

Community Services Block Grant (CSBG) Preparing for the Organizational Standards Submission

Webinar
September 2018

Presented by CCAA



Preparing for the Organizational Standards Submission Agenda

- Overview of the Standards
- CO's Unique Structure and the Standards
- Organizational Standards Documentation
- Organizational Standards Schedule of Required Actions
- Questions/Comments/Next Steps

Overview of CSBG Organizational Standards

- OCS Information Memorandum 138: Provides guidance and describes State and Federal roles and responsibilities for the establishment of organizational standards as a component of a larger performance management and accountability system for CSBG.
- Consistent with the authority and responsibilities the CSBG Act establishes for the Federal office and States, OCS is requiring States, no later than FY 2016, to establish and report on their organizational standards for CSBG eligible entities as part of an enhanced system for accountability and performance management across the CSBG Network.

https://www.acf.hhs.gov/sites/default/files/ocs/im_138_csbg_organizational_standards_fy_2015.pdf

DOLA CSBG Website: <https://www.colorado.gov/pacific/dola/community-services-block-grant-csbg-grantee-resources>

DOLA CSBG Manual:

<https://drive.google.com/file/d/17vNC0l8Dqz60QvuLTauAqWIEzRZAQIbU/view>

Overview of CSBG Organizational Standards

- **MAXIMUM FEASIBLE PARTICIPATION**
 - category one: Consumer Input and Involvement
 - category two: Community Engagement
 - category three: Community Assessment
- **VISION AND DIRECTION**
 - category four: Organizational Leadership
 - category five: Board Governance
 - category six: Strategic Planning
- **OPERATIONS AND ACCOUNTABILITY**
 - category seven: Human Resource Management
 - category eight: Financial Operations and Oversight
 - category nine: Data and Analysis

Colorado's Unique Structure and the Standards

- Organizational Standards use non-universal terms that need additional clarification to be applied to public entities administering a CSBG program.
 - Department, Strategic Planning, Low-Income Representative and Democratic Selection Process (ALL DOCUMENTED)
- Tripartite Board/Advisory Committee Policies
 - Whistle Blower, if established by organization
 - Conflict of Interest Signed Statement
 - Board Orientation and Supporting Documentation (Bylaws)
 - Overall Board/Committee Participation in ROMA Cycle
- Tripartite Board/Committee Meeting [Agenda](#) and [Minutes](#)
- Organizational/Departmental Policies and Procedures
 - Departmental Head/Executive Director Compensation
 - Employee Appraisal
 - Risk Management
 - Employee Orientation

Colorado's Unique Structure and the Standards

Some Standards do not apply to Public Entities and are not assessed altogether (example Standard 8.8 payroll withholdings)

Other Standards may not be applicable to Public Entities and may be marked "N/A"

- Staff Vacancy/Interim appointments 4.5
- Risk Assessment 4.6
- Employee handbook 7.2
- Performance appraisal of the Dept head 7.4
- Compensation of department head 7.5
- Evaluation of employees 7.6
- Whistleblower 7.7
- Employee orientation 7.8
- Correcting/reporting audit findings 8.2
- Input into budget process 8.9
- Document retention/destruction - 8.13

Organizational Standards Documentation

EVERY STANDARD REQUIRES UPLOADED DOCUMENTATION INTO THE ANNUAL ASSESSMENT TO CERTIFY COMPLIANCE

Meeting Minutes and Agendas may provide the best/easiest to obtain documentation for many standards

Community Needs Assessment, Action Plan, and/or Strategic Plan (submitted to DOLA in October 2017) will also be used for multiple standards

SEE [RESOURCES](#) from Community Action Partnership

SEE [Calendar](#) of Required Actions from Community Action Partnership

Organizational Standards Calendar of Required Actions

SEE [Calendar](#) of Required Actions from Community Action Partnership

MAINTAIN

Some Standards are statements that need to always be true to be in compliance, or once adopted there is no requirement for when it would be revisited.

MORE FREQUENT THAN ANNUAL/AS NEEDED

Some Standards do not state an exact time frame but refer to something that does happen on a routine basis or more often than annually.

ANNUALLY, EVERY 2 YEARS, 3 YEARS, OR 5 YEARS

Many Standards have a time frame in the text of the Standard, such as annually, every two years, etc.

Thank you for your time!

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