

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: June 1, 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) FY 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.

The Board originally approved the application at the March 2, 2009 meeting. However, the State requested that WCCA make some changes to the application. Also, an additional \$16,000 has been added to the program at the federal level since the application was originally approved by the Board.

BOARD ACTION REQUESTED:

Staff recommends that the Board of Commissioners endorses WCCA's FY2008-2009 Application for Funding and authorize the Chairman to execute the required documents.

Suggested Motion:

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



May 28, 2009

Mr. William L. Moyer, Chairman
Henderson County Board of Commissioners
1 Historic Courthouse Square, Suite 1
Hendersonville, NC 29792

Dear Chairman Moyer:

Please add WCCA's Community Services Block Grant Application for FY 2009-10 to the consent agenda for the June 1st Commissioners' meeting. This has been brought before the Board before, but the state suggested we make some changes. Also, an additional \$16,000 was added to this program at the federal level since the application was approved by the Board of Commissioners.

Thanks you for your assistance.

Sincerely,

David White
Executive Director

Enclosure

WWW.WCCA.NET

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COMMUNITY SERVICES BUILDING · 203 E. MORGAN ST. · BREVARD, NC 28712 · 828.884.3219 · FAX 828.883.9550

**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

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E-Mail: Zack.Hamlett@ncmail.net

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

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	_____	_____
2. Bylaws which contain (1) a democratic selection process for low-income sector members; (2) a procedure for receiving petitions for adequate board representation; and (3) the specific number of members required to constitute the full board of directors.	x	_____
3. Annual Audit or Schedule of Grantee Receipts and Expenditure Report and Certification and Sworn Statement	x	_____
4. Fidelity Bond	x	_____
5. Job descriptions and names of key management staff	x	_____
6. Agency Personnel Policies and Procedures Manual which contains policies on equal opportunity and non-discrimination, Drug Free Workplace, Americans with Disabilities Act, Pro-Children Act, Conflict of Interest, and prohibition against political activities consistent with the assurances and certifications in Sections IV and V of this application.	x	_____
7. Agency Financial Policies and Procedures Manual	x	_____

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>	<u> </u>
2. Determine personnel, organization, fiscal and program policies	<u> x </u>	<u> </u>
3. Determine overall program plans and priorities	<u> x </u>	<u> </u>
4. Make final approval of all programs, proposals and budgets	<u> </u>	<u> </u>
5. Enforce compliance with all grant conditions	<u> x </u>	<u> </u>
6. Ensure the extent and quality of participation of the poor in the planning and evaluation of programs	<u> x </u>	<u> </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> </u>	<u> x </u>
8. Are any of the above powers delegated? (If yes, explain below.)	<u> x </u>	<u> </u>

Program plans, priorities, program approvals, proposals and budgets 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, NC 28712		Rosenwald	3/2012
Teri Dubois	14 East Sugar Maple Dr., Hendersonville, NC 28739		Section 8	1/2013
Stella Ferguson	130 Beverly Ave., Hendersonville, NC 28792		Barker Heights	3/2012
Jackie Whitmire	1178 Whitmire Rd., Brevard, NC 28712		Rosman	10/2009
Martha Lively	2022 Glenheath Dr., Hendersonville, NC 28792		Head Start Policy Council	10/2013
Sarah Sentelle	9 Nature's Rose Ln., Hendersonville, NC 28792		Head Start Policy Council	11/2014
Heather Boyd	327 Stamey Creek Rd., Brevard, NC 28712		Section 8	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)
Marcia Weber	203 Laurel Ln., Brevard, NC 28712	Transylvania County		8/2011
Mike Earle	1913 Asheville Hwy., Hendersonville, NC 28791	City of Hendersonville		3/2012
Kelly Johnson	640 N. Main St., Hendersonville, NC 28792	City of Hendersonville		11/2016
Rodney Locks	121 South Rice St., Brevard, NC 28712	City of Brevard		7/2016
Lynn Marks	511 E. Crooked Creek Ln., Hendersonville, NC	Henderson County		9/2009
Madeline Royes	424 S. Walnut St., Hendersonville, NC 28739	Henderson County		4/2010
Fred Tinsley	104 Blackberry Ln., Brevard, NC 28712	Transylvania County		8/2009
Representatives of Private Organizations: Name:	Address:	Organization Represented:		Term Expires
Rosie Blackwell	177 Holly Springs Dr., Horse Shoe, NC 28742	Henderson County Health Dept.		6/2012
Jimmie Cantrell	7111 Willow Rd., Hendersonville, NC 28739	Etowah Lions Club		8/2011
Patrick Kennedy	P.O. Box 2057, Hendersonville, NC 28793	Housing Assistance Corp.		11/2014
Susan Grider	500 Hillview Extension, Brevard, NC 28712	The Family Place		10/2009
Steve Kirkland	P.O. Box 487, Hendersonville, NC 28793	United Way of Hen. County		10/2013
Gary Knock	502 Windsor Forest Court, Fletcher, NC 28732	Habitat for Humanity of Hen. County		10/2012
Mike Williams	203 2 nd Ave. East, Hendersonville, NC 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	Chair
Mike Earle	Vice-Chair
Fred Tinsley	Secretary
Jackie Whitmire	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
	Jimmy 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

SECTION III. ASSURANCES

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

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

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

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

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

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

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

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

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

notice under (D)2) from employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices.

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

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

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

Signature of Board Chairperson

Date

Typed Name of Board Chairperson

Agency

SECTION IV. CERTIFICATIONS

Public Hearing

We herein certify that this grant application for fiscal year 2009-2010 funding was presented for review and comment at a public hearing held on June 11, 2009.

Madeline Royes _____
Typed Named of Agency Board Chairperson

Signature of Agency Board Chairperson

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 June 1, 2009.

William L. Moyers _____
Typed Named of Agency Board Chairperson

Signature of 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 a 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 was 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. 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 King 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/asset-building 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 take 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, and #7. The 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. 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 all three 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 Henderson and Transylvania 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, Lions Club, Rotary Association, 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 Association, 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 the initial interview, resources are identified and referrals are 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. 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 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, and #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, Rotary, Lions Club, and the Chamber of Commerce also widens our ability to engage resources when needed.

ROMA Goals 2, 4 and 6

The conditions in which low-income people live are improved

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

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

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

See #6 above. According to current national research, effective parenting increases with asset accumulation. Research has also demonstrated that adequate stable housing can be tied to the success of a child's school performance, which contributes to the success of effective parenting and neutralizes race as a factor. Breaking down basic physical barriers aids in building self-esteem and hope for parents. To that end, WCCA believes that the road to attaining the goal of strengthening families is paved with meeting certain stepping stone goals such as stable employment, affordable housing, 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, Blue Ridge Health Clinic, Children's Center, Healing Place, and Children and Family Resource Center that offer classes and counseling designed to enhance parenting skills. Help is offered 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 is 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 Henderson and Transylvania counties information is now 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.

ROMA Goals 5 and 6

Agencies increase their capacity to achieve results

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

8. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

In light of our collaborative efforts and to remove duplication from the Henderson and Transylvania County social service systems, WCCA relinquished all emergency services from 2000-2003. 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 Nutrition 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 persons - congregate meal sites (2), home delivered meals (3), and 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 that 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 a "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 operates the Emergency Energy Crisis Intervention Program (EE-CIP) and LIHEAP. In Henderson County EA/CIP is outsourced at Interfaith Assistance Ministry; in Transylvania County 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 that 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 be 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 there.

On July 1, 2008, WCCA officially started self sufficiency and asset-building 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, 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. The Public Outreach department has also applied for and received over \$60,000 in private grant funds in 2008. These funds have supported Head Start, transportation, and the Silvermont Senior Center. WCCA operates a thrift shop in Rosman, NC which also provides the agency with additional unrestricted funds.

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, and 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, UCS (University of South Carolina), 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
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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 the 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

- (1) Poverty Cause Name: **Alleviate stressors of poverty for seniors over 60.**
(2) Poverty Cause Description:

Seniors, especially women, face a unique set of realities that make it more crucial to ensure protection of their assets and health. State wide, Transylvania County has the second highest percentage of seniors. By 2020, it is estimated that Transylvania County will have the highest percentage of Seniors of any county in North Carolina. In 2006, a survey was sent to registered voters over the age of 65 in Transylvania County. Of the 1,430 responses, 90% said they would support a Senior Center and 82% (1,173 seniors) said they would use the services provided by the Center. Transylvania County's Senior citizens need services designed to incorporate healthy life styles, financial stability, and community involvement. With this rapid growth, services that allow older adults to stay active and in their own homes will need to

be expanded. Seniors who live alone and with little socialization are more vulnerable to inadequate nutrition and to difficulty in accessing health care. Rising medical costs are a major factor in the economic distress of Seniors. Many of our seniors have found that they have not saved enough money to live comfortably nor can they continue to enjoy activities in the community because of the cost involved. What they once thought would be enough to keep them self-sufficient has now become inadequate. In addition, in these hard economic times, many scam artists and fraudulent activities are aimed at seniors. Oftentimes, the Seniors do not have the resources and information to determine and avoid unethical claims.

This community needs a Senior Center that can not only identify needs, but offer comprehensive programs and workshops to help Seniors address life changing issues such as isolation, better use of their income, and opportunities to encourage active living, therefore making improvements to their health so they may continue to live in their homes as long as they wish. Keeping older adults active and engaged is important to having them stay healthy and age in their own homes. Having Seniors stay healthy longer adds to the quality of life for the whole community. Helping Seniors maintain an adequate level of self-sufficiency makes our community a healthier place for everyone.

(3) Priority Number 2

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

(4) Resources Available:

Priority 1:

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

Employment Security Office, although ESC only knows about 15-20% of all jobs 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 Start 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 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.

Priority 2:

Our rural community is rich in resources. The Transylvania Department of Social Services provides senior services including Food Stamps, Medicaid, and Crisis Intervention funds. The staff presents informational programs at the Center. The Transylvania County Council on Aging (COA) has three members on the Center's Advisory Board. Activities for Older American month are planned by COA and Center staff. Transylvania County Parks and Recreation maintains the surrounding park and building. Two members also serve on the Advisory Board. Local law enforcement agencies provide information and workshops regarding fraud and crimes against seniors. Local businesses such as Mountain 1st Bank, Lowe's, and Edward Jones Investments also offer workshops to the participants. NC Cooperative Extension offers programs on nutrition and healthy eating; Home Care provides free blood pressure checks and glucose screenings; Transylvania Regional Hospital Wellness offers informational programs such as "Preventing Heart Attacks and Strokes" and "Living Healthy with a Chronic Illness." The library brings the Bookmobile each month. Local musicians offer their talents for entertainment. Other support with classes and activities comes from Land of Sky Regional Council/Area on Aging, AARP, and American Red Cross. Internally, the Center offers bridge, cribbage, board games, jigsaw puzzles, snacks, and other card games to encourage socialization and mental stimulation. The Center also offers space to groups such as Non-Fiction Book Club, Transylvania County Historical Society, and Dulcimer Groups. On the surrounding grounds are tennis courts and a horseshoe pit, plus a relatively level walking trail.

Prior to opening the Center, Transylvania County Government, through the support of the County Commission, remodeled the entire kitchen and installed a new heating and air conditioning system in the building based upon the achievements of the Center to date. WCCA's reputation for following through on successful projects and WCCA's ability to work in partnership have allowed the Senior Center to flourish.

The Program Director attends many community meetings, one of which is a roundtable open to all Human Service agencies in the county. We meet to learn updates of each agency and to gain knowledge of new or expanded services that we can refer to our own participants. Another is specifically a roundtable of Senior providers – profit and non-profit, that offer services to the senior population. This includes everything from legal services to organizing your home.

In the 13 months the Senior Center has been open, we have focused on workshops and activities that demonstrate life changing opportunities for persons over the age of 60. Examples are: consumer awareness, computer skills, financial management, identity theft, fraud and scam prevention, keyboard classes, golf lessons, health and wellness in a variety of settings/classes, frugal cooking, cooking for one/two, gardening (container, herb, flower, etc.), self defense for Seniors, dancing, board games, etc. This is not an exhaustive list – all classes and activities focus on self-sufficiency by encouraging financial security, promoting healthy, active living through involvement in the community, and promoting self reliance.

(5) Resources Needed:

Priority 1:

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 range. The assumption might be that the crackdown on immigrant 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 a 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 the 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 as 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 plan 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.

Health Care continues to be an issue 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 affects 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 diagnose 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-day 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 by 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 _____

SECTION III. GOAL AND STRATEGY

(6) Long-Range Goal:**Priority 1:**

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

(7) Strategies for Achieving Long-Range Goal: (Use asterisk to denote strategies to be implemented agency)**Priority 1:**

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

N.C. Department of Health and Human Services
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Community Services Block Grant Program
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ONE-YEAR WORK PROGRAM AND BUDGET – FORM 212

One-Year Submission _____ 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:	\$236,000	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):							8
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							10

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.		12	20	27	32
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	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 Eligibility Spec Program Director Program Eligibility Spec SSCoord/Fam Sup Spec FSS Coordinator	52	52	52	52
C. Accept applications, verify income. Determine readiness, and sign goal plan	Family Res. Specialist SS Coordinator FSS Coordinator	X	X	X	X

GRANTEE ONE-YEAR WORK PROGRAM
(Continuation page)

Project Name: Self Sufficiency

Project Activities	Position Title	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
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	12	20	27	32
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 need, 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, equipment, personal hygiene - public transportation, auto gas, driver's license fee, auto registration, car repair, etc. - books, fees, supplies for education, etc. - housing, child care, credit reports or related issues	Program Director Family Support Spec SS Coordinator FSS Coordinator	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 Accounts for asset-Building for individuals/families who have stable Employment, standard of living, etc. through home or business Ownership, job or skill training or education.	Program Director SS Coordinator FSS Coordinator	X	X	X	X
J. Maintain a strong, visible presence in Transylvania County To provide local access to CAA services and a more Connective and effective network of service providers for Residents.	Program Director Sr Center Manager Family Support Spec	X	X	X	X
K. Provide a Senior Opportunity Center for the growing senior population in Transylvania County to provide healthy nutrition, exercise, financial management, and socialization for isolated, transportation restricted low-income seniors.	Program Director Sr Center manager Family Support Spec.	X	X	X	X
L. Report monthly with 286, year end, and nationally with CAIR	Program Directors Sr Center Manager SS & FSS Coordinators Family Support Spec.	X	X	X	X

N.C. Department of Health and Human Services
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CSBG ADMINISTRATIVE SUPPORT WORKSHEET – FORM 212-A

One-Year Submission _____ Amendment _____

(1) Administrative Support requested for: (Name of grant) _____

(2) Brief description of grant, including name of funding source:

Total Grant Amount \$ _____

(3) Reason for requesting Administrative Support (attach supporting documentation):

(4) Amount of Administrative Support requested: \$ _____

(5) Basis for determining amount of Administrative Support needed:
(Please choose either **Indirect Costs** or **Cost Allocation**, not both.)

Indirect Costs

Indirect Cost Base _____ Indirect Cost Rate _____%

Indirect cost base amount for this grant \$ _____

Percent indirect allowed by funding source for this grant _____%

Dollar amount indirect allowed by funding source for this grant \$ _____

Cost Allocation

Percent of administrative costs allowed by funding source for this grant _____%

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

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

(7) Administrative Support to be applied: _____ Monthly _____ Quarterly _____ Annually

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: At 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 the WCCA Board and its committees, Head Start Policy Council, the FSS Program Advisory Committee, the 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 ongoing process by which the Board reviews program performance on a monthly and annual basis. Assessment is an ongoing 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 the Spring of 2008 as a 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 in 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 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.

Key Outcome Measures	A Expected to achieve the outcome in reporting period (Target)
The number of low-income families rising above the poverty level	8
The average change in annual income per participant family	\$1250
The number of participants obtaining employment	8
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 Sentelle, Target, seated 11.13.08
- *Organizational Chart*
- *Key CSBG Staff Resumes*
- *Conflict of Interest Policy for Private Not-for-Profit Agencies*
- *Emergency Succession Plan (on file)*
-
- *Minutes of the public hearing at which this application was reviewed and approved at the beginning of planning period 2.8.07*

OFFICE of ECONOMIC OPPORTUNITY

Tripartite Board of Directors Member Profile

A completed Profile is required for each Board Member for whom a Profile was not previously submitted. When a new member is seated, a Board Member Profile, along with the applicable documentation (minutes of the meeting at which this new board member was seated, a letter confirming election or appointment from the organization represented by the new board member and/or documents certifying democratic selection and/or community or neighborhood election of a representative of the poor) should be mailed to the Office of Economic Opportunity within 30 days. This requirement supports The Community Opportunities, Accountability and Training and Educational Services Act of 1998 Section 676B "Tripartite Boards."

Agency Name: _____

Board Member's Name: _____

Address: _____

Date seated: _____

Term Expires: _____

SECTOR REPRESENTED (please check one)

- Representative of the Poor Public Elected Official (or appointed representative) Private Organization

Community Represented: _____

Title of Elected Office: _____

Organization Represented: _____

Date of Orientation: _____

Occupation: _____

Committee Assignment(s): _____

Goal(s) as a Board Member: _____

Please check all that apply
<input type="checkbox"/> Minutes of the meeting at which this board member was seated are on file and available for review.
<input type="checkbox"/> A Letter confirming election or appointment from the organization represented by the new board member is on file and available for review.
<input type="checkbox"/> Documents certifying a community or neighborhood election of a Representative of the Poor are on file and available for review.

X

 Signature of Board Chairperson Date

X

 Signature of Board Member Date

Conflict of Interest Policy for Private Not-for-Profit Agencies

Agency staff persons are obligated to always act in the best interest of the organization. This obligation requires that any employee, in the performance of Agency duties, seek only the furtherance of the Agency mission. At all times, employees are prohibited from using their job title, the organization's name or property, for private profit or benefit.

A. The officers, employees or their immediate family members, or agents of the Agency should neither solicit nor accept gratuities, favors, or anything of monetary value from the following:

1. Contractors/vendors;
2. Persons receiving benefits or services from the organization; or
3. Persons who are otherwise in a position to benefit from the actions of any officer or employee of the organization.

This is not intended to preclude bona-fide Agency fund raising-activities.

B. No officer, employee, or agent of the Agency shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

1. The officer, employee, or agent;
2. Any member of their immediate family;
3. Their partner;
4. An organization in which any of the above is an officer, director, or employee;
5. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment.

C. **Disclosure**--Any possible conflict of interest shall be disclosed by the person or persons concerned.

D. **Board Action**--When a conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested person(s) shall call it to the attention of the Board of Directors and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room during the vote of the Board of Directors. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Directors, excluding the person(s) concerning whose situation the doubt has arisen.

E. **Record of Conflict**--The official minutes of the Board of Directors shall reflect that the conflict of interest was disclosed and the interested person(s) was (were) not present during the final discussion or vote and did not vote on the matter.

Agency Name

Signature of Agency Official

Notary Public Signature and Official Seal

Date

Commission Expiration Date