

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:**           **March 2, 2009**

**SUBJECT:**                   **WCCA Community Services Block Grant Application**

**ATTACHMENTS:**       **FY 2009-2010 Application for Funding**

**SUMMARY OF REQUEST:**

Attached is the Western Carolina Community Action (WCCA) 2009-2010 Application for Funding for the 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 is a continuing grant that supports WCCA's outreach to low-income residents as well as self-sufficiency, homeownership, and senior adult programs. This grant application represents year 3 of a 3-year cycle. No County funds are required to fund these programs.

**BOARD ACTION REQUESTED:**

Staff recommends that the Board of Commissioners endorses WCCA's FY 2009-2010 Application for Funding and authorize the Chairman to execute the required documents.

**Suggested Motion:**

*I move that the Board endorses this application and authorize the Chairman to execute the required documents.*

February 4, 2009

Steve Wyatt, County Manager  
One Historic Courthouse Square  
Hendersonville, NC 28792

Dear Mr. Wyatt:

Enclosed please find an original copy of our **Community Services Block Grant** application which was approved by the WCCA Board of Directors on January 8, 2009. The application requires review by the Board of County Commissioners with signature of Chair and date on *page ten*. Historically, it has been listed on the Consent Agenda because funds are assigned by formula.

This is a continuing grant that supports WCCA's outreach to low-income residents, including but not limited to self-sufficiency, homeownership, and senior adult programs. This is the third year of a three year cycle so it remains basically the same although we have reduced the targeted number served because of local employment and child care voucher issues. The budget is flat-funded with last year's allocation which is based upon 2000 Census information.

Please call Pat Malinak at 693-1712 x 124 if you decide to put it on the regular agenda, otherwise, when it is complete, call or email and she will pick it up in person. The application is due in Raleigh on March 2, 2008, so we would appreciate if it could be returned to us **by February 23**.

The county's partnership is appreciated!

Sincerely,



David White  
Executive Director  
[david@wcca.net](mailto:david@wcca.net)



Pat Malinak, Program Director  
Community Services Department  
[pmalinak@wcca.net](mailto:pmalinak@wcca.net)

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

**Community Services Block Grant Program**

**FY 2009-2010 Application for Funding  
(July 1, 2009 – June 30, 2010)**

**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: [Zack.Hamlett@ncmail.net](mailto:Zack.Hamlett@ncmail.net)**

**Website: <http://www.ncdhhs.gov/oeo/>**

# N.C. Department of Health and Human Services

## Office of Economic Opportunity

### FY 2009-10 COMMUNITY SERVICES BLOCK GRANT PROGRAM APPLICATION FOR FUNDING

One-Year Submission	<input checked="" type="checkbox"/>
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(Please check one)

Amendment	
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<b>SECTION I. IDENTIFICATION</b>	
Agency Name:	<b>Western Carolina Community Action</b>
Mailing Address:	<b>PO Box 685, Hendersonville, NC 28793-0685</b>
Administrative Office Address:	<b>220 King Creek Blvd, Hendersonville NC 28792</b>
Telephone Number:	<b>828-693-1711</b>
E-Mail Address:	<b><u>david@wcca.net</u> or <u>pmalinak@wcca.net</u></b>
Executive Director:	<b>David White</b>
Date Submitted:	<b>February 24, 2009</b>

<b>SECTION II. CERTIFICATION</b>
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**This application for Community Services Block Grant Program funding contains the following documents which have been reviewed and approved by the grantee Board of Directors or duly appointed Board committee:**

- Certification of Eligibility Documents
- Certification of Board Powers and Composition
- Agency Strategy for Eliminating Poverty
- One-Year Work Program and Budget

January 8, 2009

**Date of Board or Committee Approval**

Madeline Royes

**Typed Name of Board Chairperson**



**Signature of Board Chairperson Date**

CERTIFICATIONS AND ASSURANCES

SECTION I. 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.	<u>X</u>	_____
3. Annual Audit or Schedule of Grantee Receipts and Expenditure Report and Certification and Sworn Statement	<u>X</u>	_____
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.	<u>X</u>	_____
7. Agency Financial Policies and Procedures Manual	<u>X</u>	_____

**SECTION II. CERTIFICATION OF BOARD POWERS AND COMPOSITION**

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

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

Program plans, priorities, approvals, grant proposals, and budget changes may be delegated to the Executive Director except where direct Board action is specifically named or the Board requests direct input.

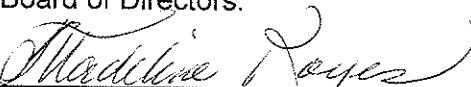
**BOARD MEMBERSHIP**

**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)
Mary Helen Baptist	22 Peace Drive #226, Brevard 28712		Rosenwald	3/2012
Teri DuBois	14 East Sugar Maple Drive, Hendersonville 28739		Section 8 – Henderson Co	1/2013
Stella Ferguson	130 Beverly Avenue, Hendersonville 28792		Barker Heights	3/2012
Jackie Whitmire	1178 Whitmire Road, Brevard 28712		Rosman	10/2009
Martha Lively	2022 Glenheath Drive, Hendersonville 28791		Head Start Policy Council	10/2013
Sarah Sentelle	9 Nature’s Rose Lane, Hendersonville 28792		Head Start Policy Council	11/2014
Heather Boyd	327 Stamey Creek Road, Brevard 28712		Section 8 – Transylvania Co	5/2014

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 or has been previously submitted 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)
Karen Canman	252 Fox Cross Drive, Brevard 28712	Transylvania County	8/2008
Mike Earle	1913 Asheville Hwy, Hendersonville 28791	City of Hendersonville	3/2012
Kelly Johnson	640 North Main Street, Hendersonville 28792	City of Hendersonville	11/2016
Rodney Locks	121 South Rice Street, Brevard 28712	City of Brevard	7/2016
Lynn Marks	511 E Crooked Creek Lane, Hendersonville 28739	Henderson County	9/2008
Madeline Royes	424 S. Walnut Tree Street, Hendersonville 28739	Henderson County	4/2009
Fred Tinsley	104 Blackberry Lane, Brevard 28712	Transylvania County	8/2009

**Representatives of Private Organizations:**

Name:	Address:	Organization Represented:	Term Expires
Rosie Blackwell	177 Holly Springs Drive, Horse Shoe 28742	Henderson Co. Health Dept.	6/2012
Jimmie Cantrell	7111 Willow Road, Hendersonville 28739	Etowah Lions Club	8/2011
Patrick Kennedy	PO Box 2057, Hendersonville 28739-2057	Housing Assistance Corporation	11/2014
Susan Grider	500 Hillview Extension, Brevard 28712	The Family Place of T. County	10/2008
Steve Kirkland	PO Box 487, Hendersonville 28793-0487	United Way of Henderson County	10/2013
Gary Knock	502 Windsor Forest Court, Fletcher 28732	Habitat for Humanity of H County	10/2012
Mike Williams	203 Second Avenue East, Hendersonville 28792	American Red Cross	10/2013

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 or has been previously submitted for each member of the Board of Directors.

  
Chairperson, Board of Directors



**OFFICERS OF THE BOARD OF DIRECTORS**

Name:		Office
Madeline Royes	Target	Chair
Mike Earle	Public	Vice-Chair
Fred Tinsley	Public	Secretary
Jackie Whitmire	Target	Treasurer

**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 and Audit Committee	* Susan Grider, Chair	Private
	Jackie Whitmire, Treasurer	Target
	Teri Du Bois	Target
	Kelly Johnson	Public
	Fred Tinsley	Public
	Rosie Blackwell	Private
Personnel Committee	Mike Williams	Private
	Susan Grider	Private
	Jimmie Cantrell	Private
	Stella Ferguson	Target
	* Fred Tinsley, Chair	Public
Governmental Relations Committee	Mary Baptist	Target
	Gary Knock	Private
	Lynn Marks	Public
	Kelly Johnson	Public
	Mike Earle	Public
	* Rodney Locks, Chair	Public
Head Start	* Martha Lively, Chair	Target
	Madeline Royes	Public
	Steve Kirkland	Private
	Heather Boyd	Target
	Sarah Sentelle	Target

*Currently unassigned:*

Private: Patrick Kennedy

Public: Karen Canman

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**SECTION III. ASSURANCES**


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

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

6. The agency will permit and cooperate with federal and state investigations undertaken pursuant to Section 678D of the Act and state statutes.
7. No person shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under the Community Services Block Grant. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 shall also apply to any such program or activity.
8. **CERTIFICATION REGARDING LOBBYING.** It will ensure that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

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

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

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

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

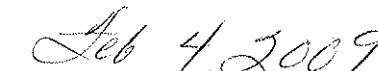
It agrees that the above language will be included in any subawards which contain provisions for children's services and that all subgrantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000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

10. **DRUG FREE WORKPLACE.** It will provide drug free workplaces in accordance with the Drug Free Workplace Act of 1988 of (41 U.S.C. 701) by: (A) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (B) establishing an ongoing drug free awareness program to inform employees about 1) the dangers of drug abuse in the workplace, 2) the grantee's policy of maintaining a drug free workplace, 3) any available drug counseling, rehabilitation, and employee assistance programs, and 4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.; (C) making it a requirement that each employee to be engaged in the performance of grant be given a copy of the statement required by (A) above; (D) notifying employees in the statement required by (A) that, as a condition of employment under the grant the employee will 1) abide by the terms of the statement, and 2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction; (E) notifying the grantor in writing within 10 days after receiving notice under (D)2) from employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant; (F) taking one of the following actions, within 30 calendar days of receiving notice under (D)2), with respect to any employee who is so convicted: 1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended or 2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency; (G) making a good faith effort to continue to maintain

a drug free workplace through implementation of A,B,C,D,E, and F; (H) providing the street address, city, county, state and zip code for the site or sites where the performance of work in connection with the grant will take place. The period covered by the certification extends until all funds under the specific grant have been expended.

11. DEBARMENT. It and its principals (see 24 CFR 24.105(p) 1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (see 24 CFR 24.110) by a Federal department or agency; 2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in 2) above; and 4) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default. Where the grantee is unable to certify to any of the statements in this certification, such grantee shall attach an explanation behind this page.
12. AMERICANS WITH DISABILITIES ACT of 1990 (ADA). It agrees to comply with the ADA, and with requirements contained in applicable Federal regulations, rule and guidelines. In accordance with the ADA we hereby agree to a policy of "nondiscrimination against persons with disabilities" in providing or contracting for the programs listed below. If we find that present services or facilities of those with whom we contract do discriminate against persons with disabilities, we promise to 1) first, to try to remedy the situation; 2) second, to contract with another provider that does not discriminate, or 3) third, if an alternative provider is not available or feasible, to find a comparable service for the disabled person. If the last course 3) is chosen, we shall take steps to ensure that no additional costs are incurred by the person with the disability and that the service is equally effective, affords equal opportunity and was fully integrated, not segregating the person with the disability such that they are in a more restrictive setting than disabled receiving the same service. Should any administrative or judicial forum hold the Department of Health and Human Services liable under any provision of the ADA, then we will be held responsible for reimbursing any damages incurred by the Department of Health and Human Services. We take full responsibility for compliance with all provisions of the ADA and for ensuring compliance with the ADA by any and all programs of services contracted by us.

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

  
 \_\_\_\_\_  
 Date

Madeline Royes  
 Typed Name of Board Chairperson

Western Carolina Community Action  
 Agency

SECTION IV. CERTIFICATIONS

Public Hearing

We herein certify that this grant application for fiscal year 2007-2010 funding was presented for review and comment at a public hearing held on February 8, 2007.

Madeline Royes  
Typed Named of Agency Board Chairperson

*Madeline Royes*

Signature of Agency Board Chairperson

*Feb. 4, 2009*

Date

County Commissioners Review

We herein certify that this application for FY 2009-2010 funding was presented to the Board of County Commissioners for review and comment on \_\_\_\_\_.

William L. Moyer  
Typed Named of County Commissioners 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 was involved in the planning and development of this strategic plan.

**The Poor:** In the fall of 2006, as part of a new strategic planning effort, Board members and clients were surveyed to identify the strengths and weaknesses of WCCA's services, 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 conducted a community-wide needs survey. We are currently operating under the guidance of a five-year housing (PHA) plan which underwent local public review in April 2005.

**The Staff:** During a strategic planning process in 2007, each staff member was asked to complete a survey which was used to identify the strengths and weaknesses of the organization through [www.surveymonkey.com](http://www.surveymonkey.com). Currently, monthly senior staff meetings focus on the strategic activities, goals, and communications. Additionally, Community Services staff, in conjunction with WCCA's Housing Department, 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 and data collection;
- review of all new community assessments about county residents, i.e. United Agenda for Children in 2007, county-wide resident survey coordinated by Designing Our Future in 2000, 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 in 2002 and 2007 resulted in a revision to the mission statement and naming of key initiatives. In between, the Board maintains an updated environmental scan of the low-income community through target members, government and other community organizations in which members are extensively involved. 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 as part of our self-sufficiency programming. 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 December and November 2005, respectively). In 2004, an expansion of our transportation department to include public transit was approved. In early 2006, a Thousand Cranes was hired to facilitate a new Strategic Planning process, which was approved by the Board in April 2007. In response to the Plan, the Board approved another multi-family rental project (16 units) as well as 4 units of special needs housing as part of a multi-faceted workforce housing initiative in Transylvania County, initiating CSBG and IDA/assetbuilding in Polk County, a 54-slot expansion of More-at-Four, and the upgrading of the Silvermont congregate meal site in Transylvania County to a certified senior center to address the growing poverty issues of low- and fixed income seniors.

**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 (originating in 1966), 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 living wages, estimated at \$13.64/hour.
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, including financial
6. rural transportation; isolation, inaccessibility to resources
7. changes or disruptions in family composition/structure
8. inadequate budget, resource, and financial management skill
9. access to health and dental care; quality mental health care

**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 as adults. With a chronic 30% dropout rate, a high illiteracy rate, poor earning potential in the counties we serve, no options for teen housing outside the home, high parental addiction rates, etc., teens from low-income families with multiple issues are hard-pressed to be motivated to taking a positive view.

WCCA has been directly involved with youth through Head Start, More-At-Four, the IDA program where youth are included in financial workshops, a United Way funded program to bring the Dime-A-Saurus money management program to first – third graders in Transylvania County, and the Homeless Youth Coalition in Henderson County. All involvements make efforts to address needs and encourage stretching of programs to coordinate to meet needs.

**4. Describe how your agency plans to make more effective use of, and to coordinate with, other programs (including State welfare reform efforts).**

See #3, #4, #6, #7, WCCA staff works with the DSS in three 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, and Liquid Nutrition. Over the past four years, DSS cases are presenting greater challenges to the community with more mental health and addiction based issues so that referrals to WCCA's Self-Sufficiency program have diminished in favor of FaithLink family mentoring. Capacity, staff knowledge, structured environs, etc. severely limited the resources available for this population. We work with the domestic violence shelter's residents (Mainstay) in the transitional unit. We are also discussing an Independent Living partnership for 15 – 22 year old fostered young adults with DSS in Polk County as part of CSBG programming.

Since transferring emergency services to other community agencies from 2000-03, our efforts are now more focused on crisis prevention and bridging the gap between dependency and self-sufficiency.

In both counties, local funding sources have provided funds for us to offer supplemental opportunities for our low-income participants to stretch their income with Grow-Your-Own-Garden supplies, FLEX Fund, Manna Food produce deliveries, and My Sister's Closet/Sharing House. 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 fifth year of operation, and two congregate meal sites in Transylvania County, one meal site is currently being expanded to bring community-based resources to offer a senior center approach to keeping seniors independent and connected. Individual

Development Accounts have been introduced in Henderson, Polk, and Transylvania Counties to assist households trying to escape poverty. The first Assets for Independence Act grant was closed September 2006 with 4 homeowners, 1 business owner, and 5 educations. A second AFIA grant has been extended until September 2009; a third and fourth grant through NCDOL will make this program available until 2013. To date, this resource has produced 2 business owners, 5 students, and 5 homebuyers for our communities.

To maintain coordinated services and efficient service delivery, WCCA staff maintains a regular presence at Emergency and Community Care Coalition, Hunger Coalition, Emergency Food and Shelter Program (EFSP) Board, FaithLink, and Affordable Housing Coalition in Henderson and Transylvania Counties. 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 area 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, and American Business Women's Association. Through the Human Relations Council and Latino Advocacy Coalition, we maintain our relationships with minorities. For the past two years we have been a field placement site for USC MSW macro students. On a statewide basis, we are active in the North Carolina Community Action Partnership, the NC Asset-building 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, web based applications or a home visit are 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 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 an applicant 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 in goal setting and achievement are considered project participants. Follow-up contacts allow case workers the opportunity to counsel, motivate, encourage empowerment, and support participants when needs change and barriers persist in their efforts to become independent and self-sufficient through employment. The concept of "success meetings" with participants and community professionals have been introduced but are seldom needed because telephone coordination remains fruitful.

When it is determined that employment, child care, transportation, and housing are stable, participants are alerted to opportunities in HUD's Family Self Sufficiency program with escrow accounts and/or SavingsPlus, our IDA savings match program. As part of this comprehensive approach, the Family Self-Sufficiency Coordinator or Homeownership Coordinator is available. Financial literacy has become a stronger component of this program since 2002 because no matter the outcome, these tools serve participants well in the future. A Savvy Financial Consumer certificate is offered for 18 hours of financial workshops in our attempt to promote positive decision-making.

### **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 #1, #3, #4, #6, #7 above. Private and public sector involvement is demonstrated by participation daily through WCCA programs. Board and staff participation on community committees, panel discussions and at community meetings, including Kiwanis and Chamber of Commerce, also widens our ability to engage resources when needed.



We have many avenues to seek advice and support from the private and public sectors as well as request donation of goods, services and materials for agency programs. Volunteers serve a number of agency programs; 23,867 hours in 2006-07. Collaborating for participant success also involves the NC Cooperative Extension Agency, OnTrack (Consumer Credit Counseling), Housing Assistance Corporation, Mountain BizWorks, 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.

<b>ROMA Goals 2, 4 and 6</b>
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, reliable and safe child care, adequate education or skill training, increasing income, proper nutrition, health care, parenting skills, self-reliance, and protecting this basic life style with asset purchase. Knowledge of community resources and services is also critical to problem-solving, advocating for self, and sustaining self-sufficiency once achieved. We refer clients to agencies such as The Family Place, Children’s Center, Healing Place, 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 from 2004-2006 to reach and enhance services to fathers. This initiative has now been incorporated into a staff member’s responsibilities. 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 and strengthen families.

<b>ROMA Goals 5 and 6</b>
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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 in to remove duplication from the Henderson and Transylvania County social service systems, WCCA relinquished all emergency services from 2000-03. Local funding sources have provided the funds for us to continue providing, Grow-Your-Own-Garden supplies (30 families), financial workshops, Fans for Seniors (103 households), FLEX Fund, and Liquid Nutritional for senior adults in medical need. WCCA operates three programs to counteract conditions of starvation and malnutrition on a daily basis among low-income elderly person---congregate

meal sites (2), home-delivered meals, and (3) liquid nutrition. For over 30 years, we have operated two Congregate Meal Sites, one in downtown Brevard and one in a very rural area 15 miles west of Brevard. We serve approximately 100 persons each year with a hot midday meal and social activities. We also operate a home delivered meals program from our rural site, serving 20 clients per day. This meal provides not only nourishment, but a visit from someone other than their family. The meals are delivered by volunteers. For the elderly who are unable to tolerate solid food and cannot participate in the other two nutrition programs because of poor health, we operate the Ensure and Glucerna (for diabetics) liquid supplement. During severe winter weather when the sites are closed, emergency boxed meals are available to the congregate and home delivered clients.

Although demand for food continues to test the resources in three counties, the communities we serve are well aware of food needs through the vigilant efforts of Meals on Wheels, WCCA’s Home Delivered Meals, locally funded and federally funded meal sites, Liquid Nutrition, Interfaith Assistance Ministry, local church pantries, Salvation Army, Angel Food Ministries, Commodity Food, Food Stamps, Second Harvest, Manna Food Bank deliveries, 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. All these programs cooperate to fill the need.

**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 help participants achieve a healthy interdependence. Participants with needs that WCCA does not cover are referred to partner agencies. Examples: 1) 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 “Jump Start” course focusing on issues such as appropriate dress, punctuality, office demeanor, personal hygiene, interview techniques, resume writing, problem-solving, what to do with your money, etc. WIA resources are found at JobLink and our self sufficiency staff works closely with them when participants are shared.

**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 all three counties operate the Emergency Energy Crisis Intervention Program (EE-CIP) and LIHEAP. In Henderson County, EA/CIP is outsourced 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 who can serve low-income residents. 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, Emergency Coalition, EFSP, Community Care Coordinating Committee, and Blue Ridge Literacy.

See #8. Since Transylvania County is forecasted to have the largest percentage of senior population of any county in NC by 2020, WCCA began working in 2007 with partners to create a full-service senior center with our Silvermont meal site as its core. Programming is presented by partners, i.e. Pisgah Legal Services may on the importance of making a will/living will, the Health Department designates one meal site for flu and pneumonia shots each fall and 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 and the mobile mammogram unit annually schedules a stop at the Quebec site. In addition, over 60 volunteers from local bands and singers come and entertain the seniors with songs from decades ago with which they can identify, teach Tango, computer Keyboarding, etc. A “volunteer station” for Senior Companions is also located here.

On July 1, 2008, WCCA officially started self sufficiency and assetbuilding programming in Polk County at the invitation of the Polk County Manager and DSS. We are applying our historical models of community engagement and “pathways out of poverty” to new partnerships in this county. Participation is growing as word spreads and TANF recipients and DSS workers learn the benefits of cooperation. We are housed in an office at DSS in Tryon.

**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 #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/crisis to sustainability/stability
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 and self-advocate
6. Gain budget control and improved financial skills
7. Save in emergency funds, NCSaves accounts, 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.**

WCCA’s 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, personal accountability, and self-confidence along with raising income above the poverty guidelines for the families we serve. Year round we disseminate information about tax credits--- Earned Income, Child Care and Child, Retirement Savings, education plus free tax preparation assistance and free financial literacy workshops. As tax time approaches we display posters for free tax prep in all three counties.

**ROMA Goals 1 and 5:**

Low-Income People Become More Self-Sufficient

Agencies increase their capacity to achieve results

**14. Describe activities that your agency has undertaken or plans to undertake to establish a pool of unrestricted funds to further the agency’s mission and reduce dependency on government funding.**

In 2006, a Public Outreach department was created and, in 2007, a WCCA Foundation Board was created to develop an annual fund development plan and execute it. To date, this effort is self-sustaining and has been able to raise money for special initiatives like a new wheel chair bus for the transportation department.

**ROMA Goal 5:**

Agencies increase their capacity to achieve results

**15. Describe your agency’s method for identifying and contracting with service providers for various services inclusive of but not limited to audit services, equipment/space rentals, personnel services, etc.**

See Accounting/Fiscal Manual, Pages 13-15, Purchasing, and Pages 16-18, Procurement: Bids and Quotations.

Audit services are contracted with Dixon Hughes, temporary personnel are contracted per situation as are equipment and space rentals.

Last year we had more than 92 partners supporting our work with neighbors, residents, and participants. Most of these are informal where service providers and businesses contribute to making low-income people more self sufficient, improve the conditions in which low-income people live, expand our capacities, strengthen and coordinate support systems.

We currently have formal MOUs with NC Head Start – State Collaboration, NC HHS Children’s Developmental Services, Park Ridge Hospital’s PREP (Preschoolers Reaching Educational Potential), UNC-CH, Henderson County Public Schools, Blue Ridge Community Health Services, DSS Child Protective Services, Blue Ridge Literacy Council, Project Challenge NC, Transylvania County Public Schools, Sylvan Valley Counseling Services, NC Cooperative Extension Service, Baby Love Program, The Family Place, Transylvania County Health Department, USC, Habitat for Humanity, Benchmark, Community Action Opportunities, First Citizens Bank, and Royal Bank of Canada (RBC-USA).

N.C. Department of Health and Human Services  
Office of Economic Opportunity  
Community Services Block Grant Program  
FY 2009-2010

**AGENCY STRATEGY FOR ELIMINATING POVERTY – FORM 210**

**Strategy** 1 **Amended Strategy**  
**Planning Period** July 1, 2007 **to** June 30, 2010

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

(1) Poverty Cause Name Inability to gain 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. Hire rates have remained basically flat from 2005-06 (\$8.15) to 2006-07 (\$8.76) to 2007-08 (\$8.48). This brought only 17% (2005-06), 38% (2006-07) and 24% (2007-08) of CSBG participants across the poverty line with full-time jobs. NC ESC statistics (2007) reveal that 28% of Henderson County's workforce earns less than \$10/hour, the median full-time earnings are \$27,912. In Transylvania County, the median earned income is \$26,467. This stabilizes a family but does not necessarily bring them above the FPL based on family size. NC Justice reported this year that NC earnings growth has slightly decreased since the last recession in 1990s indicating that the entire state has not benefited from national growth and prosperity. Plant closings and layoffs have persisted here for the past 6 years and the re-employed are working 2-3 jobs at lower wages. Now with the recession, even those jobs are scarce. Unemployment rates in December 2008 were: Henderson 6.7%, Polk 7.1%, and Transylvania 7.4%; all are expected to climb in 2009. Complicating this is the lack of child care vouchers, now going into the sixth year, making single parents' options limited to part-time day work. Employment options for escaping poverty are at the mercy of economics here and work supports difficult to obtain. Even in good times living wage jobs are scarce along with the training to qualify for them.

Recent surveys conducted by WCCA and the community continue to identify barriers to creating stability for families: maintaining long-term, full-time employment, earning a living wage, transportation, affordable child care, after hours or 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 and El Centro continues to battle employment issues in behalf of migrant and Hispanic workers.

(3) Priority Number 1

**SECTION II. RESOURCE ANALYSIS (Use additional sheets if necessary)**

(4) Resources Available:

JobLink one-stop shop: WIA, assistance with job search, etc.

Employment Security Office, although ESC only knows about 15 – 20% of all job available

Job skill training at Blue Ridge and AB-Tech community colleges

Schenck Job Corp center offers a residential program with specific training---welding, plumbing,

automotive, culinary and nursing. A family atmosphere along with a food plan and recreation are a plus.

See #3 – 11 for the resources available to facilitate the comprehensive services aspect of WCCA's program.

Collaboration with agencies such as OnTrack (Consumer Credit Counseling) and NC Extension Service are productive and make it possible for financial workshops to be held twice per year on a semester basis. In Transylvania County, the County funded Manage Your Money workshops there in 2004; United Way paid in 2003 and 2005. 2006-2008 UW sponsored Dime-A-Saurus to teach children about money in grades 3-4. Smart Consumer workshops are being underwritten by NCCES, Insurance is taught by a volunteer insurance agent, and Manage Your Money is supported by CSBG self-sufficiency program dollars. Other workshops are taught by self-sufficiency staff. Due to high gas prices we use a location "in between" so that workshops are now consolidated with greater attendance, more interaction and livelier discussions.

## (5) Resources Needed:

**Child Care subsidies** have remained frozen or with limited availability for the sixth year in a row. Single parents are restricted to the number of hours they can work because of lack of child care vouchers and insufficient funds to pay for after school programs.

**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 to expand their workforce. Attracting companies with jobs in the \$14 – 18/hour range 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 pursuing "eco-based" businesses which would consider the mountains a corporate asset. Over the last five 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. New minimum wage law will have little effect here because finding reliable service workers has pushed hire rates into the \$7-9 dollar range. The assumption might be that the crackdown on immigrants would put upward pressure on hiring rates, if not for recession.

**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 the summer of 2006, and now there is a 15+ month wait due to erratic HUD funding, formula changes, and increased FMR. Historically, nearly 50% of the families that apply cannot find rental units that are priced at a Fair Market Rent so WCCA advocated for a revision, which we received. The current rental market is tight because units are being torn down or converted to \$300,000+ condominiums so even fewer are within the FMR guidelines and what is left are in marginal condition. Affordable housing to rent or purchase is a serious problem in the three counties we serve. Finding stock for our low-income homebuyers continues to be difficult. We are currently in serious need of additional tax-credit/private subsidy rental complexes, as well as subsidized rentals for seniors. Turnover is minimal in these units and the senior complex which opened in 2008 is fully leased with wait list. Another new one is scheduled for completion in 2011. English Hills, a 40 unit multi-family complex, developed by WCCA, filled in 4 months in 2007. Housing prices were up about 60% in just the last two years but have dropped slightly with tightening credit crunch. We are looking for private builders to develop mixed-income or affordable housing because of high demand from service economy workers as well the workforce earning less than \$40,000 per year. Even non-profit developers are struggling with bringing in housing at affordable levels without cooperation from local government for waivers or fee discounts. Housing Assistance Corporation has raised their Self-Help housing income eligibility to \$20,000 per year. 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 and was finally ratified by Commissioners in late 2007 without a housing ordinance.

**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 exists. 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.

**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.

**AGENCY STRATEGY FOR ELIMINATING POVERTY – FORM 210****(Continuation Page)****Poverty Cause Name: Inability to gain and maintain employment at a living wage**

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**SECTION III. GOAL AND STRATEGY**

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**(6) Long-Range Goal:**

To move 18 no- or low-income families above the federal poverty income level by June 30, 2010.

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

To provide comprehensive services to 90 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, NCSaves accounts, HUD escrow, or Individual Development Accounts
- \*8. Encouraging community and parent involvement

**AGENCY BUDGET INFORMATION**

One-Year: **XXX** Amendment: **225-B:**

**Section 1. IDENTIFICATION**

Agency Name: **Western Carolina Community Action**

Contract Period: **July 1, 2009 - June 30, 2010**

**SECTION II. CONTRACT SUMMARY**

Contract	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contact Amount
CSBG	201,932	18,312	0	220,244
OTHER				0
<b>TOTAL OEO CONTRACT AMOUNT</b>				<b>\$220,244</b>

**ADMIN. SUPPORT:**

Program	\$0	Program	\$0	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	80,484	0	0	0	0	80,484
Fringe Benefits	24,153	0	0	0	0	24,153
Communications	2,675	0	0	0	0	2,675
Equipment	0	0	0	0	0	0
Space Cost	28,020	0	0	0	0	28,020
Travel	3,020	0	0	0	0	3,020
Supplies/Materials	1,950	0	0	0	0	1,950
Contractual	1,600	0	0	0	0	1,600
Client Services	1,855	0	0	0	0	1,855
Other	58,175	0	0	0	0	58,175
(8) Total Direct Costs	201,932	0	0	0	0	201,932
(9) Indirect Costs: Percent: 17.5 %	18,312					18,312
Base : salary + fringe \$104637						
(10) TOTALS	220,244	0	0	0	0	220,244





**SECTION IVa. - BUDGET SUPPORT DATA**

(23) COST CATEGORY	Self Sufficiency					TOTAL
<b>FRINGE BENEFITS</b>						
Fringe Benefit Pool 30%						0
FICA .0765 x \$80,484	6,157					6,157
Unemployment Ins @.0095 x 80484	765					765
Workers Comp .0043 x 80484	346					346
Health Ins 15.98 % x 80484	12,861					12,861
Retirement .05 x 80484	4,024					4,024
						0
						0
						0
<b>TOTAL FRINGE BENEFITS</b>	24,153	0	0	0	0	24,153
<b>COMMUNICATIONS</b>						
<b>Telephone/Fax Internet</b>						0
Henderson Co office @ \$170.83 x 12	2,050					2,050
Polk Co office @ \$30 x 12	360					360
Advertising/Personnel Recruitment	40					40
						0
<b>Postage</b>	225					225
						0
						0
						0
						0
<b>TOTAL COMMUNICATIONS</b>	2,675	0	0	0	0	2,675



**SECTION IVc - BUDGET SUPPORT DATA**

(25) COST CATEGORY	Self Sufficiency					TOTAL
<b>SPACE COST</b>						
Rent \$2200 per month - \$330 (15%) to Admin	22,440					22,440
Utilities \$170/mo	2,040					2,040
Maintenance and Repair \$60/mo	720					720
Insurance \$110/mo	1,320					1,320
Depreciation \$125/mo	1,500					1,500
						0
<b>Other (Specify)</b>						0
						0
<b>TOTAL SPACE COSTS</b>	28,020	0	0	0	0	28,020
<b>TRAVEL</b>						
Local travel (5 emp, 34 mi/mo, 12 mos, .505/mi)	1,020					1,020
Out of Area (perdiem, lodging, trans, etc.)	2,000					2,000
NCCAA, NCAHC, asset-building, etc.						0
						0
						0
<b>TOTAL TRAVEL</b>	3,020	0	0	0	0	3,020
<b>SUPPLIES/MATERIALS</b>						
Copying 1200 pieces/mo x .07	750					750
Office Supplies (with new Polk Co office) printer, supplies, etc.	1,200					1,200
						0
<b>TOTAL SUPPLIES/MATERIALS</b>	1,950	0	0	0	0	1,950

11/07

**SECTION IVd. - BUDGET SUPPORT DATA**

(26) COST CATEGORY	Self Sufficiency					TOTAL
<b>CONTRACTUAL</b>						
Audit Per Cost Allocation Plan)						0
Other (specify)      Audit 7.15%	1,600					1,600
						0
						0
						0
<b>TOTAL CONTRACTUAL</b>	1,600	0	0	0	0	1,600
<b>CLIENT SERVICES</b>						
Work Assistance and achievements	1,500					1,500
Group meetings (8/yr x \$15); Financial Workshops	120					120
Program/Training supplies	150					150
Vehicle usage for transporting clients to workshops, etc.	85					85
						0
						0
<b>TOTAL CLIENT SERVICES</b>	1,855	0	0	0	0	1,855
<b>OTHER</b>						
LAN + MIS	4,250					4,250
Staff Training and Meeting Registrations (4 @500)	2,000					2,000
Subscriptions, Memberships (NCCAA, NCAHC, etc.)	300					300
AR4CA software	1,500					1,500
Community Coord Services - Transylvania County	50,125					50,125
						0
						0
<b>TOTAL OTHER</b>	58,175	0	0	0	0	58,175

## TOTAL AGENCY BUDGET

AGENCY FISCAL YEAR July 1, 2008 - June 30, 2009

AGENCY

Western Carolina Community Action

Please check one											
INDIRECT COST BASE:	Total Direct Costs			Salaries/Wages			XXX	Salaries/Fringes			
INDIRECT COST RATE:	17.5%										
BUDGET CATEGORIES	CSBG	FEMA	HEAD START	WIA	SECT. 8	WEATH	HARRP	AGING	FOOD SERVICE	OTHER	TOTAL
Salaries/Wages	80,484	0	1,273,257	0	203,477	57,374	0	144,738	44,290	946,325	2,749,945
Fringe Benefits	24,153	0	369,245	0	59,008	16,638	0	41,974	12,844	274,435	798,297
Telephone	2,410	0	11,500	0	5,000	2,000	400	200	0	10,075	31,585
Postage	225	0	600	0	5,712	300	60	120	0	1,957	8,974
Equipment	0	0	0	0	0	0	0	0	0	5,000	5,000
Rent	24,660	0	191,234	0	0	3,500	810	120	0	94,500	314,824
Utilities	2,040	0	15,850	0	2,900	1,000	500	0	0	18,850	41,140
Insurance	1,320	0	12,000	0	1,200	4,000	0	300	0	23,127	41,947
Local Travel	1,020	0	20,800	0	800	25	25	700	6,250	6,420	36,040
Out-of-Area Travel	4,000	0	23,350	0	2,000	3,750	0	0	5,500	16,492	55,092
Supplies/Materials	1,200	0	36,000	0	4,500	25	25	1,200	6,000	35,900	84,850
Audit	1,600	0	5,100	0	3,500	2,000	0	4,000	800	4,360	21,360
Contractual	0	0	7,500	0	1,500	4,000	6,000	0	0	700	19,700
Dues/Subscriptions	300	0	2,900	0	2,000	0	0	0	0	2,800	8,000
Printing/Copying	750	0	6,000	0	6,400	275	50	525	0	4,600	18,600
Client Services	1,855	0	2,700	0	2,886,300	39,950	30,190	114,003	98,880	209,771	3,383,649
Other	55,915	0	145,152	0	36,469	6,743	581	20,590	3,877	87,594	356,921
Total Direct Costs	201,932	0	2,123,188	0	3,220,766	141,580	38,641	328,470	178,441	1,742,906	7,975,924
Indirect Costs	18,312	0	287,438	0	45,935	12,952	0	32,675	9,998	213,635	620,945
Admin Support	0	0	0	0	0	0	0	0	0	0	0
Total Costs	220,244	0	2,410,626	0	3,266,701	154,532	38,641	361,145	188,439	1,956,541	8,596,869

N.C. Department of Health and Human Services  
 Office of Economic Opportunity  
 Community Services Block Grant Program  
 FY 2009-10

**A. ONE-YEAR WORK PROGRAM AND BUDGET – FORM 212**

**One-Year Submission**      **X**      **Amendment**

**SECTION I. PROJECT IDENTIFICATION**

1. Project Name:	Self Sufficiency						
2. Poverty Cause Name:	Inability to gain and maintain employment at a living wage						
3. Long-Range Goal:	To move 18 no- or low-income families above poverty income level by June 30, 2010.						
4. Selected Strategy:	To provide comprehensive services to 90 no- or low-income families/households designed to remove them from poverty.						
5. Project Period:	7/1/2007	To	6/30/2010	Plan Year	3	of	3
6. OEO Funds Requested for this Project:	CSBG:	\$220,244	OTHER:				
7. Number Expected to Be Served:	CSBG:	30	OTHER:				
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							6
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							

**SECTION II. PROJECT DESCRIPTION**

Project One-Year Objective And Activities	Position Title	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
To provide comprehensive services to 30 no- or low-income families or individuals designed to stabilize the household and move them toward self-sufficiency by June 30, 2010.		10	18	25	30
A. Notify public about project via brochures, flyers, posters, human service providers, low-income neighborhood networks, etc.	Program Director SS Coordinator Family Support Spec FSS Coordinator Program Eligibility Spec.	X	X	X	X
B. Screen at least 200 individuals through an intake procedure designed to determine - income eligibility - employment history - willingness to achieve goal of stability	Program Director Program Eligibility Spec SS Coord/Fam Sup Spec FSS Coordinator	50	50	50	50
C. Accept applications, verify income, determine readiness, and sign goal plan	Family Res. Specialist SS Coordinator FSS Coordinator	X	X	X	X
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.	Family Res. Specialist SS Coordinator FSS Coordinator	10	18	25	30

**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
E. Provide or mobilize appropriate and comprehensive support services according to each individual/family's needs focusing upon: - job placement - transportation and/or child care - health care and/or health insurance - standard and affordable housing - crisis prevention/ problem solving - budgeting and financial skills - savings for emergencies and assets - community and parent involvements	Program Director Family Support Spec. SS Coordinator FSS Coordinator	X	X	X	X
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.	Program Director SS Coordinator FSS Coordinator	X	X	X	X
G. Provide financial assistance to participants to support goal-achievement, i.e. - work required clothing or equipment - personal hygiene items, hair cuts, immunizations - public transportation, auto gas, driver's license fee, auto registration, car repair, etc. - books, fees, supplies, for education, etc. - housing or child care related issues - credit reports	Program Director Family Support Spec SS Coordinator FSS Coordinator	X	X	X	X
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 Director Family Support Spec SS Coordinator FSS Coordinator Program Eligibility Spec	X	X	X	X
I. Provide 10 Individual Development Account 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 Director SS Coordinator FSS Coordinator	X	X	X	X
J. Report monthly with 286, year end, and nationally	Program Director SS Coordinator FSS Coordinator	X	X	X	X



## 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 with incomes below the Federal Poverty Guidelines, is responsible for program quality and reports to the WCCA Board.

**Program Participants:** Participants are encouraged to participate in WCCA Board and its committees, Head Start Policy Council, FSS Program Advisory Committee, Housing Advisory Committee, and community organizations in which they or their children have interest.

**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 reports 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. The Board of Directors makes appropriate recommendations and/or revisions as necessary to improve the agency's impact on poverty.

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 Spring of 2008 as part of our tri-ennial review for re-certification. The process is thorough and requires the Staff and Board to complete the instrument and review it item by item with the Alliance evaluation team. As a result of the 2008 process, WCCA was awarded Level III Accreditation, currently the highest possible. The WCCA Board is now functioning under the guidance of a formal Strategic Plan, adopted in April 2007, and expected to guide us through 2010. It 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.

5. Summarize the results of the Board's most recent self-evaluation, and indicate when the next evaluation will begin and be completed:

The challenges for this Alliance Level III certification required WCCA to have

- a 90-day operating reserve
- donor policies for our new fundraising function (WCCA Foundation Board)
- revised Personnel Policies (approved by Board August 2007)
- formal volunteer orientation

With these challenges behind us and no higher Alliance Level before us, we look to 2011 for another re-certification for Level III.

6. 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 concrete definition of self-sufficiency as 'free of entitlement programs'. We do not measure increases in family's effective coping/life skills, community revitalization or impact, 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 have used this model to convert new HUD escrow account (FSS) participants to the similar outcome measures, so as to support a more comprehensive and consistent picture for funders and the public.

7. As outlined in the CSBG contract, your agency is required to report on the key outcome measures listed in the chart below. Actual outcomes are reported at Year End. As a result of your agency's planning process, please enter in Column A the projected outcome results (target) for each outcome measure.

<b>Key Outcome Measures</b>	<b>A Expected to achieve the outcome in reporting period (Target)</b>
The number of low-income families rising above the poverty level	6
The average change in annual income per participant family	\$1250
The number of participants obtaining employment	6
The number of participants obtaining jobs with medical benefits	1
The participant average wage rate	\$8.50
The number of participants completing education/training programs	2
The number of participants securing standard housing	4
The number of participants provided emergency assistance	0

## APPENDICES

**Cognizant-Approved Indirect Cost Agreement 7.14.08**

**Cost Allocation Plan**

**Copies of all current contracts that obligate CSBG funds**  
*Dixon Hughes, audit 7.28.08*

**Tripartite Board of Directors Member Profiles**  
*Sarah Santelle, Target, seated 11.13.08*

**Organizational Chart**

**Key CSBG Staff Resumes**

**Conflict of Interest Policy for Private Not-for-Profit Agencies (annually)**

**Emergency Succession Plan (on file)**

**Minutes of the public hearing at which this application was reviewed and approved at the beginning of the planning period 2.8.07**



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Service  
Division of Cost Allocation

Cohen Building-Room 1067  
330 Independence Avenue, S.W.  
Washington, DC 20201  
PHONE: (202)-401-2808  
FAX: (202)-619-3379

July 14, 2008

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 06/30/09, is due in our office by 12/31/09.

Sincerely,

Darryl W. Mayes  
Director  
Division of Cost Allocation

Enclosures

PLEASE SIGN AND FAX A COPY OF THE RATE AGREEMENT

ORIGINAL

## NONPROFIT RATE AGREEMENT

EIN #: 1560846319A1

DATE: July 14, 2008

## ORGANIZATION:

Western Carolina Community Action, Inc.

526 7th Avenue, E.

P.O. Box 685

Hendersonville

NC

28793-

FILING REF.: The preceding Agreement was dated September 21, 2006

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	07/01/05	06/30/06	16.8	All	All Programs
FINAL	07/01/06	06/30/08	17.5	All	All Programs
PROV.	07/01/08	UNTIL AMENDED	Use same rates and conditions as those cited for fiscal year ending June 30, 2008.		

## \*BASE:

Direct salaries and wages including all fringe benefits.

**ORGANIZATION:**

Western Carolina Community Action, Inc.

AGREEMENT DATE: July 14, 2008

**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, Health Insurance, Unemployment, Disability and Worker's Compensation.

Equipment means an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

**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 &amp; Wages and related fringe benefits

Executive Director	Finance Director
HR Assistant	Resource Coordinator
Office Manager	Accounting Tech.
Accounting Clerk	Office Assistant
Receptionist (1.5)	

## 2. Non labor expenses - administrative only

Travel	Dues & Subscriptions
Data Processing	Supplies
Subscriptions/Dues	Bank Charges
Employee Morale	Board Expense
Rent	Copy/Printing
Insurance	Phone
Training/Registration	Prof./Consulting Fees
Equipments	Depreciation
Contract Labor	Uniforms
Shared Program Services	

This rate agreement has been negotiated in compliance with the Administration for Children and Families Program Instruction (ACYF-PI-MS-05-01) dated 03/02/05, which required that Head Start Funds shall not be used to pay compensation of any individual either as a direct cost or any pro-ration as an indirect cost at a rate in excess of Federal Executive Level II. As of January 2008, the rate of compensation for an Executive Level II is \$172,200 per year.

ORGANIZATION:  
Western Carolina Community Action, Inc.

AGREEMENT DATE: July 14, 2008

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 treated 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.

ON BEHALF OF THE FEDERAL GOVERNMENT:

Department of Health and Human Services

(AGENCY)

(ORGANIZATION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

(SIGNATURE)

(NAME)

Director

Division of Cost Allocation

(TITLE)

July 14, 2008

(DATE) 0338

HHS REPRESENTATIVE: Phat Chau

Telephone: (202) 401-2808



## Monthly Cost Center Allocation Pools

Western Carolina Community Action, Inc.

Run Date: 02/03/2009

Run Time: 4:05:51 pm

Page 1 of 1

Pool	Description	DR#	CR#	Base Description
313300	H CO HS DRIVER SALARIES	50100	50100	1/2 to hs & 1/2 to More @ Four
314200	CENTRAL OFFICE CONSUMABLES	65400	65400	See plan for formula
314300	KING CREEK SHARED COSTS	57600	57600	Time/Duties
314400	HILLVIEW CENTER OCCUPANCY	66000	66000	The formula
314500	HILLVIEW STAFF OFFICE CONSUMABLES	66100	66100	Formula #3
314700	SUGAR HILL OCCUPANCY COSTS	66200	66200	Enrollment by funding source
314800	SUGAR HILL CENTER HS/EHS/WA/@4 CLA	65300	65300	Staff/Duties/Time of Day
315000	CALVARY CENTER CLASSROOM SUPPLI	66300	66300	See the Formula
315100	MORE @4/HS STAND ALONE CNTR CC (F	66300	66300	SEE THE FORMULA
315200	LINCOLN CIRCLE CLASSROOM SUPPLIES	66300	66300	See the Formula
315300	BALFOUR CLASSROOM SUPPLIES	66300	66300	See the Formula
315400	HS ONLY STAND ALONE CC (TRINITY)	66300	66300	See the Formula
315500	KING CREEK CENTER CLASS SUPPLIES	66300	66300	See the Formula
315800	CC HOME BASED SUPPLIES	66400	66400	All to HS Program
315900	CC GLADY BRANCH	66700	66700	All to HS Program
317100	HS TRANSPORTATION COSTS	64600	64600	All to H Co HS Program
350100	7TH AVE SHARED SPACE COSTS	63300	63300	Sq Footage
350200	CC H CO WCCA PHONE BASE & MAINTEN/	64300	64300	# of phone lines @ 7th Ave & King Creek Prog
350300	CC T CO PHONE OPEN LINE & TOLL FREE	64300	64300	# of phone lines by program
350400	CC T CO WCCA PHONE BASE & INTERNET	64300	64300	# of phone lines by program @ t co wcca office
350500	CC H CO WCCA INTERNET	64300	64300	# of internet lines per program 7th Ave & King
350600	CC H CO & T CO UNCLAIMED LD	64300	64300	Total # of phone lines per program
350700	KING CREEK PROGRAM SERVICES SHARE	63200	63200	Allocated based on sq footage by program
350800	CC KING CREEK MAINTENANCE SALARIE	63100	63100	Allocated based on sq footage by program
350900	7TH AVE PROPERTY MAINTENANCE SALA	63100	63100	Square footage
351000	NUVOX - TELE & INTERNET 7TH & KC'S	66800	66800	# PHONE LINES 7TH AVE, KCPS & KCHS
351100	CC PHONES	64300	64300	ALLOCATED BASED ON PHONE LINES @
380000	CC INFORMATION SPECIALIST - SALARIE	50200	50200	COMPUTER TERMINALS ON INTERNET P
380100	CC INFORMATION SPECIALIST - SUPPORT	65600	65600	COMPUTER TERMINALS ON INTERNET P
382400	HILLVIEW SHARED SPACE COSTS	66500	66500	ALLOCATED BASED ON % OF SQ FOOTA
383900	ROSMAN BUILDING SHARED COSTS	65800	65800	ROSMAN BUILDING SHARED COSTS - SQ
386000	VEHICLE SUPPLY COST CENTER	59600	59600	VEHICLES @ 7TH AVE THAT USE SUPPL

## Monthly Cost Center Allocation Bases

Western Carolina Community Action, Inc.

Run Date: 02/03/2009  
Run Time: 4:06:07 pm  
Page 1 of 10

**Pool 313300 H CO HS DRIVER SALARIES**

The Base for this Pool is 1/2 to hs & 1/2 to More @ Four

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	50.00
313100	H CO HEADSTART PROGRAM	31000	50.00
<b>Pool Units:</b>			<b>100.00</b>

**Pool 314200 CENTRAL OFFICE CONSUMABLES**

The Base for this Pool is See plan for formula

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	24.50
309000	H CO WRAP AROUND PROGRAM	30900	5.00
310000	HEADSTART ADMINISTRATION	31000	10.00
313100	H CO HEADSTART PROGRAM	31000	55.00
320000	EHS ADMINISTRATION	32000	1.50
320400	H CO EARLY HEADSTART PROGRAM	32000	4.00
<b>Pool Units:</b>			<b>100.00</b>

**Pool 314300 KING CREEK SHARED COSTS**

The Base for this Pool is Time/Duties

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	25.00
309000	H CO WRAP AROUND PROGRAM	30900	25.00
313100	H CO HEADSTART PROGRAM	31000	25.00
320400	H CO EARLY HEADSTART PROGRAM	32000	25.00
<b>Pool Units:</b>			<b>100.00</b>

**Pool 314400 HILLVIEW CENTER OCCUPANCY**

The Base for this Pool is The formula

Elem	Description	Project	Base Amt
308800	MORE AT FOUR - T CO	30800	30.00
309900	HILLVIEW W/A CENTER PROGRAM	30900	5.00
310000	HEADSTART ADMINISTRATION	31000	5.00
313800	T CO HS PROGRAMMATIC	31000	30.00
320000	EHS ADMINISTRATION	32000	5.00
320100	HILLVIEW EARLY HEADSTART PROGRAM	32000	25.00
<b>Pool Units:</b>			<b>100.00</b>

## Monthly Cost Center Allocation Bases

Western Carolina Community Action, Inc.

Run Date: 02/03/2009

Run Time: 4:06:07 pm

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**Pool 314500 HILLVIEW STAFF OFFICE CONSUMABLES**

The Base for this Pool is Formula #3

Elem	Description	Project	Base Amt
308800	MORE AT FOUR - T CO	30800	26.00
309900	HILLVIEW W/A CENTER PROGRAM	30900	11.00
310000	HEADSTART ADMINISTRATION	31000	6.00
313800	T CO HS PROGRAMMATIC	31000	26.00
320000	EHS ADMINISTRATION	32000	6.00
320100	HILLVIEW EARLY HEADSTART PROGRAM	32000	25.00
Pool Units:			100.00

**Pool 314700 SUGAR HILL OCCUPANCY COSTS**

The Base for this Pool is Enrollment by funding source

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	39.00
309000	H CO WRAP AROUND PROGRAM	30900	8.00
313100	H CO HEADSTART PROGRAM	31000	53.00
Pool Units:			100.00

**Pool 314800 SUGAR HILL CENTER HS/EHS/WA/@4 CLASSROOM SU**

The Base for this Pool is Staff/Duties/Time of Day

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	39.00
309000	H CO WRAP AROUND PROGRAM	30900	8.00
313100	H CO HEADSTART PROGRAM	31000	53.00
Pool Units:			100.00

**Pool 315000 CALVARY CENTER CLASSROOM SUPPLIES**

The Base for this Pool is See the Formula

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	50.00
313100	H CO HEADSTART PROGRAM	31000	50.00
Pool Units:			100.00

**Pool 315100 MORE @4/HS STAND ALONE CNTR CC (FC/)**

The Base for this Pool is SEE THE FORMULA

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	50.00

## Monthly Cost Center Allocation Bases

Western Carolina Community Action, Inc.

Run Date: 02/03/2009  
Run Time: 4:06:07 pm  
Page 3 of 10

313100	H CO HEADSTART PROGRAM	31000	50.00
<b>Pool Units:</b>			<u><u>100.00</u></u>

**Pool 315200 LINCOLN CIRCLE CLASSROOM SUPPLIES**

The Base for this Pool is See the Formula

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	50.00
313100	H CO HEADSTART PROGRAM	31000	50.00
<b>Pool Units:</b>			<u><u>100.00</u></u>

**Pool 315300 BALFOUR CLASSROOM SUPPLIES**

The Base for this Pool is See the Formula

Elem	Description	Project	Base Amt
309000	H CO WRAP AROUND PROGRAM	30900	100.00
<b>Pool Units:</b>			<u><u>100.00</u></u>

**Pool 315400 HS ONLY STAND ALONE CC (TRINITY)**

The Base for this Pool is See the Formula

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	50.00
313100	H CO HEADSTART PROGRAM	31000	50.00
<b>Pool Units:</b>			<u><u>100.00</u></u>

**Pool 315500 KING CREEK CENTER CLASS SUPPLIES**

The Base for this Pool is See the Formula

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	25.00
309000	H CO WRAP AROUND PROGRAM	30900	14.00
313100	H CO HEADSTART PROGRAM	31000	38.00
320400	H CO EARLY HEADSTART PROGRAM	32000	23.00
<b>Pool Units:</b>			<u><u>100.00</u></u>

**Pool 315800 CC HOME BASED SUPPLIES**

The Base for this Pool is All to HS Program

Elem	Description	Project	Base Amt
313100	H CO HEADSTART PROGRAM	31000	100.00
<b>Pool Units:</b>			<u><u>100.00</u></u>

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**Pool 315900 CC GLADY BRANCH**

The Base for this Pool is All to HS Program

Elem	Description	Project	Base Amt
313800	T CO HS PROGRAMMATIC	31000	100.00
<b>Pool Units:</b>			<b>100.00</b>

**Pool 317100 HS TRANSPORTATION COSTS**

The Base for this Pool is All to H Co HS Program

Elem	Description	Project	Base Amt
308000	MORE AT FOUR - H CO	30800	50.00
313100	H CO HEADSTART PROGRAM	31000	50.00
<b>Pool Units:</b>			<b>100.00</b>

**Pool 350100 7TH AVE SHARED SPACE COSTS**

The Base for this Pool is Sq Footage

Elem	Description	Project	Base Amt
387000	5311 TRANSPORTATION ADMINISTRATION	38700	460.00
387600	TRANSIT	37800	213.00
387800	PARATRANSIT (PART OF TRANSIT)	37800	35.00
<b>Pool Units:</b>			<b>708.00</b>

**Pool 350200 CC H CO WCCA PHONE BASE & MAINTENANCE**

The Base for this Pool is # of phone lines @ 7th Ave & King Creek Prog Servi

Elem	Description	Project	Base Amt
300000	CSBG	30000	3.00
308000	MORE AT FOUR - H CO	30800	0.75
309000	H CO WRAP AROUND PROGRAM	30900	0.75
310000	HEADSTART ADMINISTRATION	31000	2.00
313100	H CO HEADSTART PROGRAM	31000	10.75
320400	H CO EARLY HEADSTART PROGRAM	32000	0.75
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	5.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	1.00
387000	5311 TRANSPORTATION ADMINISTRATION	38700	2.60
387600	TRANSIT	37800	1.20
387800	PARATRANSIT (PART OF TRANSIT)	37800	0.20
999000	Indirect Cost Pool	39900	7.00
<b>Pool Units:</b>			<b>35.00</b>

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**Pool 350300 CC T CO PHONE OPEN LINE & TOLL FREE #**

The Base for this Pool is # of phone lines by program

Elem	Description	Project	Base Amt
300000	CSBG	30000	5.00
307300	HCCBG T CO CONGREGATE	30700	0.25
308000	MORE AT FOUR - H CO	30800	2.40
309000	H CO WRAP AROUND PROGRAM	30900	1.70
309900	HILLVIEW W/A CENTER PROGRAM	30900	0.70
310000	HEADSTART ADMINISTRATION	31000	1.00
313100	H CO HEADSTART PROGRAM	31000	6.50
320000	EHS ADMINISTRATION	32000	1.10
320400	H CO EARLY HEADSTART PROGRAM	32000	3.35
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	5.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
387000	5311 TRANSPORTATION ADMINISTRATION	38700	3.25
387600	TRANSIT	37800	1.50
387800	PARATRANSIT (PART OF TRANSIT)	37800	0.25
999000	Indirect Cost Pool	39900	5.75
<b>Pool Units:</b>			<b>38.50</b>

**Pool 350400 CC T CO WCCA PHONE BASE & INTERNET**

The Base for this Pool is # of phone lines by program @ t co wcca office

Elem	Description	Project	Base Amt
300000	CSBG	30000	2.00
306200	SR. CENTER TCO FUNDED	30600	0.50
307300	HCCBG T CO CONGREGATE	30700	0.25
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	1.00
999000	Indirect Cost Pool	39900	0.25
<b>Pool Units:</b>			<b>4.00</b>

**Pool 350500 CC H CO WCCA INTERNET**

The Base for this Pool is # of internet lines per program 7th Ave & King Cre

Elem	Description	Project	Base Amt
300000	CSBG	30000	3.00
308000	MORE AT FOUR - H CO	30800	0.20
309000	H CO WRAP AROUND PROGRAM	30900	0.20
310000	HEADSTART ADMINISTRATION	31000	1.70
313100	H CO HEADSTART PROGRAM	31000	6.50
320400	H CO EARLY HEADSTART PROGRAM	32000	0.40
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	4.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
387000	5311 TRANSPORTATION ADMINISTRATION	38700	3.25

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387600	TRANSIT	37800	1.50
387800	PARATRANSIT (PART OF TRANSIT)	37800	0.25
999000	Indirect Cost Pool	39900	7.25
<b>Pool Units:</b>			<b>29.00</b>

**Pool 350600 C C H CO & T CO UNCLAIMED LD**

The Base for this Pool is Total # of phone lines per program

Elem	Description	Project	Base Amt
300000	CSBG	30000	5.00
307300	HCCBG T CO CONGREGATE	30700	0.25
308000	MORE AT FOUR - H CO	30800	1.00
309000	H CO WRAP AROUND PROGRAM	30900	0.75
309900	HILLVIEW W/A CENTER PROGRAM	30900	0.20
313100	H CO HEADSTART PROGRAM	31000	17.00
313800	T CO HS PROGRAMMATIC	31000	0.75
320000	EHS ADMINISTRATION	32000	0.05
320100	HILLVIEW EARLY HEADSTART PROGRAM	32000	0.75
320400	H CO EARLY HEADSTART PROGRAM	32000	0.75
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	5.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
387000	5311 TRANSPORTATION ADMINISTRATION	38700	3.25
387600	TRANSIT	37800	1.50
387800	PARATRANSIT (PART OF TRANSIT)	37800	0.25
999000	Indirect Cost Pool	39900	5.75
<b>Pool Units:</b>			<b>43.00</b>

**Pool 350700 KING CREEK PROGRAM SERVICES SHARED COSTS**

The Base for this Pool is Allocated based on sq footage by program

Elem	Description	Project	Base Amt
300000	CSBG	30000	520.00
308000	MORE AT FOUR - H CO	30800	44.00
309000	H CO WRAP AROUND PROGRAM	30900	23.00
310000	HEADSTART ADMINISTRATION	31000	189.00
313100	H CO HEADSTART PROGRAM	31000	812.00
320400	H CO EARLY HEADSTART PROGRAM	32000	44.00
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	684.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	98.00
999000	Indirect Cost Pool	39900	1,183.00
<b>Pool Units:</b>			<b>3,597.00</b>

## Monthly Cost Center Allocation Bases

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**Pool 350800 CC KING CREEK MAINTENANCE SALARIES**

The Base for this Pool is Allocated based on sq footage by program

Elem	Description	Project	Base Amt
300000	CSBG	30000	520.00
308000	MORE AT FOUR - H CO	30800	44.00
309000	H CO WRAP AROUND PROGRAM	30900	23.00
310000	HEADSTART ADMINISTRATION	31000	189.00
313100	H CO HEADSTART PROGRAM	31000	812.00
320400	H CO EARLY HEADSTART PROGRAM	32000	44.00
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	684.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	98.00
999000	Indirect Cost Pool	39900	1,183.00
<b>Pool Units:</b>			<b><u>3,597.00</u></b>

**Pool 350900 7TH AVE PROPERTY MAINTENANCE SALARY**

The Base for this Pool is Square footage

Elem	Description	Project	Base Amt
387000	5311 TRANSPORTATION ADMINISTRATION	38700	460.00
387600	TRANSIT	37800	213.00
387800	PARATRANSIT (PART OF TRANSIT)	37800	35.00
<b>Pool Units:</b>			<b><u>708.00</u></b>

**Pool 351000 NUVOX - TELE & INTERNET 7TH & KC'S**

The Base for this Pool is # PHONE LINES 7TH AVE, KCPS & KCHS

Elem	Description	Project	Base Amt
300000	CSBG	30000	3.50
308000	MORE AT FOUR - H CO	30800	0.33
309000	H CO WRAP AROUND PROGRAM	30900	0.33
310000	HEADSTART ADMINISTRATION	31000	2.83
313100	H CO HEADSTART PROGRAM	31000	10.83
320400	H CO EARLY HEADSTART PROGRAM	32000	0.68
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	4.50
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
387000	5311 TRANSPORTATION ADMINISTRATION	38700	3.25
387600	TRANSIT	37800	1.50
387800	PARATRANSIT (PART OF TRANSIT)	37800	0.25
999000	Indirect Cost Pool	39900	8.25
<b>Pool Units:</b>			<b><u>37.00</u></b>



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**Pool 351100 CC PHONES**

The Base for this Pool is **ALLOCATED BASED ON PHONE LINES @ KCPS & KCHS**

Elem	Description	Project	Base Amt
300000	CSBG	30000	3.50
308000	MORE AT FOUR - H CO	30800	0.33
309000	H CO WRAP AROUND PROGRAM	30900	0.33
310000	HEADSTART ADMINISTRATION	31000	2.83
313100	H CO HEADSTART PROGRAM	31000	10.83
320400	H CO EARLY HEADSTART PROGRAM	32000	0.68
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	4.50
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
999000	Indirect Cost Pool	39900	8.25
<b>Pool Units:</b>			<b>32.00</b>

**Pool 380000 CC INFORMATION SPECIALIST - SALARIES**

The Base for this Pool is **COMPUTER TERMINALS ON INTERNET PER PROGRA**

Elem	Description	Project	Base Amt
300000	CSBG	30000	4.25
306200	SR. CENTER TCO FUNDED	30600	4.00
307300	HCCBG T CO CONGREGATE	30700	0.75
308000	MORE AT FOUR - H CO	30800	5.50
309000	H CO WRAP AROUND PROGRAM	30900	1.25
309900	HILLVIEW W/A CENTER PROGRAM	30900	0.25
310000	HEADSTART ADMINISTRATION	31000	2.75
313100	H CO HEADSTART PROGRAM	31000	10.00
313800	T CO HS PROGRAMMATIC	31000	1.25
320000	EHS ADMINISTRATION	32000	0.25
320100	HILLVIEW EARLY HEADSTART PROGRAM	32000	1.00
320400	H CO EARLY HEADSTART PROGRAM	32000	1.75
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	6.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
387600	TRANSIT	37800	1.20
387800	PARATRANSIT (PART OF TRANSIT)	37800	0.20
388000	SPECIAL TRANSPORTATION	38800	2.60
999000	Indirect Cost Pool	39900	8.25
<b>Pool Units:</b>			<b>52.00</b>

**Pool 380100 CC INFORMATION SPECIALIST - SUPPORT**

The Base for this Pool is **COMPUTER TERMINALS ON INTERNET PER PROGRA**

Elem	Description	Project	Base Amt
300000	CSBG	30000	4.25
306200	SR. CENTER TCO FUNDED	30600	4.00

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307300	HCCBG T CO CONGREGATE	30700	0.75
308000	MORE AT FOUR - H CO	30800	5.50
309000	H CO WRAP AROUND PROGRAM	30900	1.25
309900	HILLVIEW W/A CENTER PROGRAM	30900	0.25
310000	HEADSTART ADMINISTRATION	31000	2.75
313100	H CO HEADSTART PROGRAM	31000	10.00
313800	T CO HS PROGRAMMATIC	31000	1.25
320000	EHS ADMINISTRATION	32000	0.25
320100	HILLVIEW EARLY HEADSTART PROGRAM	32000	1.00
320400	H CO EARLY HEADSTART PROGRAM	32000	1.75
369200	SECTION 8 ADMINISTRATIVE COSTS	36900	6.00
379200	OUTREACH COORDINATOR/FUNDRAISING	37900	0.75
387600	TRANSIT	37800	1.20
387800	PARATRANSIT (PART OF TRANSIT)	37800	0.20
388000	SPECIAL TRANSPORTATION	38800	2.60
999000	Indirect Cost Pool	39900	8.25

Pool Units: 52.00

**Pool 382400 HILLVIEW SHARED SPACE COSTS**

The Base for this Pool is **ALLOCATED BASED ON % OF SQ FOOTAGE**

Elem	Description	Project	Base Amt
308800	MORE AT FOUR - T CO	30800	19.00
309900	HILLVIEW W/A CENTER PROGRAM	30900	10.00
310000	HEADSTART ADMINISTRATION	31000	3.50
313800	T CO HS PROGRAMMATIC	31000	20.00
320000	EHS ADMINISTRATION	32000	3.50
320100	HILLVIEW EARLY HEADSTART PROGRAM	32000	20.00
382500	RENTAL HILLVIEW-FAMILY CENTER	38200	15.00
382600	RENTAL HILLVIEW-SMART START	38200	9.00

Pool Units: 100.00

**Pool 383900 ROSMAN BUILDING SHARED COSTS**

The Base for this Pool is **ROSMAN BUILDING SHARED COSTS - SQ FOOTAGE**

Elem	Description	Project	Base Amt
383000	THRIFT STORE OF ROSMAN - TIGER TOWN	38300	77.80
383100	BOOTH RENTAL - ROSMAN PROPERTY	38300	22.20

Pool Units: 100.00

**Pool 386000 VEHICLE SUPPLY COST CENTER**

The Base for this Pool is **VEHICLES @ 7TH AVE THAT USE SUPPLIES**

Elem	Description	Project	Base Amt
313100	H CO HEADSTART PROGRAM	31000	1.00

## Monthly Cost Center Allocation Bases

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391200	#2 '87 FORD SCHOOL BUS	39100	1.00
391300	#3 '97 DODGE W/C VAN (5311) 5796	39100	1.00
391500	#5 '99 PLYMOUTH VOYAGER (CORP) 1699	39100	1.00
391600	#6 '03 FORD MINIVAN (NCDOT) 8493	39100	1.00
391900	#9 '99 DODGE VAN (5311) 9754	39100	1.00
392000	#10 '97 DODGE W/C VAN (5311) 5797	39100	1.00
392100	#11 '92 FORD TRUCK (CORP) 8834	39100	1.00
392300	#13 '03 LTV FORD TRANSIT BUS (NCDOT)4793	39100	1.00
392400	#12 '89 FORD BUS (OLD HS)	39100	1.00
392700	#17 '95 DODGE CONV VAN (5311) 9692	39100	1.00
392800	#18 '02 FORD LTV TRANSIT BUS (NCDOT) 0325	39100	1.00
393000	#20 '00 DODGE WC VAN (5311) 8541	39100	1.00
393100	#21 '01 FORD LTV TRANSIT BUS (NCDOT) 1188	39100	1.00
393200	#22 '01 DODGE HIGH TOP VAN (5311)5096	39100	1.00
393300	#23 '00 DODGE VAN (5311) 8460	39100	1.00
393400	#24 '99 GMC BUS (OLD HS)	39100	1.00
393500	#25 '89 FORD BUS (OLD HS)	39100	1.00
393700	'#27 '99 GMS BUS (OLD HS)	39100	1.00
393900	#29 '94 DODGE VAN (16(B)2) 8804	39100	1.00
394000	#30 '99 DODGE VAN (5311) 9753	39100	1.00
394200	#32 '02 DODGE VAN (5311) 9212	39100	1.00
394400	#33 '02 DODGE VAN (5311) 9213	39100	1.00
394600	#36 '03 FORD LTV TRANSIT BUS (NCDOT) 7416	39100	1.00
394700	#37 '03 CHEVY SCHOOL BUS ( CORP) 1766	39100	1.00
394800	#38 '03 DODGE W/C VAN (5311) 6901	39100	1.00
394900	#39 '03 DODGE W/C VAN (NCDOT) 6949	39100	1.00
395000	#40 '03 DODGE HI TOP VAN (5311) 6966	39100	1.00
396100	#41 H CO TRANSIT VEHICLES	39100	1.00
396400	#42 H CO TRANSIT VEHICLE	39100	1.00

Pool Units:

30.00

Total Units:

10,762.50



**DIXON HUGHES** PLLC

Certified Public Accountants and Advisors

July 28, 2008

RECEIVED AUG 04 2008

Western Carolina Community Action  
Asheville, North Carolina

We have been engaged to audit the financial statements of the Western Carolina Community Action (the "Agency") as of and for the year ended June 30, 2008. Our professional auditing standards require us to establish a basis for effective two-way communication with "those charged with governance" during the course of our audit. This communication includes, but is not limited to, the following:

**Our Responsibility under Auditing Standards Generally Accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States**

As communicated in our engagement letter dated July 28, 2008 our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. We will prepare the financial statements as part of our audit and management will designate a competent employee to review and approve those financial statements. However, our assistance in the preparation of the financial statements does not relieve you or management of your respective responsibilities as described in our engagement letter.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control over financial reporting. Accordingly, as part of our audit, we will consider the Agency's internal control solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

**Our responsibility under Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and the State Single Audit Implementation Act**

As communicated in our engagement letter dated July 28, 2008, we shall also perform a "Single Audit" on the Agency's major Federal and State programs. Our responsibility under Federal and State regulations is to test controls and compliance with the requirements of laws, regulations,

500 Ridgely Court  
PO Box 3049  
Asheville, NC 28802  
Ph. 828.254.2254 Fx. 828.253.8914  
www.dixon-hughes.com



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contracts and grant agreements that have a direct and material effect on the administration of the Agency's major Federal and State programs.

We are also responsible for communicating significant findings and known, or likely, questioned costs in excess of \$10,000 as defined in OMB Circular A-133.

#### **Planned Scope and Timing of the Audit**

We have communicated to you in our engagement letter dated July 28, 2008 our planned scope which includes all activities and funds of the Board. We will design audit procedures that we feel are appropriate to address the risk of material misstatement, due to fraud or error that we identify in our planning and fraud brain-storming meetings. The risk of material misstatement is determined using the concept of materiality. Materiality in a governmental audit is determined for each "opinion unit" (i.e. governmental activities, business-type activities, each major fund, etc) and each major program. Materiality will be determined in the planning stages of the audit and will be used to evaluate the audit results.

The audit team will perform final fieldwork in September and expect to be completed by October 30<sup>th</sup>. We will attend a council meeting to present the results of the audit at a date to be determined later. If during the course of this year, matters have come to your attention that you feel could impact our audit please contact us prior to the start of final fieldwork.

If you have any questions or other concerns please feel free to me at 828-236-5802.

Very truly yours,

DIXON HUGHES PLLC

A handwritten signature in black ink, appearing to read "Brian Broom". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian Broom, CPA  
Director

cc: David White

**BOARD OF DIRECTORS MEETING**  
**November 13, 2008**

**Members Present:** Jimmie Cantrell, Fred Tinsley, Jackie Whitmire, Madeline Royes, Stella Ferguson, Martha Lively, Sarah Sentelle, Gary Knock, Lynn Marks, Steve Kirkland, Kelly Johnson, Rosie Blackwell, Mike Williams

**Members Absent:** Karen Canman, Teri Du Bois, Rodney Locks, Mary Baptist, Heather Boyd, Mike Earle, Susan Grider

**Staff Present:** David White, Bill Crisp, Nancy Berry

Chairperson Madeline Royes called the meeting to order at 6:02.

***Announcements:***

New Board member, Sarah Sentelle, was introduced. She is being seated by the Head Start Policy Council. All present introduced themselves to her.

There were no announcements.

***Apple Country Transportation Presentation by Director Bill Crisp:***

Bill gave everyone present a sample survey, which listed percentages of responses to questions 3-6 on the 159 surveys that were filled out by bus riders. An analysis of the transit system yielded the following results: 54% of riders use it to go to work, 30% to shop. Most riders are between the ages of forty-one and sixty. The vast majority of the riders make less than \$20,000 a year, and their main mode of transportation is the public transit system. The overwhelming suggestion was to add Saturday service.

Kurt Neufang, of the URS Corporation, is the consultant doing the analysis for the County. He presented to the Henderson County Transportation Advisory Group today. More data is being compiled by Bill. The report should be finished by the end of December.

The 5311 program, which received supplemental funds from the ROAP grant, has grown due to the addition of four routes last year. These new routes were the feeder route in Edneyville, the sheltered workshop for the severely handicapped, a route to Certified Nursing Assistance training in Asheville, and trips to the Council on Aging's meal site on Tuesdays and Fridays.

Bill is working with Henderson County to acquire two new transit vehicles. By Monday he should have the new wheelchair van, which was paid for by a grant from the Henderson County Community Foundation and WCCA fundraising. Three van-type vehicles and a lift are being purchased with 5311 funds.

The Edneyville route has been productive, but the trips have been cut from nine to five. This will be more efficient. There is a seamless transfer at Wal Mart. The vans last for 100,000 miles and the buses for 130,000 miles.

***Correspondence:***

It was passed around.

***Minutes of October 9, 2008 Board of Directors Meeting:***

Chairperson Madeline Royes called for a motion to approve the minutes from the October 9, 2008 Board of Directors meeting. Fred Tinsley so moved, Martha Lively seconded the motion, and it passed unanimously.

***Committee Reports:***

Treasurer Jackie Whitmire said that Sheri Sparks will supply the Board with an explanation of the financial report. Chairperson Madeline Royes called for a motion to approve the treasurer's report. Lynn Marks so moved, Gary Knock seconded the motion, and it passed unanimously.

***Executive Director's Report:***

David White informed the group that the More at Four Expansion in Etowah is progressing. We were waiting for a couple weeks for permission from the State to have the children in the old Etowah library. We sent the lease back to the county. Last week we got word that we do have permission to have the children there. David has delivered a revised lease agreement to the county attorney, which includes language requesting the County to help pay for installation of a sewer line, if WCCA does not have use of the building after five years. An escape clause has been inserted so that we can get out of the lease if we have to. We expect to hear from them very soon. In the meantime, we have been getting estimates for the engineering work involved with extending the sewer line; then we will get estimates for the construction. Estimates range from \$100,000-\$120,000. If David finds that the cost will exceed \$120,000, he may have to concede that WCCA cannot afford it. The State and the school system are very excited about us serving children in Etowah. Betty and her staff are recruiting students. Teachers have been hired. Russ Smith, who was the director of the Hillview Head Start Center for three or four years, is helping temporarily with the expansion effort.

Mark your holiday schedules with the following events. Mike Williams and the Red Cross will be having a blood drive on Thursday, December 18 from 11:00-6:00 at the King Creek Head Start Center community room.

The WCCA holiday party will take place on Friday, December 19 at The Cedars in Hendersonville from 12:00-3:00. Decorations will be festive, the food will be delicious, and music will fill the air. David and Darla will recognize employee achievements and present awards. All Board members are invited.

Lisa Johnson of the Foundation Board is helping with the Christmas tree contest at Park Ridge. Light bulbs are being used for ornaments. Call Gwen if you'd like to help. We have high hopes for winning the \$10,000 first prize.

Board members are welcome to help with the Head Start holiday celebrations.

WCCA needs good advisors for the Board. The Head Start Federal Staff wants to strengthen the programs, which have become more sophisticated over the years. They want the Boards of Directors to become more involved with Head Start. The Head Start Improving School Readiness Act, which was signed into law last year by President Bush, requires us to have one Board member with legal expertise, another financial expertise, and a third with early childhood expertise. This requirement can be met by having paid consultants advise the Board. Some of these people are hard to come by in Henderson County. Kelly meets the requirement for the financial expert. We are already paying Carl Shaw, CPA, for advice. Mr. Shaw helps us prepare our financial statements but is not involved with the audit. We have an agreement with him that he is available to assist the Board. Lois Sexton, from Macon County, is a former Head Start director. She has worked at the national level to review Head Start programs. She is available and will present to the Board a couple times a year as a consultant to give us some training about early childhood. Jonathan Parce, former WCCA Board member, has agreed to be our legal counsel. One advantage of having non-board members is that if a member resigns, we are still in compliance.

Because WCCA Head Start received the blue certificate last school year, a teleconference sufficed for a meeting, as compared to having to travel to Atlanta.

***Old Business:***

There was none.

***New Business:***

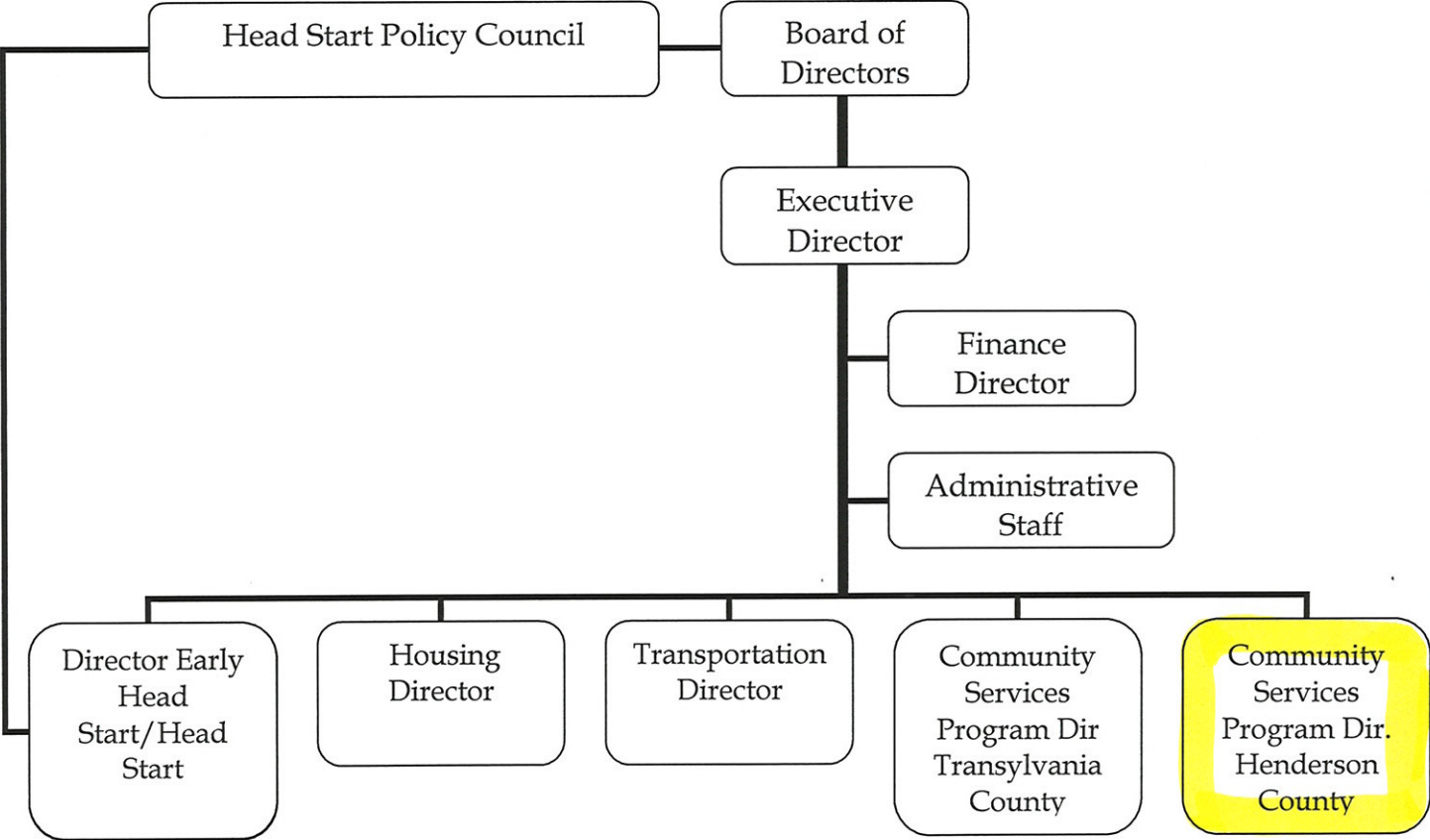
The roof at the Hillview Head Start center needs to be repaired and David has asked the federal Head Start office to help with it. It is probably a \$100,000 proposition. If we can't get some grant money from Head Start or somewhere else to fix the roof, a loan is a possibility. Such an expense would add to the depreciation of the building through the years.

***Adjourn:***

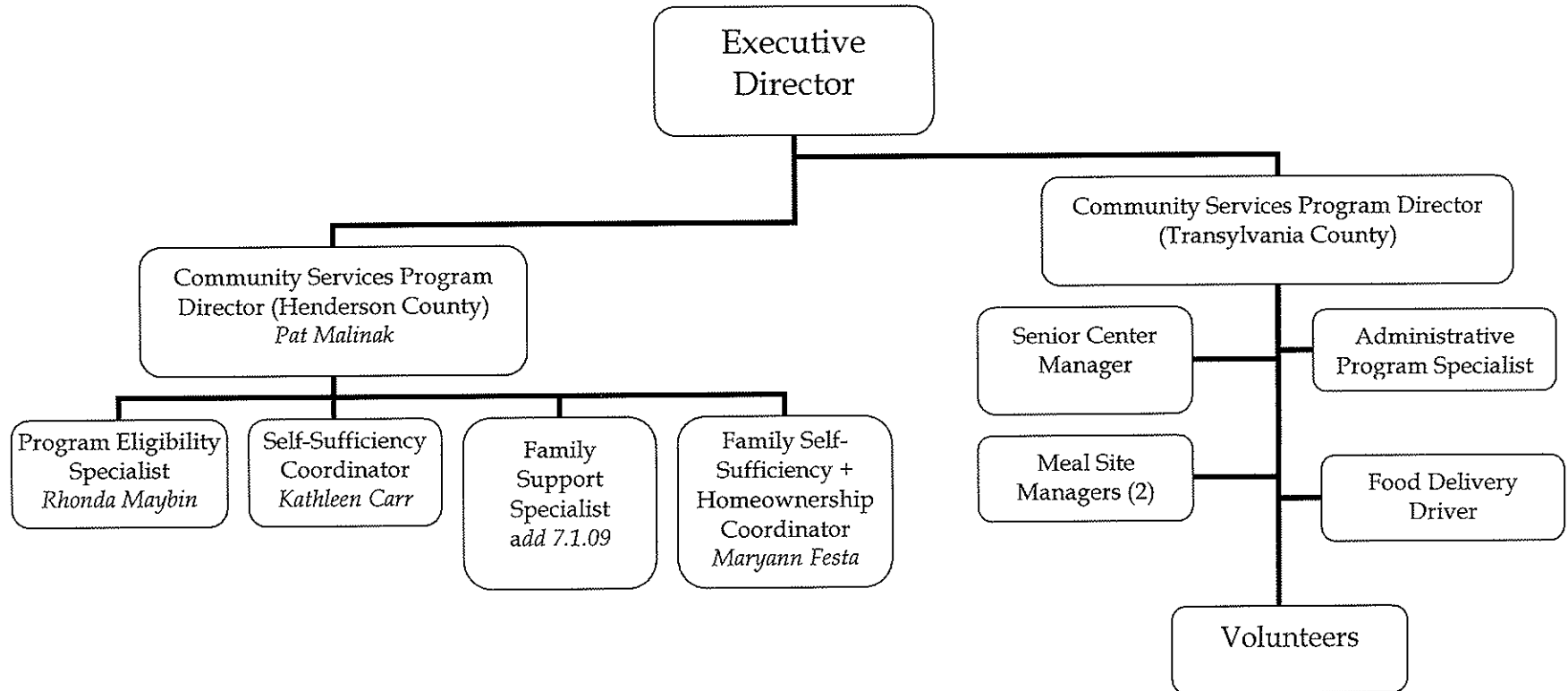
Chairperson Madeline Royes called for a motion of adjournment at 6:36. Fred Tinsley so moved, Martha Lively seconded the motion, and it passed unanimously.



WESTERN CAROLINA COMMUNITY ACTION, INC.  
ORGANIZATIONAL CHART



# COMMUNITY SERVICES



**PATRICIA A. MALINAK**

96 Le Blanc Squirrel Trail

Etowah, NC 28729-7716

828/890-2632

malinakpa@earthlink.net

**Objective:** To join a team of dedicated employees with a growing company or organization committed to delivering quality product or services.

**Skills and Accomplishments:**

**Administration and Leadership**

- Program Director for Community Services Department responsible for outreach, single portal intake, and recruitment; self-sufficiency, homeownership, and asset building programs; budgeting, grant writing, grant management, and departmental personnel. Revitalized and re-structured programs to double productivity and step up accountability. Expanded program reach into new county.
- Chair of local Emergency Food and Shelter Program Board from 2001-2008
- NC Certified Housing Counselor 2003 – 2009 providing coaching for first time homebuyers, distressed homeowners, and fair housing issues.
- Executive Director directing non-profit servicing 12,000 low-income participants annually with more than 70 funding contracts; turning around agency finances from \$325,000 operating loss and \$400,000 in debt to \$76,000 surplus and \$280,000 in debt in 26 months while maintaining program integrity; enhancing internal accounting and management control systems, re-negotiating contracts, building confidence with banks and vendors; unifying and enhancing donor development system, and strategic planning with Board.
- Executive and Program Director directing turnaround of county group homes agency; re-training staff and facilitating transition to new culture when private non-profit was taken over by NJ Department of Corrections.

**Written and Oral Communications**

- Wrote more than \$2.8 M in funded grants from 2002 – 2008, including \$376,811 in 2008.
- Wrote federally competitive grant proposal in six weeks to fund first bi-county Individual Development Account project for asset-building; re-built and unified self-sufficiency program with three major funding sources and developed resources to encourage significant results for participants, including homeownership, increased earnings through training or education, and entrepreneurship.
- Vice-President authoring new business and grant proposals, project summary documents, monthly Board reports; co-authoring business plans, issue papers, and marketing plans.
- Trainer/Instructor for advertising sales representatives, pilots, crew, college students and volunteers; co-designer and co-author of curriculum and training manuals.
- Public speaker for community and business organizations, seminars, Federal and State public hearings.
- Communications Coordinator at regional camp and conference center coordinating, producing, and distributing brochures, annual report; editing quarterly newsletters; coordinating new logo introduction; donor development.

- Owner/Pilot of sole proprietorship selling charter flights, promotions, and event coordination to companies, organizations, chambers of commerce, and municipalities.

### **Personnel Management and Volunteer Coordination**

- President/Executive Director supervising staff responsible for 80 to 200 employees; improving morale by revising personnel policies, job descriptions, benefits package; establishing cost effective procedures.
- Sales Manager responsible for sales, customer service, training and coordination with production and editorial staffs; negotiated changes in compensation; initiating and maintaining the first successful sales quota and performance bonus system in company's history.
- Volunteer coordinator for major seminars, special events, and promotions that required training and coordination with paid staff, Board of Directors, and 50-75 community volunteers

### **Community Involvement**

- Public testimony to NC Study Commission on Aging, October 14, 2008
- Present member of Hunger Coalition, Latino Advocacy Coalition, FaithLink Advocacy Committee, partnerships for Affordable Housing.
- Field Instructor: BSW, Mars Hill College; MSW and RN, Rutgers University.
- VISION Hendersonville Leadership Class of 2002.
- Executive Committee member of the Botanical Gardens of Asheville 1996-2003: Vice-President 1998-00, Secretary 1996-98, 2002, Chair of the Strategic Planning Steering Committee 1999-01, Chair of Organization Effectiveness 2000-02, Chair of Finance and Audit 2002-present.
- Vice-President and Executive Director contributing to community planning, advocacy, and public relations efforts as a member of United Way, Greater Philadelphia Federation of Settlements, and Southern NJ Health Systems' Mental Health, Alcohol and Drug Task Force.

### **Computer Literacy**

- PC: Microsoft Office Professional XP, WindowsME
- Apple/Macintosh: PageMaker, MacWrite, Multi-user Desktop Accounting
- Database management on proprietary software: DonorPerfect, Metafile, dBase III, AR4CA, MPI, ARMS/WIRM, etc.

### **EMPLOYMENT HISTORY**

2001–present **Program Director**, Western Carolina Community Action, NC  
 1997 - 1999 **Communications Coordinator**, LLMI, Arden, NC  
 1995 - 2001 **Project Manager**, Henderson and Buncombe Counties, NC  
 1991 - 1995 **Vice-President**, LMS, Philadelphia, PA  
 1981 - 1991 **Owner/Commercial Pilot**, Challenge Balloons, Medford, NJ

### **EDUCATION**

B.A., University of Kentucky, Lexington  
 M.S.W., Marywood University, Scranton, Pennsylvania  
 Certified Housing Counselor, NC Assoc. of Housing Counselors, 2003-2009  
 Family Development Certification, Cornell/Duke, 2008  
 Effective Grants Administration Certification, NC Auditor, 2008  
 Family Self Sufficiency Development, NAHRO, 2006  
 Dale Carnegie Sales Course

**RHONDA H. MAYBIN**

59 Grannies House Road  
Zirconia, NC 28790

Phone: 828 692-6491

Email: [zionsrock@aol.com](mailto:zionsrock@aol.com)

**Experience**

**2/2006 to present**

**Western Carolina Community Action**

**Program Eligibility Specialist**

Intake for Section 8, Weatherization/HARRP and CSBG programs

**2002-2004**

**Holbert's Sheet Metal, Inc.**

**Office Manager**

Performed all duties vital to daily business operations

Weekly payroll using QuickBooks Software for 11 employees

**2000**

**Western Carolina Community Action**

**Caseworker**

Determined eligibility for 7 Low Income Assistance Programs

**1999**

**Henderson County Department of Social Services**

**Technician**

Taught classes for Food Stamp Debit Card Program

**1990-1993**

**Henderson County Department of Social Services**

**Income Maintenance Caseworker-I,II and III**

Caseworker for Food Stamps, LIEAP and AFDC

Administered LIEAP and Food Commodities

Trained volunteers for above programs

**Education**

**1967-1971 Edneyville High School**

Business Diploma

**Blue Ridge Community College**

Certificate for Basic Computer Course

**AR4CA Weatherization Software Training**

## **Kathleen M. Carr**

PO Box 38, Lake Lure, NC 28746

[knoxcarr@bellsouth.com](mailto:knoxcarr@bellsouth.com)

*Eleven years of experience and success in human services, educational interpreting, and business management.  
Consistently achieving targeted objectives on time while maintaining high morale, creating an efficient work environment.*

### **SKILL SET**

- ▶ Case Management
- ▶ Training and Interviewing
- ▶ Purchasing and Payroll
- ▶ American Sign Language and Cued Speech

### **EMPLOYMENT HISTORY**

- MOUNTAIN STORE** – Lake Lure, NC April 2005-January 2008  
*Manager/Co-owner*
- Responsible for purchasing
  - Recordkeeping
  - Payroll
- NOVA INFORMATION SYSTEMS** – Knoxville, TN January 2004 – March 2005  
*Voice Authorization Service*
- Authorized credit card for merchants
  - Updated mailing information
  - Trained new employees
- EAST TENNESSEE STATE UNIVERSITY** – Knoxville, TN July 2002 – December 2003  
*Service Review Coordinator*
- Review and editing of state records
  - Informed clients of status of benefits
  - Informed Department of Human Services of client dismissals
- KNOX COUNTY SCHOOLS** – Knoxville, TN August 1997 – May 2002  
*Cued Speech Translator*
- Provided hearing and speech services for deaf students
  - Attended M-Team meetings and extracurricular activities
  - Liaison to parents and teachers
- PRIVATE INDUSTRY COUNCIL** – Knoxville, TN April 1998 – August 1999  
*JTPA Supervisor*
- Supervised 12 – 14 worksites
  - Answered questions and resolved worksite problems
  - Delivered paychecks
- COMMUNITY ACTION COMMITTEE** – Knoxville, TN October 1996 – August 1997  
*Supportive Services Specialist*
- Interview clients for daycare services
  - Qualified and terminated clients for services
  - Referred clients to correct agencies for basic needs
  - Made home visits and qualified private home care providers for daycare services
  - Assisted providers with payment forms and other pertinent paperwork

### **EDUCATION**

- UNIVERSITY OF TENNESSEE** – Knoxville, TN
- Bachelor of Science in Human Services/Educational Interpreting, May 1996

**REFERENCE AVAILABLE UPON REQUEST**

MARYANN T. FESTA  
149 Highland View Lane Mill Spring, North Carolina 28756  
828-894-8986 (H) 864-906-5141 (C)

#### QUALIFICATIONS

- Facilitator of individual counseling and group workshops.
- Ability to positively and effectively interface with diverse individuals, groups and professions.
- Successful implementation and management of self-sufficiency focused programs.
- Certified by NC Association of Housing Counselors 2007

#### EXPERIENCE AND ACHIEVEMENTS

- April 2007 – Present                      *Western Carolina Community Action Hendersonville, North Carolina*  
**Family Self Sufficiency/Homeownership Coordinator**  
Recruiting and motivating individuals and families to create and achieve goals towards greater self-sufficiency. Utilizing agency services and available community resources to promote education, employment, financial literacy, and homeownership options. Extensive administrative duties, documentation, accountability, compliance, and reporting for programs sustainability.
- June 2005 – April 2007                      *South Carolina Vocational Rehabilitation Department Greenville, South Carolina*  
**Rehabilitation Counselor, primarily with individuals with diabetes**  
Provided case management services including assessment, counseling, monitoring, planning, advocacy and direct intervention to enable persons with disabilities to seek, achieve and maintain employment. Outstanding customer service, extensive interfacing with community, vendors, and marketing employers. Critical documentation, program integrity, integrated services, federal compliance and achievement of agency /counselor goals.
- October 2001- June 2005                      *The Housing Authority of the City of Greenville, South Carolina*  
**Family Service Counselor II**  
Provided intensive case management of Hope VI families, promoting and facilitating self-sufficiency through educational and career assessment, job coaching/counseling and homeownership. Extensive outreach to provide and broker wide range of services, eliminating barriers, encouraging further education and vocational training. Detailed documentation and reporting required. Advocating for and empowering the disadvantaged and disenfranchised daily.
- October 2000- March 2001                      *Spherion Staffing Services. Greenville, South Carolina at BMW Manufacturing Corporation*  
**Recruiter/Assessment Specialist**  
Temporary assignment augmenting human resource staff at BMW in major production associate hiring for new shift model project. Responsibilities included interviewing candidates, administering physical and written tests. Organizing, managing and reporting testing results. Assisting with new hire orientations.
- October 1996 – April 2000                      *South Carolina Department of Social Services, Greenville, South Carolina*  
**Young Parent Self-sufficiency Case manager**  
Implemented welfare to work program. Conducted employment and educational assessments, establishing and monitoring goals. Organized and facilitated workshops and group meetings. Certification in Parents as Teachers. Scheduled presentations, visits to centers, schools and communities of targeted population. Excellent rapport with internal and external customers

EDUCATION      *University of South Carolina, Columbia, South Carolina*  
Post graduate hours in Psychosocial Aspects of Disabilities and Counseling Techniques and Theories  
*Greenville Technical College, Continuing Education*  
Personal computers, Windows 95, Microsoft Word 97, Excel and PowerPoint  
*Converse College, Spartanburg, South Carolina*  
Masters of Education in Secondary Social Studies  
*Montclair State College, Montclair, New Jersey*  
Bachelor of Arts in Political Science

### 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.

Madeline Royes  
Board Chairperson

*Madeline Royes*  
Signature

Date 6-13-08

Lynn H. Gendler  
Notary Public  
My Commission expires ~~May 2, 2006~~

SEAL 



# *WCCA Board of Directors Meeting*

*February 8, 2007*

## *Members Present*

Susan Grider, Jimmie Cantrell, Jim Lindsey, Chuck Dougall, Mary Baptist, Stella Ferguson, Rodney Locks, Linda Weldon, Rachel Delk, Fred Tinsley, Gary Knock, Mary Jo Padgett, Teri Du Bois, Jackie Whitmire, Lillie Ricketts, & Madeline Royes

## *Members Absent*

Mike Earle, Caren Philemon, & Rosie Blackwell

## *Guest Present*

Bob Walker

## *Staff Present*

David White, Bill Crisp, Jonathan Stanley, Pat Malinak, Sheryl Fortune, & Gwen Hill

The meeting was held at the Etowah Lions Club in Etowah, NC.

## *CSBG Public Hearing - Pat Malinak, Henderson County Director of Community Services*

At 6:05 pm, Chairperson Susan Grider opened the public hearing for the Community Service Block Grant application, presented by Pat Malinak. The floor was open for discussion. There was no discussion. The hearing was closed at 6:10 p.m.

## *Board Introductions*

The Board meeting was called to order at 6:10 pm. Chairperson Susan Grider asked those present to introduce themselves. After the introductions, there was some discussion about the Annual Report and the recent gift letter sent out by WCCA. Susan said she was impressed by the number of senior staff and Board members that had donated to WCCA. She encouraged the Board to give whatever they can to WCCA and spoke of the importance of 100% participation by the board in contributions. Board notebooks were distributed to those present, as well as Annual Reports.

## *Transportation Update - Bill Crisp, Transportation Director*

Apple Country Transportation staff have been working to get all the vehicles into NCDOT compliance. Drivers are now doing daily inspections on the vans, including checking wheelchair equipment. There are a few minor things to finish up. The Henderson County Planning Department will be leasing two low mileage vehicles from Asheville Transit for the public transit program. Money will be appropriated for a third vehicle as well. The Federal Transit Administration (FTA) will fund the new vehicle, which will probably be added to the fleet in about a year. Bill Crisp said the smaller wheel chair vans were used to transport wheelchair passengers. Using the smaller vans allows door to door service for these passengers. Several of the public bus stops do not have American with Disabilities Act (ADA) accessibility. A specialist from

Braun is coming to inspect all the wheelchair equipment to assure that it is in good working condition.

An older weatherization truck is now being used for the Transylvania County meals delivery. An older red van is used to haul furniture to the Thrift Shop.

Public transit is up by four percent in ridership, which shows steady growth. The blue route seems to see the most growth because of the connection to Asheville Transit. There are currently approximately thirty passengers that are using the connection to travel to Asheville daily. David White, Executive Director, commended Bill Crisp and his staff on the excellent job they are doing.

***Section 8 Housing Update - Sheryl Fortune, Housing Director***  
***Resolution Adopting Administrative Plan For The Section 8 Housing Choice Voucher Program***

Sheryl Fortune presented the Resolution Adopting Administrative Plan For The Section 8 Housing Choice Voucher Program for the Board's consideration. The Resolution was included in this month's Board mailing for their review prior to the meeting. Sheryl summarized the Administrative Plan. New or changed policies were reflected in the resolution. It is necessary to have a policy in place to address budget cuts. While it is unlikely that this policy will become necessary, there is a possibility. Currently, homeless applicants receive priority. Should a time come that clients will need to be cut from the program; the new policy would place those clients at the top of the placement list. As shown in the Resolution, termination of Housing Assistant Payment (HAP) contracts, due to insufficient funding, would follow set criteria. Another change in the Administrative Plan was the definition of drug-related activity will now include the possession, manufacture, or delivery of drug paraphernalia. Rodney Locks asked if WCCA's policy is to terminate contracts due to convictions or charges. Sheryl replied that charges can result in termination if the client is a housing participant at the time of the arrest. If proven innocent, the termination can be appealed. After an open discussion, Rachel Delk made a motion to adopt the resolution as proposed. Linda Weldon seconded the motion. The motion passed unanimously.

***Update on Brevard Houses***

Upon further investigation, Sheryl Fortune discovered that funding restrictions require the houses to be sold to an income qualified person. The purchaser must be loan qualified with a financial institution and submit to housing scrutiny. The homes can be rented to the purchaser for a month and then sold to them. Once repairs are completed, the houses will be available.

***CSBG Update - Pat Malinak, Henderson County Director of Community Services***  
***New Board Representation***

Pat Malinak introduced Teri Du Bois, new Board member. Teri was a Family Self-Sufficiency (FSS) participant and became a home owner through the Self-Sufficiency Program. She is representing Section 8 Housing on the Board. She is filling the seat held by Sarah Heatherly. Sarah moved to Spruce Pine to be near her family.

### ***Community Service Block Grant (CSBG) Application***

Pat Malinak submitted the CSBG application for Board approval. This application includes a new three year Self-Sufficiency project. Once the application is approved, it will go before the Henderson County Board of Commissioners for consideration. A brief summary of the application and budget proposal was provided for those present. Rodney Locks made a motion to approve the application as submitted. The motion was seconded by Gary Knock. The motion passed unanimously.

### ***Minutes***

Chairperson Grider submitted the January Board Minutes for approval. Lilly Ricketts motioned that the minutes be adopted as written. Rachel Delk seconded the motion. The motion passed.

### ***Executive Directors Report - David White, Executive Director***

David White began his presentation by urging the Board to participate in fundraising efforts. A letter was sent to WCCA employees by Bob Walker, Chairperson of the Friends of WCCA, asking for their support.

### ***Strategic Plan Update***

David White distributed copies of the Strategic Plan in grid form. He also presented a PowerPoint presentation. There were some recent changes in the plan that was not reflected in the presentation. David will send an updated version to the Board.

### ***Succession Plan***

A Weatherization and CSBG Grant requirement was that WCCA must have a Succession Plan. A copy of the plan was included in the Board mailing prior to the meeting. This plan states how an Executive Director's duties will be handled should the Director be unable to perform his duties, due to illness, death, or termination. Many responsibilities in the plan are handled by the Executive Committee. The plan is a guideline for the Committee to follow. Stella Ferguson made a motion to adopt the plan. Mary Jo Padgett seconded the motion. The motion passed.

### ***Acknowledgement of Board Support***

David White thanked the Board for their support. He stated that WCCA benefited from their continuous support of his work, within the agency and statewide with the North Carolina Community Action Association as president. His term as president of the association will end in six months. He does not plan on running for this position again.

### ***Friends of WCCA (FOWCCA) Update - Bob Walker, Chairperson***

Bob Walker stated that the Friends of WCCA Foundation Board has gained some experience in fundraising and is planning some projects for this year. The Foundation Board consist of five members and will be gaining a sixth member at the February 14th meeting. Tom Snyder, Mountain First Vice President, has agreed to join FOWCCA. FOWCCA Bylaws require a representative from the WCCA Board of Directors to serve on the Foundation Board. Bob asked those present to please consider joining the Board.

Meeting dates for 2007 will be scheduled at the February 14th meeting. Anyone interested is invited to attend the meeting and can contact Gwen Hill, Public Outreach Coordinator, for more information.

*Old Business*

Madeline Royes asked for an update about the purchase of adjoining property in the Village at King Creek. David White said the offer to purchase had been accepted by Blue Ridge Community College. He expects the closing to be soon.

*Adjournment*

As there was no further business to discuss, Rachel Delk made a motion to adjourn the meeting. Stella Ferguson seconded the motion. The meeting adjourned at 8:00 p.m.

Minutes submitted by Gwen Hill, Public Outreach Coordinator