

427—23.8(PL100-77) Application submission and approval. All eligible entities shall utilize the EHP combined application and work program packet as provided by DCAA for the purpose of making application for funds.

23.8(1) Timing. Eligible entities shall be informed in writing of the due date for application by the DCAA.

23.8(2) Application forms. Application instructions shall be provided along with the application packet which shall be sent to all eligible entities. Further information concerning application requirements and format may be obtained by writing to the Bureau of Community Services, Division of Community Action Agencies, Department of Human Rights, Capitol Complex, Des Moines, Iowa 50319, or by calling (515)281-3951.

23.8(3) Compliance review. All applications for funding will be reviewed by DCAA personnel for:

- a. The number of persons to be served and level of service provided;
- b. Compliance with the requirements outlined in Iowa Administrative Code 427—Chapter 23;
- c. Inclusion and proper completion of all forms and information required in the application packet;

and

- d. Compliance with the EHP state plan.

23.8(4) Performance review. Approval of applications is dependent on the satisfactory performance of the applicant in past funding year(s) in related program areas. The minimum standards include: timely and adequate expenditure report submission, program report submission, prudent management of funds, conformance with state and federal laws relative to the restrictions in the use of funds, and adequate record keeping: Additionally, available records, audits and determinations from the Office of Community Services — Department of Health and Human Services, department of management, division of community action agencies, Iowa department of public health and other relevant state and federal agencies shall be utilized to the extent possible. Unresolved audit questions and past-due audits shall be a basis for conditional approval or disapproval of an application.