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MEMORANDUM OF UNDERSTANDING

BETWEEN

**Arkansas Community Action Agencies Association Inc.
Arkansas Community Action Agencies
Arkansas DHS Division of County Operations/Office of Community Services**

This Memorandum of Understanding (MOU), effective July 1, 2015, is entered into by and between the Arkansas Community Action Agencies Association Inc. (ACAAA), Arkansas Community Action Agencies (CAAs), and the Arkansas DHS Division of County Operations/Office of Community Services (OCS), to confirm participation in a statewide effort to increase the capacity of Arkansas CAAs to implement and document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle - assessment, planning, implementation, achievement of results, and evaluation.

Nationally Certified ROMA Trainers

Access to ROMA trainers in Arkansas will be provided by trainers that are nationally certified in Results Oriented Management and Accountability, a performance-based initiative designed to preserve the anti-poverty focus of Community Action Agencies receiving Community Services Block Grant (CSBG) funds. Nationally Certified ROMA Trainers (NCRTs) in Arkansas, as well as qualified consultants, will facilitate the provision of training and technical assistance, as well as carry out the following functions:

Functions of NCRTs

Arkansas NCRTs will implement and document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle, including assessment, planning, implementation, achievement of results, and evaluation.

Statewide ROMA Participation

The Arkansas Community Action Agency (CAA) will:

- Designate at least one staff member to be an active participant on the ACAA ROMA Committee, which will play a key role in developing common approaches to meet CSBG organizational standards in Arkansas. (*Active participation is defined by 80% attendance to all called meetings*)
- Commit to allowing applicable staff to participate in training and technical assistance necessary to meet organizational standards and overall compliance with CSBG law, policies and procedures.

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- Utilize the services of a Nationally Certified ROMA Trainer (NCRT) to provide training and technical assistance on implementing and documenting the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle. Check one that applies:

- These services will be provided by the following on-staff NCRTs:

- OR -

- ACAAA will be requested to be the primary provider or coordinator of these services.
- Implement and document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle, including assessment, planning, implementation, achievement of results, and evaluation.

The Arkansas Community Action Agencies Association (ACAAA) will:

- Convene, coordinate and provide notification and follow-up for ROMA Committee meetings.
- Coordinate CAA requests for training and technical assistance with appropriate NCRT or other trainer/consultant/resource to assist with assessment, planning, implementation, and evaluation of agency programs.
- Identify and facilitate the provision of additional training and mentorship to strengthen the capacity of the Arkansas NCRT cohort.
- Track and report training, technical assistance, and other related activities engaged in or provided by Arkansas NCRTs, as well as training requested by Arkansas CAAs.

The Arkansas DHS Division of County Operations/Office of Community Services (OCS) will:

- Designate at least one staff member to be an active participant on the ACAAA ROMA Committee.
- Support ACAAA in the provision of training and technical assistance for CAAs and NCRTs that will strengthen the capacity of the CAA Network and ensure compliance with CSBG Organizational Standards, CSBG law, policies, and procedures.
- Evaluate and report progress regarding the statewide effort to increase the capacity of Arkansas CAAs to implement and document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle.

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This Memorandum of Understanding will remain in effect, unless and until modification becomes necessary. Modifications will become effective upon signature by each authorized agency representative.

Executive Director, Agency _____

Date

Rebecca Reynolds, Executive Director, ACAA

Date

Lorie Williams, Assistant Director, DHS DCO/OCS

Date

Arkansas Community Action Agencies Association, Inc.