

**FFY 2024-2025 IOWA CSBG STATE PLAN AND APPLICATION**  
**(Model State Plan Sections)**

States are required to complete and submit a State Plan biennially in order to be eligible for CSBG funding. The State Plan is due September 1st.

**SECTION 1 – CSBG Administrative Information**

- NEW This section includes the Iowa HHS and
- This section includes ICAA’s contact information.
- NEW Designation letter will be included for the Governor that will designate the Division of Community Access within the Iowa Department of Health and Human Services as the lead agency.

**SECTION 2 – State Legislation and Regulation**

- This section includes our State’s CSBG laws and administrative rules.

**SECTION 3 – State Plan Development and Statewide Goals**

- This section includes the Iowa Department of Health and Human Services mission, responsibilities, goals, and the CAA Unit’s State Plan development process.
  - The CAA unit’s goals: Distribution of Funds, Monitoring, and Communication (3.2)
  - The CAA Unit’s State Plan development process (3.3 – 3.4a)
  - The CAA Unit’s State Plan development management adjustment (ACSI) (3.4b)
  - The CAA Unit’s performance target for agency overall satisfaction (ACSI) (3.5)

**SECTION 4 – CSBG Hearing Requirements**

- This section includes how the CAA UNIT conducted the State Plan public inspection and public hearing, and also includes information about the latest legislative public hearing (appropriating federal funds made available from federal block grants).

**SECTION 5 – CSBG Eligible Entities**

- This section includes a list of our State’s community action agencies and their contact information.

**SECTION 6 – Organizational Standards for Eligible Entities**

- This section includes our State’s adopted CSBG organizational standards and our State’s CSBG organizational standards requirements and assessment processes.
  - Our State’s CSBG organizational standards assessment processes (6.3 – 6.3a)
  - Percentage of agencies the CAA UNIT expects to meet all of the CSBG organizational standards (6.5)

**SECTION 7 – State Use of Funds**

- This section includes our State’s CSBG allocation formula, planned allocation of funds, and processes for distributing CSBG funds.
  - Our State’s CSBG allocation formula description (7.1 – 7.1a)
  - Our State’s planned FY 2024 and FY 2025 CSBG agency allocations (7.2)
  - Our State’s process for distributing and allocating funds (7.3 – 7.3a)
  - The CAA UNIT distribution of funds management adjustment (ACSI) (7.5)

**SECTION 8 – State Training and Technical Assistance**

- In this section States describe how they plan to use their CSBG discretionary funds or CSBG administration funds to provide targeted T&TA to their State’s agencies.

- The CAA UNIT's planned CSBG administration funded targeted T&TA (8.1, 8.1a, 8.1b, and 8.3)
- The CAA UNIT's CSBG administration funded T&TA management adjustment (ACSI) (8.4)

#### SECTION 9 – State Linkages and Communication

- This section includes descriptions of the CAA UNIT's linkages and communication activities.
  - How the CAA UNIT coordinates with the agencies and ICAA (9.8)
  - The CAA UNIT's Communication Plan (9.9)
  - The CAA UNIT's communication plan management adjustment (ACSI) (9.11)

#### SECTION 10 – Monitoring, Corrective Action, and Fiscal Controls

- This section includes the CAA UNIT's monitoring schedule, our State's monitoring policies and procedures (including corrective action, TAPs, and QIPs), and the DHR's fiscal controls and audit review procedures.
  - Our State's monitoring policies and procedures (10.2 – 10.6)
    - See the CSBG Policies and Procedures Manual attachment for the specific monitoring policies/procedures
  - The CAA UNIT's monitoring procedures management adjustment (ACSI) (10.14)

#### SECTION 11 – Eligible Entity Tripartite Board

- This section includes our State's tripartite board policies and requirements.

#### SECTION 12 – Individual and Community Income Eligibility Requirements

- This section includes our State's CSBG eligibility requirements for clients and community-targeted services.
  - Iowa's CSBG program income eligibility threshold for client services is 125% (12.1 – 12.1a) -FFY24 will reinstate the eligibility threshold for client services to 125%

#### SECTION 13 – Results Oriented Management and Accountability (ROMA) System

- This section includes our State's ROMA adopted measurement system and our State's ROMA policies and procedures.
  - How the CAA UNIT supports agencies in using ROMA (13.3)
  - How the CAA UNIT secures a CSBG application and community needs assessment from each agency (13.5 - 13.6)

#### SECTION 14 – CSBG Programmatic Assurances and Information Narrative

- This section includes descriptions for how our State addresses the federal CSBG Act assurances.

#### SECTION 15 – Federal Certifications

- This section includes our State's agreements/certifications to the federal Lobbying, Drug-Free Workplace, Debarment, and Smoking/Tobacco requirements.