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**From:** Marlys Gaston <[Marlys.Gaston@AOS.IOWA.GOV](mailto:Marlys.Gaston@AOS.IOWA.GOV)>  
**Sent:** Monday, October 12, 2020 3:27 PM  
**To:** Terry Roberson <[Terry.Roberson@IowaEDA.com](mailto:Terry.Roberson@IowaEDA.com)>  
**Cc:** Pam Bormann <[Pam.Bormann@AOS.IOWA.GOV](mailto:Pam.Bormann@AOS.IOWA.GOV)>  
**Subject:** FW: 20201005143652.pdf

Terry,

Per your request, the Auditor of State's office intends to enter into an agreement with the IEDA to perform agreed-upon procedures related to the following:

- The Department's financial management of the Small Business Relief Grant Program initiated by the IEDA and funded with CARES Act.
- Community Development Block Grant supplemental dollars awarded by the U.S. Department of Housing and Urban Development for disaster recovery as a result of the 2019 disasters that afflicted parts of Iowa.

We look forward to working with you and your staff,  
Marlys



**Marlys K. Gaston, CPA**  
Deputy Auditor of State  
Lucas State Office Building  
321 E. 12<sup>th</sup> Street  
Des Moines, IA 50319  
(515) 281-8314

IOWA ECONOMIC DEVELOPMENT AUTHORITY

1963 Bell Avenue, Ste. 200 | Des Moines, Iowa 50315 USA | Phone: 515.348.6200

[iowaeda.com](http://iowaeda.com)



October 5, 2020

Rob Sand  
Auditor of State  
Capitol Building  
Des Moines, Iowa 50319

Dear Auditor Sand:

The Iowa Economic Development Authority (IEDA) wishes to request that the Office of Auditor of State perform the following agreed upon procedures related to the departments financial management of the Small Business Relief Grant Program initiated by the IEDA and funded with Coronavirus Relief Fund dollars (CARES Act). The IEDA would request that the agreed upon procedures be performed by the Office of the Auditor of State from November 1, 2020, through April 30, 2021.

These agreed upon procedures will involve the evaluation and inspection of IEDA's files, and policies/processes to determine the program's overall performance in meeting the goal of providing relief funding to small businesses in the state that were closed because of the shut-downs deemed necessary due to the pandemic.

The review would focus on the following: determination of business type; review of application and attachments including estimated loss represented by the business; review of financial statements and the cash flow of the business; impact of the federal Payroll Protection Program (PPP) on applicable applications; and disbursement procedures.

If you or your staff have any questions regarding these matters, please feel free to contact me at [terry.roberson@iowaeda.com](mailto:terry.roberson@iowaeda.com) or 515-348-6150.

Sincerely,

A handwritten signature in blue ink, appearing to read "Debi Durham", is written over a printed name and title.

Deborah V. Durham, Director

Cc: CDBG; Directors Office

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October 5, 2020

Rob Sand  
Auditor of State  
Capitol Building  
Des Moines, Iowa 50319

Dear Auditor Sand:

The Iowa Economic Development Authority (IEDA) wishes to request that the Office of Auditor of State perform the following agreed upon procedures related to Community Development Block Grant (CDBG) supplemental dollars awarded by the U.S. Department of Housing and Urban Development for disaster recovery as a result of the 2019 disasters that afflicted parts of the state. The IEDA would request that the agreed upon procedures be performed by the Office of the Auditor of State from November 1, 2020 through June 30, 2022 with the IEDA maintaining the option to extend the performance end date.

These agreed upon procedures will involve the evaluation and inspection of IEDA's (and its subrecipients) files, and policies/processes to determine compliance with requirements outlined in the Uniform Guidance related to:

- Activities allowed/or unallowed
- Allowable costs/Cost principles
- Eligibility
- Subrecipient monitoring
- Compliance with Duplication of Benefit provisions

It is anticipated the IEDA will have the following program areas within this disaster funding:

1. Housing – FEMA Buyouts
2. Housing – CDBG Buyouts
3. Housing – Stormwater Infrastructure
4. Disaster Resiliency

If you or your staff have any questions regarding these matters, please feel free to contact me at [terry.roberon@iowaeda.com](mailto:terry.roberon@iowaeda.com) or 515-348-6150.

Sincerely,

A handwritten signature in blue ink, appearing to read "Debi Durham", is written over a blue ink stamp. The stamp is a stylized, circular emblem with a central design that is partially obscured by the signature.

Deborah V. Durham, Director

Cc: CDBG; Directors Office