

# Organizational Standards Guidance for CSBG Eligible Entities

This document identifies the documentation necessary to meet the Organizational Standards required by USHHS. For each standard there is a list of documents; however, simply submitting one of the documents alone may not be sufficient to satisfy compliance with that particular standard. Therefore, it may be necessary to submit several of the identified documents.

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## Tools and Definitions

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### **Naming Convention for Uploaded Documents**

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Use your agency acronym ( [Appendix A – Agency Acronyms](#) ) located at the end of this document

When uploading documentation, please save in the following naming conventions for the documents as shown below:

- AgencyAcronym\_Bylaws
  - AgencyAcronym\_Board\_Meeting\_Minutes
  - AgencyAcronym\_Board\_Vacancy\_Tool
  - AgencyAcronym\_New\_Hire\_Tool
  - AgencyAcronym\_OS4.3\_Checklist
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### **Board Meeting Minutes Tool**

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Attach all board meeting minutes behind the Board Meeting Minutes Tool cover sheet for the period 10/1 – 9/30. Include the page number in the packet on the front cover sheet. Upload as one document using the file name AgencyAcronym\_BoardMinutes. If you are unable to upload one document, due to the size of the file, upload several documents, using the file names AgencyAcronym\_BoardMinutes\_1, AgencyAcronym\_BoardMinutes\_2, etc.

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### **Board Vacancy Tool**

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Complete and upload for all board vacancies during the period 10/1 – 9/30. If no vacancies during the current period, select the checkbox and upload the document.

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### **New Hire Orientation Tool**

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Complete and upload for all CSBG new hires during the period 10/1 – 9/30. If no new hires during the current period, select the checkbox and upload the document.

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### **OS 4.3 Checklist**

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The agency NCRI or NCRT needs to complete the form and sign-off at the bottom of the form. If your agency does not have any ROMA certified staff, reach out to the Department and we will ask the Texas ROMA Cohort if someone is able to assist your agency.

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### **Board Roster**

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Each year, a request will be made for the most current Board Roster that will help to meet the TAC Rule §6.6 and will be uploaded, by the Department, to meet all or portions of the organizational standards requesting a board roster.

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### **Definitions**

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1. The Board refers to:
  - Public organizations: the tripartite board is the advisory body who provides non-binding strategic advice to the governing board.
  - Private organizations: governing board
2. **No additional documentation needed:** do not upload any documents to the standard. The Department will either upload the document or put a placeholder for the document submitted for review and approval as your agency will have already provided the document to the Department.

## Category 1: Consumer Input and Involvement

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### Standard 1.1

**The organization demonstrates low-income individuals' participation in its activities.**

**No additional documentation needed** as the Department will assess from the Board Roster submitted to meet TAC §6.6 and the Monthly Performance Report in the Department contract system.

*NOTE: It is recommended low-income person's participation in agency activities be included in the Community Needs Assessment and Strategic Plan. Low-income board members can be counted, but not their representatives. The goal is for on-going activity.*

**Maintained On an ongoing basis**

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### Standard 1.2

**The organization analyzes information collected directly from low-income individuals as part of the community assessment.**

In order for the Community Needs Assessment (CNA) to be approved, it must contain the requirements outlined within the posted CNA guide located at <https://www.theDepartment.state.tx.us/community-affairs/csbg/additional-requirements.htm>

**No additional documentation needed** as the Department will assess during the CNA review.

**Maintained every 3 years**

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### Standard 1.3

**The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the board.**

**\*For Public Entities this board documentation will be from the advisory board**

Documentation must include **BOTH** of the following:

- 1) Board packet showing the compilation of data, and samples of client surveys used, with the analysis shown **AND**
- 2) Board meeting minutes reflecting customer satisfaction analysis and report provided to the board

**Maintained on an ongoing basis**

## Category 2: Community Engagement

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### Standard 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.**

Within the annual Community Action Plan (CAP), the Referrals/Partnerships Tab indicates whether those with whom your agency refers only, have a working relationship or an MOU/contract.

**No additional documentation needed**, the Department will assess during annual CAP review and approval process.

**Maintained on an ongoing basis, not to exceed one year from time of effective date**

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### **Standard 2.2**

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**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.**

In order for the CNA to be approved, it must contain the requirements outlined within the posted CNA Guide located at <https://www.theDepartment.state.tx.us/community-affairs/csbg/additional-requirements.htm>

**No additional documentation needed** as the Department will assess during the CNA review.

**Maintained every 3 years**

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### **Standard 2.3**

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**The organization communicates its activities and its results to the community.**

CAAs need to communicate **BOTH** activities (client services), and the results of the activities (client outcomes) using Facebook, webpage or other forms of social media. The Department will review your media and webpage throughout the year to determine if your agency met the standard.

**Maintained on an ongoing basis, not to exceed one year from time of effective date**

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### **Standard 2.4**

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**The organization documents the number of volunteers and hours mobilized in support of its activities.**

**\*For Public Entities this board documentation will be from the advisory board**

Documentation must include the following:

Board meeting minutes clearly showing which members are present and not present, along with the start and end time of each meeting.

**Maintained on an ongoing basis, not to exceed one year from time of effective date**

## **Category 3: Community Assessment**

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### **Standard 3.1**

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**The organization conducted a community assessment and issued a report within the past 3 years.**

**\*For Public Entities this board documentation will be from the advisory board**

Documentation must include **BOTH** of the following:

- 1) In order for the CNA to be approved, it must contain the requirements outlined within the posted CNA Guide located at <https://www.theDepartment.state.tx.us/community-affairs/csbg/additional-requirements.htm>

**No additional documentation needed** as the Department will assess during CNA review **AND**

- 2) Board meeting minutes confirming the date the CNA report was issued.

**Maintained every 3 years**

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**Standard 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).**

In order for the CNA to be approved, it must contain the requirements outlined within the posted CNA guide located at <https://www.the Department.state.tx.us/community-affairs/csbg/additional-requirements.htm>

**No additional documentation needed** as the Department will assess during the CNA review.

**Maintained every 3 years**

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**Standard 3.3**

**The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.**

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).

In order for the CNA to be approved, it must contain the requirements outlined within the posted CNA guide located at <https://www.the Department.state.tx.us/community-affairs/csbg/additional-requirements.htm>

**No additional documentation needed** as the Department will assess during the CNA review.

**Maintained every 3 years**

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**Standard 3.4**

**The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.**

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).

In order for the CNA to be approved, it must contain the requirements outlined within the posted CNA guide located at <https://www.the Department.state.tx.us/community-affairs/csbg/additional-requirements.htm>

**No additional documentation needed** as the Department will assess during the CNA review.

**Maintained every 3 years**

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**Standard 3.5**

**The board formally accepts the completed community assessment.**

**\*For Public Entities this board documentation will be from the advisory board**

Documentation needed:

- Board meeting minutes of action item to accept the CNA clearly delineated stating the board accepted the completed CNA with motion and vote noted.

**Maintained every 3 years**

## Category 4: Organizational Leadership

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### Standard 4.1

The 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.

**\*For Public Entities this board documentation will be from the advisory board**

Documentation must include **BOTH** of the following:

- 1) Board meeting minutes that show the board reviewed and approved the mission statement and any applicable changes **AND**
- 2) The mission statement is broad enough to address all of the agency's services in addition to addressing poverty.

Maintained every 5 years

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### Standard 4.2

The organization's Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

No additional documentation needed, the Department will assess during the prior year when CAPs are reviewed and approved.

Maintained on an ongoing basis, not to exceed one year from time of effective date

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### Standard 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.

Use the OS 4.3 Implementation Checklist located at <https://www.tdhca.state.tx.us/community-affairs/csbg/additional-requirements.htm> and must be signed and completed by an NCRT or NCRI.

Maintained on an ongoing basis, not to exceed one year from time of effective date

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### Standard 4.4

The board receives an annual update on the success of specific strategies included in the Community Action Plan.

**\*For Public Entities this board documentation will be from the advisory board**

Documentation must include the following:

- 1) Board meeting minutes showing the success of the services or strategies included in the community action plan

Maintained Annually

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#### **Standard 4.5**

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**The organization has a written succession plan in place for the CEO/ED, approved by the 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.**

**\*For Public Entities this board documentation will be from the governing board**

Documentation must include **BOTH** of the following:

- 1) The succession plan/policy with the required elements (procedures for (1) an emergency/unplanned, short term absence of 3 months or less, and (2) the process for filling a permanent vacancy) **AND**
- 2) Board meeting minutes showing that the succession plan was approved by the board through a vote.

Once the succession plan is in place it may be kept on file and no updates or further board action is required unless there are changes.

**Maintained on an ongoing basis;**

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#### **Standard 4.6**

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**An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the board.**

**\*For Public Entities this board documentation will be from the governing board**

Documentation must include **BOTH** of the following:

- 1) Risk assessment report(s) **AND**
- 2) Board meeting minutes showing the date reported

**Maintained every 2 years**

### **Category 5: Board Governance**

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#### **Standard 5.1**

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**The organization's 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.

**\*For Public Entities this board documentation will be from the advisory board**

Documentation must include **BOTH** of the following:

- 1) Bylaws **AND**
- 2) TAC §6.6 Board Roster

**Maintained on an ongoing basis**

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#### **Standard 5.2**

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**The organization's 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.**

Bylaws that specify the democratic selection process.

Maintained on an ongoing basis

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### Standard 5.3

The Organization's bylaws have been reviewed by an attorney within the past 5 years.

*This standard is not applicable to Public Organizations: 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.*

Documentation must include one of the following and be dated within the past 5 years:

- An email, letter or copy of invoice from the attorney indicating a review of the bylaws was completed **OR**
- Board meeting minutes stating "the attorney reviewed the bylaws"

Maintained every 5 years

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### Standard 5.4

The organization documents that each board member has received a copy of the bylaws within the past 2 years.

**\*For Public Entities this board documentation will be from the advisory board**

Signed and dated acknowledgement of receipt of bylaws within the past 2 years for each board member.

*NOTE: Please ensure these acknowledgments align with the current board roster.*

Maintained every 2 years

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### Standard 5.5

The organization's board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.

**\*\*Need to make sure that documentation addresses frequency, quorum requirements and fills board vacancies as set out in its bylaws\*\***

**\*For Public Entities this board documentation will be from the advisory board**

Documentation must include **ALL** of the following:

- 1) Board meeting minutes indicating all members present and absent and stating that "a quorum has been met or not" **AND**
- 2) Board Vacancy Tool **AND**
- 3) Bylaws

Maintained as needed/More frequent than annually

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### Standard 5.6

Each board member has signed a conflict of interest policy within the past 2 years.

**\*For Public Entities this board documentation will be from the advisory board**

Signed and dated acknowledgement of receipt of conflict of interest within the past 2 years for each board member.

*NOTE: Please ensure these acknowledgments align with the current board roster.*

**Maintained every 2 years**

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### **Standard 5.7**

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**The organization has a process to provide a structured orientation for board members within 6 months of being seated.**

**\*For Public Entities this board documentation will be from the advisory board**

Documentation must include **ALL** of the following:

- 1) Board Policy and Procedure Manual that lists orientation topics covered **AND**
- 2) Sign-in sheet or signed and dated acknowledgment of receipt of board orientation for each board member **AND**
- 3) TAC §6.6 Board Roster

**Maintained as needed/More frequent than annually**

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### **Standard 5.8**

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**Governing board members have been provided with training on their duties and responsibilities within the past 2 years.**

**\*For Public Entities this board documentation will be from the advisory board**

The organization needs to have documentation that the training occurred (including content) as well as documentation that each board member has been provided with training opportunities **that cover the board's duties and responsibilities**.

Documentation includes at least **ONE** of the following:

- 1) Sign-in sheet and copy of the curriculum (which must include duties and responsibilities) used for training,
- 2) Board meeting minutes which include a list of the topics covered (duties and responsibilities) documenting that training occurred with the names of those attending
- 3) Registration and training materials from a conference that board members attended that covered duties and responsibilities,
- 4) Links to recorded webinars the board viewed with an email from each board member stating they viewed the presentation that covered duties and responsibilities.

**Maintained every 2 years**

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### **Standard 5.9**

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**The organization's board receives programmatic reports at each regular board meeting.**

**\*For Public Entities this board documentation will be from the advisory board**

Documentation must include **BOTH** of the following:

- 1) Board meeting minutes for all regularly held board meetings within the past 12-months that reflect that programmatic reports have been provided and received by the full board **AND**
- 2) Programmatic reporting may be in writing (reports, dashboards) and/or be presented verbally (copies of presentation and or reports must be provided).

**Maintained as needed/More frequent than annually**

## Category 6: Strategic Planning

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### Standard 6.1

The organization has an agency-wide strategic plan in place that has been approved by the board within the past 5 years.

**\*For Public Entities this board documentation will be from the advisory board**

Documentation must include **BOTH** of the following:

- 1) In order for the Strategic Plan to be approved, it must contain the requirements outlined within the posted Strategic Planning Guide located at <https://www.theDepartment.state.tx.us/community-affairs/csbg/additional-requirements.htm>. **No additional documentation needed** as the Department will assess during the Strategic Plan review **AND**
- 2) Upload Board meeting minutes reflecting the full *board has formally approved* the strategic plan.

**Maintained every 5 years**

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### Standard 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.

\*\*A strategic plan that is composed of goals that do not directly involve the programs, services, and related activities an agency uses to achieve its anti-poverty mission risks failing to comply with this Standard.\*\*

In order for the Strategic Plan to be approved, it must contain the requirements outlined within the posted Strategic Planning Guide located at <https://www.theDepartment.state.tx.us/community-affairs/csbg/additional-requirements.htm>

**No additional documentation needed** as the Department will assess during the Strategic Plan review.

\*\*At a minimum, poverty and self-sufficiency should be addressed. Ideally, all three of these should be incorporated into your Strategic Plan. \*\*

**Maintained every 5 years**

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### Standard 6.3

The approved strategic plan contains family, agency, and/or community goals.

In order for the Strategic Plan to be approved, it must contain the requirements outlined within the posted Strategic Planning Guide located at <https://www.theDepartment.state.tx.us/community-affairs/csbg/additional-requirements.htm>

**No additional documentation needed** as the Department will assess during the Strategic Plan review.

**Maintained every 5 years**

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#### **Standard 6.4**

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**Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.**

In order for the Strategic Plan to be approved, it must contain the requirements outlined within the posted Strategic Planning Guide located at <https://www.theDepartment.state.tx.us/community-affairs/csbg/additional-requirements.htm>

**No additional documentation needed** as the Department will assess during the Strategic Plan review.

**Maintained every 5 years**

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#### **Standard 6.5**

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**The board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.**

**\*For Public Entities this board documentation will be from the advisory board**

Documentation must include **BOTH** of the following:

- 1) Confirmation that progress on **all** strategic plan goals was received by the board within the past 12 months. (The goals should encompass both programmatic and administrative goals.) **AND**
- 2) Board meeting minutes that reflect the update to the full board within the past 12 months.

**Maintained Annually**

### **Category 7: Human Resources Management**

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#### **Standard 7.1**

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**The organization has written personnel policies that have been reviewed by an attorney and approved by the board within the past 5 years.**

*This standard is not applicable to Public Organizations: 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. Due to the nature of public agencies, the tripartite board likely does not have authority over personnel policies, what they contain, or when they are reviewed. Therefore Standard 7.1 does not apply.*

Documentation must include **THREE** of the following:

- 1) An electronic copy of the reviewed Personnel Policies that include last date reviewed by attorney **AND**
- 2) A statement or invoice from the attorney reflecting the review **AND**
- 3) Board meeting minutes stating “an agency review was completed and the attorney reviewed the Personnel Policies” and the board has formally considered and approved the Personnel Policies within the past 5 years.

**Maintained every 5 years**

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#### **Standard 7.2**

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**The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.**

Documentation must include **BOTH** of the following:

- 1) Personnel Policies (or Employee Handbook) a physical or electronic copy of the Personnel Policies that includes a signatory page and **one** copy of the most recent new hire indicating receipt of the personnel policies or employee handbook **AND**
- 2) An identified process for notifying staff of updates

**Maintained as needed/More frequent than annually**

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#### **Standard 7.3**

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**The organization has written job descriptions for all positions, which have been updated within the past 5 years.**

Documentation must include **BOTH** of the following:

- 1) Organizational Chart(s) **or** Staff List with all positions **AND**
- 2) A 10% sampling of all job descriptions reflecting the review/revision date within the past 5 years

**Maintained every 5 years**

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#### **Standard 7.4**

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**The board conducts a performance appraisal of the CEO/executive director within each calendar year.**

Board meeting minutes with motion and vote regarding performance appraisal within the current calendar year.

**Maintained Annually**

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#### **Standard 7.5**

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**The board reviews and approves CEO/executive director compensation within every calendar year.**

Documentation must include **ONE** of the following:

- 1) Board meeting minutes with motion and vote regarding compensation for the executive director within the current calendar year **OR**
- 2) For a new hire, the ED/CEO contract or compensation package signed by the ED/CEO and the board chair (and dated within the calendar year)

**Maintained Annually**

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#### **Standard 7.6**

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**The organization has a policy in place for regular written evaluation of employees by their supervisors.**

A copy of the policy and procedure manual regarding employee evaluations

**Maintained on an ongoing basis**

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#### **Standard 7.7**

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**The organization has a whistleblower policy that has been approved by the board.**

**\*For Public Entities this board documentation will be from the governing board**

Documentation must include **BOTH** of the following:

- 1) The Whistleblower Policy (may be found in the agency's Personnel Policies or Employee Handbook) which includes anti-retaliation language **AND**
- 2) Board meeting minutes indicating board approval of policy

**\*\*Once the policy is in place it may be kept on file and no updates or further board action is required. \*\***

Maintained on an ongoing basis

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### Standard 7.8

All staff participate in a new employee orientation within 60 days of hire.

Documentation must include **BOTH** of the following:

- 1) Policy related to orientation; Personnel Policies or Employee Handbook **AND**
- 2) Completed New Hire Orientation Tool

Maintained as needed/More frequent than annually

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### Standard 7.9

The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis.

Documentation that includes ROMA training provided by an NCRT/NCRI or **ONE** of the following:

- 1) Staff trainings/presentations including date and sign-in sheet **OR**
- 2) Attendance at off-site training/events/conferences such as sign-in sheet, certificate of attendance, receipt, registration confirmation, etc.

Maintained as needed/More frequent than annually

## Category 8: Financial Operations and Oversight

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### Standard 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.

A copy of the electronic "receipt" from the Federal Clearinghouse showing the date the audit report was submitted was within the nine month deadline.

Maintained Annually

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### Standard 8.2

All findings from the prior year's annual audit have been assessed by the organization and addressed where the board has deemed it appropriate.

**\*For Public Entities this board documentation will be from the governing board**

Documentation must include **BOTH** of the following:

- 1) Documentation that confirms an agency has prepared responses to or otherwise assessed any audit findings; a physical or electronic copy of the corrective action plan(s) that has been prepared in response to any audit findings **AND**
- 2) Board meeting minutes that confirms the agency has reviewed its corrective action plan with the board. Highlighted copies of the official minutes of the meetings of the board indicating the response by management to the audit findings and indicating the board's acceptance of its corrective action plan(s) or indicating there were no audit findings.

Maintained Annually

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### **Standard 8.3**

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**The organization's auditor presents the audit to the board.**

**\*For Public Entities this board documentation will be from the advisory board**

Board meeting minutes stating “the audit was presented to the board by (insert the name of the auditor)”

**Maintained Annually**

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### **Standard 8.4**

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**The board formally receives and accepts the audit.**

**\*For Public Entities this board documentation will be from the advisory board**

Board meeting minutes stating “the board received and accepted the audit” including the vote.

**Maintained Annually**

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### **Standard 8.5**

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**The organization has solicited bids for its audit within the past 5 years.**

*This standard is not applicable to Public Organizations: The audit bid process is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.*

Documentation must include **BOTH** of the following:

- 1) Documentation of the request for proposals for audit services **AND**
- 2) Scoring grid or evaluation sheet to document review of the proposals naming all responders.

**Maintained every 5 years**

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### **Standard 8.6**

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**The IRS Form 990 is completed annually and made available to the board for review.**

*This standard is not applicable to Public Organizations: 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.*

Documentation must include **BOTH** of the following:

- 1) A physical or electronic copy of the form 990 **AND**
- 2) Agenda, email or packet attesting the Board had reviewed the required forms

**Maintained Annually**

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### **Standard 8.7**

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**The 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.

**\*For Public Entities this board documentation will be from the advisory board**

Private and public organizations must provide the following documentation for *every regular* tripartite board meeting within the last 12 months:

- Board meeting minutes stating “Board members were provided with a copy of the financial presentation that reviews organization-wide report on revenue and expenditures that compares budget to actual, categorized by program, and the balance sheet or statement of financial position”

**Maintained as needed/More frequent than annually**

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### **Standard 8.8**

**All required filings and payments related to payroll withholdings are completed on time.**

*This standard is not applicable to Public Organizations: The payroll withholding process for local governments is outside of the purview of the Department, therefore this standard does not apply to public entities.*

Copy of all four quarterly payroll withholding filings – Form 941

**Maintained as needed/More frequent than annually**

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### **Standard 8.9**

**The board annually approves an organization-wide budget.**

**\*For Public Entities this board documentation will be from the advisory board**

Board meeting minutes stating “the board approved the organization-wide budget that covered all programs” and provides an overall financial picture.

**Maintained Annually**

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### **Standard 8.10**

**The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the board.**

*This standard is not applicable to Public Organizations: 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.*

Documentation must include **THREE** of the following:

- 1) Fiscal policies; policy manual (physical or electronic) with board approval date indicated on the document cover **AND**
- 1) Documentation that confirms that staff has reviewed within the past two years and updated as necessary. Documentation explaining process and date of staff review of fiscal policies **AND**
- 2) Board meeting minutes reflecting review of packet or presentation to the board including revised fiscal policies

**Maintained every 2 years and as needed**

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### **Standard 8.11**

**A written procurement policy is in place and has been reviewed by the board within the past 5 years.**

*This standard is not applicable to Public Organizations: 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.*

Documentation must include **BOTH** of the following:

- 1) A physical or electronic copy of the procurement policy and documentation that it has been reviewed within the past 5 years **AND**
- 2) Board meeting minutes reflecting review of the policy by the board (must be completed in the past 5 years)

**Maintained every 5 years**

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#### **Standard 8.12**

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**The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.**

*This standard is not applicable to Public Organizations: 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.*

The cost allocation plan or approved indirect cost rate plan showing methodology used for allocating indirect costs is what is needed for this standard.

Documentation required depends on the methodology chosen by entity to charge indirect expenses:

- 1) If a negotiated Federal cost rate is selected, the entity should have an approval letter from cognizant agency responsible to negotiate the rate with the entity.
  - Provide a copy of the letter and the parts of the plan which identify the indirect costs.
- 2) If cost allocation is used, the entity should have an updated cost allocation plan laying out the methodology used for accounting for indirect costs.
  - Provide a copy of the cost allocation plan.
- 3) If the entity is using the de minimus indirect cost rate, this should be indicated on the grant forms received from the funding agencies.
  - Provide a copy of the grant forms

**Maintained on an ongoing basis**

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#### **Standard 8.13**

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**The organization has a written policy in place for record retention and destruction.**

Documentation required is a copy of the written policy on record retention and destruction.

**Maintained on an ongoing basis**

### **Category 9: Data and Analysis**

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#### **Standard 9.1**

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**The organization has a system or systems in place to track and report client demographics and services customers receive.**

- 1) The Monthly Performance Report that captures demographics and services. No additional documentation required as the Department will access through the contract system.
- 2) Annual submission through Wufoo of client tracking software used.

**Maintained on an ongoing basis**

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### **Standard 9.2**

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**The organization has a system or systems in place to track family, agency, and/or community outcomes.**

- 1) The Monthly Performance Report that capture family, agency and/or community outcomes. No additional documentation required as the Department will access through contract system.
- 2) Annual submission through Wufoo of client tracking software used.

**Maintained Maintain on an ongoing basis**

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### **Standard 9.3**

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**The organization has presented to the 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.**

**\*For Public Entities this board documentation will be from the advisory board**

Organizations can meet this standard by having an annual board discussion of organization's progress in meeting outcomes (those included in the Community Action Plan, Strategic Plan, and if applicable, any other organizational outcome goals/targets), multiple conversations over the course of the year, or other processes the organization deems appropriate as long as these discussions are reflected in the minutes, with any operational or program adjustments or improvements being noted.

Documentation must include **BOTH** of the following:

- Board meeting minutes must reflect a presentation of and analysis of the Strategic Plan and Community Action Plan outcome goals/targets followed by board review and action using language that a decision "to modify or not modify" was made. Any adjustments or changes (or no changes) must reflect a motion or resolution with vote results. **AND**
- Board packet and or presentation materials provided to the board within the last 12 months.

Note: If this organizational standard is met, it will also meet Standard 6.5

**Maintained Annually**

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### **Standard 9.4**

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**The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes.**

Submission of the annual report to the Department. No additional documentation is required.

**Maintained Annually**

## Appendix A – Agency Acronyms

<b>Acronym</b>	<b>Agency Name</b>
ASBDC	Aspermont Small Business Development Center
AUSTIN	City of Austin Public Health
BBCAC	Big Bend Community Action Committee
BVCAP	Brazos Valley Community Action Program
CWCCP	Cameron and Willacy Counties Community Projects
CCA	Combined Community Action
CACVT	Community Action Committee of Victoria Texas
CACOST	Community Action Corporation of South Texas
CAICT	Community Action Inc. of Central Texas
CASSE	Community Action Social Services & Education
CCGD	Community Council of Greater Dallas
CCSCT	Community Council of South Central Texas
CSNT	Community Services of Northeast Texas
CSI	Community Services, Inc.
CVCAA	Concho Valley Community Action Agency
CTO	Cornerstone Community Action Agency
EACGC	Economic Action Committee of the Gulf Coast
EOAC	Economic Opportunities Advancement Corporation
EPCAP	El Paso Community Action Program, Project BRAVO
FORTWORTH	City of Fort Worth, Neighborhood Services Department
GETCAP	Greater East Texas Community Action Program
GCCSA	Gulf Coast Community Services Association
HIDALGO	Hidalgo County Community Services Agency
HCCAA	Hill Country Community Action Association, Inc.
NUECES	Nueces County Community Action Agency
PCS	Panhandle Community Services
PECOS	Pecos County Community Action Agency
RPMC	Rolling Plains Management Corporation
SANANTONIO	City of San Antonio, Department of Human Services
SPCAA	South Plains Community Action Association
STDC	South Texas Development Council
SETRPC	South East Texas Regional Planning Commission
TNS	Texas Neighborhood Services
TCOG	Texoma Council of Governments
TCCA	Tri-County Community Action Agency
WEBB	Webb County Community Action Agency
WTO	West Texas Opportunities
WBCO	Opportunities for Williamson-Burnet Counties