



April 15, 2025

Office of Community Assistance

INFORMATION UPDATE

IU-2025-17

To: Community Services Block Grant (CSBG) Executive Directors and Coordinators

From: Latisha Chastang, Deputy Chief, Office of Community Assistance

Subject: CSBG Organizational Standards Assessments and Budget Revisions



Per CSBG Information Memorandum 138, page 5, paragraph 2, the State CSBG Lead Agency is responsible for assessing the status of standards among all the eligible entities annually and for reporting on the standards in the CSBG Annual Report. Per Ohio Revised Code 122.68 item E, the Community Services Division (CSD) shall conduct yearly performance assessments.

The assessment of the Organizational Standards will utilize the self-assessment form published by the National Community Action Partnership and attached with this IU. The completed self-assessment form and the documentation to meet each standard will be uploaded to Salesforce, following the instructions that are also attached with this IU. Agencies are to upload all documentation between **Thursday, May 1 and Friday, May 16, 2025**. The new document sections will not be available prior to May 1.

A webinar will be held to review the self-assessment tool and documentation requirements on **Wednesday, April 30, 2025**, at 1 p.m. [Click here to register](#) and please share the registration link with all applicable staff. **Advance registration is required.**

Because the revision function in Salesforce will be used to submit documentation, an approval of the submission will be sent so that the system is cleared for the May-June budget revision period. After agencies receive the submission approval, a budget revision may be initiated and submitted from **May 19 - June 16, 2025**.

If a revision is initiated, it must be approved before a reimbursement request can be submitted. To keep the budget revision process moving smoothly, please provide complete information in the justification for all line-item changes, noting if the projections have been changed on any workplan.

Timeline:

Webinar on Organizational Standards submission	Wednesday, April 30, 2025, 1 p.m.
Organizational Standards Self-Assessment & documentation	Upload beginning May 1, 2025. Due Friday, May 16, 2025
CSBG budget revisions	Due May 19 - June 16, 2025
Tentative date for Organizational Standards scores report	July 31, 2026

Please contact your assigned representative with any questions or concerns.

Attachments:

- CAA Self-assessment Form
- 2025 CSBG Organizational Standards Instructions