

PART THREE:

ATTESTATION



An attestation is an act of declaring or providing testimony by an agency representative that certain actions have been completed. Starting in 2023, IHCD is utilizing an Attestation Statement to minimize the monitoring experience by allowing an agency to quickly indicate that the certain stated objectives are being met. In Part Three you will find guidance to help you determine if the actions are true or applicable. They do not require an agency to provide documentation that they have occurred. However, if any agency has been placed on an improvement plan from the previous CSBG monitoring then the attestation standards will be traditionally monitored (as they are in Parts One and two).

Category 16: Certification

During the monitoring period, the community action agency has maintained or completed the following:

Standard 16.1

Organization develops linkages with partner agencies to fill identified gaps in services and regularly assesses partnerships to identify and address any weak or missing connections with key sectors of the community.

Agency Self-Assessment:

MET NOT MET ON TARGET

Standard 16.2

The organization's publications clearly state that all services are provided without regard to race, age, color, religion, sex, disability, national origin, ancestry, familial status, or status as a veteran.

Guidance:

- The non-discrimination language must be present on publicity releases or other public references, including media releases, the organization's website, informational pamphlets, etc.⁵⁹
- The non-discrimination statement may include additional language but must include at least the language in the standard.⁶⁰

Agency Self-Assessment:

MET NOT MET ON TARGET

Standard 16.3

The community action agency consults with neighborhood-based organizations in the planning, conduct, and evaluation of components of the community action program, according to IC 12-14-23-8.

Agency Self-Assessment:

MET NOT MET ON TARGET

Standard 16.4

The community action agency leads other local organizations in poverty reduction activities according to IC 12-14-23-9.

Guidance:

- Plan for, secure, and administer available assistance on a common or cooperative basis.⁵⁴
- Provide planning or technical assistance to local agencies.⁵⁴
- Undertake actions to improve existing efforts to reduce poverty: regular communication, closing service gaps, and focusing resources on the most needy.⁵⁴
- Provide technical and other support to enable poverty-related neighborhood groups/organizations to secure available assistance from public and private resources.⁵⁴

Agency Self-Assessment:

MET NOT MET ON TARGET

Standard 16.5

The full governing board reviewed and discussed the most recent CSBG monitoring report within ninety (90) calendar days of receiving the finalized report.

Agency Self-Assessment:

MET NOT MET ON TARGET

Standard 16.6

The organization has established and enforces basic personnel policies that include: Classifications of Employees (exempt and nonexempt), Drug-Free Workplace Statement, Smoke-Free Workplace Statement, and Information Protection & Confidentiality.

Guidance:

- If a public agency has developed their own employee handbook, it also must include the above policies.⁶¹

Agency Self-Assessment:

MET NOT MET ON TARGET

Standard 16.7

Mandatory Federal and State labor law/employment signage are posted.

Agency Self-Assessment:

MET NOT MET ON TARGET

Standard 16.8

The indirect cost rate or written cost allocation plan is regularly reviewed by staff and any subsequent revisions have an effective date and are reviewed by the governing board.

Guidance:

- Not applicable to public agencies.⁶¹

Agency Self-Assessment:

MET NOT MET ON TARGET

Standard 16.9

The organization has not been terminated for cause, had funding withheld, or had restrictions placed on them from any Federal or State grants or programs.

Agency Self-Assessment:

MET NOT MET ON TARGET