



# Gaston County

Gaston County  
Board of Commissioners  
www.gastongov.com

## Gaston Community Action Board Action

File #: 20-584

Commissioner Keigher - Gaston Community Action - To Accept as Information the FY2021-22 Community Services Block Grant Application

### STAFF CONTACT

Joseph W. Dixon - Executive Director - Gaston Community Action, Inc. - 704-861-2283

### BACKGROUND

The 33-page application packet was presented to the BOC via e-mail on January 11, 2021 and is to be accepted as information at the 1/26/2021 BOC Regular meeting. A copy of the entire document is on file with the Clerk to the BOC.

### ATTACHMENTS

N/A

DO NOT TYPE BELOW THIS LINE

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

| NO.      | DATE       | M1 | M2 | CBrown | AFrale | BHovis | KJohnson | TKeigher | TPhilbeck | RWorley | Vote |
|----------|------------|----|----|--------|--------|--------|----------|----------|-----------|---------|------|
| 2021-028 | 01/26/2021 | CB | AF | A      | A      | A      | A        | A        | AB        | A       | U    |

### DISTRIBUTION:

Laserfiche Users

A=AYE, N=NAY, AB=ABSENT, ABS=ABSTAIN, U=UNANIMOUS

**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.

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Agency Name: Gaston Community Action, Inc.

County: Gaston County

Date of Application Submission: January 7, 2021

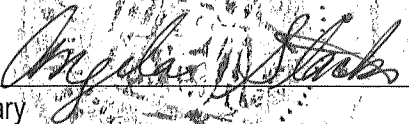
[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **January 15, 2021**.

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)

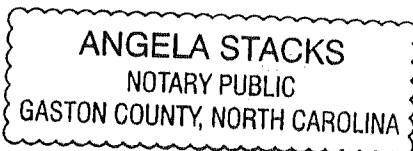
  
Clerk to the Board

1/7/2021  
Date

  
Notary

1/7/2021  
Date

My Commission Expires: August 8, 2024



# North Carolina Department of Health and Human Services

## Division of Social Services

### OFFICE of ECONOMIC OPPORTUNITY

#### Community Services Block Grant Program

Fiscal Year 2021-22 Application for Funding

Project Period July 1, 2021– June 30, 2022

Application Due Date: January 15, 2021

| Agency Information  |             |  |                                   |
|---|-------------|--|-----------------------------------|
| Agency:   |             | Gaston Community Action, Inc.  |                                   |
| Agency:   |             |  |                                   |
| Federal I.D.  |             |  |                                   |
| DUNS Number:  |             |  |                                   |
| Administrative Office Address:  |             | 223 N. Morris Street – Gastonia, NC 28052                                  |                                   |
| Mailing Address (include the 4-digit zip code extension):             |             | PO BOX 1653 – Gastonia, NC 28053   |                                   |
| Telephone Number:   |             | 704-861-2283   |                                   |
| Fax Number:   |             | 704-866-8725   |                                   |
| Proposed Funding:   | CSBG:<br>\$ | Proposed Funding:  | CSBG:<br>\$                       |
| Application Period:   |             | Beginning: July 1, 2021  | Application Period: June 30, 2022 |
| Board Chairperson:  |             | Michael Lane   |                                   |
| Board Chairperson's Address:<br>(where communications should be sent) |             | 3237 Su-San Farms Road – Gastonia, NC 28056                                |                                   |
| Board Chairperson's Term of Office (enter beginning and end dates):   |             | 12/2018 – 12/12/2021   |                                   |
| Executive Director:   |             | Joseph Dixon   |                                   |
| Executive Director Email Address:                                     |             | <a href="mailto:Joseph.dixon@gastonca.org">Joseph.dixon@gastonca.org</a>   |                                   |
| Agency Fiscal Officer:  |             | Susan Salzman  |                                   |
| Fiscal Officer Email Address:   |             | <a href="mailto:Susan.salzman@gastonca.org">Susan.salzman@gastonca.org</a> |                                   |
| CSBG Program Director:  |             | Brenda Smith   |                                   |
| CSBG Program Director Email Address:                                  |             | <a href="mailto:Brenda.smith@gastonca.org">Brenda.smith@gastonca.org</a>   |                                   |
| Counties Served with CSBG funds:                                      |             | Gaston, Cleveland, Lincoln and Stanly                                      |                                   |
| Agency Operational Fiscal Year:                                       |             | July 1 <sup>st</sup> – June 30 <sup>th</sup>                               |                                   |

North Carolina Department of Health and Human Services  
Office of Economic Opportunity –  
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

**Proposed Funding**

**CSBG:** Enter the proposed amount of CSBG funds allocated for FY 2021.

**Additional Resources:** Enter the amount of other resources the agency expects to receive during the 2021 program year. If an exact figure is not known at this time, the best possible estimate.

**Agency Total Budget:** Enter the sum of CSBG and Additional Resources for the period of July 1, 2021 - June 30, 2022.

### 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  |              |
| Board of Directors Community Needs Assurance  |              |
| 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>  |              |
| • Organizational Chart (do not include names)   |              |
| • Job Description and Resume for the Agency's Executive Director  |              |
| • Job Description and Resume for the Agency's Chief Financial Officer                                       |              |
| • Job Descriptions for all CSBG employees (do not include names)  |              |
| • Affirmative Action Plan   |              |
| • Documentation of Public Hearings for Initial Planning Process:  |              |
| Copy of Public Notice(s) from Newspaper(s)  |              |
| Agenda of Public Meeting(s)   |              |
| Copy of Attendance Sheet(s)   |              |
| Minutes of Public Meeting(s)  |              |
| • Documentation for Notice of Intent to Apply:  |              |
| Copy of advertisement(s)  |              |
| • Documentation of Submission to County Commissioners:  |              |
| Notarized document from county clerk  |              |
| Commissioners' comments or minutes (if applicable)  |              |
| • Cognizant-Approved Indirect Cost Agreement  |              |
| • Copy of the Proposal Application submitted to the cognizant agency for approval of the Indirect Cost Rate |              |
| • Cost Allocation Plan (if applicable)  |              |
| • Vehicle Registrations ( <i>must be up-to-date and after July 1, 2021</i> )                                |              |
| • State Certification-No Overdue Tax Debts  |              |
| • State Certification-Contractor Certification required by N.C. Law   |              |
| • Federal Certifications  |              |
| • Cost Allocation Plan Certification  |              |
| • Federal Funding Accountability and Transparency Act (FFATA)   |              |
| • Central Contractor Registration (CCR) ( <i>must be up-to-date and after July 1, 2021</i> )                |              |

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

| Item  | Included (✓) |
|---|--------------|
| • IRS Tax Exemption Verification- verifies the agency's 501 (c) (3) status<br><i>(must be dated after July 1, 2016)</i> |              |
| • Conflict of Interest Policy <i>(must have been approved within the<br/>past 5 years and must be notarized)</i>        |              |
| • Contractual Agreements/leases <i>(must be current within contract period)</i>   |              |

**Community Services Block Grant Program  
Fiscal Year 2020-21 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    |
|----------|---------|----------|-----------|
| 11/13/18 | Lincoln | 11/13/18 | Cleveland |
| 11/13/18 | Gaston  | 11/14/18 | Stanly    |
|          |         |          |           |
|          |         |          |           |
|          |         |          |           |

**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 \_\_\_\_\_ as required by 10A NCAC 97C .0111 and 10A NCAC 97C .0307(9).

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 |
|----------|-----------|------|--------|
| 1/7/2021 | Stanly    |      |        |
| 1/7/2021 | Cleveland |      |        |
| 1/7/2021 | Lincoln   |      |        |
| 1/7/2021 | Gaston    |      |        |
|          |           |      |        |

**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: 1/7/2021

Board Chairperson: \_\_\_\_\_  
(Signature) (Date)

Finance Committee Chairperson: \_\_\_\_\_  
(Signature) (Date)

### Board of Directors' Membership Roster

|  |      |   |        |                            |         |   |
|--|------|---|--------|----------------------------|---------|---|
| Total Seats Per Agency Bylaws                  | 18   |   |        | Total Current Vacant Seats | 3       |   |
| Total Number of Seats Reserved for Each Sector | Poor | 6 | Public | 6                          | Private | 6 |
| Total Number of Vacant Seats Per Each Sector   | Poor | 0 | Public | 2                          | Private | 0 |

| Name  | County of Residence | Community Group/ Area Represented    | Date Initially Seated<br>[month/year] | Number of Terms<br>Served [completed] | Current Term Expiration<br>[month/year] |
|---|---------------------|--------------------------------------|---------------------------------------|---------------------------------------|---|
| <b>Representatives of the Poor</b>              |                     |                                      |                                       |                                       |   |
| 1. Mary Gibson                                  | Gaston              | Mounty Holly                         | 12/2015                               | 2                                     | 12/2021                                 |
| 2. Joyce Coleman                                | Cleveland           | Shelby                               | 12/2015                               | 2                                     | 12/2021                                 |
| 3. Nancy Maynor                                 | Lincoln             | Lincolnton                           | 8/2014                                | 2                                     | 12/2021                                 |
| 4. Sonya Lewis                                  | Gaston              | Gastonia                             | 4/2018                                | 0                                     | 4/2021                                  |
| 5. William Lindsay                              | Gaston              | Gastonia                             | 6/2013                                | 2                                     | 6/2022                                  |
| 6. Clair R. Watkins                             | Stanly              | Albemarle                            | 2/2020                                | 0                                     | 2/2023                                  |
| <b>Public Elected Officials</b>                 |                     |                                      |                                       |                                       |   |
| 1. Robert Pope                                  | Gaston              | Gaston County Commissioners          | 10/2014                               | 2                                     | 10/2021                                 |
| 2. Cherie Feemster                              | Gaston              | Gaston County Commissioners          | 2/2019                                | 0                                     | 10/2021                                 |
| 4. Ola Mae Foster                               | Lincoln             | Lincoln County Commissioners         | 4/2019                                | 1                                     | 6/2022                                  |
| 4.  |                     |                                      |                                       |                                       |   |
| 5.  | Cleveland           |                                      |                                       |                                       |   |
| 6.  | Stanly              |                                      |                                       |                                       |   |
| <b>Representatives of Private Organizations</b> |                     |                                      |                                       |                                       |   |
| 1. Debra Oates                                  | Cleveland           | Shelby/Vestibule AME Zion Church     | 7/2015                                | 1                                     | 8/2021                                  |
| 2. Emily Winfrey                                | Gaston              | Gaston County Public Library         | 4/2018                                | 0                                     | 4/2021                                  |
| 3. Vontina McGrant                              | Gaston              | Loves Learning Center                | 4/2018                                | 1                                     | 12/2021                                 |
| 4. Michael Lane                                 | Gaston              | St. John's Missionary Baptist Church | 12/2018                               | 0                                     | 12/2021                                 |
| 5. Keith Poston                                 | Lincoln             | Providence Missionary Baptist Church | 12/2019                               | 0                                     | 12/2022                                 |
| 6. Patsy Howell                                 | Stanly              |                                      | 2/2020                                | 0                                     | 2/2023                                  |

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



### Board of Directors' Membership Contact Listing

| Board Member    | Physical Address                                    | Email Address  |
|-----------------|---|--|
| Mary Gibson     | 137 Barrington Drive – Mount<br>Holly, NC 28120     | <a href="mailto:mgfromny@yahoo.com">mgfromny@yahoo.com</a>                   |
| Joyce Coleman   | 407 Kildare Drive – Shelby, NC<br>28152             | <a href="mailto:Jmcoleman46@yahoo.com">Jmcoleman46@yahoo.com</a>             |
| Nancy Maynor    | 1812 Haynes Ave<br>Gastonia, NC 28052               | <a href="mailto:nancymaynor@charter.net">nancymaynor@charter.net</a>         |
| Sonya Lewis     | 1200 Better Brook Ln –<br>Lincolnton, NC 28092      | <a href="mailto:SJLewis032@gmail.com">SJLewis032@gmail.com</a>               |
| William Lindsay | 311 N. Morris Street – Gastonia,<br>NC 28052        | <a href="mailto:Williamlindsay96@yahoo.com">Williamlindsay96@yahoo.com</a>   |
| Robert Pope     | 512 Dewey Kiser Rd. – Bessemer<br>City, NC 28016    | <a href="mailto:Rpope1028@yahoo.com">Rpope1028@yahoo.com</a>                 |
| Cherie Feemster | 1440 Logan Patrick Court<br>Gastonia, NC 28055      | <a href="mailto:Mrs.feemster@gmail.com">Mrs.feemster@gmail.com</a>           |
| Ola Mae Foster  | 4190 Highway 27 East<br>Iron Station, NC 28080-3700 | No-email   |
| Debra Oates     | 202 Lake Montonia Rd – Kings<br>Mountain, NC 28086  | <a href="mailto:Dmoates275@hotmail.com">Dmoates275@hotmail.com</a>           |
| Emily Winfrey   | 2601 Philadelphia Church Rd.<br>Dallas, NC 28034    | <a href="mailto:Emily.winfrey@gastongov.com">Emily.winfrey@gastongov.com</a> |
| Vontina McGrant | 2504 Blue Moss Drive<br>Dallas, NC 28034            | <a href="mailto:Vontina2002@yahoo.com">Vontina2002@yahoo.com</a>             |
| Michael Lane    | 3237 Su-san Farms Road –<br>Gastonia, NC 28056      | <a href="mailto:gwu3199@gmail.com">gwu3199@gmail.com</a>                     |
| Keith Poston    | 2342 Heavner Road<br>Lincolnton, NC 28092           | <a href="mailto:keithposton@bellsouth.net">keithposton@bellsouth.net</a>     |
| Clair Watkins   | PO BOX 53<br>New London, NC 28127                   | <a href="mailto:Clair.watkins@me.com">Clair.watkins@me.com</a>               |
| Patsy Howell    | 304 Leonard Ave<br>Albemarle, NC 28001              | <a href="mailto:Phowell113040@gmail.com">Phowell113040@gmail.com</a>         |

### 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* |
|--|----------------|--------------------|---------------------|
| <b>Officers of the Board</b>                       |                |                    |                     |
| Michael Lane                                       | President      | Private            | Gaston              |
| Deborah Oates                                      | Vice-president | Private            | Gaston              |
| Joyce Coleman                                      | Treasurer      | Citizen            | Cleveland           |
| Emily Winfrey                                      | Secretary      | Private            | Gaston              |
| Ola Mae Foster                                     | At-Large       | Public             | Lincoln             |
| Michael Lane                                       | President      | Private            | Gaston              |
| <b>Committee Name: Finance</b>                     |                |                    |                     |
| Joyce Coleman                                      | Chairperson    | Citizen            | Cleveland           |
| Nancy Maynor                                       |                | Citizen            | Lincoln             |
| Deborah Oates                                      |                | Private            | Gaston              |
| Joyce Coleman                                      | Chairperson    | Citizen            | Cleveland           |
| <b>Committee Name: Planning &amp; Evaluation</b>   |                |                    |                     |
| Cherrie Feemster                                   | Chairperson    | Public             | Gaston              |
| Sonya Lewis  |                | Citizen            | Gaston              |
| Patsy Howell                                       |                | Private            | Stanly              |
| <b>Committee Name: Personnel</b>                   |                |                    |                     |
| Vontina McGrant                                    | Chairperson    | Private            | Gaston              |
| Ola Mae Foster                                     |                | Public             | Lincoln             |
| Nancy Maynor                                       |                | Citizen            | Lincoln             |
| <b>Committee Name: Human Rights</b>                |                |                    |                     |
| Robert Pope  | Chairperson    | Public             | Gaston              |
| Mary Gibson  |                | Citizen            | Gaston              |
| Keith Poston                                       |                | Private            | Lincoln             |
| <b>Committee Name: Membership &amp; Nominating</b> |                |                    |                     |
| Emily Winfrey                                      | Chairperson    | Private            | Gaston              |
| Nancy Maynor                                       |                | Citizen            | Lincoln             |
| Robert Pope  |                | Public             | Gaston              |
| <b>Committee Name:</b>                             |                |                    |                     |
|  | Chairperson    |                    |                     |
|  |                |                    |                     |
|  |                |                    |                     |
|  |                |                    |                     |
|  |                |                    |                     |
|  |                |                    |                     |

\*To be completed by agencies serving multiple counties.

## Community Service Block Grant

### Board of Directors Contractual Certifications

I, \_\_\_\_\_ (board chairperson name and name of applicant) certify the information in the following categories by initialing each certification and signing below:

☒ **A. Conflict of Interest:** I certify that a Conflict of Interest Policy is in place and that a copy of the policy can be found in the Employee Policy Manual and in the Board Member Handbook. I also certify that all members of the Board of Directors and all staff annually sign "Conflict of Interest" forms and that copies of Board member signatures are kept in the Board Minutes Book while copies of employee signatures are retained in the personnel files.

☒ **B. Board of Director Orientation/Training:** I certify that a Board Member Orientation Policy is in place and that it is utilized as new Board members are assigned to the Board. I also certify that all Board members attend an annual Board Training each year and record of such is reflected in the Board minutes. The most recent Board Training occurred on (date)

☒ **C. Agency-wide Audit:** I certify that Potter & Company performs an audit annually. The audit is completed each year and submitted for review by the Board. The most recent audit for program year June 30, 2018 was submitted and accepted by the Board at the February 7, 2020 meeting and is on record in said minutes.

Certification (Original Signature)

\_\_\_\_\_  
Signature of Chairperson/President

\_\_\_\_\_  
Date

## Community Service Block Grant

### Certification of Community Assessment

The Gaston Community Action, Inc. (applicant) has conducted a Community Assessment of its service area within the past three (3) years utilizing the following method(s):

(Check one or more of the following methods)

- ☒ Surveys of the community(s) - door to door, telephone, etc.
- ☐ Review of Records - agency intake forms, program participant records, etc. (may be used with at least one other type of needs assessment; will not meet compliance on its own)
- ☒ Review of demographical information - U.S. Census, welfare statistics, unemployment statistics, etc.
- ☐ Discussions/information/testimony provided by individuals and community members - social service professionals, agency staff, program participants, etc.
- ☒ Public meetings to solicit input on community needs
- ☐ Other (Describe) \_\_\_\_\_

The most recent Community Assessment was completed on: December 2018  
(date)

The Community Assessment was completed by: Spiridis Consulting, LLC.  
(agency or contractor)

It is expressly understood that this Community Assessment should include community and consumer input. It is to be used as a basis for prioritizing the needs of the low-income population in the service area and for planning the applicant's projects to meet those needs.

It is further understood that documentation validating that a Community Assessment was completed and is to be retained by the applicant and is subject to review by the Office of Economic Opportunity.

Please provide a 4-5 sentence summary of your most recent Community Needs Assessment:

There are significant economic needs in our region. While the Federal Poverty Guideline (FGP) is used to determine eligibility for many social services, it is not acceptable benchmark for measuring whether a person or a household has achieved financial or security in any given geography. The local cost of living is relatively high, creating economic gap between local wages and the cost of basic needs.

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The following is a list of needs as prioritized, with community input, through the needs assessment process.

|   |                           |
|---|---------------------------|
| 1. Big gap between wages and cost of living | 4. high cost of childcare |
| 2. Inadequate Public Transportation         | 5.                        |
| 3. High cost of housing                     | 6.                        |

Certification (Original Signature)

\_\_\_\_\_  
Signature of Chairperson/President

\_\_\_\_\_  
Date

**Community Services Block Grant Program  
Fiscal Year 2021-22 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:** Public hearings were held in each county to gather the community needs. Surveys were sent to participants that included the questions such as, "What did you like best about the program, what would you change about the program and do you feel the services provided meet the need of the community. Are there other needs we need to address?" These results were analyzed and show that we are on track with the needs of the community and are part of the Plan of Action.
  - b. **Agency Staff:** The staff evaluated last year's program and made recommendations for quality improvement and procedure changes.
  - c. **Agency's Board Members:** All sectors of the Board of Directors participated in the planning process of the grant application. The Planning and Evaluation Committee reviewed the outcomes of the program and made recommendations to the full Board for program changes.
2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area:
  - a. **Community-based organizations:** The executive director and staff are members of various community-based organizations that focus on the needs of low-income families. Information is shared concerning Gaston Community Action, Inc. programs for low-income families and information is shared and gathered during organization meetings.
  - b. **Faith-Based Organizations:** A faith-based organization is represented on the Board of Directors of GCA. The board member share and gather information from other Faith-Based organizations to assist in completing the Agency's community assessment. GCA invites faith-based organizations for a luncheon meeting twice a year to gather and share information concerning low-income families.
  - c. **Private Sector:** Agency case managers meet the private sector businesses to share information concerning our employment program and gather information on the businesses need for qualified employees. The board private sector member is a resource for staff to collaborate.
  - d. **Public Sector:** The Public Sector Board members share with the Board and staff concerns and direction of county commissioners. The Agency CSBG application is presented to the county commissioners and their feedback is used to help design programs that best meet the needs of its citizens.
  - e. **Educational Sector:** GCA works with Head Start and North Carolina Pre-K programs to gather information about the needs of the children and families. We work with the Public-School Systems, Charter schools, and local colleges to collect information about student needs and concerns.

3. Describe your agency's method and criteria for identifying poverty causes including how the agency collected and analyzed qualitative and quantitative data in identifying those causes.

GCA conducts a needs assessment by mailing surveys to participants, surveys were place at site offices and partners sites to collect feedback from the public. Focus groups and community meetings were held also to gather community needs. Statistics are gathered from each county served and other human service agencies, such as United Way, Head Start, Alliance for Children, Partnership for Children for Gaston, Lincoln, Cleveland and Stanly Counties, Employment Security Commission, Job Training Partnership, Department of Social Services, Health Department, Alliance for Health, Gaston College, and community Churches. The surveys focus group results, along with statistical data on the areas served are analyzed using state statistics as a comparison.

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

GCA provides self-esteem building training like budgeting, to allow them to better manage their money which enables more control of their financial situation, reality therapy/control theory training, to help them manage their behavior, as they become aware of why and how they react to situations and leaves them with tools to use to manage situations that arise in their lives.

GCA is represented on various boards and committees in the four counties we serve, such as Gaston/Lincoln Partnership, Workforce Development, Continual of Care, Weed and Seed, Inter-agency Council, Success by Six, Pre-school Health Advisory Board, Communities in Schools, Gaston Immunization Task Force, American Red Cross, and others. As representatives of GCA, every opportunity is taken to advocate for the low-income individuals and families at the various meetings and activities.

5. 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.

GCA internally coordinates services with Head Start to better serve its participants. Externally we work closely with Job Link Career Centers, the Agriculture Extension, the Department of Social Services, the Urban League, Goodwill Industries and Gaston College to make effective use of services available for our participants. Agreements are secured in all four counties with the Department of Social Services to coordinate services.

6. 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.

GCA in partnership with Job Link Career Centers in all four counties provides participants with helpful information and referrals to available services. Results of referrals are used for effective case management. Other human service agencies, Work-Force Development Board, Department of Social Services, ESC, community colleges, Goodwill, Green Thumb, churches are utilized to effectively coordinate services to close as many gaps in the system as possible. Referrals are an immediate service to participants at the time of application.

7. 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).

GCA provides workshops with facilitators from the Agriculture Extension, Health Department, Gaston College, WIA and ESC geared to strengthening of the family unit. Collaboration with Head Start is ongoing, where there is a focus on fatherhood initiatives. Our Head Start holds various fatherhood events and activities each year in which CSBG participants are invited to attend. GCA is a member of the counties initiative to place help ex-offenders find jobs and housing.

8. 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.

We effectively refer clients to area food banks, Crisis Assistance Ministries, and other helping agencies for immediate services. We also provide emergency assistance such as food, clothing, utilities, rental, transportation, medical, and related supplies to participants.

9. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. Provide the dollar amount of your allocation that will go towards employment training.

GCA is part of the Continuum of Care in Gaston County. This collaborative effort ensures that duplication of services does not occur and gaps in services are identified. GCA is a member of the Interagency Resource Council that meets monthly to discuss case management and follow-up activities.

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

Referrals are made to the Department of Social Services for emergency energy crisis. GCA provides participants and communities with the information on Title XXVI

11. 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.

Low-income youths need a comprehensive after school program that will provide tutoring, mentoring, life skills, building of self-esteem and skill development. We are currently active on the Youth Council. The CSBG staff is visible in the community and participates in collaborative efforts to improve and enhance programs for youth and their families. GCA refers families with youth to Work Force Development for job search and training.

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].

During new client orientation, information is gathered and shared concerning the resources available to custodial parents, one of which is the availability of child support services.



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13. Describe activities that your agency has undertaken or plans to undertake, to address the Department's priorities which include:
- The Agency plans to incorporate procedures to combat the Opioid Crisis by educating people on what and how opioid misuse happens, what leads to addiction and overdose through providing educational material, links from our website to other drug abuse supportive websites, and drug abuse referrals.,
  - The Agency participates in the Child and Adult Care Food Program (CACFP) through Head Start early learners to ensure that they are healthy, safe, and nurtured, learning and ready to succeed. The Total Family Assistance Program also provides food assistance where no food stamps are approved in the home.
  - We are in the process of completing NCCARE360 registration and are entering information in their database that provides resource information for medical providers and human services professionals in response to social determinants of health like housing stability, food security, transportation access and interpersonal safety.
  - Healthy Opportunities are demonstrated through our approach of helping people obtain standard housing, nutrition, medical assistance, stopping evictions and utilities cutoff, education on securing better jobs and reaching self-sufficiency. Head Start also provides services such as medical, dental, mental health, food, and counseling to improve the health, safety, and well-being of North Carolinians which people directly impacts health.

**Community Services Block Grant Program  
Fiscal Year 2021-22 Application for Funding  
OEO Form 210**

**Agency Strategy for Eliminating Poverty**

**Planning Period:** July 1, 2021 – June 30, 2022

**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. 1) Lack of adequate employment, 2) Lack of adequate income, 3) Lack of education/training and 4) Lack of public transportation
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).
 

(A) Explain why the problem exists.

Those in poverty rarely can secure a job paying a living wage. A living wage is the minimum income necessary for a worker to meet their basic needs. Needs are defined to include food, housing, and other essential needs such as clothing. The goal of a living wage is to allow a worker to afford a basic but decent standard of living. Due to the flexible nature of the term 'needs', there is not one universally accepted measure of what a living wage is and as such it varies by location and household type.

Many Americans live with decreasing resources and without basic necessities. Several factors contribute to this such as a lack of education or technical and soft skills, substance abuse, lack of affordable housing and low pay rates, less work hours. Workers must increase their skills. More and more new jobs being created will require at a minimum some post-secondary education, many in science, technology, engineering, and math (STEM) disciplines. Companies are increasingly replacing lower-skilled workers with more highly educated or trained employees and job seekers need to increase their skills to meet the demands of these jobs. Manufacturers are less likely to provide on the job training for advancement or better paying jobs according to the 2018 Employers Needs Survey of the NC Works Commission.

(B) Identify the segment of the population and give the number of people experiencing the problem. Those below the poverty level, with part-time jobs, and the unemployed are mostly experiencing the inability to adequately provide for their families. The U. S. Census Bureau's Small Area Income and Poverty Estimate (SAIPE) estimates the number in poverty in 2019 as Cleveland County, 18,230, Gaston, 25,710, Lincoln, 7,682 and Stanly, 6,470. The average rent for Cleveland is \$662, Gaston, 746, Lincoln, 676 and Stanly, 653. While the average rent is not excessive, when multiplies by 12 months it can exceed low-income family's yearly income and their chances of being approved for the units are slim because of the 30% of income qualification. Example: Rent of \$676 monthly would cost \$8112 to qualify for the unit the family's income would have to be \$27040 yearly which is more than the living wage for one adult family (\$20696) in Stanly County, Typical annual salaries, such as Healthcare Support, Food Preparation & Serving Related, Building and Grounds Cleaning & Maintenance, Person Care and Service, Sales & Related in Stanly County pay less than \$27040 annually working full-time

(C) Provide demographic information of those adversely effected inclusive of: The U.S. Census Bureau 2014-2019 ACS 5-year and Past 12 Months Estimates below poverty level demographics as

- (a) Gender - Males, 7,990, females, 10,987 in Cleveland, males, 14,642, females, 20,232, Gaston, males, 4,718, females, 5,198, Lincoln and males, 2,975, females, 4,684, Stanly
- (b) Age - 0-17, Cleveland, 6,395, Gaston, 8,082, Lincoln, 2,310 and Stanly, 2,197  
All ages Cleveland, 18,230, Gaston, 25,710, Lincoln, 7,682 and Stanly, 6,470
- (c) Race/Ethnicity for the agency's service area - : Whites, 45,266, Blacks, 17,187, American Indian & Alaska Native, 226, Asian, 293, Native Hawaiian and Other Pacific Islander alone, 14, Some other race alone, 2,653 and Two or more races, 2,537. Hispanic or Latino origin, 6,619 and White only, not Hispanic or Latino, 41,394.
- (D) Explain how the persons are adversely affected.- The lack of adequate employment means the income needed to meet the living wage is not achieved which is needed to secure food, housing, education, transportation, utility, childcare, taxes and other health and safety needs. Of the counties served Gaston is the only one with a central bus system. In Cleveland, Lincoln and Stanly counties transportation is provided under certain circumstances, such as for appointments to agencies, medical centers, employment sites that fit into the scheduled routes, and are unable to meet employment needs.

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

- (E) Resources Available: \$1,966,628
  - a. Agency Resources: To aid in the fight against obstacles facing the low-income community GCA's Head Start program offers childcare for children 3 to 5-years old, giving parents the opportunity to work or attend training. CSBG clients are invited to attend Head Start trainings.
  - b. Community Resources: : The Department of Social Services, Workforce Development, the Christian Ministries, Gaston Youth Works, Dislocated Worker, Adult Local Services programs, Lions Club, A Remedy for Success Health Care, Health Department, Cooperative Extension Service, Emmanuel Lutheran Church, First Legacy Credit Union, Gaston Career Climb, Gaston/Lincoln colleges, Homes for Hope, Housing Authority, Interfaith Ministry (Family Promise), Job Link Career Centers, Mt. Zion Food Bank, NextGen Youth Program, YMCA and concerned citizens, are resources in the community to combat community-wide causes and conditions of poverty. Coordination of services enhances efforts to aid low-income families in securing jobs, food, health care, transportation, housing, counseling, education, clothing, utilities, and other life sustaining services. Through a joint effort, our information and referral process has made the low-income families more aware of resources available to them
- (F) Resources Needed: \$9,833,141
  - a. Agency Resources: Trainers for participants, speakers, family activity programs, childcare and local job listing with qualifications and skill needed.
  - b. Community Resources: Job training opportunities, business partners for job placement, public transportation, education assistance, nutrition assistance, and coordination of services

## **Section III: Objective and Strategy**

(G) Objective Statement: To operate a Total Family Achievement Program to provide case management services to client families along with the direct provisions of services that result in 59 families rising above the poverty threshold by June 30, 2022

Strategies for Objective:

- \*1. To operate a Total Family Achievement Program to provide case management of 161 client families along with the direct provision of service that result in job placement and family income increase
2. Coordination of services with local human service agencies to provide needed assistance
3. Establish a profit-making venture for the poor.

#### **Section IV: Results Oriented Management and Accountability Cycle (use additional sheets if necessary)**

Organizational Standard 4.3 requires that an agency's strategic plan and Community Action Plan document the continuous use of the ROMA cycle and use the services of a ROMA trainer.

(H) Community Needs Assessment: Please summarize the primary needs of your community as determined through the Community Needs Assessment, and explain which of those are Family, Agency, or Community Needs, and why.

- 1) Lack of adequate employment, a community need for more on the job training by higher paying employers to increase income to make basic needs obtainable.
- 2) Lack of adequate income, a family need to increase their income to rise above poverty
- 3) Lack of education/training is a family/community need to seek and provide respectively, on the job training for the unskilled and free educational courses to increase family income.
- 4) Lack of public transportation is a community need to help those without a car to secure and keep a job. This is needed in three of the counties we serve, Cleveland, Lincoln, and Stanly.

(I) Achievement of Results and Evaluation: Please discuss your agency's achievement of results from last year. What were the successes and why were those areas successful? What areas did not meet targets or expectations and why were those areas not as successful? What Improvements or changes will be made for this year's work plan to achieve desired results and better meet the needs of the community?

Last year we were 45% to 133% range of achieved performance for 2019/20, number of participants 82% (139) and those rising above poverty 65% with no families achieving a living wage. The number of participant families obtaining a job or better job was lower than expected largely due to the pandemic which started at the end of the third quarter which caused job closings and businesses to cut hours. This result was 56%. Those securing standard housing were living in substandard housing or on the verge of being evicted, here we reached 81% of goal. We met 80% of our emergency assistance

target. Focus was placed on coaching clients to attend on the job training and educational classes geared toward certifications which our results to 64%.

- (J) Please name the ROMA trainer who provided services used in developing this community Action Plan and describe what specific services were provided.

Our ROMA trainer was Travice Tatum-Conner who participated in the development of the plan placing close attention to the plan's structure for ROMA compliance.

**Community Services Block Grant Program  
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One-Year Work Program  
OEO Form 212**

| <b>Section I: Project Identification</b>  |   |    |               |           |
|---|---|----|---------------|-----------|
| 1. Project Name:                          | Total Family Achievement Program  |    |               |           |
| 2. Mission Statement:                     | To maximize impact of the CSBG program through direct service delivery, referrals, collaboration and leveraging community resources while also encouraging participants to take personal responsibility in identifying barriers, establishing goals, and achieving economic independence.   |    |               |           |
| 4. Objective Statement:                   | To operate a Total Family Achievement Program from 7/1/2021 to 6/20/2022, providing case management services to client families, along with the direct provisions of services. Resulting in 13 rising above the poverty threshold by 6/20/2022, which is plan year 3 of 3, and a collective total of 59 families rising above the poverty threshold by June 30, 2022. |    |               |           |
| 5. Project Period:                        | July 1, 2021 through June 30, 2022  |    |               |           |
| 6. CSBG Funds Requested for this Project: | July 1, 2021  | To | June 30, 2022 | \$830,997 |
| 7. Total Number Expected to Be Served:    | 161   |    |               |           |
| a. Expected Number of New Clients         | 40  |    |               |           |
| b. Expected Number of Carryover Clients   | 121   |    |               |           |
|   |   |    |               |           |

**One-Year Work Program  
OEO Form 212 (continued)**

| <b>Section II: One-Year CSBG Program Objective and Activities</b>   |  |                  |   |   |
|---|--|------------------|---|---|
| Identified Problem  | Service or Activity  | Outcome Expected | NPIs<br>(List all NPIs applicable to activity)  | Position Title(s)   |
| Lack of resources/access to comprehensive services, skills training, and resources for low-income families to become self-sufficient. | <ul style="list-style-type: none"> <li>Objective: To operate a Total Family Achievement Program to provide comprehensive activities designed to assist 161 low-income families by 6/30/2022</li> </ul>         | 161              | FNPI -1 b-f, h-.1-.3, FNPI 1z.1<br>SRV 7a       | Intake/Eligibility Tech.<br>Case Manager CSBG<br>Director Executive<br>Director |
|   | <ul style="list-style-type: none"> <li>Complete initial intake eligibility, data entry, assessment, and paperwork</li> </ul>   | 40               | SRV 7b  |   |
|   | <ul style="list-style-type: none"> <li>Make referrals and follow-up for results</li> </ul>   | 40               | SRV 7c  | Intake/Eligibility Tech   |
|   | <ul style="list-style-type: none"> <li>Visit homes for assessment of living conditions</li> </ul>  | 40               | SRV I-m<br>SRV 1o<br>SRV 1q & 7j<br>SRV 1g & 1h | Case Manager  |
|   | <ul style="list-style-type: none"> <li>Conduct Orientation into the program</li> </ul>   | 40               |   | Case Manager  |
|   |  |                  |   | Case Manager  |
| Lack of financial stability and knowledge of quality of life to obtain and sustain economic self-sufficiency                          | <ul style="list-style-type: none"> <li>Budgeting – provide budget training and referral to credit counseling</li> </ul>  | 40               | SRV 2bb,2f.2z                                   |   |
|   | <ul style="list-style-type: none"> <li>Crisis intervention – referrals to Crisis Ministries, Gaston Baptist Association, DSS, Salvation Army and As One Ministries</li> </ul>                                  | 40               | SRV 7n  |   |
|   | <ul style="list-style-type: none"> <li>Life skills training – Reality theory to help families make better choices, establish their quality world, set goals, determine their weakness and strengths</li> </ul> | 8                |   | Case Manager  |
|   | <ul style="list-style-type: none"> <li>Homeownership – referrals to Habitat and the IDA program</li> </ul>   | 2                | FNPI 3e. and 3h1                                |   |
| Lack of adequate Education/Training   | <ul style="list-style-type: none"> <li>Provide education/skills and training information, assistance with supplies, enrollment in educational institution and referrals</li> </ul>                             | 8                | FNPI 2g-j<br>SRV 1f,<br>2k,2r,2u,7d,7a          | Case Manager  |

**One-Year Work Program**  
**OEO Form 212 (continued)**

| <b>Section II: One-Year CSBG Program Objective and Activities</b> |   |                  |  |   |
|---|---|------------------|--|---|
| Identified Problem  | Service or Activity   | Outcome Expected | NPIs<br>(List all NPIs applicable to activity) | Position Title(s)                       |
| Lack affordable housing   | <ul style="list-style-type: none"> <li>Housing- aid in securing standard housing such as rent and rental deposits and referrals to the housing authority</li> </ul> | 11               | NPI 4a-c,4e.4f, SRV 7a & o                     | Case Manager                            |
| Lack of adequate employment to sustain economic self-sufficiency  | <ul style="list-style-type: none"> <li>Emergency Nutrition – direct assistance for food</li> </ul>  | 5                | FNPI 7a  | Case Manager                            |
|   | <ul style="list-style-type: none"> <li>Emergency Utilities – direct assistance</li> </ul>   | 26               | SRV 4i-k                                       |   |
|   | <ul style="list-style-type: none"> <li>Emergency Assistance: Medical – assist with eyeglasses, doctor visits, medications, and referrals</li> </ul>                 | 3                | SRV 5e, t,cc                                   |   |
|   | <ul style="list-style-type: none"> <li>Emergency Assistance- Provide referral and up to 4 weeks of childcare</li> </ul>   | 4                | SRV 7f   | Case Manager                            |
|   | <ul style="list-style-type: none"> <li>Emergency Rent/Mortgage – direct assistance and referral to Neighborhood Assistance Corporation of America (NACA</li> </ul>  | 27               | SRV 2cc  |   |
| Lack of adequate employment                                       | <ul style="list-style-type: none"> <li>Provide/refer to employment skill workshops</li> </ul>   | 4                | SRV 1g, 7a                                     |   |
|   | <ul style="list-style-type: none"> <li>Employment Support - provide information on job openings and employment assistance</li> </ul>                                | 7                | FNPI 7a  | Case Manager                            |
| Lack of transportation  | Employment/Education Asst. - Provide employment assistance of bus passes, approved transp. providers, gas   | 40               | SRV 71   | Case Manager<br>Intake/Eligibility Tech |
|   |   |                  |  |   |
|   |   |                  |  |   |



**One-Year Work Program****OEO Form 212 (continued)**

| <b>Section III: Program Administration and Operations</b>  |   |                         |                  |                |                |  |
|--|---|-------------------------|------------------|----------------|----------------|--|
| Administration, Services, Operations Outcome Expected  | Position Title(s)   | Implementation Schedule |                  |                |                |  |
|  |   | First Quarter           | Second Quarter   | Third Quarter  | Fourth Quarter |  |
| Confirm eligibility and eligibility documents for enrollment are on file   | CSBG Director   | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Enter results of informal assessment in supplementary notes in AR4CA, such as current family information, family resources, number in family, work history and previous experience | Intake/Eligibility Tech.<br>Case Manager  | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Intake/Enrollment - Answer public inquires on the Total Family Achievement Program   | Intake/Eligibility Tech.<br>Case Manager<br>CSBG Director                       | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Monitoring via requisitions, case notes, goals and goal activities and frequency of client request   | CSBG Director<br>Executive Director   | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Answer public inquires on the Total Family Achievement Program   | Intake/Eligibility Tech.<br>Case Manager<br>CSBG Director<br>Executive Director | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Monitor, evaluate and assess total project   | Intake/Eligibility Tech.<br>Case Manager<br>CSBG Director<br>Executive Director | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Maintain master participants file  | Intake/Eligibility Tech.<br>Case Manager<br>CSBG Director                       | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Maintain file of completed training  | CSBG Director   | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Confirm attainment of outcomes reported by monitoring supportive documentation   | CSBG Director   | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Confirm services provided are consistent with need   | CSBG Director   | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Monitor consistency of hard files mirroring of AR4CA entries   | CSBG Director   | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Report Outcomes Results for CSBG Annual Report   | CSBG Director<br>Executive Director   | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Provide staff development and training   | CSBG Director<br>Executive Director   | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |
| Attend meetings with community organizations<br>And develop Partnerships with other organizations  | Case Manager<br>CSBG Director<br>Executive Director                             | 7/1/21-9/30/21          | 10/1/21-12/31/21 | 1/1/22-3/31/22 | 4/1/22-6/30/22 |  |

**One-Year Work Program**  
**OEO Form 212 (continued)**

| <b>Section III: Program Administration and Operations</b>  |                          |                                |                           |                          |                           |  |
|--|--------------------------|--------------------------------|---------------------------|--------------------------|---------------------------|--|
| <u>Administration, Services, Operations Outcome Expected</u>   | <u>Position Title(s)</u> | <u>Implementation Schedule</u> |                           |                          |                           |  |
|  |                          | <u>First<br/>Quarter</u>       | <u>Second<br/>Quarter</u> | <u>Third<br/>Quarter</u> | <u>Fourth<br/>Quarter</u> |  |
| Employment – Maintains contact with employers during the participants' employment and reports results to CSBG Director         | Case Manager             | 7/1/21-9/30/21                 | 10/1/21-12/31/21          | 1/1/22-3/31/22           | 4/1/22-6/30/22            |  |
| Job Search – assist participants in assessing their job skills for positions. Instructs in job retention skills and attitudes. | Case Manager             | 7/1/21-9/30/21                 | 10/1/21-12/31/21          | 1/1/22-3/31/22           | 4/1/22-6/30/22            |  |
| GED – referrals are made through local colleges and participants are provided with locations of local GED sites                | Case Manager             | 7/1/21-9/30/21                 | 10/1/21-12/31/21          | 1/1/22-3/31/22           | 4/1/22-6/30/22            |  |

**Community Services Block Grant Program  
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OEO Form 212 (continued)**

9. 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 operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2021-22 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

| <b>Table 1<br/>Outcome Measures for Project 1 (enter project name)</b>                |   |
|---|---|
| <b>Measure</b>  | <b>Expected to Achieve the Outcome in Reporting Period (Target)</b> |
| The number of participant families served.  | <b>161</b>  |
| The number of low-income participant families rising above the poverty level.         | <b>13</b>   |
| The number of participant families obtaining employment.                              | <b>12</b>   |
| The number of participant families who are employed and obtain better employment.     | <b>12</b>   |
| The number of jobs with medical benefits obtained.                                    | <b>4</b>  |
| The number of participant families completing education/training programs.            | <b>8</b>  |
| The number of participant families securing standard housing.                         | <b>11</b>   |
| The number of participant families provided emergency assistance.                     | <b>65</b>   |
| The number of participant families provided employment supports.                      | <b>27</b>   |
| The number of participant families provided educational supports.                     | <b>7</b>  |
| 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 2021-22 Application for Funding  
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| <b>Table 2<br/>Outcome Measures for Project 2 (enter project name)</b> |   |
|--|---|
| <b>Measure</b>   | <b>Expected to Achieve the Outcome in Reporting Period (Target)</b> |
| The number of participant families served.                             |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
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**Community Services Block Grant Program  
Fiscal Year 2021-22 Application for Funding  
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OEO Form 212 (continued)**

| CSBG Expenditure by Service Category                                       |                          |                  |                  |                  |              |
|--|--------------------------|------------------|------------------|------------------|--------------|
| <b>A.2. CSBG Expenditures Domains</b>                                      | <b>Target CSBG Funds</b> | <b>Actual Q1</b> | <b>Actual Q2</b> | <b>Actual Q3</b> | <b>Final</b> |
| A.2a. Employment   |                          |                  |                  |                  |              |
| A.2b. Education and Cognitive Development                                  |                          |                  |                  |                  |              |
| A.2c. Income, Infrastructure, and Asset Building                           |                          |                  |                  |                  |              |
| A.2d. Housing  |                          |                  |                  |                  |              |
| A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i> |                          |                  |                  |                  |              |
| A.2f. Civic Engagement and Community Involvement                           |                          |                  |                  |                  |              |
| A.2g. Services Supporting Multiple Domains                                 | 96,860                   | 24215            | 24215            | 24215            | 24215        |
| A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>    |                          |                  |                  |                  |              |
| A.2i. Agency Capacity Building   |                          |                  |                  |                  |              |
| A.2j. Other <i>(e.g. emergency management/disaster relief)</i>             |                          |                  |                  |                  |              |
| <b>A.2k. Total CSBG Expenditures (auto calculated)</b>                     |                          |                  |                  |                  |              |

**Community Services Block Grant Program  
Fiscal Year 2021-22 Application for Funding  
One-Year Work Program  
OEO Form 212 (continued)**

10. 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            |           |        |         |        |  |  |  |  |  |  |              |
|---|-----------|--------|---------|--------|--|--|--|--|--|--|--------------|
| <b>Agency Name:</b> Gaston Community Action, Inc.     |           |        |         |        |  |  |  |  |  |  |              |
| <b>Project Name:</b> Total Family Achievement Program |           |        |         |        |  |  |  |  |  |  |              |
| <b>County</b>   | Cleveland | Gaston | Lincoln | Stanly |  |  |  |  |  |  | <b>Total</b> |
| <b>Total Planned</b>                                  | 45        | 76     | 21      | 19     |  |  |  |  |  |  | 161          |
| <b>Project Name:</b>                                  |           |        |         |        |  |  |  |  |  |  |              |
| <b>County</b>   |           |        |         |        |  |  |  |  |  |  | <b>Total</b> |
| <b>Total Planned</b>                                  |           |        |         |        |  |  |  |  |  |  |              |

**Community Services Block Grant Program  
Fiscal Year 2021-22 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: The Board of Directors will have the final review of the CSBG program outcomes, and their responsibility will be to make comments and recommendations. The Board committee will assess and evaluate the projects as an ongoing process and report the concerns to the full Board of Directors.
  - b. Low-Income Community: A representative of the Poor (Citizen Sector) will be appointed on all committees to assure that the concerns of the poor are addressed.
  - c. Program Participants: Participants are surveyed at the end of the program years as to the program's effectiveness and throughout the year report any questionable treatment or concerns.
  - d. Others: The staff will evaluate the projects at the end of the funding year and make recommendations and comments to the Executive Director.:

2. Describe the systematic approach for collecting, analyzing, and reporting customer satisfaction data to the Board of Directors.

At the beginning of the new fiscal year the results of customer surveys are presented the Board.

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

The Board will monitor the administrative policies and procedures and the Board committees such as Finance, human rights, bylaws, etc. will review the agency's administrative policies and procedures respectively by requesting relevant documents, such as personnel files, financial reports and documents, complaints, etc. to assure that the agency is following policies and procedures set by the Board of Directors. The committees will report to the full Board on a quarterly basis.

4. Describe how the Board acts on monitoring, assessment, and evaluation reports.

The Board of Directors meets on a bi-monthly basis. At this time, information and progress reports are shared with the Board members. The Board and the executive director evaluate the project objectives and activities. Comparison is made of project planned accomplishments versus accomplishments on a bi-monthly basis. The Planning committee meets to address any problems found.

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

The Board of Directors develops a committee made up of staff and board members. They then familiarize themselves on the administrative and programmatic guidelines and plan of work of each program. Then the committee comes back with any deficiencies found during the monitoring and a corrective action plan is developed and implemented.

6. 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.

Last year's evaluation results showed: The program received considerably less funding for the program year. The number of families enrolled were 139, resulting in 403 individuals benefiting from the program. No participant achieved a "living wage" in the program year. Goals achieved for the program year ranged from 45% to 133%. The number rising above poverty 15 (65%), the number obtaining employment/better employment was at 56%, lower by 19% from the previous year due largely to the start of the pandemic in March 2020 which causes numerous businesses to close, and the number of participants, 82% (139). New program guidance is continuously incorporated into the workplan and AR4CA changes. CSBG's self-evaluation is ongoing and yearly results are reported in the first board meeting after the end of the year.

HS- The self-assessment performed in the Head Start program indicated the following results. Served over 491 children and 450 families (funded for 431), families with medical homes, 100% with dental homes, 100%. Served breakfast, lunch and snacks daily (112,060 meals) to children – promoting healthy eating habits. Provided needed transportation as vehicle usage permitted, worked with school systems (Gaston, and Lincoln) to provide school readiness, enhancement pre-school education to all students, and preparation of meals. Meets the CLASS initiative for appliance. Procedures will be reviewed continuously to ensure quality practices. Head Start's self-evaluation will be held October through January of the program year. Head Start was in the 1 year of a 5-year award period which began July 2019.



**Community Services Block Grant Program  
Fiscal Year 2021-22 Application for Funding  
CSBG Administrative Support Worksheet  
OEO Form 212A**

|   |           |  |
|---|-----------|--|
| 1. Administrative Support requested for (Name of Grant):  |           |  |
| 2. Total amount of Administrative Support requested: \$   |           |  |
| 3. Brief description of grant including the name of the funding source:   |           |  |
| 4. Total Grant Amount:  | \$        |  |
| 5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices) |           |  |
| 6. How will the agency track the CSBG funds used for Administrative Support?  |           |  |
| 7. Basis for determining amount of Administrative Support needed.<br>(Please select either Indirect Costs or Cost Allocation, not both.)                        |           |  |
| <b>Indirect Costs</b>   |           |  |
| Indirect Cost Base:   |           |  |
| Indirect Cost Rate %:   | %         |  |
| Indirect cost base amount for this grant:   | \$        |  |
| Percent indirect allowed by funding source for this grant:  | %         |  |
| Dollar amount indirect allowed by funding source for this grant:  | \$        |  |
| <b>Cost Allocation</b>  |           |  |
| 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:  |           |  |
| 9. Administrative Support to be applied:<br>(choose one)  | Monthly   |  |
|   | Quarterly |  |
|   | Annually  |  |

**CONTRACT BUDGET NARRATIVE  
STATE OF NORTH CAROLINA DIVISION OF SOCIAL SERVICES  
OFFICE OF ECONOMIC OPPORTUNITY  
Form 6844N**

**Name of Agency:**

**Section A – Salaries and Wages**

**Section B – Fringe Benefits**

**Section C – Equipment Purchases**

**Section D - Communication**

**Section E – Space costs**

**Section F – Travel/Employee Development**

**Section G - Supplies and Materials**

**Section H – Contractual Services**

**Section I - Client Services**

**Section J - N/A**

**Section K - Other**

**Section L – Indirect Costs**