

Jefferson County  
2011 Letter of Interest  
Community Services Block Grant (CSBG)  
SECTION 1 (Fillable Form/No Points)

**The goal of the Community Services Block Grant is to provide financial support for programs that have a measurable and potentially significant impact on the causes and effects of poverty. CSBG funds are limited to assisting individuals/families whose incomes do not exceed 125% of poverty level. The deadline for submission is 3:00 pm Friday, July 9, 2010. **PLEASE PROVIDE 1 HARD COPY AND 1 CD OF ENTIRE SUBMITTAL.****

1. Organization Name:

Address:

Contact Person for this Letter of Interest:

Phone:

E-Mail:

2. Mission Statement:

3. The applicant is a:

- |  |  |
|--|--|
| <input type="checkbox"/> 501(c)(3)           | <input type="checkbox"/> Housing Authority         |
| <input type="checkbox"/> Governmental Agency | <input type="checkbox"/> Quasi-Governmental Agency |

4. Amount of Funds Requested: \$

5. Which Jefferson County Goal does this project address?

- |   |  |
|---|--|
| <input type="checkbox"/> a. Fiscally Responsible Government | <input type="checkbox"/> b. Quality Customer Service |
| <input type="checkbox"/> c. Safe Communities                | <input type="checkbox"/> d. Predictable Growth       |
| <input type="checkbox"/> e. Mobility Options                |  |

6. The focus of 2011 CSBG funds is in meeting National Goal #6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments, specifically within National Indicator 6.2, Emergency Assistance (see National Indicators Summary, attached, for further detail). Please briefly describe how your program will provide emergency services and ultimately help move people toward self-sufficiency.

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SECTION 2 (Point Section)

**PLEASE LIMIT THIS SECTION TO 2 PAGES**

(you may use separate sheets of paper for this section)

1. Provide a 250 word abstract describing your project or program. *(30 points)*
2. Describe the problem and provide data/factual evidence and list sources. *(20 points)*
3. How will your proposal specifically address this problem? *(10 points)*
4. What are the outcomes that will indicate that you are addressing the problem? *(10 points)*
5. Describe who and why you targeted the population identified in your proposal; include things such as age, gender, ethnicity, geographic area, etc. *(10 points)*
6. How many people will be assisted through your project/proposal and what is the cost per served party? *(10 points)*
7. How will you collect data and measure effectiveness? Provide an assessment plan. *(10 points)*

Signature:

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Chairman, Board of Directors

# CSBG NATIONAL PERFORMANCE INDICATORS

## **GOAL 1: LOW-INCOME PEOPLE BECOME MORE SELF-SUFFICIENT**

### National Performance Indicator 1.1

#### **Employment**

The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed, as measured by one or more of the following:

- A. Unemployed and obtained a job
- B. Employed and maintained a job for at least 90 days
- C. Employed and obtained an increase in employment income and/or benefits
- D. Achieved "living wage" employment and/or benefits

### National Performance Indicator 1.2

#### **Employment Supports**

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by one or more of the following:

- A. Obtained skills/competencies required for employment
- B. Completed ABE/GED and received certificate or diploma
- C. Completed post-secondary education program and obtained certificate or diploma
- D. Enrolled children in before or after school programs
- E. Obtained care for child or other dependant
- F. Obtained access to reliable transportation and/or driver's license
- G. Obtained health care services for themselves or family member
- H. Obtained safe and affordable housing
- I. Obtained food assistance
- J. Obtained non-emergency LIHEAP energy assistance
- K. Obtained non-emergency WX energy assistance
- L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)

### National Performance Indicator 1.3

#### **Economic Asset ENHANCEMENT and Utilization**

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

- 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
- A.2. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments
- A.3. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings

#### **Economic Asset Enhancement and UTILIZATION**

- B.1. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days
- B.2. Number and percent of participants opening an Individual Development Account (IDA) or other savings account
- B.3. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings
- B.4. Of participants in a Community Action assets development program (IDA and others):
  - a) Number and percent of participants capitalizing a small business with accumulated savings
  - b) Number and percent of participants pursuing post-secondary education with accumulated savings
  - c) Number and percent of participants purchasing a home with accumulated savings
  - d) Number and percent of participants purchasing other assets with accumulated savings

## **CSBG NATIONAL PERFORMANCE INDICATORS**

### **GOAL 2: THE CONDITIONS IN WHICH LOW-INCOME PEOPLE LIVE ARE IMPROVED**

#### **National Performance Indicator 2.1**

##### **Community Improvement and Revitalization**

Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

- A. Jobs created, or saved, from reduction or elimination in the community
- B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community
- C. Safe and affordable housing units created in the community
- D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy
- E. Accessible safe and affordable health care services/facilities for low-income people created, or saved from reduction or elimination
- F. Accessible safe and affordable child care or child development placement opportunities for low-income families created, or saved from reduction or elimination
- G. Accessible before-school and after-school program placement opportunities for low-income families created, or saved from reduction or elimination
- H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation
- I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post secondary education

#### **National Performance Indicator 2.2**

##### **Community Quality of Life and Assets**

The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy, as measured by one or more of the following:

- A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets
- B. Increase in the availability or preservation of community facilities
- C. Increase in the availability or preservation of community services to improve public health and safety
- D. Increase in the availability or preservation of commercial services within low-income neighborhoods
- E. Increase in or preservation of neighborhood quality-of-life resources

#### **National Performance Indicator 2.3**

##### **Community Engagement**

The number of community members working with Community Action to improve conditions in the community.

- A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives
- B. Number of volunteer hours donated to the agency (This will be ALL volunteer hours)

#### **National Performance Indicator 2.4**

##### **Employment Growth from ARRA Funds**

The total number of jobs created or saved, at least in part by ARRA funds, in the community.

- A. Jobs created at least in part by ARRA funds
- B. Jobs saved at least in part by ARRA funds

## **CSBG NATIONAL PERFORMANCE INDICATORS**

### **GOAL 3: LOW-INCOME PEOPLE OWN A STAKE IN THEIR COMMUNITY**

#### **National Performance Indicator 3.1**

##### **Community Enhancement through Maximum Feasible Participation**

The number of volunteer hours donated to Community Action.

Total number of volunteer hours donated by low-income individuals to Community Action (This is ONLY the number of volunteer hours from individuals who are low-income.)

#### **National Performance Indicator 3.2**

##### **Community Empowerment through Maximum Feasible Participation**

The number low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by one or more of the following:

- A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy-setting through Community Action efforts
- B. Number of low-income people acquiring businesses in their community as a result of Community Action assistance
- C. Number of low-income people purchasing their own home in their community as a result of Community Action assistance
- D. Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action

### **GOAL 4: PARTNERSHIPS AMONG SUPPORTERS AND PROVIDERS OF SERVICES TO LOW-INCOME PEOPLE ARE ACHIEVED**

#### **National Performance Indicator 4.1**

##### **Expanding Opportunities through Community-Wide Partnerships**

The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

- A. Non-Profit
- B. Faith Based
- C. Local Government
- D. State Government
- E. Federal Government
- F. For-Profit Business or Corporation
- G. Consortiums/Collaboration
- H. Housing Consortiums/Collaboration
- I. School Districts
- J. Institutions of post secondary education/training
- K. Financial/Banking Institutions
- L. Health Service Institutions
- M. State wide associations or collaborations

### **GOAL 5: AGENCIES INCREASE THEIR CAPACITY TO ACHIEVE RESULTS**

#### **National Performance Indicator 5.1**

##### **Agency Development**

The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:

- A. Number of C-CAPs
- B. Number of ROMA Trainers

## **CSBG NATIONAL PERFORMANCE INDICATORS**

- C. Number of Family Development Trainers
- D. Number of Child Development Trainers
- E. Number of staff attending trainings
- F. Number of board members attending trainings
- G. Hours of staff in trainings
- H. Hours of board members in trainings

### **GOAL 6: LOW-INCOME PEOPLE, ESPECIALLY VULNERABLE POPULATIONS, ACHIEVE THEIR POTENTIAL BY STRENGTHENING FAMILY AND OTHER SUPPORTIVE ENVIRONMENTS**

#### **National Performance Indicator 6.1**

##### **Independent Living**

The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:

- A. Senior Citizens (seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities, ages 55-over)
- B. Individuals with Disabilities
  - Ages:
    - 0-17
    - 18-54
    - 55-over

#### **National Performance Indicator 6.2**

##### **Emergency Assistance**

The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such services as:

- A. Emergency Food
- B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources
- C. Emergency Rent or Mortgage Assistance
- D. Emergency Car or Home Repair (i.e. structural, appliance, heating system, etc.)
- E. Emergency Temporary Shelter
- F. Emergency Medical Care
- G. Emergency Protection from Violence
- H. Emergency Legal Assistance
- I. Emergency Transportation
- J. Emergency Disaster Relief
- K. Emergency Clothing

#### **National Performance Indicator 6.3**

##### **Child and Family Development**

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs who achieve program goals, as measured by one or more of the following:

- A.1. Infants and children obtain age-appropriate immunizations, medical, and dental care
- A.2. Infant and child health and physical development are improved as a result of adequate nutrition
- A.3. Children participate in pre-school activities to develop school readiness skills
- A.4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade
  
- B.1. Youth improve health and physical development
- B.2. Youth improve social/emotional development
- B.3. Youth avoid risk-taking behavior for a defined period of time
- B.4. Youth have reduced involvement with criminal justice system
- B.5. Youth increase academic, athletic, or social skills for school success

## **CSBG NATIONAL PERFORMANCE INDICATORS**

- C.1. Parents and other adults learn and exhibit improved parenting skills
- C.2. Parents and other adults learn and exhibit improved family functioning skills

### National Performance Indicator 6.4

#### **Family Supports (Seniors, Disabled and Caregivers)**

Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:

- A. Enrolled children in before or after school programs
- B. Obtained care for child or other dependant
- C. Obtained access to reliable transportation and/or driver's license
- D. Obtained health care services for themselves or family member
- E. Obtained safe and affordable housing
- F. Obtained food assistance
- G. Obtained non-emergency LIHEAP energy assistance
- H. Obtained non-emergency WX energy assistance
- I. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)

### National Performance Indicator 6.5

#### **Service Counts**

The number of services provided to low-income individuals and/or families, as measured by one or more of the following:

- A. Food Boxes
- B. Pounds of Food
- C. Units of Clothing
- D. Rides Provided
- E. Information and Referral Calls

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**1. Provide a 250 word abstract describing your project or program.**

- The Jefferson County Human Services Aging & Adult Unit would create a position called a “Resource Coordinator,” available to help people who might otherwise fall through the cracks of what is a system-wide conglomeration of separate government, non-profit, faith-based, and private low-income service related programs.
- The target populations of clients to be helped are the frail elderly, and mentally or physically disabled adults. Many of these people would be in a state of crisis, needing emergency assistance. A specific plan would be created and implemented to provide the most accurate, up to date resources available for emergency assistance needs.
- The Resource Coordinator would provide information, referral, and assistance to those who do not otherwise have people available to help them to get linked to available community services. They would also provide intervention similar to what has been termed short-term “case management” or “care navigation,” developing a support plan for the individual or caregiver in need to set goals and move forward.
- Where there are recognized gaps in available supportive resources, the Resource Coordinator would also support the establishment of new trainings and support meetings through collaboration with local partner agencies.
- The Resource Coordinator would recruit, train, and coordinate volunteers who would work under the supervision of the Resource Coordinator, doing similar work functions.
- If time permits, the Resource Coordinator would also provide outreach to partner agencies to ensure awareness of available resources gets to all applicable parties in need.

**2. Describe the problem and provide data/factual evidence and list sources.**

Our division regularly encounters people who are isolated in the community. Some of them have natural supports that aren't being utilized. Others don't have any natural supports, but could explore potential opportunities to expand their base of community supports.

Many other people we come into contact with have a loose network of people around them who can help, but they (the clients or their caregivers) can become frustrated and unable to find the assistance necessary to meet their goals. While many agencies do provide information and referral, the information on available community resources is fragmented, difficult to navigate, and conditions and contacts at referral sites frequently change. There is a new “Network of Care” website through Jefferson County’s Area Agency on Aging (A.A.A.) that can be used as platform, but many more resources need to be included in order for Jefferson County resources to be properly represented. Jefferson County needs proper coordination of available services, and greater support for natural caregivers. These needs have been identified by the Aging Well in Jefferson County Project (which has members from the Jefferson County community, non-profits, and Jefferson County employees).

### **3. How will your proposal specifically address this problem?**

The Resource Coordinator position would provide assistance creating a support plan with the client who needs in-depth, short-term coordination/assistance. The Resource Coordinator would then provide the short-term follow-up necessary for coaching the recipient to achieve the goals developed in the support plan.

The Resource Coordinator would work with the Jefferson County Area Agency on Aging to ensure Jefferson County resources are available through one common source, The Network of Care website. Where there are holes in the system of supports for caregivers (the backbone of the natural community support system), the Resource Coordinator would work to support continuity of support groups and training for caregivers.

### **4. What are the outcomes that will indicate that you are addressing the problem?**

The desired outcome is more self-sufficient, less isolated seniors and disabled persons in our community. Outcomes will indicate a vast pool of recipients who were helped to find and attain the resources needed to achieve their goals. Outcomes will also indicate that people better understand how to build their support system, and that many people will have already utilized the assistance of the Resource Coordinator to develop their support system.

### **5. Describe who and why you targeted the population identified in your proposal; include things such as age, gender, ethnicity, geographic area, etc.**

The frail and elderly, and younger adult disabled adults are those who most frequently represent to us their need of assistance with support coordination. All ethnicities and genders will be served, residing within the Jefferson County geographic boundaries.

### **6. How many people will be assisted through your project/proposal and what is the cost per served party?**

The cost of service will vary, depending on the level of involvement. While some parties might only need one telephone call and direction to a proper referral, others will need assistance filling out applications. A further level of consultation might necessitate a face-to-face visit and strengths/needs assessment.

The amount of people served is difficult to assess. The first couple weeks will involve set-up, internal marketing and education about the availability of the Resource Coordinator and how to reach them. Over the course of a year, we estimate the number of parties helped to be in the hundreds.

### **7. How will you collect data and measure effectiveness? Provide an assessment plan.**

The Resource Coordinator will keep a database of all persons assisted that will include the nature of the request and the assistance provided. The Resource Coordinator will also conduct brief surveys to a statistically significant amount of the population helped, and compile that data into an assessment of effectiveness. Surveys will be compiled and reviewed by a supervisor quarterly.