

## Private Entity Organizational Standard Schedule

Standard		When to Update or Review
<b>Category 1</b>		
1.1	The organization demonstrates low-income individuals' participation in its activities.	Update Annually
1.2	The organization analyzes information collected directly from low-income individuals as part of the community assessment.	Update Every 3 Years
1.3	The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.	Update Annually
<b>Category 2</b>		
2.1	The organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.	Update Annually
2.2	The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.	Update Every 3 Years
2.3	The organization communicates its activities and its results to the community.	Update Annually
2.4	The organization documents the number of volunteers and hours mobilized in support of its activities.	Update Annually
<b>Category 3</b>		
3.1	The organization conducted a community assessment and issued a report within the past 3 years.	Update Every 3 Years
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).	Update Every 3 Years

3.3	The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.	Update Every 3 Years
3.4	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.	Update Every 3 Years
3.5	The governing board formally accepts the completed community assessment.	Update Every 3 Years
<b>Category 4</b>		
4.1	The 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.	Update Every 5 Years
4.2	The organization's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.	Update Annually
4.3	The organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.	Update Annually
4.4	The governing board receives an annual update on the success of specific strategies included in the Community Action plan.	Update Annually
4.5	The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.	Upload once, update if changes occur

4.6	An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.	Upload every 2 years (CSP will require with application)
<b>Category 5</b>		
5.1	The organization's governing board is structured in compliance with the CSBG Act: 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interests in the community.	Upload once, update if changes occur
5.2	The 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.	Upload once, then as changes occur
5.3	The organization's bylaws have been reviewed by an attorney within the past 5 years.	Upload every 5 years
5.4	The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.	Update every 2 years for each board member
5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.	Update annually (Documentation should include 2 consecutive board minutes)
5.6	Each governing board member has signed a conflict of interest policy within the past 2 years.	Update every 2 years for each board member
5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	Upload as new board members are seated. If the board has not had a new member seated recently, upload documentation from the last board orientation.
5.8	Governing board members have been provided with training on their duties and responsibilities within the past 2 years.	Update every 2 years

5.9	The organization's governing board receives programmatic reports at each regular board meeting.	Update annually (Documentation should include 2 board minutes or other supporting documentation)
<b>Category 6</b>		
6.1	The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years.	Update every 5 years
6.2	The 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.	Update every 5 years
6.3	The approved strategic plan contains family, agency, and/or community goals.	Update every 5 years
6.4	Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.	Update every 5 years
6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Update annually
<b>Category 7</b>		
7.1	The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.	Update every 5 years
7.2	The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.	Upload once, then as changes occur
7.3	The organization has written job descriptions for all positions, which have been updated within the past 5 years.	Upload every 5 years. If no changes occur after 5 years, board minutes should be uploaded as additional documentation indicating no changes occurred.

7.4	The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.	Upload annually
7.5	The governing board reviews and approves CEO/executive director compensation within every calendar year.	Upload annually
7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	Upload once, update if changes occur
7.7	The organization has a whistleblower policy that has been approved by the governing board.	Upload once, update if changes occur
7.8	All staff participate in a new employee orientation within 60 days of hire.	Upload as new employees are hired and participate in new employee orientation
7.9	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis.	Update annually
<b>Category 8</b>		
8.1	The Organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant 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.	Update annually
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.	Update annually
8.3	The organization's auditor presents the audit to the governing board.	Update annually
8.4	The governing board formally receives and accepts the audit.	Update annually
8.5	The organization has solicited bids for its audit within the past 5 years.	Update every 5 years
8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Update annually

8.7	The governing board receives financial reports at each regular meeting that include 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.	Update annually (Documentation should include 2 consecutive board minutes or other supporting documentation)
8.8	All required filings and payments related to payroll withholdings are completed on time.	Update annually
8.9	The governing board annually approves an organization-wide budget.	Update annually
8.10	The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.	Update every 2 years. If no updates are necessary upload board minutes documenting the board's decision to not update policies
8.11	A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.	Update every 5 years
8.12	The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.	Update annually
8.13	The organization has a written policy in place for record retention and destruction.	Upload once, then as changes occur
<b>Category 9</b>		
9.1	The organization has a system or systems in place to track and report client demographics and services customers receive.	No documentation required
9.2	The organization has a system or systems in place to track family, agency, and/or community outcomes.	No documentation required
9.3	The 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.	Update annually
9.4	The organization submits its CSBG Annual Report and it reflects client demographics and organization-wide outcomes.	Update annually