

**Community Services Block Grant Program
Fiscal Year 2014-15 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Life Works Self Sufficiency Program						
2. Poverty Cause Name:	Living wage employment opportunities; lack of employment skills, limited education and vocational training; unaffordable standard housing; limited access to transportation and child care; increased energy/food costs.						
3. Long-Range Goal:	By June 30, 2017, decrease by 50 or more the number of families and individuals at or below 100% of the US-DHHS Poverty Income Guideline, as measured by goal completion, progress on ROMA scales, and reflected in a Social Return on Investment of \$5.00 or more for each CSBG dollar invested.						
4. Selected Strategy:	<p>1. Assist low income residents to become self-sufficient through intensive case management and support services which provide education and training opportunities, promote positive work ethics, and access to permanent employment, reliable transportation, adequate childcare, economic literacy, and financial assistance.</p> <p>2. Advocate to create or provide access to the resources needed to support low income families to become self-sufficient, including building/enhancing basic life skills.</p> <p>3. Partner, collaborate, and coordinate service delivery with local agencies and businesses to create and support a network of cost effective services that create opportunities for success for our customers.</p> <p>4. Partner and coordinate with business and other employment organizations to secure adequate wage employment opportunities for economically disadvantaged persons.</p>						
5. Project Period:	July 1, 2014	To	June 30, 2017	Plan Year	1	of	3
6. CSBG Funds Requested for this Project:	\$724,133						
7. Total Number Expected to Be Served:	108						
a. Expected Number of New Clients	52						
b. Expected Number of Carryover Clients	56						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							17
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							33%

Section II: One-Year CSBG Program Objective and Activities						
Objective: Objective: Provide comprehensive, intensive case management services supporting self-sufficiency to 108 low income families by June 30, 2015.				Implementation Schedule		
Activities	Position Title(s)	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
1. Maintain progressing and enroll eligible new customers into the Life Works Self Sufficiency Program.	Dept. Director Life Coaches Program Manager	7/14-6/15 9/14 56 (add 17)	7/14-6/15 12/14 71 (add 16)	7/14-6/15 3/15 86 (add 15)	7/14-6/15 6/15 108 (add 7)	

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Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
2. Continue to tailor self-sufficiency program to meet the needs of the customers.	Dept. Director Life Coaches Program Manager	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
3. Coordinate training and educational opportunities (ie, grants) for customers as needed to support 25 customers in completing school/training programs.	Dept. Director Coaches Program Manager	7	7	7	6
4. Provide explanation of program purpose, expected benefits and program eligibility to potential customers and other service agencies and businesses in the community via monthly orientations, public meetings, etc.	Program Manager Lead Coach, Coaches Program Resource Coordinator, Executive Assistant	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
5. Continue recruitment procedures of participants through Head Start and other programs.	Dept. Director, Coaches, Program Manager, Executive Assistant	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
6. Receive and screen applications to determine eligibility for program benefits.	Executive Assistant, Coaches, Lead Coach	25	25	25	25
7. Provide general orientation to customers on expected results while they are in the program. Enter into written agreement between Life Works Program and Customer.	Lead Coach, Coaches, Program Manager	17	16	15	7
8. Complete a family needs assessment and determine resources available for eligible participants.	Lead Coach, Coaches	17	16	15	7
9. Continue ongoing second party review and feedback system to maintain program accuracy.	Dept. Director, Program Manager, Lead Coach	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
10. Maintain database functions for Life Works including the ongoing tracking of information necessary to reflect ROMA goals and outcomes related to increasing wage rates, annual change in income, and exiting poverty.	Program Manager, Lead Coach, Coaches, Ex. Assistant, IT Manager, IT Tech	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
11. Coach and customer develop and maintain a mutually agreed-upon Action Plan to reflect goals and activities pursued in Program related to housing, education, employment, income management, parental support, and basic life skills. .	Lead Coach, Coaches	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
12. Provide information and training to help customers better utilize income, improve life skills and ensure their participation in various programs for which they are eligible, with at least 20 rising above poverty guideline.	Lead Coach, Coaches, Program Manager	5	3	4	5

Activities	Position Title(s)	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
13. Coordinate activities with other agencies and organizations to access needed resources for customers.	Dept. Director, Program Manager, Program Res. Coordinator, Coaches	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
14. Help at least 34 people to obtain/upgrade employment through job counseling, job development, job placement, and educational/vocational trainings.	Lead Coach, Coaches	8	9	9	8
15. Maintain active customer advisory council to ensure current and previous customers are able to provide input regarding program implementation, customer development, etc.	Dept. Director, Program Manager, Lead Coach, Coaches	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
16. Maintain partnerships with housing programs in Madison, McDowell, and Buncombe Counties to support at least 13 people obtaining standard housing.	Dept. Director, Program Manager, Program Resource Coordinator, Coaches	4	4	3	2
17. Continue to strengthen and broaden efforts to promote economic development to create new, higher paying jobs.	Dept. Director, Program Res. Coordinator, Program Manager, Lead Coach, coaches	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
18. Provide limited, temporary transportation or temporary transportation assistance for job search, job interviews, employment or training, and other activities consistent with supporting customer's action plans, with 45 customers receiving direct assistance.	Coaches	10	13	12	10
19. Provide financial education resources and advocacy with local educational institutions to secure other financial support for customers, with 30 customers receiving direct assistance.	Coaches	8	7	8	7
20. Support 30 customers with direct assistance for items not covered under existing Client Services line items, but that enhance overall wellbeing and self-sufficiency such as a new mattress for a family with bedbugs, a new deadbolt for a customer escaping a domestic violence situation, etc.	Coaches	8	7	8	7
21. Provide referral and advocacy to address barriers related to child care as needed, with 20 customers to receive direct assistance.	Coaches	5	5	5	5
22. Provide referral and advocacy to address housing related barriers as needed, with 40 customers receiving direct assistance.	Coaches	10	10	10	10
23. Provide referral and advocacy for access to food and nutrition services as needed, with 30 customers receiving direct assistance.	Coaches	8	7	8	7
24. Provide referrals and advocacy for access to health care as needed, with 10 customers receiving direct assistance.	Coaches	2	3	2	3

Activities	Position Title(s)	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
25. Provide help to secure essential clothing for school and work as needed, with 30 customers receiving direct assistance.	Coaches	8	7	8	7
26. Provide direct assistance to 45 customers to ensure their homes have heat, water, oil, and/or electricity.	Coaches	11	12	11	11
27. Maintain at least one bi-weekly contact with customer to keep action plan current and active.	Coaches	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
28. maintain strong working relationship with agencies such as DSS, Housing, ESC, Community Colleges, WIA, Job Link, Goodwill, VA, VR, Faith Community, Potential Employers, Child Support, etc. for job training, development, placement, and retention.	Dept. Director, Lead Coach, Coaches, Program Manager, Ex. Assistant, Program Res. Coordinator	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
29. Review program results at least quarterly and submit reports to Executive Director and others as requested and required.	Dept. Director, Lead Coach, Program Manager	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
30. Monitor/review results and make recommendations for improvement and/or changes to program as necessary.	Dept. Director, Lead Coach, Program Manager	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
31. Prepare and submit progress reports periodically.	Dept. Director, Program Manager	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
32. Regularly review case management documentation and required customer activities.	Dept. Director, Lead Coach, Program Manager	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
33. Maintain manuals, guidelines and database for case management, program activities, procedures, etc.	Dept. Director, IT manager, Program Manager, Ex. Assistant, Lead Coach, IT tech	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
34. Develop and participate in trainings to enhance and promote staff development.	Dept. Director, Ex Assistant, Lead Coach, Program Manager, Coaches	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
35. Install, train and maintain servers, LAN, Agency software, computer acquisition and maintenance, telephones, other technology needs.	Ex. Assistant, IT Manager, IT Tech	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
36. Maintain physical building space occupied by Life Works Staff to ensure that customers and staff have a safe, welcoming, environment in which to interact.	Facility Services Specialist, Facilities and Fleet Manager	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
37. Maintain agency vehicles to ensure that staff can remove transportation related barriers for customers.	Facilities and Fleet Manager	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15
38. Coordinate and develop additional resources from community on behalf of customers.	Dept. Director Program Resource Co-ord. Program Manager Lead Coach	7/14-6/15 9/14	7/14-6/15 12/14	7/14-6/15 3/15	7/14-6/15 6/15

	Life Coaches				
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10. Use the tables below to enter your agency's projected outcome results (targets). The outcome measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to complete Table 1. All CSBG grantees operating non self-sufficiency projects are required to enter applicable outcomes in the Table 2. If your agency operates more than one non self-sufficiency project, please add tables as needed. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Self-Sufficiency Projects	
Project Name:	Expected to Achieve the Outcome in Reporting Period (Target)
Outcome Measures	
Number of persons served	74 Buncombe 13 Madison 21 McDowell
The number of low-income families rising above the poverty level	13 Buncombe 2 Madison 2 McDowell
The average change in annual income per participant family (in whole #'s)	\$7,000 (all counties combined)
The number of participants obtaining employment	25 Buncombe 3 Madison 6 McDowell
The number of participants obtaining jobs with medical benefits	8 Buncombe 1 Madison 2 McDowell
The participant average wage rate	\$9.00 (all counties combined)
The number of participants completing education/training programs	22 Buncombe 2 Madison 5 McDowell
The number of participants securing standard housing	10 Buncombe 1 Madison 3 McDowell
The number of participants provided emergency assistance	n/a

