



**To:** Indiana CSBG Eligible Entities  
**From:** IHCDA Community Programs Department  
**Date:** April 3, 2020  
**Re:** 2020 Comprehensive Administrative Review (CAR) Tool Update

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On January 31, 2020, IHCDA published an updated Comprehensive Administrative Review (CAR) Tool for agencies that receive Community Service Block Grant (CSBG) funding in Indiana. This CAR Tool will be in effect from January 31, 2020 until December 31, 2023.

On April 1 and April 3, 2020, IHCDA staff hosted webinars for CSBG Eligible Entities, to review updates to the CAR Tool from the previous version. Below are the questions that webinar attendees asked along with responses from IHCDA staff:

- 1) Where on the IHCDA website can CSBG information be found?**
  - a. The CSBG web page on the IHCDA website can be found here: <https://www.in.gov/ihcda/4095.htm>. A copy of the CAR Tool is saved under the Monitoring section, which is towards the bottom of the page.
- 2) Has the 2020 CAR Monitoring schedule been communicated?**
  - a. Yes, agencies that are scheduled to be monitored this year were told earlier this year and given tentative dates for when they should expect their monitoring to take place.
- 3) Will the monitoring review schedule remain the same, even in light of the COVID-19 pandemic?**
  - a. Yes. If needed, adjustments will be made on a case by case basis in consultation with the agency Executive Director.
- 4) Are all fiscal ratios weighted the same?**
  - a. We will be calculating each ratio at three (3) different time periods. Two (2) calculations will be done on the most previous audited financials. The final calculation will be done on the interim financials at the time of the monitoring. Each will be responsible for 1/3<sup>rd</sup> of the score. Therefore, 2/3<sup>rds</sup> of the score will result from audited EOY financials and 1/3<sup>rd</sup> will result from the interim financials at the time of the monitoring.
- 5) Will any consideration be given to the impact COVID-19 has on fiscal ratios?**
  - a. Each monitoring has a thorough review of the Single Audit Reports. We expect audit reports to contain notes on financial implications of COVID-19 for all fiscal year 2019 audits. The audit notes along with the management communications during the time of each monitoring will be taken into consideration when

determining the impact of all ratios. That being said, ratios will be calculated the same for all agencies going forward. If special considerations need to be made, those will be made on a case by case basis.

**6) Can you explain Standard 4.7 – Implemented Required Action Plans?**

- a. It is the responsibility of the agency to ensure all previously required action items, from the last CAR monitoring, are satisfactorily executed based upon the agency submitted action plan/timelines that were approved by IHCDA as a condition of closing out that monitoring session.