



Department of Community &
Economic Development

CENTER FOR COMMUNITY SERVICES

Title: Organizational Standards

Directive #: C2016-07

Effective: July 1, 2016

To: Community Action Agency/Limited Purpose Agency Directors
From: Lynette Praster, Director – Center for Community Services

1.0 Purpose

The purpose of this directive is to confirm the implementation of the Community Services Block Grant Organizational Standards and to provide guidance on the completion of the Community Services Block Grant Organizational Standards Assessment and Compliance Tool.

2.0 Background

The National Organizational Standards have been developed in collaboration with the US Department of Health and Human Services, the national Community Action Partnership, State Community Services Block Grant Offices and numerous Community Action Agencies. Effective beginning in Fiscal Year 2016 all Community Action Agencies in Pennsylvania will be required to report their compliance with these standards.

3.0 Policy

As part of Pennsylvania's implementation of the National Standards, all Community Services Block Grant Sub-grantees (Community Action Agencies) are required to continually review and update the Organizational Standards Compliance tool during each state fiscal year. The tool is accessible at the COPOS web site and should be submitted by the agency's Chief Executive Officer.

This tool is to be completed annually in conjunction with the 12 month COPOS report, failure to complete this portion will result in the agency being cited with a monitoring finding. For any portion of the tool where the agency is non-compliant with the standard, a corrective action plan should be implemented to achieve compliance in a minimal amount of time. Each agency will have the ability to add narrative statements to the tool throughout the year, and responses to the standards can be altered during each twelve month time frame to show adherence to or progress toward meeting the standard. Agencies are encouraged to upload supporting documents that substantiate compliance. Effective January 1, 2017, supporting documentation must be uploaded to COPOS.

Information conveyed via the tool should be used by the Agency's governing board and Executive Staff as a means to assist the agency in becoming or remaining the most effective

anti-poverty program in their area.

4.0 Effective Date

This directive replaces Directive #2014-07 and shall take effect immediately. It will remain in effect, in its entirety, until such time as it is amended, replaced, superseded, or nullified. Only a directive from the Center for Community Services or equivalent office may countermand any statement herein contained.

cc: Center for Community Services Staff
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