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| Category[[1]](#footnote-1) | Task | Timeline and Status |
| Initial Go/No Go Decision | * List advantages & disadvantages * Research similar SILCs * Consider DSE & DSU issues * Assess risks and resources * Identify fiscal resources for start-up costs * Consider contracting with transition consultant or potential CEO * Consider office space, equipment, supplies, recruitment costs, etc. * Draft preliminary 3 yr. budget * Draft position paper * Review with key informants * Identify 12-18 mo. resource needs and funding sources at least. * Finalize position paper to include data regarding three options: * Stay where we are, or * Move to new DSE/DSU, or * Form a N/P * Present to SILC for decision | * Complete |
| Incorporation steps | * Identify founding board members * Draft mission * Draft By-laws * Draft Articles of Incorporation * Submit paperwork to State * Confirm all incorporation steps are complete * Review sources of funding for incorporation for other SILCs and Workforce Boards * Begin drafting a Common Grant application | * Complete by 8/1/2019 * In process * Can we begin hiring staff to support the transition once we are registered with the state or do we have to wait until we receive the IRS certification? |
| Obtain tax exempt status | * Draft IRS mandated policies: * Compensation * Conflict of interest * Document retention * Whistle-blower policies * Complete and submit IRS & State paperwork * Register with CO Sect. of State * Confirm all tax exempt steps are complete | * In process * Complete by 11/1/2019 |
| Identify initial organizational needs | * Confirm funds are available for first 3 yrs. * Draft Council-to-board and DVR-to-N/P transition plans * Consider CEO recruiting process & needed skills * Draft a 1-year organizational plan * Hire a CEO * Draft 3 yr. performance contract * Identify and secure legal and accounting support | * In process * Draft complete * Need to negotiate ongoing relationship with DVR including contract for services. * Complete by 1/1/2020 |
| Draft & finalize N/P Policies | * Consider areas like: * Governance * Financial Management * Fundraising * Human Resources * Planning * Advocacy & Legal Issues * Communications * Strategic Alliances & Memberships * Information & Technology * In consultation with legal counsel, also establish: * Board meeting policies incl.record keeping practices * Risk management and insurance * Contracts and relationships with third parties * Also consider legal questions like:   + Tasks needed to maintaining tax exemption,   + Liability,   + Licensing and intellectual property,   + Charitable contributions, employment matters, and   + Asset management. | * In process * Do we need to bring in legal counsel? |
| Complete transition and celebrate start-up | * Transition appropriate SILC responsibilities * Consider SPIL & SILC S/P tasks to delegate * Approve operational plan, policies, etc. * Notify press, stakeholders, etc. * Plan & conduct Open House | * In process * Will need to be ongoing * Begin transition 1/1/2020 |

1. Primary resources used to develop this workplan: <https://www.coloradononprofits.org> and <http://crcamerica.org/> [↑](#footnote-ref-1)