

Standard #	Standard	Documents Used	Date Completed	Date Shared W/OCS
Maximum Feasible Participation				
1.1	Organization demonstrates low-income individuals' participation in its activities.	(Systematic and Ongoing) ___ Advisory Group Minutes ___ Activity Participation Lists (show low-income participation) ___ Volunteer Rosters ___ Board Minutes pre-meeting and packet information (minutes need to "show" that Directors are working on projects and are actively participating in meetings)		
1.2	Organization analyzes information collected directly from low-income individuals as part of the community assessment.	___ Community Assessment w/Appendices (need to broaden the next assessment) ___ Community Forum Summaries ___ Interview Transcripts ___ Back up Documentation/Data Summaries (utilize surveys already being used such as weatherization, MOW, senior centers, etc.)		
1.3	The organization has a systematic approach for collecting, analyzing and reporting customer satisfaction data to the governing board.	___ Consumer Satisfaction Policy/Procedures ___ Board Committee Minutes ___ Consumer Satisfaction Surveys/Data Collection Tool and Schedule ___ Consumer Satisfaction Report of Results to CAA Leadership, Board and Broader Community		

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2.1	Organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in area.	___ Partnership Documentation-Agreements, MOUs, Emails ___ Sub-Contracts with Delegate or Partner Agencies ___ Strategic Plan Update/Report ___ Demonstrating Partnerships ___ Coalition Member Lists		
2.2	Organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. Sectors include at minimum: community-based organization, faith-based organizations, private sector.	___ Community Assessment w/Appendices ___ Back up Documentation of Involvement; Surveys, Interview Transcripts, Community or Organizational Meetings ___ Board/Committee Minutes		
2.3	Organization communicates its activities and its results to the community.	___ Annual Report ___ Media Files of Stories Published ___ Community Event Information ___ Website/Facebook/Twitter Accounts with Regular Updates ___ News Releases		
2.4	Organization documents the number of volunteers and hours mobilized in support of its activities.	___ Data on Number of Volunteers and Hours ___ Board Minutes ___ Documentation of Tracking System		

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3.1	Organization conducted a community assessment and issued a report within the past 3 years.	___ Dated Community Assessment (some proof of publication of assessment/report)		
3.2	As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age and race/ethnicity for their service area(s).	___ Community Assessment w/Appendices ___ Back up Information Including Census and Other Demographic Data		
3.3	The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.	___ Community Assessment w/Appendices ___ Broader Community Assessment ___ Committee/Team Member Minutes Reflecting Analyses ___ Other Data Collection Process on Poverty		
3.4	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.	___ Key Findings Section in Community Assessment (need to flesh out a little more in next assessment document) ___ Committee/Team Member reflecting analysis ___ Other Data Collection Process on Poverty		
3.5	The governing board formally accepts the completed community assessment.	___ Community Assessment (include a section for a date of when approved by the Board) ___ Board Minutes (pre-board packet of information); (minutes should show that the Board approved the assessment)		

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Vision and Direction				
4.1	Governing board has reviewed the organization's mission statement within the past 5 years and assured that: 1) the mission addresses poverty; and 2) the organization's programs and services are in alignment with the mission.	___ Board Minutes, Strategic Plan and Mission Statement		
4.2	Organization's Community Action Plan is outcome-based, anti-poverty focused and ties directly to the Community Assessment.	___ Cap Plan, Logic Models, Community Assessment		
4.3	Organization's Community Action Plan and Strategic Plan document the continuous use of the full ROMA cycle or comparable system (assessment, planning, implementation, achievement of results and evaluation). In addition, organization documents having used the services of a ROMA certified trainer or equivalent to assist in implementation.	___ Certified ROMA Trainer in the Organization, Agreement with Certified Trainer not within the Organization to Provide ROMA Services, Strategic Plan w/Appendices, Community Action Plan w/Appendices, Meeting Summaries of ROMA Trainer Participation		
4.4	Governing board receives an annual update on the success of specific strategies included in the Community Action Plan.	___ Community Action Plan Update/Report, Board or Committee Minutes, Board or Committee Agenda, Pre-Meeting Packet		
4.5	Organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency or unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.	___ Succession Plan/Policy, Short Term Succession Plan, Board Minutes		
4.6	Organization-wide risk assessment has been completed within the past 2 years and reported to the governing board.	___ Risk Assessment Policy and/or Procedures, Board Minutes, Completed Risk Assessment Tool, Risk Assessment Reports		

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Vision and Direction				
5.1	Organization's governing board is structured in compliance with the CSBG Act.	___ Bylaws, Board Roster, Board Minutes, Related Policies and Procedures		
5.2	Organization's governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.	___ Board Policies and Procedures, Board Minutes, Bylaws		
5.3	Organization's bylaws have been reviewed by an attorney within the past 5 years.	___ Bylaws, Board Minutes, Attorney Statement/Invoice		
5.4	Organization documents that each governing board member has received a copy of the bylaws within the past two years.	___ Board Pre-Meeting Packet, Bylaws, Board Minutes, List of Signatures Acknowledging Receipt		
5.5	Organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as et out in its bylaws.	___ Bylaws, Board Roster, Board Minutes, Related Policies and Procedures		
5.6	Each governing board member has signed a conflict of interest policy within the past 2 years.	___ Conflict of Interest Policy/Procedures, Signed Policies/Signature List, Board Minutes		
5.7	Organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	___ Board Policy/Procedures, Board Training Materials, Board Member Acknowledgement/ Signature		
5.8	Governing board members have been provided with training on their duties and responsibilities within the past 2 years.	___ Training Agendas, Training Material / Handouts, Attendee List, Board Minutes, Documentation of Training Received at Conferences/Events/Webinars		
5.9	Organization's governing board receives programmatic reports at each regular board meeting.	___ Board Pre-Meeting Packet, Programmatic Reports, Board Minutes		

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Vision and Direction				
6.1	Organization has an agency-wide strategic plan in place that has been approved by the governing board with the past 5 years.	___ Strategic Plan, Board Minutes, Developed Checklist of Strategic Plan Elements		
6.2	Approved strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.	___ Strategic Plan, Developed Checklist of Strategic Plan Elements		
6.3	Approved strategic plan contains Family, Agency and/or Community goals.	___ Strategic Plan (would be good to identify goals as Family, Agency, Community to complement ROMA)		
6.4	Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.	___ Strategic Plan w/Appendices, Notes from Strategic Planning Process, Customer Satisfaction Data/Reports, Customer Input Data/Reports		
6.5	Governing board has received an update(s) on meeting the goals of the strategic plan within the past 12 months.	___ Strategic Plan, Plan Updates/Reports, Board Pre-Meeting Packet, Board Minutes		

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Operations and Accountability				
7.1	Organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.	___ Personnel Policies ___ Board Pre-Meeting Packet ___ Board Minutes ___ Statement/Invoice/In-Kind Donation from Attorney Reflecting Review		
7.2	Organization makes available the employee handbook/policies to all staff and notifies staff of any changes.	___ Employee Handbook/Personnel Policies ___ Documentation of Location and Availability of Handbook/Policies ___ Identified Process for Notifying Staff of Updates (may be included in the Handbook/ Policy)		
7.3	Organization has written job descriptions for all positions, which have been updated within the past 5 years.	___ Organization Chart/Staff List ___ Job Descriptions ___ Board or Committee Minutes (noting documents that have been updated)		
7.4	Governing board conducts a performance appraisal of the CEO/ Executive Director within each calendar year.	___ Board Minutes		
7.5	Governing board reviews and approves CEO/Executive Director compensation within every calendar year.	___ Board Minutes ___ Executive Director/CEO Contract (if applicable)		
7.6	Organization has a policy in place for regular written evaluation of employees by their supervisors.	___ Evaluation Process/Policy ___ Personnel Policies and Procedures		
7.7	Organization has a whistleblower policy that has been approved by the governing board.	___ Whistleblower Policy ___ Board Minutes ___ Board Pre-Meeting Packet		
7.8	All staff participates in a new employee orientation within 60 days of hire.	___ Personnel Policies/Employee Handbook ___ Orientation Materials ___ Sampling of HR/ Personnel Files for Documentation of Attendance		
7.9	Organization conducts or makes available staff development/training (including ROMA) on an ongoing basis.	___ Training Plans ___ HR/Personnel Files ___ Documentation of Trainings: Presentations, Evaluations, Attendee Lists ___ Documentation of Attendance at Offsite Training Events/Conferences (what type of training should be offered and used)		

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Operations and Accountability				
8.1	Organization annual audit (or audited financial statements) is completed by a CPA on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles, and Audit Requirement (if applicable) and/or state audit threshold requirements.	___ Completed Audit		
8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.	___ Completed Audit ___ Management Responses to Audit ___ Board Minutes		
8.3	Organization's auditor presents the audit to the governing board.	___ Completed Audit ___ Board Minutes ___ Board Pre-Meeting Packet		
8.4	Governing board formally receives and accepts the audit.	___ Completed Audit ___ Board Minutes		
8.5	Organization has solicited bids for its audit within the past 5 years.	___ CAA Procurement Policy ___ Board Pre-Meeting Packet ___ Documentation of Bid Process including RFP/RFQ, Lists of Vendors Receiving Notice, Proof of any Publication of the Process		
8.6	IRS form 990 is completed annually and made available to the governing board for review.	___ IRS Form 990 ___ Board Minutes ___ Board Pre-Meeting Packet ___ Documentation of 990 Distribution to the Board (mail/e-mail/link)		
8.7	Governing board receives financial reports at each regular meeting that includes the following: 1) organization wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2) balance sheet/statement of financial position.	___ Financial Reports ___ Board Minutes ___ Board Pre-Meeting Packet		
8.8	All required filings and payments related to payroll withholdings are completed on time.	___ Payroll Tax Documentation/Filings ___ Retirement Accounts Documentation ___ Insurance Documents (health, disability, flex accounts) ___ Record of Payments to State, Federal, Insurance and Retirement Accounts		
8.9	Governing board annually approves an organization wide budget.	___ Agency Wide Budget ___ Board Minutes ___ Board Pre-Meeting Packet		

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Operations and Accountability				
8.10	Fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.	___ Fiscal Policies/Procedures Manual ___ Board Minutes/Committee Minutes ___ Board Pre-Meeting Packet		
8.11	A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.	___ Procurement Policy ___ Board Minutes ___ Board Pre-Meeting Packet		
8.12	Organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.	___ Approved Indirect Cost Rate ___ Cost Allocation Plan		
8.13	Organization has a written policy in place for record retention and destruction.	___ Documentation Retention and Destruction Policy		

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Operations and Accountability				
9.1	Organization has a system or systems in place to track and report client demographics and services customers receive.	___ Data System Documentation and/or Direct Observation ___ Reports as Used by Staff, Leadership, Board or Cognizant Funder		
9.2	Organization has a system or systems in place to track family, agency, and/or community outcomes.	___ Data System Documentation and/or Direct Observation ___ Reports as Used by Staff, Leadership, Board or Cognizant Funder ___ NPI Report ___ Narrative Describing Data System		
9.3	Organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.	___ Strategic Plan ___ National Performance Indicator Reports ___ Board Minutes ___ Board Pre-Meeting Packet ___ Staff Meeting Minutes		
9.4	Organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization wide outcomes.	___ IS Data Report ___ Other Data Systems Reports		