

Who is Involved

Governance, Leadership/Management (Oversight)
Management, Frontline Staff, Partners (Task Driven)

ROMA Module

Module 4: Implementing the Plan

Organizational Standards

Standards: 2.2, 2.4, 4.3, 5.8, 5.9, 7.9

Documents Required

Community Needs Assessment (review)
Training documentation

Tools and Resources Available

Dashboards for Board-Monthly Expenditure and Performance Reports
Service Delivery System form
Online Question or Request for Training Tool
CSBG website
ROMA lifecycle check sheet
Community Needs Assessment
The 5 Most Important Questions

Strategic Questioning

Have I followed through with the assessment based plan?
Am I monitoring spending in order to meet fiscal and reporting deadlines?
Are fiscal and performance reports reconciled?
Do my activities comply with TAC, funding guidelines, CSBG Act, and funding resources? Are we engaged in mission-based service and spending?
Are we engaged in mission-based staff support?

Assessment

Monthly- Check the monthly performance reports for accuracy, and to ensure that CEAP and WAP reports align with CSBG report.

