ROMA IN THE STATE OFFICE

Assessment

☐ **1.** What is your State Office's mission statement? Vision? Values?

☐ **2.** What are the beliefs your Office holds about Subgrantees? About Community Action? About Low-Income Families?

☐ **3.** What kind of culture does your State Office have? One that embraces continuous improvement and change? *[see Assessing ROMA Culture at the State Office for a deeper dive into culture assessment]*

☐ **4.** Who is your Community and Customers? Community Action Agencies only? Other non-profits? Does your State Office serve families directly?

☐ **5.** What are all the programs and resources your State Office provides to Subgrantees and to others?

☐ **6.** Who does the State office collaborate with to provide services to your Customer and Community?

☐ **7.** How does your State Office determine the needs of your Community and Customers? (e.g. ASCI Survey, Stakeholder meetings, Program Data, Census Data, Advisory or Feedback work groups/committees).

☐ **8.** What are the needs of your Community? Can you identify the top three? How were these prioritized?

Why are we here, who are we helping, what are we helping them to become, and how will we know and describe success, both theirs and ours? – CSBG IM 49

Planning

☐ **1.** What is your State Planning process? Who is in charge and who contributes?

☐ **2.** Does your office have a Strategic Plan?

☐ **3.** Does your State Office have a grant management planning calendar (when policy updates are due, when Federal reports are due, etc..)

☐ **4.** What are the outcomes and outcome indicators your State Office plans to achieve in the program year? Make sure that there is at least one outcome and one outcome indicator for each need identified.

☐ **5.** What services or activities will your State Office implement to meet the Needs identified and achieve the planned Outcomes?

☐ **6.** Determine your Processes for reporting the Outcomes and Outputs, whether Federal or State.

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Implementation

- ☐ **1.** Are State Office staff properly trained and equipped? Do they know what is expected of them?
- ☐ **2.** Does your State Office properly communicate program policies and expectations to Subgrantees? How is this done?
- ☐ **3.** As your State Office implements services and activities, is there appropriate oversight and feedback? How does the State Office monitor both itself and Subgrantees?
- ☐ **4.** Is there information about the target population being served?
- ☐ **5.** Are there sufficient policies and procedures in place to ensure grant dollars are spent to support achievement of outcomes?

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Results

- ☐ **1.** What system(s) and processes are in place to collect program data outcomes, as well as outputs?
- ☐ **2.** Is your State Office able to compile not only data on its own outcomes, but also statewide reporting on the outcomes of Subgrantees?
- ☐ **3.** Can your State Office tell the story of what happened as a result of the grant funds – how many people were moved out of poverty?
- ☐ **4.** Does your State Office communicate statewide reports, both on Subgrantee outcomes and State Office data outcomes to its network and partners?
- ☐ **5.** How are Federal reports reviewed and submitted? Are they submitted in a timely manner? Are they communicated with Subgrantees?
- ☐ **6.** What results does program monitoring give you?

Evaluation

☐ **1.** Can your State Office compare actual results with projected outcomes?

☐ **2.** Does your State Office have a process for analyzing program data annually? How does your State Office know whether it has been a successful State Office?

☐ **3.** Does your State Office compare annual program data across several years? This includes both Subgrantee and State Office outcomes.

☐ **4.** Based on analysis of data, does your State Office have a process for making changes to programs, such as: adjusting performance goals or outcomes for the next year, adjusting services or activities provided discontinuing services or activities that are no longer effective or meeting outcomes?

☐ **5.** Identify the change makers at your State Office, are they sufficiently empowered to make changes? Who in leadership needs to provide approval on changes?

☐ **6.** Determine if additional or different types of assessment data might be needed in the following program year.