



To: CSBG Eligible Entities  
From: Community Programs Division  
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**Program Guidance: CSBG-2020-04**

**Subject: CSBG Temporary Flexibilities: Board Vacancies and Financial Ratios**

In response to challenges related to the COVID-19 pandemic and resulting shutdowns, IHCD is offering the following flexibilities for the CSBG program for **State Program Years 2020 and 2021**.

### **Board Vacancies**

It is currently State policy that Community Action Agencies (CAAs) must fill board vacancies within 90 days; if it takes longer for that vacancy to be filled, they are out of compliance with Organizational Standard 5.1, which is eventually reflected in their Overall Performance Score from their next CAR Monitoring.

CAAs will now be given an additional 30 days to fill vacancies in State Program Years 2020 and 2021 before they are considered out of compliance with Organizational Standard 5.1. This means CAAs have 120 days to fill vacancies that occur between January 1, 2020 and December 30, 2021 before the vacancy impacts their next Overall Performance Score.

In order to take advantage of this flexibility and stay in compliance with Organizational Standard 5.5, CAAs must have their governing board approve an update to their bylaws that reflects the temporary 120-day vacancy allowance.

### **Financial Ratios**

Organizational Standards 15.1 – 15.3 set requirements for financial ratios that all CAAs must meet. For State Program Years 2020 and 2021, IHCD will review ratios as a part of the CAR Monitoring process but will not include the results of that review in the final Overall Performance Score.

Please direct all questions regarding this guidance to Veronica Watson at [vwatson@ihcda.in.gov](mailto:vwatson@ihcda.in.gov).



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