

**REQUEST FOR BOARD ACTION  
HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** January 3, 2017

**SUBJECT:** Request for Approval of Western Carolina Community Action  
2017-2018 CSBG Grant Application for Funding

**PRESENTER:** Deb Haight, WCCA Henderson/Polk and Transylvania Counties  
Community Services Director

**ATTACHMENTS:** Yes  
1. Application

**SUMMARY OF REQUEST:**

Deb Haight, Community Services Director is requesting approval of the Western Carolina Community Action (WCCA) Community Services Block Grant Program application.

This is the second year of the 3 year grant cycle. No funding is requested from the county, but WCCA is required by law to send the grant to the County Commissioners for a 30 day review and comment period.

For the 2017-2018 cycle of this three year grant, funding has been decreased by 13%, resulting in a subsequent decrease in the clients served and the services provided in each county.

**BOARD ACTION REQUESTED:**

Staff suggests approving the request.

**SUGGESTED MOTION:**

*I move that the Board approves the request for application by the Western Carolina Community Action of the 2017-2018 CSBG Grant, authorize the clerk to insert the date of January 3, 2017 on the appropriate page, and further authorize the clerk to execute such document.*

Western Carolina Community Action

# 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:	Western Carolina Community Action
Federal I.D.	560846319
DUNS Number:	030506133
Administrative Office Address:	220 King Creek Blvd., Hendersonville, NC 28792
Mailing Address (include the 4-digit zip code extension):	PO Box 685, Hendersonville, NC 29793-0685
Telephone Number:	828 693-1711
Fax Number:	828 697-4277
Board Chairperson:	Linda Weldon
Board Chairperson's Address: (where communications should be sent)	PO Box 6458, Hendersonville, NC 28793
Board Chairperson's Term of Office (enter beginning and end dates):	11/18/2012-11/18/2018
Executive Director:	David White
Executive Director Email Address:	david@wcca.net
Agency Fiscal Officer:	Justin Staebell
Fiscal Officer Email Address:	jstaebell@wcca.net
CSBG Program Director:	Deb Haight
CSBG Program Director Email Address:	dhaight@wcca.net
Counties Served with CSBG funds:	Henderson, Polk and Transylvania
Agency Operational Fiscal Year:	July 1, 2017 – June 30, 2018

North Carolina Department of Health and Human Services  
Office of Economic Opportunity - Verna P. Best, Director  
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

### Checklist to Submit a Complete Community Services Block Grant (CSBG) Application

Please put a check mark in the appropriate box to show that you have included the completed document with your application. All documents are required with the exception of those that say "if applicable."

Item	Included (✓)
Signed Application Certification (blue ink only)	
Signed Board Membership Roster (blue ink only)	
Board of Directors Officers and Committees	✓
Planning Process Narrative	✓
Form 210 – Agency Strategy for Eliminating Poverty	✓
Form 212 – One-Year Work Program	✓
Monitoring, Assessment and Evaluation Plan	✓
Form 212A – CSBG Administrative Support Worksheet (if applicable)	N/A
Form 225 – Agency Budget Information	In process
Form 225N-Budget Narrative	✓
<u>Appendices (to be attached by the Applicant):</u>	
• Organizational Chart (do not include names)	
• Job Description and Resume for the Agency's Executive Director	
• Job Description and Resume for the Agency's Chief Financial Officer	
• Job Descriptions for all CSBG employees (do not include names)	
• Affirmative Action Plan	
• Documentation of Public Hearings for Initial Planning Process:	
Copy of Public Notice(s) from Newspaper(s)	
Agenda of Public Meeting(s)	
Copy of Attendance Sheet(s)	
Minutes of Public Meeting(s)	
• Documentation for Notice of Intent to Apply:	
Copy of advertisement(s)	
• Documentation of Submission to County Commissioners:	
Notarized document from county clerk	
Commissioners' comments or minutes (if applicable)	
• Cognizant-Approved Indirect Cost Agreement	
• Copy of the Proposal Application submitted to the cognizant agency for approval of the Indirect Cost Rate	
• Cost Allocation Plan (if applicable)	
• Vehicle Registrations( <i>must be up-to-date and after July 1, 2017</i> )	
• State Certification-No Overdue Tax Debts	
• State Certification-Contractor Certification required by N.C. Law	
• Federal Certifications	
• Cost Allocation Plan Certification	
• Federal Funding Accountability and Transparency Act (FFATA)	
• Central Contractor Registration(CCR) ( <i>must be up-to-date and after July 1, 2017</i> )	
• IRS Tax Exemption Verification- verifies the agency's 501 (c) (3) status	

<i>(must be dated after July 1, 2012)</i>	
<ul style="list-style-type: none"><li>• Conflict of Interest Policy <i>(must have been approved within the past 5 years and must be notarized)</i></li></ul>	
<ul style="list-style-type: none"><li>• Contractual Agreements/leases <i>(must be current-not older than 5 years)</i></li></ul>	
<ul style="list-style-type: none"><li>• Iran Divestment Act</li></ul>	

**Community Services Block Grant Program  
Fiscal Year 2017-18 Application for Funding  
Certification and Assurances**

**Public Hearing on the Initial Plan**

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on \_\_\_\_\_ for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
12/28/2015	Henderson		
12/29/2015	Polk		
12/30/2015	Transylvania		

**County Commissioners' Review**

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on \_\_\_\_\_ emailed on 12/22/2016 as required by 10A NCAC 97C .0111(b)(1)(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
Emailed on 12/22/2016	Henderson		
Emailed on 12/22/2016	Polk		
Emailed on 12/22/2016	Transylvania		

**Board of Directors Approval of the Application**

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: \_\_\_\_\_

Board Chairperson: \_\_\_\_\_  
(Signature) (Date)

Finance Committee Chairperson: \_\_\_\_\_  
(Signature) (Date)

## Western Carolina Community Action

### Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	21			Total Current Vacant Seats	1	
Total Number of Seats Reserved for Each Sector	Poor	7	Public	7	Private	7
Total Number of Vacant Seats Per Each Sector	Poor	0	Public	1	Private	0

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
<b>Representatives of the Poor</b>					
1. Teresa Duncan	Transylvania	Silvermont Opportunity House	9/13/12	2	9/13/18
2. Mary Laughter	Henderson	Family Self-Sufficiency	1/14/16	0	1/14/22
3. Lynn Marks	Henderson	Head Start Policy Council	11/14/13	1	11/14/19
4. Diana Martinez	Transylvania	CSBG	1/8/15	0	1/8/21
5. Kathy Revis	Henderson	Head Start Policy Council	1/14/16	0	1/14/22
6. Jackie Smith	Henderson	Apple Country Transit	9/13/12	2	9/13/18
7. Athena Strong	Henderson	Housing Choice Voucher	11/10/16	0	11/10/22
<b>Public Elected Officials</b>					
1. Tony Amatangelo	Henderson	Henderson County	9/11/14	1	9/11/20
2. Barbara Batchler	Polk	Polk County	8/11/11	2	8/11/17
3. Nan Lee	Transylvania	City of Brevard	6/9/14	1	6/9/20
4. Debbie McCrary	Transylvania	City of Brevard	11/14/13	1	11/14/19
5. Ron Schieve	Transylvania	Transylvania County	11/10/16	0	11/10/22
6. Linda Weldon	Henderson	Henderson County	11/8/12	2	11/8/18
7.					
<b>Representatives of Private Organizations</b>					
1. Tanya Blackford	Henderson	Safelight	11/12/15	0	11/12/21
2. Erin Drew	Transylvania	Family Place of Transylvania Co	6/11/15	0	6/11/21
3. Sandra Morgan	Henderson	Henderson County DSS	2/11/16	0	2/11/22
4. Rhodney Norman	Transylvania	Brevard Housing Authority	11/13/14	1	11/13/20
5. Lou Parton	Polk	Polk County DSS	11/10/11	2	11/10/17
6. Lucretia Starling	Henderson	H Co Department of Public Health	2/11/16	0	2/11/22
7. Trina Stokes	Henderson	Henderson Co Council on Aging	11/10/16	0	11/10/22

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

---

Board of Directors Chairperson

## Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Tony Amatangelo	248 Waterside Drive Hendersonville, NC 28791	<a href="mailto:amatangelo@bellsouth.net">amatangelo@bellsouth.net</a>
Barbara Batchler	130 Possum Trot Lane Columbus, NC 28722	<a href="mailto:grammybatch@gmail.com">grammybatch@gmail.com</a>
Tanya Blackford	133 Fifth Avenue West Hendersonville, NC 28792	<a href="mailto:tanyablackford@gmail.com">tanyablackford@gmail.com</a>
Erin Drew	970 Old Hendersonville Hwy. Brevard, NC 28712	<a href="mailto:esdfamilyplace@gmail.com">esdfamilyplace@gmail.com</a>
Teresa Duncan	282 Otto Alexander Brevard, NC 28712	<a href="mailto:tessduncan@gmail.com">tessduncan@gmail.com</a>
Mary Laughter	19 Petal Drop Lane Hendersonville, NC 28792	<a href="mailto:m_laughter@webmail.blueridge.edu">m_laughter@webmail.blueridge.edu</a>
Nan Lee	36 West Hampton Circle Brevard, NC 28712	<a href="mailto:lee.nan0331@gmail.com">lee.nan0331@gmail.com</a>
Lynn Marks	511 East Crooked Creek Lane Hendersonville, NC 28739	<a href="mailto:markshlm47@gmail.com">markshlm47@gmail.com</a>
Diana Martinez	90 Palmer Street Brevard, NC 28712	<a href="mailto:dianammartinez0815@gmail.com">dianammartinez0815@gmail.com</a>
Debbie McCrary	106 Walnut Hollow Road Brevard, NC 28712	<a href="mailto:debbie.mccrary@cityofbrevard.com">debbie.mccrary@cityofbrevard.com</a>
Sandra Morgan	1200 Spartanburg Highway Hendersonville, NC 28792	<a href="mailto:morgans@hendersoncountydss.org">morgans@hendersoncountydss.org</a>
Rhodney Norman	133 West Morgan Street Brevard, NC 28712	<a href="mailto:rnorman@haca.org">rnorman@haca.org</a>
Lou Parton	231 Wolverine Trail Mill Spring, NC 28756	<a href="mailto:lparton@polknc.org">lparton@polknc.org</a>
Kathy Revis	414 Fourth Avenue West Hendersonville, NC 28739	<a href="mailto:kgrevis@hcpsnc.org">kgrevis@hcpsnc.org</a>
Ron Schieve	46 North Laurel Lane Brevard, NC 28712	<a href="mailto:r.schieve@aol.com">r.schieve@aol.com</a>



Jackie Smith	133 Tennis Ranch Road Fletcher, NC 28732	<a href="mailto:fury496@outlook.com">fury496@outlook.com</a>
Lucretia Starling	1200 Spartanburg Highway Hendersonville, NC 28792	<a href="mailto:starling@hendersoncountync.org">starling@hendersoncountync.org</a>
Trina Stokes	75 Ridgeway Drive Flat Rock, NC 28731	<a href="mailto:tstokes@coahc.org">tstokes@coahc.org</a>
Athena Strong	133 Trailmaster Drive Etowah, NC 28729	<a href="mailto:lashey78@yahoo.com">lashey78@yahoo.com</a>
Linda Weldon	3 Ochlawaha Drive Hendersonville, NC 28792	<a href="mailto:wnclinda@aol.com">wnclinda@aol.com</a>

### Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
<b>Officers of the Board</b>			
Linda Weldon	Chairperson	Public	Henderson
Erin Drew	Vice Chair	Private	Transylvania
Tony Amatangelo	Treasurer	Public	Henderson
Debbie McCrary	Secretary	Public	Transylvania
Lynn Marks	Special Appointee	Target	Henderson
<b>Committee Name: Finance/Audit</b>			
Tony Amatangelo	Chairperson	Public	Henderson
Lynn Marks		Target	Henderson
Trina Stokes		Private	Henderson
<b>Committee Name: Personnel</b>			
Tess Duncan	Chairperson	Target	Transylvania
Debbie McCrary		Public	Transylvania
Sandy Morgan		Private	Henderson
<b>Committee Name: By-Laws</b>			
Linda Weldon	Chairperson	Public	Henderson
Kathy Revis		Target	Henderson
Tanya Blackford		Private	Henderson
<b>Committee Name: Government Relations</b>			
Lou Parton	Chairperson	Private	Polk
Lucretia Starling		Private	Henderson
Jackie Smith		Target	Henderson
<b>Committee Name:</b>			
	Chairperson		
<b>Committee Name:</b>			
	Chairperson		

\*To be completed by agencies serving multiple counties.

**Community Services Block Grant Program  
Fiscal Year 2017-18 Application for Funding  
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: Agencies in each county where we operate have meetings to discuss current issues and needs of the low income residents that we serve. Western Carolina Community Action's Board of Directors is comprised of one third representatives of the poor. We have a self-sufficiency client that has been elected to serve as a representative of the low income target population on the board. There are also representatives from bus transportation, Head Start Policy Council and the Family Self Sufficiency programs. This continues to give us a unique opportunity to have representation on the board from folks that have experienced poverty. These representatives are also able to voice concerns about challenges they face or have faced while impacting decisions that affect the agency and others that we serve. Members of Head Start staff are located in two of our main offices. Head Start requires that family workers work closely with the families that they serve. These close relationships enable them to share general familial concerns with us and other staff without sharing specific information. We make referrals to and interact with Head Start staff on an almost daily basis. Recent data from the regional 211 information and referral system indicates that the top caller needs are housing related whether it is needing low cost housing, assistance with housing and utilities, or home maintenance and repair. Health care is still a need but the addition of Blue Ridge Community Health Services in Polk County has helped ease some of the need. They were already serving clients in Henderson and Transylvania counties. Our Head Start department completed a Community Needs Assessment in early 2016. Several needs were identified including the need to increase financial literacy and education and employment support services. We continue to operate in compliance with WCCA's PHA (Public Housing Agency) 5-year plan which was adopted after public hearing in April of 2016 and is updated annually. United Way of Henderson County worked with community leaders and local residents to develop "Henderson County 2025 Plan". The focus is on giving grants to agencies that meet school readiness, financial literacy, education and employment support needs. The 2014 State of the County Health Report for Transylvania County indicated that Transylvania residents listed their top three concerns as: Closure of the hospital's birthing center (now they must drive to Asheville or Hendersonville, approximately 45 minutes away), lack of mental health services for children and access to transportation to and from services. The opening of a satellite Blue Ridge Health Center has provided much needed access to healthcare, dental and mental health options in Transylvania County where care is provided on a sliding fee scale. Health concerns were similar in both Henderson and Polk counties with access to mental health care, abuse of prescription drugs and obesity as major concerns. Polk County has formed the Polk Fit Health Coalition to get community input and involvement as they encourage residents to adopt a healthier lifestyle. Henderson County purchased and opened an Athletic and Activity Center which allows public use for a variety of sports and activities. Local Farmers Markets continue to accept SNAP benefits to give families access to healthier foods. These lifestyle changing benefits along with our commitment to encourage our clients to have a current physical should eventually decrease the number of sick days taken and increase the energy and ability to work. Blue Ridge Community Health Care is also providing services in Rutherford County and they opened a health center in Polk County in early December of 2015. Comments at local agency meetings point to the continued need for improvement in education and job skills in order for residents to move from low wage entry level jobs into higher paying jobs with benefits. This underscores the continued need for our Self

Sufficiency program in helping participants improve their education and job skills. Clients and family members of clients continue to express concern about the scarcity of full time employment options.

- b. **Agency Staff:** Self Sufficiency staff and their supervisor continue to have an ongoing dialogue concerning the program and ways clients can be better served. CSBG staff come together often to brainstorm and discuss client progress and methods of enabling their continuing evolution. If problems or roadblocks are encountered input is gathered concerning possible community resources. Monthly senior staff meetings focus on the strategic activities, goals, and communications needs of the agency and our clients. Additionally, Community Services staff, in conjunction with WCCA's Housing Department, Head Start, and other community-based non-profit service delivery staff, may revise or update needs or services on an ongoing basis between community surveys as needed. Self Sufficiency staff members are involved in community groups in each of the counties that we serve. We also read local newspapers to stay abreast of current services, job openings and opportunities that might benefit our clients. This allows us to make timely referrals and to stay involved in community activities. Self Sufficiency staff frequently contact participants allowing them to inquire about current needs and to touch base concerning progress toward goals. Feedback is encouraged concerning future program requirements or other areas of interest. Staff and their supervisor review files and service expenditures to discuss and project for the future. CSBG staff discussed possible strategic plan initiatives which were finalized in 2015. These initiatives revolve around increasing the clients' funds, getting more participant input and investigating other sources of funding.
- c. **Agency's Board Members:** The Community Services Block Grant is presented to the Board and input is requested annually. CSBG Outcomes for the previous program year are presented at one of the fall board meetings, board members have the opportunity to ask questions or give feedback during this time. The Board and Senior Staff members (including the Community Services Director) are also involved in the Strategic Planning process. Our most recent Strategic Planning process began in late January of 2015 and finished with the finalized Strategic Plan in November of 2015. Each department was asked to work with their staff to develop key initiatives. The initiatives in the Community Services Department revolve around increasing the clients' funds, getting more participant input and investigating other sources of funding. Board comments and input are welcomed at all times. When the board is not working on developing a strategic plan they maintain an updated environmental scan of the low-income community through target or "poor" members, government and other community organizations in which members are extensively involved and monthly Program Directors Reports. The Individual Development Account Program, Housing Initiatives, Senior Center, Head Start and Early Head Start and Pre-K expansions, Transportation and ARRA grants have all been the result the board's responsiveness to community needs.
- d. **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.** In the process of delivering CSBG services since 1981 (the agency originated in 1966), WCCA makes a point of communicating information daily with county residents in greatest need through its portals for Self Sufficiency, the Senior Center, Nutrition Services, Section 8 and Head Start. We also review current Community Assessments for areas of concern. Many members of WCCA's staff are involved in various committees in all three counties such as The Living Wage Coalition, Interfaith and Sharing House, Thermal Belt Outreach, Caring Meeting, Agency Roundtable, The Homeless Coalition, United Way, and the Hunger Coalition. These committees seek out the causes of poverty as well as solutions. Senior Staff also serve from time to time on the Boards of other agencies such as Transylvania Regional

Hospital Home Care, Councils on Aging, The Haven Homeless Shelter, and Blue Ridge Health as well as serving on regional, state and national Boards in Housing and Head Start areas. The causes of poverty were also discussed at our Public Hearings in each of the counties in December 2015.

We review the annual report from the 2-1-1- call centers for Polk, Transylvania and Henderson counties. In all counties, the #1 request (around 20 or more of calls) were for housing and shelter assistance. Calls related to food, utilities and other economic needs were also in the top ten in all counties. Employment and Income calls were also in the top ten in all counties. Another important document that helps us identify needs is the Community Assessment from each county. At Western Carolina Community Action the Head Start program gathers and disseminates this information to the rest of the agency. Head Start has collected data for the 2016 Community Assessment. Several needs were identified including the need to increase financial literacy and education and employment support services.

From this perspective the causes of poverty are:

1. Lack of employment, underemployment, part time and low-wage employment and lack of living wage positions. The living wage remains at \$12.50/hour without benefits and \$11.00/hour with benefits in 2016. The effects from the economic downturn continue to lessen however we still see people seeking our services that had previously been gainfully employed full time now trying to piece together full time wages with several part time jobs.
2. Lack of job training and educational options to accommodate newly unemployed persons or underemployed persons; lack of job training and educational opportunities for non- high school graduates. We continue to collaborate with our local Division of Workforce Solutions office to provide onsite support in Henderson and Transylvania counties. Goodwill Industries and Blue Ridge Community College provide job training or education programs in Henderson and Transylvania Counties for surrounding counties. Isothermal Community College provides job training and educational options in Polk County.
3. Lack of employment opportunities for educated, skilled workers in their field due to changes in the employment landscape. Many of the new jobs available are in the brewing industry where local skilled, unemployed workers lack the experience needed for employment. There are job training certification classes but these require a 1-2 year classroom commitment. We continue to encourage our clients to apply for entry level jobs at these breweries so they will have the opportunity to learn some skills onsite while taking advantage of higher wages.
4. Inadequate child care subsidies, inadequate before and after school care, and age appropriate child care to bridge the gap between public assistance and self-sufficiency
5. Energy efficient or safe, standard, affordable housing, both rental and owned.
6. Rural transportation; isolation, inaccessibility or lack of knowledge concerning resources
7. Changes or disruptions in family composition/structure
8. Inadequate budgeting, resource, and financial management skills
9. Access to health and basic dental care; quality mental health care, lack of knowledge concerning availability of support and services

See #1 above. The combination of survey results, public meetings, agency experience, past CSBG performance, and knowledge of our community needs indicate stable, well-paying jobs, training/retraining programs, securing safe, standard, affordable housing, accumulation of assets or savings for emergency needs, and increased income are some of the keys to breaking the public assistance cycle and fostering thoughts and actions toward long term independence.

Criteria for acceptance:

1. Return completed application and score sheet.
2. Determine income eligibility.
3. Ascertain current and future employability – by reviewing employment history and barriers
4. Work with client to clarify motivation or willingness to achieve goal of stability.
5. Develop and sign a Self-Sufficiency/Stability Goal Plan.

Strategies to be implemented are:

1. Discover and utilize community services.
2. Work with client to locate reliable transportation and/or affordable child care
3. Determine Employability/Improve Job Skills
4. Alleviate or prevent crisis and enhance ability to problem-solve and self-advocate
5. Obtain safe, standard, affordable housing with energy efficiency
6. Obtain health care and/or insurance for all family members
7. Gain budget control and improve financial management skills
8. Move income from poverty/crisis to sustainability/stability
9. Begin saving for emergencies
10. Encourage community and school involvement
11. Explore other areas for increasing income such as Child Support and Work First

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

We have 7 low income or poor on our Western Carolina Community Action Board of Directors. Our Head Start policy council is made up of community members and parent representatives. We have low income clients that serve on the Senior Center Advisory Council and Transportation Board. Members are asked to take the information that they gather back to other clients. Head Start Policy Council minutes are posted in all Head Start Centers providing information to all parents. Having this information and sharing it with other clients empowers our board members and policy council members to be more vocal in their community and to get input from their peers. Senior Center Advisory minutes are posted at our Senior Center to encourage discussion and advocacy in our senior clientele. OnTrack provides financial literacy classes 2 times a year and counseling and classes periodically onsite at the Senior Center. The financial literacy classes are open to the public and our clients are encouraged to attend. We have had "Meet the Candidates" sessions where clients have the opportunity to meet local candidates and have informal discussions concerning issues of importance to seniors and the community.

We also provide information and referrals in the community to empower not only our clients but members of the public that may come in with questions concerning the availability of assistance. We have the 2-1-1 information and referral system in all three of our counties now and we make sure that our clients are aware of this valuable resource.

All this agency representation and involvement affords our clients and parents the opportunity to participate, learn and ask questions about the workings of a nonprofit and to gain experience for future interactions. We provide information to our clients and parents about local advocacy and legal assistance sites. If necessary we will role play, go with or sit nearby during phone calls while

clients advocate for themselves. We are intent on giving clients the information and resources that they need to be their own advocate instead of relying on others.

- f. 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.

WCCA staff works with the Department of Social Services (DSS) in Henderson, Polk and Transylvania Counties assisting with two-way referrals, program information, intake, follow-ups and the publication of available services. WCCA refers clients to the Low-Income Energy Assistance Program (LIEAP), Food Stamps, Medicaid, Crisis Intervention, Division of Workforce Solutions and WorkFirst offered by DSS. DSS makes referrals to WCCA for Housing, Head Start, Transportation, Liquid Nutrition, and Self Sufficiency. Over the past few years, DSS cases are presenting more challenges to the community with more mental health and addiction based issues so that referrals to Blue Ridge Community Health Services are vital and have increased. There has been an increase in awareness of the dangers of prescription pill abuse in recent years. Henderson County has established a group called Hope Rx to try to brainstorm ways to deal with the prescription abuse problems. Many are still feeling some lingering effects from the recession; we continue to notice requests for assistance or referrals from DSS and partner agencies to our Self Sufficiency programs. We work with and receive referrals from the domestic violence shelters (Safelight (formerly Mainstay), SAFE, and Steps to Hope). We make referrals to three faith based groups in Transylvania County for minor house repairs. One group, House Calls from Brevard Davidson River Presbyterian Church is located in Brevard. Another, Lake Toxaway Methodist, is located eighteen miles west in the rural community of Lake Toxaway. Both churches have built ramps for our elderly nutrition clients as well as other residents who need simple home repairs and do not have the funds to hire a contractor. Our third partner, The Transylvania Baptist Center, acquired funds for additional ramp construction this past year, and we were able to refer many of our seniors to this group. In Henderson County we refer clients to The Attic for furniture needs. Housing Assistance Corporation or the Council on Aging in Henderson County offers assistance to clients needing ramps or home repairs in Henderson County. In Polk County we partner with Holy Cross Episcopal to obtain assistance for our self-sufficiency clients with deposits and past due payments. We actively work with the Division of Workforce Solutions, Job Link, Workforce Innovation Opportunity Act Programs, Vocational Rehabilitation and Work First to identify clients or to place clients in services. Transportation continues to be a challenge for many of our families. We have referred clients to our faith community partners for assistance in getting into the "wheels to work" program. We recently completed an application to become a partner of the Wheels4Hope network for Western North Carolina. This will enable us to make client referrals to them for an affordable reliable car. As a result of collaboration with United Way and County Transport, the recently formed Transylvania Resource Access Information Network (TRAIN) has been successful in offering transportation from Rosman to Brevard and from the local soup kitchen to medical clinics. In Henderson County Apple Country Transportation has been the main source of transportation for many of our clients. Polk County has recently expanded their transportation options to include more regular routes into Henderson County. In Transylvania County, The Haven Homeless Shelter celebrated their sixth year of operation. The shelter, which has stayed at full capacity, has already seen a tremendous number of clients in need of safe housing. CSBG staff have worked closely with them and the local domestic violence shelters when clients are unable to come to the WCCA office to complete paperwork. We also participate in Charity Tracker in Henderson and Transylvania counties. This online, confidential service enables us and other community partners to see who in the county is receiving what services and to make sure services are not squandered or duplicated.

VITA (Volunteers Income Tax Assistance) program through AARP is a welcome relief to low income and disabled persons by preparing tax forms at no charge. Volunteers are trained and tested to make certain they are qualified to serve as tax preparers. After a comprehensive exam, they are certified to prepare income tax forms. Research shows for the three counties WCCA serves, most accountants charge a minimum of \$75 for a simple preparation. For individuals and families on a fixed income, this service is a huge savings to them. AARP tries to make their services available in easy to reach locations – in Polk County at the local library, in Henderson County at Blue Ridge Mall, and in Transylvania County at the Brevard Housing Authority. Also in Transylvania County, volunteers spend time at the Senior Center operated by WCCA for the convenience of the participants.

The Transylvania Resource Access Information Network (TRAIN) fashioned to increase access to services and increase outreach to county residents – created a food ‘map’ which divides Transylvania County into 15 townships listing food possibilities, phone numbers, and distribution information. In addition, our congregate nutrition site in Lake Toxaway serves as a distribution center from Buncombe County’s MANNA food bank once per month. TRAIN also offers caseworkers the opportunity to communicate needs between agencies via Charity Tracker software which usually results in a more timely resolution as well as improved collaboration.

Our offices field many calls concerning the inability to pay for high utility bills. DSS in all three counties operates the Emergency Energy Crisis Intervention Program (EE-CIP) and LIEAP. In Henderson County, EA/CIP is outsourced at Interfaith Assistance Ministry; in Transylvania at the DSS office and at The Sharing House; in Polk County assistance is given at Thermal Belt Outreach. In the past, LIEAP funds have fell short of the need. Outreach to inform residents is done through radio, local paper, and from the sites themselves. Clients seeking heating/utility assistance through Interfaith, DSS or Sharing House are referred to Community Action Opportunities in Buncombe County for Weatherization and/or HARP (Heating or Air Conditioning Replacement or Repair). At WCCA, referrals are made as needs are identified through applicant or participant interviews and/or contacts. Henderson County’s Homeward Bound location continues to be a place for us to refer callers and walk-ins that are homeless.

Our efforts continue to be focused more on crisis prevention and bridging the gap between dependency and self-sufficiency. In Henderson, Polk and Transylvania counties, local funding sources have provided funds for us to offer supplemental opportunities for our low-income participants to stretch their income with programs such as Grow-Your-Own-Garden supplies, FLEX Fund, Manna Food produce deliveries, and My Sister’s Closet/Sharing House. At-risk senior adults are the focus of a Liquid Nutritional project in Henderson and Transylvania Counties. A home delivered (mobile) meals program and two congregate meal sites are available in Transylvania County. One nutrition site has been expanded to bring community-based resources to offer a senior center approach to keeping seniors independent and connected during the day. Through collaboration with the regional planning entity, Land of Sky Regional Council, a specialized program, Community Resource Connection, has been implemented at the Silvermont Opportunity Center to offer information/referral and options counseling to resident seniors, giving them the tools they need to locate and use community resources.

- g. 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.



As discussed in Question f, WCCA is an active participant in the Charity Tracker system in both Henderson and Transylvania counties. This system allows non-profits to pay a fee for access to information from other non-profits in the county. When a client is assisted by one of the participating non-profits in the area the name of the client and the type and amount of assistance are entered into the system. If a client comes to us needing assistance we can look in the system to see when they would be eligible for assistance from one of our community partners or find out what other assistance may be available. These systems have greatly reduced duplication of services among providers by giving non-profits access to an overall picture of the assistance a family has received. It is also a good budgeting discussion tool. If someone seems to be making enough money to pay their bills but continues to seek assistance then more in depth financial literacy training may be needed. All participating non-profits sign confidentiality agreements. In all counties we participate in round table discussions concerning new, existing or innovative programs. We also use these monthly meetings to discuss needs in our communities. The needs that are identified may be used to apply for future grants. We also share information in non-structured informal discussions. Some community partners are now requiring budgeting classes before assistance is given. Since Polk County is a smaller community with fewer resources partners already work together to maximize resources and avoid duplication.

- h. 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).

WCCA believes that the road to attaining the goal of strengthening families is paved with meeting certain stepping stone goals such as stable employment, safe and affordable housing, reliable and safe child care, adequate education or skill training, increasing income, proper nutrition, health care, parenting skills, self-reliance, and protecting this basic life style with savings and asset purchase. Knowledge of community resources and services is also critical to problem-solving, advocating for self, and sustaining self-sufficiency once achieved. 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. We refer clients to agencies such as The Family Place, Children's Center, Healing Place, Steps to Hope, Safelight Domestic Violence Center, The New Leaf at Safe Domestic Violence Center, Meridian Counseling and Children's Services, On Track Financial Counseling, and The Children and Family Resource Center. These partners offer classes and counseling designed to enhance and strengthen families by identifying and managing abusive behavior triggers while reinforcing parenting skills. Help is offered individually and through group sessions. We also refer clients to the public health departments in all three counties for Maternal Care support and assistance 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 enhancement is also available by referral to the Head Start/Early Head Start program for parents with children under 5. Each child/family at the centers may be visited two times a year by Head Start staff to determine if the family is in need of any community resources and are aware of the supports that are available. There is an initial "staffing" meeting as well as ongoing communication between center staff and managers so referrals can be easily and quickly made. Parent meetings focus on parental involvement and encourage family interaction. During

the holiday season, the meeting may teach parents how to make a simple craft with their child that is inexpensive and fun. Once again a Block Fest was held at several Head Start centers to teach both parents and children how to play with several kinds of blocks. The blocks used in this exercise were donated boxes of all shapes and sizes reminding parents and children that toys or learning experiences don't have to come from new items but can often be created with things that are "on hand". Besides the "play" aspect, this experience with blocks supports other aspects of development including math interest and language learning as the children design their structures. Blocks also provide opportunities for the children's social and emotional development as they build and share with others, and learn how to manage the frustrations that come when structures collapse.

Clients that are referred to the Head Start and Early Head Start programs are also able to participate in the Fatherhood initiative. The mission of this program is to improve the well-being of children by increasing the proportion of children growing up with involved, responsible, and committed fathers. Equipping and educating fathers provides an avenue to work on an issue that is at the core of becoming a successful and healthy family. Fatherhood or familial counseling is available and encouraged for families in the Domestic Violence system.

If a child is enrolled in the Home Based Head Start/Early Head Start program they receive weekly visits from a teacher that is able to make referrals as needed. Through the Cooperative Extension service and other community outreach services in our counties, information is available about 1) how to make your SNAP benefits 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 5) how to garden 6) how to freeze and can. These programs and others like them help parents raise their self-confidence and improve their ability to make healthy decisions. All these components collectively strengthen and encourage effective parenting and strengthen families.

- i. 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.

We work with the following local partners to meet the increasing needs for basic or supplemental food. The communities we serve are well aware of food needs and these needs are addressed through the vigilant efforts of the following agencies and partners: Meals on Wheels, WCCA's Home Delivered Meals, congregate meal programs, WCCA's Liquid Nutrition, Interfaith Assistance Ministry, local church pantries, Anchor Baptist Ministries, Salvation Army, Commodity Food, Food Stamps, Second Harvest, Manna Food Bank deliveries and Back Pack Buddies, Head Start/Early Head Start, subsidized school lunch program, Hunger Coalition, Garden program, Bread of Life Soup Kitchen, The Storehouse, Henderson County Rescue Mission, Thermal Belt Outreach and local shelters who serve hot meals to the public daily. All these programs work together to fill the need. We also share information about other sites that offer free meals including the recently expanded program at the Rescue Mission in Henderson County.

Local funding sources have provided the funds for us to continue providing Grow-Your-Own-Garden supplies to approximately 98 families in Henderson, Polk and Transylvania Counties, financial workshops, and Liquid Nutrition for medically at risk senior adults. WCCA operates three programs to counteract conditions of starvation and malnutrition on a daily basis among low-income elderly persons---congregate meal sites (2), home-delivered meals, and (3) liquid nutrition. For over 30 years, we have operated two Congregate Meal Sites, one in downtown Brevard and

one in a rural, isolated area 15 miles west of Brevard in the Quebec Community. We serve approximately 78 unduplicated seniors each year a hot midday meal and an opportunity to participate in social activities. We also operate a home delivered meal program from the rural site, serving an average of 18 clients per day. This meal provides not only nourishment, but a visit from someone other than their family. The meals are delivered by volunteers. During severe winter weather when the sites may be closed, emergency boxed meals are available ahead of time to the congregate and home delivered clients. For the elderly who are unable to tolerate solid food and cannot participate in the other two nutrition programs because of poor health, we operate the Ensure and Glucerna (for diabetics) liquid nourishment program in Henderson and Transylvania Counties. Approximately 90 seniors are enrolled in this liquid nutrition program. We also provide monthly information handouts to our liquid nutrition clients. Recent handouts have included information on healthy eating, putting together an emergency kit and Medicare Open Enrollment.

All children enrolled in our Early Head Start and Head Start programs receive 2 meals plus snack daily without cost. We also provide our clients a list of area food pantries, soup kitchens and other places where they can get food at free or reduced cost. We provide this list to any one from the community that may contact us for information about food resources. We encourage all eligible clients to apply for food stamps and we have provided space in our buildings for SNAP (Supplemental Nutrition Assistance Program) intake and information in the past. We have an account with Manna Food Bank in the event that it is necessary for us to shop directly for supplies. We also give out information concerning 2-1-1 as an additional source of information. We remind our clients of special holiday food distribution sites in plenty of time for enrollment.

- j. 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.

WCCA recognizes that CSBG funds alone do not accomplish the task of achieving self-sufficiency for our participants. Many resources are mobilized to help participants achieve a healthy level of independence. Participants with needs that WCCA does not cover are referred to partner agencies. Examples: 1) JobLink, Division of Workforce Solutions and Career Centers for services such as resume preparation, job search assistance, testing, short term training/certificate programs, etc.; 2) persons with disabilities are referred to Vocational Rehabilitation for testing, counseling, and training/re-training; 3) Blue Ridge Community College, AB Tech and Isothermal Community College for help with "soft" skills offered as "Jump Start" courses focusing on issues such as appropriate dress, punctuality, office demeanor, personal hygiene, interview techniques, resume writing, problem-solving and budgeting skills. WCCA has collaborated with Blue Ridge Community College, Sharing House, SAFE domestic violence shelter and DSS Work First program to conduct employment workshops in the past. Topics covered provided valuable information to job seekers. Our clients currently take advantage of similar classes at our local JobLink and Goodwill training sites. Recently Sharing House in Brevard received a grant to start a series of "Getting Ahead" classes. Participants commit to attend the entire series where they bond with other attendees and learn life skills. We have had participants attend and we work with leaders of the program for possible referrals to our program.

Workforce Innovation and Opportunity Act resources are found at JobLink and our self-sufficiency coordinators work closely with them when participants are shared between agencies or could benefit from those services. If a client is interested in starting their own business and it is a readily achievable goal they are referred to Mountain BizWorks and or Senior Core of Retired Executives

(SCORE) to give them the foundation for starting a successful business. Referrals may also be made to the Small Business Administration office in nearby Asheville, NC.

During our public meetings one area of concern was the lack of a comprehensive listing of available services for the community. Since this is a fluid and ever changing list we decided to refer clients to the Western North Carolina 2-1-1 phone system for up-to-the-minute referrals in Polk, Transylvania and Henderson counties. This gives clients the option of making one phone call instead of several since 2-1-1 is a great resource for the majority of our clients. Unfortunately some clients cannot afford a phone to easily access this system so if they do call in with a need we offer to mail them information. Our mountainous terrain hinders cell service in some communities. Because our counties are rural, finding free or low cost phones and service plans has been challenging but we continue to search for sources of coverage. Many of our clients have been able to use the government sponsored cell phones to provide some service.

### **Community Services Block Grant Program Fiscal Year 2017-18 Application for Funding Planning Process Narrative (continued)**

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

DSS in all three counties operates the Emergency Energy Crisis Intervention Program (EE-CIP) and LIEAP. In Henderson County, EA/CIP is outsourced at Interfaith Assistance Ministry; in Transylvania at the DSS office, in Polk County assistance is given at Thermal Belt Outreach and DSS. Clients seeking heating/utility assistance through Interfaith, Salvation Army, Thermal Belt Outreach, DSS or Sharing House are referred to weatherization and/or HARRP (Heating or Air Conditioning Replacement or Repair) as a way to combat high utility bills. Due to changes in eligibility and funding for Weatherization and HARRP more emphasis will have to be placed on localized home repair programs such as Housing Assistance Corporation and church ministries. At WCCA, referrals are made as needs are identified through applicant or participant interviews and/or contacts.

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

Many low-income youth have the same barriers and problems as adults. With the dropout rate for the three counties WCCA serves has declined this last school year. Administrators credit strategies put in place specifically to deter students from leaving school as the leading reason for the improved numbers. Giving students alternatives on how they could proceed with their education creates more opportunities for them to be successful. Early College programs serve as a preventative measure and intervention programs help keep students enrolled by identifying barriers or issues and working on solutions. In Henderson County, at our Balfour Early Head

Start Center, Balfour Education Center's parenting and child care program provides a curriculum on Parenting and Early Childhood Education in conjunction with a child daycare program for adolescent parents. The Youth Recovery program supported by a regional Youth Council Grant also provides a case manager for recovered dropouts to give them mentoring and academic support for graduation and post-secondary transition. It is hoped that a greater emphasis on "bullying prevention" will encourage attendance and graduation.

Henderson County Public Schools has adopted "HELP", the Homeless Education Link Project, with two working case managers available during the school year. The goal of this project is to help identify and address the needs of homeless students and their families, to develop enrollment procedures to ensure ongoing education success for homeless students, and to serve as liaisons between schools, qualifying students, and services within the community. HELP Case Managers serve as homeless liaisons for youth in each of the public schools in Henderson County. WCCA staff who serve Henderson County clients work closely with this program and have been successful in helping many of these families secure safe, affordable housing using CSBG funds as well as private grants from United Way for deposit and utility assistance. We also work with "Only Hope" in Henderson County, a program for homeless youth, making referrals and offering support when possible.

WCCA has been directly involved with youth through Head Start, NC Pre-K and programs where youth are included in financial workshops. A United Way funded program bringing the Dime-A-Saurus money management program to first graders in Transylvania County provides an entertaining way for students to be interactive and gives them a chance to experience the difference between "wants" and "needs". These programs make efforts to address financial issues on an age appropriate level. This past year was the third year working with 6<sup>th</sup> graders in Transylvania County at Rosman Middle School. All programs help children discover the difference between a "want" and a "need" - whether they are six years old or twelve - so they are better equipped to participate in sound financial decisions. One outcome has been that the students say that this program gives them a better understanding of how their parents make financial decisions and helps them be more supportive. The workshops encourage youth to work for their spending money so they can learn early on how much work/how many hours it takes to earn money. Another activity helps the older students understand the level of education they will need to accomplish in order to compete for lucrative jobs. We also encourage parents to apply and take their children to Boys and Girls Club activities.

- m. 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].

We have a question on our initial CSBG application concerning the receipt of child support services and participants answers with them during the interview. We encourage them to apply for child support at the local office if they are not receiving services, count this as a referral and follow up concerning the outcome of the referral.

**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.

The Poverty Cause name is "Inability to gain and maintain employment at a living wage" and it is our number 1 poverty cause.

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

While unemployment numbers continue to trend downward we are now finding that this trend may be deceiving. People that are applying for our program and local partners report that unemployment benefits have ended with clients no longer being eligible to receive payments. Unemployment rates in all counties that we serve in 2016 continued to decrease with fewer clients being eligible for continued benefits. Our clients continue to experience problems with some established manufacturing businesses closing and other businesses cutting back and reducing hours and days. Many of the available jobs are part time without benefits. With the passage of the Affordable Care Act even more employers are reluctant to offer full time employment. We still find clients trying to "piece together" full time earnings with two or more part time jobs. Service industry jobs that remain are lower paying with many more candidates to choose from for available positions. Fortunately several new breweries have moved into the area offering a different kind of job to skilled workers. While this is a good thing few of our clients possess the skills to obtain these new, well-paying jobs. We are continuing to work with local colleges concerning more short term certificate classes vs. the current 1-2 year brewery certificate programs.

- (A) Explain why the problem exists.

Many of our clients lack the education and skills to be competitive in the current job market. Older workers are holding on to jobs longer or are re-entering the work force for insurance and income reasons. Formerly highly qualified and gainfully employed people are competing for entry level jobs due to the scarcity of jobs in their chosen field. With long term unemployment benefits ceasing for many people it is making it even more important that our self-sufficiency clients have every opportunity to improve their skills and become competitive in the job market.

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

Due to economic trends almost all areas of the population are experiencing challenges finding

employment at a living wage. The most vulnerable segment of our population are clients with little or no formal education or training, the second group would be persons whose skills are outdated or no longer necessary in the workplace. Henderson County's population has grown by 5.5% from 2010 to 2015, with growth continuing. The latest figures from Quick Facts indicate that in 2015 13.1 % of the population was living in poverty, up slightly from 12.9% in 2014 for Henderson County. Polk County's population declined by 0.7% from 2010 to 2015 which continues the trend from 2014. The latest figures from Quick Facts indicate that in 2015 13.5% of the population was living below the poverty level in Polk County. This is down slightly from 14.7% in 2014. Transylvania County's population grew by 0.4% from 2010 to 2015. The latest figures from Quick Facts indicate that in 2015 15.4 % of people were living below the poverty level in Transylvania County. This is down from 16.2% in 2014.

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

- (a) Gender: Henderson County: Estimated 7,630 Females in poverty, 7,128 Males in poverty, Polk County: Estimated 1,438 Females in poverty, 1,312 Males in poverty, Transylvania County: Estimated 2,639 Females in poverty, 2,475 Males in poverty
- (b) Age: Henderson County: Estimated 3,586 < age 18 in poverty; 11,172 > age 18 in poverty, Polk County: Estimated 575 < age 18 in poverty; 2,175 > age 18 in poverty, Transylvania County: Estimated 1,043 < age 18 in poverty, 4,071 > age 18 in poverty,
- (c) Race/Ethnicity for the agency's service area Henderson County: Estimated 13,680 Whites in poverty, 517 Blacks in poverty and 561 Other Races in poverty. Polk County: Estimated 2,549 Whites in poverty, 129 Blacks in poverty and 71 Other Races in poverty. Transylvania County: Estimated 4,767 Whites in poverty, 210 Blacks in poverty and 138 Other Races in poverty.

(D) Explain how the persons are adversely affected.

The inability to find jobs (living wage or otherwise) due to lack of education, training or competition has resulted in the following for our clients and their families: being forced to seek public assistance, being evicted, foreclosed or unable to qualify for safe, stable, secure housing, not being able to afford transportation or losing transportation due to repossession, emotional stress and strain due to an inability to provide basic needs for the family or self, and food insecurity because of the rising cost of groceries.

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

(E) Resources Available:

a. Agency Resources:

Self Sufficiency Program, Section 8, Financial Literacy Classes, Weatherization referrals, Early Head Start and Head Start, General Information and Referral, Senior Center, Congregate Meals, Home Delivered Meals and Liquid Nutrition.

b. Community Resources:

Department of Social Services (DSS) in Henderson, Polk and Transylvania Counties, Low-Income Energy Assistance Program, Food Stamps, Medicaid, Crisis Intervention, Division of Workforce Solutions, Work First offered by DSS, Salvation Army, Interfaith Ministries, Sharing House in Transylvania County, Homeward Bound, Blue Ridge Community Health Services, Safelight, Safe, Steps to Hope, Job Link, Workforce Innovation and Opportunity Act Programs, Vocational Rehabilitation, "Wheels to Work" program, Grow-Your-Own-Garden supplies, FLEX Fund, Manna Food produce deliveries, and Sharing House, Thermal Belt Outreach, Goodwill Job Training Center, The Haven Homeless Shelter, Charity Tracker Intake, Referral and Coordination of Service System in Transylvania and Henderson Counties, Salvation Army, Anchor Baptist Ministries, Transylvania County has an active "living wage" coalition. United Way and Joseph's House. 2-1-1 information and referral services in Henderson, Polk and Transylvania counties, Sharing House "Getting Ahead" program, Apple Country Transportation, Polk County transportation and TRAIN transportation in Transylvania county.

(F) Resources Needed:

c. Agency Resources:

Our planned allocation of \$267,915.00 will assist in meeting these needs. Since cooperation and participation between programs is vital to the success of our program we will continue to need funding and support in the form of space and supplies, etc. If we want to continue to provide additional housing by providing deposit assistance, we will need grant funding from other sources or these services could rapidly deplete our client services funds.

d. Community Resources:

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

**Living Wage Jobs and Jobs with Benefits.** The Chambers of Commerce in Henderson, Polk and Transylvania County and their Planning Departments are focused on keeping jobs here and providing incentives to resident companies to expand their workforce. There has also been a focus on attracting new companies with incentives. Fortunately conditions are improving with many companies posting new jobs above minimum wage. Sadly many of these jobs are only part time and lack benefits. We continue to see some "green" industry and breweries relocating or expanding into our area bringing the hope of higher paying jobs with benefits. Some area colleges continue to provide industry specific training for the green industry and breweries but these are often 1 to 2 year certificate classes limiting participation from folks needing more immediate employment. Imported wealth continues to be a factor in Henderson, Polk and Transylvania Counties which supports trade jobs and the growth of low-wage service jobs. Tryon International Equestrian Center recently opened bringing more part time service jobs and more wealth



into the county.

**Housing.** HUD Housing Choice (rental) Voucher program has changed from being frozen for 7 months with a wait list of 12-15 months in 2005 to a wait time of less than two months in the summer of 2006, and now there is a 12+ month wait due to HUD funding, formula changes, and increased Fair Market Rent. Affordable housing to rent is a serious problem in the three counties we serve. Finding stock for our low-income homebuyers continues to be difficult. We continue to be in serious need of additional tax-credit/private subsidy rental complexes, as well as subsidized rentals for seniors. Turnover is minimal in these units and the senior complex which opened in 2008 is fully leased with wait list. Broad River Terrace was completed in the summer of 2011; they are full and have a wait list. English Hills, a 40 unit multi-family complex, developed by WCCA, filled in 4 months in 2007 and still maintains a wait list for all types of apartments. We need private builders to develop mixed-income or affordable housing because of high demand from service economy workers as well the workforce earning less than \$40,000 per year. Even non-profit developers are struggling with bringing in housing at affordable levels without cooperation from local government for waivers or fee discounts. Recently a local non-profit received a grant for a mixed income unit near Hendersonville. Unfortunately it was not approved by the zoning board because of opposition from nearby residents even with overwhelming support from nearly every other local non-profit.

**Health and Dental 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 Henderson and Transylvania counties now have a free medical clinic, open one night per week, for those without any insurance. Blue Ridge Community Health Services was fortunate to receive expansion funds to expand into Transylvania County and they continue to operate a full service Polk County location. Their freestanding full service medical and dental clinic opened in November 2012 in Transylvania County. Additionally, Medicaid dental care is limited 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 exists. Transylvania County is served the Healthy Smiles Dental Collaborative for children under age 6 and by an occasional visit from the "Tooth Bus" sponsored by Mission's Children's Hospital and now Blue Ridge Health Dental Care. Polk County will soon have free or reduced dental for adults at the Blue Ridge Health Center and limited treatment at Collins Dental for children. We discovered information about the NCHIP (North Carolina Health Insurance Premium Payment Program) in 2011. This program may reimburse clients for private insurance premium payments if anyone in the household is on Medicaid. We have shared this information with all of our clients but it needs to be more widely known to the low income population.

**Transportation:** While Henderson County does have a transportation system in place the hours and routes could be expanded to make it more useful to working people. In Polk and Transylvania Counties transportation services are very limited with some fixed routes,

catering mainly to prearranged medical transportation needs. Clients often make the mistake of buying a “buy here, pay here car”. This results in a very unreliable, costly transportation situation. It would be great if we had access to a system of low or no rate auto loans for our clients. We have partnered with several local mechanics to get cars checked out before purchase and to get cars fixed at reasonable rates. This past year we sponsored car care classes in all three counties with emergency kits as incentives for attendance. We have approached a local community college about sponsoring a vehicle purchase and maintenance class for our clients.

**Mentors needed for our Clients:** Especially people that have completed their GED successfully then went back to school or people that were in difficult financial situations that bounced back. Our new Self Sufficiency Coordinator has first-hand experience with poverty and hopefully will be able to share and relate her experiences with our clients.

**Training:** Community Colleges need to offer more short term Certificate Classes geared toward the current and future job market for underemployed people. The current Back to Work certificate programs are great if you are receiving unemployment but underemployed or people that are not eligible for unemployment cannot attend these programs.

### Section III: Objective and Strategy

(G) Objective Statement: To move 20 no or low-income families above the federal poverty level by June 30, 2019.

I Strategies for Objective:

To provide comprehensive services to 60 no or low-income families/households designed to remove them from poverty by focusing upon:

1. Work with clients to increase their income from poverty levels to sustainability.
2. Network to find other resources that can provide transportation and/or affordable child care
3. Work with clients to find, obtain and maintain standard, safe, affordable housing
4. Advocate for health care and/or insurance for all family members
5. Work with clients to enhance their ability to problem-solve to prevent or handle crisis situations
6. Sponsor financial literacy classes and motivate clients to attend thus improving financial skills and budget discipline
7. Encourage clients to develop savings with emergency funds.
8. Promote community and parent involvement
9. Support increasing awareness of personal responsibility
10. Work with clients to identify “soft skills” weaknesses and eliminate or improve them by attending workshops like the “Jumpstart” and “Getting Ahead” series which are a local collaborative effort.
11. Assist clients in finding, applying for and obtaining available jobs
12. Encourage clients to maintain employment for at least 90 days.

13. Work with clients and community partners to find relevant, short term certification programs or a degree that will lead to being more gainfully employed
14. Encourage clients to get a physical or check up to identify underlying health issues that might hinder employment.

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

Section I: Project Identification							
1. Project Name:	Self Sufficiency						
2. Poverty Cause Name:	Inability to gain and maintain employment at a living wage.						
3. Objective Statement:	To move 20 no or low income families above the federal poverty level by June 30, 2019.						
4. Selected Strategy:	To provide comprehensive services to 60 no or low income families /households designed to remove them from poverty.						
5. Project Period:	July 1, 2017	To	June 30, 2018	Plan Year	2	of	3
6. CSBG Funds Requested for this Project:	\$267,915.00						
7. Total Number Expected to Be Served:	22						
a. Expected Number of New Clients	8						
b. Expected Number of Carryover Clients	14						
Section II: One-Year CSBG Program Objective and Activities							
Activities	Position Title(s)	Implementation Schedule					
Objective: To provide comprehensive services to 22 no or low income families/households designed to stabilize the household and move them toward self-sufficiency by June 30, 2018.		First Quarter	Second Quarter	Third Quarter	Fourth Quarter		
A. Advise public about project via brochures, flyers, posters, human service providers, low-income neighborhood networks, etc.	Community Services Director and Self Suff. Coordinators	07/2017 - 09/2017	10/2017- 12/2017	01/2018 - 03/2018	04/2018 - 06/2018		
B. Screen at least 15 individuals through an intake procedure designed to determine - income eligibility - employment history - willingness to achieve goal of stability	Community Services Director and Self Suff. Coordinators	5	5 (10)	3 (13)	2 (15)		
C. Accept applications and score sheets, verify income, team interview to determine readiness, and sign goal plan	Community Services Director and Self Suff. Coordinators	2	2 (4)	2 (6)	2 (8)		
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. Enter information into online database supported by onsite IT.	Self Suff. Coordinators, Community Services Director and Information Systems Coordinator, Facilities and Safety Coordinator, Facilities and Safety Specialist, Facilities and Safety Assistant and the Information Support Specialist.	2	2 (4)	2 (6)	2 (8)		

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

<b>Section II: One-Year CSBG Program Objective and Activities</b> (continued)					
Activities	Position Title(s)	Implementation Schedule			
<b>Objective: To provide comprehensive services to 22 no or low income families/households designed to stabilize the household and move them toward self-sufficiency by June 30, 2018.</b>		<b>First Quarter</b>	<b>Second Quarter</b>	<b>Third Quarter</b>	<b>Fourth Quarter</b>
E. Provide or mobilize and document appropriate and comprehensive support services according to each individual/family's needs focusing upon: <ul style="list-style-type: none"> <li>- job placement</li> <li>- job skills certification or training</li> <li>- transportation and/or child care</li> <li>- health care and/or health insurance</li> <li>- standard, safe and affordable housing</li> <li>- crisis prevention/ problem solving</li> <li>- budgeting and financial skills</li> <li>- savings for emergencies and assets</li> <li>- community and parent involvements</li> <li>- personal responsibility</li> <li>- personal wellness</li> </ul>	Self Suff. Coordinators, Community Services Director and Information Systems Coordinator, Facilities and Safety Coordinator, Facilities and Safety Specialist, Facilities and Safety Assistant and the Information Support Specialist.	16	18 (2)	20 (2)	22 (2)
F. Individuals will participate in coordinated and facilitated or online workshops based upon participant needs, i.e. Basic Money Mgmt., Smart Consumer, Credit, predatory lending, decision-making or problem solving, peer group supports, etc.	Self Suff. Coordinators, Community Services Director and Information Systems Coordinator, Facilities and Safety Coordinator, Facilities and Safety Specialist, Facilities and Safety Assistant and the Information Support Specialist.	16	18 (2)	20 (2)	22 (2)
G. Provide and document financial assistance to participants to support goal-achievement, i.e. <ul style="list-style-type: none"> <li>- work required clothing, equipment, personal hygiene</li> <li>- public transportation, auto gas, driver's license fee, insurance payment assistance</li> <li>Auto registration, car repair, etc.</li> <li>- Books, fees, supplies, for education, etc.</li> <li>- housing, deposits, child care, credit reports or related issues</li> </ul>	Self Suff. Coordinators, Community Services Director and Information Systems Coordinator, Facilities and Safety Coordinator, Facilities and Safety Specialist, Facilities and Safety Assistant and the Information Support Specialist.	16	18 (2)	20 (2)	22 (2)
H. Participants will receive an average of 1 referral per quarter to service providers, employers, landlords, affordable housing programs, etc. to support participants' goal achievement and to overcome barriers to home or business ownership, job or skill training, or education.	Self Sufficiency Coordinators	16	18 (2)	20 (2)	22 (2)

I. Provide ongoing monitoring of client files regarding progress, periodic assessment of clients and give feedback to self-sufficiency coordinators. This will be done by reviewing files in AR4CA and paper files	Self Suff. Coordinators, Community Services Director and Information Systems Coordinator, Facilities and Safety Coordinator, Facilities and Safety Specialist, Facilities and Safety Assistant and the Information Support Specialist.	07/2017 - 09/2017	10/2017 - 12/2017	01/2018 - 03//2018	04/2018 - 06/2018

**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 (enter project name)</b>	
<b>Measure</b>	<b>Expected to Achieve the Outcome in Reporting Period (Target)</b>
The number of participant families served.	22
The number of low-income participant families rising above the poverty level.	7
The number of participant families obtaining employment.	6
The number of participant families who are employed and obtain better employment.	4
The number of jobs with medical benefits obtained.	2
The number of participant families completing education/training programs.	4
The number of participant families securing standard housing.	3
The number of participant families provided emergency assistance.	12
The number of participant families provided employment supports.	14
The number of participant families provided educational supports.	4
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)

Table 2 Outcome Measures for Project 2 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	



Western Carolina Community Action

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: Western Carolina Community Action											
Project Name: Self Sufficiency											
County	Henderson	Polk	Transylvania								Total
Total Planned	14	3	5								22
Project Name:											
County											Total
Total Planned											

**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 receives monthly reports on program performance for both clients served and budget performance. If programs are consistently not meeting expected outcomes the Board may discuss changes that need to be made to programs. When programs are struggling, the Board may ask staff to provide recommendations to remedy the problem. Through the strategic planning and the ROMA process, programs are reviewed and decisions are made concerning which programs are successful and which ones no longer seem to be a good fit for the agency. Each Program Director attends at least one board meeting a year to update board members about outcomes and answer questions. The CSBG grant is also presented to the board. **Program Directors Reports** are submitted monthly to the board. Directors have budget meetings at least quarterly with the Executive Director and the Finance Director. During these quarterly meetings budgets are reviewed and possible solutions to any budgetary issues are discussed and if needed the solutions are shared with the board.
  - b. **Low-Income Community:** The WCCA Board of Directors has one third of its membership representing low-income constituents. These members provide feedback on how the agency's programs are affecting them and the people they represent. WCCA also actively seeks the thoughts of low-income residents through surveys and interviews whenever possible. In early 2016 WCCA's Head Start program completed a community needs assessment survey in Henderson, Polk and Transylvania Counties and took steps to insure that people living on low-incomes were fairly represented in the survey Information was reviewed and taken into consideration for future activities.
  - c. **Program Participants:** WCCA has two positions reserved on the Board of Directors for clients who are participating in our housing and or self-sufficiency programs. The agency also reserves two spots on the Board of Directors for Head Start Policy Council representatives. Often the Policy Council representatives are clients of other WCCA programs. Staff members are in frequent contact with their clients and are free to bring any concerns they may have back to program directors. We attempt to have graduating clients complete satisfaction surveys.
  - d. **Others:** WCCA identifies its stake holders every three to five years through its strategic planning process. We then seek input from identified stake holders. Locally elected County Boards and some municipal governments hold one third of the seats on the WCCA Board of Directors. Important civic groups, non-profits, and other organizations also have representation on the board of WCCA. Many WCCA

members are active in the community. This community involvement gives us insight into the needs of the community

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

We continue to work on developing a system for collecting customer satisfaction data. One option being discussed is putting a simple survey on computers in our intake rooms, this data could be compiled by our IT staff for review by program directors before being disseminated to upper management and the board.

3. Describe how administrative policies and procedures are monitored by the Board of Directors. The Board of Directors has a personnel committee, finance committee, and a by-laws committee. These committees review WCCA's Personnel Policies, Fiscal Procedures and By-Laws periodically. These policies are then updated and presented to the full board for discussion and approval. Pertinent policy changes are communicated to staff after board approval.

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

The WCCA Board receives the Program Directors Report monthly giving them the opportunity to act on monitoring, assessment and evaluation reports by making changes recommended by information in these reports, or by instructing agency staff to make the necessary changes. If these reports reflect superior performance the Board may recognize these efforts. If a department is struggling or needs to make improvement the board may ask the Executive Director to provide more information or to follow up and report back to them with a status report. The board also is informed of the results and or recommendations of OEO staff. The board may provide input or vote on recommendations presented by staff.

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

The Board of Directors receives monthly reports on program performance for both clients served and budget performance. If programs are not meeting expected outcomes the Board may discuss needed changes to programs. When programs are struggling, the Board may ask staff to provide recommendations to remedy the problem. Through the strategic planning and ROMA process, programs are reviewed and decisions are made concerning which programs are being successful and which ones no longer seem to be a good fit for the agency.

6. 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.

The WCCA Board of Director's is constantly evaluating the agencies programs. When there are problems, the WCCA Board works with staff to find solutions. Recently the WCCA Board of Directors determined that WCCA should continue to play a larger role in services to older adults in Transylvania County by continuing to provide senior services at a state recognized

senior center. The board also decided to focus on several facility items including parking at our main office, looking at the Hillview Center and the Transportation Office for possible replacement or remodeling. All of these items were the result of our Strategic Planning process that was finalized in November of 2015. Each department was asked to work with their staff to develop key initiatives. The initiatives in the Community Services Department revolve around increasing the clients' funds, getting more participant input and investigating other sources of funding.

Community Services Block Grant Outcomes were presented to the board for input and feedback in August of 2016.

Our next self-evaluation is planned for mid-2017.

**Community Services Block Grant Program  
Fiscal Year 2017-18 Application for Funding  
CSBG Administrative Support Worksheet  
OEO Form 212A**

1. Administrative Support requested for (Name of Grant):		
2. Total amount of Administrative Support requested: \$		
3. Brief description of grant including the name of the funding source:		
4. Total Grant Amount:	\$	
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices)		
6. How will the agency track the CSBG funds used for Administrative Support?		
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.)		
<b>Indirect Costs</b>		
Indirect Cost Base:		
Indirect Cost Rate %:	%	
Indirect cost base amount for this grant:	\$	
Percent indirect allowed by funding source for this grant:	%	
Dollar amount indirect allowed by funding source for this grant:	\$	
<b>Cost Allocation</b>		
Percent of administrative costs allowed by funding source for this grant %:	%	
Dollar amount of administrative costs allowed by funding source for this grant:	\$	
8. Actual numerical calculation used to determine Administrative Support needed:		
9. Administrative Support to be applied: (choose one)	Monthly	
	Quarterly	
	Annually	

## OEO Form 225N-The Budget Narrative

<b>Section III-Budget Summary</b>
Indirect Cost Rate Information: Indirect Cost Rate is anticipated to be 18.57% for 17 – 18 program year.
<b>Section IV-Salary and Wages</b>
Staff Names and Positions: Staff Names and Positions: Deborah Haight, Community Services Director for Henderson, Polk, and Transylvania Counties is budgeted at 99 % <b>or 39.6 hours</b> per week, Deborah's remaining time will be charged to other funding; Kathleen Carr, Self Sufficiency Coordinator, will work approximately 40 hours per week and will be paid 100% from CSBG funds. She will work primarily in Henderson and Polk counties. Charlotte Davis, our new Self Sufficiency Coordinator, will work approximately <b>39.6 hours or 99% for CSBG</b> . Charlotte's time will mainly be spent serving clients in Henderson and Transylvania counties. Charlotte's other time will be charged to HCCBG Ensure; Jonathan Stanley Information Systems Coordinator and Cody Miller, Information Support Specialist, will have their time and fringe benefits charged based on the computers connected to the internet per program, this will be approximately 5.07%, their remaining time is charged to all other programs based on the same allocation plan. Clarence Tate, Facilities and Safety Coordinator and a soon to be hired Facilities and Safety Specialist and Facilities and Safety Assistant are charged to CSBG based on the space that is occupied by our program and is approximately 1.08% of their salary; their remaining time is charged to all other programs based on the same allocation plan. Salary calculations include a 3% step increase where applicable.
<b>Section IVa-Budget Support Data</b>
Fringe Benefits: Fringe Benefits are pooled and allocated to the programs based on the salaries by benefits class. This averages around 36% for the Employer FICA, retirement, health insurance, workman's compensation and unemployment.
Communications: Communications are the shared costs by phone line in the Henderson County office, postage for all counties, and cell phones for Deborah, Kathleen and Charlotte. Cell phones costs are greater than expected and have been adjusted to reflect actual costs. LAN and MIS in-house information system support and Advertising for the Contractor Application.
<b>Section IVb-Budget Support Data</b>
Equipment: None
<b>Section IVc-Budget Support Data</b>
Space Costs: Space costs are for utilities, insurances, depreciation and interest, and maintenance and repairs for the Henderson County main office and space in the Transylvania County office. Space is donated in Polk County. Space costs in Henderson and Transylvania Counties are allocated to the programs based on square footage used by the program.
Travel: <b>Local Mileage</b> – (73 miles *.54 per mile * 12 months) = <b>\$473.04</b>  Contractors Training: <b>\$1,047.82</b> Mileage – 547 miles x \$0.54/mile x 1 staff = \$295.38 Lodging - \$145.45/night x 4 nights x 1 staff = \$581.79 Per Diem - \$37.90/day x 4.5 days x 1 staff = \$170.55

**Fall 2017 Annual ROMA Conference: \$1,543.75**

Lodging and Airfare Package for 3 nights = \$1,070.00

Per Diem - \$40.50/day x 3.5 days x 1 staff = \$141.75

Parking - \$8/day x 4 days x 1 staff = \$32

Baggage - \$25/trip x 2 trips x 1 staff = \$50

Registration - \$250/registration x 1 staff = \$250

**Spring 2018 Annual ROMA Conference: \$1,543.75**

Lodging and Airfare Package for 3 nights = \$1,070.00

Per Diem - \$40.50/day x 3.5 days x 1 staff = \$141.75

Parking - \$8/day x 4 days x 1 staff = \$32

Baggage - \$25/trip x 2 trips x 1 staff = \$50

Registration - \$250/registration x 1 staff = \$250

**Staff Training and Meetings – \$1814 \***

Mileage – 400 miles x \$0.54/mile x 2 staff = \$432

Lodging - \$125/night x 2 nights x 2 staff = \$500

Per Diem - \$37.90/day x 3.25 days x 2 staff = \$246

Parking - \$20/day x 2 days = \$40

Registration - \$149.000/registration x 4 staff = \$596

**NCCAA Conference in Asheville, NC \$1,427.83**

51.8 miles x 3 days x 2 staff members x .54/mile = \$167.83

Registration - \$420.00 x 3 staff members = \$1,260.00

\*Note: Additional training may come up before the end of the program year.

Supplies/Materials: Supplies are office supplies ordered by site and are based on historical usage. A description of the types of offices supplies is included on OEO Form 225. Copies are estimated by site based on historical costs.

**Section IVd-Budget Support Data-Contractual**

Sub-contractor [DBA if applicable]	Community Action Opportunities	Primary Contact Trudy Logan	
Address/Phone	25 Gaston St., Asheville, NC 28801: (828) 252-2495		
Service Description	AR4CA Subscription		
Payment Arrangement	\$2,600.00 due upon receipt	Contract Duration	1 year
Sub-contractor [DBA if applicable]	Charity Tracker	Primary Contact Isaac Simon	
Address/Phone	451 Lane Drive, Florence, Alabama 35630: (888) 764-0633		
Service Description	Assistance Tracking software for Henderson and Transylvania Counties		

	<b>Subscription</b>		
Payment Arrangement	\$360.00 due upon receipt	Contract Duration	1 year
Sub-contractor [DBA if applicable]	Petway, Mills & Pearson, CPA	Primary Contact Phyllis Pearson	
Address/Phone	P O Box 1036, Zebulon, NC 27597: (919) 269-7405		
Service Description	Agency Single Audit		
Payment Arrangement	Payment due upon receipt	Contract Duration	3 year contract with 2- 1 year optional additional years
<b>Section IVe-Budget Support Data</b>			
Client Services: Explanations are provided on OEO Form 225.			
Other:			





**Community Services Block Grant [CSBG]  
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

---

Agency Name: \_\_\_\_\_

County: \_\_\_\_\_

Date of Application Submission: \_\_\_\_\_

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 13, 2017**.

Clerk to the Board should initial all items below.

\_\_\_\_\_ The agency submitted a complete grant application for Commissioner review.

\_\_\_\_\_ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

\_\_\_\_\_ Commissioners' comments provided those to the agency. (If applicable)

\_\_\_\_\_  
Clerk to the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date

