

## Public Entity Organizational Standard Schedule

Standard	When to Update or Review	
<b>Category 1</b>		
1.1	The department demonstrates low-income individuals' participation in its activities.	Update Annually
1.2	The department analyzes information collected directly from low-income individuals as part of the community assessment.	Update Every 3 Years
1.3	The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.	Update Annually
<b>Category 2</b>		
2.1	The department 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 department 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 department communicates its activities and its results to the community.	Update Annually
2.4	The department documents the number of volunteers and hours mobilized in support of its activities.	Update Annually
<b>Category 3</b>		
3.1	The department conducted or was engaged in a community assessment and issued a report within the past 3 years, if no other report exists.	Update Every 3 Years

3.2	As part of the community assessment, the department 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 department 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 tripartite board/advisory body formally accepts the completed community assessment.	Update Every 3 Years
<b>Category 4</b>		
4.1	The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that: 1. The mission addresses poverty; and 2. The CSBG programs and services are in alignment with the mission.	Update Every 5 Years
4.2	The department's Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.	Update Annually
4.3	The department's Community Action plan and strategic plan document the continuous use of the full Result Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the department documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.	Update Annually
4.4	The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action plan.	Update Annually
4.5	The department adheres to its local government's policies and procedures around interim appointments and processes for filling a permanent vacancy.	Upload once, update if changes occur

4.6	The department complies with its local government's risk assessment policies and procedures.	Upload following timeframe of local government procedures (CSP will require a risk assessment as part of the application)
<b>Category 5</b>		
5.1	<p>The department's tripartite board/advisory body is structured in compliance with the CSBG Act, by either: 1. Selecting the board members as follows:</p> <ul style="list-style-type: none"> <li>-At least one third are democratically-selected representatives of the low-income community;</li> <li>- One-third are local elected officials (or their representatives); and</li> <li>-The remaining members are from major groups and interests in the community; or 2. Selecting the board through another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.</li> </ul>	Upload once, update if changes occur
5.2	<p>The department's tripartite board/advisory body either has: 1. 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, or 2. Another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs. <i>Please note under IM 82 for Public Entities the law also requires that a minimum of 1/3 of tripartite board membership be comprised of representatives of low-income individuals and families who reside in areas served.</i></p>	Upload once, then as changes occur

5.3	Not applicable: Review of bylaws by an attorney is outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.	Not applicable
5.4	The department documents that each tripartite board/advisory body member has received a copy of the governing documents, within the past 2 years.	Update every 2 years for each board member
5.5	The department's tripartite board/advisory body meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its governing documents.	Update annually (Documentation should include 2 consecutive board minutes)
5.6	Each tripartite board/ advisory board member has signed a conflict of interest policy, or comparable government document within the past 2 years.	Update every 2 years for each board member
5.7	The department has a process to provide a structured orientation for tripartite board/advisory body 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	Tripartite board/advisory body members have been provided with training on their duties and responsibilities within the past 2 years.	Update every 2 years
5.9	The department's tripartite board/advisory body receives programmatic reports at each regular board/advisory meeting.	Update annually (Documentation should include 2 board minutes or other supporting documentation)
<b>Category 6</b>		
6.1	The department has a strategic plan, or comparable planning document, in place that has been reviewed and accepted by the tripartite board/advisory body within the past 5 years. If the department does not have a plan, the tripartite board/advisory body will develop the plan.	Update every 5 years

6.2	The approved strategic plan, or comparable planning document, 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, or comparable planning document, 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, or comparable planning process.	Update every 5 years
6.5	The tripartite board/advisory body has received an update(s) on progress meeting the goals of the strategic plan/comparable planning document within the past 12 months.	Update annually
<b>Category 7</b>		
7.1	Not applicable: Local governmental personnel policies are outside of the purview of the department and the tripartite board/ advisory body, therefore this standard does not apply to public entities.	Not applicable
7.2	The department follows local governmental policies in making available the employee handbook (or personnel policies in cases without a handbook) to all staff and in notifying staff of any changes.	Upload once, then as changes occur
7.3	The department has written job descriptions for all positions. Updates may be outside of the purview of the department.	Upload once, update if changes occur
7.4	The department follows local government procedures for performance appraisal of the department head.	Upload following timeframe of local government procedures
7.5	The compensation of the department head is made available according to local government procedure.	Upload following timeframe of local government procedures

7.6	The department follows local governmental policies for regular written evaluation of employees by their supervisors.	Upload following timeframe of local government procedures
7.7	The department provides a copy of any existing local government whistleblower policy to members of the tripartite board/advisory body at the time of orientation.	Upload once for each board member
7.8	The department follows local governmental policies for new employee orientation.	Upload following timeframe of local government procedures
7.9	The department conducts or makes available staff development/training (including ROMA) on an ongoing basis.	Update annually
<b>Category 8</b>		
8.1	The department's annual audit is completed through the local governmental process in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements. This may be included in the municipal entity's full audit.	Update annually
8.2	The department follows local government procedures in addressing any audit findings related to CSBG funding.	Update annually
8.3	The department's tripartite board/advisory body is notified of the availability of the local government audit.	Update annually
8.4	The department's tripartite board/advisory body is notified of any findings related to CSBG funding.	Update annually
8.5	Not applicable: The audit bid process is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.	Not applicable
8.6	Not applicable: The Federal tax reporting process for local governments is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.	Not applicable

8.7	The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.	Update annually (Documentation should include 2 consecutive board minutes or other supporting documentation)
8.8	Not applicable: The payroll withholding process for local governments is outside of the purview of the department, therefore this standard does not apply to public entities.	Not applicable
8.9	The tripartite board/advisory body has input as allowed by local governmental procedure into the CSBG budget process.	Update annually
8.10	Not applicable: The fiscal policies for local governments are outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.	Not applicable
8.11	Not applicable: Local governmental procurement policies are outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.	Not applicable
8.12	Not applicable: A written cost allocation plan is outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.	Not applicable
8.13	The department follows local governmental policies for document retention and destruction.	Upload once, then as changes occur
<b>Category 9</b>		
9.1	The department has a system or systems in place to track and report client demographics and services customers receive.	No documentation required
9.2	The department has a system or systems in place to track family, agency, and/or community outcomes.	No documentation required

9.3	The department has presented to the tripartite board/advisory body 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 department submits its CSBG Annual Report and it reflects client demographics and CSBG-funded outcomes.	Update annually