

FORSYTH COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: JANUARY 12, 2015 AGENDA ITEM NUMBER: 4

SUBJECT: RESOLUTION ACKNOWLEDGING RECEIPT AND REVIEW OF THE 2015-2016 COMMUNITY SERVICES BLOCK GRANT APPLICATION FOR FUNDING A COMMUNITY ANTI-POVERTY PLAN SUBMITTED BY EXPERIMENT IN SELF-RELIANCE, INC.

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS: Recommend Approval

SUMMARY OF INFORMATION:

See attached

ATTACHMENTS: YES NO

SIGNATURE: *J. Randolph Watts, Jr.* DATE: January 7, 2015
COUNTY MANAGER

**RESOLUTION ACKNOWLEDGING RECEIPT AND REVIEW OF
THE 2015-2016 COMMUNITY SERVICES BLOCK GRANT APPLICATION
FOR FUNDING A COMMUNITY ANTI-POVERTY PLAN SUBMITTED BY
EXPERIMENT IN SELF-RELIANCE, INC.**

WHEREAS, Experiment In Self-Reliance, Inc. has submitted its 2015-2016 Community Services Block Grant Application in the amount of \$624,734 for Funding a Community Anti-Poverty Plan to the Forsyth County Board of Commissioners for review and comment prior to submission of the said application to the North Carolina Department of Health and Human Services, Division of Social Services/Economic and Family Services, Office of Economic Opportunity, pursuant to the provisions of 10A NCAC 97C.0111(b)(1)(A).

NOW, THEREFORE, BE IT RESOLVED that the Forsyth County Board of Commissioners hereby acknowledges receipt of the 2015-2016 Community Services Block Grant Application for Funding a Community Anti-Poverty Plan.

BE IT FURTHER RESOLVED that the Forsyth County Board of Commissioners has reviewed and discussed the 2015-2016 Community Services Block Grant Application for Funding a Community Anti-Poverty Plan and supports the funding request in order to achieve the long-range goal of moving 180 families in Forsyth County above Poverty Income Guidelines by June 30, 2016 through long-term Success Coaching and direct services to empower economic self-reliance.

BE IT FURTHER RESOLVED that the Forsyth County Clerk to the Board is hereby authorized to complete and return the attached Community Services Block Grant (CSBG) Documentation of Submission to County Commissioners form, subject to a pre-audit certificate thereon by the County Chief Financial Officer, if applicable, and approval as to form and legality by the Forsyth County Attorney.

Adopted this 12th day of January 2015.



**Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: _____

County: _____

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **January 30, 2015**.

Clerk to the Board should initial all items below.

_____ The agency submitted a complete grant application for Commissioner review.

_____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

_____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Witness/Notary

Date

North Carolina Department of Health and Human Services

Division of Social Services/Economic and Family Services



Community Services Block Grant Program

Fiscal Year 2015-16 Application for Funding
Project Period July 1, 2015 – June 30, 2016
Application Due Date: January 30, 2015

Agency Information	
Agency:	Experiment In Self Reliance, Inc
Federal I.D.	56-6060100
DUNS Number:	060296142
Administrative Office Address:	3480 Dominion St., Winston-Salem, NC 27105
Mailing Address (include the 4-digit zip code extension):	PO Box 135, Winston-Salem, NC 27102-0135
Telephone Number:	336 722 9400
Fax Number:	336 748 8312
Board Chairperson:	Larry Herzberg
Board Chairperson's Address: (where communications should be sent)	PO Box 135 Winston-Salem, NC 27102-0135
Board Chairperson's Term of Office (enter beginning and end dates):	July 1 2015-June 30, 2016
Executive Director:	Twana Wellman-Roebuck
Executive Director Email Address:	twana.roebuck@eistr.org
Agency Fiscal Officer:	Debra Perkins
Fiscal Officer Email Address:	debra.perkins@eistr.org
CSBG Program Director:	Fred Bazemore
CSBG Program Director Email Address:	fred.bazemore@eistr.org
Counties Served with CSBG funds:	Forsyth

North Carolina Department of Health and Human Services
Office of Economic Opportunity - Verna P. Best, Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420
<http://www.ncdhhs.gov/oeo/>

Checklist to Submit a Complete Community Services Block Grant (CSBG) Application

Please put a check mark in the appropriate box to show that you have included the completed document with your application. All documents are required with the exception of those that say "if applicable."

Item	Included (√)
Signed Application Certification (blue ink only)	
Signed Board Membership Roster (blue ink only)	
Board of Directors Officers and Committees	
Planning Process Narrative	
Form 210 – Agency Strategy for Eliminating Poverty	
Form 212 – One-Year Work Program	
Monitoring, Assessment and Evaluation Plan	
Form 212A – CSBG Administrative Support Worksheet (if applicable)	
Form 225 – Agency Budget Information	
Form 225N-Budget Narrative	
<u>Appendices (to be attached by the Applicant):</u>	
<ul style="list-style-type: none"> • Organizational Chart (do not include names) 	
<ul style="list-style-type: none"> • Job Description and Resume for the Agency's Executive Director 	
<ul style="list-style-type: none"> • Job Description and Resume for the Agency's Chief Financial Officer 	
<ul style="list-style-type: none"> • Job Descriptions for all CSBG employees (do not include names) 	
<ul style="list-style-type: none"> • Affirmative Action Plan 	
<ul style="list-style-type: none"> • Documentation of Public Hearings for Initial Planning Process: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Copy of Public Notice(s) from Newspaper(s) 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Agenda of Public Meeting(s) 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Copy of Attendance Sheet(s) 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Minutes of Public Meeting(s) 	
<ul style="list-style-type: none"> • Documentation for Notice of Intent to Apply: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Copy of advertisement(s) 	
<ul style="list-style-type: none"> • Documentation of Submission to County Commissioners: 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Certified document from county clerk 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Commissioners' comments or minutes (if applicable) 	
<ul style="list-style-type: none"> • Cognizant-Approved Indirect Cost Agreement 	
<ul style="list-style-type: none"> • Cost Allocation Plan (if applicable) 	
<ul style="list-style-type: none"> • IRS Tax Exemption Verification 	
<ul style="list-style-type: none"> • Contracts and Leases 	
<ul style="list-style-type: none"> • Vehicle Registrations 	
<u>Forms to be completed by the Applicant. The forms are included:</u>	
<ul style="list-style-type: none"> • IRS Tax Exemption Verification Form (Annual) 	
<ul style="list-style-type: none"> • Conflict of Interest Acknowledgement and Policy 	
<ul style="list-style-type: none"> • Conflict of Interest Verification (Annual) 	
<ul style="list-style-type: none"> • State Grant Certification – No Overdue Tax Debts 	
<ul style="list-style-type: none"> • State Certification - Contractor Certifications Required by N.C. Law 	
<ul style="list-style-type: none"> • Federal Certifications 	
<ul style="list-style-type: none"> • Federal Funding Accountability and Transparency Act (FFATA) Attach evidence of Central Contractor Registration (CCR) 	

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on _____ for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on December 15, 2014, as required by 10A NCAC 97C .0111(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: December 10, 2014

Board Chairperson: _____
(Signature) (Date)

Finance Committee Chairperson _____
(Signature) (Date)

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	21			Total Current Vacant Seats	0	
Total Number of Seats Reserved for Each Sector	Poor	7	Public	7	Private	7
Total Number of Vacant Seats Per Each Sector	Poor	0	Public	0	Private	0

Name	Email Address	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor						
1. Sandra Sherrill-Oliver	sandra_sherrill@yahoo.com	Forsyth	Homeless Council	04/2014	0	04/2017
2. Kenny Faulkner	kfaulkner5@triad.rr.com	Forsyth	Southside	04/2011	1	04/2015
3. Mary Ford	Poford2001@yahoo.com	Forsyth	Thurmond St. Assn.	12/2011	0	12/2014
4. Chenita Johnson	chenitajohn@hotmail.com	Forsyth	Patterson Ave Assn	09/2011	1	09/2017
5. Amatullah Saleem	amatullah.Saleem31@yahoo.com	Forsyth	Alder Point Assn.	01/2013	0	01/2016
6. Manya Stewart	mnstwr1@gmail.com	Forsyth	Veterans' Admin.	09/2009	1	09/2015
7. Minnie Ervin	mestone@Triad.rr.com	Forsyth	Greenway Avenue	04/2014	0	04/2017
Public Elected Officials						
1. Brian P. Burley	bburley@woodforest.com	Forsyth	County Official	09/2014	0	09/2017
2. Chris Bryan	chris.bryan@bbandt.com	Forsyth	City Official	06/2012	0	11/2015
3. Chester David	cdavid@triad.rr.com	Forsyth	County Official	09/2013	0	09/2016
4. Toni Grace	tjg@blancolaw.com	Forsyth	City Official	09/2012	0	11/2015
5. Phillip Carter Sr.	phillip_c9@yahoo.com	Forsyth	County Official	09/2014	0	09/2017
6. LaMonica Sloan	lamonicasloan@gmail.com	Forsyth	City Official	09/2012	0	11/2015
7. Mary Jo Tull	maryjo.tull@wellsfargo.com	Forsyth	City Official	06/2012	0	6/2015
Representatives of Private Organizations						
1. Alison Ashe Card	asheay@wfu.edu	Forsyth	Wake Forest Univ.	12/2010	1	01/2015
2. David Clayton	dclayton@wspd.org	Forsyth	WS Police	01/2012	0	01/2015
3. Larry Herzberg	larryh04@gmail.com	Forsyth	Retired	09/2009	1	09/2015
4. Johnnie Ruff	ruff.jj@gmail.com	Forsyth	Goler AME Zion	11/2013	0	02/2015
5. John Lew	jew@wakehealth.edu	Forsyth	NCBH HR	03/2013	0	03/2016
6. Anne Priestler	anne.priester@rbrealestate.com	Forsyth	Real Estate Agent	05/2012	0	05/2015
7. Michael E. Harris	mharris@forsythtech.edu	Forsyth	Forsyth Tech	04/2014	0	04/2017

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

 Board of Directors Chairperson
 Fiscal Year 2015-16 Community Services Block Grant Application
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Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board			
Larry Herzberg	Chairperson	Private Organization	Forsyth
Mary Jo Tull		Elected Public Official	Forsyth
Chenita Johnson		Low Income	Forsyth
Kenny Faulkner		Low Income	Forsyth
Committee Name: Executive			
Larry Herzberg	Chairperson	Private Organization	Forsyth
Kenny Faulkner		Low Income	Forsyth
Manya Stewart		Low Income	Forsyth
LaMonica D. Sloan		Elected Public Official	Forsyth
Chris Bryan		Elected Public Official	Forsyth
Alison Ashe-Card		Private Organization	Forsyth
Chenita Johnson		Low Income	Forsyth
Mary Jo Tull		Elected Public Official	Forsyth
Committee Name: Finance			
Kenny Faulkner	Chairperson	Low Income	Forsyth
Manya Stewart		Low Income	Forsyth
David Clayton		Private Organization	Forsyth
Chris Bryan		Elected Public Official	Forsyth
Chester David		Elected Public Official	Forsyth
Larry Herzberg		Private Organization	Forsyth
Minnie Ervin		Low Income	Forsyth
Committee Name: Human Resources			
Alison Ashe-Card	Chairperson	Private Organization	Forsyth
Mary Ford		Low Income	Forsyth
John Lew		Private Organization	Forsyth
Mary Jo Tull		Elected Public Official	Forsyth
Sandra Sherrill-Oliver		Low Income	Forsyth
Phillip Carter Sr.		Elected Public Official	Forsyth
Committee Name: Program			
Manya Stewart	Chairperson	Low Income	Forsyth
Chenita Johnson		Low Income	Forsyth
John Lew		Private Organization	Forsyth
Anne Priestler		Private Organization	Forsyth
Toni Grace		Elected Public Official	Forsyth
Minnie Ervin		Low Income	Forsyth
Sandra Sherrill-Oliver		Low Income	Forsyth
Brian P Burley		Low Income	Forsyth
Committee Name: Nominating			
Manya Stewart	Chairperson	Low Income	Forsyth
Larry Herzberg		Private Organization	Forsyth
Phillip Carter Sr.		Elected Public Official	Forsyth

Committee Name: Plans & Objectives			
Chris Bryan	Chairperson	Elected Public Official	Forsyth
Mary Ford		Low Income	Forsyth
Amalullah Saleem		Low Income	Forsyth
LaMonica Sloan		Elected Public Official	Forsyth
Larry Herzberg		Private Organization	
Committee Name: Development & Fundraising			
Chenita Johnson		Low Income	Forsyth
Johnnie Ruff		Private Organization	Forsyth
Anne Priester		Private Organization	Forsyth
LaMonica Sloan	Chairperson	Elected Public Official	Forsyth
Mary Jo Tull		Elected Public Official	Forsyth
Michael E. Harris		Elected Public Official	Forsyth
Toni Grace		Elected Public Official	Forsyth

*To be completed by agencies serving multiple counties.

**Community Services Block Grant Program
Fiscal Year 2015-16 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:**

ESR sponsors a number of community forums in low-wealth residential areas, in easily accessible facilities such as ESR, local churches, recreation centers, DSS, Health Department, and VITA sites. Our low-wealth community participates in these discussions, sharing their experiences and everyday realities. Those who attend receive information about ESR's currently operated programs and ESR solicits their input regarding challenges in their communities and the potential solutions ESR might offer. ESR's Board and management consider the information from these forums when developing new strategic plans. Representatives of the poor on the ESR board have input into the planning process at both the board and committee levels. ESR encourages program participants to complete a questionnaire regarding their experiences with our agency, including suggestions for further program development based on community needs.
 - b. **Agency Staff:**

The staff prepares the application based on the needs determined during the previous year's operation utilizing information that comes from the public, program participants, collaborative partners and fund sources. ESR's Administrative staff, accounting staff, and programmatic staff collaborate to ensure consistency, accuracy, and thoroughness in our current grant application. Changes in each year's grant application are the result of information gained through monitoring, assessment, and evaluation of the past year's Agency performance. Agency staff members monitor their caseloads closely for needed changes in services related to the current economic conditions and service provision trends.
 - c. **Agency's Board Members:**

The Board authorizes the staff to develop the application based on the information collected from the previous year's operation. Under the direction of our Executive Director, our Board has filled vacant Board positions, updated Personnel Policies and Procedures, and has participated in various orientation and training activities. The Board's secretary records Board activities in the minutes of our Board meetings. The current three-year plan (and specifically the CSBG proposal for PY 15-16) includes information gained through past planning activities, Board meetings, and the annual Board retreat. The Board makes recommendations as needed on our CSBG application and approves the application before submission.
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.

Collection and study of data on factors related to or resulting from poverty (such as racial discrimination, disparity in wage scales between men and women, poor education, and unemployment and underemployment), provide ESR with important information to identify and combat the causes of poverty in the community. Case management services help identify gaps

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Planning Process Narrative (continued)**

in client education that can also help us identify poverty causes. These gaps include lack of economic literacy and lack of positive role models in a mentoring capacity.

The Board also discusses poverty causes in the process of evaluating and monitoring the work of the agency. The ESR Board often invites Self-Sufficiency Program graduates to Board meetings to discuss their success, to provide feedback regarding the original cause of their poverty and to discuss what worked best for them in getting out of poverty. Graduates are encouraged to share their opinions about ways to modify services to make programs even more successful in removing residents from poverty.

Available resources are a major factor in selecting causes to address. In line with ESR's mission to combat poverty in Forsyth County, we are continuing to emphasize activities designed to combat three major causes of poverty in Forsyth County: 1) lack of jobs paying a living wage, 2) lack of economic literacy resources and training, and 3) lack of availability of low to moderate income housing opportunities. ESR addresses other poverty causes on a basis of greatest apparent need/least availability of suitable services. ESR closely monitors changing needs of the low-income population in Forsyth County and adjusts its programming accordingly. ESR is focusing on increased poverty issues in Forsyth County including layoffs, cuts in work hours, cuts in medical insurance benefits, and difficulty in the areas of job placement, wage progression, and employment promotion.

The criteria used for selecting the causes of poverty to be addressed is the monetary impact which a particular cause has on the low income population of Forsyth County and priorities mandated by the state for agencies which administer the Community Service Block Grant funds.

The criteria used to select the projects for a one-year program are:

- a) Does the project assist the Agency in meeting its mission statement as approved by the Board of Directors?
- b) Which activities will have the greatest impact on the most problems facing poor people?
- c) What nature and quantity of resources are available to address a particular need?
- d) Is the project within the capacity of the staff to handle?
- e) Will the project fill a major service gap in the community?
- f) Will the project assist in meeting ROMA goals?
- g) Will the project have a significant community impact in the future?
- h) Will the project lead to cost effective empowerment of the poor?

The methods used include:

- a) Selecting and prioritizing criteria,
- b) Presenting selected strategies to the appropriate committee and Board of Directors for approval,
- c) Discussing prioritized strategies with other service care providers to ensure consistency and non-duplication of services within the local continuum of care,
- d) Making sure methods are consistent with rules and regulations associated with the CSBG Grant,
- e) Making sure methods will include specific strategies designed to meet ROMA goals, including program results designed to demonstrate the positive outcome measures generated by the CSBG Program,

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Planning Process Narrative (continued)**

- f) Implementation of our strategic planning model mission and vision to ensure the most cost effective empowerment of clients through community impact strategies designed to combat the root causes of poverty in Forsyth County, and
 - g) To ensure immediacy, transparency, and accountability when using public funding to provide client services
3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.
- a) CSBG clients are encouraged to enroll in the IDA Program. The IDA Program promotes homeownership, which provides an opportunity for citizens to have a greater stake in their community. IDA graduates serve on community groups, neighborhood protection groups, school related committees, community election committees, community awareness groups, and other opportunities made possible through homeownership.
 - b) CSBG clients who enroll in NC Saves have their own personal savings accounts, and have access to other banking products and services. Previously unbanked clients gain confidence with this experience.
 - c) Greater collaboration between CSBG Self-Sufficiency and IDA, NC Saves, and EITC activities empowers CSBG clients, especially those who receive priority entry into other in-house ESR programs such as IDA.
 - d) We continue to emphasize education/training. Education/training will provide opportunities for better jobs, which offers ESR's CSBG-funded self-sufficiency clients increased authority over their lives and futures.
 - e) The Forsyth Free Tax (EITC/VITA) Program empowers households by providing free tax preparation services, more money in clients' pockets from EITC returns, asset building counseling, and linkages to other asset building programs in the community.
 - f) ESR emphasizes financial literacy education.
 - g) ESR boosts Self-Sufficiency clients' self esteem, self confidence, and assertiveness in taking greater control of their lives through case management services, including personal and budgeting counseling, which helps clients understand that they can control their lives and finances.
 - h) ESR works collaboratively with other agencies to help clients get services they need to remove themselves from poverty.
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.

ESR collaborates with a broad range of service organizations to implement new strategies to combat poverty. We collaborate with churches to help meet immediate and emergency needs through in-kind services. Private and foundation resources help provide client

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Planning Process Narrative (continued)**

assistance funds that provide clients with a safety net while they learn self-sufficiency skills and take control of their futures. We collaborate with a variety of agencies that provide educational services including basic life skills, financial literacy, job search and retention skills, career training, post secondary education, and homebuyer education. Goodwill, The Department of Commerce Department of Workforce Divisions, Urban League, Vocational Rehabilitation, and the JobLink Career Center assist our clients with employment related needs. We also utilize our friendships with agencies of all kinds to improve our outreach, both to low-income citizens of our community who might benefit from our services and to community residents who are in a position to assist through donations and volunteerism. As the coordinated intake system finds its feet in the community, ESR's participation makes collaboration with other participating agencies a natural extension of our service model.

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.

ESR provides information to everyone who contacts our agency. For those whose needs fall outside the scope of our programs, we provide referrals, both formal and informal, to partner or collaborative agencies to see that those who need services can obtain them. We constantly seek new service providers that we can tap to assist community residents that do not qualify for our programs. We also leverage services in collaboration with other programs and agencies to help our clients obtain more robust services without taxing any single agency's resources more than strictly necessary.

Those whose needs can best be met by ESR's programs are provided case management, financial literacy training, and supportive services to help them become stable. ESR's Success Coaches encourage each client to meet and exceed their goals, and to set new, higher ones that lead to still greater self-sufficiency. We emphasize training, financial literacy and wage/employment progression in our self sufficiency case management, and as such we make use of any community resources we find that align with our case management model. We expanded our employment related services through close linkages with the Workforce Investment Board, the JobLink Career Center, and The Department of Commerce / Division of Workforce Solutions. ESR has CSBG-funded staff out-stationed at the main JobLink Career Center (The Department of Commerce / Division of Workforce Solutions), Goodwill Industries, and Forsyth Technical Community College to meet these needs. As we learn of new services and programs available in the community, we contact the providers to learn more and assess how those services might benefit our clients, as well as discuss how our services might benefit theirs.

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).

ESR strongly supports fatherhood initiatives through providing self-sufficiency services to clients referred by the Urban League and related activities sponsored through WorkFirst and Welfare-To-Work initiatives. We work closely with the Housing Authority in making cross-referrals

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Planning Process Narrative (continued)**

between ESR programs and the Family Self-Sufficiency Program. We also collaborate with Family Services and Goodwill Industries programming. All ESR programs have the goals of strengthening families and communities, improving family stability, and combating generational poverty through education, asset building opportunities, and exposure to proper role models through mentoring opportunities. Community programs refer mostly African-American males to ESR for assistance as they are about to be incarcerated or as they re-enter society. Challenging issues related to this population include child support payments, child visitation and related effective parenting skills, employment, housing (difficult due to criminal history and past rent payment history), and related issues threatening family stability. ESR programs work with the family unit to address stability issues, and seeks out educational resources for clients that help improve their parenting and problem solving skills.

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.

ESR has formed close working relationships with the Northwest Harvest Food Bank, Department of Social Services, American Red Cross, Salvation Army, Samaritan Ministries (Soup Kitchen), Rescue Mission, Health Department, Crisis Control Ministries, Goodwill Industries, local churches, local grocery stores (food vouchers/gift cards), and others to meet documented needs in this area. ESR makes community referrals to clothing closets. ESR understands that basic needs such as food, clothing, and shelter must be met before higher-level self-sufficiency goals can be accomplished. The CSBG Program and the local Rapid Re-Housing Program have strengthened ESR's relationships with Crisis Control Ministries, our major emergency assistance provider. ESR also has its own small supply of non-perishable goods to supplement clients' use of these community resources, which relies almost entirely on community donations.

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 Investment Act of 1998.

ESR coordinates WIA activities through the JobLink Career Center of which ESR is a collaborative partner. ESR has one Self-Sufficiency staff person stationed onsite at the primary JobLink Career Center (The Department of Commerce/Division of Workforce Solutions), another Self-Sufficiency staff person stationed at the JobLink satellite office located on the West Campus of Forsyth Technical Community College, and a third staff person at the JobLink satellite office at Goodwill. These persons act as liaisons for referrals between ESR and JobLink.

Goodwill Industries, the local community colleges, ESC, Vocational Rehabilitation, public schools, and the Urban League are all collaborative partners under WIA. These agencies collaborate to serve clients even after the Welfare-to-Work Program ended and/or changes occurred in Summer Youth Programs. ESR has been assertive in recent years in revitalizing and using the local WIA sponsored Workforce Development System in an attempt to meet challenges related to the economy. Employment services are crucial to the success of our programs. ESR has increased coordination with Goodwill Industries in areas of pre-

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Planning Process Narrative (continued)**

employment skills training, job placement of clients, job retention, and economic literacy training.

ESR works closely with the Workforce Development system (WIA) to implement our Programs. One of our largest volume Forsyth Free Tax (EITC VITA) sites is located at a JobLink satellite site at Goodwill. Many WIA customers are becoming NC Savers as they obtain employment. Clients obtaining employment through the Workforce Development Program often enroll in the Self-Sufficiency Program at ESR to focus on job retention, transportation, childcare, budgeting, and related factors so that the new-found job can assist the household rising above poverty.

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).

The ESR Self-Sufficiency Program staff coordinates with the Department of Social Services in administering the Emergency Energy Crisis Intervention Program under Title XXVI by:

- Attending information sharing meetings
- Participating in outreach planning
- Referring eligible households to the Department of Social Services and Salvation Army to apply for assistance
- Acting as personal representative for individuals who have no one else to apply for them
- Distributing information flyers to areas with a concentration of low-income residents
- Coordinating activities with the Salvation Army, where CIP applications are accepted
- Assisting in publicizing beginning and ending dates for LIHEAP/CIP assistance
- Accepting referrals on applicants who did not qualify for fuel assistance and referring to other sources as appropriate
- Tracking Emergency Assistance clients on the CHIN system so that all community services providers will be aware of the EA services already provided to each client.

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.

ESR and Goodwill Industries entered into a collaborative effort to provide economic literacy training to low income families, specifically including low-income youth. The local school systems do not provide financial education training and children need this information to escape or avoid poverty in the future. All of ESR's programs combat generational poverty issues. We are receiving more requests for services to youth who are about to become adults.

ESR is collaborating with a local initiative to provide economic literacy training to young adults as part of the Crosby Scholars education program. This young adult population consists of high school students preparing to enter a college or university, and provides a savings match to meet tuition and fees when the program is completed. This initiative will serve 10 individuals per quarter.

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Planning Process Narrative (continued)**

11. Describe activities that your agency has undertaken or plans to undertake to establish a pool of unrestricted funds to further the agency's mission and reduce dependency on government funding.

a. Funds to support services for low-income persons

ESR has abundant grant writing experience among staff and we are continually seeking new fund sources to provide unrestricted funds. ESR continues to seek new funds from Forsyth County, the City of Winston-Salem, and local foundations that have a history of providing unrestricted funds in our community. We are applying for and receiving small grants that cover specific expenses or specific projects and activities that benefit our clients directly.

We learned new fundraising techniques through our capital campaign efforts which may be used extensively in the future to provide unrestricted funds. Our financial officer and finance committee have been extremely frugal with the unrestricted funds that we have raised, and have attempted to save and invest these dollars to increase these resources, just as we ask our clients to do.

We have embraced the concept of using Capital Campaign efforts to broaden ESR's donor base now that the campaign is essentially completed. During initial campaign efforts, it became obvious that ESR is one of the best kept secrets in our community, especially among potential donors who have resources to support program activities in the future. The services ESR provides, the philosophy of our service model, the cost effectiveness of our agency, and the positive program outcomes make ESR an excellent investment in the community.

b. Funds to support the overall agency

ESR's Board of Directors has been working on plans for raising unrestricted funds for several years now. Ideas included small business ventures, however the poor economy has forced us to wait before moving forward on these. The expanded donor base from our capital campaign will provide unrestricted funds in the future. The savings in rent from our old building will partially be used for maintenance of the new building, for upgrades to staff salaries, and for restrictive funds costs. This should free unrestricted funds for efficient use in areas of greatest need.

Additionally, we are exploring fundraising activities such as Giving Tuesday, creating a signature item to sell as part of an annual fundraising campaign, and launching an additional signature event. We are investigating the possibilities of a 5K run for the spring of 2015 as part of our community day fundraiser, in addition to revisiting our golf tournament, which raised approximately \$9,000. Although the tournament had heavy sponsorship, we considered this quite a success for a first time event. We believe that the moderate to low overhead for a run and the popularity of such events makes it well worth researching.

Recurring government and foundation grants are becoming smaller and more difficult to secure, so we are forced to find other means of maintaining the agency. While we recognize the necessity driving the reduction of grant funds, it is difficult to attract and retain quality staff long term when funding is project-based. We are expanding our fundraising activities to address this.

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Planning Process Narrative (continued)**

12. 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].

ESR's client Success Plans include a household budget analysis that seeks out sources of income that the client may qualify for but is not taking advantage of, including but not limited to child support. We refer client custodial parents who are eligible for child support directly to the Department of Social Services for child support services. ESR has, through a number of collaborative projects, direct linkage to DSS, and we are able to refer eligible clients directly to the appropriate department, and sometimes even to a specific person in that department.

Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
OEO Form 210

Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2013 - June 30, 2016

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

Lack of comprehensive services for the purpose of enabling low-income families to become self-sufficient.

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources). Explain why the problem exists. Identify the segment of the population and give the number of people experiencing the problem. Explain how the persons are adversely affected.

In a recent CFED study, it was found that one out of every four households owes more than they own, and over one third of families do not have enough assets to meet their most basic needs for three months should they lose their main source of income.¹ This lack of household stability is defined as "asset poor." Providing low-income families with comprehensive services (client assistance and case management) improves their opportunities to become self-sufficient. Lack of educational attainment (only 32% of Winston-Salem residents have a bachelor's degree or higher) and skills training are barriers that prevent low-income families from wage improvement, which is a move toward self-sufficiency. Jobs, housing, or education, without supportive services designed to remove barriers, such as childcare, transportation, counseling needs, etc., often do not result in successful outcomes. Further, families with no supportive Success Coaching often lose jobs and housing within four months because of the lack of supports. While no agency can lift every family from poverty, those providing only limited services or services with no case management component seem to provide only limited relief to these distressed families and often do not address generational poverty at all. Comprehensive services address not only the immediate, critical needs of families in poverty, but attempt to remediate the broader range of barriers that exists for those families.

According to the *Assets & Opportunity Profile: Winston-Salem and Forsyth County*, 39% of Winston-Salem households live in asset poverty, 22% live in extreme asset poverty, 60% of single-parent homes live in asset poverty, and 56% have subprime credit scores.¹ A variety of factors threaten the economic security of our families and children in recent years including increased poverty, extremely high unemployment levels, industrial decline, slow job growth, and reduction in federal and state social services spending. Private fund sources have become more reticent with regards to grants, being able to provide less support to fewer non-profits than ever before, at a time when the need is greatest.

Various agencies provide Success Coaching services for select populations in Forsyth County. However, these services are limited in scope and intensity, they focus on individuals rather than families, and they are not comprehensive in nature. We are not aware of any other agency that provides comprehensive, customized, and integrated Success Coaching services and other supportive services offered by the Self-Sufficiency Program.

According to the US Census Bureau, approximately 37% of Forsyth County households have annual incomes of less than \$35,000. Single parent, female-headed households are at greatest risk of being persistently poor, with 67% of these single-parent households defined as asset poor. New families are still joining the ranks of the low-income from the middle class as jobs that pay enough to support families are slow to become available. These newly impoverished families are steadily swelling the unemployment rolls, as well as increasing the volume of residents seeking out supportive services. The US Department of Labor Bureau of Labor Statistics reports that unemployment as of September has declined to 6.7%, however the jobs that are becoming available are mostly low wage and entry level jobs that are inadequate for supporting a family.

Statistics prepared by the Conference on Poverty, Inc. suggested that there are 6,000 poor families with children in Forsyth County. This represents 12% of the total population in Forsyth County. Seventy-four percent (74%), or 4,440 families, are single parent, female-headed households. Conference on Poverty, Inc. statistics also suggested that there are 30,000 individuals (counting both families with children and individuals) in poverty in Forsyth County. The adverse effects of the economic recession caused the number of families and individuals in poverty in Forsyth County to increase. Also, the nation's savings rate for low to moderate income families is similar to the rate documented in 1933, which is the lowest in history.

Supportive services for the poor, including Success Coaching, are the most critical ingredients in empowering families to move toward self-sufficiency. Services offered without supportive services and intensive case monitoring are often unsuccessful. Recidivism often becomes a problem when comprehensive services are unavailable, as well. As poor families struggle to find ways to survive, they find themselves back in the same cycle of having only some of their needs addressed, or addressed only short-term. In the majority of cases, impoverished families need a broad range of services in order to become self-sufficient, and either cannot access or do not know about resources in the community that can assist them. They take care of the immediate crisis through available services, but may still be only one illness or accident away from homelessness. As long as these families have difficulty taking advantage of comprehensive services that include individualized case management as well as supportive services, their children will also be more likely to remain impoverished, continuing the cycle of generational poverty. Not only does this type of financial insecurity destabilize families, it also jeopardizes the long-term vitality of cities and local economies.

¹ Building Economic Security In America's Cities: New Municipal Strategies for Asset Building and Financial Empowerment (Washington, DC: CFED, 2011).

Section II: Resource Analysis (use additional sheets if necessary)

3. Resources Available:
 - a. Agency Resources:
 - Burton Street Shelter
 - Spring Street Shelter
 - Fifth Street Permanent Housing Facility
 - WSSU Interns (volunteers)

b. Community Resources:

Training, In Kind Services

American Red Cross
Career Connections and Prosperity Center
Department of Commerce
Department of Employment Security
Forsyth County DSS
Forsyth County Health Department
Forsyth County Mental Health Department
Forsyth Technical Community College
Goodwill Industries
JobLink Career Center
Lou Baldwin Realty
NC Cooperative Extension
Next Step Ministries
Second Harvest Food Bank of Northwest NC
Salem College
Veteran’s Administration
Wake Forest University
WIA/JobLink Career Center
Winston-Salem Housing Authority
Winston-Salem Housing Authority
Winston-Salem State University
Winston-Salem/Forsyth County Homeless
Council
Workforce Development Board

Referral

Local Faith Community
Rescue Mission
Salvation Army
Samaritan Ministries
Crisis Control Ministries
Sunnyside Ministry
Battered Women’s Shelter

Fund Sources

MDC/EITC Carolinas
Kate B. Reynolds Charitable Trust
NC Department of Health & Human Services(OEO)
United Way of Forsyth County
Winston-Salem Foundation
W-S Community & Business Development Dept.
City of Winston-Salem
Department of Housing & Urban Development (HUD)
Department of Labor
FEMA
RJ Reynolds

IDA Partner/Resource

Center for Home Ownership (CHO)
Forsyth County Housing Department
Local Banks
Local Realtors
Habitat for Humanity
IDA Work Group
IDA Work Group
NC Housing Finance Agency
NC IDA Collaborative

EITC/NC Saves Partner/Resource/Site

Forsyth Working Families Partnership
Local Libraries
Local Banks
IRS
Offices Community Services
Goodwill Industries

4. Resources Needed:

- c. Agency Resources:
Staff, volunteers, and financial resources
- d. Community Resources:
Volunteers

Section III: Goal and Strategy

5. Long-Range Goal:

To move 180 families above Poverty Income Guidelines by June 30, 2016

6. Strategies for Achieving Long-Range Goal:

Provide Success Coaching to low-income families along with a direct provision of services resulting in an increase in family income and empowerment leading to economic self-reliance including families moving above the poverty level.

Provide long-term Success Coaching to families along with a direct provision of services that results in job placement, job retention, job stability, wage progression, family income increase, improvement in educational levels, economic literacy training, asset building, stable, affordable housing, healthcare coverage and basic independent living skills.

Collaboration of services with local human service agencies to provide needed assistance, to maximize resources, to minimize gaps in services, and to prevent duplication of services.

Promote a better community understanding regarding the need to remove barriers affecting the unemployed and underemployed in their efforts to attain skills to enable them to compete in the job market.

Provide educational training in career areas leading to employment paying a living wage and providing healthcare coverage.

Provide self-sufficiency and housing services to low-income families who are not homeless but present significant housing needs.

Provide economic literacy training and associated programs with the goals of:

- a. Changing savings/spending habits,
- b. Creating a realistic family budget,
- c. Persuading families to take advantage of Earned Income Tax Credits (EITC), free tax preparation services and to make wise use of their tax refund money,
- d. Promoting savings, investment, wealth accumulation, and asset building, rather than spending and consumption, as a way to increase net worth,
- e. Promoting asset accumulation as a new tool for combating generational poverty,
- f. Introducing clients to the Individual Development Account program as a new tool to combat generational poverty,
- g. Introducing clients to NC Saves, which assists households in opening a savings account, assists in accumulation of savings, teaches financial literacy, provides a wealth coach, and helps establish good credit and reduce debt.

Use other ESR in-house programs such as IDA, NC Saves, and Forsyth Free Tax (EITC/VITA) to supplement and support our core services provided in the Self-Sufficiency Program.

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Self-Sufficiency Program						
2. Poverty Cause Name:	Lack of comprehensive services for the purpose of enabling low-income families to become self-sufficient.						
3. Long-Range Goal:	To move 180 families above Poverty Income Guidelines by June 30, 2016.						
4. Selected Strategy:	To provide families with long-term Success Coaching and direct provision of services, resulting in the cost effective empowerment of clients leading to economic self-reliance.						
5. Project Period:	July 1, 2015	To	June 30, 2016	Plan Year	3	of	3
6. CSBG Funds Requested for this Project:	\$624,734						
7. Total Number Expected to Be Served:	180						
a. Expected Number of New Clients	80						
b. Expected Number of Carryover Clients	100						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):							60
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 180 families with long-term Success coaching and direct provision of services, resulting in the cost effective empowerment of clients leading to economic self-reliance during the period of July 1, 2015 through June 30, 2016.						
1. Obtain detailed case record information in order to determine eligibility and needs. ESR verifies eligibility on all cases. Staff makes every effort to maintain file integrity and client privacy.	<i>Director of Agency Operations (Dir. of Agency Ops) Self-Sufficiency Services Manager (SS Services Manager) Outreach Service Coordinator (Outreach Svc Coord) Success Coach I Executive & Program Assistant (Exec/Program Asst) Administrative Assistant (Admin Asst) Orientation/Eligibility Specialist Receptionist/Resource & Referral Agent (Reception /Res /Ref Agent) Technical Support Associate (Tech Support Associate)</i>	120 (20 new)	140 (20 new)	160 (20 new)	180 (20 new)	

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
2. Examine and evaluate individual client situation to determine services needed to promote self-sufficiency.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I Exec/Program Asst Admin Asst Orientation/Eligibility Reception/Res /Ref Agent	20 (20 new)	40 (20 new)	60 (20 new)	80 (20 new)	
3. Develop a Success Plan, including short-term objectives and long-term goals with each new client to provide comprehensive services for enabling self-sufficiency.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I	20 (20 new)	40 (20 new)	60 (20 new)	80 (20 new)	
4. Formulate or update Success plans as necessary with each client. Periodically review cases for quality control (minimum of every two weeks, maximum every 90 days)	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I Exec/Program Asst Admin Asst Orientation/Eligibility	120 (20 new)	140 (20 new)	160 (20 new)	180 (20 new)	
5. Accept referrals from and refer individuals to as many appropriate resources as necessary. Follow up/track referrals enrolled from other resources to determine program completions and results. This increases accessibility to services in a community that is rich in resources and saves ESR's resources by having the human service agency receiving the referral to activate its resources to serve the client.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I Exec/Program Asst Admin Asst Orientation/Eligibility Reception/Res /Ref Agent	250 (250 new)	500 (250 new)	750 (250 new)	1,000 (250 new)	

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
6.	To continue our cooperative work agreement with the TANF/WorkFirst program, including a formal work agreement for IDA. The CSBG Self-Sufficiency Program is a form of WorkFirst diversionary assistance in Forsyth County.	Executive Director Dir. of Agency Ops SS Service Manager	5 (5 new)	10 (5 new)	15 (5 new)	20 (5 new)
7.	Provide individual counseling in such areas as: life skills, employment, housing, economic literacy, asset building, savings, budgeting, job search, etc.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I	120 (20 new)	140 (20 new)	160 (20 new)	180 (20 new)
8.	Provide financial assistance for clients needing supportive services (food, shelter, household expenses, clothing, childcare, and transportation), work and education-related expenses, or any other barrier to self-sufficiency. Communication with Community Emergency Assistance Providers is through the CHIN system.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I	120 (20 new)	140 (20 new)	160 (20 new)	180 (20 new)
9.	Provide exposure to and opportunity for Self-Sufficiency activities with all ESR services (IDA, Housing, Permanent Housing, NC Saves, EITC) through intra-agency referrals, interagency referrals, joint case staffing, and training of adjunct staff by the Director of Agency Operations)	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I	120 (20 new)	140 (20 new)	160 (20 new)	180 (20 new)
10.	Formulate, coordinate and conduct workshops designed to provide and/or enhance knowledge and skills needed to cope with or escape from a poverty lifestyle, i.e. consumer information, economic literacy, asset building, safety and crime prevention, parenting, etc.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord	1 (1 new)	2 (1 new)	3 (1 new)	4 (1 new)

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
11. Accumulate detailed information through the maintenance of a case file system and a computerized client assistance recording software package (AR4CA). AR4CA stores and retrieves information efficiently and effectively.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I Orientation/Eligibility	120 (20 new)	140 (20 new)	160 (20 new)	180 (20 new)
12. Develop and document a job enhancement service plan emphasizing job development, job search, job placement, wage progression, healthcare coverage, future training, job retention, educational upgrade, transportation, childcare, and related topics. We have two staff persons spending a portion of their time at our local JobLink Center, ESC office, and at Goodwill.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I	120 (20 new)	140 (20 new)	160 (20 new)	180 (20 new)
13. Coordinate with other community agencies and groups in order to initiate institutional changes that benefit low-income residents of Forsyth County through information sharing, community problem solving, planning, advocacy, etc.	Dir. of Agency Ops Development & Agency Relations Manager (Dev/Agency Rel Mgr)	1 (1 new)	2 (1 new)	3 (1 new)	4 (1 new)
14. Conduct annual evaluations of services and staff. This evaluation will include data from monthly, quarterly and semi-annual reviews.	Executive Director Dir. of Agency Ops SS Service Manager				May 2016

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
15. Staff cases with other agencies providing services as appropriate. These joint case staffing will assist in the activation of all available community resources in assisting families in becoming self-sufficient. The "Success" project will serve as the lead project for joint case staffing with agencies providing human services in Winston-Salem/Forsyth County.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I	12 staffing (12 new)	24 staffing (12 new)	36 staffing (12 new)	48 staffing (12 new)	
16. Obtain clients from walk-ins, direct referrals, and recruitment efforts that result in clients coming to the Experiment In Self-Reliance to access services. Identify, and recruit potential participants in low-income communities to ensure that services are being made available to eligible clients who might not otherwise access services at ESR. The EITC VITA tax sites are providing ESR an opportunity to serve CSBG eligible clients that have never been in contact with self-sufficiency services before.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I Dev/Agency Rel Mgr	20 (20 new)	40 (20 new)	60 (20 new)	80 (20 new)	
17. Plan and coordinate our annual Back to School Drive to prepare youth/children to enter or return to school in the fall. This event is supported by local businesses with in-kind donations that are distributed through ESR to low income youth, including those in our CSBG Self-Sufficiency Program.	Dir. of Agency Ops SS Service Manager Dev/Agency Rel Mgr Outreach Svc Coord Success Coach I Orientation/Eligibility Reception/Res /Ref Agent	Jul Aug Sep	Oct		June	
18. Provide clients access to lab computers and printer for numerous self-sufficiency activities, including job applications, school registrations, job search, resume creation, accessing credit and police reports, and filing tax returns, among others.	Tech Support Associate SS Service Manager Outreach Svc Coord Success Coach I Admin Asst Reception/Res /Ref Agent	120 (20 new)	140 (20 new)	160 (20 new)	180 (20 new)	

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
19. Ensure that ESR meets ROMA goals, including the capture, analysis and publication of performance outcome results and management accountability.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I Dev/Agency Rel Mgr Tech Support Associate Exec/Program Asst Admin Asst	4 reports (Jul, Aug, Sep, and 1st Quarter)	4 reports (Oct, Nov, Dec, and 2nd Quarter)	4 reports (Jan, Feb, Mar, and 3rd Quarter)	4 reports (Apr, May, Jun, and 4th Quarter)
20. Collaborate Self-Sufficiency services with the Forsyth Free Tax Program. All CSBG clients are strongly encouraged use EITC/VITA sites for free tax preparation. Historically, approximately 50% do so. Additionally, counselors offer asset building and financial literacy information as well as tax services.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I Dev/Agency Rel Mgr Tech Support Associate Exec/Program Asst Admin Asst	5	10 (5 new)	80 (70 new)	90 (10 new)
21. Continue expanding the NC Saves Project. This project assists clients in opening interest bearing savings accounts at local banks with no service charges. This allows ESR Success Coaches to assist CSBG clients in changing their spending/savings habits. Our CSBG Success Coaches provide financial literacy education and one-on-one financial counseling.	Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I	10 (10 new)	20 (10 new)	30 (10 new)	40 (10 new)

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
22. Implement new strategic planning strategies through all ESR programs. CSBG funded staff provide offsite services at Forsyth Technical Community College as a liaison for ESR clients with educational needs. CSBG funded staff provide offsite services at the Department of Commerce/Division of Workforce Solutions and Goodwill to act as a liaison for ESR clients with employment training opportunities.	Dir. of Agency Ops SS Service Manager Tech Support Associate Dev/Agency Rel Mgr Outreach Svc Coord Success Coach I Exec/Program Asst Admin Asst Orientation/Eligibility Reception/Res /Ref Agent	192 hours (192 new)	384 hours (192 new)	576 hours (192 new)	768 hours (192 new)
23. ESR's CSBG funded staff work collaboratively with the Housing Authority of Winston-Salem to help HAWS reach their requirement for funding and to provide self- sufficiency services to HAWS residents. ESR staff attends HAWS meetings regularly to remain abreast of the barriers to self-sufficiency HAWS residents experience.	Dir. of Agency Ops SS Service Manager IDA Program Manager Outreach Svc Coord Success Coach I Orientation/Eligibility Reception/Res /Ref Agent	3 hours (1 hour/ month)	6 hours (1 hour/ month)	9 hours (1 hour/ month)	12 hours (1 hour/ month)
24. At the request of our W-S City Council Members, ESR emphasizes direct provision of Success Coaching services to veterans. The focus of these services is to remove barriers to self-sufficiency and to empower Veterans to become economically and socially self-sufficient.	Dir. of Agency Ops SS Service Mgr Outreach Svc Coord Success Coach I Admin Asst Orientation/Eligibility Reception/Res /Ref Agent	4 (2 new)	6 (2 new)	8 (2 new)	10 (2 new)

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)					
Activities	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
25. ESR's focus on financial literacy and asset building has become a growing program trend for our clients. We want to continue to focus on bringing additional resources to bear that will offer more clients of our core programs access to this type of training, education, and information. We have leveraged local funding sources to provide Financial Literacy and Asset Building classes such as Money Management and Budgeting Your Money Effectively in partnership with local banks and collaborative agencies.	Executive Director Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I Admin Asst Orientation/Eligibility Reception/Res /Ref Agent	6 classes (6 new)	12 classes (6 new)	18 classes (6 new)	24 classes (6 new)
26. ESR is targeting specific educational opportunities that offer immediate employment opportunities. These are Truck Driver training and Certified Medical Assistant Training. These fields are in high demand in our area.	Executive Director Dir. of Agency Ops SS Service Manager Outreach Svc Coord Success Coach I Admin Asst Orientation/Eligibility Reception/Res /Ref Agent	10 clients (10 new)	20 clients (10 new)	30 clients (10 new)	40 clients (10 new)
27. We are a part of a community wide plan to examine Asset Poverty. As part of this collaborative initiative with the city of Winston-Salem and Forsyth County, we will expand the EITC Program and potentially the IDA Program. This plan emphasizes economic literacy training to families to help break the cycle of generational poverty and give citizens more of a stake in their community.	Executive Director Dir. of Agency Ops Sr. Finance Director SS Service Manager Dvmt/ Agency Relations Mgr	6 hours (2 hours/ month)	12 hours (2 hours/ month)	18 hours (2 hours/ month)	24 hours (2 hours/ month)

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

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.	180
The number of low-income participant families rising above the poverty level.	60
The number of participant families obtaining employment.	16
The number of participant families who are employed and obtain better employment.	40
The number of jobs with medical benefits obtained.	9
The number of participant families completing education/training programs.	27
The number of participant families securing standard housing.	4
The number of participant families provided emergency assistance.	25
The number of participant families provided employment supports.	40
The number of participant families provided educational supports.	88
The average change in the annual income per participant family experiencing a change.	Actual average: \$9,127
The average wage rate of employed participant families.	Actual Average \$11.27

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Table 2 Outcome Measures for Project 2 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	
The number of low-income participant families rising above the poverty level.	
The number of participant families obtaining employment.	
The number of participant families who are employed and obtain better employment.	
The number of jobs with medical benefits obtained.	
The number of participant families completing education/training programs.	
The number of participant families securing standard housing.	
The number of participant families provided emergency assistance.	
The number of participant families provided employment supports.	
The number of participant families provided educational supports.	
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
Fiscal Year 2015-16 Application for Funding
One-Year Work Program
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:											
Project Name:											
County											Total
Total Planned											
Project Name:											
County											Total
Total Planned											

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.
 - a. Board of Directors:
With the assistance of ESR's staff, the Program Committee develops the evaluation process, the evaluation plan, and the Evaluation Process Narrative (EPN) and presents to the Board of Directors for approval. The Program Committee coordinates and implements the Board's evaluation of all programmatic operations. Board ad hoc committees, with each committee consisting of at least one representative from each sector of the Board, conduct further evaluation. Each committee prepares a comprehensive evaluation report to submit to the full Board for its review and approval. The Program Committee reviews evaluation strategies for impact and effectiveness. From time to time, at its discretion the Board may hire or use outside consultants and experts to assist with different phases of the evaluation. Likewise, the Board may utilize other evaluation mechanisms from time to time if appropriate.
 - b. Low-Income Community:
In addition to Board representation, the Poor sector reviews our program at public meetings, public hearings, and focus groups, and we have an open door policy at ESR for public review and comments. We also have representatives of the low-income homeless population on our Board and in attendance at Homeless Council meetings, Shelter Providers meetings, and at Housing Advisory committee meetings. We receive input from the poor through the WorkFirst Planning Committee, which includes at least two Poor sector members, the Workforce Development Program, the Faith community, and the community at large. As ESR restructured our election process for selecting representatives of the Poor on our Board, feedback from the low-income community received emphasis. Organization of the election process served to set up elections and to solicit input from the low-income community members about ESR as a whole.
 - c. Program Participants:
Program participants have input through daily contact, by making suggestions on the agency client survey form after every visit, and on another more comprehensive client survey form after completion and termination/graduation from our program. ESR also provides suggestion boxes for clients at our managed housing facilities with client comments reported to the Board by the Director of Agency Operations. Also, ESR receives program participant feedback through our client grievance procedure including comments on our participant rights form, through our major strategic planning process, and through focus groups related to specific projects. These processes include feedback from past, current and potential ESR clients. Program graduates sometimes speak at Board meetings to share their experiences while enrolled in ESR Programs. Clients can review our agency on Facebook and at GreatNonProfits.org, as well.
 - d. Others:
At various times during the year, ESR staff members meet with low-income and target area representative groups, such as the various tenant councils of the local public Housing

Authority, to discuss program activities and any problems of concern to these communities. Past Board members also continue to be active in the community to relate community impact.

ESR welcomes interns to work with our program staff in conjunction with Winston-Salem State University, and Forsyth Technical Community College. These students are able to bring fresh perspectives to the community action process and give us valuable feedback on their experiences with our agencies and programs. We learn from them how our activities parallel or diverge from expectations students gained from their classroom studies.

Winston-Salem City Council, Forsyth County Commissioners, Johnson-West Associates, Inc., Mr. Chuck Chambers, Mr. Karl Yena, and all of our local funding sources have been involved in assessment and evaluation activities in Winston-Salem. Also, our community collaborative partners provide feedback during the CSBG planning regarding the CSBG plan and any changes that might need to occur.

The agency's annual Audit also plays a major role in the assessment and evaluation of all projects. Both Audit and Monitoring visits occur frequently with ESR fund source representatives coming to ESR for on-site visits, financial auditing of our budget and program monitoring related to program performance. We understand that characteristics such as immediacy, transparency, and accountability are crucially important to the operation of CSBG funded programs.

2. Describe how administrative policies and procedures are monitored by the Board of Directors.
The Board of Directors reviews the agency's administrative policies and procedures periodically to ensure that these are up to date and appropriate to the operation of programs and activities within the agency's scope. The Board seeks input from appropriate outside sources as well (e.g. wage comparability studies when discussing salary changes) to determine what if any changes or updates are necessary. These updates are most often part of the agency's strategic planning process. Additionally, because many of these policies are included with a wide variety of applications for funding, the Board revisits these policies at least annually to be sure they meet funding source requirements.
3. Describe how the Board acts on monitoring, assessment and evaluation reports.
The Program Committee monitors program activities and progress and gives periodic reports on all program activities (not just problem areas), and makes recommendations for corrective action as appropriate. The results of evaluations and impact studies are used in future planning efforts. When the evaluation indicates a need for immediate corrective action, the full Board takes appropriate action after adequate review by the affected committees. The corrective action taken by the Board may result in amended policies and procedures or amended plans and projects as appropriate.
The Program Committee may request outside assistance from various community organizations and agencies when evaluations and impact studies reveal problems or obstacles. The committee receives staff assistance in developing possible solutions or modifications. The committee submits recommendations to the full Board for approval. After Board approval, the committee amends plans and projects as appropriate or moves to implement said plans, projects, or updates on approval. The Board monitors new programs

and program changes especially closely, resulting in intensified activity and discussion at such times.

ESR's Board and staff use the cumulative record of assessments and evaluations as an instrument for the needs assessment, goal development, and strategy selection phases in the development of the current three-year CSBG plan (2013-2015).

4. Describe the Board's procedure for conducting the agency self-evaluation.

The Board appoints an ad hoc committee to manage the evaluation process. The committee establishes a bidding process to select a consultant to conduct the evaluation. The selected consultant works with the committee to plan, implement, and follow up with the evaluation. The committee ensures that all action steps are implemented and recommendations fulfilled. The consultant schedules a follow up evaluation to monitor agency progress in meeting evaluation goals.

ESR's Board conducts a self-evaluation every three to five years in conjunction with the new strategic plan cycle. Self-evaluations occur annually on a smaller scale. The Board evaluates annual program results at its annual meeting every September. Also, the United Way requires an annual self-evaluation as part of our requirements as a United Way sponsored agency.

5. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

The results of the most recent strategic planning process included a self-evaluation. ESR reviewed its Asset Building Programs (IDA and EITC) to align them with the community-wide study that focused on the impact of asset poverty in Forsyth County. The study determined that middle class families in Forsyth County have less than 90 days worth of savings to aid in maintaining their families during a crisis.

It was determined that one of the ways for Forsyth County residents to pay down debt and create savings opportunities is to expand the EITC program. Last year the Forsyth Free Tax (EITC/VITA) program served nearly 3,000 people. This program seeks to educate taxpayers about the Earned Income Tax Credit and assist them in receiving the credit for their households. In the past two years, we have saved taxpayers at least \$1 million in total tax refunds to Forsyth County, half of which stemmed from the EITC credit. The EITC Program is one of the largest anti-poverty programs in the US. On average, a qualified Forsyth County taxpayer receives \$1,700 in EITC refund dollars. In addition to benefiting working families, the credit brings money directly into our community. Studies show that taxpayers spend their refunds to buy consumer goods, pay off bills and work towards asset-building, and that financial education is critical to helping families save to weather financial difficulties in the future.

The most recent Agency evaluation process began in December 2011 and entered implementation phases during 2013. Implementation of the action steps from the strategic plan proceeds according to the expected schedule. While most aspects of the strategic plan have an associated time deadline, some are ongoing processes.

Funding from the Winston-Salem Foundation funded our strategic planning process. The Board chose Karl Yena, an outside consultant, to conduct the strategic planning process. The result of the process is a five-year strategic plan, covering the time period from 2013 through 2017.

Major tasks/changes regarding this plan include the following.

- Revise vision and mission statements - Completed
- ESR will align with community goals - Ongoing
- Revise "Core Values" - Completed
- Update Succession Plan - Completed
- Establish Salary Rate Scale - Completed
- ESR will add 3 positions to plan for future staff transitioning due to potential retirement to be outlined in our Succession plan. Proposed functional areas to add staff will be Human Resources, Finance, and Development. -Ongoing
- Develop Talent/Retention Plan to maintain leadership team and provide necessary leadership skills for the future - Ongoing
- Change Transitional Housing Program to Housing Services to meet new HUD guidelines - Completed
- ESR will continue to be the community leader in providing Self-Sufficiency, Housing Services, IDA, EITC, and NC Saves services - Ongoing
- ESR will continue to promote self-sufficiency through asset building, wealth accumulation, economic literacy training, savings and investment, and related strategies to combat poverty and to minimize generational poverty factors - Ongoing
- ESR will continue to work in concert with the Winston-Salem/Forsyth County 10 Year Plan to End Chronic Homelessness - Ongoing
- Wrap up capital campaign to raise \$3 million to move our office location. Through the fundraising process, ESR is educating the entire community regarding ESR's services, our rich history, and our future funding needs. ESR has purchased land in the community to continue to be easily accessible to our target population, to modernize our facilities, and to preserve our rich cultural heritage. -Move completed, Campaign near completion.
 - The secondary goal of ESR's capital campaign is to expand our donor base to provide additional fundraising opportunities for the future. ESR hosted a 50th Year Celebration to launch our Annual Giving Campaign. Expanding the donor base is ongoing.

**Community Services Block Grant Program
Fiscal Year 2015-16 Application for Funding
CSBG Administrative Support Worksheet
OEO Form 212A**

1. Administrative Support requested for (Name of Grant): Individual Development Account (IDA)	
2. Total amount of Administrative Support requested: \$12,000	
3. Brief description of grant including the name of the funding source: IDA is funded by United Way, Forsyth County and the Women's Fund. This program assists low to moderate income clients to become first time homebuyers, assists with rebuilding credit, teaches saving habits and financial literacy. This program is one of the most successful tools against generational poverty.	
4. Total Grant Amount:	\$148,050
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices) Indirect costs for the IDA Program are not available from current funding sources.	
6. How will the agency track the CSBG funds used for Administrative Support? Actual IDA salaries monthly x rate will be computed and kept as backup to reports	
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.) Indirect costs	
Indirect Costs	
Indirect Cost Base:	
Indirect Cost Rate %:	41.99%
Indirect cost base amount for this grant:	\$88,999
Percent indirect allowed by funding source for this grant:	0%
Dollar amount indirect allowed by funding source for this grant:	\$0
Cost Allocation	
Percent of administrative costs allowed by funding source for this grant %:	%
Dollar amount of administrative costs allowed by funding source for this grant:	\$
8. Actual numerical calculation used to determine Administrative Support needed: $\$88,999 \times 41.99\% = 37,371$ (Budget limits admin support to \$12,000)	
9. Administrative Support to be applied: (choose one)	Monthly <input checked="" type="checkbox"/>
	Quarterly <input type="checkbox"/>
	Annually <input type="checkbox"/>

OEO Form 225N-The Budget Narrative

Section III-Budget Summary			
Indirect Cost Rate Information:	ESR has no cognizant agency; an outside auditor that does not do our audit, Butler & Burke, prepared an Indirect Cost Rate Proposal Examination Report 1/20/15.		
Section IV-Salary and Wages			
Staff Names and Positions:	Fred Bazemore – Dir. Agency Ops (50% CSBG;50% Management Services); Sherri Paysour – SS Mgr(100% CSBG); Willa Hines – Receptionist/Resource& Referral Agent/Refer (75% CSBG; 25% Housing) Kimberly Simms – Orientation Specialist (75% CSBG; 25% Housing) Karen Forrest- Outreach Service Coordinator (75% CSBG; 25% United Way) Ola Ashford – Outreach Service Coordinator (75% CSBG; 25% United Way) Paige Winn – Success Coach I (100% CSBG) Beverly Alexander– Success Coach I (100% CSBG) Deborah Thomas – Executive & Program Assistant (40% CSBG; 60% Management Services) Shadowe Fahrney – Administrative Assistant (75% CSBG; 25% Management Services) James Cherry – Technical Support Associate (40% CSBG; 60% United Way) Victoria Hutchins – Development/Agency Rel. Mgr (20% CSBG; 80% United Way)		
Section IVa-Budget Support Data			
Fringe Benefits:	Calculations provided on OEO Form 225		
Communications:	Calculations provided on OEO Form 225		
Section IVb-Budget Support Data			
Equipment:			
Section IVc-Budget Support Data			
Space Costs:			
Travel:	All calculations are provided in OEO Form 225, NCCAA Spring Conference;		
Supplies/Materials:	All explanations are provided in OEO Form 225		
Section IVd-Budget Support Data-Contractual			
Sub-contractor [DBA if applicable]	Preston Sims & Darden, P.A.	Primary Contact	Mark T. Preston
Address/Phone	3410 Healy Drive, Suite 201-K Winston-Salem, NC 27103		
Service Description	Agency audit and Form 990		
Payment Arrangement	\$100 per hour billing rate with a maximum of \$17,000	Contract Duration	6/30/14, 6/30/15 and 6/30/16 auditing and income tax serv.
Sub-contractor [DBA if applicable]	Community Action Opportunities	Primary Contact	Carey Gibson
Address/Phone	25 Gaston Street Asheville, NC 28801 828-252-2495		
Service Description	AR4CA annual subscription fee		
Payment Arrangement	Pay per annual invoice ----- US Bank Equipment Finance 1310 Madrid St. Suite 101 Marshall, MN 56258-4002 Savin MP50025 copier 36 payments of \$365	Contract Duration ----- 36 mos. 5/20/14 - 5/20/17 800-328-5371	Annual -----
Section IVe-Budget Support Data			
Client Services:			
Other:			



Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: _____

County: _____

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO January 30, 2015.

Clerk to the Board should initial all items below.

- _____ The agency submitted a complete grant application for Commissioner review.
_____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.
_____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Witness/Notary

Date

BUDGET INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM

Please Note: Information should only be entered in the highlighted sections of this form. The tabs at the bottom of the form indicate the different sections of the budget. As amounts are entered in the various sections of the budget, the form automatically displays totals in the appropriate Object Category areas of the Budget Summary in the Cover Tab.

Budget Type

- Check "Annual Application" if this budget is being submitted with the CSBG Application.
- Check "Amendment" if this budget is being submitted with an amendment to the CSBG contract.
- Check "Budget Change" if this budget is being submitted with a Budget Change Request (OEO Form 225)

Section I. Identification:

Enter the agency name and contract period.

Section II. Contract Summary:

The only entries required in Section II are for Administrative Support. Enter the name of the program(s) being supported with CSBG funds and the amount(s) budgeted (see sample below). Entries must be consistent with information entered into the CSBG Administrative Support Worksheet (OEO Form 212A). Support documentation is necessary.

ADMIN. SUPPORT:		
Support Our Students	\$10,000	(Insert Program Name)

Section III. Budget Summary:

Project Names. Agencies budgeting more than one CSBG project should identify each project by in the appropriate columns. Once CSBG project administering names are entered in Section III, the names will populate in the same locations into each tab of the form.

Indirect Costs.

Agencies charging indirect costs (pursuant to an approved Indirect Cost Rate Agreement), should enter the Indirect Cost Rate, the base and the amount charged in the indicated spaces (see sample below).

Indirect Costs:				
Approved Rate: 16.8%	44,748			
Base: Salaries/Wages				

IMPORTANT - The Budget Narrative Form 225N is required to provide detail and support to budgeted line items. The instructions and the Form 225N are included in the application instructions. The Form 225N can be used to provide additional information on any section of the Budget 225. See page 9 of the application instructions.

Section IV. Salaries and Fringe:

All Fringe Benefits must be itemized and entered on a per employee basis, regardless if your agency has a "cognizant-approved fringe benefit rate" agreement. Two pages for Salaries & Fringe are included in the 225 form. If your agency has more staff than will fit on these two pages, please e-mail OEO Fiscal Analyst Steve Fowler at steve.fowler@dhhs.nc.gov or Jean Fecteau at jean.fecteau@dhhs.nc.gov and we will provide your agency with additional pages.

Position Titles must be stated exactly as they appear on the One-Year Work plan (OEO Form 212). List only those positions which have been assigned project activities on the corresponding OEO Form 212 and charged directly to the grant. Portions partially or fully funded by CSBG should be listed.

The actual Annual Salary for each position must be listed; combined salaries of positions with the same title are not acceptable in this column.

Enter Position Title, Annual Salary, Number of Months and CSBG Share. Then enter the itemized Fringe Type and the Computation for the Fringe. The amount of salary and every itemized fringe benefit charged to each Position Title must be entered in the program columns (see sample on next page). Total Salaries and Total Fringes for the program columns are automatically captured on the Cover Page.

SECTION IV. - SALARIES AND FRINGE										
Position Title	Annual Salary & Wages	No. of Months	CSBG Salary	% CSBG Share	Fringe Type (Itemize)	Fringe Benefit Computation eg. Benefit Amount x No. of Months eg. Salary x benefit Amount/%	Program 1	Program 1	Program 2	Program 2
							Fringes	Salary	Fringes	Salary
CSBG Manager	\$45,000	12	\$45,000	100.00%	Unemployment	\$20,400 x.0396%	\$404	\$22,500	\$404	\$22,500
					Health Ins.	\$500 per month x 12 months	\$3,000		\$3,000	
					Retirement	\$45,000 x 6%	\$1,350		\$1,350	
					Workers Comp	\$45,000/100x.33	\$74		\$74	
					FICA	\$45,000 x 7.65%	\$3,443		\$1,721	
Case Worker 1	\$35,000	12	\$35,000	100.00%	Unemployment	\$20,400 x.0396%	\$404	\$17,500	\$404	\$17,500
					Health Ins.	\$500 per month x 12 months	\$3,000		\$3,000	
					Retirement	\$35,000 x 6%	\$1,050		\$1,050	
					Workers Comp	\$35,000/100x.33	\$58		\$58	
					FICA	\$35,000 x 7.65%	\$1,339		\$1,339	
	TOTAL SALARIES		\$80,000				\$14,122		\$12,400	
	TOTAL FRINGES		\$26,522					\$40,000		\$40,000
	TOTAL FTE's			2.00						

Note: In the Budget Narrative Form 225N please provide staff names and position titles. If the employee is less than 100%, include the other program/percentages the employee works.

Budget Support Data (Sections IVa - IVd):

Note: Justification for total costs must be provided in the appropriate spaces for Communications, Space Costs, Travel, Supplies/Materials, Contractual, Client Services and Other. Additional information will be requested in the Form 225N.

Section IVa

A detailed description of anticipated Equipment (as defined in Attachment G of the CSBG contract) purchases is required along with the number of items to be purchased, the actual cost per item and the total cost of the item(s). In the Form 225N provide justification on the need for new equipment. Include planned office equipment with a useful life of 1 or more years in this area even if it does not exceed the capitalization threshold of \$500.00.

Section IVb

The Space Costs category should include facilities rent, utilities, maintenance costs, etc. Please list each facility with the associated costs per facility on separate lines.

The Travel category should include local mileage, per diem, lodging, transportation and other related items while in travel status on official business of the agency. All costs should be listed separately per travel event. Please be as specific as possible and include the number of staff, mileage traveled, mileage reimbursement rate, daily hotel rate, etc.

The Supplies/Materials category should include such items as office supplies, brochures, training materials, etc.

SECTION IVb - BUDGET SUPPORT DATA		
COST CATEGORY	Self Sufficiency	TOTAL
SPACE COST		
County Office - \$1,500 x 50% (CSBG) x 12 months	\$9,000	\$9,000
County Office Utilities - \$250 x 50% (CSBG) x 12 months	\$1,500	\$1,500
County Office Grounds Maintenance - \$90 x 50% x 12 Mo.	\$540	\$540
TOTAL SPACE COSTS		\$11,040
TRAVEL		
OEO Conference Per Diem - 5 staff x \$66 x 3 days	\$990	\$990
OEO Conference Hotel - 5 staff x \$125 x 3 days	\$1,875	\$1,875
OEO Conf. Mileage - 5 staff x .565 x 200 miles	\$565	\$565
TOTAL TRAVEL		\$3,430
SUPPLIES/MATERIALS		
Office Supplies \$150 x 12mths (file folders, pens, calendars, note pads, binders, paper clips, calculators)	\$1,800	\$1,800
TOTAL SUPPLIES/MATERIALS		\$1,800

Section IVc

The Contractual category should include, in addition to audit costs, a detailed description of any goods or services to be provided through a professional or personal consultant services contract. Detailed information is requested in the Form 225N. Agencies utilizing the Accountable Results for Community Action (AR4CA) database system should include related expenses under contractual. Please note that CSBG funds can only be contractually obligated during the contract period and Grantees should not enter into subcontract agreements prior to OEO's confirmation of an executed contract.

Section IVd

The Client Services category should include a detailed description of services to be provided to clients in each project. Budgeted services should support the services identified in the One Year Work plan.

The Other category should include a detailed description of any items not covered in previous cost categories. Support documents may be required. If Advertisement expenses are budgeted, please break out the expenses and label them appropriately (i.e. Recruitment).

Per County Budget

The County Budget is required for CAA's administering CSBG in a multi-county service area. The CSBG Allocation Spreadsheet indicates the total agency allocation as well as the county allocations which are based on the percentage of poor residents by county. Enter County Allocation figures into the Per County Allocation Line (Line 9) provided within the County Budget Tab.

The County Totals entered in the County Budget will populate on the Cover under the County Totals column. The figures on the County Totals column and the Program Totals column on the Cover should agree.

Total Agency Budget

The Total Agency Budget (TAB) is included for informational purposes and is required. The TAB is a two-page form, numbered separately from the OEO Form 225. Budget figures entered for OEO-funded programs should be consistent with amounts on the cover sheet of this form. Information should also be entered for all agency programs. All program budgeted amounts should reflect the actual or anticipated amount for the current funding cycle. Please do not abbreviate program names.

AGENCY BUDGET INFORMATION

Budget Type: Annual Application: Amendment: Budget Change:

Section 1. IDENTIFICATION

Agency Name: EXPERIMENT IN SELF-RELIANCE, INC. Contract Period: July 1, 2015 - June 30, 2016

SECTION II. CONTRACT SUMMARY

CSBG	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contract Amount
	\$506,824	\$117,910	\$12,000	\$636,734
TOTAL OEO CONTRACT AMOUNT				\$636,734

CSBG ADMINISTRATIVE SUPPORT: Insert name of program supported by CSBG and the amount of support indicated on the Administrative Support Worksheet (OEO Form 212A).

Individual Develop. Acct. \$12,000 (Insert Program Name)

SECTION III. BUDGET SUMMARY

OBJECT CATEGORIES	SELF-SUFFICIENCY	(Insert Program Name)	PROGRAM TOTALS	COUNTY TOTALS
Salaries & Wages	\$280,804		\$280,804	\$280,804
Fringe Benefits	\$100,288		\$100,288	\$100,288
Equipment				
Communication	\$7,011		\$7,011	\$7,011
Space Cost	\$19,778		\$19,778	\$19,778
Travel	\$7,218		\$7,218	\$7,218
Supplies/Materials	\$4,860		\$4,860	\$4,860
Contractual	\$15,399		\$15,399	\$15,399
Client Services	\$68,885		\$68,885	\$68,885
Other	\$2,581		\$2,581	\$2,581
Total Direct Costs	\$506,824		\$506,824	\$506,824
Indirect Costs				
Approved Rate: 41.99%	\$117,910		\$117,910	
Base : Direct salaries				
TOTALS	\$624,734		\$624,734	\$506,824

EXPERIMENT IN SELF-RELIANCE, INC.

SECTION IVa. - BUDGET SUPPORT DATA

COST CATEGORY				SELF-SUFFICIENCY	(Insert Program Name)	TOTAL
EQUIPMENT						
Description	Quantity	Unit Price				
TOTAL EQUIPMENT						
COMMUNICATIONS						
Postage 100 pieces avg./mo. X .48 x 12 mos.				\$576		\$576
\$65 mo. X 8.25 extensions. = \$536.25 X 12 mos.				\$6,435		\$6,435
TOTAL COMMUNICATIONS				\$7,011		\$7,011

SECTION IVb - BUDGET SUPPORT DATA

COST CATEGORY	SELF-SUFFICIENCY	(Insert Program Name)	TOTAL
SPACE COST			
Mortgage payment 3480 Dominion Street \$2,896 mo. X 12 mos. X 27.5%	\$9,557		\$9,557
water/sewer \$245 mo. X 12 mos. X 27.5%	\$808		\$808
electricity \$1,128 mo. X 12 mos. X 27.5%	\$3,722		\$3,722
pest control \$85 mo. X 12 mos. X 27.5%	\$280		\$280
Trash collection \$65 mo. X 12 mos. X 27.5%	\$214		\$214
cleaning service \$1,500 mo. X 12 mos. X 27.5%	\$4,950		\$4,950
security monitoring \$75 mo. X 12 mos. X 27.5%	\$247		\$247
TOTAL SPACE COSTS	\$19,778		\$19,778
TRAVEL			
Meals/lodging (per diem)			
Meals average \$56.75 per day x 6 days x 4 staff	\$1,362		\$1,362
Lodging average \$100.66 per day x 6 days x 4 staff	\$2,416		\$2,416
Conference registration \$300 avg. x 4 staff (NCCAA)	\$1,200		\$1,200
Mileage 1,000 miles average x 4 staff x .56	\$2,240		\$2,240
TOTAL TRAVEL	\$7,218		\$7,218
SUPPLIES/MATERIALS			
Office and Computer supplies (pens, paper, folders, clips, pads, calendars, planners, etc.) \$325 mo. Avg. x 12 months	\$3,900		\$3,900
Janitorial supplies (paper towels, tissue, etc.) \$80 mo. Avg. x 12 mos.	\$960		\$960
TOTAL SUPPLIES/MATERIALS	\$4,860		\$4,860

SECTION IVc. - BUDGET SUPPORT DATA

COST CATEGORY		SELF-SUFFICIENCY	(Insert Program Name)	TOTAL
CONTRACTUAL				
Audit (Per Cost Allocation Plan)		\$5,819		\$5,819
Other (specify)				
AR4CA agreement support		\$5,200		\$5,200
Savin copier lease \$365 mo. X 12 mos.		\$4,380		\$4,380
		\$15,399		\$15,399

EXPERIMENT IN SELF-RELIANCE, INC.

SECTION IVd. - BUDGET SUPPORT DATA

COST CATEGORY	SELF-SUFFICIENCY	(Insert Program Name)	TOTAL
CLIENT SERVICES			
Rent \$600 mo. Avg. x 25 clients	\$15,000		\$15,000
Utilities \$200 mo. Avg. x 25 clients	\$5,000		\$5,000
Financial literacy training (80 new clients) \$93 each	\$7,440		\$7,440
Truck Driver Training \$2,500 x 5 clients	\$12,500		\$12,500
Tuition/fees (WSSU, FTCC) \$1,000 avg. x 25 clients	\$25,000		\$25,000
Testing fees for licenses \$200 avg. x 10 clients	\$2,000		\$2,000
Textbooks, class supplies \$389 avg. x 5 clients	\$1,945		\$1,945
TOTAL CLIENT SERVICES	\$68,885		\$68,885
OTHER (specify)			
Property and general liability insurance 3480 Dominion St. \$782 mo. X 12 mos. X 27.5%	\$2,581		\$2,581
TOTAL OTHER	\$2,581		\$2,581

COUNTY BUDGET

FISCAL YEAR 2015-2016

AGENCY EXPERIMENT IN SELF-RELIANCE, INC.

	COUNTY NAME(S)										TOTAL
	FORSYTH	(County)	(County)	(County)	(County)	(County)	(County)	(County)	(County)	(County)	
Per County Allocation	\$636,734										
Expense Categories											
Salaries & Wages	\$280,804										\$280,804
Fringe Benefits	\$100,288										\$100,288
Equipment											
Communication	\$7,011										\$7,011
Space Costs	\$19,778										\$19,778
Travel	\$7,218										\$7,218
Supplies/Materials	\$4,860										\$4,860
Contractual	\$15,399										\$15,399
Client Services	\$68,885										\$68,885
Other	\$2,581										\$2,581
Total Direct Costs	\$506,824										\$506,824
Indirect Costs	\$117,910										\$117,910
Admin Support (CSBG only)	\$12,000										\$12,000
Total Costs	\$636,734										\$636,734

TOTAL AGENCY BUDGET

AGENCY EXPERIMENT IN SELF-RELIANCE, INC.

FISCAL YEAR 2015-2016

Please check one			
INDIRECT COST BASE:	Total Direct Costs	x	Salaries/Wages
INDIRECT COST RATE:	42.0%		Salaries/Fringes

OBJECT CATEGORIES	PROGRAM NAMES										TOTAL
	CSBG	UNITED WAY	PERMANENT SUPPORTIVE HOUSING	HOUSING SERVICES	INDIVIDUAL DEVELOPMENT ACCOUNT	VITA/EITC	LOCAL	KBR HOUSING STABILITY	(Insert Program Name)	(Insert Program Name)	
Salaries & Wages	\$280,804	\$135,200	\$114,265	\$105,115	\$88,999	\$89,460		\$32,960			\$846,803
Fringe Benefits	\$100,288	\$60,750	\$47,276	\$36,994	\$27,297	\$20,049		\$16,348			\$309,002
Equipment											
Communication	\$7,011	\$2,650	\$2,400	\$4,500	\$1,213	\$2,100		\$1,500			\$21,374
Space Cost	\$19,778	\$7,021	\$19,000	\$28,808		\$631	\$20,000	\$2,700			\$97,938
Travel	\$7,218	\$750	\$150	\$5,300	\$1,250	\$800		\$3,525			\$18,993
Supplies/Materials	\$4,860	\$2,800	\$2,500	\$4,100	\$2,417	\$3,790	\$455	\$618			\$21,540
Contractual	\$15,399	\$3,000		\$4,500	\$4,874		\$992				\$28,765
Client Services	\$68,885				\$20,000			\$51,500			\$140,385
Other	\$2,581	\$1,000	\$4,549	\$6,884	\$2,000	\$2,750					\$19,764
Total Direct Costs	\$506,824	\$213,171	\$190,140	\$195,201	\$148,050	\$119,580	\$21,447	\$109,151			\$1,504,564
Indirect Costs	\$117,910	\$5,830		\$39,665			\$169,229	\$10,915			\$343,549
Admin Support (CSBG only)	\$12,000										\$12,000
Total Costs	\$636,734	\$219,001	\$190,140	\$235,866	\$148,050	\$119,580	\$190,676	\$120,066			\$1,860,113

OBJECT CATEGORIES	PROGRAM NAMES										TOTAL
	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	OTHER	
Salaries & Wages											
Fringe Benefits											
Equipment											
Communications											
Space Costs											
Travel											
Supplies/Materials											
Contractual											
Client Services											
Other											
Total Direct Costs											
Indirect Costs											
Total Costs											

TOTALS BY OBJECT CATEGORY

OBJECT CATEGORY	TOTALS
Salaries & Wages	\$846,803
Fringe Benefits	\$309,002
Equipment	
Communications	\$21,374
Space Costs	\$97,938
Travel	\$18,993
Supplies/Materials	\$21,540
Other Contractual	\$28,765
Client Services	\$140,385
Other	\$19,764
Total Direct Costs	\$1,504,564
Indirect Costs	\$343,549
Admin Support (CSBG only)	\$12,000
Agency Totals	\$1,860,113

