|  |  |  |
| --- | --- | --- |
| 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)