

Attachment A

BCAEO

Community Services Block Grant
Planning Application
(CAP Part I)



STATE OF MICHIGAN
**Department of
Human
Services**

**Community Services
Block Grant
Planning Application for
FY 2014**

**Bureau of Community Action
and Economic Opportunity**

Grand Tower Building
235 S. Grand Ave, Suite 204
PO Box 30037
Lansing, MI 48909
(517)241-7911
Fax: (517)335-5042

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Submission Date: Grant Term: **October 1, 2013 to September 30, 2014**

Submit the CAP electronically to the DHS-BCAEO mailbox and a copy to your grant manager.
Use updated forms. Documents must be submitted in their original format (word/excel).

Contract Number:	CSBG-14-13005	Federal ID:	38-1794361
Agency Name:	Community Action SCM		
Agency Address:	175 Main Street, Battle Creek, MI 49014		
Agency Phone:	269-965-7766	Fax:	269-965-1152
Executive Director:	Michelle Williamson	Title:	Acting CEO/CFO
Email:	michellew@caascsm.org	Phone:	269-441-1616
Chief Fiscal Officer:	Michelle Williamson	Title:	CFO/Acting CEO
Email:	michellew@caascsm.org	Phone:	269-441-1616
Authorized Signer:	Michelle Williamson	Title:	Action CEO/CFO
Email:	michellew@caascsm.org	Phone:	269-441-1616
Geographic Area to be served:	Barry, Branch, Calhoun and Saint Joseph Counties		

Certification (Check A,B, or C as appropriate)		Authority: PA 230 of 1981 Completion: Mandatory Penalty: No Funds Released The Michigan Department of Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, disability or political beliefs.
A.	<input type="checkbox"/> Approved by the Agency's Governing Board	
B.	<input type="checkbox"/> Approved by the Agency's Advisory Board	
C.	<input checked="" type="checkbox"/> Will be approved by the Agency's Board on: 8/26/13	

CSBG Planning Application Coversheet and Checklist:

Enclosure	Name of Document	Attachments	Yes	No
A-1	CAA Agency Identification and Contact Information		X	
A-2	Completed Checklist		X	
A-3	CSBG Direct Program Activities	Copies of MOUs or Subcontracts		NA
A-4	Community Needs Assessment Form	Most recent copy should be uploaded in FACSPRO per the Annual Agency Checklist	X	
A-5	Service Delivery System		X	
A-6	Service Categories		X	
A-7	Linkages		X	
A-8	Coordination & Collaboration		X	
A-9	Community Based Initiatives		X	
A-10	Coordination with Employment & Training Activities		X	
A-11	Specific Assistance			X N/A
A-12	Notice of Public Hearing/Public Comment Period	Copy of Notices required *Will send when published		*X
A-13	CAA Board Roster Coversheet		X	
A-14	Summary of ROMA		X	
B	CSBG Expenditure Plan Spreadsheet (With required Service Categories)	Complete Template. If applicable - Copies of Indirect Cost Rate/ MOUs or Subcontracts/Equipment Waiver (See FACSPRO)	X	
C	ROMA Plan	Complete Template	X	

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CSBG Direct Program Activities: If you have a subcontract worth \$2,500 or more, please list the activity and the name and address of each subcontractor below:

(A copy of the subcontract must also be submitted with your plan.) If your subcontract is not yet in place, please submit your draft template. Original to be submitted once complete.

Activity	Name	Address

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Community Needs Assessment:

A Community Needs Assessment may be defined as a process to gather input from the target population regarding their current unmet needs and satisfaction with services and procedures. **Some form of a formal Needs Assessment, or Community-wide Needs Assessment, should be conducted at least once every 3 years and it must involve the low-income community.**

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Current Community Needs Assessment:

Title: Community Action Community Needs Assessment 2012

Date: September 2012

(Enter the date (month/year) when the results were published or when the results were presented to the agency's board)

Inclusive Period: Start Date (Month/Year) 9/1/2011 to 8/31/12 End Date (Month/Year)

(Enter time period of when the assessment was conducted or the period assessed.)

Please list the top three needs in your community:

1. Utility, rent and mortgage assistance
2. Weatherization and housing repair
3. Quality pre-school and child care

☒ Please check that it has been uploaded into FACSPRO (Required)

If not, please explain why:

Next Community Needs Assessment:

Date: Currently in progress- Projected October 2013 Availability

(Enter the date (month/year) expected to begin)

Inclusive Period: Start Date (Month/Year) Sept/2012 to Aug/2013 End Date (Month/Year)

(Enter time period the assessment is expected to cover.)

Service Delivery System:

Describe the OVERALL Service Delivery System for services provided or coordinated with CSBG funds and describe how the CAA's services enhance and/or differ from those of other providers – please include specific examples. .

(To insert a page – Press Control-Enter together)

Describe the agency's service delivery system for services provided with or coordinated with CSBG funds.

Please include:

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1. Where and how do the clients enter into the system?

Community Action (South Central Michigan) serves low-to-moderate income residents in the counties of Barry, Branch, Calhoun and St. Joseph through targeted services in the areas of Education & Children's Services, Food & Nutritional Services and Housing & Support Services. As Community Action grows its programming, it also seeks to grow in collaborative partnerships with other area agencies. Partnering organizations refer clients to Community Action services; additionally, the agency uses marketing tools to disseminate information via paid advertising, brochures and public service announcements targeted to reach clients and advise them of assistance

2. How do your services enhance and/or differ from those of other providers?

Community Action provides a diverse, inclusive array of services targeted at individuals and families of low- to moderate-incomes, including vertical target groups such as low-income preschool children and at-risk senior citizens. Community Action administers Head Start, Early Head Start, weatherization and housing services, Foster Grandparents, transportation, fatherhood and family support services, and emergency services. Although these represent core programs, Community Action also provides services that are specifically designed to help low-income clients achieve self-sufficiency. Community Action is multi-faceted and diverse, serving a large population that can access many programs within one agency. This "one-stop shopping" approach enhances the agency's ability to serve clients in a more comprehensive manner, by providing not only the core services but also supplemental support services. Other service providers in this area tend to be more limited, focusing on a single population. Many of these providers are unable to address client needs in a comprehensive manner, thereby relying on agencies such as Community Action for supportive services. Community Action makes a concerted effort to ensure that client needs are met in the most appropriate way while not duplicating other services or programs available in the community.

CSBG Service Categories:

There are nine categories of service contained in the CSBG Act; Employment, Education, Income Management, Housing, Emergency Services, Nutrition, Linkages, Self-Sufficiency, and Health. *(See the CAP Planning Instructions)*

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List all CSBG expenditures by the CSBG Service Categories listed below: This is the planning document for the CSBG-IS report and should include the administration dollars allocated in each category.

Service Category	CSBG Funds
1. Employment	\$
2. Education	\$6,381
3. Income Management	\$20,141
4. Housing	\$48,308
5. Emergency Services	\$278,327
6. Nutrition	\$38,488
7. Linkages	\$58,516
8. Health	\$
9. Self-Sufficiency	\$16,744
TOTAL Direct Program	\$466,906

Comment [SW1]: In the IS report, the admin amount is included in these categories

Of the total CSBG allocation, list the amount of CSBG funds for **Administrative Purposes** *(per a Performance Measure from NASCSP, this percentage should be below 16%¹ nationally)*:

\$107,822

Of the total CSBG allocation, list the amount of CSBG funds for **Youth Programs** *(Individuals ages 12 to 18)*:

\$

Of the total CSBG allocation, list the amount of CSBG funds for **Senior Programs**

(Individuals ages 55 and up):

\$60,127

¹ http://www.acf.hhs.gov/sites/default/files/assets/FY2013_Congressional_Justification.pdf - page 192

CSBG Service Categories Continued:

Per the CSBG Act, as amended, Section 676b states that:

“...Funds made available through the grant or allotment will be used—

(1)(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—

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- (i) programs for the establishment of violence free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- (ii) after-school child care programs;

And

Eligible entities in the State will provide information containing –

(4) an assurance that eligible entities in the State will provide, 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;

Does your agency have a youth program(s)?

☐ Yes ☒ No

If no, please explain why. (e.g. not enough low-income youth in need of service, etc.)

Youth ages 12 to 18 are served by other programs throughout the communities we serve.

Does your agency have a food program(s)?

☒ Yes ☐ No

If no, please explain why. (e.g. not enough need in the community, etc.)

Linkages:

Describe how linkages will be developed to fill identified gaps in services. Include whether the following mechanisms will be used: Information - Referral - Case Management - Follow-up Consultants

(To insert a page – Press Control-Enter together)

1. What are the gaps in service within your service area?

Within the area served by Community Action there is a need for wraparound case management and a true system of referral between agencies.

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2. How were the gaps in service identified (community needs assessment, customer satisfaction survey, focus group, anecdotal information from customers, etc.)?

These gaps in service have been identified by using customer feedback, data on frequency of return clients community needs assessments.

3. What mechanisms (strategies) will you employ to fill in gaps in service, specifically:

- a. How will CSBG funds be used to fill the gaps in service?

CSBG Discretionary funds were used last year for the discovery and planning phase of Centralized Intake. For FY2014, \$175,414 in CSBG dollars will be used to support centralized intake services which will be implemented during this fiscal year.

- b. How will linkages with other community resources be used to fill the gaps in service?

A) INFORMATION

Community Action maintains partnership agreements with over 100 human service providers within each service delivery area (Branch, Barry, Calhoun and St. Joseph counties). Community Action maintains a database of information regarding the services and other requirements for programs serving low-income individuals. This information is updated annually and is frequently distributed to Head Start and other clients in response to their needs, including a county-specific directory distributed to Head Start parents. Communication on available services is an integral component of Community Action's service model, forming the foundation for referral and related activities as discussed below.

B) REFERRAL

Customers needing assistance are linked or referred to necessary support services within the service delivery area. Utilizing this model, the agency's intake specialists or family workers act in partnership with clients, providing referrals or linking the individual with supportive services within the community or at Community Action. For financial assistance with utilities, etc., Community Action completes vouchers for payment to cooperating providers, which trigger reimbursement of necessary costs incurred, and clients are also screened for need of energy education and weatherization measures. For home repairs, jobs are bid out and contracts completed with the appropriately-licensed contractors to provide these services. When a Head Start client is referred, Family Workers provide follow-up to ensure the client has successfully accessed the services and to determine whether the prescribed activities have assisted the client in meeting service plan goals.

Coordination & Collaboration:

Describe how the agency is coordinating funds/services, collaborating and partnering with other public and private organizations, including Faith-Based Organizations. (Agencies have the option of entering this information in FACSPRO, which rolls up into the CSBG-IS report – see your system admin.)

(To insert a page – Press Control-Enter together)

1. Public Resources (Include a list of Partnerships, Affiliations and Formal Agreements)

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CSFP, TEFAP and Fresh Food Initiative food programs include collaboration with the Food Bank, volunteers that assist in delivery, and faith-based organizations that pack individual boxes. The delivery locations are coordinated with numerous government and private organizations for land/parking lot use. [CSBG funds support these programs.]

Head Start, Early Head Start and the Foster Grandparent Program, collaborate with the school systems in the counties served. In some cases there are collaborations with private child care providers and GSRP programs. In all cases there are numerous formal agreements for leasing space.

Community Action partners with the Department of Human Services in all counties for the provision of certain services and referrals. The City of Battle Creek contracts with Community Action to provide a major home repair program with CDBG/HOME funds. [CSBG funds support this program.]

2. Private Resources (Include a list of Partnerships, Affiliations and Formal Agreements)

Community Action collaborates with utility companies, nonprofit agencies and faith-based organizations such as the Salvation Army, United Way, the 211 program and the state community action association to provide utility assistance funds. [CSBG funds support this program.]

Community Based Initiatives:

If CSBG “Direct Program” funds will be utilized to support specific community and/or neighborhood-based initiatives, those activities should be described and the estimated amount of funds should be identified. This may include fatherhood and healthy marriage initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

(To insert a page – Press Control-Enter together)

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Describe community based initiatives funded with CSBG direct program funds to support a specific community and/or neighborhood-based initiatives related to the purpose of CSBG. This may include fatherhood and healthy marriage initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

As part of Community Action's 2013 Community Needs Assessment, the agency held focus groups in Branch and St. Joseph Counties. During these sessions community members had an opportunity to share their experiences and give input on the needs they see in the community; giving a valuable dimension to the data gathered for the assessment. CSBG funding includes \$7,116 in support for staff time and costs associated to completing the annual community needs report.

Last year CSBG funding helped initiate a neighborhood cleanup project in the area surrounding Community Action's main offices. This ongoing project has produced several valuable outcomes:

- Blighted property is now clean and seen as an asset to the neighborhood. Future work on the project includes tree planting as part of this year's national Day of Caring.
- Volunteers from around the community and the neighborhood have formed relationships and established pride in their space.
- One property, close to the cleanup site, will be participating in the agency's HOME Repair program, which will provide the family with improved the safety and livability in their home.
- Ongoing collaboration and relationship building with the City of Battle Creek Field Services, United Way Days of Caring, Hands on Battle Creek (local volunteer coordinator)

In 2014 CSBG funding will provide support for staff time when working on this initiative.

NOTE: If activities are noted above, indicate the specific type of “Direct Program” costs that CSBG dollars will support (examples: staff salaries, program supplies, consultants, workshops, etc.) as well as the estimated dollar amount included in the Expenditure Plan to support this activity.

Coordination with Employment & Training Activities:

If the agency provides E&T activities with Workforce Investment Act funds, the agency must describe how it will coordinate the provision of employment and training activities in communities with entities providing activities through statewide and local workforce investment systems. If the agency provides supportive services to Work First or Welfare-to-Work program participants with non-Workforce Investment Act funds, describe the services provided. *(To insert a page – Press Control-Enter together)*

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Does the agency provide any Employment & Training Activities with **Workforce Investment Act** funds?

☒ Yes

If Yes, describe how the agency will coordinate the provision of Employment & Training Activities in communities with entities providing activities through statewide or local workforce investment systems under the **Workforce Investment Act**.

Community Action's CEO, participates on the Workforce Development Board, which aids in communication and program coordination between Community Action and the local workforce investment system.

Community Action maintains partnership agreements with Work First and Michigan Works! When employment needs are identified, referrals are made to these programs. Community Action also seeks to employ individuals from these programs whenever possible, as well as providing work opportunities to Head Start and Early Head Start parents. Community Action works directly with Work First as part of its family partnership process in Head Start and Early Head Start.

Thirty hours per week of employment or full-time student status is a requirement of eligibility for parents of children enrolled in the Early Head Start program. Community Action provides full-day, full-year child care services for families returning to work or school as part of the Welfare to Work program.

☐ No

If No:

- A. Does the agency provide supportive services (such as extended day care, transportation, skills enhancement, etc.) to **Work First** or **Welfare-to-Work** program participants **with non-Workforce Investment Act funds**?

B. Identify the fund source and **describe the services provided**.

Specific Assistance to Individuals: Please explain if CSBG funds will provide specific assistance.

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If so, please explain how. Specific Assistance is considered to be anything of monetary value that is given to the client, i.e., cash, tokens, clothing, transportation, food, shelter, medical care, gas cards, etc. If specific assistance will be provided, it should also be listed in the budget on the Specific Assistance page.

Please list any Specific Assistance and how it will be used:

N/A

Public Hearing/Public Comment Period:

A summary of the agency's proposed plan must be published and made available locally for review and comment by officials and other residents within the service area. The agency shall conduct at least one **public hearing** or provide for a **public comment period** following the guidelines in the CAP Planning Guidelines. *(To insert a page – Press Control-Enter together)*

1. The agency has made (or will make) the plan available for review using the following process:

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☐ **Public Hearing**

Date of Public Hearing was/will be: _____

Place of Public Hearing was/will be: _____

☒ **Public Comment Period**

Inclusive Dates for Comment: 8/22/2013-9/9/2013

2. When and where was/will be the Notice(s) published or posted? List the dates and where below

Date	Where (name of newspaper or public place posted)
8/22/2013	Battle Creek Shopper (Thursday Publication)
8/24/2013	Hastings Reminder (Saturday Publication)
8/22/2013	Three Rivers Commercial (Daily Publication)
8/22/2013	Coldwater Daily Reporter (Daily Publication)

3. Submit a pdf copy of the published Notice(s) with the CAP Application.

COMMUNITY ACTION AGENCY BOARD MEMBER INFO DEPARTMENT OF HUMAN SERVICES

Instructions: The Roster must be completed/updated in FACSPRO and submitted as follows:

- as part of the agency's annual agency checklist submission,
- within 30 days following the agency's annual elections, and
- within 30 days following chairperson/president changes.

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NAME OF CURRENT: Terry Langston (✓ ONE) <input checked="" type="checkbox"/> CHAIRPERSON <input type="checkbox"/> PRESIDENT Mailing Address (other than CAA): 6600 Wellman Road, Parma, MI 49269	NAME OF CURRENT: Rick Shaffer (✓ ONE) <input checked="" type="checkbox"/> VICE-CHAIRPERSON <input type="checkbox"/> VICE-PRESIDENT Mailing Address (other than CAA): 19958 Crescent Beach, Three Rivers MI 49093
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BOARD MEMBERSHIP REPRESENTATION - For Private Non-Profit and Public Entities

• CONSUMER SECTOR

The CSBG Agreement requires that: one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of low-income individuals and families in the neighborhood served; and each representative of low-income individuals and families selected to represent a specific neighborhood within a community resides in the neighborhood represented by the member. And, for Public Entities, that: these members are able to participate actively in the development, planning, implementation and evaluation of programs funded under CSBG.

Number of **CONSUMER SECTOR** representatives (per Agency By-Laws): **4**

• PUBLIC SECTOR

The CSBG Agreement requires that: one-third of the members of the board are elected public officials, currently holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership of the board, membership on the board of appointive public officials or their representatives may be counted in meeting such one-third requirement.

Number of **PUBLIC SECTOR** representatives (per Agency By-Laws): **4**

• PRIVATE SECTOR

The CSBG Agreement requires that: the remainder of the members are officials or members of business, industry, labor, religious, law enforcement, education, civic organizations or other major groups and interests in the community served.

Number of **PRIVATE SECTOR** representatives (per Agency By-Laws): **4**

Summary of ROMA:

Please answer the following questions (for all agency programs) to help with state and federal reporting.

1. Please list the total number of barriers that are anticipated to be addressed in 2014: 91,788
(This is the total number of anticipated outcomes in your ROMA plan.)
2. Please list the total number of anticipated clients that will be served in 2014: 9,331
3. Out of the above clients listed, please list:
 - The total number of anticipated children served: 1,035
 - The total number of anticipated seniors served: 6,000
4. Please list the total number of anticipated volunteer hours for 2014: 110,000

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