



**Northeast Institute for Quality Community Action
QCAS Self-Assessment Document Checklist.**

__Peer Review Team Only (1 Copy to Each Team Member):

- **Completed Agency Self-Assessment.**
- **Agency Annual Report.**
- **Organization Chart.**

A. Planning and Community Investment.

- __ Copy of Agency Mission Statement.**
- __ Copy of the Agency's Strategic Plan.**
- __ Evidence of an Updated Community Needs Assessment (e.g.,
(Dated Summary/Abstract).**
- __ Agency Marketing Plan/Examples of Marketing Materials.**
- __ Fundraising/Development Plan — List of
Fundraising Activities – Net Income During Past 2 Years.**

B. Operational Management and Organizational Structure.

- __ List of Agency Programs with Identification of Programs
Which Do Not Have Written Operating Policies/Procedures
by an Asterisk (*)**
- __ Evidence of Agency Formal and Informal Strategic Alliances ,
(e.g., 2 Sample agreements/list of formal *and
informal collaborations).**
- __ Examples of Program Performance Report(s) Prepared for:
a. Funder and, b. the Agency's Board.**
- __ Customer Satisfaction Survey Form – Results Summary Report**
- __ Customer Confidentiality – Privacy Protection Policies.**
- __ Risk Management and Disaster Recovery/Business Continuity
Plans.**

C. Governance.

- __ Bylaws**
- __ Board Meeting Minutes and Agendas (6 Meetings Within Past 12 Months plus Minutes of 1 Meeting Prior 24 Months and One Meeting Prior 36 Months).**
- __ Documentation of Board Manual/Handbook (e.g., Table of Contents).**
- __ Documentation of Board Approval of an Agency Budget, and Strategic Plan (e.g., Minutes).**
- __ Board Orientation and Training Agendas/Schedules, etc.**
- __ Conflict-of-Interest and Code of Ethics Policies/Forms.**
- __ Documentation of Executive Director Performance Evaluation (e.g., Copy of Board Minutes Where Action on the Evaluation Was Documented).**
- __ Copy of Executive Succession Plan.**
- __ NIQCA Board Chart (attached)**

D. Information Technology

- __ IT Policy Manual/Handbook – Policies and Procedures.**
- __ Evidence of IT Hardware and Software Inventory(s)**
- __ IT Security Plan - Policies and Procedures.**
- __ IT Training Needs Assessment, Training Agendas, etc.**
- __ Evidence of IT Client and Program Reporting in Compliance with ROMA Requirements. Evidence of Integration of Client and Program Data for Reporting to Users/Funders.**
- __ IT User Support Policies and Procedures**
- __ Telecommunications Inventory – Plan.**

E. Human Resources

- __ Agency Wage and Salary Administration Plan**
- __ Employee Benefits Summary Description**
- __ Hiring Policies and Procedures**
- __ Evidence of Employee Recognition Program.**
- __ Employee Satisfaction Survey – Results**
- __ Diversity Plan – Policies.**
- __ NIQCA Staffing Chart (attached)**
- __ HR Policies and Procedures Manual.**
- __ 5 Agency Job Descriptions**
- __ Employee Performance Appraisal Policies and Procedures.**
- __ Documentation of New Employee Orientation/Training.**

- __ Staff Development and Training Plan/Evidence of Trainings Provided to Staff During the Past 12 Months.**
- __ Copy of Whistleblower Protection Policy.**

F. Finance and Budget.

- __ Agency Audit for Past Fiscal Year.**
- __ Current Agency Budget – Summary Budgets for the Past 3 Years.**
- __ Capital Asset Management Plan and Budget.**
- __ Finance Manual/Handbook.**
- __ Copy of Agency Financial Controls Policies and Procedures**
- __ Examples of Financial and Budget Reports Prepared for Board and Program Managers.**
- __ Copies of Corrective Action Plans Developed in Response to Audit or Program Compliance Reviews (e.g., Head Start) During the Past 24 Months.**
- __ Agency Finance Plan**
- __ Documentation of Training on Finance Topics for Staff or Board During Past 12 Months**
- __ Agency Purchasing/Procurement Policies and Procedures.**

For Peer Review Site Visits the Agency Should Make a Complete Copy of All Documentation for Each Section for the Peer Team Leader. Based on Information from the Team Leader Copies of Documentation for Each Section Should be Sent to the Peer Reviewer Assigned to that Section. *Documentation Must be Mailed to the Peer Review Team So That It Arrives Not Less Than 2 Weeks Before the Scheduled Visit. Questions Regarding Documentation for Either the Self-Assessment or the Peer Review Visit Should be Directed to Bill Hunter (whunter@MASSCAP.org or 508-380-1398.*



**Northeast Institute for Quality Community Action QCAS
Agency Staffing Chart**

Agency Name:

Classification	Total # Actual	Total #		Total # Budgeted	Diversity*								
		PT	FT		M	F	W	AA	H/L	A	O	NK	
Executive													
Senior Managers													
Directors													
Supervisors													
Direct Service Professional													
Direct Service Para Prof.													
Technical													
Admin/ Clerical													
Maint/Security													
Total #													

*Diversity: M (Male) F (Female) W (White); AA (African American); H/L (Hispanic/Latino); A (Asian); O (Other Race/Ethnicity, NK (Not Known).

Comments:

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Comments: