



CENTER FOR COMMUNITY SERVICES DIRECTIVE

Title: ROMA
Directive 3: C2019-08
Effective: October 1, 2019

To: Community Services Block Grant Subgrantees

From: Lynette Praster, Director – Center for Community Services

A handwritten signature in black ink, appearing to read 'LMP', positioned to the right of the 'From:' line.

1.0 Purpose

The purpose of this directive is to emphasize the importance of implementation and utilization of the Results Oriented Management and Accountability (ROMA) system among CSBG eligible entities. This directive also reinforces training requirements for staff, boards, and subcontractors of eligible entities.

2.0 Revision History

This CSBG directive replaces 2012-10 and is effective October 1, 2019.

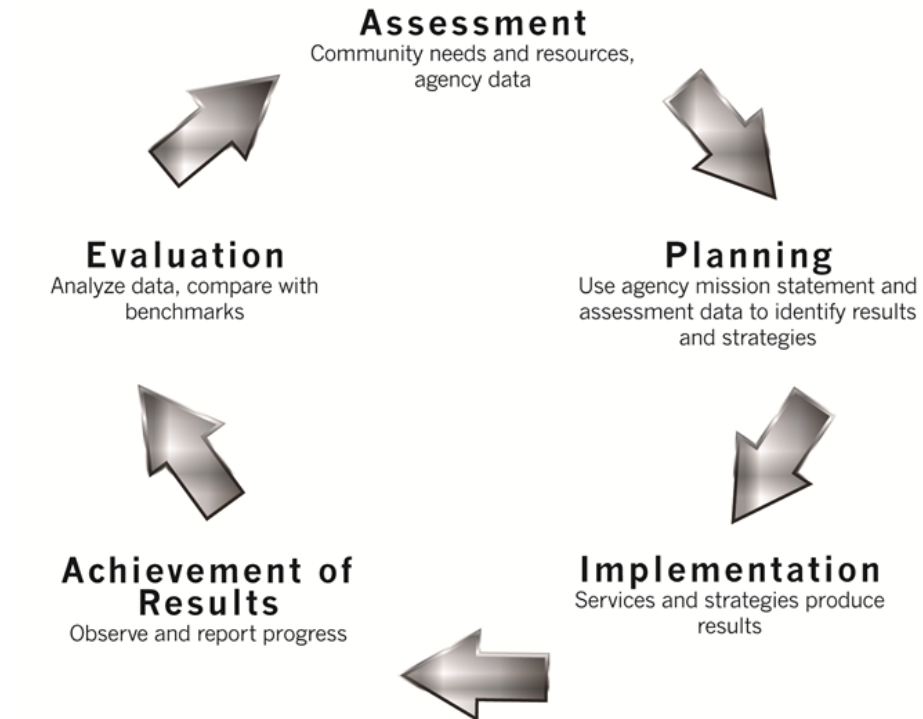
3.0 Background

The federal CSBG act requires that eligible entities participate in a performance management system such as ROMA. This system is intended to be implemented as the method by which agencies measure their performance in promoting self-sufficiency, family stability, and community revitalization. The ROMA system has 3 national goals:

- Individuals and families with low incomes are stable and achieve economic security.
- Communities where people with low incomes live are healthy and offer economic opportunity.
- People with low incomes are engaged and active in building opportunities in communities.

These goals establish a basis for results-oriented plans and activities. Together with the other elements of performance management- Organizational Standards and the CSBG Annual report indicators- ROMA assists agencies in becoming strong, well managed CEEs capable of making significant impacts in the lives of individuals and communities. Additionally, the national goals support the concept of success with support from a variety of funding sources organized around individual and community outcomes within an agency and in collaboration with other service providers. It is imperative that all activities in the cycle are completed.

The Results Oriented Management and Accountability Cycle



4.0 Policy

Because of the importance of ROMA, it is imperative that directors, staff, subcontractors, and board members are sufficiently and regularly trained on the ROMA cycle and principles:

Tripartite Board Members

Organizational Standards require Board involvement in every phase of the Cycle. Therefore, each Board Member must understand the expected roles and responsibilities at each phase. Board members should be trained by a certified ROMA trainer or via webinar using the link below (under the ROMA for Boards Training Series drop-down), at least every 24 months. New board members should be trained (either in person or via webinar) within six (6) months of being seated.

These trainings are meant to be adapted by agencies to use in whatever way best engages Boards in the discussion about the ROMA cycle, either as short standalone segments or to be joined together in as a full day workshop.

https://communityactionpartnership.com/publication_toolkit/roma-next-generation-resource-guide/

Directors, Staff and Subcontractors

Directors and staff of CEEs should receive a full day Intro to ROMA training session conducted by a certified ROMA trainer. Every 24 months thereafter these staff members should receive refresher training in the form of either a repeat of Intro to ROMA led by an NCRT or the supplemental training led by

either an NCRT or NCRI that digs deeper into the principles of the modules and how they are applied at the agency and in their own work. It is strongly recommended that scheduling for in-person training be planned far enough in advance that the time requirement is upheld.

Non-Program Employees

Agency staff whose work does not include program involvement or agency planning (example: maintenance staff, bus drivers) should only be trained upon hire and at the agency's discretion thereafter

Tracking of Training

Attachment A contains a sample spreadsheet to aid in tracking the training activities of agency staff and board members. When CSBG state office staff are conducting the risk assessment process, the information about the frequency of training will be requested. This attachment was created with the intention that it can be used to provide that information. All official documentation of trainings, such as certificates of completion, should be kept on file at the agency and available upon request.

Nationally Certified ROMA Trainers/Implementers

It is recommended that a staff member be trained as a ROMA Trainer or ROMA Implementor. The person selected by the agency to participate in the training and certification process could be a member of the agency's leadership team, but this is not a necessity, however, the person should be trusted and encouraged to provide input to the Executive Director, senior staff, and board.

The NCRT/I should at minimum:

- Provide feedback, input, support or guidance to agency leadership team (Board of Directors, Executive Director, senior management) and staff, regarding the essential elements of the aspects of the ROMA Cycle,
- Advocate for a Results Orientation throughout the agency,
- Assist in the analysis of documentation of organizational standards,
- Participate in board development as appropriate,
- Assist in training & technical assistance throughout the agency.ⁱ

5.0 Effective Date

This directive takes effect October 1, 2019 and replaces 2012-10. It will remain in effect, in its entirety, until it is amended, replaced, superseded, or nullified. Only a directive from the Department's Center for Community Services or its equivalent may countermand any information contained in this directive.

ⁱ <https://www.tdhca.state.tx.us/community-affairs/csbg/docs/ROMA-NCRI-CandidateConsiderations.pdf>