Appendix B – Self-Assessment Tool

INTERNAL ASSESSMENT TOOL		YES	NO	COMMENTS
PROGRAM DATA COLLECTION				
1	Does the project have a data collection plan that includes: tools and strategies for collecting data, the people responsible for data collection, collection frequency, and data storage procedures			
2	Does the project track the number of participants?			
3	Does the project track the frequency of participation by each participant?			
4	Does the project track indicators to measure the results expected detailed in the project workplan?			
5	Does the project have a system to measure the benefits expected detailed in the project workplan?			
6	Does the project have specific staff responsible for tracking the data?			
7	Does the project have a staff person assigned to aggregate the data?			
8	Does the project have a staff person assigned to analyze the data?			
9	Does the project have a staff person assigned to prepare reports on the information			
10	Does the project have specific standardized information to be collected on each participant?			
11	If personal information is collected, does the organization secure consents prior to the collection of the information?			
12	Does the project have a system for ensuring that personal participant information is kept confidential and secure?			
	Does the project use a computerized system to track participation in the project and other project activities?			
PARTNERSHIPS				
1	Does the project have a system for managing partnerships?			

Appendix B – Self-Assessment Tool continued

INTERNAL ASSESSMENT TOOL			
2	Does the project have a partnership plan that includes: identifying potential partners, recruiting partners, establishing a partnership agreement, and evaluating partnerships?			
3	Has the project performed an assessment of community organizations to identify potential partners?			
4	Does the project have a system for documenting resources contributed to the project by partners?			
STAFF MANAGEMENT				
1	Does the Tribe, organization, or educational institution have written personnel policies?			
2	Were all staff oriented on the project goal, objectives, and activities and the role they play in completing each of the activities?			
3	Do the staff job description responsibilities align with the project activities?			
NON FEDERAL SHARE				
1	Does the project have a written procedure for documenting inkind goods and services contributions to the project?			
2	Have all project staff been trained on the procedure for documenting inkind goods and services given to the project?			
3	Is the value of inkind goods and services recorded in the accounting records monthly or quarterly?			
4	Does the project have a system for ensuring that the required non federal share is secured?			
FINANCIAL MANAGEMENT				
1	Does the Tribe, organization, or educational institution have written financial policies and procedures?			
2	Does the Tribe, organization, or educational institution have a computerized bookkeeping system?			
3	Are cash balances reconciled monthly?			
4	Are the financial procedures followed?			
5	Are the project funds tracked separately from other funds?			

Appendix B – Self-Assessment Tool continued

6	Are all financial transactions recorded in a systematic way?			
INTERNAL ASSESSMENT TOOL				
7	Is there segregation between the individuals who receive the funds, record the funds, and authorize expenditure of funds?			
8	Is there segregation between the individuals who authorize the expenditure, prepare the check, and sign the checks?			
9	Is there a review of expenditures to ensure that the costs are allowable and allocable to the project?			
10	If the organization is subject to Federal Single Audit, are all audits completed within the nine months following the close of the corporate year?			
11	Are financial reports prepared on a periodic basis?			
REPORTING				
1	Are financial reports submitted to the funding source in a timely manner?			
2	Are program reports submitted to the funding source in a timely manner?			
3	Are program and financial reports submitted to the governing body on a periodic basis?			
4	Are reports provided to community members and partners on a periodic basis?			