

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: March 12, 2007

SUBJECT: WCCA Community Services Block Grant Application

ATTACHMENTS: FY 07-08 Application for Funding (without appendices)

SUMMARY OF REQUEST:

Attached is the Western Carolina Community Action (WCCA) FY 2007-2008 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 1 of another 3-year cycle. No County funds are required to fund these programs.

BOARD ACTION REQUESTED:

Staff recommends that the Board of Commissioners endorse WCCA's FY 2007-2008 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.

February 14, 2007

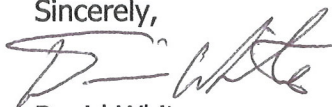
Steve Wyatt
Henderson County Manager
100 North King Street
Hendersonville, NC 28792

Dear Mr. Wyatt:

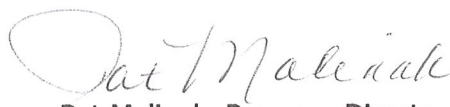
Enclosed please find an original copy of our **Community Services Block Grant** application which was approved by the WCCA Board of Directors on February 8, 2007. This is a continuing grant that supports WCCA's outreach to low-income residents as well as self-sufficiency, homeownership, and senior adult programs. This grant application represents year 1 of another 3-year cycle. The application requires review by the Board of County Commissioners with signature of Chair and date on *page twelve*. Historically, it has been listed on the Consent Agenda, however, from time to time over the years, the Board has requested it go on the regular agenda and a WCCA staff person be available for questions.

Please call Pat Malinak at 693-1711 if you decide to put it on the regular agenda, otherwise, when it is complete, she will pick it up in person. The application is due in Raleigh on **April 1, 2007**.

Sincerely,



David White
Executive Director



Pat Malinak, Program Director
Community Services Department

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

Community Services Block Grant Program

**FY 2007-2008 Application for Funding
(July 1, 2007 – June 30, 2008)**

Agency Name:

Western Carolina Community Action

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

Voice (919) 715-5850

Fax (919) 715-5855

E-Mail: Lawrence.Wilson@ncmail.net

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

**N.C. Department of Health and Human Services
Office of Economic Opportunity**

**FY 2007-08 COMMUNITY SERVICES BLOCK GRANT PROGRAM
APPLICATION FOR FUNDING**

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

Amendment	<input type="checkbox"/>
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SECTION I. IDENTIFICATION

Agency Name:	Western Carolina Community Action
Mailing Address:	PO Box 685, Hendersonville, NC 28793-0685
Administrative Office Address:	220 King Creek Blvd, Hendersonville, NC 28792
Telephone Number:	828-693-1711
E-Mail Address:	<u>David@wcca.net</u> or <u>pmalinak@wcca.net</u>
Executive Director:	David White
Date Submitted:	March 2007

SECTION II. CERTIFICATION

This application for Community Services Block Grant Program funding contains the following documents which have been reviewed and approved by the grantee Board of Directors or duly appointed Board committee:


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

2/08/2007

Date of Board or Committee Approval

Susan Grider

Typed Name of Board Chairperson


Signature of Board Chairperson2/08/2007

Date

CERTIFICATIONS AND ASSURANCES

 SECTION I. CERTIFICATION OF ELIGIBILITY DOCUMENTS

The following documents, which are available for public review, are current and meet federal and state guidelines and the requirements set forth in the NORTH CAROLINA ADMINISTRATIVE CODE, Title 10A, Chapter 97:

	YES	NO
1. Articles of Incorporation	<u>X</u>	<u> </u>
2. Bylaws which contain (1) a democratic selection process for low-income sector members; (2) a procedure for receiving petitions for adequate board representation; and (3) the specific number of members required to constitute the full board of directors.	<u>X</u>	<u> </u>
3. Annual Audit or Schedule of Grantee Receipts and Expenditure Report and Certification and Sworn Statement	<u>X</u>	<u> </u>
4. Fidelity Bond	<u>X</u>	<u> </u>
5. Job descriptions and names of key management staff	<u>X</u>	<u> </u>
6. Agency Personnel Policies and Procedures Manual which contains policies on equal opportunity and non-discrimination, Drug Free Workplace, Americans with Disabilities Act, Pro-Children Act, Conflict of Interest, and prohibition against political activities consistent with the assurances and certifications in Sections IV and V of this application.	<u>X</u>	<u> </u>
7. Agency Financial Policies and Procedures Manual	<u>X</u>	<u> </u>

SECTION II. CERTIFICATION OF BOARD POWERS AND COMPOSITION

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

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

BOARD MEMBERSHIPTotal number of Board of Directors seats per bylaws: 21Total number of seats reserved for: Poor 7 Public 7 Private 7

Representatives of the Poor Name	Address	Community Group or Area Represented	Term Expires (Month/Year)
Mary Helen Baptist	22 Peace Drive #226, Brevard 28712	Rosenwald	3/2012
Rosie Blackwell	177 Holly Springs Drive, Horse Shoe 28742	Head Start Policy Council	6/2012
Terri Dubois	14 East Sugar Maple Drive, Hendersonville 28739	Section 8	1/2013
Stella Ferguson	130 Beverly Avenue, Hendersonville 28792	Barker Heights	3/2012
Lillie Ricketts	Mine Gap Road, East Flat Rock 28726	East Flat Rock	10/2007
Jackie Whitmire	1178 Whitmire Road, Brevard 28712	Rosman	10/2009
Caren Philemon	224 Thompson Street, Hendersonville 28792	King Creek Village	11/2012

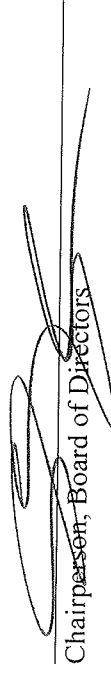
This is to certify that the members named above were democratically elected in accordance with the requirements of our bylaws and documentation is on file to verify same. A Tripartite Board Member Profile Form is attached or has been previously submitted for each member of the Board of Directors.



Chairperson, Board of Directors

Public Elected Officials Name	Address	Title of Elected Office	Term Expires (Month/Year)
Mike Earle	1913 Asheville Hwy, Hendersonville 28791	Henderson County	10/2007
Rodney Locks	121 South Rice Street, Brevard 28712	City of Brevard	7/2007
Lynn Marks	511 E Crooked Creek Lane, Hendersonville 28739	Henderson County	9/2008
Mary Jo Padgett	334 West Third Avenue, Hendersonville 28739	City of Hendersonville	3/2012
Madeline Royes	424 S. Walnut Tree Street, Hendersonville 28739	Henderson County	4/2008
Fred Tinsley	104 Blackberry Lane, Brevard 28712	Transylvania County	8/2009
Open			

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

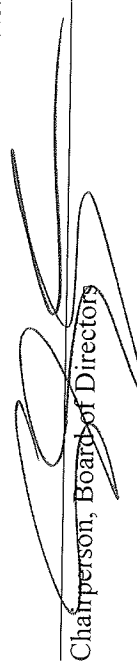


Chairperson, Board of Directors

Representatives of Private Organizations

Name	Address	Organization Represented	Term Expires
Jimmie Cantrell	7111 Willow Road, Hendersonville 28739	Etowah Lions Club	8/2011
Rachel Delk	311 Whitmire Street, Brevard 28712	Four Cs	10/2007
Chuck Dougall	296 Usgewi Court, Brevard 28712	Habitat for Humanity of T County	2/2013
Susan Grider	500 Hillview Extension, Brevard 28712	The Family Place of T. County	10/2009
Gary Knock	1111 Keith Street, Hendersonville 28792	Habitat for Humanity of H County	10/2012
Jim Lindsey	104 Muirfield Court, Hendersonville 28791	Housing Assistance Corp	10/2007
Linda Weldon	PO Box 6458, Hendersonville 28793-6458	League of Women Voters	10/2007

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

STANDING COMMITTEES OF THE BOARD (Use asterisk to denote committee chairperson.)

Note: All committees of the board must fairly reflect the composition of the board.

Committee	Member's Name	Sector Represented
Executive Committee	see above	
Finance Committee	Madeline Royes, Treasurer	Public
	Jimmie Cantrell	Private
	* Mike Earle	Public
	Jim Lindsey	Private
	Fred Tinsley	Public
	Linda Weldon	Private
Head Start Committee	Mary Helen Baptist	Target
	Lynn Marks	Public
	Lillie Ricketts	Target
	* Madeline Royes	Public
	Fred Tinsley	Public
Personnel Committee	Mary Helen Baptist	Target
	Stella Ferguson	Target
	Gary Knock	Private
	* Fred Tinsley	Public
Governmental Relations Committee	Lynn Marks	Public
	Mary Jo Padgett	Public
	Lillie Ricketts	Public
	Madeline Royes	Public
	* Jackie Whitmire	Target
By-Law	Rachel Delk	Private
	Susan Grider	Private
	Rodney Locks	Public
	* Linda Weldon	Private

Currently unassigned: Target: Rosie Blackwell, Teri DuBois; Private: Chuck Dougall

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 farm workers, 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 sub-awards at all tiers (including subcontracts, sub-grants, 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 sub-awards which contain provisions for children's services and that all sub-grantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.

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

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

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



Signature of Board Chairperson

Susan Grider

Board Chairperson

2/08/2007

Date

Western Carolina Community Action

SECTION IV. CERTIFICATIONS

Public Hearing

We herein certify that this grant application for fiscal year 2007-2008 funding was presented for review and comment at a public hearing held on **February 8, 2007**.

Susan Grider

Typed Name of Agency Board Chairperson

Signature of Agency Board Chairperson

2/08/2007

Date**County Commissioners Review**

We herein certify that this application for FY 2007-2008 funding was presented to the Board of County Commissioners for review and comment on _____.

Bill Moyer

Typed Name of Commissioners' Board Chairperson

Signature of Commissioners' Board Chairperson

Date

PLANNING PROCESS NARRATIVE

ROMA Goals 1, 3 and 5:

Low-Income People Become More Self-Sufficient
 Low-income People Own A Stake in Their Community
 Agencies increase their capacity to achieve results

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

The Poor: In the fall of 2006, as part of a new strategic planning effort, Board members and clients were surveyed to identify the strengths and weaknesses of WCCA's services, as well as to develop a priority list to identify the needs of our low income community. The Board of Directors, one third of whom represent the poor, were fully involved in the 'findings' phase, as were the Head Start Policy Council, which is made up of 51% parents of participating children whose household incomes are less than Federal Poverty Guidelines. In April of 2005, the Head Start Department conducted a community-wide needs survey. We are currently operating under the guidance of a five-year housing (PHA) plan which underwent local public review in April 2005.

The Staff: A strategic plan was implemented in 2002 and a new one is due in front of the Board in March 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 WAP, Housing (HUD), Head Start, and other community-based non-profit service delivery staff, may revise or update needs or services on an ongoing basis between community surveys in the following ways:

- needs and observations presented by consumers plus review of monthly reports and data collection;
- review of all new community assessments about county residents, i.e. Henderson County Alliance for Human Services, county-wide resident survey coordinated by Designing Our Future in 2000, WCCA community survey in 2001, 2003 Partnership for Health, and Head Start in 2005.
- glean information from regular community meetings and activities, particularly the monthly Emergency Services Coalition and Latino Information Network, as well as public and private sector involvements, local government meetings and studies, and special presentations by university and economic development experts.

The Board: Strategic Planning workshops were attended by Board members in 2002 and 2007 to revise the mission statement, and identify key initiatives. Additionally, the Board maintains an updated environmental scan of the low-income community through government and other community organizations in which they are extensively involved. In response, the Board moved to build an affordable rental complex in Transylvania County and initiate public transportation in Henderson County in late 2000. (Groundbreaking took place November 2004 on 40 units which were dedicated in November 2007 with 90% occupancy.) On January 11, 2001, the Board unanimously approved the addition of Individual Development Accounts (IDAs) to meet the barrier of affordable housing and provide an asset-building strategy to escape poverty. In May of 2001, the Board voted to add education, job training and small business ownership to the approved goals for IDAs to assist in bridging the gap from dependency to self-sufficiency. In 2002, the Board moved to add More at Four classrooms in targeted Head Start Centers, build a new Head Start and service center at the Village of Kings Creek (occupied December and November 2005 respectively). In early 2006, the Board hired a consultant to assist with our next Strategic Planning process, which is expected to be passed by the Board in March 2007.

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 (originally 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
7. changes in family composition/structure
8. inadequate budget, resource, and financial management skills
9. access to health and dental care; quality mental health services

ROMA Goals 4 and 5

Partnerships among supporters and providers of services to low-income people are achieved
Agencies increase their capacity to achieve results

3. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

Many low-income youth have the same barriers and problems of adults. The public school system has several programs in place for youth—

- choice of four study tracks in high school
- a new alternative high school (Balfour) for those who cannot or do not choose to function in a regular classroom. (Balfour allows pregnant teens and teen parents opportunities to continue their education as well as a trades program for all teens. Child Care is provided by the WCCA Head Start program and transportation is provided by WCCA's Apple Country Transportation.)
- classes at Blue Ridge Community College are an option. In all high schools
- GED classes offered at sites around the county as well as an adult high school day program at BRCC, literacy and vocational classes at Blue Ridge Community College for those turned off to traditional high school environs
- A residential program is available at the Schenck Job Corp center with specific training---welding, plumbing, automotive, culinary and nursing. A family atmosphere along with a food plan and recreation are included

WCCA has been directly involved with youth through Head Start, More At Four, and the IDA program where youth are included in financial workshops, and a United Way funded program to bring the Dime-A-Saurus money management program to first – third graders in Transylvania County.

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

WCCA staff works with the DSS in both counties assisting with two-way referrals, program information, intake, follow-ups and publication of available services. WCCA refers clients to the Low-Income Energy Assistance Program, Food Stamps, Medicaid, Crisis Intervention, and WorkFirst offered by DSS. DSS refers to WCCA for Housing, Head Start, Transportation, and Liquid Nutrition. Over the past four years, DSS cases are presenting greater challenges to the community with more mental health and addiction based issues so that referrals to WCCA's Self-Sufficiency program have diminished in favor of FaithLink family to family mentoring. Capacity, staff knowledge, structured environs, etc. severely limited the resources available for this population. We are attempting to work with the domestic violence shelter, Mainstay, on a six-month transitional unit with Self-Sufficiency and outside counseling supports.

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

In both counties, local funding sources have provided funds for us to offer supplemental opportunities for our low-income participants to stretch their income with Plastic for Windows, Grow-Your-Own-Garden supplies, FLEX Fund, Manna Food Bank produce deliveries, and My Sister's Closet/Sharing House. At-risk senior adults are the focus of a Liquid Nutritional project in both counties as well as a home delivered (mobile) meals program, now in its third year of operation, and two congregate meal sites in Transylvania County. In keeping with Governor Hunt's "Next Steps Initiative", Individual Development Accounts have been introduced in Henderson and Transylvania

Counties to assist individuals and families trying to escape poverty. The first Assets for Independence Act grant was closed September 2006 with 4 homeowners, 1 business owner, and 5 educations. A second AFIA grant will close September 2008.

WCCA staff maintains a regular presence at Community Care Management, Emergency Services Coalition, Hunger Coalition, Emergency Food and Shelter Program (EFSP) Board, FaithLink, and Affordable Housing Coalition in Henderson County. In Transylvania County, we are regularly present at United Way Board meetings, Home Care Advocacy Council, Committee on Aging, Child Protection Task Force, and Protective Services Review Team. In addition, our participation with the Non-Profit Roundtable, Alliance for Human Services, and FSS Coordinating Committee maintains our positive working relationships with all county non-profits and service providers. Networking with the business community is accomplished best with our attendance at Chamber Morning Updates, Chamber functions, Kiwanis, Seventh Avenue Business Association, VISION Henderson Leadership classes, and American Business Women's Association. Through the Human Relations Council and Latino Advocacy Coalition, we maintain our relationships with minorities. On a statewide basis, we are active in the North Carolina Community Action Partnership, the NC IDA Collaborative, Smart Start, Head Start, and NC Housing Counselors Association.

ROMA Goals 1, 2, and 5

Low-Income People Become More Self-Sufficient

The conditions in which low-income people live are improved

Agencies increase their capacity to achieve results

5. Provide a description of the service delivery system targeted to low-income individuals and how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

WCCA operates on a "single portal" model. Walk-ins are taken first-come-first-served or by appointment. For applicants who are non-ambulatory, due to poor health or lack of transportation, a home visit is offered. A close working relationship with other human service programs is maintained (see #4) which assures information and referral success. As unmet needs become apparent during initial interview, resources are identified for applicants and referrals made to local service agencies, local churches, employers, utility companies, fuel vendors, landlords and school systems as a means of filling the gaps in service on an individual basis. Needs are re-assessed every time 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, and (4) sign a Goal Plan, are considered project participants. Follow-up contacts allow case workers the opportunity to counsel, motivate, encourage empowerment, and support participants when needs change and barriers persist in their efforts to become independent and self-sufficient through employment. The concept of "success meetings" with participants and community professionals have been introduced but are seldom needed because telephone coordination remains fruitful.

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

ROMA Goal 4

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

6. Describe how your agency's grant activities will be coordinated with other public and private resources.

See #4 above. Private and public sector involvement is demonstrated by participation daily through programs--employment, IDAs, Congregate Meals, Home Delivered Meals, Liquid Nutritional, Head Start/Early Head Start, Transportation, Garden program, plastic for windows, and minor Home Repair. Board and staff participation on community committees, panel discussions and at community meetings, including Kiwanis and Chamber of Commerce, also widens our ability to engage resources when needed. We have many avenues to seek advice and support from this sector as well as request donation of goods, services and materials for agency programs. Volunteers serve a number of agency programs. Collaborating for participant success also involves the NC Cooperative Extension Agency, Consumer Credit Counseling, Housing Assistance Corporation, Mountain Microenterprise Fund, First Citizens Bank, RBC Centura Bank, Blue Ridge Community College, etc. Other business people are recruited to provide supplemental money management, insurance, consumer, and credit (re-) building workshops. Without their valuable contributions, we would not be able to offer several of the services we currently offer or propose to offer in the future.

ROMA Goals 2, 4 and 6

The conditions in which low-income people live are improved

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

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

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

See #6 above. According to current national research, effective parenting increases with asset accumulation. Research has also demonstrated that adequate stable housing can be tied to the success of a child's school performance, which contributes to the success of effective parenting and neutralizes race as a factor. Breaking down basic physical barriers aids in building self-esteem and hope for parents. To that end, WCCA believes that the road to attaining the goal of strengthening families is paved with meeting certain stepping stone goals such as stable employment, affordable housing, adequate education or skill training, reliable and safe child care, proper nutrition, health care, self-reliance, and beginning a new chapter with asset purchase. Knowledge of community resources and services is also critical to sustaining self-sufficiency once achieved. We refer clients to agencies such as The Family Place, Children's Center, and Children and Family Resource Center that offer classes and counseling designed to enhance parenting skills. Help is offered individually and through group sessions. We also refer clients to the public health departments in both counties to enroll in Maternity Care Coordination, which focuses on pre-natal and post-natal care for the mother, father, and infant, as well as to teen pregnancy services and Parents as Teachers.

Parenting skills are also available by referral to the Head Start/Early Head Start program. Each child/family at the nine centers is visited two times a year by the teaching staff to determine if the family is in need of any community resources and are aware of the supports that are available. A Fatherhood Initiative grant was utilized from 2004-2006 to reach and enhance services to fathers. This initiative has now been incorporated into a staff member's responsibilities. Through the Cooperative Extension service in both counties, information is available about 1) how to make your food stamps and cash last longer 2) how to plan ahead for smart shopping 3) how to make terrific meals and snacks for less money and 4) how to practice your new skills at home. These programs and others like them help parents raise their self-confidence and improve their ability to make decisions. All these components collectively strengthen and encourage effective parenting and strengthen families.

ROMA Goals 5 and 6

Agencies increase their capacity to achieve results

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

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

In light of our collaborative efforts to remove duplication from the Henderson and Transylvania County social service systems and the success of local food programs, WCCA relinquished emergency services from 2000-03. Local funding sources have provided the funds for us to continue providing, Plastic for Windows, Grow-Your-Own-Garden supplies (54 families), Fans for Seniors (105 households), FLEX Fund, and Liquid Nutritional for senior adults in medical need. In addition, we have just completed our fifth year with home delivered Mobile Meals in Transylvania County with the help of dedicated volunteers. We served 150 seniors at two congregate meal sites and home delivered mobile meals on a regular basis last year.

Although demand for food continues to test the resources in both counties, the communities we serve are well aware of food needs through the vigilant efforts of Meals on Wheels, WCCA Home Delivered Meals, locally funded and federally funded meal sites, Liquid Nutrition, Interfaith Assistance Ministry, local church pantries, Salvation Army, Angel Food Ministries, Commodity Food, Food Stamps, Second Harvest, Manna Food Bank deliveries, Head Start/Early Head Start, subsidized school lunch program, Hunger Coalition, Garden program, Bread of Life Soup Kitchen, and local shelters who serve hot meals to the public daily.

ROMA Goals 5 and 6

Agencies increase their capacity to achieve results

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

9. Describe how your agency will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

WCCA recognizes that CSBG funds alone do not accomplish the task of achieving self-sufficiency for our participants. Many resources are mobilized to achieve self-sufficiency. Participants with needs that WCCA does not cover are referred to partner agencies. Examples: 1) referrals are made to JobLink, ESC and Career Centers for services such as resume preparation, job search assistance, testing, etc.; 2) persons with disabilities are referred to Vocational Rehabilitation for testing, counseling and training/re-training; 3) Blue Ridge Community College for help with "soft" skills offered as "Jump Start" class which focuses on issues such as appropriate dress for interviews/on the job, punctuality, office demeanor, personal hygiene, interview techniques, resume writing, and problem solving, etc. This resource has proved itself invaluable for the "first time" worker or others who have trouble maintaining employment. Currently, budget cuts and large numbers of laid off workers have reduced the effectiveness of these services for our participants. Employment coaching is not available elsewhere.

ROMA Goals 4 and 6

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

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

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

DSS in both counties operates the Emergency Energy Crisis Intervention Program (EE-CIP) and LIHEAP. In Henderson County, EA/CIP is outsourced at Interfaith Assistance Ministry; in Transylvania at the DSS office. LIHEAP has limited funds and does not meet the need much beyond Food Stamp participants. At WCCA, referrals are made as needs are identified through applicant or participant interviews and/or contacts.

ROMA Goal 4

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

11. Describe how your agency will coordinate programs with and form partnerships with other organizations serving low-income residents of the community, including religious organizations, charitable groups, and community organizations.

One of the most important training sessions for new WCCA employees is to identify other agencies and organizations in our community, which serve low-income residents. In Transylvania County, staff makes appointments for the VITA to prepare tax returns for the low-income and elderly and serve as a “volunteer station” for Senior Companions; in Henderson County, people are referred to AARP. Many of our staff and Board members are active on local boards and committees including United Way, Child Protection Team, Council on Aging, Hunger Coalition, Faith Link Advocacy Committee, Emergency Coalition, FEMA and Community Care Coordinating Committee – all working together to serve low-income persons. Congregate meal sites coordinate programs of interest for persons on a fixed income. For example, we recruit staff from Pisgah Legal Services to present programs on the importance of making a will/living will and, with the Public Health Department, one meal site is a designated location for flu and pneumonia shots each fall.

We arrange for County Transport to take seniors from the other site so they can get their shots as well. Transylvania Wellness Department provides regular glucose screenings and blood pressure checks for both congregate sites. In addition, the mobile mammogram unit annually schedules a day at the Quebec site. Mammograms are available to the public as well as congregate participants. In addition, over 60 volunteers from local bands and singers come and entertain the seniors with songs from decades ago with which they can identify.

ROMA Goal 5

Agencies increase their capacity to achieve results

12. Describe the methods and criteria used to determine priority and selection of strategies to be implemented.

See #1 and #2 above. The combination of survey results, agency experience, past CSBG performance, and knowledge of our community needs indicate stable jobs and increased income are key benchmarks to breaking the welfare cycle and fostering thoughts of independence. Strategies to be implemented are:

1. Move income from poverty to sustainability
2. Locate reliable transportation and/or affordable child care
3. Obtain standard and affordable housing with energy efficiency
4. Obtain health care and/or insurance for all family members
5. Prevent crisis and enhance ability to problem-solve
6. Gain budget control and improved financial skills
7. Save in emergency funds, HUD escrow, or Individual Development Accounts
8. Encourage community and school involvement

Criteria for acceptance:

1. Eligibility by income
2. Employability - employment history and barriers
3. Motivation or willingness to achieve goal of stability
4. Return application outlining household starting point
5. Develop and sign a Self-Sufficiency/Stability Goal Plan

ROMA Goals 1, 2, 3 and 6

Low-Income People Become More Self-Sufficient

The conditions in which low-income people live are improved

Low-income People Own A Stake in Their Community

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

13. Describe activities that your agency has undertaken or plans to undertake to advocate for and empower low-income individuals and families to achieve a greater sense of authority over their own lives and future.

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. Annually we disseminate information about Earned Income and child tax credits, free tax preparation assistance, and free financial literacy workshops.

N.C. Department of Health and Human Services
Office of Economic Opportunity
Community Services Block Grant Program
FY 2007-2008

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. In 2004-05 both ESC and CSBG had average hire rates in the \$7.44 - \$7.63 range. This brought only 58% of CSBG participants across the poverty line with a full-time job. NC ESC statistics reveal that 28% of Henderson County's workforce earns less than \$10/hour, the median full-time earnings are \$27,912. In Transylvania County, the median earned income is \$26,467. Plant closings and layoffs have persisted for the past 5 years and the re-employed are working 2-3 jobs at lower wages. From WCCA's perspective, the improving unemployment figures are based on growth in the service sector but low-wages and lack of health coverage persist. This is reflected in previous year's goal achievement of 17% moving above the Federal Poverty Guidelines.

Recent surveys conducted by WCCA and the community continue to identify barriers to creating stability for families: maintaining long-term employment, earning a living wage, transportation, affordable child care, after hours or sick child care, access to training and education, affordable and safe housing, and motivation/mentoring programs which include but are not limited to training in work ethics, work attitude, problem-solving, and sound decision-making. Cultural diversity exacerbates many of these issues for different reasons. The Hispanic community added emergency/disaster communications to their list of critical issues and El Centro continues to battle employment issues in behalf of migrant and Hispanic workers.

(3) Priority Number 1

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

(4) Resources Available:

See #3 – 11 for the resources available to facilitate the comprehensive services aspect of WCCA's program. Other resources available include assistance with job search (JobLink), education and job skill training (Blue Ridge and AB-Tech community colleges), and jobs at the Employment Security Commission in both counties, although ESC only knows about 15 – 20% of all job available.

WCCA's Housing Department offers rental vouchers, homeownership, and affordable rentals plus access to housing resources. In 2003, WCCA brought public transit to Henderson County. There are currently three transit routes running in the county and the County's Comprehensive Plan includes expansion. This is in addition to regular work, senior adult, and medical need routes.

(5) Resources Needed:

Child Care subsidies in Transylvania County have historically not been an issue but this is the third year in a row that they have remained frozen or with limited availability. In Henderson County, historically long lists of 200-300 have now become 400+. 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 who are

AGENCY STRATEGY FOR ELIMINATING POVERTY – FORM 210
(Continuation Page)

expanding their workforce. Attracting companies with jobs in the \$12 – 18/hour range, with our expensive land prices is formidable, so the state's campaign to promote entrepreneurship seems the most attractive alternative for growing jobs locally over the long-term. They are also pursuing "eco-based" businesses which would consider the mountains a corporate asset. Over the last three years we have had a net loss of jobs. Imported wealth is now listed as Henderson County's second largest industry which supports trade jobs and the growth of low-wage service jobs. New minimum wage law will have little effect here because finding reliable service workers has pushed hire rates into the \$7-9 dollar range for at least the last 2 years. The crackdown on immigrants is expected to put upward pressure on hiring rates.

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 a 9-12 month wait due to erratic HUD funding. Historically, nearly 50% of the families that apply cannot find rental units that are priced at Fair Market Rent. 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 their condition is marginal. Affordable housing to rent or purchase is a serious problem in both of the counties we serve. 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 next senior complex is due to come on board sometime in 2008. English Hills, a 40 unit multi-family complex, developed by WCCA, filled in 4 months. Housing prices were up about 60% in just the last two years so there currently is no motivation or incentives for builders to develop mixed-income or affordable housing despite high demand from service economy workers. Even non-profit developers are struggling with bringing in housing at affordable levels without cooperation from local government for waivers or fee discounts. Through WCCA's involvement with the Affordable Housing Coalition, there is now an Affordable Housing chapter in the Henderson County's Comprehensive Land Plan. The CCP contains sewer, water, and tax incentives to affordable housing developers as well as a minimum housing code but the Plan is still being developed and finally went before not the Commissioners in late fall 2006.

Health Care continues to be an issue that continues to threaten a family's ability to stabilize. Even when included in an employee benefit package, cost-sharing, deductibles, and non-allowable costs result in serious stress to low wage earners. Dental care is often not included and this effects not only working while in pain but appearances when searching for a job. Medicaid covered family members generally fare better on basic health care, but with serious or difficult to diagnosis diseases, quality of care is questionable at best. Both counties now have a free medical clinic, open one night per week, for those without any insurance. Additionally, Medicaid dental care is nearly non-existent in WNC because of the scarcity of dentists most of whom have enough private-pay patients to refuse low reimbursement rates as well as insurance. In Henderson County, a clinic-based Stokes Dental Clinic, has reorganized and started taking new patients in the Fall of 2005. A free dental clinic is open one night. Transylvania County is served by an occasional visit from the "Tooth Bus" sponsored by DSS. In January 2004, a new clinic opened in a neighboring county to the north, 25 miles away. We expect it to go to a wait list because of pent-up demand.

Savings/Asset-building. Matching and support funds to meet the demand for Individual Development Accounts and savings participants are needed from local businesses and the community, which will reap the benefits from these asset expenditures and the leveraged dollars they generate. Collaboration with agencies such as Consumer Credit Counseling and NC Extension Service are productive and make it possible for financial workshops to be held in each county on a semester basis. In Transylvania County, the County funded Manage Your Money workshops there in 2004; United Way paid in 2003, 2005, and 2006. In Henderson County, Smart Consumer is being underwritten by NCCES, Insurance is taught by a volunteer insurance agent, and Manage Your Money is supported by CSBG self-sufficiency program dollars. Other workshops are taught by self-sufficiency staff.

SECTION III. GOAL AND STRATEGY

(6) Long-Range Goal:

To move 27 no- or low-income families above poverty income level by June 30, 2010.

AGENCY STRATEGY FOR ELIMINATING POVERTY – FORM 210
(Continuation Page)

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

To provide comprehensive services to 120 no- or low-income families/households designed to remove them from poverty by focusing upon:

- *1. Moving income from poverty to sustainability
- 2. Locating reliable transportation* and/or affordable child care
- 3. Obtaining standard and affordable housing with energy efficiency
- 4. Obtaining health care and/or insurance for all family members
- *5. Preventing crisis and enhance ability to problem-solve
- *6. Gaining budget control and improved financial skills
- *7. Saving in emergency funds, HUD escrow, or Individual Development Accounts
- *8. Encouraging community and parent involvement

AGENCY BUDGET INFORMATION

One-Year: XXX Amendment: 225-B:

Section 1. IDENTIFICATION

Agency Name: Western Carolina Community Action Contract Period: 7/1/2007 - 6/30/2008

SECTION II. CONTRACT SUMMARY

Contract	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contact Amount
CSBG	162,542	20,663	0	183,205
OTHER				0

TOTAL OEO CONTRACT AMOUNT

\$183,205

ADMIN. SUPPORT:

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

SECTION III. BUDGET SUMMARY

(1) OBJECT CATEGORIES	(2) Self-Sufficiency	(3)	(4)	(5)	(6)	(7) TOTALS
Salaries/Wages	91,290		0	0	0	91,290
Fringe Benefits	26,784		0	0	0	26,784
Communications	4,602		0	0	0	4,602
Equipment	0		0	0	0	0
Space Cost	31,920		0	0	0	31,920
Travel	500		0	0	0	500
Supplies/Materials	1,515		0	0	0	1,515
Contractual	1,600		0	0	0	1,600
Client Services	231		0	0	0	231
Other	4,100		0	0	0	4,100
(8) Total Direct Costs	162,542		0	0	0	162,542
(9) Indirect Costs:						
Percent:	20,663					20,663
Base :						
(10) TOTALS	183,205		0	0	0	183,205

SECTION IV. - SALARIES AND WAGES

[illegible]

SECTION IVa. - BUDGET SUPPORT DATA

(23)	COST CATEGORY	Self-Sufficiency					TOTAL
	FRINGE BENEFITS						
	Fringe Benefit Pool 29.5%						0
	FICA .0765 x 91290	6,984					6,984
	Unemployment Ins @ .0204 x 63920	1,304					1,304
	Health Insurance 15.17% x 91290	13,715					13,715
	Workers' Compensation .0038 x 91290	347					347
	Retirement/Pension .05 x 88687	4,434					4,434
							0
							0
							0
	TOTAL FRINGE BENEFITS	26,784	0	0	0	0	26,784
	COMMUNICATIONS						
	Telephone/Fax						0
	Henderson Co office @ 176/mo	2,112					2,112
	Transylvania Co office @ 170/mo	2,040					2,040
	Advertising/Personnel Recruitment	150					150
							0
	Postage	300					300
							0
							0
							0
							0
							0
	TOTAL COMMUNICATIONS	4,602	0	0	0	0	4,602

SECTION IVc - BUDGET SUPPORT DATA

(25) COST CATEGORY	Self-Sufficiency						TOTAL
SPACE COST							
Rent \$2200/mo	26,400						26,400
Utilities \$170/mo	2,040						2,040
Maintenance and Repair \$60/mo	720						720
Insurance \$105/mo	1,260						1,260
Depreciation \$125/mo	1,500						1,500
							0
Other (Specify)							0
							0
TOTAL SPACE COSTS	31,920	0	0	0			31,920
TRAVEL							
Local travel 6 emp/110 mi/mo x 12 x \$.405	250						250
Out of Area (perdiem, lodging, trans, etc)	250						250
NCCAA (3 emp@\$1372, OEO (3 emp@1287)							0
Family Support (2 empl@250)							0
Affordable Housing (1 empl @ 200)							0
Workforce and Asset Learning (2 emp@200)							0
TOTAL TRAVEL	500	0	0	0			500
SUPPLIES/MATERIALS							
Copying @ .07 or .17/piece	355						355
Office Supplies	1,160						1,160
							0
							0
TOTAL SUPPLIES/MATERIALS	1,515	0	0	0			1,515

SECTION IVd. - BUDGET SUPPORT DATA

(26) COST CATEGORY	Self-Sufficiency						TOTAL
CONTRACTUAL							
Audit	1,600						1,600
Other (specify)							0
							0
							0
							0
							0
TOTAL CONTRACTUAL	1,600	0	0	0	0	0	1,600
CLIENT SERVICES							
Work assistance and achievement	200						200
Financial workshops; group meetings	15						15
Program/Training supplies	16						16
							0
TOTAL CLIENT SERVICES	231	0	0	0	0	0	231
OTHER							
LAN +MIS	3,750						3,750
Staff Training and Meeting Registrations	50						50
Subscriptions, Memberships (NCCAA, NCAHC, etc)	300						300
							0
							0
							0
							0
							0
							0
TOTAL OTHER	4,100	0	0	0	0	0	4,100

TOTAL AGENCY BUDGET

AGENCY FISCAL YEAR 2007-2008

AGENCY

Western Carolina Community Action

INDIRECT COST BASE:
INDIRECT COST RATE:

583619
17.5%

Total Direct Costs

6,993,073

Salaries/Wages

\$3,334,968

BUDGET CATEGORIES	CSBG	CF&N	HEAD START	WIA	SECT. 8	WEATH	HARRP	AGING	FOOD SERVICE	OTHER	TOTAL
Salaries/Wages	91,290	0	1,333,998	0	203,778	50,229	3,300	122,807	44,000	725,863	2,575,265
Fringe Benefits	26,784	0	346,401	0	60,115	14,818	974	36,228	12,500	261,883	759,703
Telephone	4,152	0	22,310	0	2,500	500	45	25	0	6,406	35,938
Postage	300	0	3,000	0	6,800	550	45	250	0	1,000	11,945
Equipment	0	0	0	0	0	0	0	0	0	0	0
Rent	26,400	0	136,200	0	35,000	3,500	475	0	0	26,500	228,075
Utilities	2,040	0	33,000	0	5,000	500	45	0	0	2,650	43,235
Insurance	1,260	0	20,000	0	1,788	2,800	0	600	600	25,000	52,048
Local Travel	250	0	19,300	0	1,300	2,600	0	100	1,500	2,000	27,050
Out-of-Area Travel	250	0	32,673	0	10,412	2,600	0	625	6,500	10,000	63,060
Supplies/Materials	1,160	0	52,900	0	3,750	350	30	1,200	108,796	21,000	189,186
Audit	1,600	0	5,200	0	3,487	1,950	0	4,370	750	5,000	22,357
Contractual	0	0	7,200	0	305	2,000	7,300	0	0	1,000	17,805
Dues/Subscriptions	300	0	2,250	0	2,000	0	0	0	0	1,000	5,550
Printing/Copying	355	0	8,000	0	8,000	350	35	345	0	5,000	22,085
Client Services	231	0	20,950	0	2,560,526	33,443	20,000	120,584	0	13,500	2,769,234
Other	6,170	0	49,860	0	32,765	7,860	221	1,733	7,900	64,028	170,537
Total Direct Costs	162,542	0	2,093,242	0	2,937,526	124,050	32,470	288,867	182,546	1,171,830	6,993,073
Indirect Costs	20,663	0	294,070	0	46,181	11,383	748	27,924	9,888	172,856	583,713
Admin Support	0	0	0	0	0	0	0	0	0	0	0
Total Costs	183,205	0	2,387,312	0	2,983,707	135,433	33,218	316,791	192,434	1,344,686	7,576,786

N.C. Department of Health and Human Services
Office of Economic Opportunity
Community Services Block Grant Program
FY 2007-2008

ONE-YEAR WORK PROGRAM AND BUDGET – FORM 212

One-Year Submission x Amendment

SECTION I. PROJECT IDENTIFICATION

1. Project Name:	Self Sufficiency						
2. Poverty Cause Name:	Inability to gain and maintain employment at a living wage.						
3. Long-Range Goal:	To move 27 no- or low-income families above poverty income level by June 30, 2010.						
4. Selected Strategy:	To provide comprehensive services to 120 no- or low-income families/households designed to remove them from poverty.						
5. Project Period:	7/01/2007	To	6/30/2010	Plan Year	1	of	3
6. OEO Funds Requested for this Project:	CSBG:	183,205	OTHER:				
7. Number Expected to Be Served:	CSBG:	120	OTHER:				
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							9
9. Percent of Long-Range Goal Expected to be Met this Year (All Other Projects):							32%

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 40 no- or low-income families or individuals designed to stabilize the household and move them toward self-sufficiency by June 30, 2008.		10	20	30	40
A. Notify public about project via brochures, flyers/posters, human service providers, low-income neighborhood networks, etc.	Program Directors Case Workers Family Self-Sufficiency Coord	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 Directors Case Workers Family SS Coord	50	50	50	50
C. Accept applications, verify income, determine readiness, and sign goal plan.	Case Workers Family SS Coord	X	X	X	X
D. Develop a Self-Sufficiency/Stability Goal Plan with participants utilizing action steps in a comprehensive methodology designed to promote employment, enhance earning capacity, address barriers, build self-esteem, and establish a success pattern.	Case Workers Family SS Coord	10	20	30	40

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 Directors Case Workers Family SS Coord	X	X	X	X
F. Conduct workshops based upon participant needs, i.e. Basic Money Mgt, Smart Consumer, Credit, predatory lending, decision-making or problem solving, peer group supports, etc.	Program Directors Case Workers Family SS Coord	X	X	X	X
G. Provide financial assistance to participants to support goal-achievement, i.e. - work required clothing or equipment - personal hygiene items, hair cuts, immunizations - public transportation, auto gas, driver's license fee, auto registration, car repair, etc. - education books, fees, supplies, etc. - housing or child care related issues - credit reports	Program Directors Case Workers Family SS Coord	X	X	X	X

OEO 01212
12/06

Page 30 of 32 Pages

GRANTEE ONE-YEAR WORK PROGRAM
(Continuation page)

Project Name: SELF SUFFICIENCY

Project Activities	Position Title	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
H. Maintain and develop a cooperative network of service providers, employers, landlords, gov't housing programs, etc. to support participants' goal achievement and to overcome barriers to home or business ownership, job or skill training, or education.	Program Directors Case Workers Family SS Coord	X	X	X	X
I. Provide 10 Individual Development Account to individuals/families who have stable employment, standard housing, etc. (IDAs are for asset building through home or business ownership, job or skill training or education.)	Program Directors Case Workers Family SS Coord	10	X	X	X
J. Report progress quarterly, year end and nationally	Program Directors Case Workers Family SS Coord	X	X	X	X

MONITORING, ASSESSMENT AND EVALUATION PLAN

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

Board of Directors:

A governing board manages the business and affairs of Western Carolina Community Action, Inc. The Board is empowered to establish committees; is obligated to review each program to ensure compliance; determine effectiveness; and to make recommendations or revisions to improve the agency's impact on poverty and fulfill its mission.

Low-Income Community:

A least one third of the total membership of the Board consists of persons chosen as representatives of the low-income in the areas served by WCCA. The Head Start Policy Council, made up of 51% parents with incomes below the Federal Poverty Guidelines, is responsible for program quality and reports to the WCCA Board.

Program Participants:

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

Others:

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

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

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

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

These committees are appointed annually by the Chairperson of the Board, who may also appoint any other committees deemed necessary, to carry out the responsibilities of the Board. All standing and special committees of the Board shall fairly reflect the composition of the full Board. At least one-third of their number shall be representatives of the low-income.

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

Monitoring is an on-going process by which the Board reviews program performance ensuring compliance on a monthly and annual basis. Assessment is an on-going process by which the Board determines the effectiveness of each project. Evaluation is a continuous study of the project to determine the degree of impact each project has on the incidence of poverty. Board orientations assure new Board members learn about programs rapidly and all Board members are kept abreast of program evolution. The Board of Directors makes appropriate recommendations and/or revisions as necessary to improve the agency's impact on poverty. (See page 13 for details.)

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

The Alliance for Human Services required a self-evaluation as part of a review in January 2000. The instrument went to Staff and Board and was then reviewed, in person, item by item with Alliance evaluators. As a result, WCCA was awarded Level II Accreditation (Level III is the highest) until 2008. In 2001, the Board initiated a Strategic Planning process directed by an outside consultant as a result of this evaluation. In 2004, we completed another self-evaluation and applied for Level III. We were denied this level because we did not have 90 days worth of funds in reserve. The Board has now engaged different consultant to lead our second strategic planning process which will address the reserve issues as well as other organizational issues. The Strategic Plan serves as a framework for the Board to measure mission-driven accomplishments on an annual basis as well as lay out the future direction of the agency. The new plan is due before the Board for approval in March 2007.

4(a) *Summarize the results of the Board's most recent self-evaluation, and indicate when the next evaluation will begin and be completed:*

As a result of the January 2000 self-evaluation, the Board

- reviews the WCCA purpose every year at the October Board meeting. If it is found to be inadequate to meet the needs of the agency, or the communities it serves, an ad hoc committee will be appointed by the Chairman to present a revised purpose (section 2:01 of the Bylaws) to the full Board for consideration.
- directed the Personnel Committee to review personnel policies and procedures every two years
- initiated a Strategic Planning process under the guidance of an outside consultant in early Fall 2000.
- will move to a new facility in July 2005 that is safer, ADA accessible, and more client friendly

The above items were integrated into operations and as a result of a new 2004 self-evaluation, the Board's new challenges include:

- a 90-day operating reserve
- donor policies for our new fundraising function
- revised Personnel Policies

These are being addressed in a new Strategic Planning process that began in the fall of 2006 and is expected to be presented to the Board for approval in March 2007.

4. *List outcome measures to be used to monitor your agency's success in promoting self-sufficiency, family stability, and community revitalization:*

- The number of individuals/families whose incomes rise above the poverty level.
 - The average change in annual income per participant family.
 - The number of participants obtaining employment vs. total number of participants.
 - The number of jobs with medical benefits obtained.
 - The average wage rate (at hire)
 - The number of participants completing education or training programs
 - The number of participants securing standard housing

WCCA's Community Services Department does not measure family stability per se although we accept that continuous employment, quality child care, reliable transportation, and standard and affordable housing are the most common leading indicators of family/household stability. The Community Services Department operates with a definition of self-sufficiency as 'free of entitlement programs'. We do not measure community revitalization, track indirect influences of job stability, post-program impacts or return on investments due to insufficient funding.

For participants using the Individual Development Account tool, we measure its effectiveness by the number of financial literacy workshops participants attend, amount saved, assets purchased (achieved), change in family income and/or net worth over the savings period, changes in credit score, and leveraged dollars. We are in the process of converting new HUD escrow account project (FSS) participants to the same outcome measures, so as to support a more comprehensive and consistent picture for funders and the public.