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## Who is Involved

Oversight: Governance, Leadership/Management

Task Driven: Management, Frontline Staff, Partners

## 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 ([CAP Plan](#) Attachment C)

[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?

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.