

## 2022 CSBG C.A.R Monitoring Schedule

*Tentative*

*Schedule is listed in order of the monitoring visit*

AGENCY ABV.	Legal Agency Name	Onsite Dates
<b>Area IV</b>	Area IV Agency on Aging and Community Action Program, Inc.	<b>April 20<sup>th</sup> &amp; 21<sup>st</sup></b>
<b>CAPE</b>	Community Action Program of Evansville and Vanderburgh County, Inc.	<b>May 18<sup>th</sup> &amp; 19<sup>th</sup></b>
<b>NCCAA</b>	North Central Community Action Agency, Inc.	<b>June 14<sup>th</sup> &amp; 15<sup>th</sup></b>
<b>HUEDC</b>	Hoosier Uplands Economic Development Corporation	<b>July 20<sup>th</sup> &amp; 21<sup>st</sup></b>
<b>NWICA</b>	Northwest Indiana Community Action Corporation	<b>August 10<sup>th</sup> &amp; 11<sup>th</sup></b>
<b>CASI</b>	Community Action of Southern Indiana, Inc.	<b>September 14<sup>th</sup> &amp; 15<sup>th</sup></b>
<b>OVO</b>	Ohio Valley Opportunities, Inc.	<b>October 19<sup>th</sup> &amp; 20<sup>th</sup></b>
<b>LHDC</b>	Lincoln Hills Development Corporation	<b>November 16<sup>th</sup> &amp; 17<sup>th</sup></b>

The agency will receive at least a thirty (30) calendar day “official” monitoring notification prior to the actual dates of the onsite visit. This notice will also include relevant document submission, meeting, and select interview dates.

To assist your agency with planning, please keep the following scheduling considerations in mind:

- Leadership and support staff who will assist with the monitoring review must be available throughout the session.
- Requested CAR documents and the jotform questionnaire must be uploaded and submitted no later than the day prior to the scheduled entrance conference.
- The entrance conference and interviews with Executive Director and Fiscal Director will be completed by Microsoft Teams in the week prior to the onsite monitoring dates.
- The interview with governing board members (at least two) must occur on the first day of the onsite visit.
- The interviews with the Human Resource Manager and the CSBG Program Manager will be conducted while onsite.
- It is the goal of the monitoring team to conduct the exit conference at the end of Day Two of the onsite visit, as allowable.

Note: the above is the planned schedule but may be subject to change as needed.