

# North Carolina Department of Health and Human Services

## Division of Social Services



### Community Services Block Grant Program

**Fiscal Year 2017-18 Application for Funding  
Project Period July 1, 2017 – June 30, 2018  
Application Due Date: February 13, 2017**

Agency Information	
Agency:	Choanoke Area Development Association, Inc.
Federal I.D.	560841757
DUNS Number:	075568618
Administrative Office Address:	120 Sessoms Drive, Rich Square, NC 27869
Mailing Address (include the 4-digit zip code extension):	P.O. Box 530, Rich Square, NC 27869
Telephone Number:	252-539-4155
Fax Number:	252.539.2048
Board Chairperson:	Wendell Hall, Jr.
Board Chairperson's Address: (where communications should be sent)	P.O. Box 530, Rich Square, NC 27869
Board Chairperson's Term of Office (enter beginning and end dates):	January 2016 – December 2017
Executive Director:	Sallie P. Surface
Executive Director Email Address:	<a href="mailto:surface@nc-cada.org">surface@nc-cada.org</a>
Agency Fiscal Officer:	Traig Neal
Fiscal Officer Email Address:	<a href="mailto:tneal@nc-cada.org">tneal@nc-cada.org</a>
CSBG Program Director:	Christopher S. Moody
CSBG Program Director Email Address:	<a href="mailto:cmoody@nc-cada.org">cmoody@nc-cada.org</a>
Counties Served with CSBG funds:	Bertie, Halifax, Hertford, Martin, and Northampton
Agency Operational Fiscal Year:	July 1, 2017 to June 30, 2018

**Community Services Block Grant Program  
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Planning Process Narrative**

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

- a. Low-Income Community:

The involvement of the low-income community in the planning process is fundamental to and continues throughout all phases of planning, development, and evaluation. During the program year, CADA staff attends community meetings to inform the low-income of current on-going CADA programs and the impact these programs are making on poverty causes, and to ascertain community needs and concerns for future planning. The low-income residents of the five-county area CADA represents, participate in the development of the annual work plan through community meetings, surveys, annual planning meetings, Head Start Policy Council and other advisory boards and membership on the CADA Board of Directors. CADA distributed surveys throughout our service area in order to identify the needs of low-income families.

- b. Agency Staff:

The staff, through daily contacts with the targeted population, through community meetings with the low-income and other agencies, and through an on-going monthly evaluation process, is directly involved in the planning, evaluation, and development of the grant application. A Community Needs Assessment Survey is completed to help determine the needs of the residents in the CADA service area. Staff participated in various community events throughout our service area in order to develop professional relationships.

- c. Agency's Board Members:

The Board is reflective of the community and has direct contact with the needs and resources that are available to impact the geographical areas/targeted populations they represent. Targeted populations such as Head Start, the elderly, and youth have representation on the Board, and thus, a direct voice in the planning and development of this strategic plan. In addition, staff presents information from community needs assessments and program evaluations to the CADA Board. The board reviews pertinent information, needs, and resources, and directs the development of the plan.

2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.

To facilitate planning, a Needs Assessment is conducted or is reviewed/updated annually. Some programs use a one-year planning process; others use a three – five year process. Choanoke Area Development Association conducted a community needs assessment in January 2017 throughout all five counties.

Information from the Needs Assessment, meetings with the low-income population; recommendations from the Head Start Policy Council and other standing program boards are presented to the CADA Board of Directors for consideration in establishing poverty causes or needs and their prioritization. The Board considers the identified community needs as they relate to CADA's stated mission and applies the following criteria to prioritize the cause of poverty: (a) magnitude of the problem – the number of people affected by the given cause; (b) intensity – the degree of suffering caused by the problem; and, (c) severity of the

problem resulting from the cause – this is the combination of magnitude and intensity. Also considered is (a) the agency's capacity to impact the problem; (b) available resources to combat the problem; (c) methods to measure impact on the problem; and, (d) cost effectiveness. If a discussion/dialogue does not achieve a consensus, a formal ranking method will be utilized.

3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

CADA has worked to address the issue of self-sufficiency and empowerment of low-income individuals by:

- Coordinating services with local human service agencies so families can get timely referrals and the services needed;
  - Providing space for low-income residents on the Board of Directors; currently low-income residents constitute 37% of the Board membership;
  - Providing counseling and referral assistance for skills training/education programs;
  - Helping low-income families remove the barriers to self-sufficiency such as: daycare and transportation
  - Managing a NC Works Career Center, which helps low-income families improve skills and find jobs;
  - Providing housing assistance to low-income families including rental, rehab, down payment assistance and individualized credit counseling.
  - Providing home ownership and financial literacy classes for low-income residents interested in becoming first-time homeowners.
  - Implementing a Home Protection Program;
  - Providing training opportunities through WIOA;
  - Implementing Parenting and Literacy Programs such as Parents as Teachers Too
  - Implementing a Head Start Male Involvement Program in four counties
  - Providing new housing opportunities for seniors and disabled individuals, such as Woodland Olney Apartments, Ahoskie High School Apartments and Enfield High School Apartments.
4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

Many of the programs CADA administers have advisory boards that represent the community. CADA actively seeks to form/join partnerships to ensure that the low-income (1) have a voice; (2) are provided unduplicated services; and, (3) receive new services when needed. The membership of the community-at-large category on the CADA Board includes representatives of the faith community, youth and senior organizations, and service organizations. Several CADA staff members serve on interagency committees.

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

Copies of grant applications are furnished to local governing offices, and upon request, to other agencies that administer programs that affect the low-income. CADA staff attends interagency coordination meetings, serves on agency boards, and maintains contact with other agencies to assure effective, non-duplicative delivery of services to the low income. An established interagency referral system assures that the low income have access to unduplicated resources and services.

6. 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).

Head Start offers a Male Involvement Program reaching out to fathers of Head Start students and our Parent as Teachers Too Program assists new mothers with young children with child development issues.

7. 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.

CADA has historically had a food pantry in Northampton County to assist those in need and referral sources for our other counties. We have received and distributed fresh vegetables received from the Food Bank of the Albemarle on a sporadic basis throughout the years. In 2010, we embarked on a much more effective method of food distribution – the Mobile Food Bank from the Food Bank of the Albemarle. This mobile unit, provided by the Kraft Food for America Program, allows us to serve over 100 families in Northampton County with a wide option of food on a monthly basis. CADA is also the lead agency for the Emergency Food and Shelter program. Nutritional outreach programs are coordinated with Cooperative Extensions, WIC and the Health Department. Programs are provided at CADA offices/centers. Staff assists with commodity distribution and serves on interagency councils.

8. Describe 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 Innovation and Opportunity Act.

Choanoke Area Development Association is the administrator of the NC Works County Career Center -- a one stop employment resource that provides a myriad of services and resources to local residents. We work closely with both local community colleges with regards to Career Readiness and TABE Testing and share staff and resources so as not to duplicate services. All CSBG Case Managers are knowledgeable of the resources at the NC Works Career Center, DES Center and Roanoke Chowan Community College and Halifax County Community College and make frequent referrals to clients seeking employment or skills training.

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

CADA has established a referral system with the local Departments of Social Services. This referral system is a two-way process since some programs CADA administers must ensure that all other sources of assistance have been exhausted. CADA offices are used by DSS for intake for the LIHEAP Program. CADA staff serves on local boards/councils for coordination and CADA actively seeks resources to complement those of DSS such as EnergyShare and Emergency Food and Shelter programs. Staff will continue to develop partnerships with agencies/organizations throughout our service area in order to maintain/increase a referral system to connect clients with much needed resources.

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Planning Process Narrative (continued)**

10. 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.

CADA has identified the following needs for low-income youth: a) lack of after-school programs, b) lack of organized recreational activities, c) lack of adult role models and opportunities to interact with adults, d) lack of tutoring programs, e) few opportunities to build self-esteem, f) lack of work experience opportunities, g) lack of pregnancy prevention programs, and h) poor nutritional habits. In an effort to meet these needs, CADA is currently operating in Bertie, Halifax and Martin Counties WIOA Year-Round Youth. Head Start provides services and counseling through its Male Involvement Program. CADA operates Parents as First Teachers Programs in Hertford County and Northampton County which serves young mothers

11. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

All case managers in various programs are ready to discuss child support issues – for mothers or fathers – and advocate on their behalf. CADA works with local DSS offices to ensure that children are being supported by their non-custodial parents and will assist clients in pursuing their options – either to obtain child support or to present themselves in court for fair adjudication of the matter. Head Start's Male Involvement Program particularly emphasizes the importance and the protocol to resolve child support issues.

**Community Services Block Grant Program  
Fiscal Year 2017-18 Application for Funding  
OEO Form 210**

**Agency Strategy for Eliminating Poverty**

**Planning Period:** 07/01/2017 – 06/30/2018

**Section I: Identification of the Problem (use additional sheets if necessary)**

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

Analysis of data obtained through CADA's Community Needs Assessment (2015-2016) reveals the barriers and challenges facing the residents of Bertie, Halifax, Hertford, Northampton and Martin Counties:

1. Lack of resources and motivation/education/skills training to increase family income to become self-sufficient
2. High unemployment – lack of industry
3. Lack of financial literacy
4. Lack of resources/knowledge/skills to access affordable, standard housing.
5. Lack of subsidized rental housing.
6. Lack of homeless shelters
7. Limited funds for emergency assistance programs.
8. Lack of awareness information and available resources/services to prevent abuse and neglect and the removal of at-risk children from home.
9. Lack of support services to enable single teenage parents and pregnant teenagers to complete high school requirements.
10. Lack of resources to provide transportation/medical/needs.
11. Lack of employment counseling
12. Lack of access to family support/family empowerment services
13. Lack of emergency childcare
14. Lack of resources and services for isolated elderly

15. Lack of parental knowledge of child development stages and appropriate ways to stimulate learning for children 0-5 years of age. Lack of programs, mentoring for youth.
16. Lack of Early Childhood Development programs/daycare to prepare children for school.
17. Lack of child/parent literacy
18. Lack of child health and wellness
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

(A) Explain why the problem exists.

Historically, CADA's service area has been identified as some of the most economically distressed in North Carolina and the nation. Furthermore, they have been included in a crescent of counties beginning in Virginia and continuing south through North Carolina, South Carolina, Georgia, and Alabama where poverty has been entrenched over many decades. These counties have a higher percentage of African Americans, education and health system needs, higher unemployment, and lower paying jobs. The traditional economy and jobs of this region have declined or are no longer viable options. This region was historically an agrarian society but with the decline of family farms and traditional money crops such as tobacco and the changes in the mechanism of farming, jobs have been lost. Textiles and timber/wood product industries were also important traditional economic engines to the region that have declined and contributed to the loss of jobs. The jobs that have been created often do not pay a living wage. Revenue these counties receive to assist their residents does not provide for the many needs of families. All of this information has been used by the North Carolina Department of Commerce to rate the ability of these counties to be able to help themselves as very low. Bertie County was ranked number one in the state as the county with the fewest resources to economically improve the county. The data listed below reflects the causes and conditions of entrenched poverty in the region. Just as these counties do not have the resources for change, residents do not have the resources and support needed for change.

**Table 1: CADA's Service Area Tier/Poverty Comparison Ranking Out of 100 Counties in NC**

<u>County</u>	<u>Allocation</u>	<u>% in poverty</u>	<u>Economic Distress Rank</u>	<u>Final 2015 Tiers</u>
BERTIE	\$62,316	25.5	3	1
HALIFAX	\$152,142	25.8	4	1
HERTFORD	\$67,338	26.3	10	1
MARTIN	\$54,808	22.5	13	1
NORTHAMPTON	\$61,180	26.2	12	1

**Data Courtesy of:**

\* NC CSBG Allocation (Office of Economic Opportunity (OEO))

\* County Development Tier Ranking (2017 NC Department of Commerce)

(B) Identify the segment of the population and give the number of people experiencing the problem.

Within CADA's service area and in Martin County, poverty is chronic and entrenched in these depressed "Tier one" rural communities where unemployment and poverty rates reflect percentages well above the state and national averages.

**Table 2: Unemployment Figures and Families in Poverty in CADA Service Area**

<u>County</u>	<u>November 2016</u>		<u>County</u>	<u>Population</u>	<u>Persons In Poverty</u>
Bertie	6%		Bertie	20,199	22.3%
Halifax	7.6%		Halifax	52,456	26.3%
Hertford	6%		Hertford	24,184	25.6%
Martin	6.6%		Martin	23,357	21.3%
Northampton	6.9%		Northampton	20,426	28.1%
Avg. / Service Area	6.6%		Avg. /Service Area	28,124	24.7%
North Carolina	4.8%		North Carolina	10,042,802	17.4%
			United States	321,418,820	15.5%
* NC Commerce (November 2016 Report)			*2015 Population Estimate (as of July, 2015)		

High rent with limited earnings has a major impact in CADA's service area including Martin County. Workers would need to earn well above minimum wage in order to afford Fair Market Monthly Rent (FMMR), when the average hourly wage is not sufficient for families to afford standard housing. Families earning minimum wage, working 40 hours per week would need to work an average 1.7 full time jobs in order to afford the FMMR. When you factor in other barriers that suppress individuals/families from gaining adequate employment, such as daycare, transportation, criminal background, lack of work history, lack of employable



skills, etc., it makes it difficult for families to afford standard housing as well as support the overall family without the ability to acquire employment. CADA has proven through the years that we are capable of removing barriers for families within our service area.

(C) Provide demographic information of those adversely effected inclusive of:

(a) Gender

**TABLE 4: General Population<sup>1</sup>**

	<b>Total</b>	<b>Male</b>	<b>Female</b>
Bertie	20,199	50.8%	49.2%
Halifax	52,456	48%	52%
Hertford	24,184	49%	51%
Martin	23,357	47%	53%
Northampton	20,426	48%	52%
North Carolina	10,042,802	49%	51 %

(b) Age

**AGE OF THE SERVICE AREA POPULATION**

A table 5 reflects the overall age breakdown for CADA's service area.

**TABLE 5: Population by Age Group<sup>2</sup>**

	<b>Bertie</b>	<b>Halifax</b>	<b>Hertford</b>	<b>Martin</b>	<b>Northampton</b>
20 – 24	1,225	3,456	1,723	1,364	1,259
25 – 34	2,441	5,752	2,770	2,319	2,022
35 – 44	2,097	6,024	2,793	2,558	2,094
45 – 54	3,180	7,812	3,504	3,336	3,015
55 – 59	1,647	3,986	1,956	2,085	2,016
60 – 64	1,446	3,817	1,652	1,841	1,394
65 – 74	2,109	5,279	2,351	2,092	2,602
75 – 84	1,225	3,042	1,153	1,425	1,473
85 years and over	596	1,188	653	538	568

<sup>1</sup> U.S. Census Bureau, 2010

<sup>2</sup> 2011-2015 American Community Survey 5-Year Estimates

(c) Race/Ethnicity for the agency's service area

**RACE AMONG THE SERVICE AREA POPULATION**

Table 6 examines the race/ethnicity of CADA's service area.

**Table 6: Population by Race and Ethnicity<sup>3</sup>**

	<b>Bertie</b>	<b>Halifax</b>	<b>Hertford</b>	<b>Martin</b>	<b>Northampton</b>
	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>	<b>Number</b>
Non-Hispanic White	7,429	21,402	8,672	12,548	8,395
Non-Hispanic Black	12,717	27,868	14,218	10,337	11,937
Non-Hispanic American Indian	119	1,802	248	86	49
Non-Hispanic Asian and Pacific	119	439	296	132	36
Hispanic or Latino	343	1,379	781	840	391

(D) Explain how the persons are adversely affected.

The dependent poor headed by persons over 65 years of age and/or disabled represent over 15% of the area poverty households and are not potentially employable. Children under the age of six who live in poverty represent 31% of the population. Minorities that live in poverty represent 80% and 52% are female-headed households. Only 34% of the family members aged 25 or older are high school graduates. They also lack marketable skills/training, have poor or non-existent work histories, display poor work attitudes, and need affordable childcare, transportation, and other supportive services.

High rent with limited earnings also has a major impact in the five counties that CADA serves. The North Carolina Housing Coalition suggests in order for individuals/families to afford rent and utilities for a safe, modest two-bedroom apartment at the fair market monthly rent, individuals/families will have to obtain an average hourly wage \$12.20, but individuals are currently making average wages of \$8.60. When housing is affordable, families do not have to choose between paying for housing and other needs, such as food and

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<sup>3</sup> 2011-2015 American Community Survey 5-Year Estimates

medicine. Combining these barriers to employment, the remoteness of the area and the lack of employment opportunities hinder individuals/families from becoming self-sufficient. Of the area population, approximately 73% are transportation disadvantaged.

As a result of community meetings, focus groups, and surveys, CADA has learned that the concerns of the residents in CADA's service area reflect the demographics and statistics presented in the following demonstration of need. Some of the most critical issues facing these Counties, as seen by its citizens are: Education, Teen Pregnancy, Children's access to library, Transportation, Gang activity/Need for teen activities, Substance abuse, Faith based availability, and Safety; where many of these issues are a result of poverty, unemployment, teen pregnancy, and an educational system that is not fulfilling its mission of preparing children for success and achievement. Data analyzed from surveys completed by Headstart/Early Headstart parents displayed the most important issues/concerns for families such as: summer care for school age children; **EMPLOYMENT**; after school care for school age children; affordable health insurance; and **AFFORDABLE HOUSING AND UTILITIES**.

## **Section II: Resource Analysis (use additional sheets if necessary)**

### (E) Resources Available:

#### a. Agency Resources:

Community Services Block Grant, Weatherization, Urgent Repair, Section 8, NC Works Career Center, Youth WIA, Parents as Teachers, Head Start, Early Head Start, Male Involvement, Emergency Food and Shelter, Energy Share, Senior Housing, Free Income Tax Preparation, Home Ownership, Foreclosure Prevention, Financial Literacy Education, and Comprehensive Referral System with Community Organizations.

#### b. Community Resources:

TANF, Food Stamps, LIEAP, Public Housing, Day Care Centers, Roanoke Chowan Community College, Martin Community College and Halifax County Community College, Boys & Girls Clubs, DES, Choanoke Public Transit System, Salvation Army, Martin County Transit, NC/Works/DES, Community Libraries, Union Mission, Juvenile Justice, and 4-H.

### (F) Resources Needed:

#### c. Agency Resources:

Additional emergency funds, unrestricted funds, additional homeownership grants and loan programs; additional public housing units, mobilizing financial resources, fatherhood program, funding for disseminating information to public/private entities, and substandard housing program to assist seniors needing adaptations so they can remain in their homes as well as assist individuals/families with energy efficiency to better utilize limited incomes and improve health.

d. Community Resources:

Accessible/affordable housing, funds for infrastructure, public transportation, job training/employment counseling, youth programs, after school programs, assistance with buying a home, homeless shelter, assistance for minor home accessibility modifications for low-income disabled persons, emergency childcare, transportation emergencies, isolation of elderly, parenting education, child literacy programs and child health and wellness programs.

### Section III: Objective and Strategy

(G) Objective Statement:

- Leverage resources to provide resource and referral services to 150 participants by June 30, 2018 with a focus on employment, standard housing and emergency assistance.

1 Strategies for Objective:

- Provide a comprehensive client intake to more effectively assess the needs of our participants and expand our internal and external referral network.
- Provide a comprehensive Information & Referral program to assist those in poverty to improve quality of life.
- Deliver an effective interagency collaboration in order to assure services are not duplicated.
- Establish services with local human service agencies to provide needed assistance and facilitate coordination.
- Maintain a counseling and referral system for comprehensive skill-training/education programs.
- Continue to collaborate with local colleges to provide HRD classes to participants
- Provide a comprehensive case management system to assist family members in removing barriers to employment such as daycare, transportation, etc.
- Participate in economic development activities that will increase opportunities for self-sufficiency.
- Create a system for coordinating with NC Works Career Center/Department of Employment Security to ensure CSBG eligible customers access to the full array of services provided by the center.
- Maintain a system that focuses on individual employment plans and career path utilization.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals and follow-up services to low-income residents to help them attain self-sufficiency.
- Provide comprehensive assessment, case management, counseling, direct assistance, referrals

and direct clients to the appropriate resources.

- Promote the Earned Income Tax Credit and free tax preparation assistance for families.
- Maintain an intake process that will allow case managers the opportunity to understand clients' needs and direct them to the appropriate resources/organizations.
- Provide employment, emergency and substandard housing assistance to families in need from July 1, 2017 to June 30, 2018.
- Identify low-income individuals/families in need of emergency or standard housing assistance and refer to appropriate programs for assistance.
- Continue services with local human service agencies to provide needed assistance and facilitate coordination.
- Distribute CADA brochures and promote services during community events.
- Promote CSBG services to local employers, community organizations, agencies, businesses, faith-based organizations, etc.

**Community Services Block Grant Program  
Fiscal Year 2017-18 Application for Funding  
One-Year Work Program  
OEO Form 212**

<b>Section II: Project Identification</b>							
1. Project Name:	Information and Referral Services (Bertie, Halifax, Hertford, Martin and Northampton Counties)						
2. Poverty Cause Name:	Lack of resources, knowledge and/or skills to acquire employment, emergency assistance and/or standard housing assistance.						
3. Long-Range Goal:	Leverage resources to provide information and referral services to 150 participants by June 30, 2018 with a focus on employment, standard housing and/or emergency assistance.						
4. Selected Strategy:	Identify low-income individuals/families in need of employment, emergency and/or standard housing assistance and refer to appropriate programs for assistance.						
5. Project Period:	July 1, 2017	To	June 30, 2018	Plan Year	1	of	1
6. CSBG Funds Requested for this Project:	397,784						
7. Total Number Expected to Be Served:	150						
a. Expected Number of New Clients	140						
b. Expected Number of Carryover Clients	10						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							20
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							75

<b>Section II: One-Year CSBG Program Objective and Activities</b>						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Objective: To provide information and referral assistance to 150 clients by June 30, 2018.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	25	75 (50)	125 (50)	150 (25)	
<b><u>1. Development</u></b>						
1.1 Implement a comprehensive client intake/call-in process to more effectively assess the needs of our participants.	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18	
1.2 Research resources to assist families achieve self-sufficiency	ED, B/D, DD, M/CS, CSMH, CSMEA, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18	
1.3 Implement training sessions for CADA staff on Housing options for low-income residence	ED, DD, M/CS, CSMEA, CSMH, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18	

1.4 Compile, reproduce, and disseminate information on available rental, rehab/new construction resources programs and the need for additional resources.	ED, DD, M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.5 Meet with community organization service agencies etc. to explain program and solicit support and referrals	M/CS, CSMEA, CSMH, NCW/CM, CM, LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.6 Establish cooperative working relationship with realtors, housing authority, lenders, landlords, building materials vendors and government officials	ED, DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.7 Coordinate and manage an emergency assistance program to assist those in need of emergency assistance.	ED, DD, M/CS	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.8 Organize/maintain partnerships with local Dept. of Social Services (DSS) in order to assure that no services have been duplicated as well as to assure DSS funds have been exhausted.	CM, LCM, M/CS, CSMH, CSMEA, DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.9 Coordinate a referral system that will connect 150 clients with services/agencies as needed.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	25 09/17	75 (50) 12/17	125 (50) 03/18	150 (25) 06/18
1.10 Maintain a system of monitoring and tracking available funding allocations in order to assure that funds are exhausted properly to avoid pledging over program allocation.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.11 Maintain a system that tracks the demographic characteristics of individuals/families that have applied for/received services.	CM, LCM, M/CS, CSMEA, CSMH, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.12 Participate in economic development activities to increase opportunities for participants.	ED, B/D, M/CS, DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.13 Research and establish rapport with local employers.	ED, B/D, M/CS, DD, LCM, JD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
1.14 Participate in community meetings/events with other agencies/organizations in order to build partnerships that will assist low-income families with removing barriers.	M/CS, DD, LCM, JD, CSMH, CSMEA, CSM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18

1.15 Build partnerships with local committees/groups in order to connect with additional resources to assist families.	M/CS, DD, LCM, JD, CSMH, CSMEA, CSM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
<b>2. Training</b>					
2.1 Train staff on proper intake/call-in procedures including documentation, Emergency food and Shelter, Energysshare guidelines, and general information about other agency programs for which clients may qualify.	LCM, M/CS, NCW/CM CSMH, CSMEA, DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.2 Train staff on proper procedures of collecting information in order to determine if clients are eligible to receive emergency or housing assistance	LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.3 Train staff on in-house and community resource services in order to refer clients to needed services.	LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.4 Train staff on the proper policies/procedures to contacting agencies such as DES, Customer Care, Energy Management (CCEM), Ameri-Gas, Dominion Power, Roanoke Electric, Housing resources, etc in order to arrange pledges.	ED, LCM, M/CS, CSMH, CSMEA, NCW/CM DD	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.5 Train staff on monitoring and tracking available funding allocations in order to assure that funds are exhausted in the right manner.	M/CS, CSMH, CSMEA, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.6 Train/monitor staff in efficient use of Accountable Results for Community Action (AR4CA) for proper case management and data collection	M/CS LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
2.6 Continue to train Center Managers in this systems approach to maximize agency efforts to help our participants and to ensure proper reporting to funding agencies.	M/CS LCM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
<b>3. Enrollment</b>					
3.1. Enroll (or carry over when applicable) eligible participants.	CSMH, CSMEA, CM, CSM LCM, NCW/CM	25	75 (50)	125 (50)	150 (25)
3.2. Complete intake assessment and determine resources available for eligible participant.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	15	65 (50)	115 (50)	140 (25)



3.3. Advise participants of available resources and programs.	CM, LCM	25	75 (50)	125 (50)	150 (25)
3.4. Provide a general orientation to eligible participant concerning expectations and possible results.	CM, CSM CSMH, CSMEA, LCM, NCW/CM	15	65 (50)	115 (50)	140 (25)
3.5. Enter into written agreement between mentor and participant.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	25	75 (50)	125 (50)	150 (25)
<b>4. <u>Case Management</u></b>					
4.1. Staff will coordinate various services for 150 clients	LCM, CSMH, CSMEA, NCW/CM, CM	25	75 (50)	125 (50)	150 (25)
4.2. Complete needs assessment to determine strengths and weaknesses of participant	CM, CSM, CSMH, CSMEA LCM, NCW/CM	25	75 (50)	125 (50)	150 (25)
4.3. Develop a mutually agreed upon plan of action with the participant to be carried out while in the self-sufficiency program.	CM, CSM, CSMH, CSMEA, LCM, NCW/CM	25	75 (50)	125 (50)	150 (25)
4.4. Staff will record individuals/families demographic characteristics for participants who have applied for/received services	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.5. Staff will verify that approved vendor payments for clients have been submitted/paid to clients' accounts	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.6 Complete family data and certify eligibility for program	LCM, CSMH, CSMEA, NCW/CM , CM	25	75 (50)	125 (50)	150 (25)
4.7 Coordinate services with local human service agencies to provide needed assistance.	CM, CSM, CSMH, CSMEA LCM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.8 Assess housing needs of participants.	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.9 Provide counseling and referral assistance to skill-training education programs.	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.10 Counsel participants to develop strategies and refer to appropriate resource program.	LCM, CSMH, CSMEA, NCW/CM , CM	25	75 (50)	125 (50)	150 (25)

4.11 Establish and maintain file system for participants	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.12 Provide participants referrals to Community Colleges for Human Resources Development classes on regular basis	M/CS CM, CSM CSMH, CSMEA, LCM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.13 Provide referrals to community colleges for skills training, development of individual employment plans and career path plans	M/CS CM, CSM, CSMH, CSMEA, LCM, CM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.14 Assist/advocate for participants applying for needed services.	LCM, CSMH, CSMEA, NCW/CM , CM	25	75 (50)	125 (50)	150 (25)
4.15 Coordinate regular involvement in the NC Works Career Center to insure CSBG eligible customers receive the full array of services. (Conduct Job Fairs at Center)	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.16 Assist participants with applying for standard housing	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.17 Assist participants with completing applications for loans/grants for rehab or new construction.	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.18 Monitor participants' applications to assure services are not duplicated.	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.19 Provide/coordinate financial assistance consistent with participant's action plan to help remove barriers such as: transportation, housing, food, health, and any other needs to help them reach their goal.	M/CS CM, CSM LCM, CSMH, CSMEA, NCW/CM	25	75 (50)	125 (50)	150 (25)
4.20 Through counseling and training, thirty (40) families will gain fulltime employment or upgrade their current employment status.	M/CS CM, CSM, CSMH, CSMEA, LCM, NCW/CM	5	10 (5)	15 (5)	20 (5)
4.21 Provide direct client support as needed to include payments for transportation, childcare, housing, utilities, skills training, tuition,	M/CS, CM, LCM, CSMH, CSMEA, NCW/CM	5	10 (5)	15 (5)	20 (5)

uniforms, medical and food assistance, etc.					
4.22 Coordinate placement for 10 families in substandard housing.	LCM, CSMH, CSMEA, NCW/CM , CM	4	6 (2)	8 (2)	10 (2)
4.23 Provide follow-up counseling as needed for 150 families.	LCM, CSMH, CSMEA, NCW/CM , CM	25	75 (50)	125 (50)	150 (25)
4.24 Counsel families on energy conservation methods and programs.	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
4.25 Refer participants to needed services: Weatherization, Emergency Assistance, Employment Assistance Child Care, Urgent Repair, Single Family Rehab., etc.	LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
<b>5 Follow-up</b>					
5.1 Staff will follow up with 150 clients to assure needs have been met.	LCM, CSMH, CSMEA, NCW/CM , CM	25	75 (50)	125 (50)	150 (25)
5.2 Staff will generate reports to track participants' characteristics and funding received.	LCM, CSMH, CSMEA, NCW/CM , CM, M/CS	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
5.3 Staff meetings will be held in order to discuss various needs as well as assure all pledges have been paid in full.	ED, DD, LCM, CSMH, CSMEA, NCW/CM , CM	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
5.4 Evaluate Program	BD, ED, M/CS, CMS	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18
5.5 Submit required reports	ED, DD, FD LCM, M/CS	07/17-06/18 09/17	07/17-06/18 12/17	07/17-06/18 03/18	07/17-06/18 06/18

**KEY:**

BD-Board of Directors

ED-Executive Director

FD – Finance Director

DD – Deputy Director

M/CS- Manager of Community Services

CSMEA-Community Services Center Manager-Emergency Assistance

CSMH - Community Services Center Manager - Housing

NCW/CM - NC Works Coordinator – Center Manager

LCM-Lead Case Manager

CM-Case Managers

**Community Services Block Grant Program  
Fiscal Year 2017-18 Application for Funding  
One-Year Work Program  
OEO Form 212 (continued)**

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 2017-18 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.

<b>Table 1 Outcome Measures for Project 1 (Information &amp; Referral)</b>	
<b>Measure</b>	<b>Expected to Achieve the Outcome in Reporting Period (Target)</b>
The number of participant families served.	<b>150</b>
The number of low-income participant families rising above the poverty level.	<b>20</b>
The number of participant families obtaining employment.	<b>30</b>
The number of participant families who are employed and obtain better employment.	<b>2</b>
The number of jobs with medical benefits obtained.	<b>6</b>
The number of participant families completing education/training programs.	<b>5</b>
The number of participant families securing standard housing.	<b>8</b>
The number of participant families provided emergency assistance.	<b>100</b>
The number of participant families provided employment supports.	<b>20</b>
The number of participant families provided educational supports.	<b>4</b>
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.

**Community Services Block Grant Program  
 Fiscal Year 2017-18 Application for Funding  
 One-Year Work Program  
 OEO Form 212 (continued)**

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.

Number of Families to be Served Per County											
Agency Name: Choanoke Area Development Association, Inc.											
Project Name: Information & Referral											
County	Bertie	Halifax	Hertford	Martin	Northampton						Total
Total Planned	24	57	26	21	22						150

**Community Services Block Grant Program  
Fiscal Year 2017-18 Application for Funding  
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

a. Board of Directors:

The Board of Directors, as the governing body of the agency, is responsible for the establishment of policies, the direction of activities, and the development of programs and is assisted by the staff in planning, assessing, tracking and evaluating program progress, and recommending changes

b. Low-Income Community:

Low-income representatives are directly involved through participation on the Board of Directors and on other CADA Advisory Boards and committees that plan, track, and evaluate all CADA programs. Program reports are presented at county council and community organization meetings for review and recommendations. Monthly, the supervisory personnel of each program use the monthly reports generated by the CADA CSBG staff in the Community Service Centers to monitor and evaluate progress. The staff presents program reports to the Board of Directors for review.

c. Program Participants:

Low-income representatives are directly involved in the planning, tracking, and evaluation of all programs. Program participants are encouraged to evaluate and recommend program changes through individual contacts with staff and group/community organization meetings and through needs assessment surveys and tracking of customer satisfaction.

d. Others:

The Board of Directors has representation of faith-based, business, industry, and community members who would be included in this category. The membership of Advisory Boards/committees includes other agencies and community organizations. CADA staff serves on consortium boards and collaborates with the community to maximize service without duplication.

2. Describe how administrative policies and procedures are monitored by the Board of Directors. All CADA employees and members of its governing body are given a copy of the agency's Personnel Policies and Procedures. The Administrative staff and Board monitor these policies. The Personnel and Grievance Committee of the Board of Directors reviews the policies annually and recommends amendments if needed to the Board for approval at a quorum meeting.

CADA has on file a copy of the Affirmative Action Plan approved by CADA's Board of Directors.

CADA's Equal Opportunity Officer assures that this plan is adhered to.

Both the Board and the funding sources through monthly and quarterly reports monitor fiscal policies. A local CPA firm conducts an annual audit and copies of the report are transmitted to CADA's governing board and all funding sources.

3. Describe how the Board acts on monitoring, assessment and evaluation reports.

At the monthly Board of Directors' meeting, program reports and recommendations are presented for advice, discussion, revision, and planning as a means of solving problems and improving implementation of service. Programmatic staff is available at Board meetings to answer questions and to provide additional information the Board may need to consider. Through the board process, members make recommendations for Board actions and these are approved, disapproved or tabled for future action. Approval requires a majority of the members. Approval of the CSBG work plan is governed by this process.

4. Describe the Board's procedure for conducting the agency self-evaluation.

Each year during the planning process, the agency conducts a self-assessment. This self-assessment is the basis for program planning and assures the responsiveness of the agency to community needs. Upon completion of a project – end of program year – an in-depth assessment of the project's goals, impact and cost effectiveness is conducted by staff, the Board and the low income. The Board is provided information for assessment through Committee/Staff/ Executive Director reports. This information is used by the Board to determine revisions/additions to the agency's work plan and strategic planning. Agency self-evaluation is an ongoing process. Proposals for funding are presented to the Board for approval each month.

5. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

Self-Assessments are conducted at the end of each fiscal year. The Board of Directors receives reports from the Executive Director and the managers of the self-sufficiency, housing and employment departments that outline expected and actual results. These reports are delivered each quarter and as needed. Evaluations are ongoing throughout the year and the process provides a foundation for program planning and a vehicle for modification when needed. Board members review the items presented, discuss any perceived problems and explore potential program revisions to insure the agency's continued responsiveness to community needs.

Board members expressed concerns regarding requirements of spending the county allocations in the specified county. An example of a challenge that may occur due to the county spending requirements is CADA may have challenges (staffing and resource) to respond to a crisis in a particular county (for example, natural disasters, plant layoffs, plant closings).