

# REQUEST FOR BOARD ACTION

## HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** March 15, 2006

**SUBJECT:** Western Carolina Community Action Community Services  
Block Grant Program FY 2006-2007 Application for Funding

**ATTACHMENTS:** 1) FY 2006-2007 Application for Funding Form  
2) January 22, 2006 Times-News Article

### **SUMMARY OF REQUEST:**

Attached is Western Carolina Community Action's (WCCA) FY 2006-2007 Application for Funding from the State's Community Services Block Grant Program. WCCA is requesting that the Board endorse the funding application and authorize the Chairman to sign all associated forms. This funding application is for year three of a three year contract with the North Carolina Department of Health and Human Services. The funds received through this grant program support a self-sufficiency project and WCCA's intake function. The attached article from the Times-News explains the self-sufficiency program. It should be noted that no County funds are provided or requested to fund these programs.

### **COUNTY MANAGER RECOMMENDATION/BOARD ACTION REQUESTED:**

Recommend the Board endorse Western Carolina Community Action's FY 2006-2007 Application for Funding from the State's Community Services Block Grant Program and authorize the Chairman to sign all associated forms.

COPY

**N.C. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF ECONOMIC OPPORTUNITY**

**Community Services Block Grant Program**

**FY 2006-2007 Application for Funding  
(July 1, 2006 – June 30, 2007)**

**Agency Name:**

**Western Carolina Community Action**

---

**Office of Economic Opportunity  
N. C. Department of Health and Human Services  
2013 Mail Service Center  
Raleigh, North Carolina 27699-2013**

**Voice (919) 715-5850**

**Fax (919) 715-5855**

**E-Mail: [Lawrence.Wilson@ncmail.net](mailto:Lawrence.Wilson@ncmail.net)**

**Website: <http://www.dhhs.state.nc.us/oeo>**

CERTIFICATIONS AND ASSURANCES

SECTION I. IDENTIFICATION

Agency Name: Western Carolina Community Action

Administrative Office Address: 220 King Creek Boulevard, Hendersonville, NC 28792

Mailing Address: PO Box 685, Hendersonville, NC 29793-0685

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

Telephone: 828-693-1711

Facsimile 828-697-4277

Board Chairperson: Susan Grider

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>	_____
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.	X _____	_____
3. Annual Audit or Schedule of Grantee Receipts and Expenditure Report and Certification and Sworn Statement	X _____	_____
4. Fidelity Bond	<u>X</u>	_____
5. Job descriptions and names of key management staff	<u>X</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.	X _____	_____
7. Agency Financial Policies and Procedures Manual	<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
Lillie Ricketts	PO Box 343, East Flat Rock 28726	E. Flat Rock Community	8/06
Jackie Whitmire	1178 Whitmire Road, Brevard 28712	Rosman Community	10/09
Sarah Heatherly	107 E. Blue Ridge Road, East Flat Rock 28726	Section 8 and Family Self Sufficiency	2/10
Carson Griffin	205 E. Morgan Street, Brevard 28712	Head Start Policy Council	11/06
Open			
Open			

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. A Tripartite Board Member Profile Form is attached for each member of the Board of Directors.

\_\_\_\_\_  
Chairperson, Board of Directors

Public Elected Officials Name	Address	Title of Elected Office	Term Expires (Month/Year)
Robert Danos	106 Mockingbird Lane, Hendersonville 28792	Henderson County	8/11
Mike Earle	1913 Asheville Hwy, Hendersonville 28791	City of Hendersonville	12/06
Billy Higgins	1 Twin Oaks Lane, Pisgah Forest 28768	City of Hendersonville	3/06
Rodney Locks	121 South Rice Street, Brevard 28712	City of Brevard	7/06
Madeline Royes	424 S. Walnut Tree Street, Hendersonville 28739	Henderson County	4/06
Fred Tinsley	104 Blackberry Lane, Brevard 28712	Transylvania County	8/09

Open

This is to certify that documentation is on file to confirm the selection of members named above as representatives of their respective private organizations.  
 A Tripartite Board Member Profile Form is attached for each member of the Board of Directors.

---

 Chairperson, Board of Directors

Representatives of Private Organizations	Name	Address	Organization Represented	Term Expires
	Bob Beabout	28 Tatham Road, Hendersonville 28792	H'ville Daybreak Lions Club	9/06
	Rachel Delk	311 Whitmire Street, Brevard 28712	Four Cs	9/06
	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	9/06
	Jimmie Cantrell	7111 Willow Road, Hendersonville 28739	Etowah Lions Club	8/11
	Molly Parkhill	BRCC, College Drive, Flat Rock 28731	Blue Ridge Community College	9/06
	Linda Weldon	PO Box 6458, Hendersonville 28793-6458	League of Women Voters	9/06

This is to certify that documentation is on file to confirm the selection of members named above as representatives of their respective private organizations. A Tripartite Board Member Profile Form is attached for each member of the Board of Directors.

\_\_\_\_\_  
 Chairperson, Board of Directors

OFFICERS OF THE BOARD OF DIRECTORS

Name	Office	
Susan Grider	Chairperson	Private
Lillie Ricketts	Vice Chairperson	Target
Mike Earle	Secretary	Public
Madeline Royes	Treasurer	Public

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	Madeline Royes, Treasurer *Sarah Heatherly Billy Higgins Jim Lindsey	Public Target Public Private
Head Start Committee	Rodney Lockes Jimmie Cantrell Carson Griffin	Public Private Target
Personnel Committee	*Rachel Delk Fred Tinsley Molly Parkhill Open	Private Public Private Target
Governmental Relations Committee	Bob Beabout* Rodney Locks Jackie Whitmire Robert Danos	Private Public Target Public
By-Law	Linda Weldon Mike Earle Susan Grider Open	Private Public Private Target



---

**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 judgement 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.

March 9, 2006

\_\_\_\_\_  
Signature of Board Chairperson

\_\_\_\_\_  
Susan Grider  
Typed Name of Board Chairperson

\_\_\_\_\_  
Western Carolina Community Action  
Agency

SECTION V. CERTIFICATIONS

Public Hearing

We herein certify that this grant application for fiscal years 2006-2007 funding was presented for review and comment at an open Board meeting on March 9, 2006, and that a public hearing was held on March 13, 2003, for review and comment on the three year cycle of this grant application.

Susan Grider  
Typed Name of Agency Board Chairperson

\_\_\_\_\_  
Signature of Agency Board Chairperson

March 9, 2006  
Date

County Commissioners Review

We herein certify that this application for FY 2006-2007 funding was presented to the Board of County Commissioners for review and comment on \_\_\_\_\_.

Bill Moyer  
Typed Name of Board Chairperson

\_\_\_\_\_  
Signature of Agency Board Chairperson

\_\_\_\_\_  
Date

## 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 in detail 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 April of 2005, the Head Start Department is conducted a community-wide needs survey. We are currently operating under the guidance of a five-year housing (PIA) plan which underwent local public review in April 2005.

**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 build an affordable rental complex in Transylvania County and initiate public transportation in Henderson County in late 2000. (Groundbreaking took place November 2004 and full occupancy of 40 rental units is expected Fall 2006.) 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 (occupied November and December 2005). In early 2006, the Board hired a consultant to assist with our next Strategic Planning process, which is expected to conclude in late 2006.

### 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:

1. low-wage employment and the lack of step-up positions and wages
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. energy efficient 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; quality 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 DSS 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, Medicaid, Crisis Intervention, and WorkFirst offered by DSS. DSS refers to WCCA for Housing, Head Start, Transportation, Liquid Nutrition, and Self-Sufficiency.

In an effort to remove duplication from the county social service system, WCCA transferred emergency services over a three year period (2000-03) to other agencies. 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, 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, Committee on Aging, Child Protection Task Force, and 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 and service providers. Networking with the business community is accomplished best with our attendance at Chamber Morning Updates, Chamber functions, Kiwanis, 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.

#### 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. Research has also demonstrated that adequate stable 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 Nutritional 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.

**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.

**ROMA Goal 5**

Agencies increase their capacity to achieve results

12. *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 2006-2007

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:  220 King Creek Blvd, Hendersonville, NC 28792

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

Executive Director:  David White

Date Submitted:  March 9, 2006

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.

\_\_\_\_\_  
Date of Board or Committee Approval

Susan Grider   
\_\_\_\_\_  
Typed Name of Board Chairperson

\_\_\_\_\_  
Signature of Board Chairperson

March 9, 2006   
\_\_\_\_\_  
Date of Certification

AGENCY STRATEGY FOR ELIMINATING POVERTY  
(Continuation Page)

Strategy \_1\_

Amended Strategy     

Planning Period July 1, 2004 to June 30, 2007

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:

WCCA's experience with CSBG Employment Plus and JTPA have demonstrated 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. In 2004-05 both ESC and CSBG had average hire rates in the \$7.44 - \$7.63 range. This brought only 58% of CSBG participants across the poverty line with a full-time job. 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 and the unemployment rate has dropped to 6.2%, down from 14.1% 12 in December 2003 ago. Plant closings and layoffs have persisted for the past 5 years and the re-employed are working 2-3 jobs at lower wages. From WCCA's perspective, the improving job picture is based in the service section with low-wage or technical training required. Adults without health insurance persists.

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 for the resources available to facilitate the comprehensive services aspect of our program. Other resources available include assistance with job search (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's Housing Dept offers rental vouchers, homeownership, and affordable rentals plus access to housing resources. In 2003, WCCA brought public transit to Henderson County. There are currently three transit routes running in the county and the County's Comprehensive Plan includes expansion. This is in addition to regular work, senior adult, and medical need routes.

(5) Resources Needed:

Child Care subsidies in Transylvania County have historically not been but this is the second year in a row that they have remained frozen. In Henderson, historically long lists of 200-300 at any one time continue. Last month, there were not enough child care vouchers for WorkFirst participants, who have priority.

Living Wage 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.

AGENCY STRATEGY FOR ELIMINATING POVERTY  
(Continuation Page)

Housing. HUD Housing Choice (rental) voucher program has changed from being frozen for 7 months with a wait list of 12-15 months in 2005 to a wait time of less than two months in 2006 due to irradict HUD funding. Historically, nearly 50% of the families that apply cannot find rental units that are priced at Fair Market Rent, despite a soft rental market, however the percentage is dropping because rents are increasing and fewer are within the FMR guidelines. 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. In late 2005, we were able to reinstate the waiver. We are currently in serious need of additional tax-credit/private subsidy 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. Through WCCA's involvement with the Affordable Housing Coalition, there is now an Affordable Housing chapter in the Henderson County's Comprehensive Land Plan. The CCP contains sewer, water, and tax incentives to affordable housing developers as well as a minimum housing code but the Plan is still being developed and not expected to go to Commissioners until late summer 2006.

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 at best. Both counties now have a free medical clinic, open one night per week, for those without any insurance. 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 as well as insurance. In Henderson County, a clinic-based Stokes Dental Clinic, has reorganized and started taking new patients in the Fall of 2005. 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.

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 and the leveraged dollars they generate. 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 and 2005.)

---

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 2006-2007

ONE-YEAR WORK PROGRAM AND BUDGET – FORM 212

One-Year Submission: FY06-07

Amendment \_\_\_\_\_

SECTION I. IDENTIFICATION

Agency Name: Western Carolina Community Action

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

Administrative Office Address: 220 King Creek Blvd, Hendersonville NC 28792

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

Executive Director: David White

Date Submitted: March 9, 2006

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 9, 2006  
Date of Board or Committee Approval

Susan Grider  
Typed Name of Board Chairperson

\_\_\_\_\_  
Signature of Board Chairperson

March 9, 2006  
Date of Certification

GRANTEE ONE-YEAR WORK PROGRAM  
(Continuation page)

One-Year Submission \_FY06-07\_

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

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

(6) OEO Funds Requested for this Project: CSBG: \$ 183,944 OTHER: \$ \_\_\_\_\_

(7) Number Expected to Be Served: CSBG: \_\_\_\_\_ 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

<p>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.</p>		12	24	36	48
<p>A. Notify public about project via brochures, flyers/posters, human service providers, low-income neighborhood networks, etc.</p>	<p>Program Directors Case Workers Family Self-Sufficiency Coord</p>	X	X	X	X
<p>B. Screen at least 200 individuals through an intake procedure designed to determine:</p> <ul style="list-style-type: none"> <li>- income eligibility</li> <li>- employment history</li> <li>- willingness to achieve goal of stability</li> </ul>	<p>Program Directors Case Workers Family SS Coord</p>	50	50	50	50
<p>C. Accept applications, verify income, determine readiness, and sign goal plan.</p>	<p>Case Workers Family SS Coord</p>	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 SS Coord</p>	12	24	36	48
<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"> <li>- job placement</li> <li>- transportation and/or child care</li> <li>- health care and/or health insurance</li> <li>- standard and affordable housing</li> <li>- crisis prevention/ problem solving</li> <li>- budgeting and financial skills</li> <li>- savings for emergencies and assets</li> <li>- community and parent involvements</li> </ul>	<p>Program Directors Case Workers Family SS Coord</p>	X	X	X	X
<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 Case Workers Family SS Coord</p>	X	X	X	X
<p>G. Provide financial assistance to participants to support goal-achievement, i.e.</p> <ul style="list-style-type: none"> <li>- work required clothing or equipment</li> <li>- personal hygiene items, hair cuts, immunizations</li> <li>- public transportation, auto gas, driver's license fee, auto registration, car repair, etc.</li> <li>- education books, fees, supplies, etc.</li> <li>- housing or child care related issues</li> <li>- credit reports</li> </ul>	<p>Program Directors Case Workers Family SS Coord</p>	x	x	x	x



**GRANTEE ONE-YEAR WORK PROGRAM**  
(Continuation page)

Project Name: Self Sufficiency

Project Activities	Position Title	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
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.	Program Directors Case Workers Family SS Coord	X	X	X	X
I. Provide 16 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.)	Program Directors Case Workers Family SS Coord	16	X	X	X
J. Report progress quarterly, year end and nationally	Program Directors Case Workers Family SS Coord	x	x	x	x

AGENCY BUDGET INFORMATION

One-Year: XXX Amendment: 225-B:

Section 1. IDENTIFICATION

Agency Name: Western Carolina Community Action Contract Period: July 1, 2006 - June 30, 2007

SECTION II. CONTRACT SUMMARY

Contract	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contact Amount
CSBG	68,323	20,050	0	88,373
OTHER	95,571 (salary line from below)			95,571

TOTAL OEO CONTRACT AMOUNT \$183,944

ADMIN. SUPPORT:

Program	\$0	Program	\$0
Program	\$0	Program	\$0

SECTION III. BUDGET SUMMARY

(1) OBJECT CATEGORIES	(2) Self-Sufficiency	(3)	(4)	(5)	(6)	(7) TOTALS
Salaries/Wages	0		0	0	0	0
Fringe Benefits	28,193		0	0	0	28,193
Communications	2,815		0	0	0	2,815
Equipment	0		0	0	0	0
Space Cost	20,604		0	0	0	20,604
Travel	5,221		0	0	0	5,221
Supplies/Materials	1,515		0	0	0	1,515
Contractual	1,600		0	0	0	1,600
Client Services	2,575		0	0	0	2,575
Other	5,800		0	0	0	5,800
(8) Total Direct Costs	68,323		0	0	0	68,323
(9) Indirect Costs:						
Percent: 16.2	20,050					20,050
Base: \$ 123764						
(10) TOTALS	88,373		0	0	0	88,373



SECTION IVa. - BUDGET SUPPORT DATA

(23) COST CATEGORY	Self-Sufficiency				TOTAL
<b>FRINGE BENEFITS</b>					
Fringe Benefit Pool 29.5%					0
FICA .0765 x 95571	7,311				7,311
Unemployment Ins @ .0252 X 65360	1,647				1,647
Health Insurance 16.7% x 86801	14,532				14,532
Workers' Compensation .38% (.0038)	363				363
Retirement/Pension .05 x 86801	4,340				4,340
					0
					0
					0
					0
<b>TOTAL FRINGE BENEFITS</b>	28,193	0	0	0	28,193
<b>COMMUNICATIONS</b>					
<b>Telephone/Fax</b>					
Henderson Co office @ \$120/mo	1,440				1,440
Pennsylvania Co office @ \$83/mo	1,000				1,000
Advertising	75				75
					0
<b>Postage</b>					
	300				300
					0
					0
					0
					0
					0
<b>TOTAL COMMUNICATIONS</b>	2,815	0	0	0	2,815







TOTAL AGENCY BUDGET  
AGENCY FISCAL YEAR FY 06-07

Western Carolina Community Action

AGENCY

INDIRECT COST BASE: 610373 Total Direct Costs 8124496 Salaries/Wages \$3,487,843  
INDIRECT COST RATE: 17.5%

BUDGET CATEGORIES	CSBG	CF&N	HEAD START	WIA	SECT. 8	WEATH	HARRP	AGING	FOOD SERVICE	OTHER	TOTAL
Salaries/Wages	95,571	0	1,417,500	0	210,930	80,134	4,773	125,902	36,750	721,755	2,693,315
Fringe Benefits	28,193	0	418,163	0	62,224	23,640	1,408	37,141	10,841	212,918	794,528
Telephone	2,440	0	15,000	0	3,500	1,065	435	600	0	4,000	27,040
Postage	300	0	3,000	0	6,276	160	30	200	0	600	10,566
Equipment	0	0	0	0	0	0	0	0	0	0	0
Rent	15,300	0	122,000	0	18,354	700	125	0	0	25,142	181,621
Utilities	2,280	0	50,000	0	4,055	800	125	0	0	10,000	67,260
Insurance	900	0	35,000	0	2,500	4,500	300	500	500	15,000	59,200
Local Travel	500	0	18,000	0	2,976	0	0	450	0	800	22,726
Out-of-Area Travel	4,721	0	18,000	0	11,632	2,866	0	200	0	7,900	45,319
Supplies/Materials	1,160	0	30,000	0	3,180	46,080	15,000	68,000	127,500	25,500	316,420
Audit	1,600	0	8,000	0	6,975	1,450	500	4,450	750	5,200	28,925
Contractual	0	0	0	0	1,561	0	3,500	0	0	30,000	35,061
Dues/Subscriptions	300	0	1,500	0	2,470	0	0	0	0	1,600	5,870
Printing/Copying	350	0	3,500	0	5,837	250	50	350	0	2,700	13,037
Client Services	2,575	0	28,000	0	2,506,190	0	0	40,000	0	140,000	2,716,765
Other	7,699	0	406,846	0	5,518	10,897	311	14,815	7,429	56,044	509,559
Total Direct Costs	163,889	0	2,574,509	0	2,854,178	172,542	26,557	292,608	183,770	1,259,159	7,527,212
Indirect Costs	20,055	0	321,241	0	47,802	6,429	1,328	28,533	8,328	163,568	597,284
Admin Support	0	0	0	0	0	0	0	0	0	0	0
Total Costs	183,944	0	2,895,750	0	2,901,980	178,971	27,885	321,141	192,098	1,422,727	8,124,496



## 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. The Head Start Policy Council made up of 51% parents is responsible for program quality.

Program Participants:

Participants are encouraged to participate in WCCA Board and its committees, Head Start Policy Council, FSS Program Advisory Committee, and Housing Advisory Committee.

Others:

The remaining membership of the WCCA Board consists of representatives appointed by public elected officials and private community service organizations that change from term to term.

2. *Describe how administrative policies and procedures are monitored by the Board of Directors:*

The Board and committees are responsible for the review and revisions, if necessary, of the following:

1. Administrative policies and procedures
2. Personnel Policies
3. Strategic Plan

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.

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 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. We were denied this level because we did not have 90 days worth of funds in reserve. The Board is now in the process of engaging another consultant to lead our second Strategic Planning process which will address the reserve issues as well as other organizational issues. 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.

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
- revised Personnel Policies

These will be addressed in a new Strategic Planning process beginning in early 2006.

5. 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), change in family income and/or net worth over the savings period, changes in credit score, and leveraged dollars. 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.

4. 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.

5. 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 )	19	158%	53%
2 of 3	(7/1/05 - 6/30/06 )	12		
3 of 3	(7/1/06 - 6/30/07 )	12		
4 of	(7/1/ - 6/30/ )			
5 of	(7/1/ - 6/30/ )			
<b>NUMBER MEETING LONG-RANGE GOAL</b>				
<b>ESTABLISHED LONG-RANGE GOAL</b>				

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.)

Henderson County Case Worker position vacant twice during 2005-06 plus new employees in training resulted in loss of momentum on caseload and results for this year. New employee hired February 9, 2006, will hopefully work out so recruitment can fill the ranks of participants sufficient to achieve results in the last year of this contract.

## **APPENDICES**

- **Cognizant-Approved Indirect Cost Agreement**
- **Cost Allocation Plan**
- **Tripartite Board of Directors Member Profiles**
- **Organizational Chart**
- **Conflict of Interest Policy for Private Not-for-Profit Agencies**
- **Minutes of the public hearing at which application was reviewed and approved**



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Service  
Division of Cost Allocation

Cohen Building-Room 1037  
330 Independence Avenue, S.W.  
Washington, DC 20201  
PHONE: (202)-401-2808  
FAX: (202)-419-3379

January 25, 2005

Mr. David B. White  
Executive Director  
Western Carolina Community Action, Inc.  
526 7th Avenue, E.  
P.O. Box 685  
Hendersonville, NC 28793-

Dear Mr. White:

A copy of an indirect cost Rate Agreement is being faxed to you for signature. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and fax it to me, retaining a copy for your files. Our fax number is (202) 619-3379. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, are required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending 06/30/05, is due in our office by 12/31/05.

Sincerely,

William G. Logan  
Director, Mid-Atlantic Field Office  
Division of Cost Allocation

Enclosures

PLEASE SIGN AND FAX A COPY OF THE RATE AGREEMENT

NONPROFIT RATE AGREEMENT

ORIGINAL

EIN #: 1560846319A1

DATE: January 25, 2005

ORGANIZATION:  
Western Carolina Community Action, Inc.  
526 7th Avenue, E.  
P.O. Box 685  
Hendersonville NC 28793-

FILING REF.: The preceding Agreement was dated June 11, 2002

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES\*

RATE TYPES: FIXED		FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)	
TYPE	EFFECTIVE PERIOD		RATE (%)	LOCATIONS	APPLICABLE TO
	FROM	TO			
FINAL	07/01/01	06/30/02	15.6	All	All Programs
FINAL	07/01/02	06/30/03	15.8	All	All Programs
FINAL	07/01/03	06/30/04	16.2	All	All Programs
PROV.	07/01/04	UNTIL AMENDED	Use same rates and conditions as those cited for fiscal year ending June 30, 2004.		

\*BASE:  
Direct salaries and wages including all fringe benefits.

ORGANIZATION:  
Western Carolina Community Action, Inc.

AGREEMENT DATE: January 25, 2005

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

Fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES:

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the costs of these paid absences.

Fringe benefits include: FICA, Retirement, Life Insurance, Workers' Compensation, Unemployment, and Health Insurance.

In-kind salaries and wages are included in the base.

Equipment means an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of \$500 or more per unit; (\$5,000 or more per unit effective 07/01/03).

TREATMENT OF ADMINISTRATIVE COSTS:

This organization charges all costs direct to a particular final cost objective; i.e., a particular award, project, service, or other direct activities, with the exception of the costs listed below.

1. Salaries & Wages and related fringe benefits

- |                       |                          |
|-----------------------|--------------------------|
| Executive Director    | Finance Director         |
| Receptionists (2)     | Executive Secretary      |
| Accounting Technician | Accounting Clerk         |
| Office Assistant      | Human Resource Assistant |

2. Non labor expenses - administrative only

- |                            |                       |
|----------------------------|-----------------------|
| Travel                     | Dues & Subscriptions  |
| Telephone                  | Space cost            |
| Insurance                  | Professional Services |
| Supplies/Postage/Copy work | Repairs & Maintenance |
| Miscellaneous              |                       |

3. Non labor expenses - all

None

ORGANIZATION:  
Western Carolina Community Action, Inc.

AGREEMENT DATE: January 25, 2005

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been created as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-122 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE ORGANIZATION:

Western Carolina Community Action, Inc.

(ORGANIZATION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

William G. Logan

(NAME)

DIRECTOR, MID-ATLANTIC FIELD OFFICE

DIVISION OF COST ALLOCATION

(TITLE)

January 25, 2005

(DATE) 0338

HHS REPRESENTATIVE: Edward Nwaba

Telephone: (202) 401-2808



WESTERN CAROLINA COMMUNITY ACTION, INC.

COST ALLOCATION PLAN

OF

DIRECT COSTS

## OUTLINE

- I INTRODUCTION
- II SPACE COSTS
- III JANITORIAL
- IV REPAIRS AND MAINTENANCE
- V UTILITIES
- VI TELEPHONE MAINTENANCE AND BASE SERVICE
- VII TRANSYLVANIA COUNTY OPEN LINE
- VIII TRANSYLVANIA WCCA OFFICE BASE AND LONG DISTANCE BASE
- IX INTERNET
- X COST CENTER ALLOCATION

## I. INTRODUCTION

The basis for allocating the direct charges of phone maintenance, phone base, utilities, janitorial, repair and maintenance, space costs, internet, etc. all use common bases such as square footage, number of phone lines, usage, etc.

With the GMS Accounting System we have a supplement call Cost Logs. In Costs Logs, we build master allocation journal entries at the beginning of the fiscal year which we access each month and make changes to the base only if needed. You then enter total costs to be allocated and give the entry a title, general journal batch and entry number. The computer then prints out the distribution log and the general journal entry. By having these master journal entries we do not have to percent out the costs each month, we do not have to reenter repetitive data and it also keeps the charges consistent unless there is good justification for a change.

The next few pages illustrate the allocation method for each costs and the current base.

## II. SPACE COSTS

WCCA owns the building at 526 7th Ave. E. therefore we depreciate the cost of the building and property improvements to the programs based on square footage that they occupy for office space.

Listed below is the current break out for square footage by program. This is revised as programs change locations with in the building. This is done by general journal entry each month.

PROGRAM	ELEMENT	SQUARE FOOTAGE
CSBG/CAPP	3003	457
WRAP AROUND	3090	78
HEAD START ADMIN	3100	166
HEAD START PROGRAM	3131	628
OJT COST CENTER	3350	417
DOE WEATHERIZATION	3472	110
SECTION 8 - SPACE COST	3690	565
SECTION 5311 TRANSPORTATION	3870	273
ADMINISTRATION - IDC	9990	509
TOTAL		3,203

### III. JANITORIAL

We direct charge the janitorial costs to all programs based on the square footage of office space they occupy within the main office building.

Listed below is the current break out for square footage by program. This is revised as programs change locations within the building. This is done by general journal entry each month.

PROGRAM	ELEMENT	SQUARE FOOTAGE
CSBG/CAPP	3003	457
WRAP AROUND	3090	78
HEAD START ADMIN	3100	166
HEAD START PROGRAM	3131	628
OJT COST CENTER	3350	417
DOE WEATHERIZATION	3472	110
SECTION 8 - SPACE COST	3690	565
SECTION 5311 TRANSPORTATION	3870	273
ADMINISTRATION - IDC	9990	509
TOTAL		3,203

#### VII. TRANSYLVANIA COUNTY OPEN LINE

The purpose of the is line is to allow the main office staff to call the Brevard area toll free. The phone number also allow the Brevard area staff and clients to call the main office toll free.

These charges are distributed based on the number of phones in the main office building, the Transylvania County WCCA Office building, the Head Start Centers in the Brevard Area, and the SOS Program phone. We use this in a attempt to charge costs to all potential program users.

Please see current break out by number of phones below. This is changed as phones are added and deleted. This is done by general journal entry each month.

PROGRAM	ELEMENT	PHONES
CSBG/CAPP	3004	4.50
TRANSYLVANIA CO CONGRE	3073	.25
WRAP AROUND	3090	1.50
HEAD START ADMIN	3100	2.25
HEAD START PROGRAM	3131	10.25
OJT COST CENTER	3352	3.25
DOE SUPPORT	3472	1.25
SECTION 8 - TELEPHONE	3699	6.00
SECTION 5311 TRANS	3870	4.50
ADMINISTRATION - IDC	9990	5.25
TOTAL		39.00

VIII. TRANSYLVANIA WCCA OFFICE BASE AND LONG DISTANCE BASE

The WCCA Office in Brevard has a phone base for local service and long distance service. This is charge out to the programs that are delivered at this location.

Please see current break out by number of phones below. This is changed as phones are added and deleted. This is recorded to the accounting system by general journal entry each month.

PROGRAM	ELEMENT	PHONES
CSEB/CAPP	3004	2.00
TRANSYLVANIA CO CONG	3073	.25
OJT COST CENTER	3352	.25
DOE SUPPORT	3472	.25
SECTION 8 - TELEPHONE	3699	2.00
ADMINISTRATION - IDC	9990	.25
TOTAL		5.00

IX. INTERNET

This is a fairly new classification to WCCA. Currently expenses related to the internet, local service provider, phone base local and web page are being charge to the programs that are on line. By 7/1/99 all programs are to be on line here and at the remote locations.

Please see current break out by internet access line. This is charged as more programs access the system. This recorded to the accounting system by general journal entry each month.

PROGRAM	ELEMENT	INTERNET
CSBG\CAPP	3004	3.0
SECTION 8 - TELEPHONE	3699	4.0
SECTION 5311 TRANSPORT	3870	3.0
ADMINISTRATION - IDC	9990	3.0
TOTAL		13.0



## X. COST CENTER ALLOCATION

The GMS Accounting Systems has a supplement that is used to charge direct costs that need to be allocated further to like kind programs. This is called monthly cost center allocation.

The Section 8 Housing Program, CSBG\CAPP Program, JTPA and SOS Programs and Head Start Transportation are all currently using cost centers for allocation of costs.

The program directors help us develop a base for allocating these costs for example Sheryl Fortune, the Housing Director, has us allocate the costs based on the number of Certificates and Vouchers she is budgeted to lease up each month. This percent out to 64% for Certificates and 36% for Vouchers. JTPA is based on the number of clients the program is to place during the fiscal year.

With the cost centers, for example, we would charge all the Section 8 Housing space costs to space cost center 3690. During month end closing there is a step to allocate costs in the cost centers. The computer will then spread her total costs in the space cost center out of the cost center by a transfer code and expense the space costs to the certificate element and voucher element by the same transfer code. You would use the same transfer code so it zeros out when you look at the agency wide revenue and expense report.

We are using the cost centers for a little different reason for the Head Start Program. By charging the drivers time and having an element for each vehicle the Transportation program as well as the Head Start Program are better able to see what it really costs to run the transportation component of Head Start. It is also a valuable tool to determine when a vehicle may need to be replaced because of high repair and maintenance cost. These costs are then allocated to both Head Start and Wrap Around based on attendance.

MONTHLY COST CENTER ALLOCATION POOLS

11/03

WESTERN CAROLINA COMMUNITY ACTION INC.  
 01 Year 2003

Date 02-11-2003  
 Run Date: 02-11-2003  
 Run Time: 11:39:53

Pool element and description	Use	Cr#	Base description
01 3509 7TH AVE PROPERTY MAINTENA	631	631	SQUARE FOOTAGE
02 3149 SUGAR HILL STAFF SUPP/REL	653	653	STAFF/DUTIES/TIME OF DAY
03 3024 HILLVIEW COST CENTER - SH	665	665	ALLOCATED BASED ON % OF SQ FOOTAGE
04 3209 HILLVIEW EARLY HS - MAINT	503	503	ALL TO EHS HILLVIEW
05 3147 SUGAR HILL OCCUPANCY COSTS	662	662	MO/ENR/WA TIME & ATTENDANCE
06 3171 HS VEHICLE EXPENSES & REV	646	646	ALL TO HS ONE LINE ITEM
07 3460 DOE/HARRP SUPPORT COST CE	657	657	DOE/HARRP BUDGETED UNITS
08 3806 CC INFORMATION SPECIALIST	652	652	COMPUTER TERMINALS PER PROGRAM
09 3801 CC INFORMATION SPECIALIST	656	656	COMPUTER TERMINALS PER PROGRAM
10 3960 VEHICLE SUPPLY COST CENTE	596	596	SPLIT BY FLEET OF VEHICLES EQUALLY
11 3134 H CO & ROSMAN HS MAINT SA	503	503	ALL TO H CO & ROSMAN HS
12 3142 CENTRAL OFFICE CONSUMABLE	654	654	SEE PLAN FOR ALLOCATION
13 3135 H CO & ROSMAN HS SUBS SAL	506	506	ALL TO H CO & ROSMAN HS
14 3501 COST CENTER AGENCY SPACE	633	633	SQ FOOTAGE
15 3502 CST CNTR H CO WCCA PHONE	643	643	# OF PHONE LINES @ 7TH AVE BY PROG
16 3503 CST CNTR T CO PHONE OPEN	643	643	# TOTAL PHONE LINE BY PROGRAM
17 3504 CST CNTR T CO WCCA PHONE B	643	643	# PHONE LINES PER PROG @ WCCA T CO
18 3505 CST CNTR H CO WCCA INTERN	643	643	# INTERNET LINES @ 7TH AVE /PROGRAM
19 3506 CST CNTR H CO & T CO UNCL	643	643	# TOTAL PHONE LINES BY PROGRAM
20 3144 HILLVIEW CENTER OCCUPANCY	660	660	SEE THE FORMULA
21 3145 HILLVIEW STAFF OFF CONSUM	661	661	SEE FORMULA #3
3023 HILLVIEW MAINTENANCE SALA	511	511	ALLOCATED BASED ON % OF SQ FOOTAGE
23 3150 CALVARY CENTER CLASSROOM	663	663	SEE THE FORMULA
24 3151 FOSTER CIRCLE CLASSROOM S	663	663	SEE THE FORMULA
25 3152 LINCOLN CIRCLE CLASSROOM	663	663	SEE THE FORMULA
26 3153 HILLENDALE CLASSROOM SUPP	663	663	SEE THE FORMULA
27 3154 TRINITY CENTER CLASSROOM	663	663	SEE THE FORMULA
28 3155 SUGAR HILL 2 (P TAYLOR)CL	663	663	SEE THE FORMULA
29 3156 ROSMAN CENTER CLASSROOM S	663	663	SEE THE FORMULA
30 3157 SUGAR HILL 1 (R PEPPER)CL	663	663	SEE THE FORMULA
31 3139 HILLVIEW MAINTENANCE SALA	503	503	ALL TO HILLVIEW HS
32 3158 CC HOME BASED SUPPLIES	664	664	ALL TO HS PROGRAM
33 3094 HILLVIEW W/A MAINTENANCE	503	503	ALL TO W/A HILLVIEW
34 3195 #25 T CO HS VEHICLE '89 F	646	646	ALL TO HS
35 3196 #26 HS VEHICLE '93 FORD M	646	646	ALL TO HS
36 3198 #28 T CO HS VEHICLE '93 F	646	646	ALL TO HS
37 3091 H CO CENTERS W/A DRIVER T	501	501	ALL TO W/A H CO
38 3133 H CO HS DRIVER SALARY&FRI	501	501	ALL TO HS
39 3206 SUGAR HILL EARLY HS MAINT	503	503	ALL TO EHS SUGAR HILL
40 3205 SUGAR HILL EARLY HEADSTAR	501	501	ALL TO EHS SUGAR HILL
41 3174 #4 HS VEHICLE '93 FORD MI	646	646	ALL TO HS
42 3182 #12 HS VEH '89 FORD SCHO	646	646	ALL TO HS
43 3184 #14 HS VEH '92 CHEVY SCHO	646	646	ALL TO HS
44 3186 #16 HS VEHICLE '95 FORD M	646	646	ALL TO HS
45 3092 H CO W/A MAINTENANCE TIME	503	503	ALL TO W/A H CO

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool: 3091 H CO CENTERS W/A DRIVER TIME  
 The base for this pool is ALL TO W/A H CO

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:43:21

Elem Description	Prj	Base Amt
3090 H CO CENTERS WRAP AROUND PYE	309	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool: 3052 H CO W/A MAINTENANCE TIME  
 The base for this pool is ALL TO W/A H CO

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:44:26

Elem Description	Prj	Base Amt
3090 H CO CENTERS WRAP AROUND PYE	309	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool: 3054 HILLVIEW W/A MAINTENANCE SALARIES@FR  
 The base for this pool is ALL TO W/A HILLVIEW

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:42:54

Elem Description	Prj	Base Amt
3053 W/A HILLVIEW CENTER	309	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:47:21

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3134 H CO & ROSMAN HS MAINT SALARY&FRINGE  
 The base for this pool is ALL TO H CO & ROSMAN HS

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:33:15

Elem Description	Prj	Base Amt
3131 H CO & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3135 H CO & ROSMAN HS SUBS SALARY&FRINGE  
 The base for this pool is ALL TO H CO & ROSMAN HS

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:33:34

Elem Description	Prj	Base Amt
3131 H CO & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3135 HILLVIEW MAINTENANCE SALARY & FRINGE  
 The base for this pool is ALL TO HILLVIEW HS

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:42:37

Elem Description	Prj	Base Amt
3135 HILLVIEW HS PROGRAMMATIC	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.

Date: 01/31/03  
 Run date: 02-11-2003

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3144 HILLVIEW CENTER OCCUPANCY (HS/EHS/WA)  
 The base for this pool is SEE THE FORMULA

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:34:41

Elem Description	Prj	Base Amt
3099 W/A HILLVIEW CENTER	309	20.00
3138 HILLVIEW HS PROGRAMMATIC	310	40.00
3201 HILLVIEW EARLY HEAD START PR	320	40.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3145 HILLVIEW STAFF OFF CONSUMA (HS/EHS/W)  
 The base for this pool is SEE FORMULA #3

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:34:51

Elem Description	Prj	Base Amt
3099 W/A HILLVIEW CENTER	309	7.00
3137 HILLVIEW CENTER HS ADMINISTA	310	23.50
3138 HILLVIEW HS PROGRAMMATIC	310	17.00
3200 HILLVIEW EHS ADMINISTRATION	320	23.50
3201 HILLVIEW EARLY HEAD START PR	320	29.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3147 SUGAR HILL OCCUPANCY COSTS (HS/EHS/WA)  
 The base for this pool is HS/EHS/WA TIME & ATTENDANCE

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:32:27

Elem Description	Prj	Base Amt
3090 H CO CENTERS WRAP AROUND PYE	309	25.00
3131 H CO & ROSMAN HEAD START PRO	310	48.00
3203 SUGAR HILL EARLY HEADSTART A	320	3.75
3204 SUGAR HILL EARLY HEADSTART P	320	23.25
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3148 SUGAR HILL STAFF SUPP/RELATED H/EH/W  
 The base for this pool is STAFF/DUTIES/TIME OF DAY

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:31:46

Elem Description	Prj	Base Amt
3090 H CO CENTERS WRAP AROUND PYE	309	30.00
3131 H CO & ROSMAN HEAD START PRO	310	34.00
3203 SUGAR HILL EARLY HEADSTART A	320	20.00
3204 SUGAR HILL EARLY HEADSTART P	320	16.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3150 CALVARY CENTER CLASSROOM SUPPLIES  
 The base for this pool is SEE THE FORMULA

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:33:07

Elem Description	Prj	Base Amt
3131 H CO & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3151 FOSTER CIRCLE CLASSROOM SUPPLIES  
 The base for this pool is SEE THE FORMULA

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:41:02

Elem Description	Prj	Base Amt
3090 H CO CENTERS WRAP AROUND PYE	309	30.00
3131 H CO & ROSMAN HEAD START PRO	310	70.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3154 TRINITY CENTER CLASSROOM SUPPLIES  
 The base for this pool is SEE THE FORMULA

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:42:05

Elem Description	Prj	Base Amt
3131 H CO & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3153 HILLENDALE CLASSROOM SUPPLIES  
 The base for this pool is SEE THE FORMULA

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:42:02

Elem Description	Prj	Base Amt
3131 H CO & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3152 LINCOLN CIRCLE CLASSROOM SUPPLIES  
 The base for this pool is SEE THE FORMULA

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:41:55

Elem Description	Prj	Base Amt
3090 H CO CENTERS WRAP AROUND PYE	309	30.00
3131 H CO & ROSMAN HEAD START PRO	310	70.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3155 SUGAR HILL 2 (P TAYLOR) CLASS SUPPLIE  
 The base for this pool is SEE THE FORMULA

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:42:17

Elem Description	Prj	Base Amt
3131 H CO & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3156 ROSMAN CENTER CLASSROOM SUPPLIES  
 The base for this pool is SEE THE FORMULA

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:42:25

Elem Description	Prj	Base Amt
3131 H CO & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3157 SUGAR HILL 1 (R PEPPER) CLASS SUPPLIE  
 The base for this pool is SEE THE FORMULA

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:42:33

Elem Description	Prj	Base Amt
3090 H CO CENTERS WRAP AROUND PYE	309	30.00
3131 H CO & ROSMAN HEAD START PRO	310	70.00
Totals		100.00



MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3156 CC HOME BASED SUPPLIES  
 The base for this pool is ALL TO HS PROGRAM

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:42:51

Elem Description	Prj	Base Amt
3131 H CO & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3171 HS VEHICLE EXPENSES & REVENUE  
 The base for this pool is ALL TO HS ONE LINE ITEM

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:32:33

Elem Description	Prj	Base Amt
3131 H CO & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3174 #4 HS VEHICLE '93 FORD MINI-VAN 3522  
 The base for this pool is ALL TO HS

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:43:54

Elem Description	Prj	Base Amt
3131 H CO & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3182 #12 HS VEH '89 FORD SCHOOL BUS 1374  
 The base for this pool is ALL TO HS

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:44:05

Elem Description	Prj	Base Amt
3131 H CO & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3104 #14 HS VEH '92 CHEVY SCHOOL BUS 3530  
 The base for this pool is ALL TO HS

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:44:00

Elem Description	Prj	Base Amt
3131 H CD & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3186 #16 HS VEHICLE '95 FORD MINIVAN 4589  
 The base for this pool is ALL TO HS

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:44:24

Elem Description	Prj	Base Amt
3131 H CD & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3195 #25 T CD HS VEHICLE '89 FORD SCHOOL  
 The base for this pool is ALL TO HS

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:43:03

Elem Description	Prj	Base Amt
3131 H CD & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3196 #26 HS VEHICLE '93 FORD MINIVAN 6644  
 The base for this pool is ALL TO HS

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:43:14

Elem Description	Prj	Base Amt
3131 H CD & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3198 #28 T CD HS VEHICLE '93 FORD MINIVAN  
 The base for this pool is ALL TO HS

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 13:27:19

Elem Description	Prj	Base Amt
3131 H CD & ROSMAN HEAD START PRO	310	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3205 SUGAR HILL EARLY HEADSTART DRIVE SAL  
 The base for this pool is ALL TO EHS SUGAR HILL

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:43:51

Elem Description	Prj	Base Amt
3204 SUGAR HILL EARLY HEADSTART P	320	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3206 SUGAR HILL EARLY HS MAINT SAL&FRINGE  
 The base for this pool is ALL TO EHS SUGAR HILL

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:43:41

Elem Description	Prj	Base Amt
3204 SUGAR HILL EARLY HEADSTART P	320	100.00
Totals		100.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3209 HILLVIEW EARLY HS - MAINT SAL&FRINGE  
 The base for this pool is ALL TO EHS HILLVIEW

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:31:57

Elem Description	Prj	Base Amt
------------------	-----	----------

MOY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3460 DOE/HARRP SUPPORT COST CENTERS  
 The base for this pool is DOE/HARRP BUDGETED UNITS

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:32:41

Elem Description	Prj	Base Amt
3472 DOE SUPPORT #02-1441-48 PYE	347	38.00
3480 HARRP #02-4427-48 SUPPORT PY	348	8.00
Totals		46.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3501 COST CENTER AGENCY SPACE COSTS  
 The base for this pool is SQ FOOTAGE

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:33:43

Elem Description	Prj	Base Amt
3000 CSBG PYE 6/30/03	300	417.00
3090 H CD CENTERS WRAP AROUND PYE	309	35.00
3100 H CD & ROSMAN HEAD START ADM	310	165.00
3131 H CD & ROSMAN HEAD START PRD	310	637.00
3204 SUGAR HILL EARLY HEADSTART P	320	35.00
3472 DOE SUPPORT #02-1441-48 PYE	347	91.00
3480 HARRP #02-4427-48 SUPPORT PY	348	19.00
3692 SECTION 8 VOUCHERS ADMIN 7/0	369	691.50
3870 SECTION 5311 TRANSPORTATION	387	483.00
9990 INDIRECT COSTS	399	630.00
Totals		3203.50

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3502 CST CNTR H CD WCCA PHONE BASE & MAIN  
 The base for this pool is # OF PHONE LINES @ 7TH AVE BY PROG

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:33:50

Elem Description	Prj	Base Amt
3000 CSBG PYE 6/30/03	300	3.00
3090 H CD CENTERS WRAP AROUND PYE	309	0.60
3100 H CD & ROSMAN HEAD START ADM	310	2.55
3131 H CD & ROSMAN HEAD START PRD	310	11.40
3204 SUGAR HILL EARLY HEADSTART P	320	0.45
3472 DOE SUPPORT #02-1441-48 PYE	347	0.82
3480 HARRP #02-4427-48 SUPPORT PY	348	0.17
3692 SECTION 8 VOUCHERS ADMIN 7/0	369	4.00
3870 SECTION 5311 TRANSPORTATION	387	4.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.

Date: 01/31/03

Fiscal Year 2003

Run date: 02-11-2003

Pool 3503 CST CNTR T CO PHONE OPEN LINE

Run time: 12:34:05

The base for this pool is # TOTAL PHONE LINE BY PROGRAM

Elem Description	Prj	Base Amt
3000 CSBG PYE 6/30/03	300	5.00
3073 T CO CONGREGATE 7/1/02-6/30/	307	0.25
3099 H CO CENTERS WRAP AROUND PYE	309	1.25
3099 W/A HILLVIEW CENTER	309	0.40
3100 H CO & ROSMAN HEAD START ADM	310	2.50
3131 H CO & ROSMAN HEAD START PRO	310	11.25
3137 HILLVIEW CENTER HS ADMINISTA	310	0.05
3138 HILLVIEW HS PROGRAMMATIC	310	0.75
3200 HILLVIEW EHS ADMINISTRATION	320	0.05
3201 HILLVIEW EARLY HEAD START PR	320	0.75
3472 DOE SUPPORT #02-1441-48 PYE	347	1.00
3480 HARRP #02-4427-48 SUPPORT PY	348	0.25
3692 SECTION 8 VOUCHERS ADMIN 7/0	369	5.00
3870 SECTION 5311 TRANSPORTATION	387	5.00
9990 INDIRECT COSTS	399	6.50
Totals		40.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.

Date: 01/31/03

Fiscal Year 2003

Run date: 02-11-2003

Pool 3504 CST CNTR T CO WCCA PHONE BSE & INTERN

Run time: 12:34:03

The base for this pool is # PHONE LINES PER PRG @ WCCA T CO

Elem Description	Prj	Base Amt
3000 CSBG PYE 6/30/03	300	2.00
3073 T CO CONGREGATE 7/1/02-6/30/	307	0.25
3099 W/A HILLVIEW CENTER	309	1.75
3137 HILLVIEW CENTER HS ADMINISTA	310	0.25
3138 HILLVIEW HS PROGRAMMATIC	310	3.25
3200 HILLVIEW EHS ADMINISTRATION	320	0.25
3201 HILLVIEW EARLY HEAD START PR	320	4.50
3472 DOE SUPPORT #02-1441-48 PYE	347	0.25
3692 SECTION 8 VOUCHERS ADMIN 7/0	369	1.00
9990 INDIRECT COSTS	399	0.50
Totals		13.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.

Date: 01/31/03

Fiscal Year 2003

Run date: 02-11-2003

Pool 3305 CST CNTR H CO WCCA INTERNET

Run time: 12:34:28

The base for this pool is # INTERNET LINES @ 7TH AVE /PROGRAM

Elem Description	Prj	Base Amt
3000 CSBG PYE 6/30/03	300	3.00
3090 H CO CENTERS WRAP AROUND PYE	309	0.36
3100 H CO & ROSMAN HEAD START ADM	310	1.53
3131 H CO & ROSMAN HEAD START PRD	310	6.04
3204 SUGAR HILL EARLY HEADSTART P	320	0.27
3472 DOE SUPPORT #02-1441-48 PYE	347	0.83
3480 HARRP #02-4427-48 SUPPORT PY	348	0.17
3692 SECTION B VOUCHERS ADMIN 7/0	369	4.00
3870 SECTION 5311 TRANSPORTATION	387	5.00
9990 INDIRECT COSTS	399	8.00
Totals		30.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.

Date: 01/31/03

Fiscal Year 2003

Run date: 02-11-2003

Pool 3306 CST CNTR H CO & T CO UNCLMD LG

Run time: 12:34:35

The base for this pool is # TOTAL PHONE LINES BY PROGRAM

Elem Description	Prj	Base Amt
3000 CSBG PYE 6/30/03	300	5.00
3073 T CO CONGREGATE 7/1/02-6/30/	307	0.25
3090 H CO CENTERS WRAP AROUND PYE	309	1.50
3099 W/A HILLVIEW CENTER	309	0.40
3100 H CO & ROSMAN HEAD START ADM	310	2.75
3131 H CO & ROSMAN HEAD START PRD	310	17.00
3137 HILLVIEW CENTER HS ADMINISTA	310	0.05
3138 HILLVIEW HS PROGRAMMATIC	310	0.75
3200 HILLVIEW EHS ADMINISTRATION	320	0.05
3201 HILLVIEW EARLY HEAD START PR	320	0.75
3203 SUGAR HILL EARLY HEADSTART A	320	0.05
3204 SUGAR HILL EARLY HEADSTART P	320	0.70
3472 DOE SUPPORT #02-1441-48 PYE	347	1.00
3480 HARRP #02-4427-48 SUPPORT PY	348	0.25
3692 SECTION B VOUCHERS ADMIN 7/0	369	5.00
3870 SECTION 5311 TRANSPORTATION	387	5.00
9990 INDIRECT COSTS	399	6.50
Totals		47.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3500 7TH AVE PROPERTY MAINTENANCE SALARY  
 The base for this pool is SQUARE FOOTAGE

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:31:32

Elem Description	Prj	Base Amt
3000 CSBG PYE 6/30/03	300	417.00
3090 H CO CENTERS WRAP AROUND PYE	309	34.75
3100 H CO & ROSMAN HEAD START ADM	310	148.25
3131 H CO & ROSMAN HEAD START PRO	310	652.25
3204 SUGAR HILL EARLY HEADSTART P	320	26.25
3472 DOE SUPPORT #02-1441-4B PYE	347	91.00
3480 HARRP #02-4427-4B SUPPORT PY	348	19.00
3692 SECTION 8 VOUCHERS ADMIN 7/0	369	691.50
3870 SECTION 5311 TRANSPORTATION	387	483.00
9990 INDIRECT COSTS	399	630.00
Totals		3203.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3800 CC INFORMATION SPECIALIST-SALARIES  
 The base for this pool is COMPUTER TERMINALS PER PROGRAM

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 11:32:46

Elem Description	Prj	Base Amt
3000 CSBG PYE 6/30/03	300	4.25
3073 T CD CONGREGATE 7/1/02-6/30/	307	0.75
3090 H CO CENTERS WRAP AROUND PYE	309	2.00
3099 W/A HILLVIEW CENTER	309	0.50
3100 H CO & ROSMAN HEAD START ADM	310	2.00
3131 H CO & ROSMAN HEAD START PRO	310	13.25
3137 HILLVIEW CENTER HS ADMINISTA	310	0.25
3138 HILLVIEW HS PROGRAMMATIC	310	0.75
3200 HILLVIEW EHS ADMINISTRATION	320	0.25
3201 HILLVIEW EARLY HEAD START PR	320	0.75
3203 SUGAR HILL EARLY HEADSTART A	320	0.50
3204 SUGAR HILL EARLY HEADSTART P	320	0.75
3472 DOE SUPPORT #02-1441-4B PYE	347	0.78
3480 HARRP #02-4427-4B SUPPORT PY	348	0.22
3692 SECTION 8 VOUCHERS ADMIN 7/0	369	5.00
3870 SECTION 5311 TRANSPORTATION	387	5.00
9990 INDIRECT COSTS	399	9.00
Totals		46.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.

Date: 01/31/03

Fiscal Year 2003

Run date: 02-11-2003

Pool 3801 CC INFORMATION SPECIALIST - SUPPORT

Run time: 12:32:55

The base for this pool is COMPUTER TERMINALS PER PROGRAM

Elem Description	Prj	Base Amt
3000 CSBG PYE 6/30/03	300	4.25
3073 T CO CONGREGATE 7/1/02-6/30/	307	0.75
3090 H CO CENTERS WRAP AROUND PYE	309	2.00
3099 W/A HILLVIEW CENTER	309	0.50
3100 H CO & ROSMAN HEAD START ADM	310	2.00
3131 H CO & ROSMAN HEAD START PRO	310	13.25
3137 HILLVIEW CENTER HS ADMINISTA	310	0.25
3138 HILLVIEW HS PROGRAMMATIC	310	0.75
3200 HILLVIEW EHS ADMINISTRATION	320	0.25
3201 HILLVIEW EARLY HEAD START PR	320	0.75
3202 SUGAR HILL EARLY HEADSTART A	320	0.50
3204 SUGAR HILL EARLY HEADSTART P	320	0.75
3472 DOE SUPPORT #02-1441-48 PYE	347	0.78
3480 HARRP #02-4427-48 SUPPORT PY	348	0.22
3692 SECTION 8 VOUCHERS ADMIN 7/0	369	5.00
3870 SECTION 5311 TRANSPORTATION	387	5.00
9990 INDIRECT COSTS	399	9.00
Totals		46.00

MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.

Date: 01/31/03

Fiscal Year 2003

Run date: 02-11-2003

Pool 3823 HILLVIEW MAINTENANCE SALARIES

Run time: 12:34:56

The base for this pool is ALLOCATED BASED ON % OF SQ FOOTAGE

Elem Description	Prj	Base Amt
3099 W/A HILLVIEW CENTER	309	15.80
3138 HILLVIEW HS PROGRAMMATIC	310	31.60
3201 HILLVIEW EARLY HEAD START PR	320	31.60
3825 RENTAL BREVARD BLDG - FAMILY	382	13.00
3826 RENTAL HILLVIEW - T CO PATNR	382	0.00
Totals		100.00



MON COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3850 VEHICLE SUPPLY COST CENTER  
 The base for this pool is SPLIT BY FLEET OF VEHICLES EQUALLY

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:33:05

Elem Description	Prj	Base Amt
3131 H CO & ROSMAN HEAD START PRG	310	7.00
3138 HILLVIEW HS PROGRAMMATIC	310	1.00
3197 #27 - SAVANNAH BUS TO HS	317	1.00
3472 DJE SUPPORT #02-1441-48 PYE	347	1.00
3653 #21 2000 DODGE RAM TRUCK (MO)	365	1.00
3692 SECTION 8 VOUCHERS ADMIN 7/0	369	1.00
3912 #2 '98 DODGE VAN HIGHTOP(531	391	1.00
3913 #3 '97 DODGE VAN (W/C)(5311	391	1.00
3915 #5 '99 PLYMOUTH VOYAGER (COR	391	1.00
3917 #7 '94 DODGE VAN 16(b)2	391	1.00
3918 #8 '94 DODGE VAN 16(b)2	391	1.00
3919 #9 '99 DODGE VAN (5311)	391	1.00
3920 #10 '97 DODGE VAN (W/C) (531	391	1.00
3921 #11 '92 FORD TRUCK (CORP)	391	1.00
3925 #15 '96 DODGE VAN HIGHTOP(53	391	1.00
3927 #17 '95 DODGE CONV VAN (5311	391	1.00
3928 #18 '94 DODGE VAN 16(b)2	391	1.00
3930 #20 '00 DODGE WC (5311)	391	1.00
3931 #21 '02 FORD LTV BUS (5311)G	391	1.00
3932 #22 '01 DODGE HIGH TOP VAN(5	391	1.00
3933 #23 '00 DODGE VAN (5311)	391	1.00
3934 #24 '00 GMC SAVANNAH BUS (CO	391	1.00
3939 #29 '94 DODGE VAN 16(b)2	391	1.00
3940 #30 '93 DODGE VAN (5311)	391	1.00
3942 #32 2002 DODGE VAN (5311)	391	1.00
3944 #33 '02 DODGE VAN (5311)	391	1.00
Totals		32.00

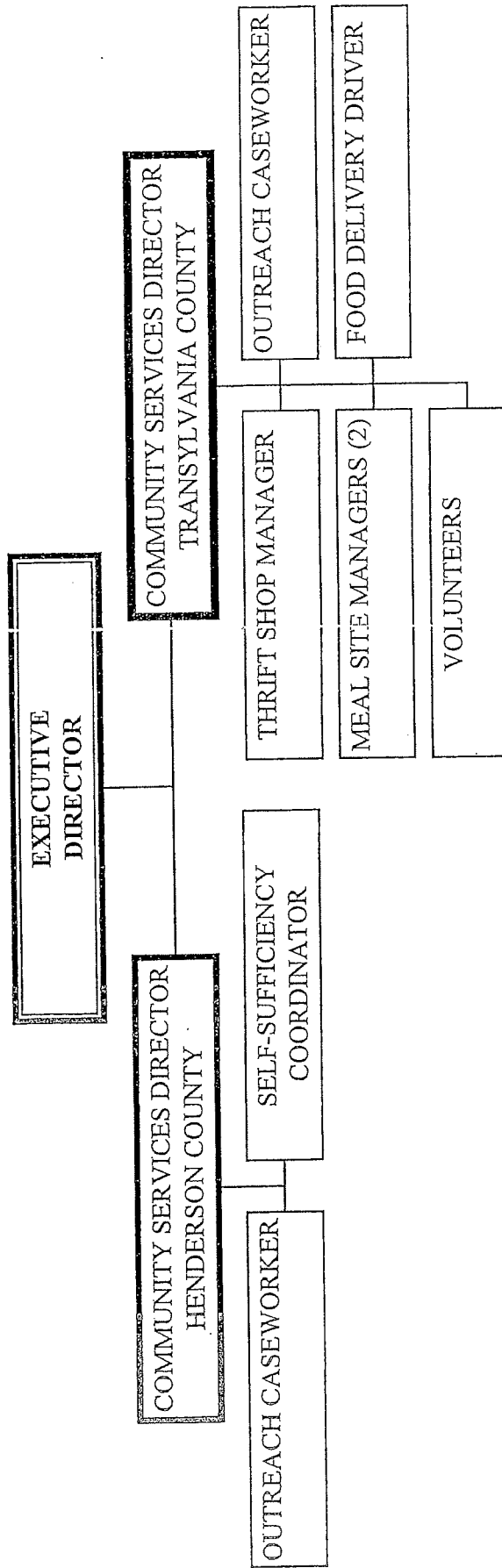
MONTHLY COST CENTER ALLOCATION BASES

WESTERN CAROLINA COMMUNITY ACTION INC.  
 Fiscal Year 2003  
 Pool 3824 HILLVIEW COST CENTER - SHARED COS  
 The base for this pool is ALLOCATED BASED ON % OF SQ FOOTAGE

Date: 01/31/03  
 Run date: 02-11-2003  
 Run time: 12:31:31

Elem Description	Prj	Base Amt
3099 W/A HILLVIEW CENTER	309	15.00
3137 HILLVIEW CENTER HS ADMINISTA	310	2.00
3138 HILLVIEW HS PROGRAMMATIC	310	28.50
3200 HILLVIEW EHS ADMINISTRATION	320	2.00
3201 HILLVIEW EARLY HEAD START PR	320	28.50
3825 RENTAL BREVARD BLDG - FAMILY	382	15.00
3826 RENTAL HILLVIEW - T CO PARTN	382	5.00
Totals		100.00

COMMUNITY SERVICES





### Code of Conduct Policy

It is the policy of Western Carolina Community Action (WCCA) 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, regardless of the size of the benefit. 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 policy 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.

In accordance with 24 CFR 982.161, neither WCCA or any of its contractors or subcontractors may enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during his or her tenure with WCCA or for one year thereafter:

- A. Any present or former member or officer of WCCA (except a participant Board Member);
- B. Any employee of WCCA or any contractor, subcontractor or agent of WCCA who formulates policy or who influences decisions with respect to the programs;
- C. Any public official, member of a governing body, or State or local legislator who exercises functions or responsibilities with respect to WCCA's programs; or
- D. Any member of the Congress of the United States.

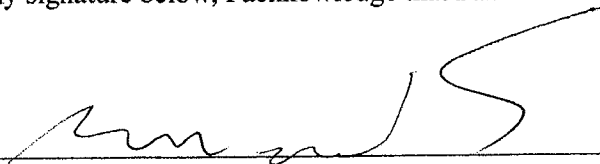
Any member of the classes described in A, B, C, or D, must disclose their interest or prospective interest to WCCA and HUD.

The Conflict of Interest prohibition under this section may be waived by the HUD Field Office upon the request of WCCA for good cause.

No reward, favor, or gift or other form of remuneration having a value of greater than \$25.00 annually 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.

Violations of this Code of Conduct Policy will result in disciplinary action as outlined in WCCA's Personnel Policy or as determined by action of the Executive Director or the Board of Directors

By my signature below, I acknowledge that I am aware of WCCA's Code of Conduct Policy.

  
\_\_\_\_\_  
Signature 9/6/05  
Date

Check one:  Board Member/Officer  Agent  Employee

**WCCA Board of Directors  
March 10, 2005  
Meeting Minutes**

**Board Members Present:** Linda Weldon, Sara Heatherly, Rodney Locks, Rachel Delk, Helen Rout, Mike Earle, Susan Grider, MaryAnne Migan, Jackie Whitmire, Faye Connor, Joe Jardot, Jim Lindsey, Fred Tinsley, Jon Parce, Billy Higgins, Lillie Ricketts

**Board Members Absent:** Molly Parkhill, Carson Griffin, Madeline Royes, Bob Beabout

**Staff Members Present:** Gwen Hill, Pat Malinak, Craig Burroughs, Betty DePina and Autumn Whitesides

Chairperson Helen Rout called the meeting to order at 6:05 p.m. The meeting was held at the Etowah Lions Club. A quorum was established with sixteen members present.

**Announcements**

Chairperson Rout asked for any new announcements. There were no announcements at this time.

**Correspondence**

Chairperson Rout passed the Board Correspondence around the table for review.

**Community Service Block Grant Application Update**

Pat Malinak, Community Services for Henderson County Supervisor, reported on the FY 2005-06 grant application. There was no public hearing this year due to this year's submission being year 2 of 3.

Ms. Malinak reviewed the CSBG memo sent to the WCCA Board of Directors in the March mailing. Ms. Malinak reported on the reduction of funds for the next year. Despite the reduction of funds Community Services has maintained the five positions funded by this grant. However, some of the approved staff time has been cut back.

Ms. Malinak presented the grant application for Board approval. Rodney Locks motioned that the grant application be accepted as presented. Rachel Delk seconded the motion. WCCA Board approved the proposed CSBG application for FY 2005 -06.

Ms. Malinak thanked the WCCA Board members for their continued support with letters and calls to Charles Taylor's office.

**Weatherization Program Update**

Craig Burroughs, Weatherization Supervisor, reviewed the North Carolina Department of Health and Human Services Office of Economic Opportunity report that was passed around to all present Board members. The report from NCDHHS explained WCCA's quarterly program reports and FY 2004 Semi Annual Performance Report for the Weatherization Assistance Program and Heating and Air Repair and Replacement Program for the period July 1, 2004 through December 31, 2004. According to NCDHHS the Weatherization program is meeting expectations for mid-year performance.

WCCA Board of Directors Monthly Meeting  
February 17, 2004

Members Present: Jackie Whitmire, Fred Tinsley, Rodney Lockes, Roy Hudson, John Owen, Helen Rout, Susan Grider, Mike Earle, Rachel Delk, Jon Parce, Bob Beabout, and Faye Connor

Members Absent: Linda Weldon, Jim Lindsey, Michelle Owen, Lillie Ricketts, Madeline Royes, Molly Parkhill and Sylvia Keener

Staff Present: David White, Pat Malinak, Barbara Greene and Gwen Hill

Guest: Billy Higgins, Prospective Board member; Ann Fritschner and Carol Lawrence, Professional Fundraisers

Chairperson Helen Rout called the meeting to order at 6:10 p.m. at the Etowah Lions Club. A quorum was established with twelve members present.

Correspondence

Chairperson Rout distributed the Board correspondence for review. Attached to the correspondence was a cover sheet listing each sender, brief description, and date of each letter.

Announcements

Chairperson Rout welcomed Billy Higgins to the meeting. Mr. Higgins is a prospective new member. His application has been turned in to the City of Hendersonville as a Board representative.

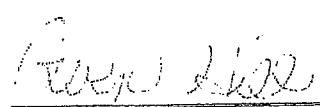
Public Hearing

Pat Malinak opened the floor for a public hearing regarding the Community Services Block Grant Application FY2004-05. The application has been available for public review since January 29, 2004, at the Transylvania County and Hendersonville WCCA offices. An announcement regarding the public viewing and hearing of the grant application was printed in the Hendersonville Times News and the Transylvania Times News. This is a three year performance based contract that changes the focus from employment to self-sufficiency. Participants must be in full time employment to be counted in this grant. The budget is an eight percent reduction from last year's grant.

A summary of the contents of the application was included in the monthly mailing for Board review. A copy of the application was available at the meeting. There were no questions or comments regarding the grant application. A motion to approve the Community Services Block Grant Application was made by Rachel Delk. The motion was seconded by John Owen. The Board voted unanimously to approve the grant as written.

.....  
I certify that the excerpt marked page 1 of 5 of the WCCA Board of Directors Monthly Meeting, held on February 12, 2004 is a true and accurate description of this portion of the meeting.

I record and prepare the Minutes for the WCCA Board of Directors.



---

Gwen Hill, Administrative Assistant to David White, Executive Director

# Local & State

B SECTION | TIMES-NEWS | SUNDAY, JANUARY 29, 2006 | WWW.HENDERSONVILLENEWS.COM

## All aboard



Ramona and Robert Phelps hold antique railroad lanterns Jan. 3 at their home in Lexington.

## Train hosts serve as railroad ambassadors, counselors

BY WILLIAM KRESLER  
*The Dispatch of Lexington*

**W**ith engines roaring, cars rumbling along steel tracks and whistles blowing at regular times, trains punctuate nearly every one's days.

But they have framed the lives of one Lexington couple.

Robert and Ramona Leonard Phelps grew up in the homes of railroad men.

Now retired, they ride on passenger trains as volunteer hosts for the N.C. Department of Transportation.

"We're kind of like their goodwill ambassadors," Ramona Phelps said.

Once a month, the two get up, put on their blue N.C. Train Hosts Association vests and blazers and drive to Salisbury, where at 8:30 a.m. they catch the northbound Carolinian from Charlotte and ride it to Rocky Mount, arriving at 12:51 p.m. After a two-hour layover, they catch the southbound Carolinian from New York City at 3:05 p.m. and return to Salisbury about 7:15 p.m.

Along the way, the Phelps answer passengers' questions about the train and the towns along its route, help school groups find their seats, deliver food from the dining car to handicapped passengers, hold babies while their mothers take restroom breaks and perform other tasks assigned by the conductor.

The two also do some impromptu

counseling. There's an anonymity to riding trains, and many passengers prefer to keep to themselves. Others, however, use the opportunity to open up to people they are unlikely to see again.

One day, a female passenger with a child told Ramona Phelps she was fleeing an abusive husband in New York and needed temporary housing to help start a new life in Charlotte. Phelps told the conductor, who telephoned ahead and found a shelter for victims of domestic violence.

Another day, Robert Phelps struck up a conversation with a Northeastern woman who appeared to be having a hard time. Later, as the woman got off the train in Greensboro, she thanked him for talking with her and changing her day.

"Things like that happen to you on the train, and you feel like you are glad to be in the right place at the right time," said Ramona Phelps, 68.

"That's all the pay we want," said Robert Phelps, 70.

### Railroading family

Robert Phelps' father, Tom Phelps, worked for 54 years in the office of the former Norfolk & Western freight station in Winston-Salem, finishing his career as assistant cashier, and often took his family on special train trips. Robert Phelps fondly recalls one excursion to Washington, D.C., around 1950 to watch the Washington Senators and the New York Yankees play baseball.

"I thought that was the greatest thing in the world — sleeping and eating on the train, riding the train," Phelps said. In the process, he got the train in his blood, he said, adding, "I don't think I can get it out. I don't think I want to get it out."

Ramona Phelps' grandfather, Baxter Leonard, worked for Railway Express, a freight service located at one end of Lexington's since-raided passenger terminal near East First Avenue and Railroad Street. His four sons went to work with him. Ramona can remember accompanying her father, Clyde Leonard, who had spent two years with Southern Railway, back to the terminal after supper when trains came in to unload.

While attending Reeds High School, Robert Phelps would wave at Ramona Leonard's friends from Lexington Senior High when he drove a school bus near town. The two officially met when Darrell Spencer, who worked with Robert, a Baptist, at J.K. Hankins clothing store on North Main Street, brought him to a youth group meeting at Lexington's First Methodist Church, where Ramona's family worshipped.

Like Norfolk & Western and Southern Railway, the two merged (married). They have three sons and four grandchildren. Ramona, who graduated from High Point College, taught school for 32 years, mostly in first grade at Reeds Elementary.

PLEASE SEE HOSTS, 5B

## Award honors nonprofit and client

BY JENNIE JONES GILES  
*Times-News Staff Writer*

Joelle Gunter had three children, one a newborn who almost died at birth, when she found herself homeless and unemployed after a divorce.

Since that time six years ago, Gunter took advantage of many programs offered by Western Carolina Community Action and other nonprofits.

In December, she and WCCA received the Sergeant Shriver Award, a national award given to a community action agency and client for extraordinary achievements.

Gunter took advantage of community resources in a time of need, then returned resources to the community.

She is now a hospice nurse with Transylvania Community Hospital and owns her own home. She is married and has a fourth child.

"The people at WCCA were wonderful," Gunter said. "They are compassionate and caring and never looked down on me."

In May 2000, Gunter received help with her rent through the Section 8 Housing Choice Voucher program, which is managed by WCCA for Henderson and Transylvania counties.

"I lived in a little two bedroom house in Balsam Grove," Gunter said.

She was home schooling and taking care of her three children, Lauren, Lindsey and Joshua.

Gunter received food stamps and Medicaid through the Department of Social Services and help through the home-based Head Start program for the two younger children.

She enrolled in the Out-to-Lunch program, which teaches food stamp recipients how to cook efficiently.

Then she began the self-sufficiency program at WCCA, setting goals for herself and an escrow account in a rent match program to help with future home ownership.

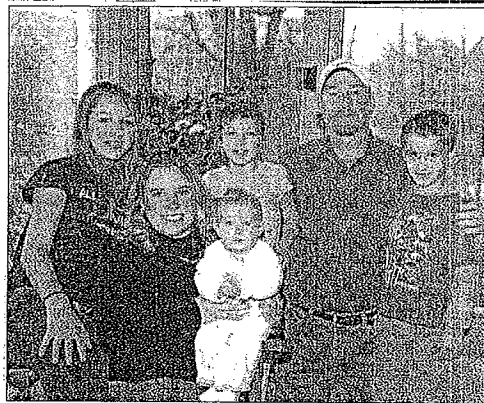
She went back to school, receiving her bachelor's degree in nursing in 2004, from Western Carolina University.

For a few years, she went to school, worked at Transylvania Community Hospital and reared her children. She also received help with child care from Head Start and a child development program.

She took a credit counseling and a homeownership class. In August 2003, she bought a house through the self-sufficiency homeownership program offered by WCCA.

"My church family and family were also such a support in helping me get

PLEASE SEE AWARD, 5B



PATRICK SULLIVAN/TIMES-NEWS

Lauren Nofsinger, 12, Joelle Gunter, Selah Gunter, 6 months, Lindsey Nofsinger, 7, Mark Gunter and Joshua Nofsinger, 6, sit in their Etowah home Saturday.

## Award

*Continued from Page 1B*

back on my feet," Gunter said.

### Homeownership

WCCA began to focus on homeownership after receiving the Assets for Independence grant award in 2001.

"This award was part of a national demonstration project sponsored by the U.S. Office of Community Services to move low-income families from poverty to independence," said Pat Malinak, WCCA program director of community services.

The Family Self-Sufficiency program was established in 1993. The two programs were integrated, Malinak said. In 2004, WCCA began participating in the U.S. Department of Housing and Urban Development's Housing Choice Voucher Homeownership Program.

"Since 2001, we have moved 14 families from poverty to independence with the purchase of homes," Malinak said. "In 2005 alone, seven families achieved homeownership and 10 families achieved mortgage-ready credit."

Those seven families are expected to purchase homes this year.

First Citizens Bank is the program's community sponsor, pledging to provide down payment assistance to participants, matching dollar for dollar up to \$1,000. The Housing Assistance Corp. provides the Homebuyer Education Course.

WCCA focuses on the complex, multiple and varied reasons that plunge families into poverty and crisis.

"We focus on the whole family, not just the credit issue," Malinak said. "The problems are broader than just buying a house. There are reasons why the credit is not good."

"We offer hands-on counseling for all the broader issues," said Sheryl Fortune, WCCA program director of housing.

### At a glance

**What:** Open House WCCA,

Head Start

**When:** 4:30 to 6 p.m.

Tuesday

**Where:** Village of King Creek off U.S. 176

**Entertainment:** African-rooted band Toubab Krewe.

**What will be happening:**

Tour of facilities, refreshments, hors d'oeuvres in Community Room of Head Start center, members of the staff, board and foundation board will answer questions and offer information about programs and upcoming events.

**Information:** 693-1711.

A serious, disabling work injury caused a family to lose their home and forced them into bankruptcy.

"They continued to hold the dream of owning a home," Malinak said.

With the help of WCCA, the family purchased a house four years after bankruptcy.

"These were very motivated people who never gave up their dream," Malinak said.

There are several different programs offered through WCCA to assist with homeownership, Fortune said.

Other WCCA programs include Head Start and Early Head Start, Weatherization, Housing Assistance, Family Self-Sufficiency, Transportation and Senior Services.

There are programs to offer help with credit, education, child care, transportation, job readiness and job training.

"A big barrier is transportation," Malinak said. "Public transit made a huge difference in the ability of people to work and go for interviews."

WCCA also works with other nonprofits in the community when needed.

"Our community partners work together to help a family," Malinak said.

For more information about WCCA, call 693-1711.