

NORTH CAROLINA
COUNTY OF GREENE

The Greene County Board of Commissioners met in regular session on Monday, January 4, 2016 at 7:00 pm in the Tech Center. Present for the meeting: Chairman Brad Fields, Vice Chairman Susan Blizzard, Commissioners Jerry Jones, Bennie Heath, and James T. Shackelford, Jr. County Manager Kyle DeHaven, County Attorney Borden Parker and Deputy Clerk Kathy Mooring.

A. Call to Order

Chairman Fields called the meeting to order and asked Commissioner Blizzard to give the invocation and lead the pledge of allegiance.

B. Approval of the Agenda

Chairman Fields asked for a motion to approve the agenda as written.

Commissioner Blizzard asked that personnel be added to Closed Session.

On motion by Commissioner Jones and seconded by Commissioner Heath, the Board voted unanimously to approve the agenda with the addition of personnel to the Closed Session.

C. Consent Agenda

Chairman Fields asked for a motion to approve the Consent Agenda, which consisted of:

- December 7, 2015 Regular Meeting Minutes
- Releases/Refunds
- Consideration of Late Applications for Elderly or Disabled Exclusion
- Budget Amendment; Health Department (Copy hereto attached)
- Budget Amendment; Health Department (Copy hereto attached)

Refunds (NCVTS) (TAX & TAG)

Roy Glenn Howard	\$91.72	Lewis Kenneth Garris	\$3.82	Tony Randall Holloman	\$82.03
Geraldine White Atkins	\$53.91	Dennis Ray Shirley	\$46.63		

Releases: Ad Valorem Tax

Rhonda Carter	\$41.00	Smithy Rouse Walker	\$41.00	James Allan Hardison	\$41.00
James Allan Hardison	\$82.00	James Allan Hardison	\$41.00	James Allan Hardison	\$41.00
Rom William Beaman III	\$984.00	Rachel Sugg & Thomas Arther Sugg	\$41.00	Jonathan Neil Johnson	\$131.89
William Edward Sugg III	\$41.00	Thomas Lee Norman	\$41.00	Christi Gray	\$41.00
Jon Parker	\$41.00				

Refunds: Ad Valorem Tax

David & Adelaide Watson	\$41.00	Eva W. Sutton Heirs	\$41.00	Eva W. Sutton Heirs	\$41.00
Michael W. Hardy	\$41.00	Michael W. Hardy	\$82.00	Michael W. Hardy	\$41.00
Clay Ridge Farms	\$41.00	Shirley Pridgen	\$246.00	Shirley Pridgen	\$82.00
Shirley Pridgen	\$41.00	Clyde Roberson	\$41.00	Thomas Denny Garner	\$82.00
Thomas Denny Garner	\$41.00	Thomas Denny Garner	\$41.00	Thomas Denny Garner	\$41.00

On motion by Commissioner Heath and seconded by Commissioner Jones, the Board voted unanimously to approve the Consent Agenda.

D. PUBLIC COMMENTS

1. Ms. Sharon Ginn of the Greene County Museum: Ms. Ginn handed out the new schedule of exhibits for the museum. She went over in detail all the exhibits for this year and also stated that they are pleased to announce that they had people from all over the United States order pottery items from last year's exhibit for Christmas Gifts.

E. PRESENTATIONS

1. Mr. Bobby Glossip, Chairman of the Animal Advisory Board.

Mr. Glossip presented the Animal Advisory Board's position on the staffing needs at the animal shelter. Mr. Glossip stated that the current staffing hours do not meet the needs of the shelter and

that the Animal Advisory Board is requesting that the 2 part-time staff members be made full time.

Mr. Glossip also brought attention to the fact that additional duties are incorrectly assigned to the Animal Control Officers as they routinely receive calls relating to wildlife and farm animals. Mr. Glossip stated that these types of calls are the responsibility of the NC Wildlife Division and the Highway Patrol, respectively.

Mr. Glossip also stated that the shelter is not meeting state guidelines per the latest state inspection and he noted that the county could be fined for not following these guidelines.

2. County Manager Mr. DeHaven then came forward to do the presentation for Greene Lamp as the two scheduled speakers could not be present due to unforeseen circumstances. Greene Lamp is requesting approval to apply for the Community Services Block Grant as noted in their paperwork.

On motion by Commissioner Jones and seconded by Commissioner Heath the Board voted unanimously to approve Greene Lamp applying for the Community Services Block Grant. (Copy hereto attached)

3. Trey Cash – ABC Board.

Mr. Cash presented a request from the ABC Board to County Commissioner to recognize Mr. Willie Jones, the outgoing Manager for his years of Service. Mr. Cash stated they would also like permission to retain profits for future improvements of the county ABC Stores.

On motion by Commissioner Jones and seconded by Commissioner Blizzard the Board voted unanimously to approve doing a Resolution to honor Mr. Willie Jones for his years of service.

After a brief discussion, the Board advised Mr. Cash that the County would retain the funds it received from the ABC Board from last fiscal year but would place it in a Capital Outlay Fund that would earmark the monies for Commissioner approved ABC Board use in the future.

F. COUNTY MANAGER'S REPORT

Chairman Fields turned the meeting over to the County Manager.

Mr. DeHaven's first order of business was to present a Budget Amendment for the new fire, smoke and heat detection system with Technology Inc. in the Clerk of Courts, Register of Deeds,

Courthouse and evidence room areas of the Greene County Courthouse that was previously approved by the Board.

On motion by Commissioner Heath and seconded by Commissioner Jones, the Board voted unanimously to approve the Budget Amendment as is. (Copy hereto attached)

Mr. DeHaven's next order of business was to present a request from the Health Department with a proposed Fee Change to the fee schedule in the 15/16 budget Ordinance.

On motion by Commissioner Heath and seconded by Commissioner Jones, the Board voted unanimously to approve the Fee Change as is.

Mr. DeHaven then brought a request from Michael Rhodes of the Health Department to appoint two individuals to the Greene County Child Fatality Prevention Team. Mr. Rhodes noted that they had not yet gotten a parent of child that has died before their eighteenth birthday to agree to be a member of this team but they are continuing to search for someone and will provide a name once they get someone willing to participate.

On motion by Commissioner Jones and seconded by Commissioner Blizzard the Board voted unanimously to approve the appointment of the Snow Hill Chief of Police, John Rae and Greene County Emergency Services Director, Berry Anderson, to the Greene County Child Fatality Prevention Team.

Mr. DeHaven then presented the Semi-Annual Financial Report for information to the Board and asked if there were any questions. Commissioner Blizzard asked if we were having the cable company (Nfinity) do something for the County with the money they get from the state. Mr. DeHaven stated he would look into this.

Mr. DeHaven's last order of business was to provide the Board with the price of the cattle guard for some of the county vehicles.

G. County Attorneys Report and Recommendations

Mr. Parker stated he had been working with the County Manager on the closing on the building across from the courthouse.

H. Commissioner's Report and Recommendations.

Commissioner Blizzard spoke to all present about the need for volunteers at our Fire Department and our EMS services. She asked that we all try to get high schooler's to join as Jr. Firemen to be trained and encouraged to continue as they get older.

I. Closed Session – Economic Development and Personnel

On motion by Commissioner Jones and seconded by Commissioner Blizzard the Board went into Closed Session.

On motion by Commissioner Blizzard and seconded by Commissioner Jones the Board came out of Closed Session.

J. Adjournment

On motion by Commissioner Shackleford and seconded by Commissioner Blizzard the Board voted unanimously to adjourn the meeting.

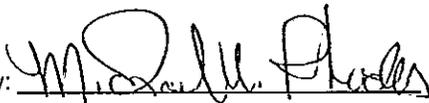
BUDGET REVISIONS

<u>Revenues</u>				<u>Expenditures</u>					
<u>Account #</u>				<u>Account #</u>					
11-172-4381-01	WIC Administration	-	43.00	11-553-5101-00	WIC Admin Salaries	-	39.00		
				11-553-5130-00	WIC Admin Medicare	-	1.00		
				11-553-5131-00	WIC Admin FICA	-	3.00		
11-172-4382-01	Family Planning	-	1,443.00	11-555-5133-00	FP Insurance	-	1,443.00		
11-172-4383-03	Communicable Disease	+	2,000.00	11-563-5171-00	CD Operating Exp	+	2,000.00		
11-172-4382-29	CC4C Escrow	+	15,638.00						
	CC4C Local Approp	-	15,638.00						
TOTAL			+	514.00	TOTAL			+	514.00

WIC Administration (\$43): This program is funded 100% by the State. When salaries were reinstated to 100%, this program was not affected as the salary decreases for 2013 did not affect any WIC program employee due to their Federal funding.

Family Planning (\$1,443): The funding for this Activity was reduced by 1.81% due to a reduction in the Title X grant by the US Department of Health and Human Services, Health Resources and Services Administration. **STD Prevention \$2,000:** Greene County Health Department was awarded additional funding to be utilized for preparation for ICD-10 changeover which occurred October 1, 2015. **CC4C:** There is no change in funding. This is to inform you of an error made in the original adopted budget.

Requested by:



Approved by:

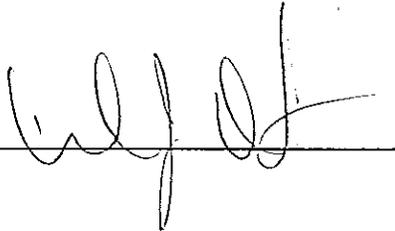


BUDGET REVISIONS

<u>Revenues</u>	<u>Expenditures</u>
<u>Account #</u> 11-172-4382-31 MCH 2.5 Initiative Grant + 20,000.00	<u>Account #</u> 11-561-5171-00 MCH 2.5 Initiative O/E + 10,000.00 11-561-5191-00 MCH 2.5 Initiative Travel + 10,000.00
TOTAL + 20,000.00	TOTAL + 20,000.00

MCH INITIATIVE GRANT \$20,000: Greene County Health Department was awarded this grant to fund initiatives to implement evidence-based strategies that are proven to lower infant mortality rates, improve birth outcomes, and improve overall health status of children ages birth to five. The law requires the establishment of a competitive process to award local health departments to implement evidence-based strategies to achieve these aims starting in FY 2016 - 2017.

Requested by: 

Approved by: 

Administrative Office
309 Summit Avenue
Kinston, NC



Tel (252) 523 7770
Fax (252) 523 7868

SUMMARY OF THE PROPOSED USE OF THE
COMMUNITY SERVICES BLOCK GRANT FUNDS
JULY 1, 2016-JUNE 30, 2017

Greene Lamp, a 501(c) 3 community action agency, is one of a network of nearly 1,000 nonprofit and public organizations across the United States established in 1965 under the Economic Opportunity Act. The mission of community action agencies is to become the pre-eminent community building human service delivery and low income advocacy networks in America.

Greene Lamp and its staff represent the agency and the population it serves in a myriad of ways: by serving on advisory groups; task groups; and local, state, and federal committees or boards. The agency operates three major programs: 1) Head Start/Early Head Start Childcare Partnership Program serving Greene and Lenoir Counties; 2) Workforce Innovation and Opportunity Act/Adult /Dislocated Worker and Youth Program serving Craven, Duplin, and Pamlico Counties; and 3) Community Services Block Grant Self-Sufficiency Program serving Greene and Lenoir Counties.

The purpose of the Community Services Block Grant (CSBG) awards differs from most other grants as it does not focus on funding a particular service; CSBG does not function solely as a stand-alone program. Rather, the CSBG funds may support 1) creation of new programs and services, 2) augmentation of existing programs and services, 3) organization infrastructure required to coordinate and enhance the multiple programs and resources that address conditions and barriers to poverty in our communities.

Greene Lamp has been notified by Ms. Verna P. Best, CSBG Program Administrator of the NC HHS DSS Office of Economic Opportunity that the agency's allocation for FY 2016-2017 is \$212,586.00 with an application due date of February 12, 2016.

The agency plans to use the funds to provide comprehensive case management and support services to 40 low-income families in Lenoir and Greene Counties. Case managers work with participants to alleviate barriers to poverty such as: inadequate education, lack of training, lack of job-seeking skills, lack of daycare and/or transportation, inadequate housing or poor money management.

Contentnea
Tel (252) 208-1651
Fax (252) 208-1650
LaGrange (252) 566-2382
Fax (252) 566-2382

Snow Hill Office
Tel (252) 747-8146
Fax (252) 747-4339
Highland (252) 527-5252
Fax (252) 527-7339

Marvin B. Spence Head Start
Tel (252) 522-0322
Fax (252) 522-0322
South Greene I (252) 747-3619
South Greene II & III (252) 747-2732

**Community Services Block Grant Program
Fiscal Year 2016-17 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:

Greene Lamp has representation for the low-income population on the Board of Directors. Community needs assessments survey were mailed to participants, Head Start parents, residents, human resource agencies, non- profits, faith-based organizations, staff, and other community partners requesting their input in identifying the needs of the community. Visitors were also asked to complete surveys as they visited the Greene Lamp offices. The community needs assessment outcome measures were presented at the board meeting held on May 19, 2013. Public Hearings were held in Greene and Lenoir County on November 19, 2013 to get input from the low-income population to determine the greatest needs in the community and to find out about available resources in the community served.
 - b. Agency Staff:

Greene Lamp staff played a vital role in the planning process. Agency staff developed the community needs assessment questionnaire and disseminated it to participants, Board members, community leaders, and other stakeholders to guarantee their input into the planning process. After receiving the surveys, staff assisted with totaling the data to be presented to the Board.
 - c. Agency's Board Members:

The Board of Directors membership roster consists of representatives of the poor from publically elected officials, and representatives of private organizations. The Board participates in the planning and approval process. The Executive Committee reviews the application along with the Finance Committee who reviews the budget prior to full Board approval. Board members also completed the community needs assessment questionnaire to ensure their input. The Board of Directors also monitors program compliance and implementation as part of their oversight responsibilities.
2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.

Greene Lamp identified poverty causes by conducting a Community Needs Assessment. Surveys were mailed to and community partners, residents, participants and other community stakeholders. The survey questions were broken down in two categories, one for Parents and one for the Community. Participants and Parents were asked a series of questions listed below:

- What county do you live in?
- What are the most pressing needs your family is currently facing?
- Which issues/concerns you have in your community?
- Is there a significant role model (Father figure) in your child's life?
- What do you feel are strengths in the community?
- What is your ethnic group?
- What is your employment status?
- What is your age?
- What is your gender?
- Do you have internet access?

Community Partners were asked the questions listed below:

- What county do you live in?
- Which issues/concern you see the most in the community?
- What is your age?
- What is your gender?
- What is your ethnic group?
- What is your employment status?
- Do you have internet access?

The results of the Community Needs Assessment data from both counties indicated that a majority of low-income families reside in public housing or in rural areas of their county. The greatest need gathered from the survey data was unemployment or lack of employment opportunities. Training and opportunities for resources were also a great importance. Affordable daycare and transportation were also in the top five needs in Lenoir and Greene County.

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

Greene Lamp collaborates with many organizations and agencies to provide information and services that will empower the low-income population. Our current activities are undertaken to advocate for and empower low-income individuals and families we serve include the Head Start and Workforce Innovation and Opportunity Act (WIOA) Out of School Youth, Adult and Dislocated Worker programs, in addition to CSBG. The overall goal of all programs operated by Greene Lamp is to increase the opportunities for self-sufficiency for low income individuals and families.

Greene Lamp also continues to be a cornerstone in the community meeting the needs of low income families and individuals through its' many collaborations. Currently, Greene Lamp WIOA staff is housed in local NC Works Career Centers in Craven, Duplin, and Pamlico counties. CSBG staff share office hours at the Career Centers in Lenoir and Greene counties. Other agency staff participates on local human service agency boards. This provides a resource for program recruitment and community updates.

Greene Lamp has formed partnerships with community organizations such as: Consumer Credit Counseling of Fayetteville, Lenoir, Carteret, Craven, and Wayne Community Colleges, Kinston Housing Authority, Department of Social Services (Lenoir /Greene), Boys and Girls Club (Lenoir / Wayne), Greater Kinston Credit Union, City of Kinston Public Works, Senior Center in Snow Hill, Lenoir and Greene United Way and many others. These partnerships provide participants information on budgeting and handling credit obligations, first-time homebuyers counseling, Career Readiness and employability skills training, GED preparation, mentoring and tutoring for children ages 6-18.

4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

Greene Lamp organizes more effective collaboration with other agencies by increasing the staff's knowledge of existing programs and services within the counties served. This is done by participating in agency meetings such as interagency councils, and serving on boards and committees whenever possible. Greene Lamp continues to collaborate and establish linkages with other human service agencies, faith-based organizations, charitable organizations, private business and industry, economic development programs, government agencies and educational institutions both formally and informally. During the program year, Greene Lamp formed partnership with United Way, and The Food and Shelter Program to obtain funds for emergency assistance for current participants and the community. These funds assisted families when there were no other avenue to get assistance with an emergency crisis situation.

Some examples of human service programs that Greene Lamp utilizes are (Head Start/Early Head Start) day care, (Workforce Solutions & Job Link) job search and placement, and (Community College) basic skills, GED, and occupational training. A referral system was implemented through cooperative agreements with local school systems, health departments, Head Start, Early Head Start Child Care Partnership Program, Department of Social Services, local libraries, faith-based organizations, Boys and Girls Club, Salvation Army, Consumer Credit Counseling, Job Link Career Centers, Kinston Community Health Center and the Chamber of Commerce. The cooperative agreements are in place to facilitate collaboration to avoid duplication of services.

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

Greene Lamp through its partnerships and participation in many organization, councils, and committees designed to coordinate agency services, ensures that linkages to effective service delivery are established. Area service providers are aware of Greene Lamp's programs and utilize these services while CSBG staff members are very knowledgeable of other programs and referrals as well leading to well established linkages and avoiding duplication and gaps in service.

The agency is also an active partner with the NC Works Career Centers in Craven, Duplin, and Pamlico Counties which allows access to many other partners that are also located within the center such as: Department of Social Services, Veterans Administration, Telamon, Human Resource Development (HRD), Title V., Greene County Interfaith Volunteers, Greene County Emergency Food & Shelter Grant.

A client referral system is being used for those who seek services not offered by Greene Lamp. Resources and referrals are a vital part of the linkage between the individuals we serve and the services needed to become self-sufficient.

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

Our agency support innovative community and neighborhood based initiatives by recruitment and referral as necessary. Greene Lamp currently partners with the Boys & Girls Club of America, the Kinston Housing Authority's Family Self-Sufficiency program Salvation Army; DSS, United Way, The GATE. Greene Lamp is also involved with the local Homeless Coalition focusing on homeless families. Greene Lamp's Head Start Fathers R Us program is a recruitment avenue for CSBG encouraging fathers to help support and stabilize their family.

Neighborhood based programs that the agency takes part in are Consumer Credit Counseling, who provides services such as money management and budgeting workshops, Angel Tree Project, a Christmas project for Head Start, Early Head Start, and CSBG families. Referrals are made to the Greater Kinston Credit Union for banking and credit, Interfaith groups, Engaged Lenoir County to identify children that are homeless, and other community groups as needed.

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

Greene Lamp coordinates with the Salvation Army for food, clothes, and utility assistance and Inter Church-Out Reach (ICOR) for utility assistance and food in Lenoir County, while Interfaith provides these services for the residents of Greene County. Local churches in the two-county area, and the Departments of Social Service serve both Lenoir & Greene counties, Greene County Interfaith Volunteers, Head Start, Early Head Start Child Care Partnership program provides emergency food to their families when other agencies can't assist. Greene Lamp places food collection boxes in each office during Christmas for the staff to help with needy families.

Greene Lamp is partnering with Common Ground, a new non-profit agency promoting community gardening in Greene and Lenoir counties. The goal of Common Ground is reconnecting people with nature and agricultural tradition to help revitalize our rural economy and create healthier, more sustainable community.

Greene Lamp also receives funding through the Lenoir/Greene United Way to be used for emergency needs for families served. The agency is able to provide financial assistance, on an emergency basis, for supplies, services, and nutritious foods needed to counteract conditions of food insecurity among low-income individuals.

Greene Lamp receives funding through the Emergency Food Shelter Program to provide assistance to low-income families in Greene and Lenoir Counties.

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act of 1998.

Greene Lamp participates in many organizations, councils, and committees designed to coordinate workforce services. Greene Lamp contracts directly with the Eastern Carolina Workforce Development Board under the Workforce Investment Act (Workforce Innovation Opportunity Act) WIOA Adult and Dislocated Worker programs).

Lastly, Greene Lamp staff members have direct access to the NC Works Career Center job listings, TABE testing, and GED preparation testing, career planning guides, labor market information, HRD classes, and CRC pre-assessments. This allows low-income residents access to DWS services in the communities where Greene Lamp has a presence, thus alleviating transportation burdens.

**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
Planning Process Narrative (continued)**

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

Agency staff attends the yearly meeting held by DSS to obtain information about NC energy programs. Flyers and informational brochures are provided to all CSBG participants. Referrals are made for energy assistance to the Department of Social Services LIHEAP Program. WAGES in Goldsboro, NC operates the Weatherization Assistance Program for Greene and Lenoir Counties. The Salvation Army, ICOR, and Interfaith also accept referrals from Greene Lamp for energy crisis intervention. By utilizing referrals, we are able to avoid duplication of services to families.

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

Area youth are lacking in positive support systems such as mentoring and positive parent involvement. The high school dropout rate continues to remain stagnant leaving youth without an educational background, employability skills, and personal responsibility. Our area youth are in need of education, including attainment of a high school diploma, equivalency and/or occupational training classes, leadership skills, job training, work experience and mentoring. It has been determined that youth with access to safe and structured environment lead successful lives.

Greene Lamp directly supports local efforts positively effecting low income youth through the continued operation of the Workforce Investment Act (WIOA) Out-of-School Youth Program. The program targets low-income youth between the ages of 16 -21 who have dropped out of school. The goal of the program is to empower the youth to achieve self-sufficiency and long-term employment through education, training, leadership, skills development and work experience.

Greene Lamp is the WIOA Out-of-School Youth service provider in Craven, Duplin, and Pamlico Counties. Greene Lamp staff members are housed at the local Workforce Investment Career Center office, in an effort to address and reduce the employment needs of youth. The Greene Lamp Executive Director also is a member of the Eastern Carolina Workforce Development Board which allows for intensive collaboration with other area program leaders to better identify and coordinate resources for low income youth.

Greene Lamp coordinates and establishes linkages with the local Career Centers, law enforcement officers, Juvenile Crime Prevention Councils, and collaborates with Lenoir and Greene County Departments of Social Services the Public Housing Authority, Community Colleges and other youth initiatives, including those that service homeless youth and other public and private initiatives.

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

CSBG Case Managers inform clients that in 1975, federal law required that all states establish programs to aid the establishment and collection of child support to ensure that both parents support their children. The North Carolina Child Support Enforcement program is administered by the North Carolina Department of Health and Human Services, Division of Social Services. Information is offered in the areas of assistance through Child Support such as: location of non-custodial parents, paternity establishment for children born outside of marriage, establishment & enforcement of support obligations.

Clients are given information on the location, local telephone number and hours of operation of our local Department of Social Services. We inform our clients of the 1-800-NUMBER and the North Carolina Child Support website (www.ncchildsupport.com) to obtain more information on how to apply for services. Individual counseling is offered on the importance of having children's needs met by both parents whether it's the custodial or non-custodial parent. Informational brochure on child support basics and how it works are available.

**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Self-Sufficiency						
2. Poverty Cause Name:	Lack of employment, education and skills needed to obtain employment and training in order to move families toward self-sufficiency.						
3. Long-Range Goal:	To provide intensive case management services for 36 low-income families in order that families will become more self-sufficient by June 30, 2017						
4. Selected Strategy:	To enroll (Greene 10, Lenoir 26) low-income families in the Self-Sufficiency Program and provide comprehensive case management services						
5. Project Period:	July 1, 2016	To	June 30, 2017	Plan Year	3	of	3
6. CSBG Funds Requested for this Project:				\$212,586			
7. Total Number Expected to Be Served:				36			
a. Expected Number of New Clients				30			
b. Expected Number of Carryover Clients				6			
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							8
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):							

Section II: One-Year CSBG Program Objective and Activities						
Activities	Position Title(s)	Implementation Schedule				
			First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Objective: To provide case management services to 36 low-income families to help 8 become employed by June 30, 2017.			4	10	10	6
A. Client Outreach /Recruitment Public awareness occurs throughout the year about the self-sufficiency program in the form of newspaper ads, flyers posted around low-income communities website, collaborate with other human services agencies, walk-ins, attending Job fairs, community events, and referrals from other programs within the agency	Case Managers CSBG Director	4 (6) 07/1/16- 09/30/16	10 10/1/16- 12/31/16	10 01/01/17- 03/30/17	6 4/1/17- 06/30/17	
B. Client Eligibility The NC Department of Health & Human Services provides the income guidelines for the Self-Sufficiency Program. These guidelines are used in determining income eligibility for the program. Participants must also reside in Greene or Lenoir County.	Case Managers CSBG Director	4 07/1/16- 09/30/16	10 10/1/16- 12/31/16	10 01/01/17- 03/30/17	6 04/01/17- 06/30/17	
C. Intake/Assessment Review applications and provide intake to ensure that services are provided to applicants who have been determined and verified eligible. Information is entered into the Accountable Results for Community Action (AR4CA) computerized case management system. Other assessments on the system are also completed and printed and put in files.	Case Managers CSBG Director	4 07/1/16- 09/30/16	10 10/1016 12/31/16	10 01/01/17- 03/30/17	6 04/01/17- 06/30/17	

<p>D. Orientation Case Managers will provide orientation to all participants about the program requirements and expectations while participating in the program</p>	<p>Case Managers CSBG Director</p>	<p>07/1/16- 09/30/16</p>	<p>10/1/16- 12/31/16</p>	<p>01/01/17- 03/30/17</p>	<p>04/01/17- 06/30/17</p>
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**Community Services Block Grant Program
Fiscal Year 2016-17 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

<p align="center">Section II: One-Year CSBG Program Objective and Activities (continued)</p>						
<p align="center">Activities</p>	<p align="center">Position Title(s)</p>	<p align="center">Implementation Schedule</p>				
		<p align="center">First Quarter</p>	<p align="center">Second Quarter</p>	<p align="center">Third Quarter</p>	<p align="center">Fourth Quarter</p>	
<p>E. Case Management Case Managers will assist families in developing their action plan goals according to their needs and available resources in their community</p>	<p>Case Managers CSBG Director</p>	<p align="center">4 07/1/16- 09/30/16</p>	<p align="center">10 10/1/16- 12/31/16</p>	<p align="center">10 01/01/17- 03/30/17</p>	<p align="center">6 04/01/17- 06/30/17</p>	
<p>F. Employment Assistance Case Managers will assess participants to see whether they are unemployed and seeking full time employment, seeking better employment and/or seeking a job with benefits. Supportive services will be provided but not limited to:</p> <ul style="list-style-type: none"> • Required testing fees to pay for the NC Carolina's Career readiness Certificate. It is a transferable credential that promotes skills and career development for individuals and confirms to employers that they possess required workplace skills in Applied Mathematics, Reading for Information, and locating information. Some employers in the area require this before applications are accepted. • Assistance with resume, interviewing techniques in person or on the phone, completing applications on line and uploading • Limited transportation assistance in the form of carpool, gas voucher, transit tickets • Specified work attire, uniforms, shoes • Minor car repairs for work, not limited to battery, tires, starter, etc. • Car insurance (down payment, monthly payment) • Limited child care • Telephone installation service and bill-limited • Make referrals to JobLink, Workforce 	<p>Case Managers CSBG Director</p>	<p align="center">4 07/1/16- 09/30/16</p>	<p align="center">10 10/1/16- 12/31/16</p>	<p align="center">10 01/01/17- 03/30/17</p>	<p align="center">6 04/01/17- 06/30/17</p>	

Solutions, Vocation Rehabilitation, Telamon, businesses, and other employment agencies in the service delivery area					
G. Education Assistance Case Managers will assist participants in developing and setting educational goals, completing college applications, enrollments forms, FASA, and other financial aid form. Supportive services will be provided but not limited to: <ul style="list-style-type: none"> • Tuition and books for short/long term classes • Testing fees for certifications and license • Training Program fees • Uniforms, medical equipment, medical fees • Tutor fees • Gas voucher to travel to and from school/clinical, daycare • Non graduates will be referred to the local community colleges for GED/High School Diploma, basic skills, and remedial education 	Case Managers CSBG Director	4 07/1/16- 09/30/16	10 10/1/16- 12/31/16	10 01/01/17- 03/30/17	6 04/01/17- 06/30/17
H. Emergency Assistance Emergency assistance will be provided to participants in the program. Participants will be assisted with utility bills (water, gas, electric), food, medical, car repairs for work or school.	Case Managers CSBG Director	4 07/1/16- 09/30/16	10 10/1/16- 12/31/16	10 01/01/17- 03/30/17	6 04/01/17- 06/30/17
I. Health Care Assistance Refer participants to the local community health center for affordable health care, and set appointment to meet the outreach/enrollment specialist to register for healthcare insurance under the Affordable Care Act. Case Managers will assist with online application.	Case Managers CSBG Director	4 07/1/16- 09/30/16	10 10/1/16- 12/31/16	10 01/01/17- 03/30/17	6 04/01/17- 06/30/17
J. Money Management Attend Consumer Credit Counseling Workshops on budgeting, credit scores (how to obtain and improve), home buying, banking services, debt management	Case Managers CSBG Director	4 07/1/16- 09/30/16	10 10/1/16- 12/31/16	10 01/01/17- 03/30/17	6 04/01/17- 06/30/17
K. Housing Assistance <ul style="list-style-type: none"> ▪ Rent/Mortgage payments to avoid losing housing/stable environment ▪ Encourage participation in Section 8/Public Housing home ownership programs ▪ Refer to the Weatherization program for energy efficiency assistance with heat and air conditioning ▪ Attend meetings concerning how to lower utility bills, conserve energy in homes 	Case Manager CSBG Director	7/1/16- 9/30/16	5 10/1/16- 12/31/16	5 01/01/17- 03/30/17	6 04/01/17- 06/30/17
L. Follow-Up After participants began employment, track 30, 60, 90 days after employment. Document into the	Case Managers CSBG Director	4 07/1/16- 09/30/16	10 10/1/16- 12/31/16	10 01/01/17- 03/30/17	6 04/01/17- 06/30/17

AR4CA under financial and put income documentation into participant file					
M. Operations and Accountability <ul style="list-style-type: none"> ▪ Monitor, Evaluate & Assess Total Project ▪ Report on Outcome Measures ▪ Collaborate with community Organizations and others to obtain resources for Self-Sufficiency Project ▪ Schedule and attend meetings with other community organizations that support low-income families 	Case Managers CSBG Director Executive Director Board of Directors	07/1/16- 09/30/16	10/1/16- 12/31/16	01/01/17- 03/30/17	04/01/17- 06/30/17

**Community Services Block Grant Program
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10. 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 are required to complete Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2015-16 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (Self Sufficiency)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	36
The number of low-income participant families rising above the poverty level	8
The number of participant families obtaining employment	8
The number of participant families who are employed and obtain better employment	2
The number of jobs with medical benefits obtained	2
The number of participant families completing education/training programs	8
The number of participant families securing standard housing	2
The number of participant families provided emergency assistance	8
The number of participant families provided employment supports	2
The number of participant families provided educational supports	8
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
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OEO Form 212 (continued)

11. 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: Greene Lamp				
Project Name: Self Sufficiency				
County	Greene	Lenoir		
Total Planned	10	26		Total 36

County				
Total Planned				Total

