

**Community Services Block Grant Program  
Fiscal Year 2012-13 Application for Funding  
One-Year Work Program  
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, 2014, decrease by 60 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, 2011	To	June 30, 2014	Plan Year	2	of	3
6. CSBG Funds Requested for this Project:	\$440,493						
7. Total Number Expected to Be Served:	95						
a. Expected Number of New Clients	35						
b. Expected Number of Carryover Clients	60						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							20
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							n/a

Section II: One-Year CSBG Program Objective and Activities					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Objective: Provide comprehensive, intensive case management services supporting self sufficiency to 95 low income families by June 30, 2013.		60	75 (add 15)	90 (add 5)	95 (add 0)

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Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
1. Continue to tailor self sufficiency program to meet the needs of the customers.	Dept. Director Life Coaches Program Manager	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13	
2. Coordinate training and educational opportunities for customers as needed.	Dept. Director Coaches Program Manager	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13	
3. Provide explanation of program purpose, expected benefits and program eligibility to potential customers and other service agencies and businesses in the community.	Program Manager Lead Coach, Coaches Program Resource Coordinator, Executive Assistant	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13	
4. Continue recruitment procedures of participants through Head Start and other programs.	Dept. Director, Coaches, Program Manager, Executive Assistant	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13	
5. Receive and screen applications to determine eligibility for program benefits.	Executive Assistant, Coaches	15	15	5	0	
6. Complete a family needs assessment and determine resources available for eligible participants.	Lead Coach, Coaches	15	15	5	0	
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	15	15	5	0	
8. Continue ongoing second party review and feedback system to maintain program accuracy.	Dept. Director, Program Manager, Lead Coach	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13	
9. Maintain database functions for Life Works including the ongoing tracking of information necessary to reflect ROMA goals and outcomes.	Program Manager, Lead Coach, Coaches, Ex. Assistant, IT Manager	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13	
10. Develop with customer and maintain a mutually agreed-upon Action Plan to reflect goals and activities pursued in Program.	Lead Coach, Coaches	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13	
11. 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.	Lead Coach, Coaches, Program Manager	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13	

12. Coordinate activities with other agencies and organizations to access needed resources for customers.	Dept. Director, Program Manager, Program Res. Coordinator, Coaches	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13
13. Help at least one person from each family to obtain/upgrade employment through job counseling, job development, job placement, and educational/vocational trainings.	Lead Coach, Coaches	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13
14. Carry out a bi-annual customer recognition program to acknowledge achievements while participating in the program.	Dept Director, Program Manager, Lead Coach, Coaches	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13
15. Maintain partnerships with housing programs in Madison and Buncombe Counties.	Dept Director, Program Manager, Program Resource Coordinator	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13
16. Continue to strengthen and broaden efforts (including Weatherization Services) to promote economic development to create new, higher paying jobs.	Dept Director, Program Res. Coordinator, Program Manager, Lead Coach	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13
17. 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.	Coaches	10	10	10	10
18. Provide financial education resources and advocacy with local educational institutions to secure other financial support for customers, with 20 customers receiving direct assistance.	Coaches	5	5	5	5
19. Provide referral and advocacy for child care for as needed, with 14 customers to receive direct assistance.	Coaches	4	3	4	3
20. Provide referral and advocacy for housing as needed, with 32 customers receiving direct assistance.	Coaches	8	8	8	8
21. Provide referral and advocacy for access to food and nutrition services as needed, with 25 customers receiving direct assistance.	Coaches	7	6	6	6
22. Provide referrals and advocacy for access to health care as needed, with 5 customers receiving direct assistance.	Coaches	1	1	1	5
23. Provide help to secure essential clothing for school and work as needed, with 7 customers receiving direct assistance.	Coaches	2	2	2	1
24. Provide direct assistance to 30 customers to ensure their homes have heat, water, oil, and/or electricity.	Dept Director, Program Resource Coordinator, Program Manager, Lead Coach, Coaches	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13
25. Maintain at least one bi-weekly contact with customer to keep action plan current and active.	Coaches	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13
26. 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,	Dept Director, Lead Coach, Coaches, Program Manager, Ex. Assistant, Program	7/12-6/13 9/12	7/12-6/13 12/12	7/12-6/13 3/13	7/12-6/13 6/13



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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.

<b>Table 1 Outcome Measures for Self-Sufficiency Projects</b>	
<b>Project Name:</b>	<b>Expected to Achieve the Outcome in Reporting Period (Target)</b>
<b>Outcome Measures</b>	
Number of persons served	84 Buncombe 11 Madison
The number of low-income families rising above the poverty level	17 Buncombe 3 Madison
The average change in annual income per participant family (in whole #'s)	\$7,000 (both counties combined)
The number of participants obtaining employment	26 Buncombe 4 Madison
The number of participants obtaining jobs with medical benefits	9 Buncombe 1 Madison
The participant average wage rate	\$9.00 (both counties combined)
The number of participants completing education/training programs	17 Buncombe 3 Madison
The number of participants securing standard housing	9 Buncombe 1 Madison
The number of participants provided emergency assistance	n/a

<b>Table 2 Outcome Measures for Non Self-Sufficiency Projects</b>	
<b>Project Name: n/a</b>	<b>Expected to Achieve the Outcome in Reporting Period (Target)</b>
<b>Outcome Measures</b>	
Number of persons served	n/a



