

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Family Empowerment Self-Sufficiency (FESS)						
2. Poverty Cause Name:	Lack of skills to become self-sufficient						
3. Objective Statement:	To assist 117 families, obtain self-sufficiency with income above the federal poverty guidelines by June 30, 2021.						
4. Selected Strategy:	To provide comprehensive services to 275 low-income families to become more self-sufficient.						
5. Project Period:	July 1, 2018	To	June 30, 2019	Plan Year	1	of	3
6. CSBG Funds Requested for this Project:	\$1,013,904						
7. Total Number Expected to Be Served:	275						
a. Expected Number of New Clients	185						
b. Expected Number of Carryover Clients	90						
Section II: One-Year CSBG Program Objective and Activities							
Activities	Position Title(s)	Implementation Schedule					
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter		
Objective: To provide comprehensive services to 275 low income families designed to help them become self-sufficient during fiscal year 2018-2019.	Program Director Case Management Field Supervisors Case Manager/ROMA Compliance Officer Case Managers	90 (50)	140 (50)	190 (50)	275 (35)		
Provide effective and efficient delivery of services. <ul style="list-style-type: none"> Collect and share data on current sources with staff for use with clients. Provide regular training (individual and group). Prepare and issue Public Service Announcements announcing services. Notify local service agencies to make referrals. Participate in Community Service Block Grant (CSBG) advisory committee meetings to inform other agencies of services and remain abreast of other community services available to clients. 	Program Director Case Management Field Supervisors Case Manager/ROMA Compliance Officer Case Managers	7/18-9/18	10/18-12/18	1/19-3/19	4/19-6/19		

<ul style="list-style-type: none"> Distribute brochures to clients, faith-based organizations, human service organizations, businesses and community at large. 					
<p>Provide case management services to low wealth individuals to enable them to achieve self-sufficiency.</p> <ul style="list-style-type: none"> Recruit 185 eligible applicants Assess each client Prepare development plan. Make referrals and advocate for needs Follow up on referrals Coordinate services Re-assess needs on quarterly basis Follow up on progress Coach and mentor clients, offer informal life skills and problem solving skills. Provide training Facilitate group support Maintain accurate records 	<p>Program Director Case Management Field Supervisors Case Manager/ROMA Compliance Officer Case Managers</p>	<p>90 (60)</p>	<p>150 (62)</p>	<p>212 (63)</p>	<p>275</p>
<p>Provide employment training and opportunities for low wealth participants to achieve self-sufficiency and assist with 65 families in securing employment and/or better employment through Workforce Development, local businesses and industries, temporary services and military among others to include pre-employment training, conducting job development, providing job referrals, vocational education and training, internships, on-the-job training, job readiness training to develop soft skills, provide employment maintenance and support, and establish working relationships with local job placement providers.</p>	<p>Case Management Field Supervisors Case Manager/ROMA Compliance Officer Case Managers</p>	<p>20</p>	<p>40 (20)</p>	<p>60 (20)</p>	<p>65 (5)</p>
<p>Provide direct educational support to 15 participants by assisting with tuition, books, childcare, transportation, uniforms, and supplies.</p>	<p>Case Manager/ROMA Compliance Officer Case Managers</p>	<p>4</p>	<p>9 (5)</p>	<p>13 (4)</p>	<p>15 (2)</p>
<p>Assist 15 families in completing educational and/or vocational programs (Adult Basic Education, general education development, diploma, post-secondary, pre-school, literacy, special tutoring, etc.) through local community colleges and universities.</p>	<p>Case Manager/ROMA Compliance Officer Case Managers</p>	<p>4</p>	<p>9 (5)</p>	<p>13 (4)</p>	<p>15 (2)</p>
<p>Assist 16 families in accessing standard, affordable housing through home ownership, home improvement, rental housing, retirement/nursing homes. Farmers Home Administration, Veteran Affairs, private sector owners and builders, Habitat for Humanity, faith-based organizations, tribal grants, Section 8, and others.</p>	<p>Case Manager/ROMA Compliance Officer Case Managers</p>	<p>4</p>	<p>9 (5)</p>	<p>13 (4)</p>	<p>16 (3)</p>

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Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Provide financial literacy workshops to support self-sufficiency. Training topics may include budgeting effectively, managing resources, couponing, managing a checking and savings account, etc. (Note: The number represents one workshop per county per quarter).	Case Manager/RCO Case Managers	7	14 (7)	21 (7)	28 (7)	
Assist 275 families in analyzing finance and prepare a budget using the Accountable Results for Community Action program (AR4CA) budget form.	Case Manager Field Supervisors Case Manager/RCO Case Managers	90 (60)	150 (62)	212 (63)	275	
Provide supportive and transition services to 75 low wealth participants to enable them to achieve self-sufficiency and to strengthen families to include transportation, child care, health care, medical, eye, dental, mental health, work clothes and tools, supplemental food, and emergency shelter and utilities	Case Manager Field Supervisors Case Manager/RCO Case Managers	20 (20)	40 (20)	60 (20)	75 (15)	
Conduct closing activities "Graduation Ceremony" for participants successfully completing with 80% attendance. <ul style="list-style-type: none"> Select location Invite keynote speaker Invite graduating participants Invite community leaders Notify local media Issue graduation certificates 	Program Director Case Manager Field Supervisors Case Manager/RCO Case Managers		10/18 – 12/18	1/19- 3/19	4/19 – 6/19	
Assist eligible family members and/or their dependents in accessing benefits through programs such as Social Security, Veteran Administration, pension, etc. as needed.	Case Manager Field Supervisors Case Manager/RCO Case Managers	7/18 – 9/18	10/18 – 12/18	1/19- 3/19	4/19 – 6/19	
Assist customers in accessing life skills classes such as conflict resolution, parenting and community relations through entities such as county cooperative extension offices and through in-house training.	Case Manager Field Supervisors Case Manager/RCO Case Managers	7/18 – 9/18	10/18 – 12/18	1/19- 3/19	4/19 – 6/19	
Assist customers in accessing nutrition programs such as Women Infants & Children, Food stamps, US Department of Agriculture Commodities, and school breakfast/lunch programs, and others.	Case Manager Field Supervisors Case Manager/RCO Case Managers	7/18 – 9/18	10/18 – 12/18	1/19- 3/19	4/19 – 6/19	

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Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Follow-Ups: Maintain regular contacts with clients to assess progress; assist with case management plan, and budget revisions, as needed. Use AR4CA to capture data.	Case Manager Field Supervisors Case Manager/RCO Case Managers	7/18 – 9/18	10/18 – 12/18	1/19- 3/19	4/19 – 6/19
Compliance: Monitor staff performance to ensure compliance with contracted performance, efficiency, and outcome measures as well as viability of goals, objectives, and activities through onsite visits, review of AR4CA, and review papers maintained in the center with emphasis on documentation of customer eligibility at time of enrollment and outcomes achieved.	Program Director Case Manager Field Supervisors Case Manager/RCO Case Managers	7/18 – 9/18	10/18 – 12/18	1/19- 3/19	4/19 – 6/19
Reporting: Submit monthly reports to the assigned Case Management Field Supervisor.	Case Manager/RCO Case Managers	7/18 – 9/18	10/18 – 12/18	1/19- 3/19	4/19 – 6/19
Compile monthly reports into quarterly and submit to Program Director	Case Manager Field Supervisors	7/18 – 9/18	10/18 – 12/18	1/19- 3/19	4/19 – 6/19
Prepare and submit required reports and documents to the Chief Executive Officer, Board of Directors, and Office of Economic Opportunity as well as other reports that are required, including the Annual Report.	Program Director Case Manager Supervisors	7/18 – 9/18	10/18 – 12/18	1/19- 3/19	4/19 – 6/19
Training: Coordinate and conduct quarterly training for all CSBG personnel to ensure understanding of required documentation and appropriate use of AR4CA. Provide one-on-one training as needed for specific needs identified for staff.	Program Director Case Manager Field Supervisors	7/18 – 9/18	10/18 – 12/18	1/19- 3/19	4/19 – 6/19
Statistical Performance: Evaluate outcomes, contact time, and case load to ensure staff are meeting the targets identified in the work program. General quarterly statistical reports and share data with appropriate personnel	Program Director Case Manager Field Supervisors	7/18 – 9/18	10/18 – 12/18	1/19- 3/19	4/19 – 6/19
Public Events: Develop calendar of events throughout service area and ensure staff participation to publicize program. Develop partnerships and obtain agreements with agencies throughout the service area.	Program Director Case Manager Field Supervisors	7/18 – 9/18	10/18 – 12/18	1/19- 3/19	4/19 – 6/19

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8. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 6 of the Fiscal Year 2018-19 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	275
The number of low-income participant families rising above the poverty level.	39
The number of participant families obtaining employment.	50
The number of participant families who are employed and obtain better employment.	15
The number of jobs with medical benefits obtained.	15
The number of participant families completing education/training programs.	15
The number of participant families securing standard housing.	16
The number of participant families provided emergency assistance.	30
The number of participant families provided employment supports.	50
The number of participant families provided educational supports.	15
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

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9. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total number of persons served in the table.

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