manager, the ICAA Training Director, and 7 agency CSBG staff). The committee is responsible for designing client and community surveys, developing instructions and guidance for administering the surveys, and creating statewide reports. Information from the reports can be used by the agencies for planning, developing, and prioritizing agency programs, services, and community initiatives. The State CSBG Office will work with ICAA to administer the surveys.
- **State CSBG Office's Members Only Website:** The State CSBG Office's Members Only website includes a community assessment resources

section. Agencies can access and use the information on the website for planning and developing a comprehensive community assessment.

**Note:** The activities described under item 13.3 may include activities listed in “Section 8: 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.

**13.4. Eligible Entity Use of Data:** Describe how the state intends to validate that the eligible entities are using data to improve service delivery.

Annually, Iowa’s community action agencies are required to complete and submit a CSBG Community Action Plan and Application to the State CSBG Office. 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 had on individuals, families, and communities, and 3) explain how they will use their final outcomes review to adjust their agency’s individual and family programs and services, and community initiatives. The State CSBG Office reviews each agency’s Community Action NPIs throughout the CSBG program year and provides feedback. The State CSBG Office also inspects and discusses the Community Action NPIs with the agency during their CSBG program operations review.

The State CSBG Office’s CSBG organizational standards assessments include 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 State CSBG Office reviews and confirms agency operational or strategic program adjustments and improvements to their CSBG application or their agency’s strategic plan goals because 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 State CSBG Office reviews the information the agency provides. The State CSBG Office also discusses the information with the agency during their CSBG program operations review.

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

## 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.

Annually, Iowa's community action agencies are required to complete and submit an agency CSBG Community Action Plan and Application to the State CSBG Office. Agency CSBG application requirements and State CSBG Office application review and acceptance requirements are addressed in the Iowa Administrative Code (427-22.5 and 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 State CSBG Office 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 Director of the State CSBG Office.

**Note:** This response will link to the corresponding assurance, item 14.11.

- 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.

Annually, Iowa's community action agencies are required to complete and submit a CSBG Community Action Plan and Application to the State CSBG Office. 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 be involved 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.

**Note:** This response will link to the corresponding assurance, item 14.11.



**SECTION 14**  
**CSBG Programmatic Assurances and Information Narrative**  
**(Section 676(b) of the CSBG Act)**

**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 farmworkers, 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 State CSBG Office 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 reviews.

As part of their CSBG Community Action Plan and Application, agencies are required to explain how their agency will assure their CSBG funds and/or CSBG funded resources (i.e. office space, equipment, supplies, staff time) are used to support activities to assist low-income individuals and families to achieve self-sufficiency, secure/retain employment, attain education, make better use of available income, obtain/maintain housing, obtain emergency assistance, and participate in community affairs. 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 assure their CSBG funds and/or CSBG funded resources (i.e. office space, equipment, supplies, staff time) are used to address youth needs through youth development programs, and programs and services with youth components. 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 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, education scholarships, anti-bullying programs, drug and alcohol programs, abstinence education, suicide prevention, and volunteering.

Several agencies administer programs that include youth components, such as, the Family Development and Self-Sufficiency program; Women,

Infants, and Children (WIC); and Child Care. These programs provide health, nutrition, counseling, education, and/or 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 assure their CSBG funds and/or CSBG funded resources (i.e. office space, equipment, supplies, staff time) are used to support or coordinate with other programs and services that are designed to assist low-income individuals and families. 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 State CSBG Office's CSBG program operations reviews and CSBG organizational standards 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) of the CSBG Act 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.”

**[No response; links to items 7.9 and 7.10.]**

**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...”

### ***Eligible Entity Service Delivery System***

- 14.3a. 676(b)(3)(A)** Describe “the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the CSBG Act, 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 individuals and families.

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 individuals and families; information about their agency’s service area, office locations, accessibility, and intake processes; how their agency will provide or coordinate services for low-income individuals and families that need services and assistance during their agency’s non-business hours; how their agency will provide or coordinate services for low-income individuals and families 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, limited English proficiency, low literacy).

All agencies have outreach site office systems in place for serving individuals and families. The outreach staff are trained to provide case management and assessment services. These services ensure that the individuals and families 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 individuals 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 individuals 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 follow up consultations.”

**[No response; links to 9.3b]**

**Note:** The state describes this assurance in the State Linkages and Communication section, item 9.3b.

### ***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 Section 675C(a) of the CSBG Act will be coordinated with other public and private resources.”

**[No response; links to 9.7]**

**Note:** The state describes this assurance in the State Linkages and Communication section, item 9.7.

### ***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) of the CSBG Act] 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.”

Iowa's community action agencies, as part of their CSBG Community Action Plan and Application, are required to describe how their agency will use their 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, and 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, 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.

**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) of the CSBG Act. In this State Plan, the state indicates funds allocated for these activities under item 7.9(f).

## **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 assure food will be provided in emergency situations to low-income individuals and families that are seeking immediate food assistance. 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 households with a 3 to 7-day supply of nutritious food. Households with transportation problems are referred to other food providers or delivered a food package. Once a household's emergency food needs are met, agencies will assess and provide case management services to the household and enroll them or refer them to appropriate food assistance and other necessary programs and services.

Agencies also administer several 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.

Fourteen agencies administer the Head Start and/or the Early Head Start programs. Children participating in these programs receive nutritious meals during the day.

## **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.”

**[No response; links to items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b]**

**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.”

**[No response; links to 9.2 and 9.5]**

**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 of the CSBG Act.”

**[No response; links to 10.13]**

**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) of the CSBG Act.”

**[No response; links to 10.7]**

**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.”

**[No response; links to 9.6]**

**Note:** The state describes this assurance in the State Linkages and Communication section, item 9.6.

### **Eligible Entity Tripartite Board Representation**

- 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.”

**[No response; links to item 11.3]**

**Note:** The state describes this assurance in the Eligible Entity Tripartite Board section, item 11.3.

### **Eligible Entity Community Action Plans and Community Needs Assessments**

- 14.11. 676(b)(11)** Provide “an assurance that the state will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community 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.”

**[No response; links to items 13.5 and 13.6]**

**Note:** The state describes this assurance in the ROMA section, items 13.5 and 13.6.

### **State and Eligible Entity Performance Measurement: ROMA or Alternate system**

- 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 Section 678E(b) of the CSBG Act, 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.”

**[No response; links to 13.1, 13.2, 13.3, and 13.4]**

**Note:** The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.

### **Validation for CSBG Eligible Entity Programmatic Narrative Sections**

- 14.13. 676(b)(13)** Provide “information describing how the state will carry out the assurances described in this section.”

**[No response for this item]**

**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.

- By checking this box, the state CSBG authorized official is certifying the assurances set out above.

## **SECTION 15**

### **Federal Certifications**

**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

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (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 an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than 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, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

##### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- By checking this box, the state CSBG authorized official is providing the certification set out above.

## **15.2 Drug-Free Workplace Requirements**

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

### Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

- (1) By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
- (2) The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) For grantees other than individuals, Alternate I applies.
- (4) For grantees who are individuals, Alternate II applies.
- (5) Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (6) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

- (7) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
- (8) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

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;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

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 consultants who are directly engaged in the performance of work under the 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).

#### Certification Regarding Drug-Free Workplace Requirements

##### Alternate I. (Grantees Other Than Individuals)

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

- (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;
- (b) Establishing an ongoing drug-free awareness program to inform employees about - -
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (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) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise 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(s) of each affected grant;
- (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 implementation of paragraphs (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:

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

**321 East 12th Street  
Lucas State Office Building – 3rd Floor  
Des Moines, Iowa 50319  
(Polk County)**

■ Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When

notice is made to such a central point, it shall include the identification number(s) of each affected grant.

- By checking this box, the state CSBG authorized official is providing the certification set out above.

### **15.3 Debarment**

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

##### Instructions for Certification

- (1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier 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 entering into this transaction.

- (7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (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 under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, 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.
- (9) 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.
- (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.

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

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (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) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where 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.

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

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (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 remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (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 learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (4) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (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 any lower tier 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.

- By checking this box, the state CSBG authorized official is providing the certification set out above.

#### **15.4 Environmental Tobacco Smoke**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

- By checking this box, the state CSBG authorized official is providing the certification set out above.

## **ATTACHMENTS**

- A Designation Letter
- B Iowa Code (state legislation)
- C 2025 Iowa Acts, Senate File 626 (state legislation)
- D Iowa Administrative Code (state regulations)
- E State Plan distribution communications
- F Notice of public inspection and public hearing announcement
- G Legislative hearing documentation
- H CSBG Eligible Entities
- I Planned Allocation (FFY 2026 and FFY2027)
- J Monitoring of CSBG Eligible Entities
- K Monitoring Policies
  - Iowa CSBG Policies and Procedures Manual (01-23-2025):
    - CSBG Program Reviews (pages 20-29)
    - Fiscal Monitoring (page 28)



KIM REYNOLDS  
GOVERNOR

**OFFICE OF THE GOVERNOR**

ADAM GREGG  
LT GOVERNOR

July 18, 2023

Lanikue Howard, Ph.D.  
Director  
Office of Community Services  
Administration for Children and Families  
U.S. Department of Health and Human Services  
330 C Street SW  
Washington, D.C. 20201

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

Dear Dr. Howard:

As Governor of the State of Iowa and in accordance with Section 216A.92 of Iowa Code, I write to designate the Iowa Department of Health and Human Services, Division of Community Access, Community Action Agencies unit, to act as the lead agency for the administration of the Community Services Block Grant (CSBG).

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

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Reynolds".

Kim Reynolds  
Governor

## CHAPTER 216A

## DEPARTMENT OF HEALTH AND HUMAN SERVICES — HUMAN RIGHTS

Referred to in [§11.6](#), [256E.7](#), [256F4](#), [261E.9](#)

|                 |  |                           |  |  |
|-----------------|--|---------------------------|--|--|
| SUBCHAPTER I    |  | 216A.61                   | through 216A.70  | Reserved.                                  |
| ADMINISTRATION  |  |                           |  |  |
| 216A.1          | Department of health and human services — human rights — purpose.  | SUBCHAPTER IV             |  |  |
| 216A.2          | Appointment of department director, deputy director, and administrators — duties. Repealed by 2023 Acts, ch 19, §1357. | 216A.71                   | Definitions.   | Repealed by 2024 Acts, ch 1170, §451.      |
| 216A.3          | Human rights board.  | 216A.72                   | Office of persons with disabilities.                     | Repealed by 2024 Acts, ch 1170, §451.      |
| 216A.4          | Definitions.   | 216A.73                   | Ex officio members.                                      | Repealed by 2010 Acts, ch 1031, §168, 170. |
| 216A.5          | Repeal. Repealed by 97 Acts, ch 52, §1.  | 216A.74                   | Commission of persons with disabilities established.     | Repealed by 2024 Acts, ch 1170, §451.      |
| 216A.6          | Confidentiality of individual client advocacy records.   | 216A.75                   | Commission powers and duties.                            | Repealed by 2024 Acts, ch 1170, §451.      |
| 216A.7          | Access to information.   | 216A.76                   | through 216A.79  | Repealed by 2010 Acts, ch 1031, §168, 170. |
| 216A.8          | through 216A.10  | 216A.80                   | through 216A.90  | Reserved.                                  |
| SUBCHAPTER II   |  |                           |  |  |
| LATINO AFFAIRS  |  |                           |  |  |
| 216A.11         | Definitions. Repealed by 2024 Acts, ch 1170, §448.   | SUBCHAPTER V              |  |  |
| 216A.12         | Commission of Latino affairs established. Repealed by 2024 Acts, ch 1170, §448.  | COMMUNITY ACTION AGENCIES |  |  |
| 216A.13         | Commission of Latino affairs — duties. Repealed by 2024 Acts, ch 1170, §448.   | 216A.91                   | Definitions.   |  |
| 216A.14         | Office of Latino affairs — duties. Repealed by 2024 Acts, ch 1170, §448.   | 216A.92                   | Community action agencies.                               |  |
| 216A.15         | Duties. Repealed by 2024 Acts, ch 1170, §448.  | 216A.92A                  | Commission established.                                  | Repealed by 2024 Acts, ch 1170, §470.      |
| 216A.16         | and 216A.17 Repealed by 2010 Acts, ch 1031, §168, 170.   | 216A.92B                  | Commission powers and duties.                            | Repealed by 2024 Acts, ch 1170, §470.      |
| 216A.18         | through 216A.50  | 216A.93                   | Establishment of community action agencies.              |  |
| SUBCHAPTER III  |  | 216A.94                   | Community action agency board.                           |  |
| STATUS OF WOMEN |  | 216A.95                   | Duties of board.   |  |
| 216A.51         | Definitions. Repealed by 2024 Acts, ch 1170, §450.   | 216A.96                   | Duties of community action agency.                       |  |
| 216A.52         | Office on the status of women. Repealed by 2024 Acts, ch 1170, §450.   | 216A.97                   | Administration.  |  |
| 216A.53         | Commission on the status of women established. Repealed by 2024 Acts, ch 1170, §450.                                   | 216A.98                   | Audit.   |  |
| 216A.54         | Commission powers and duties. Repealed by 2024 Acts, ch 1170, §450.  | 216A.99                   | Allocation of financial assistance.                      |  |
| 216A.55         | through 216A.60  | 216A.100                  | Reserved.  |  |
|                 | Repealed by 2010 Acts, ch 1031, §168, 170.   | 216A.101                  | Emergency weatherization fund.                           | Repealed by 2010 Acts, ch 1031, §168, 170. |
|                 |  | 216A.102                  | Energy crisis fund.                                      |  |
|                 |  | 216A.103                  | Iowa affordable heating program established.             | Repealed by 2010 Acts, ch 1031, §168, 170. |
|                 |  | 216A.104                  | Energy utility assessment and resolution program.        |  |
|                 |  | 216A.105                  | and 216A.106   | Reserved.                                  |
|                 |  | 216A.107                  | Family development and self-sufficiency — grant program. |  |
|                 |  | 216A.108                  | through 216A.110   | Reserved.                                  |

|  |  |                                    |   |
|--|--|------------------------------------|---|
| SUBCHAPTER VI                          |  | 216A.142                           | Commission on the status of African Americans established. Repealed by 2024 Acts, ch 1170, §461.    |
| DEAF SERVICES                          |  | 216A.143                           | Commission powers and duties. Repealed by 2024 Acts, ch 1170, §461.                                 |
| 216A.111                               | Definitions.   | 216A.144                           | and 216A.145 Repealed by 2010 Acts, ch 1031, §168, 170.   |
| 216A.112                               | Office of deaf services. Repealed by 2024 Acts, ch 1170, §460.                                 | 216A.146                           | Office on the status of African Americans. Repealed by 2024 Acts, ch 1170, §461.                    |
| 216A.113                               | Deaf services commission established.  | 216A.147                           | through 216A.149 Repealed by 2010 Acts, ch 1031, §168, 170.   |
| 216A.114                               | Commission powers and duties. through 216A.117 Repealed by 2010 Acts, ch 1031, §168, 170.      | 216A.150                           | Reserved.   |
| 216A.115                               | through 216A.120 Repealed by 2010 Acts, ch 1031, §168, 170.                                    | SUBCHAPTER X                       |   |
| 216A.118                               | through 216A.120 Reserved.   | ASIAN AND PACIFIC ISLANDER AFFAIRS |   |
| SUBCHAPTER VII                         |  | 216A.151                           | Definitions. Repealed by 2024 Acts, ch 1170, §462.  |
| 216A.121                               | Iowa Abraham Lincoln bicentennial commission. Repealed by its own terms; 2007 Acts, ch 99, §1. | 216A.152                           | Commission of Asian and Pacific Islander affairs established. Repealed by 2024 Acts, ch 1170, §462. |
| 216A.122                               | through 216A.130 Reserved.   | 216A.153                           | Commission powers and duties. Repealed by 2024 Acts, ch 1170, §462.                                 |
| SUBCHAPTER VIII                        |  | 216A.154                           | Office of Asian and Pacific Islander affairs. Repealed by 2024 Acts, ch 1170, §462.                 |
| CRIMINAL AND JUVENILE JUSTICE PLANNING |  | 216A.155                           | through 216A.160 Repealed by 2010 Acts, ch 1031, §168, 170.   |
| 216A.131                               | Definitions.   | SUBCHAPTER XI                      |   |
| 216A.131A                              | Criminal and juvenile justice planning.  | NATIVE AMERICAN AFFAIRS            |   |
| 216A.132                               | Board established — terms — compensation. Repealed by 2024 Acts, ch 1170, §443.                | 216A.161                           | Definitions. Repealed by 2024 Acts, ch 1170, §464.  |
| 216A.133                               | Department duties.   | 216A.162                           | Establishment — purpose. Repealed by 2024 Acts, ch 1170, §464.                                      |
| 216A.133A                              | Public safety advisory board — duties. Repealed by 2019 Acts, ch 156, §8.                      | 216A.163                           | Term of office. Repealed by 2024 Acts, ch 1170, §464.   |
| 216A.134                               | Administrator. Repealed by 2010 Acts, ch 1031, §168, 170.                                      | 216A.164                           | Meetings of the commission. Repealed by 2010 Acts, ch 1031, §168, 170.                              |
| 216A.135                               | Plan and report.   | 216A.165                           | Duties. Repealed by 2024 Acts, ch 1170, §464.   |
| 216A.136                               | Statistical analysis center — access to records.   | 216A.166                           | Office of Native American affairs. Repealed by 2024 Acts, ch 1170, §464.                            |
| 216A.137                               | Correctional policy project.   | 216A.167                           | Limitations on authority.   |
| 216A.138                               | Multiagency database concerning juveniles.   | 216A.168                           | through 216A.170 Repealed by 2010 Acts, ch 1031, §168, 170.   |
| 216A.139                               | Sex offender research council. Repealed by 2019 Acts, ch 156, §8.                              |                                    |   |
| 216A.140                               | State of Iowa youth advisory council.  |                                    |   |
| SUBCHAPTER IX                          |  |                                    |   |
| STATUS OF AFRICAN AMERICANS            |  |                                    |   |
| 216A.141                               | Definitions. Repealed by 2024 Acts, ch 1170, §461.   |                                    |   |

## SUBCHAPTER I

### ADMINISTRATION

#### 216A.1 Department of health and human services — human rights — purpose.

1. The department of health and human services shall be responsible for all of the following:

a. Community advocacy and services on behalf of underrepresented populations in the state.

b. Community action agencies.

c. Criminal and juvenile justice planning.

2. The purpose of the department under [this chapter](#) and as otherwise provided by law is to ensure basic rights, freedoms, and opportunities for all by empowering underrepresented Iowans and eliminating economic, social, and cultural barriers.

3. The department shall implement the comprehensive strategic plan approved by the board under [section 216A.3](#) and shall issue an annual report to the governor and the general assembly no later than November 1 of each year concerning the operations of the department relating to responsibilities for human rights.

[86 Acts, ch 1245, §1201](#)

[C87, §601K.1](#)

[87 Acts, ch 115, §70; 88 Acts, ch 1277, §27; 89 Acts, ch 83, §78; 90 Acts, ch 1180, §2; 91 Acts, ch 50, §2; 91 Acts, ch 109, §8](#)

[C93, §216A.1](#)

[2004 Acts, ch 1020, §2; 2008 Acts, ch 1184, §38; 2010 Acts, ch 1031, §101, 170; 2023 Acts, ch 19, §285; 2024 Acts, ch 1170, §445](#)

[Minority impact statements, see §2.56, 8.11](#)

[Subsection 1, paragraph a stricken and rewritten](#)

**216A.2 Appointment of department director, deputy director, and administrators — duties.** Repealed by 2023 Acts, ch 19, §1357.

### **216A.3 Human rights board.**

1. A human rights board is created within the department.

2. The board shall consist of twelve members, including seven voting members and five nonvoting members, determined as follows:

a. The voting members shall consist of seven voting members who shall be appointed by the governor, subject to confirmation by the senate pursuant to [section 2.32](#), and shall represent underrepresented populations in the state. All voting members shall reside in the state. The term of office for voting members is four years.

b. The nonvoting members shall consist of the department director, two state representatives, one appointed by the speaker of the house of representatives and one by the minority leader of the house of representatives, and two state senators, one appointed by the majority leader of the senate and one by the minority leader of the senate.

3. A majority of the voting members of the board shall constitute a quorum, and the affirmative vote of two-thirds of the voting members present is necessary for any substantive action taken by the board. The board shall select a chairperson from the voting members of the board.

4. The board shall do all of the following:

a. Develop and monitor implementation of a comprehensive strategic plan to remove barriers for underrepresented populations or groups and, in doing so, to increase Iowa's productivity and inclusivity, including performance measures and benchmarks.

b. Study the opportunities for and changing needs of the underrepresented populations or groups in the state.

c. Serve as a liaison between the department and the public, sharing information and gathering constituency input.

d. Recommend to the department the adoption of rules pursuant to [chapter 17A](#) as the board deems necessary.

e. Recommend legislative and executive action to the governor and general assembly to advance the interests of underrepresented populations or groups and to improve the status of low-income persons in the state.

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

g. Advance the interests of underrepresented populations or groups in the areas of human rights, access to justice, economic equality, and the elimination of discrimination.

86 Acts, ch 1245, §1203

C87, §601K.3

88 Acts, ch 1277, §28; 90 Acts, ch 1180, §4

C93, §216A.3

2010 Acts, ch 1031, §103, 170; 2010 Acts, ch 1189, §44; 2013 Acts, ch 140, §18; 2019 Acts, ch 156, §1; 2023 Acts, ch 19, §286; 2024 Acts, ch 1170, §446

Referred to in §216A.1

Section amended

#### **216A.4 Definitions.**

For purposes of [this chapter](#), unless the context otherwise requires:

1. “*Asian or Pacific Islander*” means an individual from any of the countries of Asia or islands of the Pacific.

2. “*Board*” means the human rights board.

3. “*Department*” means the department of health and human services.

4. “*Director*” means the director of health and human services.

5. “*Tribal government*” means the governing body of a federally recognized Indian tribe.

6. “*Underrepresented*” means the historical marginalization of populations or groups in the United States and Iowa, including but not limited to African Americans, Asian and Pacific Islanders, persons who are deaf or hard of hearing, persons with disabilities, Latinos, Native Americans, women, persons who have low socioeconomic status, at-risk youth, and adults or juveniles with a criminal history.

86 Acts, ch 1245, §1204

C87, §601K.4

90 Acts, ch 1180, §5

C93, §216A.4

2010 Acts, ch 1031, §104, 170; 2023 Acts, ch 19, §287; 2024 Acts, ch 1170, §447

Section amended

**216A.5 Repeal.** Repealed by 97 Acts, ch 52, §1.

#### **216A.6 Confidentiality of individual client advocacy records.**

1. For purposes of [this section](#), unless the context otherwise requires:

a. “*Advocacy services*” means services in which a department staff member writes or speaks in support of a client or a client’s cause or refers a person to another service to help alleviate or solve a problem.

b. “*Individual client advocacy records*” means those files or records which pertain to problems divulged by a client to the department or any related papers or records which are released to the department about a client for the purpose of assisting the client.

2. Information pertaining to clients receiving advocacy services shall be held confidential, including but not limited to the following:

a. Names and addresses of clients receiving advocacy services.

b. Information about a client reported on the initial advocacy intake form and all documents, information, or other material relating to the advocacy issues or to the client which could identify the client, or divulge information about the client.

c. Information concerning the social or economic conditions or circumstances of particular clients who are receiving or have received advocacy services.

d. Department or office evaluations of information about a person seeking or receiving advocacy services.

e. Medical or psychiatric data, including diagnoses and past histories of disease or disability, concerning a person seeking or receiving advocacy services.

f. Legal data, including records which represent or constitute the work product of an attorney, which are related to a person seeking or receiving advocacy services.

3. Information described in [subsection 2](#) shall not be disclosed or used by any person or agency except for purposes of administration of advocacy services, and shall not be disclosed



to or used by a person or agency outside the department except upon consent of the client as evidenced by a signed release.

4. [This section](#) does not restrict the disclosure or use of information regarding the cost, purpose, number of clients served or assisted, and results of an advocacy program administered by the department, and other general and statistical information, so long as the information does not identify particular clients or persons provided with advocacy services.

[88 Acts, ch 1106, §1](#)

[C89, §601K.6](#)

[C93, §216A.6](#)

[2011 Acts, ch 34, §48; 2023 Acts, ch 19, §288](#)

#### **216A.7 Access to information.**

Upon request of the director, or an office, a commission, or a council created under [this chapter](#), all boards, agencies, departments, and offices of the state shall make available nonconfidential information, records, data, and statistics which are relevant to the populations or groups served by the offices, councils, and commissions.

[2010 Acts, ch 1031, §105, 170; 2023 Acts, ch 19, §289](#)

**216A.8 through 216A.10** Reserved.

### SUBCHAPTER II

#### LATINO AFFAIRS

**216A.11 Definitions.** Repealed by 2024 Acts, ch 1170, §448.

**216A.12 Commission of Latino affairs established.** Repealed by 2024 Acts, ch 1170, §448.

For proposed amendment to section by [2024 Acts, ch 1004, §24](#), see Code editor's note on simple harmonization at the beginning of this Code volume

**216A.13 Commission of Latino affairs — duties.** Repealed by 2024 Acts, ch 1170, §448.

**216A.14 Office of Latino affairs — duties.** Repealed by 2024 Acts, ch 1170, §448.

**216A.15 Duties.** Repealed by 2024 Acts, ch 1170, §448.

**216A.16 and 216A.17** Repealed by 2010 Acts, ch 1031, §168, 170.

**216A.18 through 216A.50** Reserved.

### SUBCHAPTER III

#### STATUS OF WOMEN

**216A.51 Definitions.** Repealed by 2024 Acts, ch 1170, §450.

**216A.52 Office on the status of women.** Repealed by 2024 Acts, ch 1170, §450.

**216A.53 Commission on the status of women established.** Repealed by 2024 Acts, ch 1170, §450.

**216A.54 Commission powers and duties.** Repealed by 2024 Acts, ch 1170, §450.

**216A.55 through 216A.60** Repealed by 2010 Acts, ch 1031, §168, 170.

**216A.61 through 216A.70** Reserved.

#### SUBCHAPTER IV PERSONS WITH DISABILITIES

**216A.71 Definitions.** Repealed by 2024 Acts, ch 1170, §451.

**216A.72 Office of persons with disabilities.** Repealed by 2024 Acts, ch 1170, §451.

**216A.73 Ex officio members.** Repealed by 2010 Acts, ch 1031, §168, 170.

**216A.74 Commission of persons with disabilities established.** Repealed by 2024 Acts, ch 1170, §451.

**216A.75 Commission powers and duties.** Repealed by 2024 Acts, ch 1170, §451.

**216A.76 through 216A.79** Repealed by 2010 Acts, ch 1031, §168, 170.

**216A.80 through 216A.90** Reserved.

#### SUBCHAPTER V COMMUNITY ACTION AGENCIES

##### **216A.91 Definitions.**

For purposes of [this subchapter](#), unless the context otherwise requires:

1. “*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.

2. “*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.

[86 Acts, ch 1245, §1240](#)

[C87, §601K.91](#)

[90 Acts, ch 1242, §1](#)

[C93, §216A.91](#)

[2023 Acts, ch 19, §295; 2024 Acts, ch 1170, §465](#)

Referred to in [§16.57B, 23A.2, 256I.8](#)

Section amended

##### **216A.92 Community action agencies.**

1. The department shall strengthen, supplement, and coordinate efforts to develop the full potential of each citizen by recognizing certain community action agencies and supporting certain community-based programs delivered by community action agencies.

2. The department shall do all of the following:

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

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

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

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

[86 Acts, ch 1245, §1241](#)

C87, §601K.92

[90 Acts, ch 1242, §2](#)

C93, §216A.92

[2010 Acts, ch 1031, §122, 170; 2023 Acts, ch 19, §296](#)

**216A.92A Commission established.** Repealed by 2024 Acts, ch 1170, §470.

For proposed amendment to section by [2024 Acts, ch 1004, §25](#), see Code editor's note on simple harmonization at the beginning of this Code volume

**216A.92B Commission powers and duties.** Repealed by 2024 Acts, ch 1170, §470.

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

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

[86 Acts, ch 1245, §1242](#)

C87, §601K.93

C93, §216A.93

[2010 Acts, ch 1031, §126, 170; 2023 Acts, ch 19, §298; 2024 Acts, ch 1170, §466](#)

Referred to in [§423.3](#)

Section amended

**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 department in a manner prescribed by the department.

[86 Acts, ch 1245, §1247](#)

C87, §601K.98

[89 Acts, ch 264, §9](#)

C93, §216A.98

[2010 Acts, ch 1031, §132, 170; 2011 Acts, ch 75, §36; 2023 Acts, ch 19, §299](#)

**216A.99 Allocation of financial assistance.**

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

2. 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

[2020 Acts, ch 1062, §94; 2023 Acts, ch 19, §300](#)

**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 adopted by the department, 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; 2023 Acts, ch 19, §301](#)

**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 department shall establish an energy utility assessment and resolution program administered by each community action agency for persons with low incomes who have or need a deferred payment agreement or are in need of an emergency fuel delivery to address home energy utility costs.

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

- a. The person is eligible for the federal low-income home energy assistance program.
  - b. The person is a residential customer of an energy utility approved for the program by the department.
  - c. The person has or is in need of a deferred payment agreement to address the person's home energy utility costs.
  - d. The person is able to maintain or regain residential energy utility service in the person's own name.
  - e. The person provides the information necessary to determine the person's eligibility for the program.
  - f. The person complies with other eligibility requirements adopted in rules by the department.
3. The program components shall include but are not limited to all of the following:
    - a. Analysis of a program participant's current financial situation.
    - b. Review of a program participant's resource and money management options.
    - c. Skills development and assistance for a program participant in negotiating a deferred payment agreement with the participant's energy utility.
    - d. Development of a written household energy affordability plan.
    - e. Provision of energy conservation training and assistance.
    - f. A requirement that a program participant must make uninterrupted, regular utility payments while participating in the program.

[2007 Acts, ch 218, §136](#); [2010 Acts, ch 1031, §134, 170](#); [2023 Acts, ch 19, §302, 303](#)

**216A.105 and 216A.106** Reserved.

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

1. The council on health and human services 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 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 use disorder treatment, support group counseling, food, clothing, and housing.
    - (4) Designation of the process for training of the staff which provides services, and

the appropriateness of the training for the purposes of meeting family development and self-sufficiency goals of the families being served.

(5) Designation of the support available within the community for the program and for meeting subsequent needs of the clients, and the manner in which community resources will be made available to the families being served.

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

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

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

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

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

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

2. a. The department shall administer the family development and self-sufficiency grant program.

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

c. The department shall ensure that expenditures of moneys appropriated to the department 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.

d. The department shall consider the recommendations of the council on health and human services in adopting rules pertaining to the grant program.

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

2008 Acts, ch 1072, §1; 2010 Acts, ch 1031, §135, 170; 2023 Acts, ch 19, §304 – 306; 2024 Acts, ch 1170, §471

Referred to in §232.69, 239B.8

Legislative appointments, see §4A.13

Section amended

**216A.108 through 216A.110** Reserved.

## SUBCHAPTER VI

### DEAF SERVICES

#### **216A.111 Definitions.**

For purposes of [this subchapter](#), unless the context otherwise requires, “*commission*” means the commission of deaf services.

86 Acts, ch 1245, §1250

C87, §601K.111



C93, §216A.111

2010 Acts, ch 1031, §136, 137, 170; 2023 Acts, ch 19, §307; 2024 Acts, ch 1170, §452

Subsection 2 stricken and former subsection 1 editorially combined with former unnumbered paragraph 1 and redesignated as an unnumbered paragraph

**216A.112 Office of deaf services.** Repealed by 2024 Acts, ch 1170, §460.

**216A.113 Deaf services commission established.**

1. The commission of deaf services is established, and shall consist of seven voting members appointed by the governor. Membership of the commission shall include at least four members who are deaf or hard of hearing, and three members who are representatives of telephone companies. The commission shall also include the director, or the director's designee, as a nonvoting member. All members shall reside in Iowa.

2. Voting members of the commission shall serve four-year staggered terms which shall begin and end pursuant to [section 69.19](#). Voting members whose terms expire may be reappointed. Vacancies on the commission may be filled for the remainder of the term in the same manner as the original appointment. Voting members shall receive actual expenses incurred while serving in their official capacity, subject to statutory limits. Voting members may also be eligible to receive compensation as provided in [section 7E.6](#).

3. The voting members of the commission shall appoint a chairperson and vice chairperson and other officers as the commission deems necessary. A majority of the voting members currently appointed to the commission shall constitute a quorum. A quorum shall be required for the conduct of business of the commission, and the affirmative vote of a majority of the currently appointed voting members is necessary for any substantive action taken by the commission. A voting member shall not vote on any action if the voting member has a conflict of interest on the matter, and a statement by the voting member of a conflict of interest shall be conclusive for this purpose.

86 Acts, ch 1245, §1252

C87, §601K.113

C93, §216A.113

2010 Acts, ch 1031, §139, 170; 2010 Acts, ch 1193, §42, 80; 2020 Acts, ch 1102, §9; 2024 Acts, ch 1170, §453

Referred to in [§477C.2](#)

Section amended

**216A.114 Commission powers and duties.**

The commission shall have the following powers and duties:

1. Study the changing needs and opportunities for the deaf and hard-of-hearing people in this state.

2. Serve as a liaison between the department and the public, sharing information and gathering constituency input.

3. Recommend to the board for adoption rules pursuant to [chapter 17A](#) as it deems necessary for the commission and office.

4. Recommend legislative and executive action to the governor and general assembly.

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

6. Advise the utilities commission on the planning, establishment, administration, and promotion of a statewide program to provide dual party relay service and to secure, finance, and distribute telecommunications devices for the deaf and hard of hearing pursuant to [chapter 477C](#).

86 Acts, ch 1245, §1253

C87, §601K.114

87 Acts, ch 115, §75; 89 Acts, ch 54, §1

C93, §216A.114

93 Acts, ch 75, §4; 2003 Acts, ch 145, §286; 2010 Acts, ch 1031, §140, 170; 2024 Acts, ch 1170, §369, 454

Code editor directive applied

Section amended



**216A.115 through 216A.117** Repealed by 2010 Acts, ch 1031, §168, 170.

**216A.118 through 216A.120** Reserved.

## SUBCHAPTER VII

**216A.121 Iowa Abraham Lincoln bicentennial commission.** Repealed by its own terms; 2007 Acts, ch 99, §1.

**216A.122 through 216A.130** Reserved.

## SUBCHAPTER VIII

### CRIMINAL AND JUVENILE JUSTICE PLANNING

#### **216A.131 Definitions.**

For the purpose of [this subchapter](#), unless the context otherwise requires, “*department*” means the department of health and human services.

[88 Acts, ch 1277, §14](#)

[C89, §601K.131](#)

[90 Acts, ch 1124, §1](#)

[C93, §216A.131](#)

[2010 Acts, ch 1193, §151; 2019 Acts, ch 156, §2; 2023 Acts, ch 19, §308; 2024 Acts, ch 1170, §439](#)

Section amended

#### **216A.131A Criminal and juvenile justice planning.**

The department shall fulfill the responsibilities of [this subchapter](#), including the duties specified in [sections 216A.135, 216A.136, 216A.137, 216A.138, and 216A.140.](#)

[2010 Acts, ch 1031, §141, 170; 2019 Acts, ch 156, §3; 2023 Acts, ch 19, §309](#)

**216A.132 Board established — terms — compensation.** Repealed by 2024 Acts, ch 1170, §443.

For proposed amendment to section by [2024 Acts, ch 1004, §26](#), see Code editor's note on simple harmonization at the beginning of this Code volume

#### **216A.133 Department duties.**

1. The department shall do all of the following:

a. Develop short-term and long-term goals to improve the criminal and juvenile justice systems.

b. Identify and analyze justice system issues, including the impact of present criminal and juvenile justice policy, and make recommendations for policy change.

c. Develop and assist others in implementing recommendations and plans for justice system improvement.

d. Provide the general assembly with an analysis of current and proposed criminal code provisions.

e. Provide for a clearinghouse of justice system information to coordinate with data resource agencies and assist others in the use of justice system data.

f. Coordinate with data resource agencies to provide data and analytical information to federal, state, and local governments, and assist agencies in the use of criminal and juvenile justice data.

g. Report criminal justice system needs to the governor, the general assembly, and other decision makers to improve the criminal justice system.

h. Report juvenile justice system needs to the governor, the general assembly, and other decision makers to address issues specifically affecting the juvenile justice system, including

evidence-based programs for group foster care placements and the state training school, diversion, and community-based services for juvenile offenders.

- i. Provide technical assistance upon request to state and local agencies.
- j. Administer federal funds and funds appropriated by the state or that are otherwise available in compliance with applicable laws, regulations, and other requirements for purposes of study, research, investigation, planning, and implementation in the areas of criminal and juvenile justice.
- k. Make grants to cities, counties, and other entities pursuant to applicable law.
- l. Maintain an Iowa correctional policy project as provided in [section 216A.137](#).
- m. Provide input and make recommendations to the director including in the development of a budget for the department.
  - n. Share information and gather constituency input.
  - o. Recommend legislative and executive action to the governor and general assembly.
  - p. Establish advisory committees, work groups, or other coalitions as appropriate.
  - q. Provide the general assembly with an analysis and recommendations of current criminal code provisions and proposed legislation which include but are not limited to all of the following:
    - (1) Potential disparity in sentencing.
    - (2) Truth in sentencing.
    - (3) Victims.
    - (4) The proportionality of specific sentences.
    - (5) Sentencing procedures.
    - (6) Costs associated with the implementation of criminal code provisions, including costs to the judicial branch, department of corrections, and judicial district departments of correctional services, costs for representing indigent defendants, and costs incurred by political subdivisions of the state.
    - (7) Best practices related to the department of corrections including recidivism rates, safety and the efficient use of correctional staff, and compliance with correctional standards set by the federal government and other jurisdictions.
    - (8) Best practices related to the state mortality review committee established in [section 135.43](#).
  - r. Study and make recommendations for treating and supervising adult and juvenile sex offenders in institutions, community-based programs, and in the community, in areas which include but are not limited to all of the following:
    - (1) The effectiveness of electronically monitoring sex offenders.
    - (2) The cost and effectiveness of special sentences pursuant to [chapter 903B](#).
    - (3) Risk assessment models created for sex offenders.
    - (4) Determining the best treatment programs available for sex offenders and the efforts of Iowa and other states to implement treatment programs.
    - (5) The efforts of Iowa and other states to prevent sex abuse-related crimes including child sex abuse.
    - (6) Any other related issues the board deems necessary, including but not limited to computer and internet sex-related crimes, sex offender case management, best practices for sex offender supervision, the sex offender registry, and the effectiveness of safety zones.
  - s. Provide expertise and advice to the legislative services agency, the department of corrections, the judicial branch, and others charged with formulating fiscal, correctional, or minority impact statements.
  - t. Review data supplied by the department, the department of management, the legislative services agency, the Iowa supreme court, and other departments or agencies for the purpose of determining the effectiveness and efficiency of the collection of such data.

2. The department shall submit reports, in accordance with [section 216A.135](#), to the governor and general assembly regarding actions taken, issues studied, and council recommendations.

[88 Acts, ch 1277, §16](#)

[C89, §601K.133](#)

[90 Acts, ch 1124, §3](#); [92 Acts, ch 1231, §47](#)

C93, §216A.133

2010 Acts, ch 1031, §145, 146, 170; 2010 Acts, ch 1193, §153, 154; 2019 Acts, ch 89, §9; 2019 Acts, ch 156, §5; 2023 Acts, ch 19, §312, 313; 2024 Acts, ch 1170, §440

Section amended

**216A.133A Public safety advisory board — duties.** Repealed by 2019 Acts, ch 156, §8.

**216A.134 Administrator.** Repealed by 2010 Acts, ch 1031, §168, 170.

**216A.135 Plan and report.**

1. The department shall submit a three-year criminal and juvenile justice plan for the state, beginning December 1, 2020, and every three years thereafter, by December 1. The three-year plan shall be updated annually. Each three-year plan and annual updates of the three-year plan shall be submitted to the governor and the general assembly by December 1.

2. The three-year plan and annual updates shall include but are not limited to the following:

- a. Short-term and long-term goals for the criminal and juvenile justice systems.
- b. The identification of issues and studies on the effective treatment and supervision of adult and juvenile sex offenders in institutions, community-based programs, and the community.
- c. Analysis of and recommendations regarding current criminal code provisions.
- d. The effectiveness and efficiencies of current criminal and juvenile justice policies, practices, and services.

e. Collection of criminal and juvenile justice data.

f. Recommendations to improve the criminal and juvenile justice systems.

88 Acts, ch 1277, §18

C89, §601K.135

92 Acts, ch 1231, §48

C93, §216A.135

2010 Acts, ch 1193, §156; 2019 Acts, ch 156, §6; 2020 Acts, ch 1063, §75; 2024 Acts, ch 1170, §441

Referred to in §216A.131A, 216A.133, 216A.137

Subsection 1 amended

**216A.136 Statistical analysis center — access to records.**

The department shall maintain an Iowa statistical analysis center for the purpose of coordinating with data resource agencies to provide data and analytical information to federal, state, and local governments, and assist agencies in the use of criminal and juvenile justice data. Notwithstanding any other provision of state law, unless prohibited by federal law or regulation, the department shall be granted access, for purposes of research and evaluation, to criminal history records, official juvenile court records, juvenile court social records, and any other data collected or under control of the board of parole, department of corrections, department of workforce development, district departments of correctional services, judicial branch, and department of public safety. However, intelligence data and peace officer investigative reports maintained by the department of public safety shall not be considered data for the purposes of [this section](#). Any record, data, or information obtained by the department under [this section](#) and the department itself is subject to the federal and state confidentiality laws and regulations which are applicable to the original record, data, or information obtained by the department and to the original custodian of the record, data, or information. The access shall include but is not limited to all of the following:

1. Juvenile court records and all other information maintained under [sections 232.147 through 232.151](#).

2. Child abuse information under [sections 235A.15 through 235A.19](#).

3. Dependent adult abuse records maintained under [chapter 235B](#).

4. Criminal history data maintained under [chapter 692](#).

5. Sex offender registry information maintained under [chapter 692A](#).

6. Presentence investigation reports maintained under [section 901.4](#).

7. Corrections records maintained under [sections 904.601 and 904.602](#).
  8. Community-based correctional program records maintained under [chapter 904](#).
  9. Parole records maintained under [chapter 906](#).
  10. Deferred judgment, deferred or suspended sentence, and probation records maintained under [chapter 907](#).
  11. Violation of parole or probation records maintained under [chapter 908](#).
  12. Fines and victim restitution records maintained under [chapters 909 and 910](#).
  13. Employment records maintained under [section 96.11](#).
- [88 Acts, ch 1277, §19](#)  
[C89, §601K.136](#)  
[90 Acts, ch 1124, §4](#)  
[C93, §216A.136](#)  
[96 Acts, ch 1150, §2; 96 Acts, ch 1193, §3, 4; 98 Acts, ch 1047, §18; 2008 Acts, ch 1085, §3, 4; 2020 Acts, ch 1063, §76; 2023 Acts, ch 19, §314; 2024 Acts, ch 1182, §49](#)  
 Referred to in [§216A.131A, 232.147, 232.149, 232.149A](#)  
 Subsection 8 amended

### **216A.137 Correctional policy project.**

1. The department shall maintain an Iowa correctional policy project for the purpose of conducting analyses of major correctional issues affecting the criminal and juvenile justice system. The department shall identify and prioritize the issues and studies to be addressed through this project and shall report project plans and findings annually along with the report required in [section 216A.135](#). Issues and studies to be considered shall include but are not limited to a review of the information systems available to assess corrections trends and program effectiveness, the development of an evaluation plan for assessing the impact of corrections expenditures, and a study of the desirability and feasibility of changing the state's sentencing practices, which includes a prison population forecast.

2. The department may form subcommittees for the purpose of addressing major correctional issues affecting the criminal and juvenile justice system. The department shall establish a subcommittee to address issues specifically affecting the juvenile justice system.

[90 Acts, ch 1124, §5](#)

[C91, §601K.137](#)

[C93, §216A.137](#)

[2019 Acts, ch 156, §7; 2023 Acts, ch 19, §315; 2024 Acts, ch 1170, §442](#)

Referred to in [§216A.131A, 216A.133](#)

Subsection 1 amended

### **216A.138 Multiagency database concerning juveniles.**

1. The department shall coordinate the development of a multiagency database to track the progress of juveniles through various state and local agencies and programs. The department shall develop a plan which utilizes existing databases, including the Iowa court information system, the federally mandated national adoption and foster care information system, and the other state and local databases pertaining to juveniles, to the extent possible.

2. The department of corrections, judicial branch, department of public safety, department of education, local school districts, and other state agencies and political subdivisions shall cooperate with the department in the development of the plan.

3. The database shall be designed to track the progress of juveniles in various programs, evaluate the experiences of juveniles, and evaluate the success of the services provided.

4. The department shall develop the plan within the context of existing federal privacy and confidentiality requirements. The plan shall build upon existing resources and facilities to the extent possible.

5. The plan shall include proposed guidelines for the sharing of information by case management teams, consisting of designated representatives of various state and local agencies and political subdivisions to coordinate the delivery of services to juveniles under the jurisdiction of the juvenile court. The guidelines shall be developed to structure and improve the information-sharing procedures of case management teams established pursuant to any applicable state or federal law or approved by the juvenile court with respect

to a juvenile who is the recipient of the case management team services. The plan shall also contain proposals for changes in state laws or rules to facilitate the exchange of information among members of case management teams.

6. The plan shall include development of a resource guide outlining successful programs and practices established within this state which are designed to promote positive youth development and that assist delinquent and other at-risk youth in overcoming personal and social problems. The guide shall be made publicly available.

7. If the department has insufficient funds and resources to implement [this section](#), the department shall determine what, if any, portion of [this section](#) may be implemented, and the remainder of [this section](#) shall not apply.

[92 Acts, ch 1231, §49; 97 Acts, ch 126, §9; 98 Acts, ch 1047, §19; 2010 Acts, ch 1031, §147, 170; 2023 Acts, ch 19, §316](#)

Referred to in [§216A.131A](#)

**216A.139 Sex offender research council.** Repealed by 2019 Acts, ch 156, §8.

**216A.140 State of Iowa youth advisory council.**

1. *Definitions.* For the purposes of [this section](#), unless the context otherwise requires:

- a. “Youth” means children and young persons who are ages six through twenty-one years.
- b. “Youth advisory council” means the state of Iowa youth advisory council created by [this section](#).

2. *State of Iowa youth advisory council.* A state of Iowa youth advisory council is created to provide input to the governor, general assembly, and state and local policymakers on youth issues.

a. The purpose of the youth advisory council is to foster communication among a group of engaged youth and the governor, general assembly, and state and local policymakers regarding programs, policies, and practices affecting youth and families; to advocate for youth on important issues affecting youth; and to improve the lives and futures of Iowa’s youth.

b. The youth advisory council shall consist of no more than twenty-one youth ages fourteen through twenty years who reside in Iowa. Membership shall be for two-year staggered terms. The director or the director’s designee shall select council members using an application process. The director or the director’s designee shall strive to maintain a diverse council membership and shall take into consideration race, ethnicity, disabilities, gender, and geographic location of residence of the applicants.

c. Except as otherwise provided by law, the youth advisory council shall determine its own rules of procedure and operating policies, subject to approval by the director or the director’s designee.

d. The youth advisory council shall do all of the following:

(1) Adopt and apply positive youth development principles and practices at the state and local levels.

(2) Increase the quality, efficiency, and effectiveness of opportunities and services and other supports for youth.

(3) Improve, coordinate, and prioritize state youth policy and programs across state agencies.

(4) Align all policies around the vision that all Iowa youth will be safe, healthy, successful, and prepared for adulthood.

(5) Review indicator data, identify barriers to youth success, and develop strategies to address the barriers.

(6) Strengthen partnerships with the nonprofit and private sectors to gather input, build consensus, and maximize the use of existing resources and leverage new resources to improve the lives of youth and their families.

(7) Report annually by February 1 to the governor and the general assembly.

3. *Lead agency.* The lead agency for support of the state of Iowa youth advisory council is

the department. The department shall coordinate activities and, with funding made available to it for such purposes, provide staff support for the youth advisory council.

2009 Acts, ch 53, §1; 2009 Acts, ch 179, §35; 2010 Acts, ch 1031, §295; 2023 Acts, ch 19, §317, 318; 2024 Acts, ch 1170, §444

Referred to in §216A.131A  
Section amended

## SUBCHAPTER IX STATUS OF AFRICAN AMERICANS

**216A.141 Definitions.** Repealed by 2024 Acts, ch 1170, §461.

**216A.142 Commission on the status of African Americans established.** Repealed by 2024 Acts, ch 1170, §461.

**216A.143 Commission powers and duties.** Repealed by 2024 Acts, ch 1170, §461.

**216A.144 and 216A.145** Repealed by 2010 Acts, ch 1031, §168, 170.

**216A.146 Office on the status of African Americans.** Repealed by 2024 Acts, ch 1170, §461.

**216A.147 through 216A.149** Repealed by 2010 Acts, ch 1031, §168, 170.

**216A.150** Reserved.

## SUBCHAPTER X ASIAN AND PACIFIC ISLANDER AFFAIRS

**216A.151 Definitions.** Repealed by 2024 Acts, ch 1170, §462.

**216A.152 Commission of Asian and Pacific Islander affairs established.** Repealed by 2024 Acts, ch 1170, §462.

**216A.153 Commission powers and duties.** Repealed by 2024 Acts, ch 1170, §462.

**216A.154 Office of Asian and Pacific Islander affairs.** Repealed by 2024 Acts, ch 1170, §462.

**216A.155 through 216A.160** Repealed by 2010 Acts, ch 1031, §168, 170.

## SUBCHAPTER XI NATIVE AMERICAN AFFAIRS

**216A.161 Definitions.** Repealed by 2024 Acts, ch 1170, §464.

**216A.162 Establishment — purpose.** Repealed by 2024 Acts, ch 1170, §464.

For proposed amendment to section by 2024 Acts, ch 1004, §27, see Code editor's note on simple harmonization at the beginning of this Code volume

**216A.163 Term of office.** Repealed by 2024 Acts, ch 1170, §464.

**216A.164 Meetings of the commission.** Repealed by 2010 Acts, ch 1031, §168, 170.

**216A.165 Duties.** Repealed by 2024 Acts, ch 1170, §464.

**216A.166 Office of Native American affairs.** Repealed by 2024 Acts, ch 1170, §464.

**216A.167 Limitations on authority.**

1. The board and department shall not have the authority to do any of the following:

a. Implement or administer the duties of the state of Iowa under the federal Indian Gaming Regulatory Act, shall not have any authority to recommend, negotiate, administer, or enforce any agreement or compact entered into between the state of Iowa and Indian tribes located in the state pursuant to [section 10A.104](#), and shall not have any authority relative to Indian gaming issues.

b. Administer the duties of the state under the federal National Historic Preservation Act, the federal Native American Graves Protection and Repatriation Act, and [chapter 263B](#). The board shall also not interfere with the advisory role of a separate Indian advisory council or committee established by the state archeologist by rule for the purpose of consultation on matters related to ancient human skeletal remains and associated artifacts.

2. [This subchapter](#) shall not diminish or inhibit the right of any tribal government to interact directly with the state or any of its departments or agencies for any purpose which a tribal government desires to conduct its business or affairs as a sovereign governmental entity.

[2008 Acts, ch 1184, §45; 2010 Acts, ch 1031, §166, 167, 170; 2024 Acts, ch 1170, §463](#)

Section amended

**216A.168 through 216A.170** Repealed by 2010 Acts, ch 1031, §168, 170.

AN ACT  
RELATING TO FEDERAL MONEYS AND REGULATIONS, INCLUDING THE  
APPROPRIATION OF FEDERAL MONEYS MADE AVAILABLE FROM FEDERAL  
BLOCK GRANTS AND OTHER NONSTATE SOURCES, THE ALLOCATION  
OF PORTIONS OF FEDERAL BLOCK GRANTS, THE PROCEDURES IF  
FEDERAL MONEYS OR FEDERAL BLOCK GRANTS ARE MORE OR LESS  
THAN ANTICIPATED, AND THE AUTHORIZATION OF CERTAIN CITY  
REGULATIONS WHEN REQUIRED UNDER FEDERAL LAW, AND INCLUDING  
EFFECTIVE DATE AND RETROACTIVE APPLICABILITY PROVISIONS.

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

DIVISION I  
APPROPRIATIONS OF FEDERAL MONEYS  
Section 1. SUBSTANCE ABUSE APPROPRIATIONS.

1. a. There is appropriated from the fund created pursuant  
to section 8.41 to the department of health and human services  
for the following federal fiscal years beginning October 1, and  
ending September 30, the following amounts:

|                     |               |
|---------------------|---------------|
| FFY 2025-2026:..... | \$ 14,116,120 |
| FFY 2026-2027:..... | \$ 14,116,120 |

b. The appropriations made in this subsection are in the  
amounts anticipated to be received from the federal government  
for the designated federal fiscal years under 42 U.S.C. ch.  
6A, subch. XVII, part B, subpart ii, which provides for the  
prevention and treatment of substance abuse block grant. The  
department shall expend the moneys appropriated in this



subsection as provided in the federal law making the moneys available and in conformance with chapter 17A.

c. Of the moneys appropriated for each federal fiscal year in this subsection, an amount not exceeding 5 percent shall be used by the department for administrative expenses.

d. (1) For the state fiscal year beginning July 1, 2025, the department shall expend no less than an amount equal to the amount expended for treatment services in the state fiscal year beginning July 1, 2024, for pregnant women and women with dependent children.

(2) For the state fiscal year beginning July 1, 2026, the department shall expend no less than an amount equal to the amount expended for treatment services in the state fiscal year beginning July 1, 2025, for pregnant women and women with dependent children.

2. At least 20 percent of the moneys remaining from the appropriation made in subsection 1 for each federal fiscal year shall be allocated for prevention programs.

3. In implementing the federal prevention and treatment of substance abuse block grant under 42 U.S.C. ch. 6A, subch. XVII, and any other applicable provisions of the federal Public Health Service Act under 42 U.S.C. ch. 6A, the department shall apply the provisions of Pub. L. No. 106-310, §3305, as codified in 42 U.S.C. §300x-65, relating to services under such federal law being provided by religious and other nongovernmental organizations.

Sec. 2. COMMUNITY MENTAL HEALTH SERVICES APPROPRIATIONS.

1. a. There is appropriated from the fund created pursuant to section 8.41 to the department of health and human services for the following federal fiscal years beginning October 1, and ending September 30, the following amounts:

|                     |              |
|---------------------|--------------|
| FFY 2025-2026:..... | \$ 7,754,083 |
| FFY 2026-2027:..... | \$ 7,754,083 |

b. The appropriations made in this subsection are in the amounts anticipated to be received from the federal government for the designated federal fiscal years under 42 U.S.C. ch. 6A, subch. XVII, part B, subpart i, which provides for the community mental health services block grant. The department shall expend the moneys appropriated in this subsection as

provided in the federal law making the moneys available and in conformance with chapter 17A.

c. The department shall allocate not less than 95 percent of the amount of the block grant each federal fiscal year for eligible community mental health services for carrying out the plan submitted to and approved by the federal substance abuse and mental health services administration or required by the federal substance abuse and mental health services administration for the fiscal year involved.

d. For the federal fiscal year beginning October 1, 2025, and ending September 30, 2026, of the moneys allocated to providers under paragraph “c”, 70 percent of the moneys allocated shall be distributed by a behavioral health administrative services organization or the department of health and human services to the state’s accredited community mental health centers designated by the department of health and human services under section 225A.3, as enacted by 2024 Iowa Acts, chapter 1161, section 3. Community mental health centers that receive moneys distributed under this paragraph shall use the moneys for the purposes of training staff, providing services to adults with a serious mental illness, or providing services to children with a serious emotional disturbance, and shall bill treatment dollars related to such services to the department of health and human services through the department’s claims system. The department of health and human services shall publish the amounts to be distributed to community mental health centers on the department’s internet site on or before October 1, 2025, and distribute the moneys to the recipients on a quarterly basis. Recipients of the moneys shall submit quarterly reports to the department of health and human services containing data consistent with performance measures approved by the federal substance abuse and mental health services administration.

2. An amount not exceeding 5 percent of the moneys appropriated in subsection 1 for each federal fiscal year shall be used by the department of health and human services for administrative expenses. From the moneys set aside by this subsection for administrative expenses, the department shall pay to the auditor of state an amount sufficient to pay the

cost of auditing the use and administration of the state's portion of the moneys appropriated in subsection 1. The auditor of state shall bill the department for the costs of the audits.

Sec. 3. MATERNAL AND CHILD HEALTH SERVICES APPROPRIATIONS.

1. a. There is appropriated from the fund created pursuant to section 8.41 to the department of health and human services for the following federal fiscal years beginning October 1, and ending September 30, the following amounts:

FFY 2025-2026:..... \$ 6,775,530

FFY 2026-2027:..... \$ 6,775,530

b. The appropriations made in this subsection are in the amounts anticipated to be received from the federal government for the designated federal fiscal years under 42 U.S.C. ch. 7, subch. V, which provides for the maternal and child health services block grant. The department shall expend the moneys appropriated in this subsection as provided in the federal law making the moneys available and in conformance with chapter 17A.

c. Moneys appropriated in this subsection shall not be used by the university of Iowa hospitals and clinics for indirect costs.

2. An amount not exceeding 10 percent of the moneys appropriated in subsection 1 for each federal fiscal year shall be used by the department of health and human services for administrative expenses.

3. The department of health and human services, department of education, and the university of Iowa's mobile and regional child health specialty clinics shall continue to pursue to the maximum extent feasible the coordination and integration of services to women and children.

4. a. Sixty-three percent of the amount remaining after the allocation made in subsection 2 for each federal fiscal year shall be allocated to supplement appropriations for maternal and child health programs within the department of health and human services. Of these moneys, the following amounts shall be set aside for the statewide perinatal care program for the following federal fiscal years:

FFY 2025-2026:..... \$ 300,291

FFY 2026-2027:..... \$ 300,291

b. Thirty-seven percent of the amount remaining after the allocation made in subsection 2 for each federal fiscal year shall be allocated to the university of Iowa hospitals and clinics under the control of the state board of regents for mobile and regional child health specialty clinics. The university of Iowa hospitals and clinics shall not receive an allocation for indirect costs from the moneys for this program. Priority shall be given to establishment and maintenance of a statewide system of mobile and regional child health specialty clinics.

5. The department of health and human services shall administer the statewide maternal and child health program and the disabled children's program by conducting mobile and regional child health specialty clinics and conducting other activities to improve the health of low-income women and children and to promote the welfare of children with actual or potential handicapping conditions and chronic illnesses in accordance with the requirements of Tit. V of the federal Social Security Act.

Sec. 4. PREVENTIVE HEALTH AND HEALTH SERVICES  
APPROPRIATIONS.

1. a. There is appropriated from the fund created pursuant to section 8.41 to the department of health and human services for the following federal fiscal years beginning October 1, and ending September 30, the following amounts:

FFY 2025-2026:..... \$ 1,955,591

FFY 2026-2027:..... \$ 1,955,591

b. The appropriations made in this subsection are in the amounts anticipated to be received from the federal government for the designated federal fiscal years under 42 U.S.C. ch. 6A, subch. XVII, part A, which provides for the preventive health and health services block grant. The department shall expend the moneys appropriated in this subsection as provided in the federal law making the moneys available and in conformance with chapter 17A.

2. Of the moneys appropriated in subsection 1 for each federal fiscal year, an amount not exceeding 10 percent shall be used by the department for administrative expenses.

3. Of the moneys appropriated in subsection 1 for each federal fiscal year, the specific amount of moneys stipulated by the notice of the block grant award shall be allocated for services to victims of sex offenses and for sex offense prevention.

4. After deducting the moneys allocated in subsections 2 and 3, the remaining moneys appropriated in subsection 1 for each federal fiscal year may be used by the department for healthy people 2030 and Iowa's health improvement plan 2023-2027 program objectives, preventive health advisory committee, and risk reduction services, including nutrition programs, health incentive programs, chronic disease services, emergency medical services, monitoring of the fluoridation program and start-up fluoridation grants, and acquired immune deficiency syndrome services. The moneys specified in this subsection shall not be used by the university of Iowa hospitals and clinics or by the state hygienic laboratory for the funding of indirect costs.

Sec. 5. RESIDENTIAL SUBSTANCE ABUSE TREATMENT FOR STATE PRISONERS FORMULA GRANT PROGRAM APPROPRIATIONS. There is appropriated from the fund created pursuant to section 8.41 to the office of drug control policy of the department of public safety for the following federal fiscal years beginning October 1, and ending September 30, the following amounts:

|                     |    |         |
|---------------------|----|---------|
| FFY 2025-2026:..... | \$ | 422,329 |
| FFY 2026-2027:..... | \$ | 307,388 |

The appropriations made in this section are the amounts anticipated to be received from the federal government for the designated federal fiscal years under 42 U.S.C. ch. 46, subch. XII-G, which provides grants for substance abuse treatment programs in state and local correctional facilities. The drug policy director shall expend the moneys appropriated in this section as provided in the federal law making the moneys available and in conformance with chapter 17A.

Sec. 6. EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM APPROPRIATIONS. There is appropriated from the fund created pursuant to section 8.41 to the office of drug control policy of the department of public safety for the following federal fiscal years beginning October 1, and ending September 30, the following amounts:

FFY 2025-2026:..... \$ 1,964,093  
FFY 2026-2027:..... \$ 2,178,973

The appropriations made in this section are in the amounts anticipated to be received from the federal government for the designated fiscal years under 42 U.S.C. ch. 46, subch. V, which provides for the Edward Byrne memorial justice assistance grant program. The drug policy director shall expend the moneys appropriated in this section as provided in the federal law making the moneys available and in conformance with chapter 17A.

Sec. 7. COMMUNITY SERVICES APPROPRIATIONS.

1. a. There is appropriated from the fund created pursuant to section 8.41 to the department of health and human services for the following federal fiscal years beginning October 1, and ending September 30, the following amounts:

FFY 2025-2026:..... \$ 8,300,123  
FFY 2026-2027:..... \$ 8,300,123

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

c. Each federal fiscal year, the department of health and human services 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 \$185,000. The minimum allocation shall be achieved by redistributing increased moneys from agencies experiencing a greater share of available moneys. The moneys shall be distributed on the basis of the poverty-level population in the area represented by the community action areas compared to the size of the poverty-level population in the state.

2. An amount not exceeding 4 percent of the moneys appropriated in subsection 1 for each federal fiscal year shall be used by the department of health and human services

for administrative expenses. From the moneys set aside by this subsection for administrative expenses, the department of health and human services shall pay to the auditor of state an amount sufficient to pay the cost of auditing the use and administration of the state's portion of the moneys appropriated in subsection 1. The auditor of state shall bill the department of health and human services for the costs of the audits.

Sec. 8. COMMUNITY DEVELOPMENT APPROPRIATIONS.

1. a. There is appropriated from the fund created pursuant to section 8.41 to the economic development authority for the following federal fiscal years beginning October 1, and ending September 30, the following amounts:

|                     |               |
|---------------------|---------------|
| FFY 2025-2026:..... | \$ 26,500,000 |
| FFY 2026-2027:..... | \$ 26,500,000 |

b. The appropriations made in this subsection are in the amounts anticipated to be received from the federal government for the designated federal fiscal years under 42 U.S.C. ch. 69, which provides for community development block grants. The economic development authority shall expend the moneys appropriated in this subsection as provided in the federal law making the moneys available and in conformance with chapter 17A.

2. a. An amount not exceeding \$1,160,000 for the federal fiscal year beginning October 1, 2025, shall be used by the economic development authority for administrative expenses for the community development block grant. The total amount used for administrative expenses includes \$630,000 for the federal fiscal year beginning October 1, 2025, of moneys appropriated in subsection 1 and a matching contribution from the state equal to \$530,000 from the appropriation of state moneys for the community development block grant and state appropriations for related activities of the economic development authority. From the moneys set aside for administrative expenses by this subsection, the economic development authority shall pay to the auditor of state an amount sufficient to pay the cost of auditing the use and administration of the state's portion of the moneys appropriated in subsection 1. The auditor of state shall bill the authority for the costs of the audit.

b. An amount not exceeding \$1,160,000 for the federal fiscal year beginning October 1, 2026, shall be used by the economic development authority for administrative expenses for the community development block grant. The total amount used for administrative expenses includes \$630,000 for the federal fiscal year beginning October 1, 2026, of moneys appropriated in subsection 1 and a matching contribution from the state equal to \$530,000 from the appropriation of state moneys for the community development block grant and state appropriations for related activities of the economic development authority. From the moneys set aside for administrative expenses by this subsection, the economic development authority shall pay to the auditor of state an amount sufficient to pay the cost of auditing the use and administration of the state's portion of the moneys appropriated in subsection 1. The auditor of state shall bill the authority for the costs of the audit.

Sec. 9. SURFACE TRANSPORTATION BLOCK GRANT PROGRAM APPROPRIATIONS. There is appropriated from the fund created pursuant to section 8.41 to the department of transportation for the following federal fiscal years beginning October 1, and ending September 30, the following amounts:

|                     |               |
|---------------------|---------------|
| FFY 2025-2026:..... | \$192,600,000 |
| FFY 2026-2027:..... | \$192,600,000 |

The appropriations made in this section are the amounts anticipated to be received from the federal government for the designated fiscal years under 23 U.S.C. ch. 1, §133, which provides funding allocated by the state transportation commission for state and local transportation projects. The department shall expend the moneys appropriated in this section as provided in the federal law making the moneys available and in conformance with chapter 17A.

Sec. 10. LOW-INCOME HOME ENERGY ASSISTANCE APPROPRIATIONS.

1. a. There is appropriated from the fund created pursuant to section 8.41 to the department of health and human services for the following federal fiscal years beginning October 1, and ending September 30, the following amounts:

|                     |               |
|---------------------|---------------|
| FFY 2025-2026:..... | \$ 58,058,248 |
| FFY 2026-2027:..... | \$ 58,058,248 |

b. The appropriations made in this subsection are in the



amounts anticipated to be received from the federal government for the designated federal fiscal years under 42 U.S.C. ch. 94, subch. II, which provides for the low-income home energy assistance block grants. The department of health and human services shall expend the moneys appropriated in this subsection as provided in the federal law making the moneys available and in conformance with chapter 17A.

2. Up to 15 percent, or up to 25 percent if a waiver is approved by the United States department of health and human services, of the amount appropriated in this section that is actually received for each federal fiscal year shall be used for residential weatherization or other related home repairs for low-income households. Of this allocation amount, not more than 10 percent may be used for administrative expenses.

3. After subtracting the allocation in subsection 2, no less than 8.4 percent of the remaining moneys for each federal fiscal year are allocated for administrative expenses of the low-income home energy assistance program contractors, and up to 1.6 percent of the remaining moneys are allocated each federal fiscal year for the low-income home energy assistance program for administrative expenses of the department of health and human services. The costs of auditing the use and administration of the portion of the appropriation in this section that is retained by the state shall be paid from the amount allocated in this subsection each federal fiscal year to the department of health and human services. The auditor of state shall bill the department of health and human services for the audit costs.

4. The remaining moneys of the appropriation made in this section for each federal fiscal year following the allocations made in subsections 2 and 3, shall be used to help eligible households as defined in 42 U.S.C. ch. 94, subch. II, to meet home energy costs.

5. Not more than 10 percent of the amount appropriated in this section each federal fiscal year that is actually received may be carried forward for use in the succeeding federal fiscal year.

6. Expenditures for assessment and resolution of energy problems shall be limited to not more than 5 percent of the

amount appropriated in this section for each federal fiscal year that is actually received.

Sec. 11. SOCIAL SERVICES APPROPRIATIONS.

1. There is appropriated from the fund created pursuant to section 8.41 to the department of health and human services for the following federal fiscal years beginning October 1, and ending September 30, the following amounts:

FFY 2025-2026:..... \$ 15,264,832

FFY 2026-2027:..... \$ 15,264,832

2. The appropriations made in this section are in the amounts anticipated to be received from the federal government for the designated federal fiscal years under 42 U.S.C. ch. 7, subch. XX, which provides for the social services block grant. The department of health and human services shall expend the moneys appropriated in this section as provided in the federal law making the moneys available and in conformance with chapter 17A.

Sec. 12. SOCIAL SERVICES BLOCK GRANT PLAN.

1. The department of health and human services during each state fiscal year shall develop a plan for the use of federal social services block grant moneys for the subsequent state fiscal year.

2. The proposed plan shall include all programs and services at the state level which the department proposes to fund with federal social services block grant moneys, and shall identify state and other moneys which the department proposes to use to fund the state programs and services.

3. The proposed plan shall also include all local programs and services which are eligible to be funded with federal social services block grant moneys, the total amount of federal social services block grant moneys available for the local programs and services, and the manner of distribution of the federal social services block grant moneys to the counties. The proposed plan shall identify state and local moneys which will be used to fund the local programs and services.

4. The proposed plan shall be submitted with the department's budget requests to the governor and the general assembly.

Sec. 13. PROJECTS FOR ASSISTANCE IN TRANSITION FROM

HOMELESSNESS.

1. Upon receipt of the minimum formula grant from the substance abuse and mental health services administration to provide mental health services for the homeless, for the state fiscal years beginning July 1, 2025, and July 1, 2026, the department of health and human services shall assure that a project which receives moneys under the formula grant shall do all of the following:

- a. Provide outreach and engagement to homeless individuals and individuals at risk of homelessness and assesses those individuals for serious mental illness.
- b. Enroll those individuals with serious mental illness who are willing to accept services through the project.
- c. Provide case management to homeless persons.
- d. Provide appropriate training to persons who provide services to persons targeted by the grant.
- e. Assure a local match share of 25 percent.
- f. Refer homeless individuals and individuals at risk of homelessness to primary health care, job training, educational services, and relevant housing services.

2. A project may expend moneys for community mental health services, diagnostic services, crisis intervention services, habilitation and rehabilitation services, substance-related disorder services, supportive and supervisory services to homeless persons living in residential settings that are not otherwise supported, and housing services including minor renovation, expansion, and repair of housing, security deposits, planning of housing, technical assistance in applying for housing, improving the coordination of housing services, the costs associated with matching eligible homeless individuals with appropriate housing, and one-time rental payments to prevent eviction.

Sec. 14. CHILD CARE AND DEVELOPMENT APPROPRIATIONS.

1. a. There is appropriated from the fund created pursuant to section 8.41 to the department of health and human services for the following federal fiscal years beginning October 1, and ending September 30, the following amounts:

|                     |               |
|---------------------|---------------|
| FFY 2025-2026:..... | \$109,630,285 |
| FFY 2026-2027:..... | \$109,630,285 |

b. The appropriations made in this section are in the amounts anticipated to be received from the federal government for the designated federal fiscal years under 42 U.S.C. ch. 105, subch. II-B, which provides for the child care and development block grant. The department shall expend the moneys appropriated in this section as provided in the federal law making the moneys available and in conformance with chapter 17A.

2. Moneys appropriated in this section that remain unencumbered or unobligated at the close of the fiscal year shall revert to be available for appropriation for purposes of the child care and development block grant in the succeeding fiscal year.

Sec. 15. PROCEDURE FOR REDUCED FEDERAL MONEYS.

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

2. Before the governor implements the actions provided for in subsection 1, the following procedures shall be taken:

a. The chairpersons and ranking members of the senate and house standing committees on appropriations, the appropriate chairpersons and ranking members of subcommittees of those committees, and the director of the legislative services agency shall be notified of the proposed action.

b. The notice shall include the proposed allocations, and information on the reasons why particular percentages or

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

Sec. 16. PROCEDURE FOR INCREASED FEDERAL MONEYS.

1. Unless otherwise necessary to meet federal requirements, if moneys received from the federal government in the form of block grants exceed the amounts appropriated in sections 1, 2, 3, 4, and 8 of this Act, the excess shall be prorated to the appropriate programs according to the percentages specified in those sections, except additional moneys shall not be prorated for administrative expenses.

2. If actual moneys received from the federal government from block grants exceed the amount appropriated in section 10 of this Act for the low-income home energy assistance program, not more than 15 percent of the excess may be allocated to the low-income residential weatherization program and not more than 10 percent of the excess may be used for administrative costs.

3. If moneys received from the federal government from community services block grants exceed the amount appropriated in section 7 of this Act, 100 percent of the excess is allocated to the community services block grant program.

Sec. 17. PROCEDURE FOR EXPENDITURE OF ADDITIONAL FEDERAL MONEYS. If other federal grants, receipts, and moneys and other nonstate grants, receipts, and moneys become available or are awarded which are not available or awarded during the period in which the general assembly is in session, but which require expenditure by the applicable department or agency prior to March 15 of the fiscal years beginning July 1, 2025, and July 1, 2026, these grants, receipts, and moneys are appropriated to the extent necessary, provided that the fiscal committee of the legislative council is notified within 30 days of receipt of the grants, receipts, or moneys and the fiscal committee of the legislative council has an opportunity to comment on the expenditure of the grants, receipts, or moneys.

Sec. 18. OTHER GRANTS, RECEIPTS, AND MONEYS. Federal grants, receipts, and moneys and other nonstate grants, receipts, and moneys, available in whole or in part of the

state fiscal years beginning July 1, 2025, and July 1, 2026, are appropriated to the following departments and agencies that are designated by and for the purposes set forth in the grants, receipts, or conditions accompanying the receipt of the moneys, unless otherwise provided by law:

1. Department of administrative services.
2. Department of agriculture and land stewardship.
3. Office of auditor of state.
4. Department for the blind.
5. Department of corrections.
6. Economic development authority.
7. Department of education.
8. Iowa ethics and campaign disclosure board.
9. Iowa finance authority.
10. Offices of the governor and lieutenant governor.
11. Department of health and human services.
12. Department of homeland security and emergency management.
13. Department of inspections, appeals, and licensing.
14. Department of insurance and financial services.
15. Judicial branch.
16. Department of justice.
17. Iowa law enforcement academy.
18. Department of management.
19. Department of natural resources.
20. Board of parole.
21. Department of public defense.
22. Department of public safety.
23. State board of regents.
24. Department of revenue.
25. Office of secretary of state.
26. Iowa state fair authority.
27. Office for state-federal relations.
28. Iowa telecommunications and technology commission.
29. Office of treasurer of state.
30. Department of transportation.
31. Iowa utilities commission.
32. Department of veterans affairs.
33. Department of workforce development.

DIVISION II

CITY REGULATION OF DEVELOPERS, CONTRACTORS, AND SUBCONTRACTORS

Sec. 19. Section 364.3, subsection 20, as enacted by 2025 Iowa Acts, Senate File 603, is amended to read as follows:

20. A city shall not adopt or enforce an ordinance, motion, resolution, or amendment that imposes restrictions, qualifications, or requirements on developers, contractors, or subcontractors related to a developer's or contractor's employee compensation or training beyond what is expressly authorized by state law. A city shall not make receipt of any incentives, or the eligibility for such incentives, contingent upon compliance with any such restrictions, qualifications, or requirements, except as required under federal law.

Sec. 20. EFFECTIVE DATE. This division of this Act, being deemed of immediate importance, takes effect upon enactment.

Sec. 21. RETROACTIVE APPLICABILITY. This division of this Act applies retroactively to March 28, 2025.

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AMY SINCLAIR  
President of the Senate

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PAT GRASSLEY  
Speaker of the House

I hereby certify that this bill originated in the Senate and is known as Senate File 626, Ninety-first General Assembly.

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W. CHARLES SMITHSON  
Secretary of the Senate

Approved \_\_\_\_\_, 2025

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KIM REYNOLDS  
Governor

CHAPTER 21  
COMMUNITY SERVICES BLOCK GRANT (CSBG)

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

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. To remove obstacles and solve problems that block the achievement of self-sufficiency;
- b. To secure and retain meaningful employment;
- c. To attain an adequate education;
- d. To make better use of available income;
- e. To obtain and maintain adequate housing and a suitable living environment;
- f. To obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
- g. To achieve greater participation in the affairs of the communities involved.

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

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

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



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

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

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

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

**21.4(4)** *Local share.* There shall be no local share required under the CSBG.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**421—21.8(216A,PL97-35) Payments.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Kim Reynolds, Governor  
Chris Cournoyer, Lieutenant Governor

Kelly Garcia, Director

July 11, 2025

TO: Iowa Community Action Agencies  
Iowa Community Action Association

FROM: Ben Banowetz

RE: Iowa's Proposed FY 2026-2027 CSBG State Plan and Application

Attached are a copy of Iowa's proposed FY 2026-2027 CSBG State Plan and Application (with attachments) and a copy of the notice of public inspection and public hearing.

Please post the State Plan and notice on your association's website or agency's website during the public inspection and comment period (July 15, 2025 through July 28, 2025). Additionally, please post (e.g. bulletin board) the notice at your offices that will be open to the public during the inspection period.

The State Plan public hearing is scheduled for July 29, 2025. Details about the public hearing are included in the attached notice.

Once the State Plan is approved by Iowa HHS, it will be submitted to the U. S. Department of Health and Human Services, Office of Community Services. It is due September 1, 2025.

Please contact me at (515) 724-2746 or [Ben.Banowetz@hhs.iowa.gov](mailto:Ben.Banowetz@hhs.iowa.gov) with any questions.

Thank you,

Attachments

Kim Reynolds, Governor  
Chris Cournoyer, Lieutenant Governor

Kelly Garcia, Director

## **NOTICE OF PUBLIC INSPECTION AND PUBLIC HEARING**

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

DES MOINES – Iowans have an opportunity to inspect and comment on Iowa's proposed Federal Fiscal Year 2026-2027 Community Services Block Grant (CSBG) State Plan and Application.

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

Copies of the proposed Iowa Community Services Block Grant 2026-2027 State Plan will be available for public viewing at all Iowa Community Action Agencies, the Iowa Community Action Association, and on the CAA Subdivision website: [Community Services Block Grant | Health & Human Services](#) from July 15 – July 28, 2025. Written comments regarding the plan will be accepted through July 29, 2025, at 8:30am, emailed to [dcaa@hhs.iowa.gov](mailto:dcaa@hhs.iowa.gov) with the subject "CSBG State Plan Comments".

A virtual public hearing on the proposed plan and application will be held on July 29, 2025, at 3:00 PM via Zoom:

<https://us05web.zoom.us/j/81776004999?pwd=amCV4lemQzYBGlk7peYzdv3p703Kgn.1>

Meeting ID: 817 7600 4999

Passcode: 6mB2VT

Verbal comments received during the meeting are limited to 10 minutes per person.

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

# Public Hearing Video

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

HSB 327 - A bill for an act appropriating federal moneys made available from federal block grants and other nonstate sources, allocating portions of federal block grants, and providing procedures if federal moneys or federal block grants are more or less than anticipated.

Sponsored by the Federal and Other Funds Appropriations Subcommittee Committee

Wednesday, April 23, 2025

4:00 PM (introductions begin)

5:00 PM (conclusion of the hearing)

RM 103

## HSB 327 Public Hearing



CSBG Eligible Entities  
(Iowa Community Action Agencies)

FEC7TK27SNC8

166933259

**Community Opportunities, Inc**

**DBA New Opportunities, Inc**

Chad Jensen

23751 Highway 30 East – P.O. Box

Carroll, IA 51401

(712) 792-9266

<https://www.newopp.org>

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

NONPROFIT

COMMUNITY ACTION AGENCY

CK1MDQAWQ9G5

039311399

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

Jane Drapeaux

1515 Hawkeye Drive – P.O. Box 490

Hiawatha, IA 52233

(319) 393-7811

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

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

NONPROFIT

COMMUNITY ACTION AGENCY

FJ15KBN81QS6

078100401

**Community Action of Eastern Iowa**

Daniel Sheridan

500 East 59th Street

Davenport, IA 52807

(563) 324-3236

<https://www.caeiowa.org>

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

NONPROFIT

COMMUNITY ACTION AGENCY

H75EUS5K4U61

069616266

**MATURA Action Corporation**

Danna Buls

207B N Elm Street

Creston, IA 50801

(641) 782-8431

<https://www.maturacommunityaction.com>

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

NONPROFIT

COMMUNITY ACTION AGENCY



ENJVVY1JCNJC3

107350035

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

Clarissa Thompson

1001 South 18th Avenue

Marshalltown, IA 50158

(641) 752-7162

<https://micaonline.org>

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

NONPROFIT

COMMUNITY ACTION AGENCY

HH5GAB2EAHC5

087073268

**Mid-Sioux Opportunity, Inc.**

Cindy Harpenau

418 S Marion Street

Remsen, IA 51050

(712) 786-2001

<https://midsioux.org>

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

NONPROFIT

COMMUNITY ACTION AGENCY

TCZ8SD1JPJJ3

098022197

**North Iowa Community Action Organization**

Cindy Davis

218 5th Street SW – P.O. Box 1627

Mason City, IA 50402

(641) 423-8993

<https://nicao-online.org>

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

NONPROFIT

COMMUNITY ACTION AGENCY

JN9ZJML554M9

098025059

**Northeast Iowa Community Action Corporation**

Trisha Wilkins

305 Montgomery – P.O. Box 487

Decorah, IA 52101

(563) 382-8436

<https://www.neicac.org>

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

NONPROFIT

COMMUNITY ACTION AGENCY

NPHUT8CN44K6

078094877

**Operation Threshold**

Barb Grant

1535 Lafayette Street – P.O. Box 4120

Waterloo, IA 50704

(319) 291-2065

<http://www.operationthreshold.org>

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

NONPROFIT

COMMUNITY ACTION AGENCY

PF2YNQCKL161

163976731

**IMPACT Community Action Partnership, Inc.**

Anne Bacon

3226 University Avenue

Des Moines, IA 50311

(515) 274-1334

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

Service Area (Counties): Boone, Jasper, Marion, Polk, and Warren

NONPROFIT

COMMUNITY ACTION AGENCY

U8MGMBASYEG3

161917281

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

Brenda Fry

1711 Osceola Avenue – Suite 103 – P.O. Box 715

Chariton, IA 50049

(641) 774-8133

<https://scicap.org>

Service Area (Counties): Clarke, Decatur, Lucas, Monroe, and Wayne

NONPROFIT

COMMUNITY ACTION AGENCY

MFS1MU9NBEM7

094782687

**Community Action of Southeast Iowa**

Sheri Wilson

2850 Mt. Pleasant Street – Suite 108

Burlington, IA 52601

(319) 753-0193

<https://caofseia.org>

Service Area (Counties): Des Moines, Henry, Lee, and Louisa

NONPROFIT

COMMUNITY ACTION AGENCY

K3WSBQKJ5XK3

040588170

**Southern Iowa Economic Development Association**

**DBA Sieda Community Action**

Brian Dunn

725 West 2nd Street – P.O. Box 658

Ottumwa, IA 52501

(641) 682-8741

<https://www.sieda.org>

Service Area (Counties): Appanoose, Davis, Jefferson, Keokuk, Mahaska, Van Buren, and Wapello

NONPROFIT

COMMUNITY ACTION AGENCY

KA5CFKGE28C9

061317236

**Upper Des Moines Opportunity, Inc.**

Julie Edwards

101 Robins Street – P.O. Box 519

Graettinger, IA 51342

(712) 859-3885

<https://www.udmo.com>

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

NONPROFIT

COMMUNITY ACTION AGENCY

GRCPAJLN7JS1

068675354

**West Central Community Action**

Wendy Mueller

1408A Highway 44 – P.O. Box 709

Harlan, IA 51537

(712) 755-5135

<https://www.westcentralca.org>

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

NONPROFIT

COMMUNITY ACTION AGENCY

KQMPX37PSCA5

153551320

**Community Action Agency of Siouxland**

Jean Logan

2700 Leech Avenue

Sioux City, IA 51106

(712) 274-1610

<https://caasiouxland.org>

Service Area (County): Woodbury

NONPROFIT

COMMUNITY ACTION AGENCY

Kim Reynolds, Governor  
Chris Cournoyer, Lieutenant Governor

Kelly Garcia, Director

## PLANNED ALLOCATIONS

| CSBG ELIGIBLE ENTITY                              | YEAR ONE (FFY<br>2026) | YEAR TWO (FFY<br>2027) |
|---|------------------------|------------------------|
|   | FUNDING AMOUNT         | FUNDING AMOUNT         |
| New Opportunities, Inc.                           | \$269,341              | \$269,341              |
| Hawkeye Area Community Action Program, Inc.       | \$1,431,137            | \$1,431,137            |
| Community Action of Eastern Iowa                  | \$721,848              | \$721,848              |
| MATURA Action Corporation                         | \$185,000              | \$185,000              |
| MICA  | \$581,645              | \$581,645              |
| Mid-Sioux Opportunity                             | \$185,000              | \$185,000              |
| North Iowa Community Action Organization          | \$335,259              | \$335,259              |
| Northeast Iowa Community Action Corporation       | \$262,717              | \$262,717              |
| Operation Threshold                               | \$492,717              | \$492,717              |
| IMPACT Community Action Partnership               | \$1,358,030            | \$1,358,030            |
| South Central Iowa Community Action Program, Inc. | \$185,000              | \$185,000              |
| Community Action of Southeast Iowa                | \$299,593              | \$299,593              |
| Sieda Community Action                            | \$390,474              | \$390,474              |
| Upper Des Moines Opportunity, Inc.                | \$431,848              | \$431,848              |
| West Central Community Action                     | \$531,944              | \$531,944              |
| Community Action Agency of Siouxland              | \$306,565              | \$306,565              |
| <b>TOTAL</b>                                      | <b>\$7,968,118</b>     | <b>\$7,968,118</b>     |

Monitoring of CSBG Eligible Entities

FFY 2026 and FFY 2027

**New Opportunities, Inc.**

FULL ONSITE REVIEW

FY2027 (Q4)

Last onsite: September 19, 2024

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

FULL ONSITE REVIEW

FY2027 (Q3)

Last onsite: July 15-16, 2024

**Community Action of Eastern Iowa**

NO REVIEW

N/A

Last onsite: May 8, 2025

**MATURA Action Corporation**

FULL ONSITE REVIEW

FY2027 (Q3)

Last onsite: June 11, 2024

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

FULL ONSITE REVIEW

FY2026 (Q3)

Last onsite: September 19, 2023

**Mid-Sioux Opportunity, Inc.**

FULL ONSITE REVIEW

FY2026 (Q3)

Last onsite: August 28, 2023



**North Iowa Community Action Organization**

NO REVIEW

N/A

Last onsite: May 21, 2025

**Northeast Iowa Community Action Corporation**

FULL ONSITE REVIEW

FY2027 (Q3)

Last onsite: August 5, 2024

**Operation Threshold**

NO REVIEW

N/A

Last onsite: August 13, 2025 (scheduled)

**IMPACT Community Action Partnership**

FULL ONSITE REVIEW

FY2026 (Q3)

Last onsite: August 8, 2023

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

FULL ONSITE REVIEW

FY2027 (Q3)

Last onsite: September 12, 2024

**Community Action of Southeast Iowa**

NO REVIEW

N/A

Last onsite: October 2-3, 2025 (scheduled)

**Sieda Community Action**

FULL ONSITE REVIEW

FY2026 (Q2)

Last onsite: May 22, 2023

**Upper Des Moines Opportunity, Inc.**

FULL ONSITE REVIEW

FY2027 (Q2)

Last onsite: May 21, 2024

**West Central Community Action**

FULL ONSITE REVIEW

FY2026 (Q2)

Last onsite: January 12, 2023

**Community Action Agency of Siouxland**

N/A

FY 2025 (Q4)

Last onsite: September 11-12, 2025 (scheduled)

**1800****CSBG PROGRAM REVIEWS (MONITORING)****1801 CSBG ONSITE REVIEWS (MONITORING)**

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

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

**1802 CSBG PROGRAM OPERATIONS REVIEWS**

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

**1803 CSBG ORGANIZATIONAL STANDARDS ASSESSMENTS**

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

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

**1804 GUIDING PRINCIPLES**

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

Mutual Respect: In working with CAA staff and CAA governing board members, HHS values and recognizes the unique knowledge, ability, and independence of each person. HHS 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 HHS 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. HHS will communicate frequently through a variety of tools and media. HHS 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: HHS operates under the basic belief that a team approach to problem solving is in the best interest of all parties involved. HHS believes that collectively HHS and the CAA can arrive at the best solution to any situation. HHS 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 HHS's support in an effort to meet the needs of local communities within the parameters set by legislation.

#### 1805 SCHEDULING CSBG ONSITE REVIEWS

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

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

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

#### 1806 RE-SCHEDULING CSBG ONSITE REVIEWS

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

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

#### 1807 CSBG PROGRAM OPERATIONS REVIEW INSTRUMENT

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

- Governing board structure (tripartite)
- CAA by-laws and board materials
- Board governance
  - Board meeting agendas, minutes, and other information
  - Board vacancies and attendance
  - Board manuals
  - Board policies and procedures
- CSBG financial and program reports
- CAA audits and risk assessments
- ROMA system
  - Community Action National Performance Indicators (NPIs) data review and verification
  - Community Action NPIs targeting and reporting
- CAA policies, procedures, and operations

Desk-Monitoring (Desk-Reviews):

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

## 1808 CSBG ORGANIZATIONAL STANDARDS ASSESSMENT INSTRUMENT

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

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

Desk-Monitoring (Desk-Reviews):

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

## 1809 CSBG ONSITE REVIEW PROCEDURES

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

1. HHS will contact the CAA Executive Director and the CAA CSBG staff to schedule the CSBG onsite review.
2. At least thirty (30) calendar days prior to the CSBG onsite review, HHS will provide the CAA a CSBG onsite review engagement letter, a copy of the CSBG program operations review instrument, a copy of the CSBG organizational standards assessment instrument, a list of data that will be inspected (see policy #2003), and any other information necessary for conducting the review.
3. HHS will conduct an exit meeting with the CAA Executive Director, CAA CSBG staff, and/or other appropriate CAA staff once the CSBG onsite review of information has been completed. HHS will work with the CAA Executive Director to schedule the exit meeting.
4. CSBG Program Operations Review Report:  
No later than sixty (60) calendar days following the CSBG onsite review exit meeting, HHS will complete and send the CAA Executive Director and CAA Board President/Chair a review letter/report. If HHS does not identify any deficiencies requiring corrective action, a technical assistance plan (TAP), or quality improvement plan (QIP), the review letter/report will complete and close the CSBG program operations review. If HHS does identify

deficiencies requiring corrective action, a TAP, or a QIP, at a minimum, the review letter/report will:

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

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

Corrective Action:

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

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

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

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

Technical Assistance Plan:

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

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

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

Quality Improvement Plan:

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

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

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

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

5. CSBG Organizational Standards Assessment Report:

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

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

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

Corrective Action:

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

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

President/Chair a letter accepting the corrective actions and closing the CSBG organizational standards assessment.

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

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

Technical Assistance Plan:

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

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

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

Quality Improvement Plan:

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

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

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

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



## 1810 CSBG ORGANIZATIONAL STANDARDS AGENCY SELF-ASSESSMENT INSTRUMENT

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

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

## 1811 CSBG ORGANIZATIONAL STANDARDS AGENCY SELF-ASSESSMENT

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

CAA CSBG Organizational Standards Agency Self-Assessment Due Date:

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

CSBG Organizational Standards Agency Self-Assessment Report:

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

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

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

Corrective Action:

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

The self-assessment will not be considered complete until HHS determines the CAA's corrective actions have been completed and the issues identified in the assessment letter/report have

been corrected. Once corrected, HHS will complete and send the CAA Executive Director a letter accepting the corrective actions and closing the self-assessment.

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

Technical Assistance Plan:

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

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

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

Quality Improvement Plan:

CAAs with significant self-assessment issues, that HHS determines reflect organizational challenges and risk, will be required to develop and implement a quality improvement plan (QIP) to correct the issues. HHS will adhere to the QIP requirements in the CSBG Act (Section 678C) and the federal guidance provided in OCS, CSBG Information Memorandum, Transmittal #116, when requiring a CAA to develop and implement a QIP. Iowa's CSBG State Plan and Application (Section 10: Monitoring, Corrective Action, and Fiscal Controls) includes HHS's process for reporting QIPs to OCS.

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

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

1812 GOVERNING BOARD MEETING OBSERVATIONS AND REVIEWS

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

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

1813 NEW ENTITIES (CSBG ONSITE REVIEWS)

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

1814 FOLLOW-UP CSBG ONSITE REVIEWS

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

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

1815 ADDITIONAL ONSITE REVIEWS

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

1816 DATA REVIEW AND VERIFICATION

See policy #2003.

1817 RISK ASSESSMENTS

See policy #2204.

**1900****FISCAL MONITORING****1901 CSBG FISCAL MONITORING REVIEWS**

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

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

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

**1902 AUDITS**

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

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

**1903 RISK ASSESSMENTS**

See policy #2204.