



2025 CSBG Organizational Standards Instructions

What to Submit:

In addition to scanning only the pages needed, highlighting the areas on the page where the standard is met will help ensure the proof is not missed in review.

Several items are noted as **required**, and oftentimes the proof provided by board meeting minutes only require the **dated attendance page and applicable pages**. The following notations are also included where they apply:

Notation key	Notation	Explanation
*	Submit only the items needed to prove standard is met. All listed documentation is not required.	The NCAP direction to check all that apply is separate from the need to submit them all.
**	Include title or cover page naming the document and applicable pages only.	This can be the first page of the document that indicates what the document is, or a page that is created to do the same.
***	Indicate which of multiple items are being proven.	Some standards require proving numerous items to be met. These items are to be identified clearly in the proof provided.

There are four larger documents that are referenced in multiple standards. Most of the time, only the applicable pages are needed. Those documents will be uploaded only once in entirety for the following standards:

Standard number for upload	Entire document to be uploaded
Standard 3.1	Community Needs Assessment
Standard 5.5	By-laws
Standard 6.1	Strategic Plan
Standard 8.1	Completed Audit

If possible, use the listed documentation to meet the standard, as this will help with consistency in the review.

If other documentation is used, note that on the self-assessment form in the other documentation section for that standard.

If your agency has not met the standard, complete the sections in the self-assessment form

explaining the progress to date and action steps to be taken to meet the standard.

How to Submit:

All documentation for a standard is to be scanned in **one document**, and named for the standard it is proving, (i.e., Standard 1.1).

Each agency will upload 59 scans – the self-assessment tool which should include the agency name, and then the 58 scans numbered for each standard.

If a standard is not met, a statement to that effect should be named and uploaded for that standard.

The completed self-assessment tool, and the documentation to meet each standard will be uploaded to Salesforce in the current CSBG grant through the revision process, **beginning May 1, 2025**. After opening a revision, utilizing only the Documents tab, upload the assessment tool and documents for each standard in the sections indicated by category.

When to Submit:

Agencies should upload all documentation between **May 1 - May 16, 2025**.

An **extension** may be requested in writing by the agency executive director and sent to Amy.Bullard@development.ohio.gov.

Assessment Process:

Your assigned representative will complete the review. If any documentation is unclear, a call will be scheduled with the agency to clarify any questions about the submission and provide the opportunity to submit additional documentation.

Agencies will receive their scores via email. OCA is targeting completion of the reviews by the end of July.

We Are Here to Help!

If you are not certain that the documentation you have will meet the standard, please contact your assigned representative or Amy Bullard prior to submission to discuss.