



DeKalb County

Community Action Department

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## CSBG Administrative Board Meeting

September 15, 2015

8:30 a.m.

DeKalb County Community Outreach Building  
Conference Room West  
2500 North Annie Glidden Road  
DeKalb, Illinois

### Agenda

- I. Call to Order
- II. Public Comment
- III. Approval of Minutes
- IV. Approval of Agenda
- V. Approval of 2016 Application
- VI. Signed Conflict of Interest Forms
- VII. Regular CSBG meetings
- VIII. Old Business
- IX. New Business
- X. Next Meeting Date
- XI. Adjourn

*Providing access to opportunities for low-income individuals and families through empowerment with community resources and support to increase self-sufficiency and household stability.*

## Yet To Be Approved

### **DeKalb County Community Action Department CSBG Administrative Board Minutes of August 13, 2015**

**Members Present:** Dan Nolan, Gary Chapman, Sylvia Ibarra, Joslyn Turner, Carol Herrington, Eileen Dubin, Melissa Garman, Stephen Reid, and Jamie Smirz representing John Rey. A quorum was reached.

**Members Not Present:** Maggie Peck representing Ken Mundy, Dawn Littlefield, Monica O'Leary, John Hulseberg, Regina Harris, and Vanessa Howell.

**Others Present:** Donna Moulton and Jess Collins.

**Call to Order:** Carol Herrington, Acting Chair, called the meeting to order at 8:32 a.m.

**Public Comment:** There were no public comments made.

**Approval of Minutes:** Melissa Garman motioned to approve the Community Services Block Grant (CSBG) Administrative Board meeting minutes from May 11, 2015, seconded by Stephen Reid. Motion approved.

**Approval of Agenda:** Melissa Garman motioned to approve the CSBG Administrative Board meeting agenda, seconded by Jamie Smirz. Motion approved.

**Approval of 2016 CAP:** Donna opened discussion regarding the Community Action Plan and highlighted a few areas of the CAP. The Program Participant survey was changed to better reflect the needs of the low-income community. Many feel they are moving toward self-sufficiency through working intensively with a Family Support Specialist. Donna mentioned the three other surveys used to prepare the CAP; Community, Social Service Agency, and Staff and Board Member. The top two reported needs gleaned from these surveys are affordable housing and transportation. While this is good information, Donna mentioned it would be better to get more qualitative information regarding the needs especially transportation. Discussion followed on how the needs gleaned from surveys and Program Participant comments help improve programs DCCA offers. Donna mentioned the 2016 Community Action Plan will be available on Community Action's website once it is approved and that Board members and the community at large will be able to review it there at any time. Melissa Garman motioned to approve the 2016 Community Action Plan, seconded by Eileen Dubin. Motion approved.

**CSBG Scholarships:** The Scholarship Committee met July 29 to review the applications and make recommendations to the Board. The committee had \$3,164.50 to award (\$3,000 2015 CSBG funds and \$164.50 prior year returned funds). The committee recommended to approve all for applicants for an award as follows; Sierra Davis and Yannick Koua at \$791.13 each, and Gladys Sanchez and Vanessa Howell at \$791.12 each. All four applicants had strong and compelling situations. Melissa Garman made a motion to approve the CSBG Scholarship recommendations as presented, seconded by Jamie Smirz. Motion carried.

**CSBG Reports:** Donna passed out binders to Board members. Included in the binders are the CSBG reports. A question was raised as to how many people we usually serve. Donna gave a historical perspective on the number of people served and how it related to the scope of services we offer. DCCA

is typically serving fewer people since we are more intensively working with households over a longer period of time. Donna advised members to refer back to the work programs and how they relate to the outcomes on the program reports. Jess mentioned there are two reports because the CSBG grant years overlap. We just finished 2014 and the reports given are final. A discussion followed on how Family Support Specialists follow-up with households to make sure outcomes are being met such as employment. This is the essence of community action and the programs we provide. Donna also mentioned the new WIOA partnership with Kishwaukee College to enhance employment services for our Program Participants. Discussion then veered toward the binders and how the Board needs to comply with the new CSBG standards. Donna highlighted the page that explains how the new standards affect the CSBG Administrative board and the differences between public and private CAPs. Also in the binders are a Conflict of Interest and Code of Conducts forms. Board members need to read these over and sign. Discussion followed on other contents of the binders. Board members should let Donna know what additional information or insights they need regarding their role on the Board.

**CSBG Modification Update:** \$5,000 was added to the 2015 CSBG for training and technical assistance specifically relating to the CSBG standards. Donna said she may try to use these funds to hire a facilitator to work on the strategic plan. Let Donna know if you know of anybody who could fill this role. The 2016 CSBG application is due by September 30 which is earlier than years past due to the CSBG standards.

**New CSBG Standards:** Community Action is continually working on the standards and will consistently update the Board as the process moves on. With the new standards effecting the work done in Community Action, Donna is looking to have Jess more involved with the CSBG and the outcomes based approach with assessing the community and how that relates to program development. Donna is pursuing a position with new responsibilities and a new title for Jess; CSBG Coordinator. Discussion followed on a variety of topics such as the length of time we work with Program Participants, the State budget and how it affects us, and the overall impact of the State budget and impacts to the social service providers in DeKalb County.

**Old Business:** There was no old business to discuss.

**New Business:** Discussion regarding the University Village overhaul and how Community Action may be involved with opportunities to provide comprehensive support services.

**Next Meeting Date:** The next meeting will be held Tuesday, September 15 at 8:30am.

**Adjourn:** Having no further business, Melissa Garman made a motion to adjourn the meeting, seconded by Dan Nolan. Motion approved. The meeting adjourned at 9:12a.m.

# CSBG WORK PROGRAM SUMMARY SHEET

2016

Name Of Agency Reporting : **DeKalb County Community Action Department**

Grant Number : **CSBG 16-231034**

<b>Employment</b>	<b>Total Persons : 110</b> <b>Total Outcome : 44</b>
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## 1.2 Job Counseling

The Family Economic Development (FED) program will use waived Category D funds as DeKalb County Community Action's economic development program. Individuals served will focus on activities that will increase their income due to employment and/or benefits.

<b>Persons:</b> 110	<b>Outcome Target:</b> 44
<b>CSBG Goal #:</b> 1	<b>CSBG Goal:</b> LOW-INCOME PEOPLE BECOME MORE SELF-SUFFICIENT

### Outcome Measure(s):

1.1.C Employed and obtained an increase in employment income and / or benefits

<b>Program Support</b> \$ 20,387.00	<b>Client Assistance</b> \$ 0.00	<b>Administration</b> \$ 0.00	<b>Special</b> \$ 23,440.00	<b>Total</b> \$ 43,827.00
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<b>Other</b>	<b>Total Persons : 0</b> <b>Total Outcome : 0</b>
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## 10.1 Training and Technical Assistance provided for Agency Development

T/TA dollars will be used to address agency needs to increase infrastructure and overall organizational health with special regard for the new OCS standards.

<b>Persons:</b> 0	<b>Outcome Target:</b> 0
<b>CSBG Goal #:</b> 5	<b>CSBG Goal:</b> AGENCIES INCREASE THEIR CAPACITY TO ACHIEVE RESULTS

### Outcome Measure(s):

5.1.I Agency activities that increase the agencies capacity. Such as Community Needs Assessment, Annual Reports, and Strategic Planning

<b>Program Support</b> \$ 0.00	<b>Client Assistance</b> \$ 0.00	<b>Administration</b> \$ 0.00	<b>Special</b> \$ 5,000.00	<b>Total</b> \$ 5,000.00
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<b>Education</b>	<b>Total Persons : 3</b> <b>Total Outcome : 3</b>
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## 2.7 Other Education Projects

Provide scholarships for CSBG eligible persons for post-secondary education.

<b>Persons:</b> 3	<b>Outcome Target:</b> 3
<b>CSBG Goal #:</b> 1	<b>CSBG Goal:</b> LOW-INCOME PEOPLE BECOME MORE SELF-SUFFICIENT

### Outcome Measure(s):

1.2.M Make Progress toward post-secondary degree or certificate

<b>Program Support</b> \$ 500.00	<b>Client Assistance</b> \$ 3,000.00	<b>Administration</b> \$ 500.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 4,000.00
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Income Management				Total Persons : 80 Total Outcome : 80	
3.2 Income Tax Counseling					
Coordinate and facilitate access to income tax return services for low income DeKalb County residents. Assist with completion of tax returns as appropriate. Tax payers will benefit from all the tax credits (EITC, Child Tax Credit, Child & Dependent Care Credit, etc.) entitled to them without using a paid preparer.					
Persons: 80				Outcome Target: 80	
CSBG Goal #: 1				CSBG Goal: LOW-INCOME PEOPLE BECOME MORE SELF-SUFFICIENT	
Outcome Measure(s): 1.3.A.1 Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits					
Program Support \$ 5,062.00	Client Assistance \$ 0.00	Administration \$ 4,000.00	Special \$ 0.00	Total \$ 9,062.00	
Linkages				Total Persons : 200 Total Outcome : 200	
7.1 Information and Referral					
Information and referral linking persons to needed services and providing support and coordination with and between agencies in DeKalb County which provide services to poverty families and individuals.					
Persons: 200				Outcome Target: 200	
CSBG Goal #: 6				CSBG Goal: LOW-INCOME PEOPLE, ESPECIALLY VULNERABLE POPULATIONS, ACHIEVE THEIR POTENTIAL BY STRENGTHENING FAMILY AND OTHER SUPPORTIVE ENVIRONMENTS	
Outcome Measure(s): 6.5.E Information and Referral Calls					
Program Support \$ 26,000.00	Client Assistance \$ 0.00	Administration \$ 1,000.00	Special \$ 0.00	Total \$ 27,000.00	
7.10 Community Organization and Brokerage/Advocacy Projects					
DCCAD will coordinate and partner with other organizations and coalitions within the Community System to progressively and proactively provide supportive interventions that support holistic stability.					
Persons: 0				Outcome Target: 0	
CSBG Goal #: 4				CSBG Goal: PARTNERSHIPS AMONG SUPPORTERS AND PROVIDERS OF SERVICES TO LOW-INCOME PEOPLE ARE ACHIEVED	
Outcome Measure(s): 4.1.G Consortiums/Collaboration					
Program Support \$ 30,000.00	Client Assistance \$ 0.00	Administration \$ 4,000.00	Special \$ 0.00	Total \$ 34,000.00	

Self Sufficiency				Total Persons : 275 Total Outcome : 170	
8.4 Other Self-Sufficiency Programs					
Low-income residents of two DeKalb County Public Housing Programs will achieve their potential by increasing their life skills and by strengthening their supportive social environments.					
Persons: 25				Outcome Target: 20	
CSBG Goal #: 6				CSBG Goal: LOW-INCOME PEOPLE, ESPECIALLY VULNERABLE POPULATIONS, ACHIEVE THEIR POTENTIAL BY STRENGTHENING FAMILY AND OTHER SUPPORTIVE ENVIRONMENTS	
Outcome Measure(s): 6.3.C.2 Parents and other adults learn and exhibit improved family functioning skills					
Program Support \$ 5,000.00	Client Assistance \$ 0.00	Administration \$ 0.00	Special \$ 0.00	Total \$ 5,000.00	
8.5 Family Development/Intervention for Family Stabilization					
Assist low-income households to increase their stability and self-sufficiency through ongoing comprehensive support services.					
Persons: 250				Outcome Target: 150	
CSBG Goal #: 6				CSBG Goal: LOW-INCOME PEOPLE, ESPECIALLY VULNERABLE POPULATIONS, ACHIEVE THEIR POTENTIAL BY STRENGTHENING FAMILY AND OTHER SUPPORTIVE ENVIRONMENTS	
Outcome Measure(s): 6.3.C.2 Parents and other adults learn and exhibit improved family functioning skills					
Program Support \$ 103,080.00	Client Assistance \$ 0.00	Administration \$ 10,500.00	Special \$ 0.00	Total \$ 113,580.00	

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# CSBG WORK PROGRAM DETAIL SHEET

2016

<b>Title</b>	1.2 Job Counseling
<b>Program Category</b>	Employment
<b>Glossary Number</b>	1.2
<b>Total Persons Served</b>	55
<b>Total Outcome Target</b>	22

## Summary

The Family Economic Development (FED) program will use waived Category D funds as DeKalb County Community Action's economic development program. Individuals served will focus on activities that will increase their income due to employment and/or benefits.

## Objective

Through the FED Program, individuals will attain skills to achieve and maintain a higher level of household stability by increasing employment income and/or benefits. This goal will be achieved with assistance in accessing appropriate resources through the support of a Family Support Specialist and comprehensive support services.

## Agency Activities

1. Inform the DeKalb County community, including social service providers and low income residents, of the FED services offered through DeKalb County Community Action's overall comprehensive support services.
2. Perform an initial assessment of the needs with the individual.
3. Complete an initial Self Sufficiency Scale.
4. Provide comprehensive support services and family support for eligible individuals. This includes short and long term employment goal setting and establishing a plan of action to improve their employment status. Family Support Specialists will work with the individual to reduce barriers to achieving goals.
5. Help eligible individuals in accessing employment resources and training in order to increase employment skill sets.
6. Provide on-going support services to help in the development of individual employment skills; monitor income and employment progress using the Self-Sufficiency Scale.
7. Work with the individual until her/his income is increased due to earnings and/or benefits.
8. Document increased employment and benefit earnings through pay stubs in the client file.
9. Provide incentives to individuals according to policy to encourage active participation and to acknowledge progress. Document provision of incentives on gift-cards log and in Program Participant case file.

## Customer Steps

1. Contact DCCA to schedule an appointment for an initial assessment.
2. Indicate interest in FED activities at assessment or subsequent sessions.
3. Participate in the creation of a Goal Action Plan (GAP) that utilizes the individual's strengths and addresses barriers to employment.
4. Meet with the Family Support Specialist regularly to discuss individual's employment situation and progress.
5. Complete action steps to accomplish employment goals as identified on a current GAP.
6. Evaluate own progress toward employment goals and determine their accomplishment of these goals.
7. Work with a Family Support Specialist until her/his income is increased due to earnings and/or benefits.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Employed and obtained an increase in employment income and / or benefits	55	22

## CSBG GOAL NUMBER

1

## CSBG GOAL

LOW-INCOME PEOPLE BECOME MORE SELF-SUFFICIENT

## Method Of Tracking

- 1. Verify income levels using individual's paycheck stubs.
- 2. Use self-sufficiency scale to monitor progress with emphasis on increased income through employment.
- 3. Incentives: Documentation of the gift cards will be kept in the central office. The unique identifier number on each card will be noted and each Program Participant will write their name and sign that they have received an incentive card. Family Support Specialists will also provide their signature to indicate that card was provided to that Program Participant.
- 4. Receipt of an incentive card will be noted in each Program Participant's case file.

Program Support	Client Assistance	Administration	Special	Total
\$ 20,387.00	\$ 0.00	\$ 0.00	\$ 23,440.00	\$ 43,827.00

# CSBG WORK PROGRAM DETAIL SHEET

2016

<b>Title</b>	2.7 Other Education Projects
<b>Program Category</b>	Education
<b>Glossary Number</b>	2.7
<b>Total Persons Served</b>	3
<b>Total Outcome Target</b>	3

## Summary

Provide scholarships for CSBG eligible persons for post-secondary education.

## Objective

Participate in the scholarship program made available with CSBG 5% discretionary funding. The scholarship program is designed to provide financial assistance to low-income and disadvantaged persons of high academic attainment or potential, with preference given to applicants of racial or ethnic minorities. Assure that:

1. The scholarship provides formal education or occupational training at an accredited Illinois institution to CSBG eligible clients, with particular consideration given to fields of study in high technology areas or other growth occupations.
2. The education and training made possible through the scholarship includes either general education to achieve functional literacy skills, short-term training (2 years or less) in growth occupation skills, or general post-secondary education. (The agency should assist recipients of post-secondary scholarships in obtaining other educational grants and aid in order to complete their education).
3. Documented fairness exists in the scholarship recipient selection process, and, where possible, preference is given to applicants of racial minorities.
4. The scholarship program generates documented publicity for the participating agency, the CSBG program and the Department. For example, all program notices, publicity releases, etc., should include the names of the local agency and the Department of Commerce & Economic Opportunity, and reference the Community Services Block Grant funding source.
5. Where occupational training is involved, there is formal coordination with the local Workforce Investment Act program.

## Agency Activities

A written report will be submitted to the Department, within 30 days after the award of the scholarship, indicating the method of conducting this program and how the general guidelines were addressed. The report will include:

1. The scholarship recipient's name and home mailing address.
2. The amount of the scholarship, what it pays for (i.e., tuition, fees, room, board, day care, transportation, etc.) and how the funds are disbursed (by agency directly to client, to school or training center in client's name, to school or training center in lump sum, etc.).
3. The school or training center the scholarship recipient will attend.
4. The type of education or training (course of study) that will be provided. (When occupational training is provided, there must be a statement of how the grantee coordinates this training with similar training provided through WIA).
5. The method used to select scholarship recipients.
6. Documented publicity of the program that includes the name of the grantee, the Department, and the CSBG program.

## Customer Steps

1. Go to DCCA website for scholarship application.
2. Complete application including all requested documentation and submit to CAA.
3. Meet with Family Support Specialist to review application and family situation.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Make Progress toward post-secondary degree or certificate	3	3

## CSBG GOAL NUMBER

1

## CSBG GOAL

LOW-INCOME PEOPLE BECOME MORE SELF-SUFFICIENT

Method Of Tracking

1. Scholarship application and documentation of scholarship award to college or university.
2. Family Support Specialist will follow up with scholarship recipient and accredited school in order to insure educational follow through.

Program Support	Client Assistance	Administration	Special	Total
\$ 500.00	\$ 3,000.00	\$ 500.00	\$ 0.00	\$ 4,000.00

# CSBG WORK PROGRAM DETAIL SHEET

2016

<b>Title</b>	3.2 Income Tax Counseling
<b>Program Category</b>	Income Management
<b>Glossary Number</b>	3.2
<b>Total Persons Served</b>	80
<b>Total Outcome Target</b>	80

## Summary

Coordinate and facilitate access to income tax return services for low income DeKalb County residents. Assist with completion of tax returns as appropriate. Tax payers will benefit from all the tax credits (EITC, Child Tax Credit, Child & Dependent Care Credit, etc.) entitled to them without using a paid preparer.

## Objective

Households will successfully submit completed tax returns with the assistance of program tax preparers. Households will retain all of their tax refund by utilizing free preparers rather than paid preparers.

## Agency Activities

1. Meet with the regional tax coordinator to determine logistics and administration of the Community Outreach Building site.
2. Secure computer lab and Blank Slate Room for scheduled service days and times.
3. Market information to the DeKalb County community, including social service providers and low income residents about the free program through agency materials, the DeKalb County website, social media, and newspapers.
4. Participate in annual training regarding annual tax returns.
5. Provide agency information for interested participants to schedule appointments and learn more about the program.
6. Staff will inform residents about what constitutes "allowable" tax return preparation that is provided by tax return preparers, will provide information about needed documentation for assistance, and will schedule program participants for appointments.
7. Introduce information about potential asset building activities including incentives for purchasing US Savings Bonds with a portion of their tax refund.
8. Staff will coordinate the COB site by preparing the rooms each week, scheduling volunteers and appointments, preparing and filing returns, and closing the rooms at days end.
9. Staff will keep a sign in sheet of customers and enter eligible participant information into the STARS system.

## Customer Steps

1. Program participants will contact DCCA for information regarding walk-in times and/or to make an appointment.
2. Gather and bring to appointment all necessary documentation for tax preparer to assist in completing a tax return.
3. Sign in on day of tax preparation.
4. Work with tax preparer to complete and file their tax return.
5. If desired, enter incentive drawing by purchasing US Savings Bonds with a portion of tax refund.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits	80	80

## CSBG GOAL NUMBER

1

## CSBG GOAL

LOW-INCOME PEOPLE BECOME MORE SELF-SUFFICIENT

## Method Of Tracking

1. Number of eligible households that participate in completing and filing tax returns with the assistance of designated tax preparers.
2. Total amount of tax credits, refunds, and returns generated through the site.

Program Support	Client Assistance	Administration	Special	Total
\$ 5,062.00	\$ 0.00	\$ 4,000.00	\$ 0.00	\$ 9,062.00

# CSBG WORK PROGRAM DETAIL SHEET

2016

<b>Title</b>	7.1 Information and Referral
<b>Program Category</b>	Linkages
<b>Glossary Number</b>	7.1
<b>Total Persons Served</b>	200
<b>Total Outcome Target</b>	200

## Summary

Information and referral linking persons to needed services and providing support and coordination with and between agencies in DeKalb County which provide services to poverty families and individuals.

## Objective

Low-income clients will have access to critical services through information and referral services. The social services system in DeKalb County will become more effective and efficient through the efforts to coordinate and assist local service providers.

## Agency Activities

1. Provide information and referral services to clients either in person during their initial assessment or through the Info Line phone service.
2. Update and publicize on DCCA's web site a directory of service providers.
3. Publicize DCCA services to clients and service providers.
4. Staff will be available to give presentations to agencies, community groups, etc. regarding DCCA services.
5. Staff will also have detailed information to handout at community events.
6. Staff will refer clients to the appropriate child support agencies to pursue entitled child support payments.

## Customer Steps

1. Program participants and other community members will contact the DeKalb County Community Action Office either in person, by phone, or by email to request information.
2. Program participants and other community members will be given information at community meetings, events and DCCA presentations.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Information and Referral Calls	200	200

## CSBG GOAL NUMBER

6

## CSBG GOAL

LOW-INCOME PEOPLE, ESPECIALLY VULNERABLE POPULATIONS, ACHIEVE THEIR POTENTIAL BY STRENGTHENING FAMILY AND OTHER SUPPORTIVE ENVIRONMENTS

## Method Of Tracking

Client case notes and phone log. List of community meetings, events attended, and presentations given.

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
\$ 26,000.00	\$ 0.00	\$ 1,000.00	\$ 0.00	\$ 27,000.00

# CSBG WORK PROGRAM DETAIL SHEET

2016

<b>Title</b>	7.10 Community Organization and Brokerage/Advocacy Projects
<b>Program Category</b>	Linkages
<b>Glossary Number</b>	7.10
<b>Total Persons Served</b>	0
<b>Total Outcome Target</b>	0

## Summary

DCCAD will coordinate and partner with other organizations and coalitions within the Community System to progressively and proactively provide supportive interventions that support holistic stability.

## Objective

Expand Opportunities through Community-Wide Partnerships

## Agency Activities

1. DCCAD will work with Kishwaukee College and their WIOA programs to ensure that Program Participants have access to education and training programs.
2. DCCAD partners with the DeKalb County Continuum of Care and the Housing Authority of the County of DeKalb on both program and board levels. We will continue to embrace opportunities to participate in the development of additional decent and affordable housing units within the county and hope to provide supportive services to those households to further support increased self-sufficiency.
3. DCCAD supports efforts of DeKalb County Community Gardens for access to healthy local produce, as well as support a free produce table on site for Program Participants to use.
4. DCCAD will coordinate with other agencies and will create well-defined partnership agreements with which to guide the work of supporting low income families. As a part of creating this effective framework, emphasis on developing staff that are well-trained in cultural competency and special needs of vulnerable populations.
5. Work with Voluntary Action Center (VAC) and other Human Service Providers, as well as consumers of public transit, to gather information about the unmet needs in the use of the system. DCCAD will also work with the DeKalb Sycamore Area Transit Study group to utilize gathered data that may be able to provide important information about public transportation as well as other utilized modes of transportation in County.
6. DCCAD will actively participate in the DeKalb County Juvenile Justice Council and work as a part of the Early Risk Assessment Program (ERAP) to reduce the number of youth who are truant and/or become involved in the juvenile justice system.

## Customer Steps

N/A

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Consortiums/Collaboration	0	0

## CSBG GOAL NUMBER

4

## CSBG GOAL

PARTNERSHIPS AMONG SUPPORTERS AND PROVIDERS OF SERVICES TO LOW-INCOME PEOPLE ARE ACHIEVED

## Method Of Tracking

1. Community Meeting Logs
2. Memorandums of Understanding

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
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**\$ 30,000.00**

**\$ 0.00**

**\$ 4,000.00**

**\$ 0.00**

**\$ 34,000.00**

# CSBG WORK PROGRAM DETAIL SHEET

2016

<b>Title</b>	8.4 Other Self-Sufficiency Programs
<b>Program Category</b>	Self Sufficiency
<b>Glossary Number</b>	8.4
<b>Total Persons Served</b>	25
<b>Total Outcome Target</b>	20

## Summary

Low-income residents of two DeKalb County Public Housing Programs will achieve their potential by increasing their life skills and by strengthening their supportive social environments.

## Objective

Residents of Taylor Street Plaza and Civic Apartments Public Housing Programs will participate in the group.

## Agency Activities

1. Provide information and marketing materials to Taylor Street Plaza and Civic Apartments regarding the group.
2. Provide staff time at Taylor Street Plaza and Civic Apartments twice per month at a regularly scheduled time.
3. Outline group purpose and rules at the beginning of each group.
4. Introduce activities that increase social connections among members.
5. Facilitate activities that provide education about resources in the community and that develop skills to enhance self-sufficiency.

## Customer Steps

1. Attend group sessions.
2. Agree to abide by the group rules.
3. Complete intake card at their first session (good for whole year).
4. Complete a follow up survey to determine how well group has helped in social functioning.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Parents and other adults learn and exhibit improved family functioning skills	25	20

## CSBG GOAL NUMBER

6

## CSBG GOAL

LOW-INCOME PEOPLE, ESPECIALLY VULNERABLE POPULATIONS, ACHIEVE THEIR POTENTIAL BY STRENGTHENING FAMILY AND OTHER SUPPORTIVE ENVIRONMENTS

## Method Of Tracking

Group sessions and the number of participants will be kept in a group log book. In addition, the information about the planning and descriptions of specific group sessions will be outlined. Follow up surveys will be tracked to determine outcomes of the program.

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00

# CSBG WORK PROGRAM DETAIL SHEET

2016

**Title** 8.5 Family Development/Intervention for Family Stabilization

**Program Category** Self Sufficiency

**Glossary Number** 8.5

**Total Persons Served** 250

**Total Outcome Target** 150

## Summary

Assist low-income households to increase their stability and self-sufficiency through ongoing comprehensive support services.

## Objective

Households will increase their overall stability and self-sufficiency as a result of comprehensive supportive services.

## Agency Activities

1. Inform the DeKalb County community, including social service providers and low income residents, of DeKalb County Community Action's overall comprehensive support services.
2. Perform initial strength-based assessment of households coming in for appointments.
3. Provide on-going comprehensive support services to all households eligible for services.
4. Family Support Specialist will assist the family to identify needs.
5. Family Support Specialist will assist the family to identify goals for the household to meet needs, increase stability and self-sufficiency.
6. Family Support Specialist will assist the family to identify tasks for completion. Indicate which tasks are assigned to the client and which are assigned to the Family Support Specialist.
7. Provide advocacy and assist client with task completion as needed.
8. Reassess household situation and appropriateness of identified goals through regular appointments and follow-up phone calls.
9. Provide agreed-upon incentives, and documentation of the Program Participant's receipt of those incentives, for achieving participation and task-related goals, as outlined by DCCAD policy.
10. Provide client survey regarding their opinion of self-sufficiency relative to program start.

## Customer Steps

1. Contact DCCA for an appointment to meet with a Family Support Specialist
2. Complete initial assessment process with Family Support Specialist.
3. Attend on-going Family Support meetings.
4. Participate in the creation of a Goal Action Plan (GAP).
5. Work on mutually agreed upon action tasks to achieve goals to increase household stability and self-sufficiency.
6. Evaluate progress toward goals and re-evaluate with the Family Support Specialist as needed.
7. Receive incentives for attendance and completion of goals and activities outlined in the GAP.
8. Complete tracking survey regarding progress toward increased household stability and self-sufficiency.

Outcome Measure(s):	Persons Served	Outcome Target Success
Parents and other adults learn and exhibit improved family functioning skills	250	150

## CSBG GOAL NUMBER

6

## CSBG GOAL

LOW-INCOME PEOPLE, ESPECIALLY VULNERABLE POPULATIONS, ACHIEVE THEIR POTENTIAL BY STRENGTHENING FAMILY AND OTHER SUPPORTIVE ENVIRONMENTS

## Method Of Tracking

- 1. Changes on the Family Self Sufficiency Scale over time to indicate a higher level of sufficiency while receiving comprehensive support services.
- 2. At least 50% of program participants will report that their households are more stable than they were when they entered services at DCCAD.
- 3. Incentives: Documentation of the gift cards will be kept in the central office. The unique identifier number on each card will be noted and each Program Participant will write their name and sign that they have received an incentive card. Family Support Specialists will also provide their signature to indicate that card was provided to that Program Participant.
- 4. Receipt of an incentive card will be noted in each Program Participant's case file.

Program Support	Client Assistance	Administration	Special	Total
\$ 103,080.00	\$ 0.00	\$ 10,500.00	\$ 0.00	\$ 113,580.00

# CSBG WORK PROGRAM DETAIL SHEET

2016

<b>Title</b>	10.1 Training and Technical Assistance provided for Agency Development
<b>Program Category</b>	Other
<b>Glossary Number</b>	10.1
<b>Total Persons Served</b>	0
<b>Total Outcome Target</b>	0

## Summary

T/TA dollars will be used to address agency needs to increase infrastructure and overall organizational health with special regard for the new OCS standards.

## Objective

Increase compliance with new standards.

## Agency Activities

Identify areas within the agency that require additional infrastructure and can help to meet the guidelines in the new standards. Use T/TA funds to cover the cost of training and assistance to address these needs. In addition, DCCAD will use these dollars to cover the travel expenses for participation including ROMA cohort face-to-face sessions, needs assessment training, etc. These funds will also be used to pay for an outside consultant to facilitate strategic planning sessions and produce a plan that will guide the agency for the next 3-5 years. Any T/TA needs that are identified in the Strategic Plan will also use these dollars to address those needs.

## Customer Steps

Successfully complete identified T/TA and associated activities and document appropriately.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Agency activities that increase the agencies capacity. Such as Community Needs Assesment, Annual Reports, and Strategic Planning	0	0

## CSBG GOAL NUMBER

5

## CSBG GOAL

AGENCIES INCREASE THEIR CAPACITY TO ACHIEVE RESULTS

## Method Of Tracking

Documentation of T/TA training and assistance activities as well as associated travel. These will be outlined in the meeting log kept at the agency as well as through appropriate invoices and travel claims.

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00

[Return](#)

# BUDGET SUMMARY

**Date:** 09-08-2015

**Grantee:** DeKalb County Community Action Department

**Grant #:** CSBG 16-231034 0

	Code	Description	Original Amount	Mod Amount	Budget Amount
Program Support	0101	Program Support - Services	\$189,029.00	\$0.00	\$189,029.00
	<b>Total Program Support</b>		<b>\$189,029.00</b>	<b>\$0.00</b>	<b>\$189,029.00</b>
Client Assistance	0201	Client Assistance - Benefits	\$4,000.00	\$0.00	\$4,000.00
	<b>Total Client Assistance</b>		<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$4,000.00</b>
Administration	0301	Administration - Administrative Costs	\$20,000.00	\$0.00	\$20,000.00
	<b>Total Administration</b>		<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>
Special	0402	Special - Training	\$5,000.00	\$0.00	\$5,000.00
	0403	Special - Alternate Use	\$23,440.00	\$0.00	\$23,440.00
	<b>Total Special</b>		<b>\$28,440.00</b>	<b>\$0.00</b>	<b>\$28,440.00</b>
	<b>Total Project Costs/Budget</b>		<b>\$241,469.00</b>	<b>\$0.00</b>	<b>\$241,469.00</b>

# BUDGET DETAIL

**Date:** 09-08-2015

**Grantee:** DeKalb County Community Action Department

**Grant #:** CSBG 16-231034

Program Support	<b>0101 - Services Staffing</b>	<b>Original Amount</b>	<b>Mod Amount</b>
	1 CSBG Coordinator	\$51,855.00	\$0.00
	1 Executive Director	\$55,000.00	\$0.00
	2 Family Support Specialist	\$60,699.00	\$0.00
	<b>Total</b>	<b>\$167,554.00</b>	
	<b>0101 - Services Equipment</b>	<b>Original Amount</b>	<b>Mod Amount</b>
	Phone Lines	\$700.00	\$0.00
	Copier	\$1,200.00	\$0.00
	Asset Replace	\$3,000.00	\$0.00
	<b>Total</b>	<b>\$4,900.00</b>	
	<b>0101 - Services Miscellaneous</b>	<b>Original Amount</b>	<b>Mod Amount</b>
	Dues and Subscriptions	\$2,500.00	\$0.00
	Office Supplies and Postage	\$4,000.00	\$0.00
	Travel and Training	\$10,075.00	\$0.00
	<b>Total</b>	<b>\$16,575.00</b>	
Client Assistance	<b>0201 - Benefits</b>	<b>Original Amount</b>	<b>Mod Amount</b>
	FSS/FED Supplies	\$1,000.00	\$0.00
	Scholarship Program	\$3,000.00	\$0.00
	<b>Total</b>	<b>\$4,000.00</b>	
Administration	<b>0301 - Administrative Costs</b>	<b>Original Amount</b>	<b>Mod Amount</b>
	Administration	\$20,000.00	\$0.00
	<b>Total</b>	<b>\$20,000.00</b>	
Special	<b>0402 - Training</b>	<b>Original Amount</b>	<b>Mod Amount</b>
	Organizational Standards T/TA	\$5,000.00	\$0.00
	<b>Total</b>	<b>\$5,000.00</b>	
	<b>0403 - Alternate Use</b>	<b>Original Amount</b>	<b>Mod Amount</b>
	Alternate Use of Economic Development	\$23,440.00	\$0.00
	<b>Total</b>	<b>\$23,440.00</b>	