

## Appendix B: List of Organizational Standards

Organizational Standard	CAR Points Value
Federal Standard 1.1 The organization demonstrates low-income individuals' participation in its activities.	1
Federal Standard 1.2 The organization analyzes information collected directly from low-income individuals as part of the community assessment.	3
Federal Standard 1.3 The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.	3
Federal Standard 2.1 The organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other antipoverty organizations in the area.	1
State Standard 2.1.1 The organization can demonstrate that it regularly assesses its current partnerships to ensure they are meeting program and customer needs.	1.5
Federal Standard 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	1
Federal Standard 2.3 The organization communicates its activities and its results to the community.	1.5
Federal Standard 2.4 The organization documents the number of volunteers and hours mobilized in support of its activities.	3
State Standard 2.5 The organization's publications clearly state that all services are provided without regard to race, age, color, religion, sex, disability, national origin, ancestry, or status as a veteran.	1
State Standard 2.6 The organization encourages local agencies to be engaged in activities related to the community action program. (Effective January 1, 2021)	2
Federal Standard 3.1 The organization conducted a community assessment and issued a report to the community within the past three (3) years.	2
Federal 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).	2
Federal Standard 3.3 The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.	1.5
Federal Standard 3.4 The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.	4
Federal Standard 3.5 The governing board formally accepts the completed community assessment.	1

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Federal Standard 4.1 The governing board has reviewed the organization's mission statement within the past five (5) years and assured that: 1. The mission addresses poverty; and 2. The organization's programs and services are in alignment with the mission.	2
Federal Standard 4.2 The organization's Community Action Plan (CAP) is outcome based, anti-poverty focused, and ties directly to the community assessment.	3
Federal Standard 4.3 The organization's community action plan and strategic plan document the continuous use of the full Results Orientated 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.	2
Federal Standard 4.4 The governing board receives an annual update on the success of specific strategies included in the Community Action Plan (CAP).	1.5
Federal Standard 4.5 The organization has a written succession plan in place for its CEO/Executive Director, approved by the governing board, which contains 1) procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as 2) outlines the process for filling a permanent vacancy.	2
Federal Standard 4.6 An organization-wide comprehensive risk assessment has been completed within the past two (2) years and reported to the governing board	2
State Standard 4.7 The organization has implemented the required action plan items from the previous CSBG CAR Monitoring.	3
State Standard 4.8 The organization submitted IHEDA requested CSBG documents, during the monitoring period, within the established timelines.	3
Federal Standard 5.1 The organization's governing board is structured in compliance with the CSBG Act: 1. At least one third democratically selected representative of the low-income community; 2. One-third local elected (public) officials (or their representatives); and 3. The remaining membership from major groups and interests in the community (private).	15
Federal Standard 5.2 The organization's governing board has written procedures that document its democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.	1
Federal Standard 5.3 The organization's bylaws have been reviewed by an attorney within the past five (5) years.	1
Federal Standard 5.4 The organization documents that each governing board member has received a copy of the bylaws within the past two (2) years.	1
Federal Standard 5.5 The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in the bylaws.	6
Federal Standard 5.6 Each governing board member has signed a conflict of interest form within the past two (2) years.	2

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Federal Standard 5.7 The organization has a process to provide a structured orientation for governing board members within six (6) months of being seated.	3
Federal Standard 5.8 Governing board members have been provided with training on their duties and responsibilities within the past two (2) years.	2
Federal Standard 5.9 The organization's governing board receives programmatic reports at each regular board meeting.	1
State Standard 5.10 The organization's bylaws establish, at a minimum, basic policies that govern aspects of board operations and the governing board enforces these policies: 1. Tri-partite requirements 2. Board membership levels (i.e. 18 members) 3. Voting Rights of Members (i.e. each member gets one vote) 4. Petition for Adequate Representation 5. Conflict of Interest 6. Quorum 7. Attendance 8. Supervision & Evaluation Responsibilities over the CEO/ED 9. Governing Board Terms and Term Limits 10. Time Limit to Fill Board Vacancies 11. Removal for Cause (termination) 12. New Board Representative Approvals	9
State Standard 5.11 The tripartite governing board is "fully engaged" in the development, planning, implementation, and evaluation of the organization.	3
State Standard 5.12 The full governing board reviewed and discussed the most recent IHCD issued CSBG CAR finalized monitoring report within ninety (90) days of receiving the report.	1
State Standard 5.13 Governing board members participate in the CSBG CAR on-site monitoring visit by meeting with the IHCD monitor(s).	2
Federal Standard 6.1 The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past five (5) years.	4
Federal 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.	3
Federal Standard 6.3 The approved strategic plan contains family, agency and/or community goals	2
Federal Standard 6.4 Customer satisfaction data and customer input, collected as part of the community needs assessment, is included in the strategic planning process.	1
Federal Standard 6.5 The governing board has received update(s) on progress towards meeting the goals in the strategic plan within the past twelve (12) months.	3
Federal Standard 7.1 The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past five (5) years.	2
Federal Standard 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.	1

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State Standard 7.2.1 The organizations Employee Handbook is approved by the governing Board and establishes, at a minimum, basic staff personnel policies: 1. Leave of Absence policy 2. Disciplinary and Termination policy 3. Non-Discrimination (equal opportunity employer) policy 4. Conflict of Interest policy 5. Code of Conduct/Code of Ethics policy 6. Nepotism policy 7. Workday (hours) and Week descriptions 8. Overtime policy 9. Classifications of Employees (exempt, non-exempt, etc.) 10. Vehicle policy/Valid Drivers' License policy while operating agency owned vehicle 11. Drug-free workplace statement 12. Smoke-free workplace statement 13. Information protection & confidentiality policy 14. Social Media Policy (Effective January 1, 2021) 15. Political Activity Policy (Effective January 1, 2021)	8.5
Federal Standard 7.3 The organization has written job descriptions for all positions, which have been updated in within the past five (5) years.	1
Federal Standard 7.4 The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year and establishes annual written goals and/or expectations.	3
Federal Standard 7.5 The governing board reviews and approves the CEO/Executive Director compensation within every calendar year.	1.5
Federal Standard 7.6 The organization has a policy in place for regular written evaluation of employees by their supervisors.	2
Federal Standard 7.7 The organization has a whistleblower policy that has been approved by the governing board.	2
Federal Standard 7.8 All staff participates in a new employee orientation within sixty (60) calendar days of hire.	1
Federal Standard 7.9 The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis.	1
State Standard 7.10 Potential employees are subject to the organization's contingent assessment methods (accountability standards) prior to hiring.	5
State Standard 7.11 The organization provides non-discrimination provisions training to all staff to prevent discriminatory practices.	1
Federal 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 Administrative Requirements, Cost Principles and Audit Requirements and/or State audit threshold requirements.	6
Federal Standard 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.	3
Federal Standard 8.3 The organization's auditor presents the audit to the governing board.	1.5
Federal Standard 8.4 The governing board formally receives and accepts the audit	3
Federal Standard 8.5 The organization has solicited bids for its audit within the past five (5) years	1

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Federal Standard 8.6 The IRS Form 990 is completed annually and made available to the governing board for review.	3
Federal Standard 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	4
Federal Standard 8.8 All required filings and payments related to payroll withholdings are completed on time	1.5
Federal Standard 8.9 The governing board annually approves an organization-wide budget.	6
Federal Standard 8.10 The fiscal policies have been reviewed by staff within the past two (2) years, updated as necessary, with changes approved by the governing board.	1
Federal Standard 8.11 A written procurement policy is in place and has been reviewed by the governing board within the past five (5) years.	2
Federal Standard 8.12 The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.	2
State Standard 8.12.1 The Indirect Cost Rate or written Cost Allocation Plan is governing board approved	2
Federal Standard 8.13 The organization has written policy in place for record retention and destruction.	1
State Standard 8.14 The organizations Fiscal Policy and Procedures Manual establish, at a minimum, basic guidelines for fiscal operations: 1. Disposition for items \$5,000 or greater 2. Separation of Duties/Internal Controls- Fiscal 3. Separation of Duties/Internal Controls- Inventory 4. Travel Requirements & Reimbursements 5. Fraud Prevention, Deterrent & Investigation 6. Allowable Costs 7. Payment 8. Payroll 9. Match and in-kind accounting 10. Staff Receiving Benefits of agency provided programs/services	5
State Standard 8.15 The organization has registered in the System for Award Management (SAM) with information updated annually	1.5
Federal Standard 9.1 The organization has a system or systems in place to track and report client demographics and services customers receive.	2
Federal Standard 9.2 The organization has a system or systems in place to track family, agency, and/or community outcomes.	2
Federal Standard 9.3 The organization has presented to the governing board for review or action, at least within the past twelve (12) months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.	1.5
Federal Standard 9.4 The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes	1.5
State Standard 9.5 The organization has an accurate and unduplicated count method or system for individuals served for all programs.	1

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State Standard 10.1 The organization complies with its policy for governing board members, employees or relatives of employee's receiving benefits from agency programs during the monitoring period.	3
State Standard 10.2 Any relatives of current governing board members or leadership staff employed by the organization are documented.	1
State Standard 10.3 Organization provides a bond or insurance coverage for all persons who will be handling funds or property received or disbursed in the amount equal to onehalf of the total funds provided or \$250,000, whichever is less. In addition, has a minimum of \$500,000 general liability insurance coverage for bodily injury and property damage.	3
State Standard 10.4 The organization reconciles employee payroll records and process employee payroll accurately.	3.5
State Standard 10.5 The organization complies with its written fraud investigating procedures.	1
State Standard 10.6 The organization has a comprehensive Information Resource/Security Policy approved by the governing board.	5
State Standard 11.1 Organization can document how its equipment with a current per unit fair market value of \$5,000 or greater is dispositioned.	1
State Standard 11.2 The organization utilizes an agency-wide Schedule of Inventory, which is compiled on an annual basis and includes at least the following categories: 1. Brief description of the property or equipment 2. Manufacturer's serial number or other identification number (i.e. model number, VIN, etc.) 3. Source of funding (program: CSBG, WAP, LIHEAP, etc.) 4. Award number (grant number and year) 5. Title holder name 6. Acquisition date (purchase date) 7. Federal Percentage or portion of the cost 8. Location and condition 9. Unit acquisition cost 10. Disposal date, if applicable 11. Sales price or fair market value determination, if applicable 12. Accumulated depreciation and balance	7.5
State Standard 11.3 The organization's Schedule of Inventory is appropriately reported	1
State Standard 11.4 The organization conducts a physical inspection of all inventory at least once every two years.	1
State Standard 12.1 The organization follows all established written procurement procedures in the acquisition of material or services.	6
State Standard 12.2 Purchase Orders or a similar system is used and follow criteria outlined in the CAR Tool.	1
State Standard 12.3 The organization obtains all correct and necessary approvals prior to completing procurement.	2
State Standard 12.4 The organization retains and maintains all documentation supporting the procurement process for each purchase made.	1
State Standard 13.1 The organization follows established IHEDA claim procedures.	3
State Standard 13.2 All expenses included within the reimbursement claims are allowable costs.	3

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State Standard 13.3 CSBG reimbursement claims are submitted on a monthly basis.	3
State Standard 13.4 CSBG eligible invoices are paid within forty-five (45) calendar days of receipt.	1.5
State Standard 13.5 CSBG expenses are submitted for reimbursement claims within forty-five (45) calendar days after the costs are incurred	1.5
State Standard 13.6 Credit Card Statements are supplemented by source documents.	1
State Standard 14.1 Organization's financial statements are reconciled and are current.	6
State Standard 14.2 Third-party in-kind contributions are listed as revenue on the income statements.	1
State Standard 14.3 The organization's Aging Reports reconcile to the Balance Sheets	2
State Standard 14.4 The organization's financials are structured, operated and reported by program.	1.5
State Standard 14.5 Account balances do not exceed the Federal Deposit Insurance Corporation (FDIC) insured limit (\$250,000) at a single bank or a Collateral Security Agreement is in place to cover any access amounts.	1
State Standard 15.1 Liquidity ratios are within the established guidelines.	6
State Standard 15.2 Efficiency ratios are within the established guidelines.	1.5
State Standard 15.3 Leverage ratios are within the established guidelines	3