

**Organizational Standards Self-Assessment**

- Documentation for met and unmet standards

**Financial/Personnel Review Section**

- Financial Policies and Procedures Manual
- Chart of Accounts
- Cost Allocation Plan
- Indirect Cost Plan/Rate
- Most recent 990
- Copy of audit response letter from DHS Department of Payment Integrity and Audit Unit
- Copy of Management response to any Audit findings
- Copy of proof of submitting Audit to Federal Clearinghouse
- List of all agency bank accounts, note type and which has CSBG funds
- List of all agency credit cards/accounts, note which are paid with CSBG funds
- Personnel Policies and Procedures Manual
- Employee Grievance Procedures
- Affirmative Action Plan/EEOC Officer
- List of Lawsuits against the agency since October 2018
- Bank reconciliation and supporting documentation for July 2019
- Proof of current coverage for ERISA, Crime and Directors and Officers

**Payroll and Travel**

- Organizational Chart
- List of all employees paid in part or whole with CSBG funds
- Personnel files for all employees paid in part or whole with CSBG funds
- Travel Policies and Procedures Manual

**Procurement**

- Procurement Policies and Procedures
- Documentation of procurement process for items purchased with CSBG funds
- RFPs, specifications, advertisements, all bids, scoring sheets, cost analysis
- Copy of contracts tracts that are paid with CSBG funds

**Property Management**

- List of any equipment/vehicles/program inventory purchased in part or in whole with CSBG funds

**Board**

- Board Roster
- Board Committee Roster
- Identify each member sector, beginning and ending term dates, term length
- Election/Selection materials for each member elected/selected since October,2018
- Board Bylaws
- Agency Articles of Incorporation
- Board meeting packets since October 2018 include approved and signed board minutes

**Performance Management**

- FY 2019 Community Action Plan
- First quarter Report
- Documentation for outcomes reported under each of the National Performance Indicators
- Copy of most recent monitoring reports for LIHEAP/WAP/Head Start

**Client Files**

- List of satellite offices
- Case Management Clients Files working toward TOP
- Emergency Assistance Client Files
- Procedure for the use of the Declaration of Income
- Denial and Appeals Procedure
- List of client appeals
- Procedure for termination of case management services
- Number of clients served by county since October 2018
- Referral Process