

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: March 23, 2005

SUBJECT: WCCA Community Services Block Grant

ATTACHMENTS: FY 2005 Community Services Block Grant Application

SUMMARY OF REQUEST:

Enclosed is a copy of WCCA's FY 2005 Community Services Block Grant Application to the NC Department of Health and Human Services in the amount of \$186,489 (no County funding). The application was approved by the WCCA Board of Directors on March 10, 2005. The application process requires review and comment from the Board of Commissioners. This is a continuing grant that represents year two of a three-year funding cycle. This grant program is the main support for WCCA's outreach to low-income residents as well as for self-sufficiency, homeownership, and senior adult program.

COUNTY MANAGER'S RECOMMENDATION/ACTION REQUIRED:

County Staff recommends that the Board authorize WCCA to continue with the application process with no further review or comment by the Board of Commissioners.

CERTIFICATIONS AND ASSURANCES

SECTION I. IDENTIFICATION

Agency Name: Western Carolina Community Action

Administrative Office Address: 526 Seventh Avenue East, Hendersonville, NC 28792

Mailing Address: PO Box 685, Hendersonville, NC 28793-0685

E-Mail Addresses:
 Executive Director david@wcca.net Administrative: pmalinak@wcca.net

Telephone: 828-693-1711 x 24

Facsimile 828-697-4277

Board Chairperson: Helen Rout

Executive Director: David White

SECTION II. CERTIFICATION OF ELIGIBILITY DOCUMENTS

The following documents, which are available for public review, are current and meet federal and state guidelines and the requirements set forth in the NORTH CAROLINA ADMINISTRATIVE CODE, Title 10A, Chapter 97:

	YES	NO
1. Articles of Incorporation	<u>X</u>	<u> </u>
2. Bylaws which contain (1) a democratic selection process for low-income sector members; (2) a procedure for receiving petitions for adequate board representation; and (3) the specific number of members required to constitute the full board of directors.	<u>X</u>	<u> </u>
3. Annual Audit or Schedule of Grantee Receipts and Expenditure Report and Certification and Sworn Statement	<u>X</u>	<u> </u>
4. Fidelity Bond	<u>X</u>	<u> </u>
5. Job descriptions and names of key management staff	<u>X</u>	<u> </u>
6. Agency Personnel Policies and Procedures Manual which contains policies on equal opportunity and non-discrimination, Drug Free Workplace, Americans with Disabilities Act, Pro-Children Act, Conflict of Interest, and prohibition against political activities consistent with the assurances and certifications in Sections IV and V of this application.	<u>X</u>	<u> </u>
7. Agency Financial Policies and Procedures Manual	<u>X</u>	<u> </u>

SECTION III. CERTIFICATION OF BOARD POWERS AND COMPOSITION

The Board of Directors has, at a minimum, the power to:
 (If no, explain below.)

	YES	NO
1. Appoint Executive Director	<u>X</u>	_____
2. Determine personnel, organization, fiscal and program policies	<u>X</u>	_____
3. Determine overall program plans and priorities	<u>X</u>	_____
4. Make final approval of all programs, proposals and budgets	<u>X</u>	_____
5. Enforce compliance with all grant conditions	<u>X</u>	_____
6. Ensure the extent and quality of participation of the poor in the planning and evaluation of programs	<u>X</u>	_____
7. Are any of the above powers subject to concurrence, veto, or modification by any other local official or authority, other than by delegation by the governing board? (If yes, explain below.)	_____	_____ X
8. Are any of the above powers delegated? (If yes, explain below.)	_____	_____ <u>X</u>

BOARD MEMBERSHIP

Total number of Board of Directors seats per bylaws: 21

Total number of seats reserved for: Poor 7 Public 7 Private 7

Representatives of the Poor Name	Address	Community Group or Area Represented	Term Expires (Month/Year)
Faye Connor	304 Beverly Avenue, Hendersonville 28792	Barker Heights	9/09
Roy Hudson	267 Willow Drive, Brevard 28712	Penrose Community	8/07
Lillie Ricketts	PO Box 343, East Flat Rock 28726	E. Flat Rock Community	8/06
Helen Rout	407 West Main Street, Brevard 28712	Rosenwald Community	8/06
Jackie Whitmire	1178 Whitmire Road, Brevard 28712	Rosman Community	10/09
Sarah Heatherly	532 Erkwood Dr, Hendersonville 28739	Section 8 and Family Self Sufficiency	2/10
Carson Griffin	205 E. Morgan Street, Brevard 28712	Head Start Policy Council	11/06

This is to certify that the members named above were democratically elected in accordance with the requirements of our bylaws and documentation is on file to verify same.

Chairperson, Board of Directors

Public Elected Officials	Address	Title of Elected Office	Term Expires (Month/Year)
Mike Earle	1913 Asheville Hwy, Hendersonville 28791	City of Hendersonville	12/06
Rodney Locks	121 South Rice Street, Brevard 28712	City of Brevard	7/06
Jonathan Parce	110 Overlook Terrace, Hendersonville 28739	Henderson County	8/05
Madeline Royes	424 S. Walnut Tree Street, Hendersonville 28792	Henderson County	4/06
Fred Tinsley	104 Blackberry Lane, Brevard 28712	Transylvania County	8/05
Billy Higgins	One Twin Oaks Lane, Pisgah Forest, NC 28768	City of Hendersonville	3/06
Mary Anne Migan	10 Elseetos, Brevard, NC 28712	Transylvania County	8/05

This is to certify that documentation is on file to confirm the selection of members named above as representatives of their respective private organizations.

Chairperson, Board of Directors

Representatives of Private Organizations

<u>Name</u>	<u>Address</u>	<u>Organization Represented</u>	<u>Term Expires</u>
Bob Beabout	28 Tatham Road, Hendersonville 28792	H'ville Daybreak Lions Club	7/06
Rachel Delk	311 Whitmire Street, Brevard 28712	Four Cs	10/06
Susan Grider	500 Hillview Extension, Brevard 28712	The Family Place of T. County	10/08
Jim Lindsey	104 Muirfield Court, Hendersonville 28791	Housing Assistance Corp	8/06
Joe Jardot	15 Saint Andrews Drive, Etowah, NC 28729	Etowah Lions Club	10/05
Molly Parkhill	BRCC, College Drive, Flat Rock 28731	Blue Ridge Community College	7/06
Linda Weldon	PO Box 6458, Hendersonville 28793-6458	League of Women Voters	7/06

This is to certify that documentation is on file to confirm the selection of members named above as representatives of their respective private organizations.

Chairperson, Board of Directors

OFFICERS OF THE BOARD OF DIRECTORS

Name	Office	
Helen Rout	Chairperson	Target
Susan Grider	Vice Chairperson	Private
Mike Earle	Secretary	Public
Linda Weldon	Treasurer	Private

STANDING COMMITTEES OF THE BOARD (Use asterisk to denote committee chairperson.)

Note: All committees of the board must fairly reflect the composition of the board.

Committee	Member's Name	Sector Represented
Executive Committee	- see above	
Finance Committee	Jonathan Parce*	Public
	Linda Weldon, Treasurer	Private
	Lillie Ricketts	Target
	Billy Higgins	Public
Head Start Committee	Madeline Royes*	Public
	Molly Parkhill	Private
	Susan Grider	Private
	Faye Connor	Target
	Carson Griffin	Public
Personnel Committee	Rachel Delk*	Private
	Fred Tinsley	Public
	Jackie Whitmire	Target
	Molly Parkhill	Private
Governmental Relations Committee	Bob Beabout*	Private
	Rodney Locks	Public
	Jackie Whitmire	Target
	Mike Earle	Public

SECTION IV. ASSURANCES

The undersigned, Chairperson of the Board of Directors of Western Carolina Community Action, hereby assures and certifies that:

- (1) Funds made available through this grant or allotment will be used:
 - (A) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable the families and individuals to:
 - (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - (ii) secure and retain meaningful employment;
 - (iii) attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - (iv) make better use of available income;
 - (v) obtain and maintain adequate housing and a suitable living environment;
 - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
2. The Board of Directors is selected by the agency and is constituted so as to assure that:
 - (A) The Board of Directors is composed of at least 15 members and no more than 51;
 - (B) Board membership is as follows:
 - (i) one-third are elected public officials, currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the Board, membership on the Board of appointive public officials may be counted in meeting the one-third requirements;
 - (ii) at least one-third of the members are persons chosen in accordance with democratic selection procedures to assure that they are representative of the poor in the area served;
 - (iii) the remainder of the members are officials or members of business, industry, labor, religious, welfare, education, or other major groups and interests in the community.
3. No funds will be expended in a manner involving the use of program funds, the provisions of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voter or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity.
4. The agency will provide for coordination with emergency energy crisis intervention programs.
5. The agency has established fiscal controls and fund accounting procedures in accordance with cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122). In addition, the agency provides for and will submit an audit of its expenditures of OEO funds or a Schedule of Grantee Receipts and Expenditures Report and Certification and Sworn Statement.
6. The agency will permit and cooperate with federal and state investigations undertaken pursuant to Section 678D of the Act and state statutes.

7. No person shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under the Community Services Block Grant. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 shall also apply to any such program or activity.

8. **CERTIFICATION REGARDING LOBBYING.** It will ensure that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a pre-requisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 for each such failure.

9. **PRO-CHILDREN ACT OF 1994.** It will comply with Public Law 103-227, Part C - Environmental Tobacco Smoke. This Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.

It agrees that the above language will be included in any subawards which contain provisions for children's services and that all subgrantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

10. **DRUG FREE WORKPLACE.** It will provide drug free workplaces in accordance with the Drug Free Workplace Act of 1988 of (41 U.S.C. 701) by: (A) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (B) establishing an ongoing drug free awareness program to inform employees about 1) the dangers of drug abuse in the workplace, 2) the grantee's policy of maintaining a drug free workplace, 3) any available drug counseling, rehabilitation, and employee assistance programs, and 4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.; (C) making it a requirement that each employee to be engaged in the performance of grant be given a copy of the statement required by (A) above; (D) notifying employees in the statement required by (A) that, as a condition of employment under the grant the employee will 1) abide by the terms of the statement, and 2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction; (E) notifying the grantor in writing within 10 days after receiving notice under (D)2) from employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated

a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant; (F) taking one of the following actions, within 30 calendar days of receiving notice under (D)2), with respect to any employee who is so convicted: 1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended or 2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency; (G) making a good faith effort to continue to maintain a drug free workplace through implementation of A, B, C, D, E, and F; (H) providing the street address, city, county, state and zip code for the site or sites where the performance of work in connection with the grant will take place. The period covered by the certification extends until all funds under the specific grant have been expended.

- 11. DEBARMENT. It and its principals (see 24 CFR 24.105(p) 1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (see 24 CFR 24.110) by a Federal department or agency; 2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in 2) above; and 4) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default. Where the grantee is unable to certify to any of the statements in this certification, such grantee shall attach an explanation behind this page.

- 12. AMERICANS WITH DISABILITIES ACT of 1990 (ADA). It agrees to comply with the ADA, and with requirements contained in applicable Federal regulations, rule and guidelines. In accordance with the ADA we hereby agree to a policy of "nondiscrimination against persons with disabilities" in providing or contracting for the programs listed below. If we find that present services or facilities of those with whom we contract do discriminate against persons with disabilities, we promise to 1) first, to try to remedy the situation; 2) second, to contract with another provider that does not discriminate, or 3) third, if an alternative provider is not available or feasible, to find a comparable service for the disabled person. If the last course 3) is chosen, we shall take steps to ensure that no additional costs are incurred by the person with the disability and that the service is equally effective, affords equal opportunity and was fully integrated, not segregating the person with the disability such that they are in a more restrictive setting than disabled receiving the same service. Should any administrative or judicial forum hold the Department of Health and Human Services liable under any provision of the ADA, then we will be held responsible for reimbursing any damages incurred by the Department of Health and Human Services. We take full responsibility for compliance with all provisions of the ADA and for ensuring compliance with the ADA by any and all programs of services contracted by us.

Signature of Board Chairperson

Date

Helen Rout

Typed Name of Board Chairperson

Western Carolina Community Action

Agency

SECTION V. CERTIFICATIONS

Public Hearing

We herein certify that this grant application for fiscal year 2005 funding was presented for review on March 10, 2005 and comment at a public hearing held on February 12, 2004.

Helen Rout
Typed Name of Agency Board Chairperson

Signature of Agency Board Chairperson

Date

County Commissioners Review

We herein certify that this application for FY 2005 funding was presented to the Board of County Commissioners for review and comment on _____.

Bill Moyer
Typed Name of Chairperson, Board of Commissioners

Signature of Board Chairperson

Date

OEO 01/05

CONFLICT OF INTEREST CERTIFICATION

I, Helen Rout, Chairperson of the Board of Directors, certify that it is the policy of Western Carolina Community Action to prohibit business contracts or transactions with any firm in which a member of the Board of Directors or other policy-making body, or employee has a substantial business interest, or may directly or indirectly benefit from such transactions. Any member of the Board of Directors or other policy-making body or employee having any interest shall promptly make such interest known, in writing, to the Chairperson of the Board of Directors. This does not preclude conducting business with such firms when there is no other convenient source of supply. If it is necessary to conduct transactions with such firms, a written statement of justification shall be furnished.

No reward, favor, gift or other form of remuneration may be accepted by any member of the Board of Directors or other policy-making body, or employee for performance or non-performance from any vendor, contractor, individual or firm, or from any other source having or proposing to have a business relationship with the agency.

WCCA Board Chairperson

Date

On this the _____ day of _____, 20____,

did personally appear before me and executed the foregoing instrument.

Notary Public

My Commission expires _____

SEAL

PLANNING PROCESS NARRATIVE

ROMA Goals 1, 3 and 5:

Low-Income People Become More Self-Sufficient
 Low-income People Own A Stake in Their Community
 Agencies increase their capacity to achieve results

1. Explain how each of the following were involved in the planning and development of this strategic plan.

The Poor: In the late summer of 2001, Board members and clients were surveyed to identify the strengths and weaknesses in the services offered, as well as to develop a priority list to identify the needs of our low income community. The Board of Directors, one third of whom represent the poor, were fully involved in the 'findings' phase, as were the Head Start Policy Council, which is made up of 51% parents of participating children whose household incomes are less than Federal Poverty Guidelines. In February 2004, a public review and hearing were held to review this application's change from employment to self-sufficiency. No additional needs were expressed at that time. This year the Head Start Department is conducting a community-wide needs survey, however, conclusions will not be available until April. Currently, a five-year housing (PHA) plan is under public review and headed for Board approval.

The Staff: A strategic planning assessment was implemented in 2002. Each staff member was asked to complete a survey which was used to identify the strengths and weaknesses of the organization.

Currently, monthly senior staff meetings focus on the strategic activities, goals, and communications.

Additionally, Community Services staff, in conjunction with WAP, HUD, Head Start, and other community-based non-profit service delivery staff, may revise or update needs or services on an ongoing basis between community surveys in the following ways:

- needs and observations presented by consumers plus review of monthly reports
- review of all new community assessments about low-income county residents, i.e. CSBG and Henderson County Alliance for Human Services in 1999, county-wide resident survey coordinated by Designing Our Future in 2000, WCCA community survey in 2001, 2003 Partnership for Health, and Head Start in 2005.
- glean information from regular community meetings and activities, particularly the monthly Emergency Services Coalition and Latino Information Network, as well as public and private sector involvements, local government meetings and studies, and special presentations by university and economic development experts.

The Board: Strategic Planning workshops were attended by Board members in 2002 to revise the mission statement, and identify key initiatives. Additionally, the Board maintains an updated environmental scan of the low-income community through government and other community organizations in which they are extensively involved. In response, the Board moved to mobilize to build an affordable rental complex in Transylvania County and initiate public transportation in Henderson County in late 2000. (Groundbreaking took place November 2004.) On January 11, 2001, the Board unanimously approved the addition of Individual Development Accounts (IDAs) to meet the barrier of affordable housing and provide an asset-building strategy to escape poverty. In May of 2001, the Board voted to add education, job training and small business ownership to the approved goals for IDAs to assist in bridging the gap from dependency to self-sufficiency. In 2002, the Board moved to add More at Four classrooms in targeted Head Start Centers, build a new Head Start and service center at the Village of Kings Creek. Currently the Board has its new five-year housing plan open for public review with a public hearing and approval scheduled for February 24, 2005.

ROMA Goal 5

Agencies increase their capacity to achieve results

2. Describe your agency's method for identifying poverty causes and list the identified causes.

See #1. In the process of delivering CSBG services since 1981, WCCA is exposed daily to county residents in greatest need through its portal. From this perspective the causes of poverty rest heavily upon:

PLANNING PROCESS NARRATIVE

-
1. low-wage employment
 2. lack of job training and educational options to accommodate employed persons, work-study or apprenticeship opportunities that generate income
 3. inadequate child care subsidies to bridge the gap between welfare and self-sufficiency
 4. affordable housing, both rental and owned
 5. motivation and poor decision-making
 6. rural transportation
 7. changes in family composition/structure
 8. inadequate budget and resource management skills
 9. access to health and dental care; mental health services

ROMA Goals 4 and 5

Partnerships among supporters and providers of services to low-income people are achieved
 Agencies increase their capacity to achieve results

3. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth. Many low-income youth have the same barriers and problems of adults. The public school system has several programs in place for youth—choice of four study tracks in high school and a new alternative school for those who cannot function in a regular classroom. Both systems allow for more personal attention and study. There also is an adult high school day program, GED self-study, literacy and vocational classes at Blue Ridge Community College for those turned off to traditional high school environs. A residential program is available at the Schenck Job Corp center with specific training---welding, plumbing, automotive, culinary and nursing. A family atmosphere along with a food plan and recreation are included.

In both Henderson and Transylvania counties, programs are in place through recreation departments and youth councils that provide scholarships for low-income children in after school and summer programs. Registration fees can be waived and uniforms purchased so low-income children can fully participate. In Henderson County, the Boys and Girls Club, 4-H, Big Brothers/Big Sisters and Salvation Army are active and involved. Activities are all geared toward teamwork, self-discovery, esteem building, and goal setting. In 2002, the Chamber of Commerce began a Leadership Class for 20 high school juniors and seniors. It is very popular and continues.

WCCA has been directly involved through the IDA program where youth are included in financial workshops and with families through Head Start.

4. Describe how your agency plans to make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). WCCA staff works closely with the Department of Social Services in both counties assisting with two-way referrals, program information, intake, follow-ups and publication of available services. WCCA refers clients to the Low-Income Energy Assistance Program, Food Stamps, and Crisis Intervention run by DSS.

In an effort to remove duplication from the county social service system, WCCA transferred emergency services over a three year period (2000-03) to Interfaith Assistance Ministry, Transylvania Christian Ministry, DSS, Salvation Army, Rescue Mission, MainStay and SAFE (domestic violence), and Council on Aging. Our efforts are now more focused on crisis prevention and bridging the gap between dependency and self-sufficiency.

Local funding sources have provided the funds for us to provide supplemental opportunities for our low-income participants to stretch their income with Plastic for Windows, Grow-Your-Own-Garden supplies, FLEX Fund, oil changes, and My Sister's Closet. At-risk senior adults are the focus of a Liquid Nutritional project in both counties as well as a home delivered (mobile) meals program, now in its third year of operation, and two congregate meal sites in Transylvania County. In keeping with Governor Hunt's "Next Steps Initiative", Individual Development Accounts have been introduced in Henderson and Transylvania Counties to assist individuals and families trying to escape poverty. During 2001 and 2003, joint staff meetings were held with DSS/WorkFirst, JobLink and Housing Assistance Corporation in both Henderson and Transylvania counties. WCCA staff maintains a regular presence at Community Care Management,

PLANNING PROCESS NARRATIVE

Emergency Services Coalition, Hunger Coalition, FEMA Board, FaithLink, and Affordable Housing Coalition in Henderson County. In Transylvania County, we are regularly present at United Way Board meetings, Home Care Advocacy Council, Council on Aging, and Child Protection Task Force, Protective Services Review Team. In addition, our participation with the Non-Profit Roundtable, Alliance for Human Services, and FSS Coordinating Committee maintains our positive working relationships with all county non-profits. Networking with the business community is accomplished best with our attendance at Chamber Morning Updates, Seventh Avenue Business Association, VISION Henderson Leadership classes, and American Business Women's Association. Through the Human Relations Council and Latino Advocacy Coalition, we are making progress with our relationships with minorities. On a statewide basis, we are active in the North Carolina Community Action Partnership, the NC IDA Collaborative, Smart Start, Head Start, and NC Housing Counselors Association.

ROMA Goals 1, 2, and 5

Low-Income People Become More Self-Sufficient

The conditions in which low-income people live are improved

Agencies increase their capacity to achieve results

5. Provide a description of the service delivery system targeted to low-income individuals and how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations. WCCA operates on a "single portal" model. Walk-ins are taken first-come-first-served or by appointment. For applicants who are non-ambulatory, due to poor health or lack of transportation, a home visit is offered. A close working relationship with other human service programs is maintained (see #4) which assures information and referral success. As unmet needs become apparent during initial interview, resources are identified for applicants and referrals made to local service agencies, local churches, employers, utility companies, fuel vendors, landlords and school systems as a means of filling the gaps in service on an individual basis. Needs are re-assessed every time a client requests service or makes contact to follow-up. This may lead to additional or upgrading of services. Applicants are screened for self-sufficiency and engaged in the application process. Those who (1) complete the Self-Sufficiency application, (2) certify their household income below the Federal Poverty Guidelines, (3) show intent to engage actively, and (4) sign a Goal Plan, are considered project participants. Follow-up contacts allow case workers the opportunity to counsel, motivate, and support participants when needs change and barriers persist in their efforts to become independent and self-sufficient through employment. When it is determined that employment, child care, transportation, and housing are stable, participants are alerted to opportunities that can make self-sufficiency a reality. As part of this comprehensive approach, the Family Self-Sufficiency Coordinator is available once employment has been stabilized with several options to move participants closer to independence: IDAs and financial literacy are some of these options.

ROMA Goal 4

Partnerships among supporters and providers of services to low-income people are achieved

6. Describe how your agency's grant activities will be coordinated with other public and private resources.

See #4 above. Private and public sector involvement is demonstrated by participation in employment, IDAs, Congregate Meals, Home Delivered Meals, Liquid Nutritional, Head Start/Early Head Start, Transportation, Garden program, plastic for windows, and minor Home Repair, and Board and staff participation on community committees, panel discussions and at community meetings, including Kiwanis. We have many avenues to seek advice and support from this sector as well as request donation of goods, services and materials for agency programs. Volunteers serve a number of agency programs. Collaborating for participant success also involves the NC Cooperative Extension Agency, Consumer Credit Counseling, Housing Assistance Corporation, Mountain Microenterprise Fund, First Citizens Bank, RBC Centura Bank, Blue Ridge Community College, etc. Other business people are recruited to provide supplemental money management, insurance, consumer, and credit (re-) building workshops. Without their valuable contributions, we would not be able to offer several of the services we currently offer or propose to offer in the future.

PLANNING PROCESS NARRATIVE

ROMA Goals 2, 4 and 6

The conditions in which low-income people live are improved

Partnerships among supporters and providers of services to low-income people are achieved

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems

7. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

See #6 above. According to current national research, effective parenting increases with asset accumulation. Adequate housing can be tied to the success of a child's school performance, which contributes to the success of effective parenting and neutralizes race as a factor. Breaking down basic physical barriers aids in building self-esteem and hope for parents. To that end, WCCA believes that the road to attaining the goal of strengthening families is paved with meeting certain stepping stone goals such as stable employment, affordable housing, adequate education or skill training, reliable and safe child care, proper nutrition, health care, and self-reliance. Knowledge of community resources and services is also critical to sustaining self-sufficiency once achieved. We refer clients to agencies such as The Family Place, Children's Center, and Children and Family Resource Center that offer classes and counseling designed to enhance parenting skills. Help is offered individually and through group sessions. We also refer clients to the public health departments in both counties to enroll in Maternity Care Coordination, which focuses on pre-natal and post-natal care for the mother, father, and infant, as well as to teen pregnancy services and Parents as Teachers.

Parenting skills are also available by referral to the Head Start/Early Head Start program. Each child/family at the nine centers is visited two times a year by the teaching staff to determine if the family is in need of any community resources and are aware of the supports that are available. A Fatherhood Initiative grant was utilized to reach and enhance services to 38 fathers last fiscal year. Through the Cooperative Extension service in both counties, information is available about 1) how to make your food stamps and cash last longer 2) how to plan ahead for smart shopping 3) how to make terrific meals and snacks for less money and 4) how to practice your new skills at home. These programs and others like them help parents raise their self-confidence and improve their ability to make decisions. All these components collectively strengthen and encourage effective parenting.

ROMA Goals 5 and 6

Agencies increase their capacity to achieve results

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems

8. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. In light of our collaborative efforts to remove duplication from the Henderson and Transylvania County social service systems and the success of local food programs, WCCA relinquished emergency services over three years from 2000-03. Local funding sources have provided the funds for us to continue providing, Plastic for Windows, Grow-Your-Own-Garden supplies (35 families), Fans for Seniors (67 households), FLEX Fund, and Liquid Nutrition for senior adults in medical need. In addition, we have just completed our fourth year with home delivered Mobile Meals in Transylvania County with the help of dedicated volunteers. At the two congregate sites, we served 97 seniors and delivered mobile meals to 26 homebound seniors on a regular basis last year.

Although demand for food continues to test our resources in both counties, the community is well aware of food needs through the vigilant efforts of Meals on Wheels, WCCA Home Delivered Meals, locally funded and federally funded meal sites, Liquid Nutrition, Interfaith Assistance Ministry, local church pantries, Salvation Army, Commodity Food, Food Stamps, Second Harvest, Manna Food Bank, Head Start/Early Head Start, subsidized school lunch program, Hunger Coalition, Garden program, Bread of Life Soup Kitchen and local shelters who serve hot meals to the public daily.

PLANNING PROCESS NARRATIVE

ROMA Goals 5 and 6

Agencies increase their capacity to achieve results

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems

9. Describe how your agency will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

WCCA recognizes that CSBG funds alone do not accomplish the task of achieving self-sufficiency for our participants. Many resources are mobilized to achieve self-sufficiency. Participants with needs that WCCA does not cover are referred to partner agencies. Examples: 1) referrals are made to JobLink, ESC and Career Centers for services such as resume preparation, job search assistance, testing, etc.; 2) persons with disabilities are referred to Vocational Rehabilitation for testing, counseling and training/re-training; 3) Blue Ridge Community College for help with “soft” skills offered as Human Resource Development class which focuses on issues such as appropriate dress for interviews/on the job, punctuality, office demeanor, personal hygiene, interview techniques, resume writing, and problem solving, etc. This resource has proved itself invaluable for the “first time” worker or others who have trouble maintaining employment. Currently, budget cuts and large numbers of laid off workers have reduced the effectiveness of these services for our participants. Employment coaching is not available elsewhere.

ROMA Goals 4 and 6

Partnerships among supporters and providers of services to low-income people are achieved

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems

10. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

DSS in both counties operates the Emergency Energy Crisis Intervention Program (EE-CIP) and LIHEAP. In Henderson County, EA/CIP is done at Interfaith Assistance Ministry; in Transylvania at the DSS office. LIHEAP has limited funds and does not meet the need much beyond Food Stamp participants. At WCCA, referrals are made as needs are identified through applicant or participant interviews and/or contacts.

ROMA Goal 4

Partnerships among supporters and providers of services to low-income people are achieved.

11. Describe how your agency will coordinate programs with and form partnerships with other organizations serving low-income residents of the community, including religious organizations, charitable groups, and community organizations.

One of the most important training sessions for new WCCA employees is to identify other agencies and organizations in our community, which serve low-income residents. In Transylvania County, staff makes appointments for the AARP to prepare tax returns for the low-income and elderly and serve as a “volunteer station” for Senior Companions; in Henderson County, people are referred. Many of our staff and Board members are active on local boards and committees including United Way, Child Protection Team, Council on Aging, Hunger Coalition, Faith Link Advocacy Committee, Emergency Coalition, FEMA and Community Care Coordinating Committee – all working together to serve low-income persons. Congregate meal sites coordinate programs of interest for persons on a fixed income. For example, we recruit staff from Pisgah Legal Services to present programs on the importance of making a will/living will and, with the Public Health Department, one meal site is a designated location for flu and pneumonia shots each fall. We arrange for County Transport to take seniors from the other site so they can get their shots as well. Transylvania Wellness Department provides regular glucose screenings and blood pressure checks for both congregate sites. In addition, the mobile mammogram unit annually schedules a day at the Quebec site. Mammograms are available to the public as well as congregate participants. In addition, over 60 volunteers from local bands and singers come and entertain the seniors with songs from decades ago that they can identify.

 PLANNING PROCESS NARRATIVE

ROMA Goal 5

Agencies increase their capacity to achieve results

10. Describe the methods and criteria used to determine priority and selection of strategies to be implemented.

See questions 1 and 2 above.

The combination of survey results, agency experience, past CSBG performance, and knowledge of our community needs indicate stable jobs and increased income are key benchmarks to breaking the welfare cycle and fostering thoughts of independence. Strategies to be implemented are:

1. Move income from poverty to sustainability
2. Locate reliable transportation and/or affordable child care
3. Obtain standard and affordable housing with energy efficiency
4. Obtain health care and/or insurance for all family members
5. Prevent crisis and enhance ability to problem-solve
6. Gain budget control and improved financial skills
7. Save in emergency funds, HUD escrow, or Individual Development Accounts
8. Encourage community and school involvement

Criteria for acceptance:

1. Eligibility by income
2. Employability - employment history and barriers
3. Motivation or willingness to achieve goal of stability
4. Return application outlining household starting point
5. Develop and sign a Self-Sufficiency/Stability Goal Plan

ROMA Goals 1, 2, 3 and 6

Low-Income People Become More Self-Sufficient

The conditions in which low-income people live are improved

Low-income People Own A Stake in Their Community

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems

13. Describe activities that your agency has undertaken or plans to undertake to advocate for and empower low-income individuals and families to achieve a greater sense of authority over their own lives and future.

Our philosophy is based upon teaching participants how to fish, not fishing for them. We plan to continue our community involvements (see #11) and follow the strategies outlined in #12 above to assist in building self-reliance and self-confidence along with raising income above the poverty guidelines. Annually we disseminate information about Earned Income and child tax credits, free tax preparation assistance, and free financial literacy workshops.

N.C. Department of Health and Human Services
Office of Economic Opportunity
Community Services Block Grant Program
FY 2005

AGENCY STRATEGY FOR ELIMINATING POVERTY – FORM 210

One-Year Submission X

Amendment

SECTION I. IDENTIFICATION

Agency Name: Western Carolina Community Action

Mailing Address: PO Box 685, Hendersonville, NC 28793-0685

Administrative Office Address: 526 Seventh Avenue East, Hendersonville, NC 28792

Telephone Number: 828-693-1711 E-Mail Address: david@wcca.net

Executive Director: David White

Date Submitted: March 10, 2005

SECTION II. CERTIFICATION

This Agency Strategy for Eliminating Poverty has been reviewed and approved by the grantee Board of Directors or duly appointed Board committee.

 March 10, 2005
Date of Board or Committee Approval

 Helen Rout
Typed Name of Board Chairperson

Signature of Board Chairperson

Date of Certification

AGENCY STRATEGY FOR ELIMINATING POVERTY
(Continuation Page)

Strategy 1

Amended Strategy _____

Planning Period July 1, 2005 to June 30, 2006

SECTION III. CAUSE (PROBLEM) IDENTIFICATION (Use additional sheets if necessary)

(1) Poverty Cause Name Inability to obtain and maintain employment at a living wage.

(2) Poverty Cause Description:

Experience in administering the CSBG Employment Plus and JTPA indicate that with a structured referral system clients are often able to obtain employment but face numerous obstacles in maintaining their jobs or obtaining a sufficient wage to stabilize their families. Last year both ESC and CSBG had average hire rates in the \$7.43 - \$7.63 range. This brought only 60% of CSBG participants across the poverty line with a full-time job. Recent NC ESC statistics reveal that 28% of Henderson County's workforce earns less than \$10/hour, the median full-time earnings are \$27,912, and the unemployment rate remains the highest since 1993. In Transylvania County, the median earned income is \$26,467 but the latest unemployment rate is 9%, down from 14.1% 12 months ago. Plant closings and layoffs have persisted for the past 4 years. Recently, Cane Creek Family Health Center laid off 5 workers in July 2004; Steelcase, a multi-county employer, laid off 480 employees in September 2004; Pardee Hospital laid off 12 employees this month (2 vice-presidents and 9 department heads); and Winn-Dixie will close its Hendersonville store on February 28, 2005, leaving 34 people out of work, continuing our negative job picture which is not reflected in our unemployment statistics because it doesn't reflect those who are no longer receiving benefits and have not found a jobs. Reports continue to come in that most folks are working two low-wage jobs just to meet minimal living expenses.

Recent surveys conducted by WCCA and the community continue to identify barriers to creating stability for families: maintaining long-term employment, earning a living wage, transportation, affordable child care, after hours child care, sick child care, access to training and education, affordable and safe housing, and motivation/mentoring programs which include but are not limited to training in work ethics, work attitude, problem-solving, and sound decision-making. Cultural diversity exacerbates many of these issues for different reasons. The Hispanic community added emergency/disaster communications to their list of critical issues.

(3) Priority Number 1

SECTION IV. RESOURCE ANALYSIS (Use additional sheets if necessary)

(4) Resources Available: See questions 3 – 11 (pages 13 – 17) for the resources available to facilitate the comprehensive services aspect of our program. Other resources available to assist with job search skills (JobLink), education and job skill training (Blue Ridge and AB-Tech community colleges), and jobs at the Employment Security Commission in both counties, although ESC only knows about 15 – 20% of all job available.

WCCA pursued the opportunity to bring public transit to address transportation issues in Henderson County and it is in its third year of operation. This is in addition to regular work, senior adult, and medical need routes. The Child Care subsidy waiting list has not been an issue in Transylvania County but currently it is now frozen. In Henderson, historically long lists of 200-300 at any one time have been reduced thanks to special efforts by DSS and the County Commissioners to minimize this barrier for the workforce. Currently, there are 150 children on the wait list.

(5) Resources Needed:

Jobs. The Committee of 100 and the Chamber of Commerce in Henderson and the Transylvania County Planning Department are focusing on keeping jobs here and providing incentives to resident companies who are expanding their workforce. Attracting companies with jobs in the \$12 – 18/hour range, with our expensive land prices is formidable, so the state's campaign to promote entrepreneurship seems the most attractive alternative for growing jobs locally over the long-term. They are also looking at attracting "eco-based" businesses who would consider the mountains a corporate asset. Over the last three years we have had a net loss of jobs. Imported wealth is now listed as Henderson County's second largest industry which supports trade jobs and the growth of low-wage service jobs.

Housing. HUD Housing Choice (rental) voucher program is now frozen for 12 months with a wait list of 12-15 months, making the wait more than two years for today's applicants. Historically, nearly 50% of the families that apply cannot find rental units that are priced at Fair Market Rent, despite a soft rental market. Affordable housing to rent or purchase is a serious problem in both of the counties we serve. To make matters worse, on June 30, 2004, our HUD Fair Market Rent waiver expired and, on December 17, 2004, HUD reduced the funds and vouchers available which will cause more than 100 families to lose their rental subsidy. This will mean even fewer applicants will be able to find rental units at the FMR and vouchers will be harder to come by. We are currently in serious need of additional tax-credit rental complexes, as well as subsidized rentals for seniors. In this 40% inflated housing market, there currently is no motivation or incentives for builders to develop mixed-income or affordable housing despite high demand from service economy workers. Even non-profit developers are struggling with bringing in housing at affordable levels without cooperation from local government for waivers or fee discounts. WCCA's work with the Affordable Housing Coalition resulted in an Affordable Housing chapter in the Henderson County's Comprehensive Land Plan but the plan pushes affordable housing to the remotest areas of the county which exacerbates transportation issues.

Health Care continues to be an issue that continues to threaten a family's ability to stabilize. Even when included in an employee benefit package, cost-sharing, deductibles, and non-allowable costs result in serious stress to low wage earners. Dental care is often not included and this effects not only working while in pain but appearances when searching for a job. Medicaid covered family members generally fare better on basic health care, but with serious or difficult to diagnosis diseases quality of care is questionable. Additionally, Medicaid dental care is nearly non-existent in WNC because of the scarcity of dentists most of whom have enough private-pay patients to refuse low reimbursement rates. In Henderson County, a clinic-based Stokes Dental Clinic, has a two-year wait for new patients. A free dental clinic is open one night a week for extractions only. Transylvania County is served by an occasional visit from the "Tooth Bus" sponsored by DSS. In January 2004, a new clinic opened in a neighboring county to the north, 25 miles away. We expect it to go to a wait list because of pent-up demand. Both counties now have a free medical clinic, open one night per week, for those without any insurance.

Savings/Asset-building. Matching and support funds to meet the demand for Individual Development Accounts and savings participants are needed from local businesses and the community, which will reap the benefits from these asset expenditures. Collaboration with agencies such as Consumer Credit Counseling and NC Extension Service are productive but bringing financial workshops from Asheville to each county on an annual timeline is a challenge. (In Transylvania County, the County funded Manage Your Money workshops there in 2004; United Way paid in 2003.)

SECTION V. GOAL AND STRATEGY

(6) Long-Range Goal:

To move 36 no- or low-income families above poverty income level by June 30, 2007.

(7) Strategies for Achieving Long-Range Goal: (Use asterisk to denote strategies to be implemented agency)

To provide comprehensive services to 144 no- or low-income families/households designed to remove them from poverty by focusing upon:

- *1. Moving income from poverty to sustainability
2. Locating reliable transportation* and/or affordable child care
3. Obtaining standard and affordable housing with energy efficiency
4. Obtaining health care and/or insurance for all family members
- *5. Preventing crisis and enhance ability to problem-solve
- *6. Gaining budget control and improved financial skills
- *7. Saving in emergency funds, HUD escrow, or Individual Development Accounts
- *8. Encouraging community and parent involvement

N.C. Department of Health and Human Services
Office of Economic Opportunity
Community Services Block Grant Program
FY 2005

ONE-YEAR WORK PROGRAM AND BUDGET – FORM 212

One-Year Submission FY05-06

Amendment _____

SECTION I. IDENTIFICATION

Agency Name: Western Carolina Community Action

Mailing Address: PO Box 685, Hendersonville, NC 28792

Administrative Office Address: 526 Seventh Avenue East, Hendersonville, NC 28792

Telephone Number: 828-693-1711 E-Mail Address: david@wcca.net

Executive Director: David White

Date Submitted: March 10, 2005

SECTION II. CERTIFICATION

This One-Year Work Program and Budget has been reviewed and approved by the grantee Board of Directors or duly appointed Board committee.

 March 10, 2005
Date of Board or Committee Approval

 Helen Rout
Typed Name of Board Chairperson

Signature of Board Chairperson

Date of Certification

GRANTEE ONE-YEAR WORK PROGRAM
(Continuation page)

One-Year Submission FY005-06

Amendment _____

SECTION III. PROJECT IDENTIFICATION

(1) Project Name: Self-Sufficiency

(2) Poverty Cause Name: Inability to obtain and maintain employment at a living wage

(3) Long-Range Goal: To move 36 no- or low-income families above the poverty income level by June 30, 2007

(4) Selected Strategy: Self – Sufficiency

(5) Project Period: July 1, 2005 To June 30, 2006 Plan Year 2 of 3

(6) OEO Funds Requested for this Project: CSBG: \$186,489 OTHER: \$

(7) Number Expected to Be Served: CSBG: 48 OTHER:

(8) Percent of Long-Range Goal Expected to be met this Year: 33 %

SECTION IV. PROJECT DESCRIPTION

Project One-Year Objective And Activities	Position Title	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
To provide comprehensive services to 48 no- or low-income families or individuals designed to stabilize the household and move them toward self-sufficiency by June 30, 2006.					
A. Notify public about project via brochures, flyers/posters, human service providers, low-income neighborhood networks, etc.	Program Directors Case Workers Family Self-Sufficiency Coord	X	X	X	X
B. Screen at least 200 individuals through an intake procedure designed to determine: - income eligibility - employment history and barriers - willingness to achieve goal of stability	Program Directors Case Workers Family Self-Sufficiency Coord.	50	50	50	50
C. Accept applications, verify income, determine readiness, and sign goal plan.	Case Workers Family Self-Sufficiency Coord.	X	X	X	X

<p>D. Develop a Self-Sufficiency/Stability Goal Plan with participants utilizing action steps in a comprehensive methodology designed to promote employment, enhance earning capacity, address barriers, build self-esteem and establish a success pattern.</p>	<p>Case Workers Family Self-Sufficiency Coord.</p>	<p>12</p>	<p>24</p>	<p>36</p>	<p>48</p>
<p>E. Provide or mobilize appropriate and comprehensive support services according to each individual/family's needs, focusing upon:</p> <ul style="list-style-type: none"> - job placement or increased income - transportation and/or child care - health care and/or insurance coverage - standard and affordable housing - crisis prevention/problem solving - budgeting and financial skills - savings for emergencies and assets - community and parent involvements 	<p>Case Workers Family Self-Sufficiency Coord.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
<p>F. Conduct workshops based upon participant needs, i.e. Basic Money Mgt., Smart Consumer, Credit, predatory lending, decision-making or problem solving, peer group supports, etc.</p>	<p>Program Directors Family Self-Sufficiency Coord.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
<p>G. Provide financial assistance to participants to support goal-achievement:</p> <ul style="list-style-type: none"> - work required clothing or equipment - personal hygiene items; hair cuts; immunization - public transportation, auto gas, driver's license, auto registration, car repair, etc. - education books, fees, supplies, etc. - utility assistance - housing deposits/payments - credit reports 	<p>Program Directors Case Workers Family Self-Sufficiency Coord</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
<p>H. Maintain and develop a cooperative network of service providers, employers, landlords, gov't housing programs, etc. to support participants' goal achievement and to overcome barriers to home or business ownership, job or skill training, or education.</p>	<p>Program Directors Case Workers Family Self-Sufficiency Coord</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
<p>I. Provide 20 Individual Development Accounts to individuals/families who have stable employment, standard housing, etc. (IDAs are for asset building through home or business ownership, job or skill training or education.)</p>	<p>Program Directors Case Workers Family Self-Sufficiency Coord</p>	<p>20</p>	<p>X</p>	<p>X</p>	<p>X</p>
<p>J. Report progress quarterly, year end, and nationally</p>	<p>Program Directors Case Workers Family Self-Sufficiency Coord</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>

N.C. Department of Health and Human Services
Office of Economic Opportunity
Community Services Block Grant Program
FY 2005

CSBG ADMINISTRATIVE SUPPORT WORKSHEET – FORM 212-A

One-Year Submission FY05-06

Amendment _____

(1) Admin. Support requested for: (Name of grant) CSBG

(2) Brief description of grant, including name of funding source:
Community Services Block Grant for operations of self-sufficiency program.

Total Grant Amount \$ 186,489

(3) Reason for requesting Admin. Support (attach supporting documentation):

(4) Amount of Admin. Support requested: \$ 21,139

(5) Basis for determining amount of Admin. Support needed:

Indirect Costs
Indirect Cost Base Salary plus fringe Indirect Cost Rate 16.2%

Indirect cost base amount for this grant \$ 130,487

Percent indirect allowed by funding source for this grant 16.2%

Dollar amount indirect allowed by funding source for this grant \$ 21,139

Cost Allocation
Percent admin. costs allowed by funding source for this grant _____%

Dollar amount admin. costs allowed by funding source for this grant \$ _____

(6) Actual numerical calculation used to determine amount of Admin. Support needed:

$\$130,487 \times .162 = \$21,139$

(7) Admin. Support to be applied: Monthly Quarterly Annually

SEE BUDGET

SEE BUDGET

SEE BUDGET

SEE BUDGET

SEE BUDGET

SEE BUDGET

SEE BUDGET

MONITORING, ASSESSMENT AND EVALUATION PLAN

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs:
 - Board of Directors:
A governing board manages the business and affairs of Western Carolina Community Action, Inc.. The Board is empowered to establish committees; is obligated to review each program to ensure compliance; determine effectiveness; and to make recommendations or revisions to improve the agency's impact on poverty and fulfill its mission.
 - Low-income Community:
A least one third of the total membership of the Board consists of persons chosen as representatives of the low-income in the areas served by WCCA.
 - Program Participants:
Participants are encouraged to participate in WCCA Board and its committees, Head Start Policy Council, and FSS Program Advisory Committee.
 - Others:
The remaining membership of the WCCA Board consists of representatives appointed by public elected officials and private community service organizations.

2. Describe how administrative policies and procedures are monitored by the Board of Directors:
The Board Administration and committees are responsible for the review and revisions, if necessary, of the following:
 1. Administrative policies and procedures
 2. Personnel Policies

These committees are appointed annually by the Chairperson of the Board, who may also appoint any other committees deemed necessary, to carry out the responsibilities of the Board. All standing and special committees of the Board shall fairly reflect the composition of the full Board. At least one-third of their number shall be representatives of the low-income. (See page 6)

3. Describe how the Board acts on monitoring, assessment and evaluation reports:
Monitoring is an on-going process by which the Board reviews program performance ensuring compliance on a monthly and annual basis. Assessment is an on-going process by which the Board determines the effectiveness of each project. Evaluation is a continuous study of the project to determine the degree of impact each project has on the incidence of poverty. Board orientations assure new Board members learn about programs rapidly and all Board members are kept abreast of program evolution. Once the review of programs and services is completed, the Board of Directors will make appropriate recommendations and/or revisions as necessary to improve the agency's impact on poverty. (See page 12, #1 for details.)

4. Describe the Board's procedure for conducting the agency self-evaluation.
The Alliance for Human Services required a self-evaluation as part of a review in January 2000. The instrument went to Staff and Board and was then reviewed, in person, item by item with Alliance evaluators. As a result, WCCA was awarded Level II Accreditation (Level III is the highest) until 2008. In 2001, the Board initiated a Strategic Planning process directed by an outside consultant as a result of this evaluation. In 2004, we completed another self-evaluation and applied for Level III. The Strategic Plan serves as a framework for the Board to measure mission-driven accomplishments on an annual basis as well as lay out the future direction of the agency.

MONITORING, ASSESSMENT AND EVALUATION PLAN

4(a) Summarize the results of the Board's most recent self-evaluation, and indicate when the next evaluation will begin and be completed:

As a result of the January 2000 self-evaluation, the Board

- reviews the WCCA purpose every year at the October Board meeting. If it is found to be inadequate to meet the needs of the agency, or the communities it serves, an ad hoc committee will be appointed by the Chairman to present a revised purpose (section 2:01 of the Bylaws) to the full Board for consideration.
- directed the Personnel Committee to review personnel policies and procedures every two years
- initiated a Strategic Planning process under the guidance of an outside consultant in early Fall 2000.
- will move to a new facility in July 2005 that is safer, ADA accessible, and more client friendly

The above items were integrated into operations and as a result of a new 2004 self-evaluation, the Board's new challenges include:

- a 90-day operating reserve
- donor policies for our new fundraising function

4. List outcome measures to be used to monitor your agency's success in promoting self-sufficiency, family stability, and community revitalization:

- The number of individuals/families whose incomes rise above the poverty level.
 - The average change in annual income per participant family.
 - The number of participants obtaining employment vs. total number of participants.
 - The number of jobs with medical benefits obtained.
 - The average wage rate (at hire)
 - The number of participants completing education or training programs
 - The number of participants securing standard housing

WCCA's Community Services Department does not measure family stability per se although we accept that continuous employment, quality child care, reliable transportation, and standard and affordable housing are the most common leading indicators of family/household stability. The Community Services Department operates with a definition of self-sufficiency as 'free of entitlement programs'. We do not measure community revitalization, track indirect influences of job stability, post-program impacts or return on investments due to insufficient funding.

For participants using the Individual Development Account tool, we measure its effectiveness by the number of financial literacy workshops participants attend, amount saved, assets purchased (achieved), and change in family income and/or net worth over the savings period. We are in the process of converting new HUD escrow account project (FSS) participants to the same outcome measures, so as to support a more comprehensive and consistent picture for funders and the public.

MONITORING, ASSESSMENT AND EVALUATION PLAN

5. List performance, outcome and efficiency measures for each project.

CSBG: Self-Sufficiency Project

Performance Measures

The number of low-income families participating in comprehensive activities designed to remove them from poverty.

Outcome Measures

- The number of low-income families rising above the poverty level
- The average change in annual income per participant family
- The number of participants obtaining employment compared to the total number of participants
- The number of jobs with medical benefits obtained
- The average wage rate (at 90 days)
- The number of participants completing education/training programs
- The number of participants securing standard housing

Efficiency Measures

The cost per family participating in comprehensive activities designed to remove them from poverty.

6. Complete the following chart and, in the space provided, present a brief analysis of the agency's to-date progress in meeting the Long-Range Goal for each CSBG-funded project. For agencies with multiple projects, make the necessary copies of this page and label each project.

Name of Project:

PLANNING YEAR	PROJECT / FISCAL YEAR	NUMBER MEETING LONG RANGE GOAL	% OF LONG-RANGE GOAL MET THIS PROGRAM YEAR	% OF LONG-RANGE GOAL MET TO DATE
1 of 3	(7/1/04 - 6/30/05)			
2 of 3	(7/1/05 - 6/30/06)			
3 of 3	(7/1/06 - 6/30/07)			
4 of	(7/1/ - 6/30/)			
5 of	(7/1/ - 6/30/)			
NUMBER MEETING LONG-RANGE GOAL				
ESTABLISHED LONG-RANGE GOAL				

In the space below, re-state the narrative Long-Range Goal from Section V, item 6 of the Agency Strategy for Eliminating Poverty (OEO Form 210).

To move 36 no- or low-income families above the poverty income level by June 30, 2007

Analysis of to-date progress:

(Include any changes made as of this application or anticipated later during the program year, as a result of this analysis.)

SECTION IVd. - BUDGET SUPPORT DATA						
(26)						TOTAL
COST CATEGORY						
CONTRACTUAL						
Audit	1,600					1,600
Other (specify)						0
Bonding	120					120
						0
						0
TOTAL CONTRACTUAL	1,720	0	0	0	0	1,720
CLIENT SERVICES						
Self-Sufficiency/work assistance + achievements	1,500					1,500
financial workshops; group meetings	500					500
						0
						0
TOTAL CLIENT SERVICES	2,000	0	0	0	0	2,000
OTHER						
LAN + MIS Services	3,500					3,500
Staff Training and Meeting Registrations	2,000					2,000
Subscriptions, memberships	300					300
Program Supplies and Support	100					100
						0
						0
						0
						0
						0
TOTAL OTHER	5,900	0	0	0	0	5,900