

Community Services Block Grant



FFY 11 State Plan

**State of Alaska
Sean Parnell, Governor**

**Department of Commerce, Community, and Economic Development
Emil Notti, Commissioner**

**Division of Community and Regional Affairs
Tara Jollie, Director**

DRAFT



State of Alaska
FFY 2011 Community Services Block Grant State Plan
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To: Dr. Yolanda J. Butler, Acting Director
U.S. Department of Health and Human Services
Office of Community Services

From: Jill Davis, Grants Manager
Alaska Department of Commerce, Community, and Economic Development
Division of Community and Regional Affairs

Re: Alaska Department of Commerce, Community, and Economic Development
CSBG Contacts

The Alaska Department of Commerce, Community, and Economic Development is the designated lead agency for the Community Services Block Grant. Below is a list of staff who can be contacted regarding specific areas of this program.

Please send all CSBG Grant Award documents to Jill Davis in the Department's Fairbanks Office at the address specified below.

Contact Information:

Specific Program Area:

Mr. Emil Notti, Commissioner, DCCED
Address: 550 West 7th Avenue, Suite 1770
Anchorage, AK 99501-3510

State Plan Signatory

Telephone: (907) 269-8100
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Ms. Jill Davis, Grants Manager
Address: 211 Cushman
Fairbanks, AK 99701-4639

Grants Manager
CSBG Program Manager
Questions concerning the State Plan

Telephone: (907) 451-2717
Fax: (907) 451-2742

Ms. Pauletta Bourne, Grants Administrator II
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Fairbanks, AK 99701-4639

Grants Administrator
Daily CSBG Program Operations

Telephone: (907) 451-2721
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I. Federal Fiscal Year or Years Covered by this State Plan and Application

This Plan covers Federal Fiscal Year 2011 funds only. The eligible entity's grant agreement will be effective from April 1, 2011 through March 31, 2012.

II. Letter of Transmittal

(Please see page 2.)

III. Executive Summary

A. CSBG State Legislation

There is no state statute governing the Community Services Block Grant program in Alaska.

B. Designation of Lead State Agency to Administer the CSBG Program.

In the State of Alaska the Community Services Block Grant Program is administered by the Department of Commerce, Community, and Economic Development (hereinafter referred to as "Department") within the Division of Community and Regional Affairs.

Former Governor Sarah Palin, chief executive officer of the State, designated to the Department of Commerce, Community, and Economic Development, the responsibility to administer the Community Services Block Grant Program in accordance with the requirements of Section 676(a). (See attached Designation Letter on page 4.)

C. Legislative Public Hearing Requirements

1. Public Hearing: Held as a Legislative Hearing on March 30, 2010 at 8:00 AM.

- (a) Statewide advertisements in major newspapers including Anchorage Daily News; Fairbanks Daily News Miner; and the Juneau Empire.
- (b) Notice on the internet in the State's Online Public Notice System.
- (c) The draft State Plan was posted on the Departments website.

2. Legislative Hearing: The last Legislative Hearing was held on April 27, 2007. This year's Legislative Hearing was on March 30, 2010. The next legislative hearing will be held in 2013.

3. Public Inspection of State Plan: Copies of the draft State Plan were mailed to the only eligible applicant, Rural Alaska Community Action Program, Incorporated (RurAL CAP), prior to the legislative public hearing and posted on the Departments website. Notices/ads indicated copies were available upon request. In addition, copies were made available for public inspection at the legislative public hearing.

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STATE OF ALASKA
OFFICE OF THE GOVERNOR
JUNEAU

May 1, 2009

To Whom It May Concern:

As Governor and Chief Executive Officer of the state of Alaska, I designate the commissioner of the Department of Commerce, Community, and Economic Development (DCCED) as having responsibility to administer the federal Community Services Block Grant program, including the authority to execute grant documents.

I request that you accept the signature of the commissioner of DCCED on all required certifications and assurances related to the above program. The Commissioner has the authority to designate signatory authority to other department staff as he or she deems appropriate. Mr. Emil Notti presently serves as commissioner of DCCED.

Please send documents associated with this grant program to:

Jill Davis, Grant Administrator III
Division of Community and Regional Affairs
Department of Commerce, Community and Economic Development
State of Alaska
211 Cushman Street
Fairbanks, AK 99701

Sincerely,

A handwritten signature in cursive script that reads "Sarah Palin".

Sarah Palin
Governor

cc: Emil Notti, Commissioner, Department of Commerce, Community, and Economic Development
Tara Jollie, Director, Division of Community and Regional Affairs, Department of Commerce, Community, and Economic Development
Gail Dabaluz, Grant Manager, Division of Community and Regional Affairs, Department of Commerce, Community, and Economic Development
Jill Davis, Grant Administrator III, Division of Community and Regional Affairs, Department of Commerce, Community, and Economic Development

IV. STATEMENT OF FEDERAL AND CSBG ASSURANCES:

See Appendix A

Programmatic Assurances
Administrative Assurances
Other Administrative Certifications

V. THE NARRATIVE STATE PLAN

A. Administrative Structure

(1) State Administrative Agency

- (a) **Mission and Responsibilities:** The mission of the Department is “Promoting a healthy economy and strong communities”. The Department and the Division of Community and Regional Affairs in particular, are by their very nature and constitutional and statutory mandates, a community oriented agency. The need for a presence and participation at the local level dictates a decentralized organization which is sensitive to local needs and versatile enough to address the broad spectrum of issues and concerns which affect different types of communities. The Department’s mission inherently includes a strong advocacy role in addition to serving as a bridge between the local community interests and the interests of the state and federal governments. Within the scope of the Department’s mission, the Division of Community and Regional Affairs promotes strong communities and healthy economies by providing information, technical and financial assistance, and other capacity building resources.
- (b) **Goals and Objectives:** The goal of the Department’s Community Services Block Grant Program is to reduce and prevent the spread of poverty through community based educational activities which lead to a greater degree of self-sufficiency on the part of low-income people. The activities identified in the attached work plan (Appendix B) provide a holistic approach to dealing with the problems of Alaska’s poor.

The economic and cultural disparities among Alaskan communities are often far greater than between communities in other states. Many smaller communities have barely established cash economies. There are fundamental unmet needs for capacity building in local government skills. The Department serves as a bridge between the past and future local economies. The Department serves as a catalyst for change, working to ensure that state and federal funding for infrastructure projects is maintained so that community and economic development opportunities may be promoted which lead to greater self-sufficiency for low-income people.

The Department, within the Division of Community and Regional Affairs, also administers the Community Development Block Grant Program; the NPR-A Grant Program; the state Designated Legislative Grant Program; and various other state and federal grant programs. The goals for these programs include providing funding for infrastructure development and capital projects which support future economic development activities in rural areas of the state.

One of the Departments goals is to maximize the linkages among departmental programs to address community development needs. In addressing its desire to help individuals, families, and communities help themselves, the Department is focusing on three major long term goals: stronger families; stronger local governments; and stronger local economies. The activities which are supported with Community Services Block Grant funds through RurAL CAP offer an opportunity to provide services which have a measurable and potentially major impact on the causes of poverty in Alaska.

(2) Eligible Entities

- (a) There is only one Community Action Agency in the State of Alaska that is eligible to receive Community Services Block Grant Funds. The agency is Rural Alaska Community Action Program, Incorporated. RurAL CAP is a statewide, private non-profit with a 501(c)(3) tax-exempt status.
- (b) RurAL CAP will serve the entire State of Alaska with the CSBG program. Although RurAL CAP will provide statewide services, the focus of CSBG activities will be on rural areas of the state.

(3) Distribution and Allocation of Funds

- (a) Planned Distribution of Funds for Current Fiscal Year: Ninety-five percent (95%) of the CSBG funds received will be made available to RurAL CAP for CSBG activities. The remaining five percent (5%) will be used for state administrative costs.

B. Description of Criteria and Distribution Formula

Distribution Formula: Since RurAL CAP is the only eligible CAA in the state of Alaska, ninety-five percent (95%) of the CSBG funds received will be made available to RurAL CAP for CSBG activities benefiting the low income and providing education, information, and advocacy aimed at supporting the strengths of families and communities. The remaining five percent (5%) will be used by the Department for state administrative costs.

Funding Limitations: No CSBG funds will be used for the purchase or improvement of land or the purchase, construction, or permanent improvement (other than low cost residential weatherization or other energy related home repairs), of any building or other facility.

No CSBG funds will be used for partisan or nonpartisan political activity or any political activity associated with a candidate or contending faction or group, in an election for public or party office. No CSBG funds will be used for any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election. No voter registration activity will be supported with CSBG funds.

Procedures for Use of Carry-Over Balances: In the case of carry-over balances at the end of the fiscal year or program year, the Department will make the carry over funds available to RurAL CAP for use the following program year. RurAL CAP will be requested to submit a request for use of the carry over funds if the proposed use significantly differs from that for which it was originally approved.

- C. Description of Distribution and Use of Restricted Funds:** As previously stated, the Department will make ninety-five percent (95%) of the CSBG funds received available to RurAL CAP for CSBG activities benefiting the low income and providing education, information, and advocacy aimed at supporting the strengths of families and communities. The remaining five percent (5%) will be used by the Department for state administrative costs. There have been no funds recaptured or redistributed.

- D. Description of Distribution and Use of Discretionary Funds:** The Department has no discretionary funds to distribute.

- E. Description of use of State Administrative Funds:** The Department shall utilize not more than \$55,000 or five percent (5%) of the amount allocated under the CSBG program (whichever is greater) for state administrative costs.

State Administrative funds will be utilized to support the costs associated with administering the CSBG program including but not limited to partial payment of staff salaries and benefits of those who work with the program; a portion of the costs for services for the Block Grant section which covers postage, telephones, data processing costs, printing costs, advertising costs, etc.; a portion of the costs of supplies associated with the program; travel costs associated with the program including CSBG staff participation and training at national conferences (sponsored by NASCSP, CAPLAW, etc.) and other relevant seminars and

meetings; and program monitoring costs. All administrative costs are documented and a separate accounting code established to record expenditures charged to the program.

A State Charity Tax Credit Program will not be implemented at this time.

F. State Community Services Program Implementation

(1) Program Overview:

(a) The Service Delivery System.

RurAL CAP is the single Community Action Agency in Alaska. Its mission is to protect and improve the quality of life of low-income Alaskans through education, training, direct services, decent and affordable housing, advocacy, and to strengthen the ability of low-income people to advocate for themselves. The goal of the statewide private non-profit is to promote maximum participation by rural and low income Alaskans in overcoming all forms of poverty. The agency encourages the efforts of low-income people attempting to break the cycle of dependency and gain control of the changes affecting their lives.

Because a wide variety of issues disproportionately affect lower income Alaskans, approaches and services equally diverse are offered. Support is provided to individuals and families to make the best use of limited financial resources. These programs include home weatherization, access to affordable housing initiatives, affordable childcare for working parents, and connections to services from other organizations such as medical benefits, food stamps and legal aid. RurAL CAP also helps ensure residents in economically suppressed rural areas have access to educational and capacity building opportunities. To do this, early learning programs are provided in remote rural Alaska along with a variety of safety, health and wellness, workforce, educational, energy cost reductions, and family development training that also help strengthen existing programs and respond to identified community priorities. Opportunities are provided for youth engagement in community activities. Assistance is also provided to individuals battling social and behavioral issues. These programs include sobriety assistance, tobacco cessation, wellness, suicide prevention, environmental awareness, community pride, and life skills.

Direct services are organized into four divisions. Anchorage Services aids chronic homeless alcoholics and runs an affordable housing program for low-income individuals. Community Development provides resources, trainings and service opportunities to low-income Alaskans in order to promote wellness, improve environmental conditions, reduce energy costs and build capacity. Rural Housing and Planning Division assists rural communities and low-income people by increasing affordable housing opportunities, preserving and improving existing housing, and facilitating community-based planning. Child Development Division provides services to prenatal women, children and families through a variety of programs designed to facilitate parent involvement and community collaboration by promoting the parent-child relationship, positive socio-emotional development, healthy practices, cultural richness and school readiness. These include Head Start, Early Head Start, Parents as Teachers and affordable childcare for low-income working families.

During Federal Fiscal Year 2011 RurAL CAP proposes to use Community Services Block Grant funds in the following major component areas listed below. Detailed work plans, narratives, and budgets for each of these component areas are provided in Appendix B.

The *Administrative Services* component ultimately increases the agency's capacity to achieve results by broadening the resource base. It does this by providing agency-wide fund development, public information and research services, database management of partners and potential supporters, as well as agency planning, opportunities for staff development, and program evaluation. Funds are used to build the capacity of the agency to better develop, manage and evaluate the direct services which lead to measurable results of program customers moving out of poverty into self-sufficiency.

The *Anchorage Services Division* component provides emergency services (outreach, access to detox, transitional housing in a 25-bed facility, intensive case management, employment assistance, and public education) to the chronic, public inebriate, homeless population of Anchorage. In addition, the Anchorage Services Division provides Affordable Housing to low-income people in Anchorage and graduates of transitional housing programs, such as Homeward Bound. It does this by collaborating with the network of

housing and alcohol treatment service providers and building and maintaining strong partnerships and linkages.

Within the ***Child Development Division*** are the rural Head Start and Early Head Start programs, the Child Development Center, and the Parents as Teachers Program. The Child Development Division operates under strict federal and state regulations and guidelines which require a well trained staff and close monitoring of its programs. Their outcomes for improvements in child health, school readiness, and parenting and family functioning are achieved through ongoing higher education requirements for the classroom and childcare staff, through capacity building with parents and families, and participation on local Parent Committees and Councils and Advisory Boards.

Within the ***Community Development Division*** are four national service programs (RAVEN YDA AmeriCorps, BIRCH AmeriCorps, VISTA, and Students-In-Service AmeriCorps), wellness programs, the Rural Providers' Conference (see 2009 RPC Summary at www.ruralcap.com) and environmental action. Cooperative relationships are established with regional and village organizations, rural councils and other community-based organizations to place the locally hired Members who, through their host organizations, identify the community's needs to their projects. Opportunities for youth involvement are increased, and the overall well-being of the communities is improved by the projects identified. Additionally, the sustainability capacity is maintained beyond the program year for these local hires who learn new skills through in-depth training and service.

The ***Rural Housing and Planning Division*** provides a full-range of construction, rehabilitation and planning services. Funds in FY 2011 will be used to expand the range of technical assistance and direct services provided to rural housing entities to increase their capacity to conduct local needs assessment, planning, rehabilitation and new construction for their own low-income housing customers. The division also maintains oversight of RurAL CAP's Weatherization, Fee-For-Service Housing Rehabilitation, Self-Help Housing, and Community Planning programs. It is able to do this by brokering partnerships among various agencies and villages to maximize leveraging of funding and through these collaborations, maintains an ongoing collection of needs assessment information to improve its quality and accuracy.

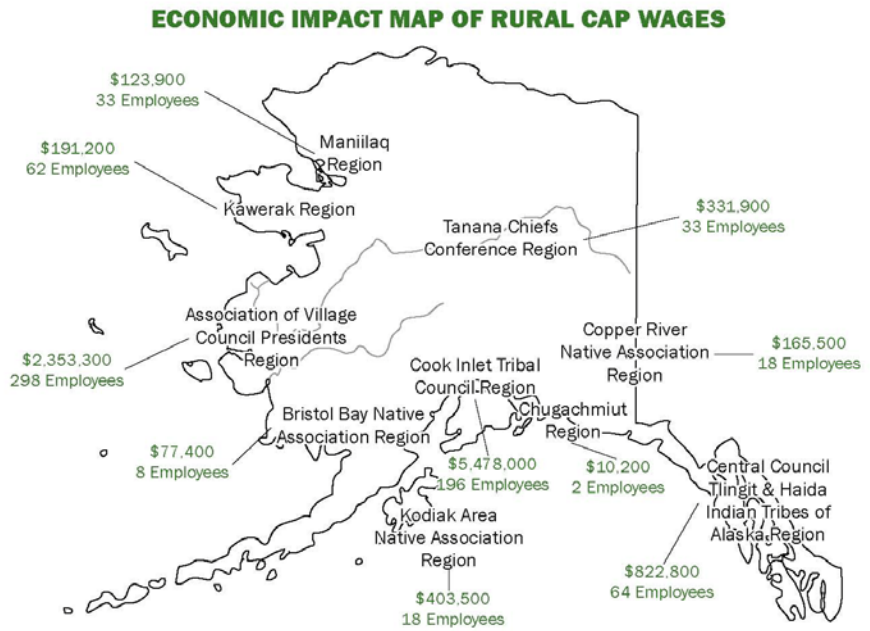
The ***Public Policy and Advocacy*** component's focus is on expanding the number of organizations the agency works with for the purpose of increasing the number and amount of resources and opportunities for individuals, families, and communities. It provides opportunities for target area Board members to share information on the status of their constituents along with opportunities to learn about best practices, provides public information and education on issues which affect low-income people in Alaska directly related to the use of traditional, sustainable natural resources through hunting, fishing and gathering as well as issues affecting tribal government and the ability of remote rural communities to become more self-sufficient. This component provides opportunities for low-income people to advocate on their own behalf. It also includes the production of the *Village Voices* newsletter (See samples of 2009 issues at www.ruralcap.com). It is through these efforts to create an understanding by others of the situations in Alaska's communities that RurAL CAP increases its opportunities for low-income people.

RurAL CAP uses a comprehensive Strategic Planning process involving input from a broad spectrum of stakeholders including agency staff, board members, funders, partners, colleagues, collaborators, clients, service recipients and customers supported by current data to determine its direction and annual work plans and goals. The three year plan is updated and revised regularly to reflect new opportunities and directions.

RurAL CAP believes in the value of empowering low-income Alaskans and in finding lasting solutions for meeting community needs. Therefore a large part of the strategy for delivering services includes local hire in every division. For example, positions are hired from within communities served for teaching jobs, bus drivers, cooks, service positions, program outreach and construction work. In addition VISTA volunteers and AmeriCorps members are recruited from within the communities they will serve. This allows the people served to participate in income, education and training opportunities provided by our programs. As a result of working directly with community members, programs and services are keenly aligned with community needs. In addition, the capacity built through program work stays in the community after projects are complete.

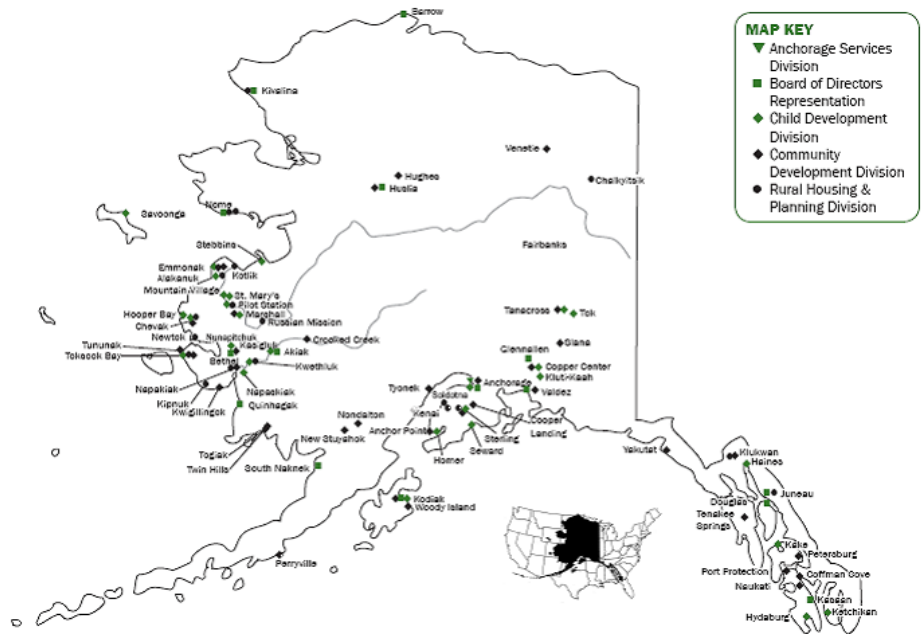
RurAL CAP employed more than 850 people during 2009. Below is a map including how payroll is

distributed across the non-profit areas within the 12 Alaska Native Claims Settlement Act regional boundaries.



Service Areas

RurAL CAP provides services in more than 70 communities across Alaska. For some services such as those involving AmeriCorps or VISTA programs, the communities involved may change from year to year. For other programs such as those involving Head Start, Early Head Start and Parents As Teachers, continuity is maintained from year to year regarding communities served. The communities served by RurAL CAP during 2009 are shown on the map below. The distribution of communities across Alaska is representative of the communities that will be served in 2011.



Communities with Board Representation

Akiak	Fairbanks	Kobuk
Akutan	Fort Yukon	Kodiak
Anchorage	Glennallen	Napaskiak
Barrow	Homer	Nome
Bethel	Juneau	South Naknek
Douglas	Kasaan	Valdez

Communities Served by Community Development

Akiak	Kasigluk	Ruby
Aleknagik	Ketchikan	Savoonga
Anchorage	Koliganek	Selawik
Chevak	Manakotak	Shaktoolik
Chuathbaluk	Naukati Bay	Sterling
Cooper Landing	Nenana	Tanacross
Cordova	New Stuyahok	Tazlina
Eklutna	Nikiski	Tetlin
Elim	Nikolski	Thorne Bay
Fairbanks	Nome	Togiak
Gambell	Nondalton	Twin Hills
Haines	Nunapitchuk	Venetie
Hooper Bay	Palmer	Wrangell
Huslia	Petersburg	Yakutat
Kalskag	Port Alexander	

Communities Served by Rural Housing & Planning

Alakanuk	Kenai	Nunam Iqua
Anchorage	King Salmon	Oscarville
Bethel	Kipnuk	Palmer
Chalkyitsik	Kivalina	Pilot Station
Chevak	Klukwan	Russian Mission
Chugiak	Kotlik	Stebbins
Dillingham	Napakiak	Toksook Bay
Eagle River	New Stuyahok	Tununak
Egegik	Newtok	Wasilla
Fairbanks	Noatak	
Juneau	Nome	

Communities Served by Child Development

Akiak	Kake	Savoonga
Alakanuk	Ketchikan	Selawik
Anchorage	Kluti-kaah	Seward
Chevak	Kodiak	St. Mary's
Copper Center	Kwethluk	Stebbins
Emmonak	Marshall	Sterling
Haines	Mountain Village	Tanacross
Homer	Napaskiak	Tok
Hooper Bay	Nunapitchuk	Toksook Bay
Hydaburg	Pilot Station	

(b) Linkages

A description of how linkages will be developed by local entities to fill identified gaps in services, through the provision of information, referrals, case management, and follow up consultations.

Overall services for clients and customers require close coordination with many organizations. This includes early childhood education organizations, universities, veterans' affairs, mental and other health, shelters, police departments, housing and finance corporations, local governments and schools, tribal, energy, other statewide non-profits, and environmental entities.

The Anchorage Services Division (ASD) works with special needs populations who have challenges with housing including chronically homeless individuals battling alcoholism. Comprehensive services require working with a variety of organizations. Case managers work directly with individuals to identify gaps in services they need and to determine programs for which they are eligible. Close working relationships have been developed with housing entities such as Alaska Housing Finance Corporation, mental health and wellness service providers such as Alaska Native Medical Center, Anchorage Community Mental Health Services, the Alaska Psychiatric Institute and the Alaska Mental Health Trust Authority. The ASD is also part of the Continuum of Care organizations working in the municipality and therefore interact with other social service organizations such as Salvation Army, Catholic Social Services, Bean's Café, Brother Francis Shelter, Covenant House and Alaska Women and Children in Crisis.

The Child Development Division works with a variety of partners in promoting and advocating for the needs of professionals in early childhood development as well as advocating for and implementing best practices. Members of RurAL CAP's staff sit on a variety of boards and panels including the Head Start State Association and Best Beginnings. The division also hosts the Parents As Teachers statewide office which supports all programs, not just RurAL CAP's. In each of the early childhood programs, Early Head Start, Head Start and Parents As Teachers, family visitors work directly with each child's family to access much needed services—this can vary from a simple recommendation to the Tobacco Quit Line to a referral for medical services from the state.

The Community Development Division and Rural Housing and Planning Division work on the community level to provide access to a wide array of community assistance. Many times RurAL CAP is the first contact community members utilize to become informed about other funding or assistance for their community. Connections have been made for these communities with a variety of organizations and agencies including the Alaska Native Tribal Health Consortium, the Environmental Protection Agency, Alaska Village Initiatives, local housing authorities, the Denali Commission, U.S. Census Bureau, USDA Rural Development and the Affordable Housing Partnership.

(c) Coordination with Other Public and Private Resources

A description of how funds made available through grants to eligible entities will be coordinated with other public and private resources.

RurAL CAP values the opportunities for leveraging CSBG funds in order to provide effective and efficient delivery of services across the state in challenging conditions with extremely high costs of doing business. In 2009, it leveraged the CSBG funds with over \$26 million in state, local, private, and fees for service funding of which approximately 50% is from federal sources, 45% from state and local sources and 5% from foundations, individuals and earned revenue. Accomplishments in this area include specifically increasing support from foundations and corporations active in the communities served by RurAL CAP.

RurAL CAP coordinates and engages in collaborations with other organizations and institutions to avoid duplication and maximize the delivery of the early childhood development, housing, and community development programs. The success of the organization comes from its ability and willingness to work with other organizations to deliver the specific outcomes reported each year in the Results Oriented Management and Accountability Reporting Document. It does this through a well designed planning process that includes coordination with local governments, state and federal agencies, higher education institutions, training facilities, funding entities, tribal organizations, other non-profits, the legislature, Native for-profits, school districts, private corporations, associations, Congressional delegation, and the Governor's office.

(d) Innovative Community and Neighborhood-based Initiatives

A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the CSBG, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

RurAL CAP is recognized for its work in providing sustainable efforts at improving communities through capacity building throughout the state. It includes implementation of:

Homeward Bound, which moves public inebriates off the streets into secure housing arrangements, reuniting families, and ultimately employment.

The *Housing First* model is based on the idea that individuals achieve a greater level of self-sufficiency when they obtain permanent housing **first**, rather than receiving housing as a condition of completing an array of treatment programs.

The Speaker's Bureau was formed to empower residents to educate the community on issues pertaining to homelessness.

Parents as Teachers in 19 communities throughout Alaska that builds long-term capacity for parents and communities.

AmeriCorps programs extend the local capacity and sustainability by training local people in community health and wellness.

The annual Rural Providers' Conference which promotes substance abuse prevention services resulting in healthy families and communities.

(2) Community Needs Assessments

The use of CSBG funds was determined by utilizing the following avenues of information regarding the unmet needs of people living in poverty:

- From the Community Needs Assessment that RurAL CAP conducted with the Head Start program;
- Through the State of Alaska Division of Community and Regional Affairs' 2009 Rural Population Report discussing the changing trends in rural populations and the impacts to rural and urban Alaska;
- Through the Yukon Kuskokwim Health Corporation's 2009 Forgotten America: Rural Alaska Problems and Solutions Report;
- From the Alaska Housing Finance Corporation's 2009 Alaska Housing Assessment;
- From the Alaska Economic Trends Employment Forecast for 2010 Report;
- From UAA's Institute of Social and Economic Research 2010 Market Factors and Characteristics Influencing Rural Alaska Fuel Prices Report;
- The McDowell Group's survey of Native Perspectives on Alaska Issues that reports findings from Alaska Native households across the state on a wide variety of topics;
- First Alaskans Institute's Alaska Native Policy Center's 2007 Rural Development Performance Measures (RDPM) Report which recognized that a myriad of questions and controversies surround issues related to economic growth, economic development, and poverty reduction;
- Through the Alaska Progress Report 2005-2006 that contains 49 measures of social, economic and environmental progress for the state of Alaska;
- Through a survey and questionnaire distributed and analyzed by the Community Development Division from villages regarding management and capacity building needs;
- Information gained from attendance at the monthly Homeless Services Forum, facilitated by the Municipality of Anchorage;
- Information from the Mayor's 10 Year Plan to End Homelessness, Municipality of Anchorage;
- Information from a November, 2008 survey of Village Voices recipients;
- From the many boards, councils, committees, forums, invitations to present/participate in and other meetings and conferences that RurAL CAP's staff participates in;
- From the RurAL CAP Board of Directors, especially target area representatives;
- From over 800 RurAL CAP staff who, through direct work with communities and individuals and coordination with other organizations, learn of gaps and needs in rural communities.

Research publications by the University of Alaska reaffirms that the issues RurAL CAP is addressing are the needs as determined by people in rural communities.

RurAL CAP engages in a comprehensive planning process which includes the gathering of current data on rural

Alaska and of the poor in Alaska. Program customers, board members, staff and stakeholders have all had input into the gathering and prioritizing of ideas and information. Because the needs of low-income people in Alaska are so overwhelming, RurAL CAP focuses on those needs that the agency is best able to meet. The strategic planning process includes a three-year vision for the main strategic directions for the agency. Individual programs then develop their own strategies and action steps in order to implement the plan. This plan is updated on a regular basis. RurAL CAP submits a copy of the plan to the State annually.

(3) Tripartite Boards:

The grant agreement between the Department and RurAL CAP incorporates the requirement that RurAL CAP shall administer the CSBG program through a tripartite board that fully participates in the development, planning, implementation and evaluation of the program to service low-income communities.

RurAL CAP's 24-member Board of Directors represents every region of Alaska. There are three categories of directors on the board:

- 1) Target Area Directors make up at least one-third of the board as representatives of organizations which serve low-income Alaskans in specific geographic areas;
- 2) Private Sector Directors are officials or members of other nonprofit organizations whose mission and interests complement those of RurAL CAP; and
- 3) Public Directors make up one-third of the total board as representatives of elected or appointed officials.

RurAL CAP provides the Department with notification in changes in Board membership and policy. The Department monitors the composition and activities of the Board of Directors for compliance on an on-going basis. Technical assistance and guidance are also provided on an on-going basis and at RurAL CAP's request.

(4) State Charity Tax Program:

Not applicable

(5) Programmatic Assurances

Following is a description of how each of the assurances outlined in Section 676(b) of the CSBG Act will be carried out:

(a) Assurance '676(b)(1) :

- (1) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable families and individuals to:

(i) Removing barriers to Self-Sufficiency;

The obstacles are many for low income people living in communities with few economic opportunities or for those who have been homeless for years. RurAL CAP's guiding principles include working with individuals and community members to find long term solutions to improving the quality of life for low income people. That means providing services that don't always mean making more money when that is not necessarily possible, but rather providing services which lead to economic self sufficiency and healthy families and communities. For example, providing training which results in certification as Head Start workers for long-term employment opportunities; providing community planning training for youth in their villages; reducing the rates of alcohol and other substance abuse and making it possible for those individuals to then have access to housing, training, and employment; preparing young children for readiness in kindergarten and first grade and ensuring their nutritional and basic health care needs are met while in the pre-school programs; providing awareness of ways to spend less monies through energy efficient habits and conservation; developing solid waste management programs that result in healthy local environments; providing fire protection training.

An example of the details of a program that reflects this method of service delivery is Project Homeless Connect which provides a one stop shop of resources for homeless individuals and

families. Community volunteers assist people in obtaining food boxes, hot meals, showers and haircuts, on site child care, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support, and health screenings.

Residents are offered transitional housing, case management, housing information, employment assistance, mental health counseling, gender specific services for men and women, reintegration activities, volunteer work, individual and group counseling, and life skills classes.

(ii) *Secure and retain meaningful employment;*

RurAL CAP believes in the value of empowering low-income Alaskans and in finding lasting solutions for meeting community needs. Therefore a large part of the strategy for delivering services includes local hire in every division. For example, positions are hired from within communities served for teaching jobs, bus drivers, cooks, service positions, program outreach, community health, and construction work. This allows for income, education and training opportunities to the low-income people served. RurAL CAP works directly with community members, and as a result, programs and services are keenly aligned with community needs. In addition, the capacity built through program work stays in the community after projects are complete.

In Anchorage, Community Bound offers specific case management to individuals needing housing assistance and employment development. Community Bound provides participants with training in tenant rights and responsibilities, employment, money management, community volunteer opportunities, social relations, communication, and advocacy. The approach is a systemic one that provides the tools and training to individuals to understand their role in maintaining self-sufficiency.

(iii) *Attain an adequate education and improve literacy skills;*

The Child Development Division provides services to prenatal women, children and families in 29 communities across Alaska. The programs offered by the division include Head Start, Early Head Start, Parents As Teachers, and child care.

All Child Development Division programs are designed to facilitate parent involvement and community collaboration. Programs promote the basic tenet that parents are the child's first and best teacher. Services to children promote positive socio-emotional development, healthy practices, cultural richness and school readiness. Services to families support self-determination and empowerment.

Head Start and Early Head Start are comprehensive child development programs serving low income children and their families. Head Start serves children ages three to five and Early Head Start serves prenatal women and children ages birth to three. The programs promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other related services. The programs also help parents make progress toward their own education, literacy and employment goals.

Local Parent Committees are formed at each Head Start Center to assist the staff in curriculum development, increase community support and offer advice on programmatic and fiscal decisions. Parents help determine the cultural appropriateness and responsiveness of program services.

Parents As Teachers (PAT) is an early childhood parent education and family support program designed to empower parents to give their children the best possible start in life. Home visits and group socializations are offered to families in 19 communities across the State. The PAT approach is to support all children so that they will learn, grow and develop to realize their full potential.

(iv) *Make better use of available income;*

RurAL CAP's guiding principle of working with individuals and community members to find ways to contribute to economic self sufficiency has directed it towards programs that result in spending fewer dollars or for building capacity so individuals can earn a living. For example, providing training which results in certification as Head Start workers for long-term employment opportunities; providing community planning training for youth in their villages; reducing the rates of alcohol and other substance abuse and making it possible for those individuals to then have access to housing, training, and employment; preparing young children for readiness in kindergarten and first grade and ensuring their nutritional and basic health care needs are met while in the pre-school programs; providing awareness of ways to spend less monies through energy efficient habits and conservation; developing solid waste management programs that result in healthy local environments; providing fire protection training.

(v) *obtain and maintain adequate housing and a suitable living environment;*

RurAL CAP's Anchorage Services Division provides services to chronic homeless alcoholics many of whom have severe mental health and substance abuse problems. Homeward Bound is one of only three programs in the United States with comprehensive services ranging from detox to housing. Homeward Bound also serves individuals and families experiencing income limitations by providing affordable housing.

Housing First Services

Serving as the pilot program for Anchorage, Homeward Bound implements Housing First case management services as part of the Mayor's Ten Year Plan to End Homelessness. Housing First is based on a national model that places hard to serve individuals directly into housing without requiring compliance with established social service programs.

Affordable Housing

Homeward Bound's Affordable Housing program provides rental units to individuals with little or no income. The Affordable Housing program only requires a person's ability to pay rent, to care for an apartment, and be a good neighbor as prerequisites for tenancy.

The Rural Housing and Planning Division assists rural communities and low-income people by increasing affordable housing opportunities, preserving and improving existing housing, facilitating community-based planning, and building the capacity of rural communities to participate effectively in the development of housing and related infrastructure.

Self-Help Owner-Built Homes

Progress on Self-Help Owner-Built housing projects in Sterling and Kenai continues to be made. Families must contribute "sweat equity" in order to qualify for the program. Extensive homebuyer counseling, financial literacy training and assistance with budgeting and resolving outstanding credit issues is provided to potential self-help participants. These services help families to qualify for not only the self-help program, but to prepare for successful homeownership in general.

Housing Services

RurAL CAP's housing services program assists rural communities with carrying out housing development, rehabilitation, and weatherization. With special expertise in rural logistics, and in blending and managing funding from multiple sources, RurAL CAP helps communities expand and improve affordable, energy-efficient housing options.

Weatherization is the division's longest-standing program. The focus of weatherization is to increase the safety, energy-efficiency and comfort of the homes served. Unlike similar programs in other areas of Alaska and the Lower 48, the Western/Northwestern Alaska program serves an entire community at one time, rather than individuals scattered among multiple communities. RurAL CAP weatherization projects take 1-3 years to complete,

depending on the size of the community being served.

Homes receiving weatherization services must be occupied by income eligible homeowners. Priority is given to Elders, handicapped individuals, and households with children under six years old. In all weatherization and rehabilitation projects, local hire is an important element which provides employment, and leaves communities with a more skilled labor pool.

(vi) *Obtain emergency assistance;*

RurAL CAP provides emergency assistance to meet immediate and urgent family and individual needs in these ways:

Through the Project Homeless Connect in Anchorage, critical winter gear is distributed and initial contact information is provided about available services. In 2009 Anchorage Services outreach team initiated 2,363 contacts with homeless individuals in Anchorage in the form of referrals, support and advocacy by the outreach team. Over 1,326 people received food boxes, hot meals, showers and haircuts, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support and health screenings through Project Homeless Connect—a program sponsored by the Anchorage Coalition on Homelessness, of which RurAL CAP is a member.

As homeless individuals enter either the Homeward Bound or Housing First programs, more in-depth assistance is offered by helping residents access special services for which they are eligible but might not be using. Each resident is assigned a case manager who walks them through the steps necessary to access services, including health care, substance abuse treatment, mental health care, representation with regard to legal issues and accessing legal aid, accessing income through mainstream providers, food stamps, housing (rental assistance through a tribal organization, rental deposit through the municipal Safe City program, Section 8 vouchers or public housing through the state public housing office), employment through the Workforce Investment Act and state/local programs, financial planning through Consumer Credit Counseling Services of Alaska, and if applicable, VA Benefits. Case managers offer this level of assistance to roughly 120 people a year. The result is that residents are better able to access services available to them.

Nutritional support and referral assistance is provided to low income families in the Childhood Development programs. All 24 Head Start programs, per national program requirements, provide for at least 1/3 of each child's daily nutritional requirement according to USDA guidelines. Through these programs normally 2/3 of each child's requirements are provided for. In 2009 more than 135,000 meals were served during the school year. In addition, through work with the parents and families of the Head Start, Early Head Start and Parents and Teachers children, information is offered on good nutrition and wellness. Monthly social activities often include a nutritious meal or snack and from time to time a cooking lesson. Programs also link parents and families in need with services from other organizations. In 2009, the PAT program served 578 children and their families and 61 prenatal women.

(vii) *achieve greater participation in the affairs of the community;*

RurAL CAP's Community Development Division provides resources, training and service opportunities to low-income Alaskans in order to promote health and wellness, improve environmental conditions, save energy and build capacity. The division focuses on positive solutions that are culturally appropriate and achieve measurable results.

The Community Development Division includes five national service AmeriCorps and VISTA programs. RurAL CAP supports up to 150 AmeriCorps and VISTA members in approximately 50 communities across Alaska. Members are recruited locally from the communities they will serve in, trained by RurAL CAP and serve for usually one year

Community Planning

Through the Rural Housing and Planning Division, RurAL CAP continues to partner with the Denali Commission to develop a community planning tool that is tailored to the special needs and circumstances of Alaska's small rural communities. Built around a rural Alaskan understanding of the social, political, cultural, and physical environment, the community planning tool helps villages tell their unique stories, and plan for the future while embracing their values, culture, and vision.

RurAL CAP provides training and technical assistance to communities who wish to engage in community planning activities. Services include training conferences and events, as well as on-site assistance in developing a community plan.

- (2) To address the needs of youth in low-income communities through youth development programs that foster leadership and life skills development leading to future employability. The youth programs are strength-based and focus on health topics, community service, outdoor appreciation and survival skills, fostering of adult-youth relationships, environmental action, tobacco prevention, learning Native culture, and life skills. This is done by supporting the primary role of the family, giving priority to the prevention of youth problems and crime, promoting increased community coordination and collaboration in meeting the needs of youth, and supporting the development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as 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 after-school child care programs; and
- (3) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). (Both (2) and (3) are answered below.)

Students in Service AmeriCorps Program

RurAL CAP works with the University of Alaska Anchorage and the University of Alaska Fairbanks to coordinate up to 80 part-time Students in Service AmeriCorps members annually. Services provided by members address a number of social and health issues including domestic violence, suicide, alcohol and drug abuse, employment and training, teen pregnancy, corrections and juvenile delinquency, child development, and child welfare.

Building Initiatives for Rural Community Health (BIRCH) AmeriCorps Program

BIRCH AmeriCorps members design and support community-wide events for youth, families and Elders in the areas of health education, substance abuse prevention and wellness. In 2009, BIRCH members served 15 Alaskan communities.

Rural Alaska Village Environmental Network (RAVEN) AmeriCorps Program

The RAVEN AmeriCorps members improve environmental conditions through youth education, pollution prevention, community clean-up efforts, energy conservation, recycling and other solid waste management projects across rural Alaska. RAVEN AmeriCorps members worked in 20 communities in 2009.

VISTA Energy Program

RurAL CAP launched the VISTA Energy Program in April of 2007. In 2009, 14 VISTAs worked to reduce the burden of energy costs in their rural communities. Projects planning and capacity building for renewable energy options, and home energy efficiency education.

Recovery AmeriCorps/VISTA Members

In 2009, RurAL CAP was awarded 13 AmeriCorps and 14 VISTA positions with American Recovery and Reinvestment Act funding. The members were placed in a variety of roles and capacities in organizations in 28 communities in Alaska.

- (b) **Assurance '676(b)(4): 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.

Project Homeless Connect

Project Homeless Connect provides a one stop shop of resources for homeless individuals and families. Community volunteers assisted more than 1,300 people in obtaining food boxes, hot meals, showers and haircuts, on site child care, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support, and health screenings.

RurAL CAP has met the federal nutrition requirements for its Head Start sites.

- (c) **State Assurance '676(b)(5): and the eligible entities in the State** will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

RurAL CAP works extensively with state related entities that receive funding under the Workforce Investment Act. The Anchorage Services Division works with Nine Star, Division of Vocational Rehabilitation, all GED completion programs, CITC, etc. to assist resident participants in reaching their employment goals. The Dept. of Labor assists with job applications. In addition, residents are provided employment classes and internet access to all private companies that may be hiring. They are also provided transportation to employment related activities and access to “day labor” jobs.

The Housing and Planning Division hires individuals for the weatherization projects who have completed DOL workforce training programs.

Community Development, in partnership with the Denali Commission and State Department of Labor provides 2 days of training for up to 100 AmeriCorps and VISTA Service Members and their Supervisors (primarily tribal and city council administrators) to strengthen leadership development, supervisory skills and managerial capacity to support Denali Commission and other public infrastructure projects in rural Alaska.

- (d) **Assurance '676(b)(6):** The State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities.

RurAL CAP utilizes LIHEAP as part of the funding that Alaska Housing Finance Corporation provides for the Weatherization Program. LIHEAP supplements the Department of Energy and AHFC funds. Since the LIHEAP funds need to be expended by June 30 of each year, RurAL CAP uses them primarily for the initial materials purchase for the rural projects and also for some of the personnel startups costs each year. For 2009, RurAL CAP received \$255,000 in LIHEAP funds. Of this, \$30,000 was slated for Juneau for the Weatherization Assistance Program and the remaining \$225,000 is for Enhanced Weatherization in the rural villages of western and northwestern Alaska. RurAL CAP is one of five agencies that provide Weatherization across the state, and in 2008, the tribal Housing Authorities were added when the state provided additional funds for Weatherization services. The goal of the program is to increase the energy efficiency (save stove oil and electricity costs) in the homes. Eligibility has been extended to 100 percent of median income to allow more people to qualify. However, persons at 60 percent median income will have a higher priority.

- (e) **Assurance '676(b)(9):** The State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.

The Anchorage Services Division is an example of successful partnerships throughout Anchorage to maximize services for individuals with low incomes. It currently has partnerships with businesses such as the Red Apple Grocery store and Camp Fire for handling their recycling efforts. It provides day labor to several construction or private businesses in Anchorage. It partners with Catholic Social Services, Cook Inlet Tribal Council, the Municipal Dept. of Neighborhoods, Alaska Housing Finance Corporation, The Alaska Mental Health Trust Authority, the Alaskan Aids Assistance Association, HUD, the Division of Behavioral Health, Cook Inlet Housing Authority, Anchorage Housing Initiatives, individual landlords throughout Anchorage, the Mt. View Community Council, etc. to provide a continuum of care from getting people off the streets to eventually placing them in permanent supportive housing.

The Child Development, Community Development, and Rural Housing and Planning Divisions which provide services in rural Alaska are also well connected with the many statewide, regional and local organizations that allow them to more effectively and efficiently deliver services including school districts, tribal organizations, city, municipal and borough governments, church groups, Boys & Girls Clubs, State Departments of Education and Health and Social Services, natural resource entities, solid waste management, AHFC, federal agencies, local clinics, Elders Councils, University of Alaska, Native corporations and organizations, financial institutions, and the Denali Commission. In 2009, RurAL CAP partnered with over 250 organizations to deliver its programs and services.

The Community Development Division maintains numerous partnerships and coordinates programs with a variety of community-based and statewide organizations involving low-income people also served by the State of Alaska. These include tribal governments and city councils, schools, churches, health clinics and other organizations in over 50 communities across Alaska where the AmeriCorps and VISTA members serve. In addition, the Division partners with Alaska Native non-profit and for-profit corporations, statewide non-profit agencies and foundations.

A sampling of these organizations include Alaska Village Initiatives, First Alaskans Institute, Alaska Native Tribal Health Consortium, Denali Commission, Copper River Native Association, Aleutian Pribilof Islands Association, Association of Village Council Presidents, Alaska Community Foundation, Alaska Injury Prevention Center, American Red Cross of Alaska, Boys and Girls Club, Big Brothers Big Sisters of Alaska, Job Corps of Alaska, Alaska Youth for Environmental Action, Renewable Energy Alaska Project, Alaska Community Action on Toxics, Alaska Tribal Conference on Environmental Management, Alaskans for Litter Prevention and Recycling, Total Reclaim, the Solid Waste Working Group and the Youth Success Working Group.

G. Fiscal Controls and Monitoring

- (1) State Program Monitoring:** Department staff monitors RurAL CAP on an on-going basis to ensure compliance with the provisions of the Act. An on-site review took place at the RurAL CAP offices in Anchorage on May 27-28, 2009. The State has met its obligation to monitor the grantee on-site at least once every three years.

When an on-site visit is done, an entrance interview is conducted with the Executive Director of RurAL CAP and anyone he/she elects to have participate. The purpose of the entrance interview is to review the monitoring process and the files, records, etc which will need to be made available.

After the monitoring review is completed, an exit interview is held with the Executive Director of RurAL CAP and any one he/she elects to have participate. During that interview, any problems, concerns, or issues that need to be addressed or resolved, will be outlined.

A written monitoring report also outlining issues (both positive and negative) is sent to RurAL CAP's Executive Director with timelines for resolution identified. There were no findings or issues of a negative nature identified as a result of the May 2009 monitoring visit.

CSBG staff attended Monitoring Principles & Practices training in May 2006. Our monitor process was revised after receiving this training. An updated monitor form and a Pre-Visit Questionnaire were developed and used during the May 2009 review. Additional revisions were made after the monitor to facilitate the monitor

process. This final product will be used during future monitors. We expect to monitor RurAL CAP on site in by May 2012.

RurAL CAP has an annual audit conducted each year by a private independent firm. The audit meets both federal single audit and state single audit requirements. KPMG completed an audit for the year ending September 30, 2009 and issued their report in March 2010. No matters involving internal control and its operation were found that were considered a material weakness.

- (2) **Corrective Action, Termination and Reduction of Funding:** If the Department should determine that the eligible entity fails to comply with the terms of an agreement, the State Plan, or to provide services under this subtitle, or to meet appropriate standards, goals, and other requirements, the Department will provide RurAL CAP with written notification of the deficiencies and an opportunity to correct the deficiencies within an agreed upon timeframe (60 days). Within 30 days after receiving an improvement plan from RurAL CAP, the Department will review it and make a determination as to its acceptability. If not acceptable, reasons why will be identified. Technical assistance will be offered by the Department in correcting the deficiencies.

If the eligible entity fails to correct the deficiencies, after providing the eligible entity with adequate notice and an opportunity for a hearing, the Department will initiate proceedings to terminate the designation of or reduce the funding under this subtitle of the eligible entity. The Secretary will be copied on all such correspondence.

- (3) **Fiscal Controls, Audits, and Withholding:** The Department provides assurance that fiscal and fund accounting procedures in compliance with OMB Circular A-110 and A-122 have been established and shall apply to recipients of funds under this subtitle, to ensure the proper disbursement of and accounting for federal funds paid to the State under this subtitle, including procedures for monitoring the assistance provided under this subtitle and provide at least every year for the preparation of an audit of expenditures of amounts received under this subtitle and amounts transferred to carry out the purposes of this subtitle, in accordance with the Single Audit Act, PL 98-502 (31 USC 75 and OMB Circular A-128). The Department requires that the Grantee be audited annually and a copy submitted to the Office of Management and Budget for review and audit resolution if required.

The Department segregates each federal grant appropriation into two categories: Grant Funds and Administrative Funds. A collocation code for each is established once funds are released by the Budget Analyst. The eligible entities grant agreement is coded to the Grants Line Item. It contains a line item budget against which monthly billings for reimbursement are requested. The Grantee's monthly financial reimbursement requests are approved by Program staff for program compliance and reviewed by Fiscal staff for mathematical accuracy.

Administrative funds are also tracked by collocation code. All expenditures are approved and tracked by Program and Fiscal staff.

- (a) **Cooperation with Federal Investigations [676(b)(7) and 678D]:** The Department agrees to cooperate with any Federal investigation undertaken in accordance with Section 678D(b)(3) of the Act. No federal investigations were undertaken in prior years, but should the need arise, the Department will assist in any way possible. Copies of the State Plan, RurAL CAP's grant agreements, and Annual Reports are public information and open and available for review by the public, the Alaska Governor's Office, the Alaska State Legislature, the Alaska State Congressional delegation, or any interested party.
- (b) **Termination or reduction in proportional funding [676(b)(8)]:** Any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act.

During prior Federal Fiscal years (at least the last 12) the Department has not terminated or reduced funding to a Community Action Agency. Procedures for so doing are outlined in this Plan.

- (c) **Adequate Representation on the Board [676(b)(10)]:** The By-Laws of the Board of Directors of RurAL CAP identify the procedures for obtaining representation on the Board and the mechanisms to obtain representation by other means. RurAL CAP submits a copy of the by-laws to the State annually.

H. Accountability and Reporting Requirements

(1) Results Oriented Management And Accountability:

Several times over the years, RurAL CAP has provided in-depth training in results oriented outcome management to its staff. Recently, Elliott Pagliaccio, a national expert and trainer on results oriented management, conducted a two-day intensive training with RurAL CAP staff. This refresher course, along with a leadership team that values measurable outcomes, has enabled RurAL CAP to become proficient in measuring outcomes. The process continues to be refined and expanded to new programs and initiatives. The outcome measures for each program are provided immediately following the program narratives in Appendix B.

Over the past several years, RurAL CAP has established itself as a national leader in the use of outcome measures. Within the national CSBG family of Community Action Agencies, Alaska's progress in implementing outcome management and its comprehensive publication of outcome measures has been hailed as an example for other states to follow.

As RurAL CAP continues the process of transforming itself into a "results and learning" organization (one that measures success in terms of customer outcomes – measurable changes in conditions and behaviors of the people served), it has raised the level of energy and enthusiasm throughout the agency. Over the past few years, RurAL CAP has leveraged CSBG funds to develop new funding sources, new customers, better results and a customer service attitude that has helped lift the spirit of the organization and the many people whose lives are improved by it.

RurAL CAP has now fully integrated all of its programs into its ROMA model of outcome evaluation. Program Directors and Managers sit down with their supervisors on a quarterly basis to review customer progress on milestones and to discuss results and learning. New projects and programs are designed from the perspective of customer results. Over the coming year, RurAL CAP will continue to integrate its outcome management approach with its applied strategic planning process to assure that it continues to be a great human service organization.

(2) Annual Report [678E(a)(2)]:

The Department complies with this requirement through the annual submission of the Community Services Block Grant Information System Survey (CSBG/IS) submitted to the National Association for State Community Service Programs (NASCS). The latest compiled report was included in the 2009 CSBG/IS report due to NASCS by March 31, 2010. The 2010 CSBG/IS report will be submitted to NASCS by March 31, 2011.

The Department's CSBG/IS reports include information that is pertinent, comprehensive, and which describes in detail the CSBG activities and services provided as well as addresses outcomes which measure how CSBG funds were used to promote self-sufficiency, family stability, and community revitalization. It includes: Performance Objectives; Program Accomplishments and Activities; a Comparison of Planned vs. Actual Expenditures for the Prior Fiscal Year; a Profile of Participants Served (Number and characteristics of clients served); a Statistical Report on CSBG Program Services; and a State Offered T & TA Report (as an attachment).

VII. Appendix

A. Statement of Federal and CSBG Assurances

B. Budget Summary by Component/Work Plans/Narratives/Outcome Measures

C. Documentation of Public Hearing

Appendix A

Statement of Federal and CSBG Assurances

IV. Statement of Federal and CSBG Assurances:

The designee of the chief executive of the State of Alaska hereby agrees to the Assurances in Section 676 of the Act, as amended, (42 U.S.C. 9901 et seq.)(The Act), as follows-

A. Programmatic Assurances

Sec. 676(b) State application and plan

Beginning with fiscal year 2000, to be eligible to receive a grant or allotment under section 9905 or 9906 of this title, a State shall prepare and submit to the Secretary an application and State plan covering a period of not less than 1 fiscal year and not more than 2 fiscal years. The plan shall be submitted not later than 30 days prior to the beginning of the first fiscal year covered by the plan, and shall contain such information as the Secretary shall require, including -

(1) an assurance that funds made available through the grant or allotment will be used -

(A) to support activities that are designed to assist low- income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals -

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) to make better use of available income;

(v) to obtain and maintain adequate housing and a suitable living environment;

(vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

(vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to -

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(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 -

(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

- (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this chapter (including State welfare reform efforts);
- (2) a description of how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 9907(b) of this title in accordance with this chapter, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this chapter;
- (3) information provided by eligible entities in the State, containing -
- (A) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 9907(a) of this title, targeted to low-income individuals and families in communities within the State;
- (B) a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and followup consultations;
- (C) a description of how funds made available through grants made under section 9907(a) of this title will be coordinated with other public and private resources; and
- (D) a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this chapter, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting;
- (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;
- (5) an assurance that the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act [29 U.S.C. 2801], in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;
- (6) an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI [42 U.S.C. 8621 et seq.] (relating to low-income home energy assistance) are conducted in such community;
- (7) an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 9916 of this title;
- (8) an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this chapter will not have its funding terminated under this chapter, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 9915(b) of this title;
- (9) an assurance that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations;
- (10) an assurance that the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to

be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation;

(11) an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this chapter for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community- needs assessments conducted for other programs;

(12) an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 9917(b) of this title, or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization; and

(13) information describing how the State will carry out the assurances described in this subsection.

B. Programmatic Assurances

The State further agrees to the following, as required under the Act:

- (1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in, Section 676 of the Act. [‘675A(b)]
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [‘675C(a)(1) and (2)]
- (3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the fund to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [‘675C(a)(3)]
- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. [‘675C(b)(2)]
- (5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [‘675(c)]
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or 675B for the period covered by the State plan. [‘676(a)(2)(B)]
- (7) That the chief executive officer of the state will designate, an appropriate State agency for purposes of carrying out State community services block grant program activities. [‘676(a)(1)]

- (8) To hold at least one legislative hearing every three years in conjunction with the development of the State plan. [‘676(a)(3)]
- (9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. [‘676(e)(2)]
- (10) To conduct the following reviews of eligible entities:
 - (a) full onsite review of each such entity at least once during each three-year period;
 - (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
 - (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. [‘678 B(a)]
- (11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
 - (a) inform the entity of the deficiency to be corrected;
 - (b) require the entity to correct the deficiency;
 - (c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - (d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
 - (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [‘678C(a)]
- (12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
- (13) To repay to the United States amounts found not to have been expended in accordance with the act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. [‘678D(a)(3)]
- (14) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System. [‘678E(a)(1)]
- (15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under ‘678E(a)(2) of the Act.
- (16) To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- (17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to

provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [‘678F(b)]

(18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [‘678F(c)]

(19) Section 679. Operational Rule.

(a) Religious Organizations Included as Nongovernmental Providers. - For any program carried out by the Federal Government, or by a State or local government under this subtitle, the government shall consider, on the same basis as other nongovernmental organizations, religious organizations to provide the assistance under the program, so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution. Neither the Federal Government nor a State or local government receiving funds under this subtitle shall discriminate against an organization that provides assistance under, or applies to provide assistance under, this subtitle, on the basis that the organization has a religious character.

(b) Religious Character and Independence.

(1) In General. - A religious organization that provides assistance under a program described in subsection (a) shall retain its religious character and control over the definition, development, practice, and expression of its religious beliefs.

(2) Additional Safeguards. - Neither the Federal Government nor a State or local government shall require a religious organization—

(A) to alter its form of internal governance, except (for purposes of administration of the community services block grant program) as provided in section 676B; or

(B) to remove religious art, icons, scripture, or other symbols; in order to be eligible to provide assistance under a program described in subsection (a).

(3) Employment Practices. - A religious organization’s exemption provided under section 702 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1) regarding employment practices shall not be affected by its participation in, or receipt of funds from, programs described in subsection (a).

(c) Limitations on Use of Funds or Certain Purposes. - No funds provided directly to a religious organization to provide assistance under any program described in subsection (a) shall be expended for sectarian worship, instruction, or proselytization.

(d) Fiscal Accountability -

(1) In General.—Except as provided in paragraph (2), any religious organization providing assistance under any program described in subsection (a) shall be subject to the same regulations as other nongovernmental organizations to account in accord with generally accepted accounting principles for the use of such funds provided under such program.

(2) Limited Audit.—Such organization shall segregate government funds provided under such program into a separate account. Only the government funds shall be subject to audit by the government.

(e) Treatment of Eligible Entities and Other Intermediate Organizations. - If an eligible entity or other organization (referred to in this subsection as an ‘intermediate organization’), acting under a contract, or grant or other agreement, with the Federal Government or a State or local government, is given the authority under the contract or agreement to select nongovernmental organizations to provide assistance under the programs described in subsection (a), the intermediate organization shall have the same duties under this section as the government.

C. Other Administrative Certifications

The State also certifies the following:

- (1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of community services block grant program funds.



Signature

Commissioner

Title

State of Alaska, Department of Commerce, Community, and Economic Development

Organization

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS**

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its

principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.


8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



Signature

Commissioner

Title

State of Alaska, Department of Commerce, Community, and Economic Development
Organization

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

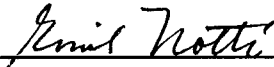
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Signature

Commissioner

Title

State of Alaska, Department of Commerce, Community, and Economic Development
Organization

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to

meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- (B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

211 Cushman Street, Fairbanks, Alaska 99701

150 W 3rd Street, Juneau, Alaska 99811

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]



Signature

Commissioner

Title

State of Alaska, Department of Commerce, Community, and Economic Development
Organization

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

Emil Notti

Signature
Commissioner

Title
State of Alaska, Department of Commerce, Community, and Economic Development
Organization

2/26/10

Date

CERTIFICATION REGARDING MAINTENANCE OF EFFORT

In accordance with the applicable program statute(s) and regulation(s), the undersigned certifies that financial assistance provided by the Administration for Children and Families, for the specified activities to be performed under the Community Service Block Grant Program by State of Alaska (Applicant Organization), will be in addition to, and not in substitution for, comparable activities previously carried on without Federal assistance.

Emil Notti

Signature
Commissioner

Title
State of Alaska, Department of Commerce, Community, and Economic Development
Organization

2/26/10

Date

Appendix B

**Budget Summary by Component/
Work Plans/Narratives/Outcome Measures**

Community Services Block Grant - FY 2011
Submitted by Rural Alaska Community Action Program, Inc.

Scope of Work

During the period April 1, 2011 to June 30, 2012, RurAL CAP proposes to use Community Services Block Grant funds in the following components: Administrative Services, Child Development, Community Development, Public Policy and Planning, and Rural Housing and Planning Services.

Overview of FY 2011 CSBG Proposal

Administrative Services	\$ 660,000
• Public Information, Fund Development and Evaluation	
• Research and Information Center	
• Planning and Training	
Anchorage Services Division	\$ 200,000
• Homeward Bound Reintegration Services	
• Affordable Housing	
Child Development Division	\$ 670,000
• Program Support for the Child Development Division	
• Rural Head Start / Early Head Start	
• Parents As Teachers	
• Child Development Center	
Community Development Division	\$ 520,000
• AmeriCorps Programs	
• VISTA Village Council Management Program	
• Rural Providers' Conference	
• Community Development	
Public Policy and Advocacy	\$ 230,000
• Subsistence and Tribal Issues Advocacy	
• Education and Information	
Rural Housing and Planning Services Division	\$ 320,000
• Housing Services	
• Planning Services	
TOTAL FUNDS REQUESTED (100%).....	<u>\$2,600,000</u>

Community Services Block Grant FY 2011
Administrative Services

NARRATIVE

SUMMARY OF COMPONENTS

Component 1 – Administrative Services to Programs

I. Public Information Services. Funds are used from CSBG to support overall agency public information functions including agency databases for various contact lists, desktop publishing, faxing, mailings, press releases, media coverage, fact sheets and public outreach publications, website and social media outlets (Facebook, My Space, Twitter).

II. Fund Development and Management. Funds are used from CSBG to support the Development Department. The Development Department is responsible for securing diversified financial support for all RurAL CAP programs and guides the agency's efforts in grant writing, relationship building and donation management. The department monitors current trends in program funding and opportunities. Development staff prepares competitive grant applications for all program divisions and maintains the organization's relationships with corporations, private foundations and individuals. Non-CSBG funding sources include local, state and federal grants, private foundation grants, corporate support and individual donations. Development staff participates in the design and creation of agency outreach material such as the annual report, fact sheets and the agency website. Development also helps monitor program results data to report back to funders.

III. Evaluation. Evaluate the effectiveness and efficiency of agency programs and services to improve outcomes for the people served. Evaluation is tied to the agency strategic plan and employs a variety of methods including the national evaluation model known as ROMA (Results Oriented Management and Accountability) and tools associated with specific programs and projects.

OUTCOME STATEMENT

The Administrative Services Division provides a range of services and activities that have a significant and measurable impact on the ability of RurAL CAP to leverage interest, funding and support for programs that help improve the quality of life for low-income Alaskans.

Our goal is to create or expand resources and opportunities in order to achieve family and community outcomes.

NEED FOR SERVICES

Customers

The customers are ultimately low income Alaskans who receive direct services from the agency program directors, managers, supervisors, coordinators, specialists, and other program staff which the Administrative Services functions support as described above.

Products

- Positive first impressions of CAP agency
- Communications, including print materials, reports, electronic, or presentations that accurately convey the agency's work and results
- Fund development to increase the financial and partnering capacities that sustain and grow the agency
- Regular maintenance of the partner database and donation management
- Complete and monitor outcomes and refine where needed
- Compliance with grant requirements

OUTCOME MANAGEMENT MODEL

The outcome measures of the Administrative Services component have been integrated into RurAL CAP's ROMA model which includes performance targets, milestones, verification, projected numbers, product steps, and quarterly tracking of results. The outcome management models for the Administrative Services Department are formatted horizontally on the following pages. These pages complete the narrative section of the Administrative Services Department. The CSBG work plan is for the following component:

Component 1 – Administrative Services

- **Public Information Services**
- **Fund Development**
- **Evaluation**

Outcome Measures – Administrative Services

Component I - Program Support – Administrative Services

Submitted by Shannon Johnson, Office Manager

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 4

Partnerships Among Supporters and Providers of Service to Low-Income People are Achieved

National Performance Indicator #4.1

Expanding Opportunities through Community-wide Partnerships

RurAL CAP Strategic Plan

Dimension #6 – Capacity Building

Outcome Statement #1

All RurAL CAP Program Directors, Managers, Supervisors, Coordinators, Specialists and Administrative staff will improve the results of their program services to low-income customers due to an expansion of resources and opportunities through partnerships with other public and private organizations.

Performance Target #1

Out of 685 organizations that come into contact with RurAL CAP, 120 will become a partner, funder, or other supporter to RurAL CAP that ultimately benefits families and communities. (4.1)

Milestone:	Verification:	Projected # of organizations expected to participate.	Product Steps:	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for program and other administrative staff.	Tool or document used to verify that milestone was reached.		What staff member does what to make milestone happen.					
1.1 Organizations will become aware of RurAL CAP programs through actions of their staff--personal contacts or by reading the Village Voices, viewing the website or receiving RurAL CAP outreach material (fact sheets, annual report, conference proceedings)	Reports from staff regarding new contacts for the organization, unique addresses on RurAL CAP mailing lists, hits to website	685	Communications produces and distributes Village Voices, AS maintains contacts with the public, mailings (including holiday cards). Development initiates contacts with potential funders and supporters.					
1.2 Individuals w/potential partner organizations engage in RurAL CAP activities to become more informed about ways to partner with the organization	Attendance at conferences, requests for program materials, enrollments in initial screenings for RurAL CAP program, meeting with RurAL CAP staff.	300	Staff provide opportunities to engage individuals and organizations in RurAL CAP activities.					
1.3 Organizations contribute resources (including funding or volunteer time) to program work by RurAL CAP or in partnership with RurAL CAP.	MOUs, volunteer time sheets, funding notices, grant agreements.	120	RurAL CAP provides partner, funder and volunteer opportunities associated with its programs.					

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures – Administrative Services

Component I – Development Support – Administrative Services

Submitted by Rachel Morse, Development Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 4

National Performance Indicator 4.1

RurAL CAP Strategic Plan

Outcome Statement #1

Performance Target #1

Partnerships Among Supporters and Providers of Service to Low-Income People are Achieved

Expanding Opportunities through Community-wide Partnerships

Dimension #6 – Capacity Building

RurAL CAP is awarded funds resulting in the mobilization of CSBG and additional non-CSBG funds to RurAL CAP and the ability to strengthen, improve and expand programs.

Out of \$40M in requested funding from a variety of sources, RurAL CAP will secure \$36.5 M distributed as follows: \$2.5 M in CSBG, \$15M in federal non-CSBG funds, \$12M in state funding, \$3M local funding, \$4M in volunteer-time contributions.

Milestone:	Verification:	Projected \$ Secured or mobilized	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)	Total
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Division Directors (low-income Alaskans).	Tool or document used to verify that milestone was reached.		What staff member does to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
1.0 RurAL CAP through Development Department identifies needs for funding and applies for CSBG, other federal funding, state funding, local funding and funding from private sources.	Copies of prepared proposals sent to funding opportunities.	\$40M	Strategic planning (all), budgeting (all) and proposal writing (Development).					
1.2 Divisions utilize CSBG funds for program work.	Financial reports related to program work.	\$2.5 M	Programs are executed by staff and supported by CSBG.					
1.3 Divisions utilize other federal program funds for work.	Financial reports related to program work.	\$15 M	Programs are executed by staff and supported by federal funds.					
1.4 Divisions utilize other state funds for program work.	Financial reports related to program work.	\$12 M	Programs are executed by staff and supported by state funds.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Division Directors (low-income Alaskans) .	Verification: Tool or document used to verify that milestone was reached.	Projected \$ Secured or mobilized	Product Steps: What staff member does to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.5 Divisions utilize local funds for program work.	Financial reports related to program work.	\$3M	Programs are executed by staff and supported by local funds.					
1.6 Divisions utilize funds from private sources for program work.	In-kind volunteer time reports from each division.	\$4 M (400,000 hours at \$10/hr)	Staff recruit volunteers for program activities and track donated hours.					

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures – Administrative Services Component I – Planning - Applied Strategic Plan

Submitted by Sarah Scanlan, Deputy Director

FY 2011 CSBG 4/1/11 to 3/31/12

National CSBG Goal # 5
National Perf. Indicator #5.1
RurAL CAP Strategic Plan
Outcome Statement #1

Agencies Increase their Capacity to Achieve Results.
Agency Development
Dimension #6 – Capacity Building
All RurAL CAP staff and board members will increase their capacity to achieve results and make decisions for effective program development as a result of the development and implementation of an applied strategic plan.
Out of 9 members of the applied strategic plan working group, 9 members will increase their capacity to achieve results and improve programs as a result of the development and implementation of an applied strategic plan resulting in mobilization of non-CSBG funds to RurAL CAP. (5.1 – B, C, D, E)

Performance Target #1

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 – 9/30)	(10/1 - 12/31)	(1/1 - 3/31)		
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Applied Strategic Plan Work Group members.	Tool or document used to verify that milestone was reached.	# of people expected to participate	Who does what to make milestone happen	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
1.1 Applied Strategic Plan (ASP) Work Group members develop schedule for annual review and update of agency plan.	Participant list, ASP Work Group meeting minutes.	9	Deputy Director facilitates meeting and disseminates minutes.						
1.2 ASP Work Group members collect and catalog assessments from all RurAL CAP programs and task forces for use in an annual review of the ASP.	Copy of applied strategic plan.	9	ASP Work Group members listen to reports from task force chairs and review program assessments; meeting minutes.						
1.3 ASP Work Group members use the Strategic Plan as a guide for the development of programs to address the needs of low-income Alaskans.	Quarterly board reports; Copies of new proposals.	9	ASP Work Group members and their staff design and implement new programs and projects consistent with the agency Strategic Plan.						
1.4 ASP Work Group members convenes to evaluate key indicators, needs assessments, and environmental scans; determines if plan requires adjustment.	ASP Work Group meeting minutes.	9	Individual goals and objectives are compared to current and emerging trends.						

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Applied Strategic Plan Work Group members.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate	Product Steps: Who does what to make milestone happen	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.5 ASP Work Group members engages in the board in strategic planning.	Meeting agendas; draft applied strategic plan.	9	ASP Work Group members meet with board members to discuss plan and make revisions.					
1.6 ASP Work Group members write plan revisions for review and adoption by RurAL CAP Board of Directors.	Revised plan; board minutes.	9	ASP recommendations applied to existing plan. Plan revised as appropriate. Board takes action to adopt revisions.					
1.7 ASP Work Group members report to the board on the implementation of the applied strategic plan.	Board Reports; Board committee agendas.	9	ASP Work Group members draft reports and give presentations to the board and board committees.					
1.8 RurAL CAP staff and board members achieve results and improve programs through the development and implementation of an Applied Strategic Plan which results in the mobilization of additional non-CSBG funds to RurAL CAP.	Quarterly Board Reports; copies of new proposals and grant awards.	9	ASP Work Group members and their staff design and implement new programs and projects consistent with the agency Strategic Plan.					

A box with the following symbol signifies:

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no program activity

zero (0)
no customers achieved milestone, even though there was program activity

whole number (5)
unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Administrative Services

Component I - Evaluation –Results Oriented Management and Accountability

Submitted by Sarah Scanlan, Deputy Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 5
National Perf. Indicator #5.1
RurAL CAP Strategic Plan
Outcome Statement #1

Agencies Increase their Capacity to Achieve Results.

Agency Development
 Dimension #6 – Capacity Building

All RurAL CAP Staff will become successful and proficient in implementing outcome-based planning and evaluation.

Performance Target #1

Out of 16 Program and Division Directors and Managers, at least 8 will become successful and proficient in implementing outcome-based planning and evaluation using the ROMA (Results Oriented Management and Accountability) model resulting in mobilization of non-CSBG funds to RurAL CAP. (5.1 – B, C, D, E).

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 – 9/30)	(10/1 -12/31)	(1/1 - 3/31)	Total
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for RurAL CAP Program and Division Directors and Managers.	Tool or document used to verify that milestone was reached.	# of people expected to participate	Who does what to make milestone happen	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
1.1 Directors and Managers participate in training to prepare planning and evaluation documents.	Training schedules and agendas.	16	Directors and Managers request further training if needed to review and clarify.					
1.2 Directors and Managers assist in developing Performance Targets, Milestones, Verification Tools, Projected Numbers, and Products Steps for each of their programs.	Annual CSBG Outcome Measure publication submitted to the Board and to DCCED.	13	Deputy Director provides training and reviews outcomes; RurAL CAP Board approves; Proposal goes to DCCED and legislative public hearing.					
1.3 Directors and Managers generate quarterly and annual reports measuring effectiveness of programs using Outcome Measures.	Written quarterly reports submitted to the Board of Directors; Quarterly CSBG outcome measures reports.	11	Board sets date for annual review of programs and goals; Executive Director compiles report for the Board.					
1.4 Directors and Managers have results and learning meetings with key staff to discuss and analyze outcome data.	Annual progress report to the board, annual performance evaluations.	11	Executive Director compiles report for the Board; supervisors note results and learning achievements in annual performance evaluations.					

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Applied Strategic Plan Work Group members.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate	Product Steps: Who does what to make milestone happen	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.5 Directors and Managers revise and update Outcome Measures annually.	Annual CSBG Outcome Measure publication submitted to the Board and to DCCED.	11	Deputy Director requests reports from staff and compiles into report for CSBG and the Board.					
1.6 Directors and Managers become proficient in implementing outcome-based planning and evaluation resulting in the mobilization of non-CSBG funds.	Non-CSBG proposals and grant awards.	8	Directors submit non-CSBG proposals and are awarded funds to support programs consistent with the Applied Strategic Plan.					

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Budget Summary FY 2011		Rural Alaska		Component: ADMINISTRATIVE SERVICES	
Community Services Block Grant		Community Action Program, Inc.			
GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
	Beginning Date April 1, 2011	Ending Date June 30, 2012	Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)		

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: <u>12</u>		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal (1)	Non Federal (2)	CSBG Federal (1)	Non Federal (2)	CSBG Federal (1)	Non Federal (2)	CSBG Federal (1)	Non Federal (2)
10	PERSONNEL					\$417,392			
20	CONTRACTUAL					\$20,000			
30	TRAVEL					\$27,495			
40	BUILDING SPACE					\$34,544			
50	GENERAL SUPPLY					\$1,833			
60	PROGRAM SUPPLY					\$3,000			
70	EQUIPMENT					\$0			
80	COMMUNICATION					\$27,100			
90	OTHER					\$9,620			
	TOTAL DIRECT ADMINISTRATIVE COSTS					\$540,984 \$119,016			
	TOTAL					<u>\$660,000</u>			

CSBG - FY 2011 - ADMINISTRATIVE SERVICES

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)


COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	<u>600 - Staff Travel in State</u> Staff travel rural site (8 trips x \$750) \$6,000 Staff travel hub sites (2 x \$500) \$1,000 Staff travel out of state (7 x \$900) \$6,300 TOTAL COST OF TRAVEL \$27,495	\$27,495	
540	<u>540 SPACE COST:</u> 100 - Space for five Administrative Service staff \$34,544 TOTAL SPACE COSTS \$34,544	\$34,544	
550	<u>550 GENERAL SUPPLIES:</u> 100 - Office supplies \$1,613 600 - Copier supplies \$220 TOTAL COST OF GENERAL SUPPLIES \$1,833	\$1,833	
560	<u>560 PROGRAM SUPPLIES</u> 500 - Office equipment \$3,000 TOTAL COST OF PROGRAM SUPPLIES \$3,000	\$3,000	
580	<u>580 COMMUNICATIONS COSTS</u> 100 - Phone & Fax \$4,200 200 - Advertising (for recruitment) \$500 300 - Publications (printing) \$5,000 400 - Postage (bulk mail expenses) \$300 500 - I.T. costs for five staff \$17,100 TOTAL COMMUNICATION COSTS \$27,100	\$27,100	

CSBG - FY 2011 - ADMINISTRATIVE SERVICES

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
590	<u>590 OTHER COSTS:</u>		
	300 - Subscriptions	\$120	
	700 - Fees, Tuitions & Memberships	\$1,500	
	500 -Training	\$8,000	
	TOTAL OTHERS COSTS	\$9,620	\$9,620
	Direct Cost of Component		\$540,984
	Administrative Costs of Component @ 22%		<u>\$119,016</u>
	Total Cost of Component		\$660,000

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)					(5) GOAL STATUTORY AUTHORITY(S) The Community Services Block Grant (42 U.S.C. 9901 et seq.) as amended, Sec. 672 - 9904. (1) A) (B) (viii)					
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>		Component: ADMINISTRATIVE SERVICES Period: April 1, 2011 to June 30, 2012				
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>				
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 st	2 nd	3 rd	4 th					
<u>National CSBG Goal #4:</u> Partnerships among suppliers and providers of services to low-income people are achieved.	ADMINISTRATIVE SUPPORT					<ul style="list-style-type: none"> Staff development – database management systems, updates on various skills as needed. Updates on successful ways to broaden the resource base. National and regional Community Action affiliated conferences. Refinement of the national Results Oriented Management and Accountability (ROMA) evaluation model. 	\$660,000	12		On-Going
	Public Information Services – Provide overall administrative support to central office employees, develop and maintain databases of partners.	X	X	X	X					
	Fund Development - Provide research and proposal writing support to programs. Develop and maintain databases and relationships with funders and other potential partners.	X	X	X	X					
	Evaluation – evaluate the effectiveness and efficiency of agency programs and services.	X	X	X	X					
	Provide other support as needed for the agency to broaden its resource base in order to achieve its mission of improving the lives of low income people by maintaining a high performing and responsive agency.	X	X	X	X					
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL	\$ 660,000			
(14) THIS APPLICATION HAS BEEN (check “a” or “b” as appropriate): a. (X) Approved by the applicant’s governing board. b. () Reviewed by the applicant’s administering board and approved by its governing officials.										
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD		SIGNATURE:				DATE:	DATE OF BOARD APPROVAL:			
RurAL CAP Board President, Andrew Ebona						March 17, 2010	March 17, 2010			

Community Services Block Grant FY 2011 Proposal
Anchorage Services Division

NARRATIVE

SUMMARY OF COMPONENTS

Component 1 – Homeward Bound Reintegration Programs

I. Homeward Bound Reintegration Programs Component -- CSBG provides matching funding for this nationally recognized, innovative program which addresses the needs of the chronic, public inebriate, homeless population in Anchorage. With core funding from HUD (US Department of Housing and Urban Development), AHFC (Alaska Housing Finance Corporation) and CIHA (Cook Inlet Housing Authority), the Homeward Bound program is a partnership between RurAL CAP, the Municipality of Anchorage, Cook Inlet Tribal Council, and the Salvation Army Clitheroe Center. The program model includes outreach, detox, transitional housing in a 25-bed facility, and intensive case management designed to reintegrate the program residents into independent living. Additional components of Homeward Bound include: Community Bound, a housing and employment program targeting graduates of Homeward Bound; the Adult Homeless Outreach Program, an outreach program providing social service linkages, entry to Homeward Bound and emergency winter supplies to Anchorage's adult homeless population; ReBound, a social enterprise providing employment for chronically unemployed homeless persons; and the Homeward Bound Speaker's Bureau, an educational and advocacy forum for homeless persons to dialogue with the Alaskan community.

Component 2 – Affordable Housing

I. Affordable Housing - A persistent, continuing need exists for housing affordable to low-income persons. In particular, those who come to Anchorage from rural communities and formerly homeless persons and families have few housing options open to them. RurAL CAP will expand its inventory of affordable housing through acquisition and/or rehabilitation of additional rental housing units in Anchorage. In addition, RurAL CAP will develop new special needs housing, expanding the agency's capacity to provide much-needed permanent supportive housing for households "graduating" from transitional programs, such as Homeward Bound. RurAL CAP properties comply with prevailing HUD housing quality standards and, whenever possible, offer affordable rents without the support of additional public subsidies.

PROGRAM OUTCOME STATEMENT

The components within the Anchorage Services Division provide a range of services and activities which have a significant and measurable impact on the causes and conditions of poverty in Anchorage, particularly with traditionally difficult-to-serve populations. The common thread linking these programs is their shared outcome statement:

To create measurable improvements in the conditions and behaviors of low-income Alaskans which enhance their educational, social, physical, mental and spiritual quality of life.

This outcome represents the culmination of the following CSBG goals:

- 1) Low income people become more self sufficient.
- 2) The conditions in which low-income people live are improved, introduction to the new community measures.
- 3) Low in-come people own a stake in their community.
- 4) Partnerships and agreements will be made with organizations, both public and private to expand resources and opportunities for vulnerable populations.
- 6) Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

The outcome statements listed in the ROMA (Results Oriented Management and Accountability) model for the two components of the Anchorage Services Division are listed below:

I. Homeward Bound Component

1. All program participants with chronic alcoholism and homelessness will achieve self empowerment, measurable by improvements in independent living situations.
2. Program participants will achieve an increase in financial assets and financial skills as the result of budgeting assistance and will be measured by several components.
3. All program participants will achieve self empowerment, measurable by improvements behaviors and conditions.
4. Participants for whom barriers or continuous employment are reduced or eliminated as a result of services received at Community Bound as measured by increase in income.
5. Program participants will achieve financial skills as the result of budgeting assistance.
6. All program participants with chronic homelessness and alcoholism shall be linked through expanded partnerships with organizations in order to improve their opportunities for success.
7. Persons engaged by AHOP personnel will receive emergency assistance.
8. All persons participating in a Speaker's Bureau presentation shall be engaged in advocacy through non-governance community activity that support and promote their well being and self image.

II. Affordable Housing Component

1. All low-income, disadvantaged families will find safe, decent, well-maintained and affordable housing enhancing their opportunity for employment stability.
2. All affordable housing properties will be well maintained or improved to increase the preservation of opportunities and community resources to low income people.

NEED FOR SERVICES

Program Customers

The target population for Anchorage Services Division programs is supported by CSBG includes a range of persons on the edge and mired in poverty. From the homeless, chronic alcoholic at Homeward Bound to the low-income people renting the affordable housing units, this Division serves people with the greatest need in Anchorage.

For Homeward Bound, the vast majority, approximately 88%, of residents are Alaska Native. The average Homeward Bound resident has spent 3-27 years homeless, an average of 29 years drinking to the point of disability, and is 45 years old with an annual income of less than \$5,000. These individuals have been spent an average of 116 nights in the past twelve months in the local Intoxication Sleep-off Center. Our Affordable Housing tenants have diverse backgrounds; Laoatian, Hmong, Caucasian, Alaska Native, African-American, and Latino. The opportunity afforded them by receiving reliable affordable and safe housing allows them to concentrate on employment, family and integration into the greater Anchorage community.

Program Products

The products of the Anchorage Services Division programs include **education, employment, job skills, training, independent living skills, improved housing, decreased substance abuse, and healthier families.**

Applying lofty intentions to the daunting task of changing conditions and behaviors of the chronic public inebriate homeless population in Anchorage, the ultimate goal of the Homeward Bound program is to guide its residents along a progressive path leading to independent living, stable housing and self-sufficiency. Homeward Bound applies an innovative approach to a population for whom nothing else has worked. The majority of program residents are Alaska Natives originally from rural communities who are now late-stage alcoholics, many of whom have already been through numerous treatment programs and have been living on the streets for more than a decade.

With a renewed commitment to reporting the measurable results that CSBG-supported programs have in building self-sufficiency and improving the conditions and behaviors of low-income people, the Anchorage Services Division has applied an outcome management model to evaluate its effectiveness. This model incorporates customer performance targets, milestones and

verification indicators to evaluate not just program objectives and activities, but rather to measure the outcomes or results of activities that move low-income people out of poverty and into increased involvement in their communities and self-sufficiency in their lives.

OUTCOME MANAGEMENT MODEL

The outcome management models for the Anchorage Services Division are formatted horizontally on the following pages. These pages complete the narrative section of this CSBG work plan for the following components:

Component 1 – Homeward Bound

Component 2 – Affordable Housing

Outcome Measures – Anchorage Services Division

Component I - Homeward Bound Program

Submitted by Melinda Freemon, Anchorage Services Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

National Performance Indicator #6.1

Independent living

RurAL CAP Strategic Plan

External Direction #3 – Anchorage Services – Line of Business: Community Reintegration Services

Outcome Statement #1-2

All program participants with chronic alcoholism and homelessness will achieve self empowerment, measurable by improvements in independent living situations.

Performance Target #1

Out of 50 new and returning individuals with disabilities, 10 will move into Phase 3. (6.1 - B)

Performance Target #2

Out of 50 new and returning individuals with disabilities, 10 will maintain an independent living situation as a result of services received at Homeward Bound. (6.1 – B)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound residents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.1 Homeward Bound resident completes Intake and Assessment	HUD data, DB Assessment	50	Case Management Specialist conducts interview.					
1.2 Homeward Bound resident makes first conscious decision about alcohol intake	Alcohol Management Plan OR Peer Review	40	Case Management Specialist guides and supports					
1.3 Homeward Bound resident completes 7-day in-house phase at facility	bed check records; progress note	40 (HUD 66%)	Case Management Specialist guides and supports					
1.4 Homeward Bound resident develops Independent Living Plan	Signed ILP in file; DP ILP	30	Case Management Specialist guides and supports					
1.5 Homeward Bound resident follows Alcohol Management Plan for 1 month	Bed check records and progress note	25	Case Management Specialist guides and supports					

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound residents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.6 Homeward Bound resident follows Alcohol Management Plan for 3 months	Bed check records and progress note	14	Case Management Specialist guides and supports					
1.7 Homeward Bound resident follows Alcohol Management Plan for 6 months	Bed check records and progress note	6	Case Management Specialist guides and supports					
2.1 Homeward Bound resident resolves one major life issue	ILP, progress notes	30	Case Management Specialist guides and supports					
2.2 Homeward Bound resident resolves an issue in at least three of the major life areas as defined in ILP	ILP, progress notes	13 (HUD 22%)	Case Management Specialist guides and supports					
2.3 Homeward Bound resident attends 50 life skills classes	Certificate, DB attendance tracking	25 (HUD 40%)	Case Management Specialist guides and supports					
Performance Target #1: Homeward Bound resident moves into Phase 3	Signed case review in file	5 (HUD 17%)	Case Management Specialist guides and supports					
Performance Target #2: Homeward Bound resident achieves independent living	Signed case review in file	10	Case Management Specialist follow-up.					

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Outcome Measures – Anchorage Services Division

Component I - Homeward Bound Program

Submitted by Melinda Freemon, Anchorage Services Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 1

National Performance Indicator #1.3

RurAL CAP Strategic Plan

Outcome Statement #3-5

Performance Target #3

Performance Target #4

Performance Target #5

Low-income people become more self-sufficient

Economic asset enhancement and utilization

External Direction #3 – Anchorage Services – Line of Business: Community Reintegration Services

All program participants will achieve an increase in financial assets and financial skills as the result of budgeting assistance.

Out of 40 new and returning individuals, 18 will complete repayment of one full debt. (1.3 - B.1)

Out of 40 new and returning individuals, 15 will obtain official documentation of the expected annual aggregate dollar amount of payments owed to Child Support Enforcement Division. (1.3 - A.2)

Out of 40 new & returning individuals, 10 will track deposits, expenditures, & balances of their account with the HB Payee System. (1.3 - B.1)

Milestone:	Verification:	Projected # of people expected to participate.	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)		
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound residents.	Tool or document used to verify that milestone was reached.		What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
3.1 Applies for benefits and services (mainstream resources).	Progress note; notice of award in CB client file.	40 (HUD 66%)	Case Management Specialist (CMS) oversees.						
3.2 Opens an account with the HB Payee System.	Account balance rpt & deposit receipt in resident account file.	20	CMS tracks with the resident.						
4.1 Completes a budget plan.	Signed plan in resident file	25	CMS tracks with the resident.						
5.1 Deposits all income, including non-employment income (SSI, PFD, or ANCSA dividends), in HB account.	deposit receipt in resident's account file.	18	CMS tracks with the resident.						
Performance Target 3: Completes full repayment of one debt.	Receipt in file or progress note.	18	CMS oversees.						
Performance Target 4: Negotiates CSED payment plan.	Copy of CSED letter or statement in file.	5	CMS follow-up.						
Performance Target 5: Tracks deposits and expenses in HB account.	Account ledger maintained by resident; verified by CM.	10	CMS tracks with the resident.						

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unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Anchorage Services Division Component I - Homeward Bound Program

Submitted by Melinda Freemon, Anchorage Services Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 3

National Performance Indicator #3.2

RurAL CAP Strategic Plan

Outcome Statement #6

Performance Target #6

Low income people own a stake in their community

Community empowerment through maximum feasible participation

External Direction #3 – Anchorage Services – Line of Business: Community Reintegration Services

All program participants will achieve self empowerment.

Out of 35 new and returning individuals, 7 will contribute 10 or more hours as a volunteer in a community organization (other than RurAL CAP). (3.2 - A)

Milestone:	Verification:	Projected # of people expected to participate.	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 - 3/31)	
				Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound residents.	Tool or document used to verify that milestone was reached.		What staff member does what to make milestone happen.					
6.1 Assists with program activities and logistics	I.H.S. report or progress note.	35	Reintegration Coordinator plans, implements and reports.					
6.2 Participates in four or more reintegration activities.	I.H.S. report or progress note.	30	Reintegration Coordinator plans, implements and reports.					
6.3 Contributes 1 or more volunteer hours to another organization	Organization contact reported in progress note.	18	Case Management Specialist tracks with the resident.					
Performance Target #6: Contributes 10 or more volunteer hours to another organization	Organization contact reported in progress note.	7	Case Management Specialist follow-up.					

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Outcome Measures – Anchorage Services Division

Component I - Homeward Bound Program - Community Bound Program/Employment

Submitted by Melinda Freemon, Anchorage Services Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 1

Low income people become more self sufficient

National Performance Indicator #1.2

Employment Supports

RurAL CAP Strategic Plan

External Direction #3 – Anchorage Services – Line of Business: Community Reintegration Services

Outcome Statement #7

All Community Bound participants that experience chronic unemployment will receive pre-employment support resulting in self sufficiency.

Performance Target #7

Out of 25 new and returning Community Bound participants, 8 will obtain pre-employment skills/competencies required for employment and receive a training program certificate or diploma. (1.2 – A)

Milestone:	Verification:	Projected # of people expected to participate.	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)	Total
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Community Bound participants.	Tool or document used to verify that milestone was reached.		What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
7.1 Community Bound participant completes Intake and Assessment process upon referral to Community Bound Employment	AKCIS assessment tools printed in CB client file	25	Community Bound Case Manager assists with paper work, AKCIS assessment					
7.2 Community Bound participant completes an employment plan	Employment form completed and signed by client in CB file	25	Document employment plan with Case Manager					
7.3 Community Bound participant writes a resume	resume in CB client file; progress notes	20	Assisted and Documented by Case Manager					
7.4 Community Bound participant completes Community Bound employment training	DB attendance tracking; certificate in CB client file	15	Documented by Case Manager					
7.5 Community Bound participant enters educational or vocational training program such as GED or DVR	Documented in progress notes; acceptance letter or application in CB client file	10	Documented by Case Manager					
Performance Target #7 Community Bound participant completes training receiving a program certificate or diploma.	Copy of certificate in CB client file; documented in progress notes	8	Case Management Specialist supports and documents					

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whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Anchorage Services Division

Component I - Homeward Bound Program - Community Bound Program/Employment

Submitted by Melinda Freemon, Anchorage Services Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 1 Low income people become more self sufficient
National Performance Indicator #1.1 Employment
RurAL CAP Strategic Plan External Direction #3 – Anchorage Services – Line of Business: Community Reintegration Services
Outcome Statement #8-10 All program participants will become self-sufficient, measurable by improvements in behaviors and conditions.
Performance Target #8 Out of 50 new and returning unemployed individuals, 23 will obtain a job that is more than day labor. (#1.1 - A)
Performance Target #9 Out of 50 new and returning individuals, 10 will become employed and obtain an increase in employment income. (1.1 - B)
Performance Target #10 Out of 50 new and returning individuals, 5 will achieve “living wage” employment benefits. (1.1 - C)

Milestone:	Verification:	Projected # of people expected to participate.	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)	Total
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Community Bound participants.	Tool or document used to verify that milestone was reached.		What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
8.1, 9.1, 10.1 New or returning community bound participant enrolls in employment classes.	Attendance sheet.	50	Case Management Specialist supports and documents					
8.2 Community bound participant submits job applications	job search worksheet in CB client file	17	Case Management Specialist supports and documents					
8.3 Community bound participant completes 3 day labor jobs and deposits income into HB account	deposit receipts in client account file; progress note	25	Case Management Specialist supports and documents					
8.4 Community bound participant returns to job after 1st paycheck	Progress note	16	Case Manager assists, supports, and documents					
8.5 Community bound participant maintains work/income for 1 month and deposits income into HB account or approved personal savings account	deposit receipts in client account file; progress note	18	Case Manager trains, guides, supports and documents					

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Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Community Bound participants.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 09/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
9.2 Community bound participant maintains work/income for 3 months and deposits income into HB account	deposit receipts in client account file; progress note	6	Case Manager trains, guides, supports and documents					
10.2 Community bound participant maintains work/income for 6 months and deposits income into HB account.	deposit receipts in client account file; progress note	5	Case Manager trains, guides, supports and documents					
Performance Target #8: Community bound participant obtains work or regular income	Progress note	25	Case Management Specialist supports and documents					
Performance Target #9: Community bound participant becomes employed and obtains an increase in employment income.	Progress note	5	Case Management Specialist supports and documents					
Performance Target #10: Community bound participant receives raise or obtains higher paying job achieving “living wage” employment benefits.	Progress note; copy of paycheck stub	5	Case Management Specialist supports and documents					

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Outcome Measures – Anchorage Services Division

Component I - Homeward Bound Program - Community Bound Program/Housing

Submitted by Melinda Freemon, Anchorage Services Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

National Performance Indicator #6.1

Independent Living

RurAL CAP Strategic Plan

External Direction #3 – Anchorage Services – Line of Business: Community Reintegration Services

Outcome Statement #11-12

All program participants will achieve self-empowerment, measurable by improvements in behaviors and conditions.

Performance Target #11

Out of 50 new and returning community bound program participants, 5 will maintain independent living for 6 months. (6.1 - B)

Performance Target #12

Out of 50 new and returning community bound program participants, 10 will participate in health social activities while in independent housing. (6.1 - B)

Milestone:	Verification:	Projected # of people expected to participate.	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Community Bound participants.	Tool or document used to verify that milestone was reached.		What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
11.1 Community bound participant engages with the community bound case manager.	Progress notes	50	Community Bound Case Manager meets with participant					
11.1 Completes Housing Assistance application	Copy of application and notice of award in CB client file; progress notes	35	Community Bound Case Manager assists with paper work					
11.2 Completes intake and assessment upon referral to CB Housing	Section 1 and 4 of Community Bound file	25	Community Bound Case Manager assists with paper work					
11.3 Completes Independent living plan	Section 4 of Community Bound client file	20	Community Bound Case Manager assists with and submits paper work					
11.4 Applies for benefits and services	Progress note; confirmation of benefits in CB client file	30 (HUD 40%)	Com. Bound Case Manager provides support and guidance					

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Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Community Bound residents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
11.5 Begins to acquire household furnishings	Progress note	14	Com. Bound Case Manager provides support and guidance					
11.6 Chooses rental property and signs lease	Copy of lease in CB client file	10 (HUD 20%)	Community Bound Case Manager assists with and submits paper work					
11.7 Maintains stable living situation for 1 month	contact with client and landlord	10	Case Manager contacts and documents					
12.1 Complies with tenant responsibilities listed in rental agreement in order to retain housing	contact with client and landlord	9	Case Manager contacts and documents					
11.8 Follows alcohol management plan in housing for 1 month	contact with client and landlord	5	Case Manager contacts and documents					
11.9 Maintains stable living situation for 3 months	contact with client and landlord	7	Case Manager contacts and documents					
11.10 Receives services from another service provider's program	confirmation by service provider	20	Case Manager contacts and documents					
Performance Target #11: Maintains stable living situation for 6 months	contact with client and landlord	5	Case Manager contacts and documents					
Maintains stable living situation in housing for 12 months	contact with client and landlord	10 (HUD 50%)	Case Manager contacts and documents					
Maintains stable living situation for over 1 year	contact with client and landlord	12	Case Manager contacts and documents					
Performance Target #12: Participates in 4 healthy social activities while in permanent housing	contact with client and landlord	10	Case Manager contacts and documents					

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Outcome Measures – Anchorage Services Division

Component I - Homeward Bound Program - Community Bound Program/Housing

Submitted by Melinda Freemon, Anchorage Services Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 1 Low-income people become more self-sufficient
National Performance Indicator #1.3 Economic Asset Enhancement and Utilization
RurAL CAP Strategic Plan External Direction #3 – Anchorage Services – Line of Business: Community Reintegration Services
Outcome Statement #13 All program participants will achieve financial skills as the results of housing budgeting assistance.
Performance Target #13 Out of 18 new and returning individuals, 5 will complete and manage a budget for six months. (1.3 - B)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Community Bound residents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
13.1 Opens a bank account or signs up with and Independent payee	Noted in resident file Progress Notes section 4	18	Case Management Specialist tracks with the resident					
13.2 Completes a housing budget plan	Budget worksheet in CB client file	15 (HUD 30%)	Community Bound Case Manager assists with budget					
13.3 Meets monthly household bills and responsibilities for 3 months	Budget worksheet with payment dates in CB client file	7 (HUD 14%)	Com. Bound Case Manager provides support and guidance					
Performance Target #13: Meets monthly household bills and responsibilities for 6 months	Budget worksheet with payment dates in CB client file	5	Com. Bound Case Manager provides support and guidance					

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Outcome Measures - Anchorage Services Division Component I - Homeward Bound Program - AHOP

Submitted by Melinda Freemon, Anchorage Services Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

- CSBG National Goal #6** Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems
- National Performance Indicator # 6.2** Emergency Assistance
- RurAL CAP Strategic Plan** External Direction #3 – Anchorage Services - Line of Business: Homeless Outreach
- Outcome Statement #14** All persons engaged by AHOP personnel will receive emergency assistance.
- Performance Target #14** Of the 650 persons engaged by AHOP personnel, 100 people will receive emergency assistance in the form of emergency cold weather gear. (6.2 - H)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for AHOP Participants	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does to make milestone happen..	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
14.1 Contact with AHOP personnel.	Outreach day log, referral forms.	650	Outreach Coordinator initiates contact.					
Performance Target #14 Of 650 persons engaged by AHOP personnel 100 will receive assistance in the form of emergency cold weather gear.	Outreach day log, referral forms.	100	Outreach Coordinator facilitates distribution and distributes.					

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Outcome Measures - Anchorage Services Division

Component I – Homeward Bound – Homeward Bound - Speaker’s Bureau Program

Submitted by Melinda Freemon, Anchorage Services Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal #3
National Performance Indicator #3.2
RurAL CAP Strategic Plan

Low-Income People Own a Stake in Their Community
 Community Empowered through Maximum Feasible Participation
 External Direction #3 – Anchorage Services - Line of Business: Public Advocacy

Outcome Statement: #15

All Homeward Bound residents participating in a speaker’s bureau presentation shall be engaged in advocacy through non-governance community activity that support and promote their well being and self image.

Performance Target #15

Out of 25 Homeward Bound residents, 12 residents will be engaged in the Homeward Bound Speakers Bureau as presenters engaging in non-governance community activity. (3.2 - D)

Milestone:	Verification:	Projected	Product Step :	(4/1- 6-30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)		
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound Residents.	Tool or document used to verify that milestone was reached.	# of people expected to participate.	What staff member does to make milestone happen	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
15.1 Initiate conversation with HB residents regarding communication, education and community	Class attendance sheets/Case files.	25	Case Management Staff presents at HB Advocacy class.						
15.2 Resident attains self-empowerment as a result of Speaker’s Bureau presentation.	Speakers Bureau resident survey Resident satisfaction survey.	12	Program Manager/Case Management Staff administers and tallies survey results.						
Performance Target #15 5 residents participate in 3 community education activities	Speakers Bureau attendance Sheet.	5	Program Manager and Case Management staff administers and tallies survey results.						

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Outcome Measures – Anchorage Services Division Component II – Affordable Housing

Submitted by Ken Scollan, Property Manager

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

CSBG National Goal #1

Low income people become more self-sufficient

CSBG National Performance Indicator 1.2

Obtained safe and affordable housing in support of employment stability

RurAL CAP Strategic Plan

External Direction #4 – Anchorage Services – Line of Business: Affordable Housing

Outcome Statement #1

All low-income, disadvantaged families will find safe, decent, well-maintained and affordable housing.

Performance Target #1

Of the 56 low-income, disadvantaged heads of households living in RurAL CAP’s affordable housing, 37 will remain in safe, decent, well-maintained and affordable housing for at least one year or move to equal or better stable housing. (1.2 - H)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for low-income heads of households.	Verification: Tool or document used to verify that milestone was reached.	Projected # of heads of household expected to participate	Product Steps: Who does what to make milestone happen	(4/1 – 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1- 12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.1 Low-income heads of households in Anchorage fill out rental applications for Affordable Housing units.	Rental records, rental applications.	85	Housing Manager processes and reviews applications					
1.2 Low-income heads of households in Anchorage move into affordable housing units.	Rental records, lease agreements	40	Property Manager processes rental paperwork.					
1.3 Low-income heads of households in Anchorage remain in affordable housing units for 3 months.	Rental records, lease agreements	25	Property Manager assures that housing units are clean and well managed					
1.4 Low-income heads of households in Anchorage remain in affordable housing units for 6 months.	Rental records, lease agreements	20	Property Manager assures that housing units are clean and well managed					
1.5 Low-income heads of households in Anchorage remain in affordable housing units for 9 months.	Rental records, lease agreements	16	Property Manager assures that housing units are clean and well managed					
Performance Target #1: 32 Low-income heads of households in Anchorage remain in affordable housing units for 12 months or move into housing that is equal or better.	Rental records, lease agreements	45	Property Manager assures that housing units are clean and well managed					

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Outcome Measures – Anchorage Services Division

Component II – Affordable Housing

Submitted by Ken Scollan, Property Manager

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal #2
National Performance Indicator 2.1

The Conditions in Which Low-Income People Live are Improved
Community Improvements and revitalization
Safe and affordable housing units in the community are preserved or improved through construction,
Weatherization or rehabilitation achieved by community action activity or advocacy
External Direction #4 – Anchorage Services – Line of Business: Affordable Housing

RurAL CAP Strategic Plan

Outcome Statement #2:

All affordable housing properties will be well maintained.

Performance Target #2:

Of the 56 RurAL CAP’s affordable housing properties, 30 will be improved this year through grants and partnerships with other profit or non-profit agencies. (2.1 – C)

Milestone:	Verification:	Projected # of properties	Product Steps:	(4/1 – 6/30) Quarter 1	(7/1 - 9/30) Quarter2	10/1- 12/31 Quarter 3	(1/1 – 3/31) Quarter 4	Total
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for RurAL CAP Affordable Housing properties.	Tool or document used to verify that milestone was reached.		Who does what to make milestone happen.					
2.1 Affordable Housing unit qualifies for funding.	Reports and proposals	20	Manager completes Grant applications.					
2.2 Affordable Housing units are improved.	Reports to funders and Affordable Housing Management Team	30	Property Manager plans, finds funding for, and completes rehabilitation projects.					
Performance Target #2: RurAL CAP Affordable Housing units are improved as a result of rehab projects.	Semi-annual inspection of the RCAH units	30	Property Manager collects and compares property assessments.					

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Budget Summary FY 2011 Community Services Block Grant		Rural Alaska Community Action Program, Inc.		Component: ANCHORAGE SERVICES DIVISION	
GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
	Beginning Date April 1, 2011	Ending Date June 30, 2012	Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)		

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: <u>12</u>		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal (1)	Non Federal (2)	CSBG Federal (1)	Non Federal (2)	CSBG Federal (1)	Non Federal (2)	CSBG Federal (1)	Non Federal (2)
10	PERSONNEL					\$45,261			
20	CONTRACTUAL					\$32,500			
30	TRAVEL					\$8,875			
40	BUILDING SPACE					\$13,600			
50	GENERAL SUPPLY					\$0			
60	PROGRAM SUPPLY					\$0			
70	EQUIPMENT					\$0			
80	COMMUNICATION					\$45,500			
90	OTHER					\$18,198			
	TOTAL DIRECT ADMINISTRATIVE COSTS					\$163,934 \$36,066			
	TOTAL					<u>\$200,000</u>			

Anchorage Services Division Component Summary

Cost Cat. No.	Cost Category	Component I Homeward Bound	Component II Affordable Housing	TOTAL
10	Personnel		\$45,261	\$45,261
20	Contractual	\$32,500		\$32,500
30	Travel	\$8,875		\$8,875
40	Building Space	\$13,600		\$13,600
50	General Supplies			\$0
60	Program Supplies			\$0
70	Equipment			\$0
80	Communications	\$45,500		\$45,500
90	Other	\$11,000	\$7,198	\$18,198
Direct Costs		\$111,475	\$52,459	\$163,934
Administrative Costs		\$24,525	\$11,541	\$36,066
TOTAL COSTS		\$136,000	\$64,000	\$200,000

CSBG - FY 2011 - ANCHORAGE SERVICES DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)				
NAME OF APPLICANT AGENCY:		TYPE OF GRANT:		DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501		<input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT		Mar-10
BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)				
COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM		
		CSBG FEDERAL SHARE	NON FEDERAL SHARE	

Component 1 - HOMEWARD BOUND

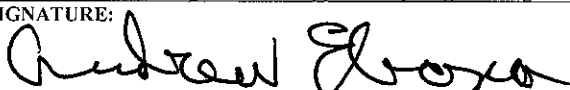
520	<u>CONTRACTUAL EXPENSE</u> 100 - Professional Services	\$32,500		
	TOTAL COST OF CONTRACTUAL	\$32,500	\$32,500	
530	<u>530 TRAVEL:</u> 100 - Per Diem in State 500 - Travel in State Mileage	\$1,500 \$2,000 <u>\$5,375</u>		
	TOTAL COST OF TRAVEL	\$8,875	\$8,875	
540	<u>SPACE COSTS</u> 300 - Utilities	\$13,600		
	TOTAL SPACE COST	\$13,600	\$13,600	
580	<u>COMMUNICATIONS</u> 600 - I.T.	\$45,500		
	TOTAL COMMUNICATIONS COST	\$45,500	\$45,500	
590	<u>590 OTHER DIRECT COSTS:</u> 700 - Fees/Tuitions/Memberships	\$11,000		
	TOTAL COST OF OTHER	\$11,000	\$11,000	
	Direct Cost of Component		\$111,475	
	Administrative Costs of Component @ 22%		<u>\$24,525</u>	
	Total Cost of Component		\$136,000	


CSBG - FY 2011 - ANCHORAGE SERVICES DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)				
NAME OF APPLICANT AGENCY:		TYPE OF GRANT:		DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501		<input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT		Mar-10
BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)				
COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM		
		CSBG FEDERAL SHARE	NON FEDERAL SHARE	

Component 2: AFFORDABLE HOUSING

510	510 PERSONNEL: (includes estimates for COLA/merit increase)			
	Two .50 FTE Maintenance	\$33,280		
	<i>Subtotal Personnel</i>	\$33,280		
	500 - Employee Fringe (\$33,280 x 36%)	\$11,981		
	TOTAL COST OF PERSONNEL	\$45,261	\$45,261	
590	OTHER DIRECT COSTS			
	100 - Vehicle Operating Costs	\$7,198		
	TOTAL COST OF OTHER	\$7,198	\$7,198	
	Direct Cost of Component		\$52,459	
	Administrative Cost @ 22%		<u>\$11,541</u>	
	TOTAL COST OF COMPONENT		\$64,000	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)					(5) GOAL STATUTORY AUTHORITY(S) Component I: HOMEWARD BOUND						
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>		Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E) Period: April 1, 2011 to June 30, 2012					
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>	STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>						
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion	
		1 st	2 nd	3 rd	4 th						
National CSBG Goal #6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.	<u>COMPONENT I – HOMEWARD BOUND</u> 1. Maintain Partnerships and Linkages: a) Identify and collaborate with housing and alcohol treatment service providers b) Develop and maintain written agreements c) Coordinate regular meetings of partners d) Develop and support Advisory Council 2. Program Operations: a) Process and manage grants and contracts b) Recruit, train and supervise program staff c) Maintain Homeward Bound facility 3. Client/Resident Services a) Maintain program recruitment and outreach b) Provide detox services c) Provide transitional housing and meals d) Provide case management services e) Develop weekly living plans f) Follow weekly living plans g) Transition to independent living h) Maintain independent living 4. Provide operational support for Homeward Bound.	X	X	X	X	<ul style="list-style-type: none"> Coordination with Homeward Bound program partners and funding sources: Municipality of Anchorage – Safe City Program and Community Service Patrol Cook Inlet Tribal Council Salvation Army – Clitheroe Center HUD Supportive Housing Program Alaska Housing Finance Corporation Cook Inlet Housing Authority 	\$ 136,000	12	\$ 357,000 US Dept. of Housing and Urban Development \$ 149,750 Alaska Housing Finance Corporation	On-Going	
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL		\$ 136,000		\$ 506,750	
(14) THIS APPLICATION HAS BEEN (check “a” or “b” as appropriate): a. <input checked="" type="checkbox"/> Approved by the applicant’s governing board. b. <input type="checkbox"/> Reviewed by the applicant’s administering board and approved by its governing officials.											
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD Rural CAP Board President, Andrew Ebona		SIGNATURE: 				DATE : March 17, 2010		DATE OF BOARD APPROVAL: March 17, 2010			

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S) Component II: AFFORDABLE HOUSING AUTHORITY(S)				
(2) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(5) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(6) PHONE (Area Code) <i>(907) 279-2511</i>		Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E) Period: April 1, 2011 to June 30, 2012				
(7) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>	STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>					
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER								
1 st	2 nd	3 rd	4 th							
<u>National CSBG Goal #2:</u> The conditions in which low-income people live are improved.	<u>COMPONENT II – AFFORDABLE HOUSING</u> 1. Housing Manager processes and reviews applications. 2. Property Manager processes rental paperwork. 3. Property Manager assures that housing units are clean and well managed. 4. Property Manager completes maintenance needs survey and collects assessments. 5. Property Manager plans, finds funding for, and completes rehabilitation projects. 6. Property Manager completes maintenance work identified in survey and emergency repairs. 7. Property Manager collects and compares property assessments. 8. Provide operational support for Affordable Housing activities and services	X	X	X	X	<ul style="list-style-type: none"> Alaska Housing Finance Corporation International Brotherhood of Electrical Workers HUD Supportive Housing Program 	\$ 64,000	12	\$ 332,160 Rental Income	On-Going
TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)						\$ 136,000	\$ 200,000	\$ 506,750	\$ 838,910	GRAND TOTAL
(16) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board. b. () Reviewed by the applicant's administering board and approved by its governing officials.										
(17) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD <i>Rural CAP Board President, Andrew Ebona</i>					SIGNATURE: 			DATE : <i>March 17, 2010</i>		DATE OF BOARD APPROVAL: <i>March 17, 2010</i>

Community Services Block Grant FY 2011 Proposal
Child Development Division

NARRATIVE

SUMMARY OF COMPONENTS

Component 1 – General Child Development Division

CSBG supports the position of the Child Development Division Director. This position provides administrative oversight of Head Start, Early Head Start, Parents as Teachers, and Child Development Center programs. In total, the Child Development Division supports programs in 29 communities serving over 1,500 children with a staff of more than 300 people. CSBG also provides support for a Project Coordinator. The primary responsibility of this position is to provide administrative support to special projects requiring research and data analysis.

I. RurAL CAP Head Start / Early Head Start programs are administered in 25 communities across the state. Head Start is a program for low income children and their families. It is designed to help three to five year old children become socially competent and ready for entry to school. Educational activities are provided that support each child's developmental level and cultural background. Through strong partnerships with parents and communities, mental and physical health, dental, nutrition, and disability services are made available. Family partnership agreements are developed to assist families in achieving their goals. Parents are very involved in setting the direction for the program through local Parent Committees, regional Parent Committees, and the Child Development Policy Council. The Early Head Start program provides home-based services to parents with children prenatal to three in six rural communities. Information regarding the importance of prenatal care is provided to expecting parents. Access to health care providers is supported and information is delivered to ensure the growth and development of healthy infants and toddlers. Parents are provided information about developmental milestones for their child and the importance of providing a stimulating environment. The research pointing to the importance of the "early years" in brain development validates the crucial need to reach parents at this time in their child's life and support quality parenting.

II. The RurAL CAP Parents as Teachers program is an early childhood parent education and family support program designed to empower all parents to give their child the best possible start in life. Services are offered in 19 communities. The program delivers home based services through bi-weekly visits to the families home and monthly group socializations. Important developmental information based on brain research is delivered using the Born to Learn Curriculum. Additional school readiness activities and family empowerment information is shared through parent workshops, groups meetings addressing topics of interest to parents, and joint play sessions with infant learning.

Component 2 – Child Development Center – Child Care Component:

I. The RurAL CAP **Child Development Center** is a licensed, year round, early care and learning program for 30 children between the ages of 19 months and 5 years. It is a tuition based program, which offers assistance to families in financial need. 100% of the families qualify for some form of child care assistance. The Center maintains collaborative relationships with many local assistance resources and programs to help low-income families achieve self-sufficiency. The Center continues its ongoing collaboration with faculty and students from the University of Alaska Anchorage associates and bachelors degree programs in early childhood education and social work. With this partnership major strides have been made in becoming a model early childhood training program.. The Center continues to dedicate resources for ongoing professional development for staff and is making gains in increasing wages for early childhood professionals.

PROGRAM OUTCOME STATEMENT

The programs within the Child Development Division provide a range of services and activities which result in significant and measurable contributions towards solving the inequities in rural education. The common thread linking these programs is their shared outcome statement:

Our mission is to provide *quality early childhood services* that involves and serves communities, staff, parents, and children prenatal through age five. These programs respect Alaskan's cultural diversity and innate potential for personal and professional growth by entering into partnerships based on collaboration, advocacy, and self-sufficiency.

This outcome supports the achievement of the following CSBG goals:

- #3 Low-Income People Own a Stake in Their Community.
- #6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

NEED FOR SERVICES

Program Customers

The Child Development Division target populations supported by CSBG are low-income families with young children who live below the poverty guidelines. Over 70% of service recipients are Alaska Native people living in remote rural villages. Most of these villages have no road access and can only be reached by plane, boat, or snow machine. These communities experience some of the most extreme social and economic conditions in the country as measured by rates of income, un-employment, education, alcohol and drug abuse, domestic violence, accidental death, and suicide. Every three years an extensive

Head Start Community Assessment is conducted. During the interim years, community updates are completed to track significant changes in community resources and services.

In Anchorage, families served by the Child Development Center are often those families who might not otherwise reach their full social, economic, or educational potential if quality child care were not available to them at an affordable cost. Studies have shown that children growing up in low-income families are at risk for repeating the cycle if they do not receive intervention in the early years of life. Often low income families are forced to place their children in inadequate child care while they work at low paying jobs or participate in training. This automatically puts their children at a disadvantage and in many cases puts them at risk of abusive or neglectful care. The Child Development Center is able to offer low-income families' access to the same quality of care that middle and upper class families can afford.

Program Products

The Child Development Division programs provide early care and learning experiences for children prenatal to five years of age through center-based, home-based, or combination program options. Parents are provided educational resources and information on child development, health, nutrition, mental health, disabilities, and positive behavioral support. The program helps parents accomplish individual goals such as obtaining job skills, employment, and training.

Head Start/Early Head Start classrooms are rich interactive environments full of developmentally appropriate materials and activities. The center-based option provides classroom time for children and two home visits and two parent/teacher conferences with families during the school year. The home visits and parent/teacher conferences focus on sharing information about the child's developmental level, school readiness and goals the parents may have for their child. In the Head Start home-based option, children and parents are visited weekly in their homes by a home visitor. Parents, as the primary educators of their children, become involved in the educational development of their children. The Head Start home based program offers sixteen group socializations and the Early Head Start program offers seventeen group socializations for children and families. Through these group experiences children have an opportunity to interact socially with other children while parents exchanged parenting tips and participate in various parent trainings. In the combination program option, children attend classroom three days a week and receive one home visit a month.

Staff in rural villages receive job training and employment in communities where little other job opportunities are available. With regulations now requiring Head Start teachers to possess bachelor degrees, classroom teachers are enrolled in college courses soon after completing their Child Development Associates. The training department in the Child Development Division connects teachers with distance education through the University of Alaska while still working full time in the classroom. Significant progress has been made in the number of teachers possessing associates and bachelor degrees. School

districts benefit from the high level of competency of local early childhood educators and children enter kindergarten better prepared for school.

The Child Development Center offers a year round, full day, early care and learning program. The Center is licensed by the Municipality of Anchorage. The curriculum and program philosophy parallels that of the RurAL CAP Head Start program. The curriculum is based on a child-centered approach in which the guidelines of The National Association for the Education of Young Children (NAEYC) are followed. The program also conducts age appropriate screenings for children to detect potential developmental delays. Referrals are made, with parent consent, to local early intervention programs, when needed.

OUTCOME MANAGEMENT MODEL

The outcome management models for the Child Development Division are formatted horizontally on the following pages. These pages complete the narrative section of the Child Development Division. The CSBG work plans are for the following components:

Component 1 – General Child Development Division

- **Head Start / Early Head Start Programs**
- **Parents As Teachers Program**

Component 2 –Child Care

- **Child Development Center**

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

Head Start Goal # 1

Enhance children’s growth and development.

RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Comprehensive Early Childhood Programs.

Outcome Statement #1

All prenatal women will be linked to an ongoing system of prenatal health care.

Performance Target #1

Out of 16 prenatal women enrolled in Early Head Start, 14 will complete a follow-up home visit within two weeks of returning to the community after giving birth to a healthy baby. (6.3 – C.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for prenatal women.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.1 Prenatal women enroll in Early Head Start.	Enrollment data. Prenatal Files.	16	Staff conduct ongoing recruitment activities for prenatal women.					
1.2 Prenatal women receive information on: tobacco cessation, preventing SIDS, benefits of breastfeeding, postpartum depression, and FASD	Prenatal Home Visit Plan. Prenatal Home Visit Topics. Family Interest Survey	16	Home Visitor completes at least three prenatal home visits with enrollee prior to admittance to the pre-maternal home. Home Visitor provides prenatal health care information following the Prenatal Home Visit Topics and Family Interest Survey.					

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no program activity

no customers achieved milestone, even though there was program activity

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for pregnant women .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31 Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.3 Prenatal women complete a prenatal exam at the local health clinic or at the Sub-Regional clinic.	Prenatal Home Visit Plan. Prenatal Health History. YKHC Authorization.	14	Home Visitor completes at least three prenatal home visits with enrollee prior to admittance to the pre-maternal home. Home Visitor obtains a Health History and YKHC Authorization during enrollment or during the first initial home visit. Staff conducts a review of medical records.					
1.4 Prenatal women participate in a dental Screening.	Prenatal Home Visit Plan. Prenatal Health History. YKHC Authorization.	12	Home Visitors completes at least three prenatal home visits with enrollee prior to admittance to the pre-maternal home. Home Visitor obtains a Health History and YKHC Authorization during enrollment or during the first initial home visit. Staff conduct review of dental records.					
1.5 Prenatal women complete a follow-up home visit within two weeks of returning to the community after giving birth to a healthy baby.	Prenatal Home Visit Plan. Weekly Attendance Sheets. Enrollment Paperwork for the newborn. Change of Status	14	Home Visitor completes a home visit within two weeks of returning to the community after delivery. Change of Status will be submitted documenting delivery of the newborn.					
1.6 Postnatal women enroll their newborn in Early Head Start services	Change of Status Enrollment forms	12	Home Visitor provides enrollment information to family. Submits enrollment paperwork.					

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

Head Start Goal # 1

Enhance children’s growth and development.

RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Comprehensive Early Childhood Programs.

Outcome Statement #2

All Early Head Start children will reach or exceed age appropriate levels of development.

Performance Target #2

Out of 150 Early Head Start children, 130 will display age appropriate developmental skills by the end of the program year. (6.3 – A.3)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for EHS children.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
2.1 Children enroll in Early Head Start and receive home visits	Enrollment data. Weekly Attendance Sheets. Home Visit Plans.	150	Staff conducts recruitment activities to enroll Early Head Start children.					
2.2 Early Head Start children participate in completing a baseline Child Development Assessment.	Ounce Scale- Developmental Profile	135	Home Visitors and parents complete an ASQ during the child’s first forty-five days of being enrolled. Home Visitors and parents complete and ASQ-SE during the child’s first forty-five days of being enrolled. The Ounce Scale is initiated during the first home visit and up-dated at regular intervals.					
2.2. (a) Complete first assessment								
2.2. (b) Complete second assessment								
2.2 (c) Complete third assessment								
2.3 Early Head Start children participate in completing a year end Child Development Assessment.	Ounce Scale- Developmental Profile	135	Home Visitors collect assessment information					
2.4 Early Head Start children display age appropriate development in all domains.	Ounce Scale-Developmental Profile	130	Results of Ounce Scale-Developmental Profile					

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

Head Start Goal # 1

Enhance children’s growth and development.

RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Comprehensive Early Childhood Programs.

Outcome Statement #3

All three year old Head Start children will reach or exceed age appropriate levels of development.

Performance Target #3

Out of 250 three-year-old children in Head Start, 200 will show growth in domains of development by the end of the program year. (6.3 – A.4)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS children.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
3.1 Three year old children enroll in Head Start. Center-based or home-based services begin.	Enrollment reports. Attendance reports	250	Recruit and enroll children. Use curriculums to provide planned, individualized and intentional learning opportunities in all domains of development.					
3.2 Head Start child complete a base line child assessment.	Child assessment forms/reports	250	Teachers/Home Visitors complete assessment, share with parents.					
3.3 Head Start child complete a second child assessment.	Child assessment forms/reports	235	Teachers/Home Visitors complete assessment, share with parents.					
3.4 Head Start child complete a third child assessment.	Child assessment forms/reports	220	Teachers/Home Visitors complete assessment, share with parents.					
3.5 Three year old children show growth in:	Child assessment forms/reports		Child Assessment reports are produced.					
a. Counts objects		200						
b. Uses language to communicate	Child assessment forms/reports	200	Child Assessment reports are produced.					
c. Shares experiences using words	Child assessment forms/reports	200	Child Assessment reports are produced.					

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS children.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
d. Follows direction	Child assessment forms/reports	200	Child Assessment reports are produced					
e. Associates sounds with written words	Child assessment forms/reports	200	Child Assessment reports are produced					
f. Shows interest & enjoyment in books	Child assessment forms/reports	200	Child Assessment reports are produced					
g. Recognizes a word as a unit of print	Child assessment forms/reports	200	Child Assessment reports are produced					
h. Identifies alphabet letters	Child assessment forms/reports	200	Child Assessment reports are produced					
i. Recognizes letter characteristics	Child assessment forms/reports	200	Child Assessment reports are produced					
j. Follows directions in English	Child assessment forms/reports	200	Child Assessment reports are produced					
k. Uses English to communicate	Child assessment forms/reports	200	Child Assessment reports are produced					

A box with the following symbol signifies:

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results have not been entered yet

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no program activity

zero (0)
no customers achieved milestone, even though there was program activity

whole number (5)
unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

Head Start Goal # 1

Enhance children’s growth and development.

RurAL CAP Strategic Plan

Direction 1 – Child Development - Line of Business: Comprehensive Early Childhood Programs

Outcome Statement #4

All four year old Head Start children will demonstrate school readiness skills.

Performance Target #4

Out of 392 four-year-old children enrolled in Head Start, 300 will demonstrate school readiness in all domains of development by the end of the program year.(6.3 – A.4)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS children.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
4.1 Four year old child enroll in Head Start. Center based or home based services begin.	Enrollment reports. Attendance Reports	392	Recruit and enroll children. Use curriculums to provide planned, individualized and intentional learning opportunities in all domains of development.					
4.2 Head Start child complete baseline child assessment.	Child assessment forms/reports	392	Teachers/Home Visitors complete assessment, share with parents.					
4.3 Head Start child complete second child assessment.	Child assessment forms/reports	360	Teachers/Home Visitors complete assessment, share with parents.					
4.4 Head Start child complete third child assessment.	Child assessment form/reports	340	Teachers/Home Visitors complete assessment, share with parents.					
4.5 Four year old child demonstrate school readiness by mastering the following: a. Counts objects	Child assessment form/reports	300	Child Assessment reports are produced.					
b. Uses language to communicate	Child assessment form/reports	300	Child Assessment reports are produced					

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS children.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
c. Shares experiences using words	Child assessment form/reports	300	Child Assessment reports are produced					
d. Follows directions	Child assessment form/reports	300	Child Assessment reports are produced					
e. Associates sounds with written words	Child assessment form/reports	300	Child Assessment reports are produced					
f. Shows interest & enjoyment in books	Child assessment form/reports	300	Child Assessment reports are produced					
g. Recognizes a word as a unit of print	Child assessment form/reports	300	Child Assessment reports are produced					
h. Identifies alphabet letters	Child assessment forms/reports	200	Child Assessment reports are produced					
i. Recognizes letter characteristics	Child assessment forms/reports	200	Child Assessment reports are produced					
j. Follows directions in English	Child assessment forms/reports	200	Child Assessment reports are produced					
k. Uses English to communicate	Child assessment forms/reports	200	Child Assessment reports are produced					

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Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

Head Start Goal # 2

Strengthen families as the primary nurturers of their children.

RurAL CAP Strategic Plan

Direction 2 – Child Development - Line of Business: Family Development Programs

Outcome Statement #5

All Head Start/Early Head Start parents will gain experience through parent involvement in Head Start/Early Head Start to become advocates for their families.

Performance Target #5

Out of 751 Head Start/Early Head Start parents, 600 will participate in opportunities to strengthen their families. (6.3 – C.1, C.2)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS parents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
5.1 Parents enroll their children in Head Start/Early Head Start	Enrollment Forms	751	Priority points are assessed, acceptance notice sent.					
5.2 Parents initiate family partnership agreement by identifying family strengths	Family Partnership Agreement Summary	713	Staff ensure Contract of Heart, Family Interest Survey and other Partnership forms are completed.					
5.3 Parents volunteer in the classroom or for other center events.	Volunteer Time Sheet	600	Staff ensure Volunteer Time Sheets are completed and sent to Central Office, staff inform parents of volunteer opportunities					
5.4 Parents attend parent experiences or other training opportunities.	Parent Experience form	600	Staff send Parent Experience forms to Central Office, staff provide training for parents					
5.7 Parents participate in transition activities for the next educational setting.	Transition forms, Parent Experience form, Lesson Plans	300	Staff schedule home visits and parent trainings, Teacher/Home Visitor arranges Open House & field trip to elementary school.					

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Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

Head Start Goal # 1

Enhance children’s growth and development.

RurAL CAP Strategic Plan

Direction 1 – Child Development - Line of Business: Comprehensive Early Childhood Programs

Outcome Statement #6

All Head Start/Early Head Start children will have improved physical health.

Performance Target #6

Out of 823 Head Start/Early Head Start children, 200 will have improved physical health as demonstrated by receipt of follow-up and treatment for identified health concerns. (6.3 – A.1)

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	10/1 - 12/31)	(1/1 - 3/31)	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS children .	Tool or document used to verify that milestone was reached.	# of people expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
6.1 Head Start/Early Head Start children participate in the required health screenings:	Health records from PHN’s. Screening summaries from staff. Misc. medical records.	823	Staff sends lists of children to traveling medical/ provider. Parents notified of provider travel. Staff facilitates appointments. Site staff conducts appropriate screenings.					
a. Vision Screening		806						
b. Hearing Screening		806						
c. Hemoglobin		700						
d. T.B. Test		700						
e. Blood Pressure		700						
f. Physical Exam		700						
g. Lead Screenings		400						
6.2 Head Start/Early Head Start children are identified with health concerns.	Child files. Health records from medical providers. Child Plus data tracking systems. Parent reports.	250	Staff facilitates appointments. Site staffs conduct appropriate screenings.					
6.3 Head Start/Early Head Start children have improved physical health as demonstrated by receipt of follow up and treatment for identified health concerns.	Child files. Health records from medical providers. Child Plus data tracking systems. Parent reports.	200	Staff tracks follow-up and support parents making and keeping appointments and treatment regimes.					

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Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

Head Start Goal # 1

Enhance children’s growth and development.

RurAL CAP Strategic Plan

Direction 1 – Child Development - Line of Business: Comprehensive Early Childhood Programs

Outcome Statement #7

All Head Start/Early Head Start children will have improved dental health.

Performance Target #7

Out of 823 Head Start/Early Head Start children, 100 will have improved dental health as demonstrated by receipt of follow up and treatment for identified dental concerns. (6.3 – A.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS children.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
7.1 Head Start/Early Head Start children learn about the importance of dental health.	Classroom lesson plans and home visits plans	823	Staff conducts lessons on promoting positive oral health.					
7.2 Head Start/Early Head Start children participate in required dental exams.	Dental records from providers. Screening summaries from staff. Misc. medical records.	800	Staff send lists of children to traveling provider. Parents notified of provider travel. Staff facilitate appointments. Site staff conduct appropriate screenings.					
7.3 Head Start/Early Head Start children have dental concerns identified.	Dental records from providers. Screening summaries from staff. Misc. medical records. Parent interviews.	250	Staff conduct review of dental records.					
7.4 Head Start/Early Head Start children have improved dental health as demonstrated by receipt of follow-up and treatment for identified health concerns.	Child files. Dental records from providers. Child Plus data tracking systems. Parent reports.	100	Staff track follow-up and support parents making and keeping appointments and treatment regimes.					

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Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

Head Start Goal # 1

Enhance children’s growth and development.

RurAL CAP Strategic Plan

Direction 1 – Child Development - Line of Business: Comprehensive Early Childhood Programs

Outcome Statement #8

All Head Start/Early Head Start children will experience improved nutrition.

Performance Target #8

Out of 823 Head Start/Early Head Start children, 100 will experience improved nutrition as demonstrated by receipt of treatment and follow-up for identified nutritional concerns. (6.3 – A.2)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS children.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
8.1 Head Start/Early Head Start children learn about the importance of nutrition.	Classroom lesson plans and home visit plans.	823	Teachers and home visitors promote positive nutrition.					
8.2 Head Start/Early Head Start children receive an initial growth screening.	HS: Screening summaries-ht & wt charts. EHS: Health records from PHN’s. Misc. medical records. Food Frequency forms. Child file. Family Wellness Survey.	675	HS: staff conducts growth screenings EHS: Staff facilitate medical appointments & collect medical records. Staff conducts appropriate growth screenings and Food Frequency forms.					
8.3 Head Start/Early Head Start children participate in a second growth screening.	Same as above	600	Same as above					
8.4 Head Start/Early Head Start children have nutritional concerns identified.	Health records from PHN’s. Screening summaries from staff. Misc. medical records. Parent interviews. Food Frequency forms.	100	HS: Conduct review of growth assessments. EHS: Conduct review of growth assessments, Food Frequency records, Family Wellness Records, Physicals. Referrals to WIC.					
8.5 Head Star/Early Head Start children experience improved nutrition as demonstrated by receipt of treatment and follow-up for identified nutritional concerns.	Child files. Health records from medical providers. Child Plus data tracking systems. Parent reports.	100	Make appropriate referrals. Track follow-up; support parent appointments and treatment regimes. Provide nutrition info. on follow-up home visits.					

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Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 5

Agencies increase their capacity to achieve results.

RurAL CAP Strategic Plan

Direction 1 – Child Development - Line of Business: Comprehensive Early Childhood Programs

Outcome Statement # 9

All Head Start/Early Head Start staff will attain competency in their position in order to provide high quality early childhood education and family services to Head Start/Early Head Start children and families.

Performance Target # 9

Out of 220 Head Start/Early Head Start staff, 180 will complete educational and training requirements for their position.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS staff .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31 Quarter 3	(1/1 - 3/31) Quarter 4	Total
9.1 New staff learn about educational and training requirements for positions and available courses and trainings.	Staff orientation/information packets.	220	Training Coordinator distributes information.					
9.2 New staff complete educational and training requirements for their position.								
a. New site staff complete Child Abuse and Neglect and Blood Borne Pathogens Training within 45 days of hire / rehire.	Staff Training Form	180	Training Coordinator coordinates online training. Component Coordinators deliver training. Site supervisors arrange local training.					
b. New site staff obtain or renew First Aid and CPR certification.	First Aid and CPR card or certificate	100	Training Coordinator coordinates online training. Component Coordinators deliver training. Site supervisors arrange local training.					
c. Food Handlers Certification	Food Handlers Certificate	15	Training Coordinator coordinates online training. Component Coordinators deliver training. Site supervisors arrange local training.					
d. Head Start Family Advocates complete the Family Development	Family Development Credential	4	Training Coordinator organizes attendance for FDC.					

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Credential (FDC) within 2 years of hire.								
Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS children.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
d. Head Start and Early Head Start Home Visitors complete the Family Development Credential (FDC) within 2 years of hire.	Family Development Credential	8	Training Coordinator organizes attendance for FDC.					
e. Head Start Home Visitors complete PAT 0-3 Certification Training.	PAT Certificate	6	Training Coordinator arranges attendance at PAT Training.					
f. Head Start Home Visitors complete PAT 3-5 Certification Training	PAT Certificate	6	Training Coordinator arranges attendance at PAT Training.					
g. Early Head Start Home Visitors complete PAT 0-3 Certification Training	PAT Certificate	4	Training Coordinator arranges attendance at PAT Training.					
h. Site Supervisors and Teacher Aides attain a Center Based Child Development Associate (CDA) Certification within 2 years of hire.	Training Plan, CDA Application, CDA Certificate	4	Training Coordinator establishes training plan and timeline. Child Development Coordinator / CDA Advisor supports TA's, completes CDA Observation. Training Coordinator submits application.					
i. Teachers without a CDA or AAS or greater degree in ECE will attain a Center Based Child Development Associate (CDA) Certification within 180 days of hire.	Training Plan, CDA Application, CDA Certificate	4	Training Coordinator establishes training plan and timeline. Child Development Coordinator / CDA Advisor supports TA's, completes the CDA Observation. Training Coordinator submits CDA application and documentation to council.					
j. Site Supervisors and Teacher without an AAS or greater degree in ECE make satisfactory progress toward completing the AAS within 5 years of hire.	University Advisors' education plan, University Transcripts	19	Teacher contact advisor each Fall and Spring Semester to determine which courses she / he will take. Training Coordinator approves courses, arranges payment, and ensure classes are completed.					

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k. Site Supervisors and Teachers hold a minimum of an AAS degree in Early Childhood or a related degree with 15 ECE credits.	University Transcripts	20	Training Coordinator will obtain degree documentation from each Teacher and Supervisor.					
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Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Parents as Teachers Program

Submitted by Melissa Pickle, Parents As Teachers Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-income people, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments.

PAT Goal # 2

Strengthen families as the primary nurturers of their children.

RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #1

PAT Parents will report improved parenting skills.

Performance Target #1

Out of 450 PAT parents, 280 will report improved parenting skills, including skills related to positive discipline and development. (6.3 – C.1)

Milestone:	Verification:	Projected # of families expected to participate.	Product Steps:	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for PAT parents .	Tool or document used to verify that milestone was reached.		What staff member does what to make milestone happen.					
1.1 PAT parents enroll or re-enroll in the PAT Program.	PAT Enrollment Application	450	Conduct recruitment activities to identify and promptly enroll eligible children					
1.2 New PAT parents participate in initial home visits.	Personal Visit Record Form Individual Service Record	200	Initial home visits are completed					
1.3 New PAT parents complete baseline survey of their parenting knowledge and skills.	Parent Survey I	100	Present survey to parents, ask them to complete, and collect					
1.4 PAT parents complete at least 70% of scheduled home visits.	Personal Visit Record Form Individual Service Record Weekly Attendance	200	Family Visitor schedules home visits on a bi-monthly basis					
1.5 PAT parents complete end-of-the-year evaluation data.	Parent Evaluation	275	Family Visitor distributes evaluation forms during final home visits.					
1.6 PAT parents report improved parenting skills, including skills related to positive discipline and development.	Parent Survey I and II, Parent Evaluation and Interviews	280	Family Visitor presents survey/interview parent.					

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no customers achieved milestone, even though there was program activity

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unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Parents as Teachers Program

Submitted by Melissa Pickle, Parents As Teachers Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-income people, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments.

PAT Goal # 2

Strengthen families as the primary nurturers of their children.

RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #2

PAT parents will report increased activities to promote literacy development skills such as reading readiness, observation, critical thinking, etc.

Performance Target #2

Out of 450 PAT parents, 280 will report an increase in activities which promote literacy and language development skills that are age appropriate. (6.3 – C.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for PAT parents .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
2.1 PAT parents enroll their family in the PAT Program.	PAT Enrollment Application	450	Conduct recruitment activities to identify and promptly enroll eligible children					
2.2 New PAT parents participate in initial home visits.	Personal Visit Record Form Individual Service Record	200	Initial home visits are completed					
2.3 New PAT parents complete baseline survey of their parenting knowledge and skills (Parent Survey I).	Parent Survey I	100	Present survey to parents, ask them to complete, and collect					
2.4 PAT parents complete at least 70% of scheduled home visits.	Personal Visit Record Form Individual Service Record	200	Family Visitor schedules bi-monthly home visits to deliver child development information.					
2.5 PAT parents complete end-of-the-year evaluation data (Parent Eval).	Parent Evaluation	275	Family Visitor distributes evaluation forms during final home visits.					
2.6 Exiting PAT parents report an increase in activities which promote literacy and language development.	Parent Survey I and II Parent Evaluation Parent Interviews	280	Family Visitor presents survey/interview parent.					

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unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division
Component 1 – General Child Development Division - Parents as Teachers Program
Submitted by Melissa Pickle, Parents As Teachers Director *FY 2011 CSBG 4/1/11 to 3/31/12*

CSBG National Goal # 2
PAT Goal # 1
RurAL CAP Strategic Plan

The conditions in which low-income people live are improved.
 Enhance children’s growth and development.
 Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #3
Performance Target #3

PAT parents will report an expanded understanding of their role as educators in the home.
 Out of 450 PAT parents, 280 will report an expanded understanding of their role as educators in the home.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for PAT parents .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
3.1 PAT parents enroll in the PAT Program.	PAT Enrollment Application	450	Conduct recruitment activities to identify and promptly enroll eligible children					
3.2 PAT parents participate in initial home visits.	Personal Visit Record Form Individual Service Record	200	Initial home visits are completed					
3.3 New PAT parents complete baseline survey of their parenting knowledge and skills (Parent Survey I).	Parent Survey I	100	Present survey to parents, ask them to complete, and collect					
3.4 PAT parents complete at least 70% of scheduled home visits.	Personal Visit Record Form Individual Service Record	200	Family Visitor schedules home visits on a bi-monthly basis to deliver child development information.					
3.5 PAT parents complete end-of-the-year evaluation data.	Parent Evaluation	275	Family Visitor distributes evaluation forms during final home visits.					
3.6 PAT parents report an expanded understanding of their role as educators in the home.	Parent Survey I and II end of the year evaluation form	280	Family Visitor presents survey/interview parent.					

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures - Child Development Division
Component 1 – General Child Development Division - Parents as Teachers Program
Submitted by Melissa Pickle, Parents As Teachers Director FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 2
PAT Goal # 1
RurAL CAP Strategic Plan

The conditions in which low-income people live are improved.
 Enhance children’s growth and development.
 Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #4
Performance Target #4

PAT children will demonstrate age-appropriate skills that are key indicators of school readiness.
 Out of 460 children served, 375 will demonstrate age-appropriate skills and 60 pre-kindergarten children will demonstrate proficiency in key indicators of school readiness. (6.3 – A.3)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for PAT children.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
4.1 PAT children will be enrolled in the PAT program.	PAT Enrollment Application	460	Conduct recruitment activities to identify and promptly enroll eligible children					
4.2 PAT children will participate in at least 70% of scheduled home visits.	Personal Visit Record Form Individual Service Record Weekly attendance	200	Family Visitor schedules home visits on a bi-monthly basis to deliver child development information.					
4.3 PAT children complete developmental screening/assessments.	Ages and Stages Questionnaires	400	Family Visitor presents parents with evaluation assessments					
4.4 PAT children demonstrate age appropriate skills.	Ages and Stages Questionnaires Home visit observations	375	PAT staff analyze ASQ’s, and home visit observations.					
4.5 PAT pre-kindergarten children demonstrate proficiency on pre-kindergarten readiness skills	Ages and Stages Questionnaires Home visit observations, kindergarten staff interviews	60	PAT staff analyze ASQ’s and home visit observations, interview kindergarten teachers					

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures - Child Development Division
Component 1 – General Child Development Division - Parents as Teachers Program
Submitted by Melissa Pickle, Parents As Teachers Director FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 5
PAT Goal # 3
RurAL CAP Strategic Plan

Agencies increase their capacity to achieve results.
 Provide children with educational, health and nutritional services.
 Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #5

PAT Family Visitors will attain competency as early childhood educators, increasing their knowledge of 0-3 children and their families.

Performance Target #5

Out of 21 PAT Family Visitors, 10 will complete the educational requirements to obtain a minimum of an Associates Degree in Early Childhood Education, Human Services, or a related degree.

Milestone:	Verification:	Projected # of people expected to participate.	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1 - 12/31)	(1/1 - 3/31)	
			What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for PAT Family Visitors.	Tool or document used to verify that milestone was reached.							
5.1 PAT Family Visitors complete an Individual Training Plan annually to identify specific training needs	Individual Training Plan (ITP)	21	PAT Supervisor and /Site Supervisor facilitate completion of ITP during annual evaluation					
5.2. PAT Family Visitors are certified in the Parents as Teachers prenatal-3 Curriculum.	PAT Certification certificate, ITP	20	PAT Coordinator organizes attendance at training institute.					
5.3 PAT Family Visitors are certified in the Parents as Teachers 3 to Kindergarten Curriculum.	PAT Certification certificate, ITP	10	PAT Coordinator organizes attendance at training institute					
5.4 PAT Family Visitors hold a Family Development Credential (FDC).	PAT Training Records, ITP, Family Development Credential	15	PAT Coordinator organizes attendance for FDC.					
5.5 PAT Family Visitors hold a Child Development Associate's certificate.	PAT Training Records, ITP, CDA certificate	10	PAT Coordinator supports Family Visitors through CDA certification process					
5.6 PAT Family Visitors hold an AA degree or higher in ECE, Social Services, or a related field.	PAT Training Records, ITP, University transcripts	10	PAT Director and PAT Coordinator plan training and monitor progress					

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Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for PAT Family Visitors.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
e. PAT Family Visitors seek professional development opportunities beyond the educational requirements of the program	PAT Training Records, ITP, Family Development Credential, CDA certificate, University transcripts	7	PAT Director or PAT Coordinator provides support and monitors progress					

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Outcome Measures - Child Development Division Component 2 – Child Development Center

Submitted by Kim Cavanaugh, Program Manager

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 1

Low-Income People Become More Self-Sufficient

National Performance Indicator 1.1

Employment

RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Family Development Programs

Outcome Statement #1

All of the parents enrolled in the Child Development Center will make progress towards self-sufficiency.

Performance Target #1

Of the 30 CDC parents enrolled, 10 parents will report increased confidence in maintaining self-sufficiency.
(1.1 – A, B, C)

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	10/1 - 12/31)	(1/1 - 3/31)	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for CDC parents .	Tool or document used to verify that milestone was reached.	# of people expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1.1 Parents enroll their child in the Center.	Enrollment application	30	Center Manager enrolls families					
1.2 Parents bring their child regularly for optimal attendance.	Attendance reports	25	Teachers record attendance					
1.3 Parents complete a Family Interest Survey.	Family Interest Survey	25	Teachers conduct Family Interest Survey					
1.4 Parents access the Center Resource Library for parenting information and child activity ideas.	Observation, resource center sign in sheet	15	Center Manager collates information on use of resource library					
1.5 Parents access the Parent Computer for research, resume writing, job search opportunities, etc.	Observation, resource center sign in sheet	10	Center Manager collates information on use of parent computer					
1.6 Parents are referred to community resources and services.	Referral log, Family file	10	Center staff record referrals. Center Manager tracks referral and follow up					
1.7 Parents report increased confidence and ability to be self-sufficient.	Informal survey, anecdotal records, meeting records	10	Center staff conduct interviews with parents, dialogue occurs during Parent/Teacher conferences.					

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zero (0)
no customers achieved milestone, even though there was program activity

whole number (5)
unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division Component 2 – Child Development Center

Submitted by Kim Cavanaugh, Program Manager

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Comprehensive Early Childhood Programs

Outcome Statement #3

All of the parents will increase their knowledge and understanding of their child’s development and learning.

Performance Target #3

Of the 30 CDC parents enrolled, 20 will become involved in their child’s development and learning. (6.3 – C.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for CDC parents .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
2.1 Parents enroll their child in the Center.	Enrollment form.	30	Center Manager enroll families					
2.2 Parents complete a child health history and a child developmental history.	Child health history Child development history	30	Staff assist families in completing child’s health and developmental history.					
2.3 Parents complete an age appropriate developmental screening for their child.	Ages & Stages Questionnaire	27	Staff review results of developmental screening.					
2.4 Parents participate in an orientation with center staff.	Orientation completion form	27	Staff conduct center orientation.					
2.5 Parents attend or volunteer in a minimum of 2 Center activities a year.	Volunteer sign in records, Family Files, Committee minutes, Interview committee records	20	Staff track sign in sheets for Parent Trainings, Family Fun Nights, Center, Fundraisers, Parent Committees, Classroom time, Interview Committees, etc.					
2.6 Parents attend Parent/Teacher conferences.	Parent/Teacher Conference attendance sheets.	20	Staff invite, schedule and complete Parent/Teacher Conferences fall and spring.					

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures - Child Development Division Component 2 – Child Development Center

Submitted by Kim Cavanaugh, Program Manager

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Comprehensive Early Childhood Programs

Outcome Statement #4

All the children enrolled will have positive age appropriate experiences that contribute to their individual growth and development.

Performance Target #4

Of the 12 toddler children enrolled in the Center, 10 will demonstrate progress in Motor, Cognitive, Language, and Social Emotional skill that are based on age appropriate development and individual potential. (6.3 – C.1)

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	10/1 - 12/31)	(1/1 - 3/31)	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for CDC toddlers .	Tool or document used to verify that milestone was reached.	# of people expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
3.1 Enrolled toddlers participate in baseline screening.	Ages & Stages Questionnaire	12	Teachers ensure ASQ is completed by parents after enrollment.					
3.2 Toddlers participate in ongoing assessments.	Child Portfolio, Observation records, Family File	12	Teachers conduct observations and collect work sampling as part of ongoing assessment.					
3.3 Toddlers demonstrate learning gains in the following developmental domains:								
a. Large motor	Ages & Stages Screening Results	10	Ongoing assessment results are used to measure learning gains.					
b. Cognitive	Ages & Stages Screening Results	10	Ongoing assessment results are used to measure learning gains.					
c. Language	Ages & Stages Screening Results	10	Ongoing assessment results are used to measure learning gains.					
d. Social Emotional	Ages & Stages Screening Results	10	Ongoing assessment results are used to measure learning gains.					
e. Fine Motor	Ages & Stages Screening Results	10	Ongoing assessment results are used to measure learning gains.					

A box with the following symbol signifies:

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results have not been entered yet

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no program activity

zero (0)
no customers achieved milestone, even though there was program activity

whole number (5)
unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division Component 2 – Child Development Center

Submitted by Kim Cavanaugh, Program Manager

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

RurAL CAP Strategic Plan

Direction 2 - Child Development – Line of Business: Family Development Programs

Outcome Statement #2

All children enrolled will participate in age appropriate experiences that contribute to their individual growth and development.

Performance Target #2

Of the 18 preschool children enrolled in the Child Development Center, 6 pre-kindergarten children will demonstrate proficiency on key indicators of school readiness. (6.3 – A.3)

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	10/1 - 12/31)	(1/1 - 3/31)	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for CDC preschool children.	Tool or document used to verify that milestone was reached.	# of people expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
4.1 Preschool children are enrolled in program.	Enrollment records	18	Center Manager assists parents in completing enrollment process.					
4.2 Preschool children participate in ongoing assessments.	Child Portfolio, Observation records, Family File	18	Teachers conduct observations and collect work sampling as part of ongoing assessment.					
4.3 Prekindergarten children demonstrate proficiency in key indicators of school readiness. :	Ages & Stages Screening Results	6	Ongoing assessment results are used to measure learning gains.					
a. Large motor								
b. Cognitive	Ages & Stages Screening Results	6	Ongoing assessment results are used to measure learning gains.					
c. Language	Ages & Stages Screening Results	6	Ongoing assessment results are used to measure learning gains.					
d. Social Emotional	Ages & Stages Screening Results	6	Ongoing assessment results are used to measure learning gains.					
e. Fine Motor	Ages & Stages Screening Results	6	Ongoing assessment results are used to measure learning gains.					

A box with the following symbol signifies:

blank ()	dash (---)	zero (0)	whole number (5)
results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Budget Summary FY 2011 Community Services Block Grant		Rural Alaska Community Action Program, Inc.		Component: CHILD DEVELOPMENT DIVISION	
GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
	Beginning Date April 1, 2011	Ending Date June 30, 2012	Public Law 97-35 Section 675		

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation: 12		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: 12		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation: 12	
		CSBG Federal (1)	Non Federal (2)	CSBG Federal (1)	Non Federal (2)	CSBG Federal (1)	Non Federal (2)	CSBG Federal (1)	Non Federal (2)
10	PERSONNEL					\$268,382			
20	CONTRACTUAL					\$0			
30	TRAVEL					\$3,600			
40	BUILDING SPACE					\$112,764			
50	GENERAL SUPPLY					\$0			
60	PROGRAM SUPPLY					\$0			
70	EQUIPMENT					\$0			
80	COMMUNICATION					\$164,434			
90	OTHER					\$0			
	TOTAL DIRECT					\$549,180			
	ADMINISTRATIVE COSTS					\$120,820			
	TOTAL					\$670,000			

Child Development Division Component Summary

Cost Cat. No.	Cost Category	General Child Development Division	Child Development Center	TOTAL
10	Personnel	\$170,322	\$98,060	\$268,382
20	Contractual			\$0
30	Travel	\$3,600		\$3,600
40	Building Space	\$9,185	\$103,579	\$112,764
50	General Supplies			\$0
60	Program Supplies			\$0
70	Equipment			\$0
80	Communications	\$164,434		\$164,434
90	Other	\$0		\$0
Direct Costs		\$347,541	\$201,639	\$549,180
Administrative Costs		\$76,459	\$44,361	\$120,820
TOTAL COSTS		\$424,000	\$246,000	\$670,000

CSBG - FY 2011 - CHILD DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

Component 1 - GENERAL CHILD DEVELOPMENT DIVISION

510	<u>510 PERSONNEL:</u> (includes estimates for COLA/merit increase) 100 - Child Development Division Director annual salary (100%) 100 - Project Coordinator annual salary (30%) <i>Subtotal Personnel</i> 500 - Fringe (\$125,237 x 36%) TOTAL COST OF PERSONNEL	\$109,774 <u>\$15,463</u> \$125,237 \$45,085 \$170,322		
530	<u>530 TRAVEL COSTS:</u> <u>100 - Staff Per Diem in State</u> ▪ 3 trips by CD Division Dir. to CDPC meetings and Board meetings Site visits <u>500 - Staff Travel in State</u> ▪ 3 trips by CD Division Dir. to CDPC meetings and Board meetings TOTAL COST OF TRAVEL	\$1,800 \$1,800 \$3,600		\$3,600
540	<u>540 SPACE COST</u> 100-Office space cost @ \$765.39 per month x 12 TOTAL SPACE COST	\$9,185 \$9,185		\$9,185

CSBG - FY 2011 - CHILD DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
580	<u>580 COMMUNICATIONS COSTS:</u>		
	600 - I.T. costs for Head Start / Early Head Start staff	\$164,434	
	TOTAL COMMUNICATION COSTS	\$164,434	\$164,434
	Direct Cost of Component		\$347,541
	Administrative Costs of Component @ 22%		<u>\$76,459</u>
	Total Cost of Component		\$424,000

CSBG - FY 2011 - CHILD DEVELOPMENT DIVISION

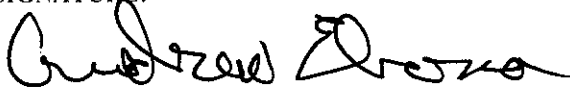
BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-10


BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

Component 2 - CHILD DEVELOPMENT CENTER

510	<u>510 PERSONNEL</u> 100 - Center Manager annual salary (100%) 100 - Preschool Teacher (60%) <i>Subtotal Personnel</i> 500 - Fringe (\$72,103 x 36%) TOTAL COST OF PERSONNEL	\$54,704 <u>\$17,399</u> \$72,103 \$25,957 \$98,060		
540	<u>540 SPACE COST</u> Lease costs @ \$8343 per month x 2 Lease costs @ \$8593 per month x 10 Utilities @ \$80.25 month x 12 TOTAL SPACE COST	\$16,686 \$85,930 \$963 \$103,579		
	Direct Cost of Component Administrative Cost @ 22% Total cost of Component		\$201,639 <u>\$44,361</u> \$246,000	

I. COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						II. (5) GOAL STATUTORY AUTHORITY(S) Component I: GENERAL CHILD DEVELOPMENT					
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>		Period : April 1, 2011 – June 30, 2012					
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>	STATE <i>Alaska</i>	III. ZIP CODE <i>99520-0908</i>							
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL		(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
			1 st	2 nd	3 rd	4 th					
<u>National CSBG Goal #2:</u> The Conditions in Which Low-Income People Live Are Improved. <u>National CSBG Goal #5:</u> Agencies increase their capacity to achieve results. <u>National CSBG Goal #6:</u> Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Promoting Family and Other Supportive Environments.	COMPONENT I : GENERAL CHILD DEVELOPMENT DIVISION A. Provide salary for the Child Development Division Director and Project Coordinator B. CD Division Director to CDPC Meetings and Board Meetings C. Support PAT Program: 1. Recruit/enroll families 2. Conduct Home Visits D. Support Child Development Division activities.		X	X	X	X	1. CAP Conference 2. Head Start Conference 3. PAT State Office 4. PAT National Center	\$ 424,000	12	\$1,000,000 – Federal Head Start \$1,000,000 – State Head Start	Ongoing
			TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL	\$ 424,000		\$2,000,000	
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. <input checked="" type="checkbox"/> Approved by the applicant's governing board. b. <input type="checkbox"/> Reviewed by the applicant's administering board and approved by its governing officials.											
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD <i>RurAL CAP Board President, Andrew Ebona</i>				SIGNATURE: 				DATE: March 17, 2010		DATE OF BOARD APPROVAL: March 17, 2010	

IV. COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)					V. (5) GOAL STATUTORY AUTHORITY(S)		Component 2: CHILD DEVELOPMENT CENTER			
(2) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(5) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(6) PHONE (Area Code) <i>(907) 279-2511</i>		Period : April 1, 2011 – June 30, 2012				
(7) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>	STATE <i>Alaska</i>	VI. ZIP CODE <i>99520-0908</i>						
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 st	2 nd	3 rd	4 th					
<u>National CSBG Goal #1:</u> Low-Income people become more self-sufficient. <u>National CSBG Goal #6:</u> Low-Income People, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments. <u>RurAL CAP Goal:</u> To enhance the education, social, physical, mental, and spiritual well-being and quality of life or rural Alaskan children and families.	COMPONENT 2: CHILD DEVELOPMENT CENTER A. Renew Municipality of Anchorage Child Care License. B. Maintain enrollment of 30 children annually C. Recruit and train a stable, qualified teaching staff. D. Maintain collaborative relationships with other service agencies in Anchorage and UAA's Early Childhood and Social Work programs. E. Support Child Development Center activities.	X	X	X	X	1. Municipality of Anchorage 2. Thread- Child Care Resource & Referral 3. National Association for the Education of Young Children 4. Program for infant Learning 5. Anchorage School District 6. UAA's Early Childhood AA & BA programs	\$ 246,000	12		On-going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL	\$ 424,000 \$ 670,000		\$2,000,000 \$2,000,000	
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. <input checked="" type="checkbox"/> Approved by the applicant's governing board. b. <input type="checkbox"/> Reviewed by the applicant's administering board and approved by its governing officials.										
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD		SIGNATURE:				DATE:		DATE OF BOARD APPROVAL:		
RurAL CAP Board President, Andrew Ebona						March 17, 2010		March 17, 2010		

Community Development Division

NARRATIVE

SUMMARY OF COMPONENTS

I. AmeriCorps Programs Component -- Provides funds to match and support the RAVEN Youth Development (YDA) and BIRCH AmeriCorps Programs administered by RurAL CAP under the authority of the Serve Alaska Commission through State of Alaska, Department of Commerce, Community and Economic Development. These national service programs recruit, train and place thirty five AmeriCorps Members annually into full-time positions focusing on community health and wellness, solid waste management, environmental education, substance abuse prevention, and leadership development through partnerships with rural health clinics, tribal and city councils and Head Start programs statewide.

II VISTA Program Component -- Provides funds to support the VISTA Member positions administered by RurAL CAP. Core funding for VISTA Member support comes from the federal Corporation for National and Community Service through the Alaska State VISTA Office. These programs use a community development approach to recruit, train and place VISTA Members into full-time positions focusing on energy conservation, energy efficiency, accessing renewable energy options and other community development priorities. This program supports up to 20 VISTA members and two VISTA Leaders annually who work through tribal and city council offices and other non-profit organizations.

III. Rural Providers' Conference Component -- Provides funds to plan, organize and implement the annual Rural Providers' Conference (RPC), a five-day statewide alcohol and drug abuse prevention conference for 400 low-income rural Alaskans. The RPC serves as a cornerstone for Alaska's *Native Sobriety Movement*. The numerous linkages and partnerships created by the RPC among the providers of substance abuse prevention services strengthen support systems for low-income people and result in increased self-sufficiency and improved living conditions in rural communities.

IV. Community Development Component – Provides support for the coordination and implementation of the other Community Development Division activities - such as substance abuse prevention, tobacco prevention and control, youth development, solid waste management, energy efficiency or the protection of indoor air quality in rural homes.

PROGRAM OUTCOME STATEMENT

The programs and components within the Community Development Division provide a range of services and activities which have a significant and measurable impact on the causes and conditions of poverty in Alaska, particularly in rural communities. The common thread linking these programs is their shared outcome statement:

To create measurable improvements in the conditions and behaviors and rural Alaskans which enhance their educational, social, physical, mental and spiritual quality of life.

This outcome represents the culmination of the following **CSBG goals**:

- 1) Low-income people become more self-sufficient;
- 2) The conditions of low-income people's lives are improved;
- 3) Low-income people own a stake in their community;
- 4) Partnerships among providers of services to low-income people are achieved;
- 5) Agencies increase their capacity to achieve results; and
- 6) Low-income people promote family and other supportive environments.

The outcome statements listed in the ROMA (Results Oriented Management and Accountability) model for each of the five program components of the Community Development Division are listed below:

I. AmeriCorps Programs Component

1. RAVEN YDA and BIRCH AmeriCorps members will recruit community members to volunteer their time to make the community a better place.
2. All RAVEN YDA and BIRCH AmeriCorps members will increase their income, their education, and their employment skills through AmeriCorps service.
3. Students in Service AmeriCorps members will successfully complete their AmeriCorps service and post-secondary education.

II. VISTA Programs Component

1. All VISTA sponsoring organizations will increase their capacity to design, fund and administer their own programs addressing energy and other local priorities.
2. All VISTA members will increase their income, their education, and their employment skills through VISTA service.

III. Rural Providers' Conference Component

1. All RPC participants will strengthen their own sobriety as a result of their RPC participation.

IV. Community Development Component

1. Community members in AmeriCorps communities working to address tobacco will strengthen their commitment to a tobacco-free lifestyle.

2. Youth in AmeriCorps communities will report an increase in life skills and social competencies.
3. Solid waste service providers will increase their capacity to successfully obtain and administer solid waste management grant projects, improving environmental conditions in rural Alaskan communities.
4. Rural Alaskan residents will learn about Indoor Air Quality.

NEED FOR SERVICES

Program Customers

The target population for Community Development programs supported by CSBG include a wide range of low-income people living in diverse conditions across Alaska. The vast majority, approximately 90%, of service recipients are Alaska Native people living in remote rural villages with no road access. These communities experience some of the worst social and economic conditions in the country as measured by rates of income, employment, education, alcohol and drug abuse, domestic violence, accidental death and suicide. Economically and socially, the program customers range from low-income energy assistance recipients to an upwardly moving, low-income person such as an AmeriCorps Member who uses the opportunity to gain the skills and education to obtain regular employment and a high degree of self-sufficiency and community involvement.

Program Products

The products of Community Development programs include **education, employment, job skills, training, youth development, independent living skills, improved housing, lower fuel bills, less substance abuse, improved environmental conditions and healthier families.**

Rural Alaskans suffering directly or indirectly from the effects of substance abuse in their families and communities are blocked from experiencing their full social and economic potential. Effective and culturally relevant alcohol and drug abuse prevention services remove this obstacle to self-sufficiency.

RurAL CAP's AmeriCorps and VISTA programs remove obstacles and solve problems which block the achievement of self-sufficiency for low-income people by providing community-based economic and social development, local employment, training and job skills, and educational opportunities for higher learning.

The Rural Providers' Conference is an annual opportunity for low-income people from rural Alaska to gain new skills, develop personally and professionally to improve the health and social conditions of their communities.

With a commitment to reporting the measurable results that CSBG-supported programs have in building self-sufficiency and improving the conditions and behaviors of low-income people, the

Community Development Division has applied an outcome management model to evaluate its effectiveness. This model incorporates customer performance targets, milestones and verification indicators to evaluate not just program objectives and activities, but rather to measure the outcomes or results of those activities on moving low-income people out of poverty and into increased involvement in their communities and self-sufficiency in their lives.

OUTCOME MANAGEMENT MODEL

The outcome management models for the Community Development Division are formatted horizontally on the following pages. These pages complete the narrative section of this CSBG work plan for the following components:

- I. AmeriCorps Programs Component**
- II. VISTA Program Component**
- III. Rural Providers' Conference Component**
- IV. Community Development Component**

Outcome Measures - Community Development Division

Component I - AmeriCorps Programs

Submitted by Catherine Clements, Community Development Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 3 Low-Income People Own a Stake in Their Community.
National Performance Indicator 3.1 Civic Investment
AmeriCorps Goal # 2 Community Strengthening
RurAL CAP Strategic Plan Direction #2 – Community Development – Line of Business: Community Service

Outcome Statement #1 RAVEN YDA and BIRCH AmeriCorps members will recruit community members to volunteer their time to make the community a better place.

Performance Target #1 Of the 5,000 people that attend events sponsored by RAVEN YDA and BIRCH AmeriCorps members, 2,500 will volunteer to help with AmeriCorps projects, and 250 will provide ongoing support to AmeriCorps sponsored events and projects. (3.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for community members in AmeriCorps Communities.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.1 Community members participate in at least one healthy activity sponsored by the AmeriCorps member.	Monthly Activity Log	5,000	Staff provide training to ACMs on hosting a community event.					
1.2 Community members volunteer to help AmeriCorps member with an activity.	Monthly Activity Log	2,500	Staff provide training to ACMs on volunteer recruitment.					
1.3 Community members partner with AmeriCorps members to host one event.	Monthly progress reports and activity logs.	500	Staff provide training and support to ACMs.					
1.4 Community members partner with AmeriCorps member to provide ongoing support to AmeriCorps events and projects.	Monthly progress reports and activity logs.	100	Staff coach and guide ACMs to build ongoing relationships and support in their community.					

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures - Community Development Division Component I - AmeriCorps Programs

Submitted by Catherine Clements, Community Development Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 1 Low-Income People Become More Self-Sufficient.
National Performance Indicator 1.1 Employment Supports
AmeriCorps Goal # 3 AmeriCorps Member Development
RurAL CAP Strategic Plan Direction #2 – Community Development – Line of Business: Community Service

Outcome Statement #2 All RAVEN YDA and BIRCH AmeriCorps members will increase their income, their education, and their employment skills through AmeriCorps service.

Performance Target #2 Out of 95 RAVEN YDA and BIRCH AmeriCorps applicants, 35 will swear-in to service and 30 will increase their income, education, employment skills, and obtain a job as a result of their AmeriCorps service. (1.1 – B)

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)		
		# of people expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for BIRCH and RAVEN YDA AmeriCorps Members (ACM) .	Tool or document used to verify that milestone was reached.								
2.1 ACM candidates learn about position opening and submit an completed application.	Completed ACM applications submitted to Central Office.	95	Staff distribute applications to all tribal and city councils and health clinics; recipients advertise position locally.						
2.2 ACM candidates are selected for and complete interviews.	Screening score sheets; interview schedule and score sheets.	55	Selection Committee screens applications and interviews candidates.						
2.3 ACM candidates are offered and accept AC position.	Interview score sheets, ACM acceptance letter.	35	Selection Committee selects 15 ACMs and notify of acceptance.						
2.4 ACMs complete orientation training and swear-in to AmeriCorps service.	Orientation training attendance records; swearing-in ceremony program.	35	Staff provide training and swearing-in ceremony.						

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Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for BIRCH and RAVEN YDA AmeriCorps Members (ACM).	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
2.5 ACMs receive bi-monthly living allowance payments for three months of service year.	Central Office payroll records.	34	ACMs completed timesheet with Site and Central Office supervisors signatures; timesheet submitted to payroll.					
2.6 ACMs receive bi-monthly living allowance payments for six months of service year.	Central Office payroll records.	32	ACMs completed timesheet with Site and Central Office supervisors signatures; timesheet submitted to payroll.					
2.7 ACMs participate actively in in-service training events and gain new skills and ideas.	In-service training attendance records and evaluation.	32	Staff provide training.					
2.8 ACMs identify at least three personal/professional skills achieved through their service.	Completed ACM mid-service evaluations.	32	Staff provide training on goal-setting and opportunity for ACMs to identify personal/professional skills to improve.					
2.9 ACMs receive bi-monthly living allowance payments for twelve month service year.	Central Office payroll records.	30	ACMs completed timesheet with Site and Central Office supervisors signatures; timesheet submitted to payroll.					
2.10 ACMs earn education award.	AmeriCorps Completion of Service form	30	ACMs complete term of service					
2.11 ACMs identify at least six personal/professional skills achieved through their service.	Completed ACM end of service evaluations.	30	ACMs identify three personal/professional goals to achieve; staff provide support.					
2.12 ACMs will apply public health and conservation skills learned during AmeriCorps service in the year following AC service.	Post-service survey	30	Former ACMs apply new skills and education to community service activities.					
2.13 ACMs will obtain a job within one year of completion of AC service.	Post-service survey	30	Former ACMs obtain a job					

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Outcome Measures - Community Development Division

Component I – AmeriCorps Programs

Submitted by Joie Brown, Community Development Manager

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 1

Low-Income People Become More Self-Sufficient

National Performance Indicator 1.2

Employment Supports

AmeriCorps Goal # 3

AmeriCorps Member Development

RurAL CAP Strategic Plan

Direction #2 – Community Development – Line of Business: Community Service

Outcome Statement #3

Students In Service AmeriCorps members will successfully complete their AmeriCorps service and post-secondary education.

Performance Target #3

Of 150 Nursing and Social Work Students, 65 will enroll in Students In Service and 58 will successfully complete their service and 45 will complete their post-secondary education and receive a diploma within 18 months of completing their service. (1.2 – A, C)

Milestone:	Verification:	Projected # of people expected to participate.	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)		
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Students In Service AmeriCorps members.	Tool or document used to verify that milestone was reached.		What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
3.1 Potential AmeriCorps members (ACMs) receive information about the Students In Service (SIS) Program.	Confirmation from University staff	120	-Meet with University Staff -Flyers placed throughout the University -Email invite to all eligible students.						
3.2 ACMs attend orientation for the program.	Sign-up sheets at orientation meetings.	80	- Organize orientation times. - Present orientation material.						
3.3 ACMs sign up for the program and swear into service.	Enrollment paperwork.	65	- Organize orientation times. - Present program information.						
3.4 ACMs work within their host agencies to address social service and public health issues.	Member participation agreement.	65	Work with University Staff to ensure members are in appropriate placements.						
3.5 ACMs turn in timelogs monthly.	Member timelogs	60	Reminders to members via email and phone.						

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Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Students In Service AmeriCorps members..	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
3.6 ACMs submit semester reports.	Member progress reports.	60	Reminders to members via email and phone.					
3.7 ACMs identify at least three new skills gained through their AmeriCorps/practicum experience.	Self-reporting on semester report.	58	Work with University Staff to ensure members are getting hands-on experience.					
3.8 ACMs participate in National Service Day.	Self-reporting on semester report.	58	- Cover this in orientation. - Email and phone members about volunteer opportunities.					
3.9 ACMs successfully complete their service and earn an education award.	Exit Form	58	ACMs complete term of service.					
3.10 ACMs complete post-secondary education and obtain diploma within 18 months of completing their service.	University records	45	Work with University Staff.					

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Outcome Measures - Community Development Division Component II – VISTA Programs

Submitted by Catherine Clements, Community Development Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 2
National Performance Indicator 2.2
RurAL CAP Strategic Plan

The Conditions in Which Low-Income People Live are Improved
Employment Supports
Direction #2 – Community Development - Line of Business: Capacity Building

Outcome Statement #1

All VISTA sponsoring organizations will significantly increase their capacity to design, fund and administer their own programs addressing energy and other local priorities.

Performance Target #1

Out of 10 VISTA sites served by the VISTA Energy Program (VEP), 8 will demonstrate increased capacity of the sponsoring council to effectively implement energy plans, energy conservation, efficiency or renewable energy initiatives, or address other initiatives prioritized by the community. (2.2 – C)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for VISTA community councils.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.0 VISTAs complete community needs assessments and work plans in collaboration with the sponsoring organization and site supervisor.	Quarterly progress reports.	9	Staff and site supervisors provide VISTAs with training and ongoing technical support.					
1.1 VISTAs work in collaboration with the sponsoring organization and site supervisor and other community members to create or revise a community energy plan or other plan responding to community priorities.	Quarterly progress reports.	9	Staff and site supervisors provide VISTAs with training and ongoing technical support.					
1.3 VISTA sites complete first step of the plan by providing training, identifying new funding sources, designing community projects, submitting funding proposals or other means of building capacity.	Quarterly progress reports.	9	Staff and site supervisors provide VISTAs with training and ongoing technical support.					

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Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for VISTA community councils.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.4 VISTA sites leverage funding (cash and in-kind) or other resources (local volunteers) to meet needs identified in community plans to improve energy or other community priorities.	Quarterly progress reports.	8	Staff and site supervisors provide VISTAs with training and ongoing technical support.					
1.5 VISTA sites implement and evaluate planned initiatives.	Quarterly progress reports.	8	Staff and site supervisors provide VISTAs with training and ongoing technical support.					
1.6 VISTA sites will demonstrate increased capacity of the sponsoring council to effectively implement energy plans and energy conservation, efficiency or renewable energy initiatives, or address other initiatives prioritized by the community.	Quarterly progress reports.	8	Staff and site supervisors provide VISTAs with training and ongoing technical support.					

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Outcome Measures - Community Development Division Component II - VISTA Programs

Submitted by Ellen Kazary, Community Development Manager

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 1 Low-Income People Become More Self-Sufficient.
National Performance Indicator 1.1 Employment Supports
AmeriCorps Goal # 3 AmeriCorps Member Development
RurAL CAP Strategic Plan Direction #2 – Community Development – Line of Business: Community Service

Outcome Statement #2 All VISTA members will increase their income, their education, and their employment skills through VISTA service.

Performance Target #2 Out of 50 VISTA applicants, 20 will be selected and 15 will increase their income, their education, and their employment skills as a result of their VISTA service. (1.1 – B)

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)		
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for VCMP & Energy VISTA members.	Tool or document used to verify that milestone was reached.	# of people expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
2.1 VISTA candidates learn about position opening and submit completed application.	Completed VISTA applications submitted to Central Office.	50	Staff distribute applications and program information to all city and tribal councils statewide						
2.2 VISTA candidates are selected for and complete interviews.	Screening score sheets; interview schedule and score sheets.	30	Selection Committee screens applications and interviews candidates.						
2.3 VISTA candidates are offered and accept position.	Interview score sheets; VISTA acceptance letter.	20	Selection Committee selects 6 VISTAs and notify of acceptance.						
2.4 VISTAs complete orientation training and swear-in to VISTA service.	Orientation training attendance records; swearing-in ceremony program.	20	Staff coordinate travel and provide training.						

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Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for VCMP & Energy VISTA members.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 1/31) Quarter 4	Total
2.5 VISTAs maintain monthly contact with Central Office staff.	VISTA contact records (correspondence and phone).	18	VISTAs write or phone Central Office staff at least once per month to discuss progress.					
2.6 VISTAs actively participate in program teleconferences.	Teleconference attendance records.	18	Staff organize teleconferences.					
2.7 VISTAs host Central Office site visitor; coordinate meeting with local site staff and community leaders.	Staff trip reports.	18	VISTAs and staff plan for site visit.					
2.8 VISTAs participate actively in in-service training events and gain new skills and ideas.	In-service training attendance records and evaluations.	18	Staff provide training.					
2.9 VISTAs increase their income, education and employment skills as a result of their VISTA service.	Post-service evaluations.	15	Staff tabulate post-service evaluations.					

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Outcome Measures - Community Development Division

Component III - Rural Providers' Conference

Submitted by Joie Brown, Community Development Manager

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 3

Low-Income People Own a Stake in Their Community

National Performance Indicator 3.2

Community Empowerment through Maximum Feasible Participation

RurAL CAP Strategic Plan

Direction #2 – Community Development – Line of Business: Wellness

Outcome Statement #1

All RPC participants will strengthen their own sobriety as a result of their RPC participation.

Performance Target #1

Of the 400 RPC participants, 200 will strengthen their own sobriety and 150 will apply the knowledge learned at the RPC and engage in community activities or groups which support their own well-being and that of their community. (3.2 - D)

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for RPC participants.	Tool or document used to verify that milestone was reached.	# of people expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1.1 Potential participants receive information about the upcoming RPC	File copies of RPC announcement and promotional materials, Address lists for RPC mailings	4,000	Set conference site and dates, Arrange host and cosponsor, Coordinate planning process, Produce and distribute RPC materials					
1.2 Participants submit completed RPC registration form	Copies of completed registration forms in RPC files	300	Prepare and distribute registration forms, Process forms and participant list					
1.3 Participants arrange travel to and accommodations at RPC community	On-site registration	300	Compile and distribute travel and housing information, Reserve room blocks					
1.4 Participants actively participate in RPC workshops, general sessions and cultural events	Staff observation, Photos in conference summary, Evaluation forms	300	Arrange conference space, Coordinate on-site logistics, Arrange speakers/presenters					
1.5 Participants gain new knowledge by completing RPC training	Workshop registration forms, Workshop and conference evaluation forms	300	Coordinate conference, Select and make arrangements for relevant presenters/speakers					
1.6 Participants make or strengthen personal commitment to sobriety.	Attendance and participation at staking ceremony	250	Coordinate planning and implementation of staking ceremony					

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unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for RPC participants.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.7 Participants apply knowledge learned at RPC in their professional life and work during the three months after the conference.	Self-reporting on follow-up surveys	50	Create RPC that educates, inspires and motivates sobriety, Coordinator implements survey					
1.8 Participants apply knowledge learned at the RPC and engage in community activities or groups which support their own well-being and that of their community.	Self-reporting on follow-up surveys	30	Create RPC that educates, inspires and motivates sobriety, Coordinator implements survey					

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Outcome Measures - Community Development Division

Component IV – Community Development - Tobacco Prevention and Control

Submitted by Joie Brown, Community Development Manager

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 2 The Conditions in Which Low-Income People Live are Improved.

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems.

National Performance Indicator 2.2 Community Quality of Life and Assets

National Performance Indicator 6.3 Child and Family Development

RurAL CAP Strategic Plan Direction #2 – Community Development; Line of Business – Wellness

Outcome Statement #1 Community members in AmeriCorps communities working to address tobacco will strengthen their commitment to a tobacco-free lifestyle.

Performance Target #1 Of the 2,000 community members that attend a tobacco-free event, 800 will then attend a tobacco education event and of the 100 that are referred to cessation resources, 25 will make a quit attempt. (2.2 – C; 6.3 – B.3)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for community members.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)	Total
				Quarter 1	Quarter 2	Quarter 3	Quarter 4	
1.1 Community members will attend a tobacco-free healthy activity.	AmeriCorps member (ACM) reports.	2,000	Train ACMs about hosting a community event, train ACMs in tobacco prevention and education.					
1.2 Community members attend a tobacco education event.	AmeriCorps member (ACM) reports.	800	Train ACMs about hosting a community event, train ACMs in tobacco prevention and education.					
1.3 Community members are linked to cessation resources such as regional programs or the Quit Line.	ACM reports.	100	Train ACMs in resources.					

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Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for community members.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)	
				Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1.4 Community members make a quit attempt.	ACM report, community member survey	25	Train ACMs in resources.					
1.5 Community members who have quit using report being tobacco free for 30 days or more.	ACM report, community member survey	10	Train ACMs in resources.					

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Outcome Measures - Community Development Division

Component IV – Community Development – Youth Action Program

Submitted by Joie Brown, Community Development Manager

FY 2011 CSBG 4/1/11 to 3/31/12

- CSBG National Goal # 2** The Conditions in Which Low-Income People Live are Improved.
- CSBG National Goal # 6** Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems.
- National Performance Indicator 2.2** Community Quality of Life and Assets
- National Performance Indicator 6.3** Child and Family Development
- RurAL CAP Strategic Plan** Direction #2 – Community Development; Line of Business – Wellness
- Outcome Statement #1** Youth in AmeriCorps communities will report an increase in life skills and social competencies.
- Performance Target #1** Of the 150 youth that participate in Youth Action Groups, 50 will learn about health topics and educate other youth and 40 will report increasing their life skills. (2.2 – C; 6.3 – B.3)

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for youth participating in youth action groups.	Tool or document used to verify that milestone was reached.	# of people expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
2.1 Youth will work with AmeriCorps Members to form a Youth Action Group.	AmeriCorps member (ACM) reports.	150	Train ACMs about organizing a youth group, requirements of youth action group and working with youth.					
2.2 Members and Youth organize and implement healthy recreational and cultural activities.	AmeriCorps member (ACM) reports.	100	Train ACMs about events and involving youth in the planning process.					
2.3 Youth learn about health topics to present in peer-to-peer formats.	ACM reports.	50	Train ACMs in resources, ACMs work with youth to increase their knowledge and comfort levels.					

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Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for youth participating in youth action groups.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)	
				Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
2.4 Youth utilize reflection methods with Youth about their service and Group.	ACM report, youth surveys	40	Train ACMs in facilitation of reflection.					
2.5 Youth report increase in life skills and social competencies.	ACM report, youth surveys	40	Train ACMs in resources.					

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Outcome Measures - Community Development Division

Component IV – Community Development – Solid Waste Grant Program

Submitted by Catherine Clements, Community Development Division Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 2

The Conditions in Which Low Income People Live are Improved

National Performance Indicator #2.2

Community Quality of Life and Assets

RurAL CAP Strategic Plan

Direction #2 – Community Development; Line of Business – Community Improvement

Outcome Statement #2

Solid waste service providers will increase their capacity to successfully obtain and administer solid waste management grant projects, improving environmental conditions in rural Alaskan communities.

Performance Target #1

Of the 15 solid waste service providers who apply for an EPA Environmental Demonstration grant through RurAL CAP, 4 will receive funding and successfully implement, manage and close their project grants, improving environmental conditions in rural Alaskan communities. (2.2 – C, E)

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for solid waste service providers.	Tool or document used to verify that milestone was reached.	# of people expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
3.1 Solid waste service providers learn about the grant opportunity and submit a completed application.	Completed solid waste program grants submitted to RurAL CAP.	15	Staff works with the EPA to produce and distribute/publicize request for proposals to solid waste service providers, including tribal and city councils.					
3.2 Solid waste service providers are awarded grants designed to improve environmental conditions.	Signed grant agreements.	4	Staff works with EPA to screen and select applications and process grant agreements.					
3.3 Solid waste service provider grantees successfully administer and close-out projects as specified in their grant agreement which improves environmental conditions.	Quarterly and final narrative and financial reports.	4	Staff guide and support grantees in the management of their grant projects.					

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Outcome Measures - Community Development Division

Component IV – Community Development – Alaska Village Indoor Air Quality Project

Submitted by Ellen Kazary, Community Development Manager

FY 2011 CSBG 4/1/11 to 3/31/12

- CSBG National Goal # 2** The Conditions in Which Low Income People Live are Improved.
- National Performance Indicator #2.1** Community Improvement and Revitalization
- RurAL CAP Strategic Plan** Direction #2 – Community Development; Line of Business – Wellness
- Outcome Statement #3** Rural Alaskan residents will learn about Indoor Air Quality.
- Performance Target #3** Out of 800 rural Alaskan residents that learn about AVIAQ, 375 will implement techniques to improve indoor air quality in their homes. (2.1 – C)

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1-12/31)	(1/1 – 3/31)	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for rural Alaskan residents.	Tool or document used to verify that milestone was reached.	# of people expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
4.1 Rural Alaskan residents read or view the program’s educational materials.	Mailing and distribution lists; community event reports; home visit worksheets; AmeriCorps member reports.	800	Produces, promotes and distributes materials for partners and AC/VISTA members.					
4.2 Rural Alaskan residents are trained in IAQ and install IAQ equipment in their homes.	Home visit worksheets and surveys.	500	Train AC/VISTA members and others. AC/VISTA members conduct home visits					
4.3 Rural Alaskan residents show evidence of knowledge and understanding of IAQ issues and implement techniques in their homes to improve indoor air quality.	Follow-up surveys, AmeriCorps and VISTA member reports.	375	Work with AC/ VISTA members and residents who received home visits to conduct a follow-up survey and answer questions.					

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Budget Summary FY 2011		Rural Alaska		Component: COMMUNITY DEVELOPMENT DIVISION	
Community Services Block Grant		Community Action Program, Inc.			
GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
	Beginning Date April 1, 2011	Ending Date June 30, 2012	Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)		

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: <u>12</u>		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL					\$359,073			
20	CONTRACTUAL					\$0			
30	TRAVEL					\$17,975			
40	BUILDING SPACE					\$16,848			
50	GENERAL SUPPLY					\$3,000			
60	PROGRAM SUPPLY					\$2,970			
70	EQUIPMENT					\$0			
80	COMMUNICATION					\$23,821			
90	OTHER					\$2,543			
	TOTAL DIRECT ADMINISTRATIVE COSTS					\$426,230 \$93,770			
	TOTAL					\$520,000			

Community Development Division Component Summary

Cost Cat. No.	Cost Category	Component I AmeriCorps Programs	Component II VISTA Programs	Component III RPC	Component IV Community Development	TOTAL
10	Personnel	\$146,168	\$0	\$0	\$212,905	\$359,073
20	Contractual	\$0	\$0	\$0	\$0	\$0
30	Travel	\$7,550	\$0	\$6,425	\$4,000	\$17,975
40	Building Space	\$0	\$4,680	\$0	\$12,168	\$16,848
50	General Supplies	\$1,200	\$600	\$0	\$1,200	\$3,000
60	Program Supplies	\$2,295	\$300	\$0	\$375	\$2,970
70	Equipment	\$0	\$0	\$0	\$0	\$0
80	Communications	\$3,000	\$7,601	\$0	\$13,220	\$23,821
90	Other	\$0	\$0	\$0	\$2,543	\$2,543
Direct Costs		\$160,213	\$13,181	\$6,425	\$246,411	\$426,230
Administrative Costs @ 22%		\$35,247	\$2,900	\$1,414	\$54,209	\$93,770
TOTAL COSTS		\$195,460	\$16,081	\$7,839	\$300,620	\$520,000

CSBG - FY 2011 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

Component 1: AMERICORPS PROGRAMS

510	<u>510 PERSONNEL COSTS :</u> 700 - Living Allowance match for 35 AmeriCorps Members (\$1,200/mo. x 12 mo. x 35 ACMs x 35% FTE x 75% retention=\$132,300) 900 - FICA for 35 ACMs (7.65 % x living allowance) (\$132,300 x 7.65% = \$10,121) 900 - Workers' Comp. for 35 ACMs (1.82 % x living allowance) (\$132,300 x 1.82% = \$2,408) 900 - Health Insurance for 6 ACMs (15% of AC Policy Rate) (\$1,488 yr x 6 ACMs x 15% = \$1,339)	\$132,300		
	TOTAL COST OF PERSONNEL	\$146,168	\$146,168	
530	<u>530 TRAVEL COSTS</u> <u>100 - Staff Per Diem In State</u> ▪ ACM site visits (5 trips x 2 days per trip at \$180 per day)	\$1,800		
	<u>200 - Staff Per Diem Out of State</u> ▪ Corp. for National Service meetings (1 staff x 4 days x \$275 per day)	\$1,100		
	<i>Subtotal Per Diem</i>	<u>\$2,900</u>		
	<u>500 - Staff Travel In State</u> ▪ ACM site visits (1 staff x 5 trips x \$750 per trip)	\$3,750		
	<u>600 - Staff Travel Out of State</u> ▪ CNS meetings (1 staff x \$900 per trip)	\$900		
	<i>Subtotal Travel</i>	<u>\$4,650</u>		
	TOTAL COST OF TRAVEL	\$7,550	\$7,550	

CSBG - FY 2011 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: <p align="center">Mar-10</p>

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
550	<u>550 GENERAL SUPPLIES COSTS :</u> 100 - Office Supplies: (\$100 month x 12 months)	\$1,200	
	TOTAL COST OF GENERAL SUPPLIES	\$1,200	\$1,200
560	<u>560 PROGRAM SUPPLY COSTS :</u> 500 - Training Supplies	\$2,295	
	TOTAL COST OF PROGRAM SUPPLIES	\$2,295	\$2,295
580	<u>580 COMMUNICATIONS COSTS</u> 100 - Telephone / Fax 200 - Advertising for staff and ACM recruitment 300 - Distribution and printing of publications 400 - Postage and shipping	\$1,200 \$600 \$600 \$600	
	TOTAL COMMUNICATION COSTS	\$3,000	\$3,000
	Direct Cost of Component		\$160,213
	Administrative Costs of Component @ 22%		<u>\$35,247</u>
	Total Cost of Component		\$195,460

CSBG - FY 2011 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

Component 2: VISTA PROGRAMS

540	<u>540 SPACE COSTS</u>			
	100 - Office space for 1 VISTA Member - (\$390/mo. x 12 mo.)	\$4,680		
	TOTAL COST OF SPACE	\$4,680	\$4,680	

CSBG - FY 2011 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
560	<u>560 PROGRAM SUPPLIES COSTS</u>		
	500 - Training materials and supplies for VISTA members	\$300	
	TOTAL COST OF PROGRAM SUPPLIES	\$300	\$300
580	<u>COMMUNICATIONS COSTS</u>		
	200 - Advertising for staff and VISTA recruitment	\$600	
	400 - Postage and shipping	\$785	
	600 - I.T. Costs for 2 VISTA Members (\$259/mo. x 12 mo.)	\$6,216	
	TOTAL COST OF COMMUNICATIONS	\$7,601	\$7,601
	Direct Cost of Component		\$13,181
	Administrative Costs of Component @ 22%		<u>\$2,900</u>
	TOTAL COST OF COMPONENT		\$16,081

Component 3 : RURAL PROVIDERS' CONFERENCE

530	<u>530 TRAVEL COSTS :</u>		
	<u>100 - Staff Per Diem In State (Dillingham)</u>		
	▪ Staff to RPC to provide coordination and logistical support (3 staff x 5 days x \$200 per day)	\$3,000	
	<u>300 - Non - Staff Per Diem In State (Dillingham)</u>		
	▪ RPC presenters (2 presenters x 3 days each x \$200)	<u>\$1,200</u>	
	<i>Subtotal Per Diem</i>	<i>\$4,200</i>	
	<u>500 - Staff Travel (Dillingham)</u>		
	▪ Staff to RPC to provide coordination and logistical support	\$1,335	

CSBG - FY 2011 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	(3 staff x \$445 per trip)		
	<u>700 - Non Staff Travel (Dillingham)</u>		
	▪ RPC presenters (2 presenters x \$445 per trip)	\$890	
	<i>Subtotal Travel</i>	\$2,225	
	TOTAL COST OF TRAVEL	\$6,425	\$6,425
	Direct Cost of Component 3		\$6,425
	Administrative Costs of Component @22%		<u>\$1,414</u>
	TOTAL COST OF COMPONENT III		\$7,839

Component 4: COMMUNITY DEVELOPMENT

510	<u>510 PERSONNEL COSTS :</u>		
	100 - Community Development Division Director annual salary (70%)	\$82,764	
	Community Development Specialist annual salary (90%)	\$48,019	
	Community Development Manager annual salary (10%)	\$8,525	
	Community Development Manager annual salary (5%)	\$4,005	
	Solid Waste Management Coordinator annual salary (25%)	\$13,235	
	<i>Subtotal Personnel</i>	\$156,548	
	500 - Employee Fringe (\$159,830 x 36%)	\$56,357	
	TOTAL COST OF PERSONNEL	\$212,905	\$212,905
530	<u>530 TRAVEL COSTS :</u>		
	<u>100 - Staff Per Diem in State:</u>		
	▪ Site visits and board meetings (2 trips x 2.5days x \$200 per day)	\$1,000	

CSBG - FY 2011 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: <p align="center">Mar-10</p>

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	<u>200 - Staff Per Diem out of State</u> ▪ Attend national conferences/trainings (1 trip x 4 days x \$275 per day) \$1,100 <div style="text-align: right;"><i>Subtotal Per Diem</i> \$2,100</div>		
	<u>500 - Staff Travel in State:</u> ▪ Site visits and board meetings (2 trips x \$500 per trip) \$1,000		
	<u>600 - Staff Travel out of State:</u> ▪ Attend national conferences and trainings (1 trip x \$900 per trip) \$900 <div style="text-align: right;"><i>Subtotal Travel</i> \$1,900</div>		
	TOTAL COST OF TRAVEL	\$4,000	\$4,000
540	<u>540 SPACE COSTS :</u>		
	100 - Office space for 2 offices plus storage area (\$507. x 12 x 2) \$12,168		
	TOTAL COST OF SPACE	\$12,168	\$12,168
550	<u>550 GENERAL SUPPLY COSTS :</u>		
	100 - Office supplies: (\$50 month x 12 months) \$600		
	600 - Copier supplies: (\$50 month x 12 months) \$600		
	TOTAL COST OF GENERAL SUPPLIES	\$1,200	\$1,200
560	<u>560 PROGRAM SUPPLY COSTS :</u>		
	500 - Training materials \$375		
	TOTAL COST OF PROGRAM SUPPLIES	\$375	\$375
580	<u>580 COMMUNICATION COSTS :</u>		

CSBG - FY 2011 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)


COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	100 - Telephone / Teleconference / Fax	\$1,600	
	200 - Advertising (classified ads for staff recruitment)	\$600	
	300 - Distribution and printing of publications	\$1,200	
	400 - Postage and shipping	\$1,000	
	600 - IT costs for 3 staff (\$245/mo. x 12 mo. x 3)	\$8,820	
	TOTAL COST OF COMMUNICATIONS	\$13,220	\$13,220

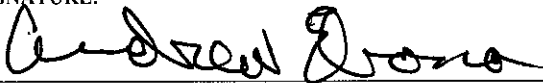
CSBG - FY 2011 - COMMUNITY DEVELOPMENT DIVISION

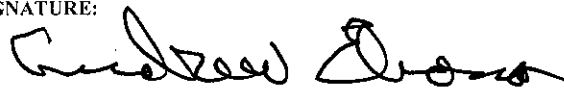
BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT #	DATE SUBMITTED: <p align="center">Mar-10</p>

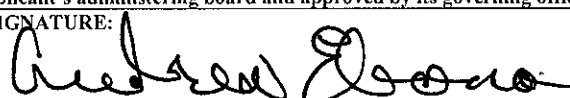
BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
590	590 OTHER COSTS : 300 - Subscriptions \$100 700 - Fees, Tuitions and Memberships \$2,443 TOTAL COST OF OTHER \$2,543		
	Direct Cost of Component Administrative Costs of Component @ 22% TOTAL COST OF COMPONENT	\$246,411 <u>\$54,209</u> \$300,620	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S) Component I AMERICORPS PROGRAMS				
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>		Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)				
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>		Period: April 1, 2011 to June 30, 2012		
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 st	2 nd	3 rd	4 th					
<p><u>National CSBG Goal #1:</u> The conditions in which low-income people live are improved.</p> <p><u>National CSBG Goal #3:</u> Low-income people become more self-sufficient.</p>	<p><u>COMPONENT I – AmeriCorps Programs</u></p> <ol style="list-style-type: none"> 1. Establish cooperative relationships with rural councils and other community-based organizations through which AmeriCorps members can be placed. 2. Recruit and select thirty five new members. 3. Provide training and orientation to new members and site supervisors. 4. Provide members with AmeriCorps materials and benefits including health insurance, child care assistance, uniforms and education awards. 5. Provide AmeriCorps members with technical support and follow-up training to include: <ol style="list-style-type: none"> a) Cross cultural communication b) Conflict resolution c) Citizenship. 6. Promote and enhance the AmeriCorps program. 7. Provide members with opportunities to provide local community service. 8. Evaluate program effectiveness. 9. Provide operational support for AmeriCorps programs. 	X	X	X	X	<ul style="list-style-type: none"> • Corporation for National and Community Service • Serve Alaska Commission • State of Alaska, DHSS 	\$ 195,460	12	<p>\$ 575,000 Serve Alaska Commission</p> <p>\$ 235,180 State of Alaska, Prevention Program</p> <p>\$ 55,000 DHSS, HIV/STD Program</p>	On-Going
TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)						-0-				
GRAND TOTAL						\$ 195,460			\$ 865,180	
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. <input checked="" type="checkbox"/> Approved by the applicant's governing board. b. <input type="checkbox"/> Reviewed by the applicant's administering board and approved by its governing officials.										
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD Rural CAP Board President, Andrew Ebona				SIGNATURE: 			DATE: March 17, 2010		DATE OF BOARD APPROVAL: March 17, 2010	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)					(5) GOAL STATUTORY AUTHORITY(S) Component II VISTA PROGRAMS					
(2) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(5) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(6) PHONE (Area Code) <i>(907) 279-2511</i>		Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E) Period: April 1, 2011 to June 30, 2012				
(7) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>	STATE <i>Alaska</i>	ZIP CODE <i>99520-0908</i>						
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER								(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED
		1 st	2 nd	3 rd	4 th					
<p><u>National CSBG Goal #1:</u> Low-income people become more self-sufficient.</p> <p><u>National CSBG Goal #2:</u> The conditions in which low-income people live are improved.</p>	<p><u>COMPONENT II -- VISTA Program</u></p> <ol style="list-style-type: none"> Establish cooperative relationships with organizations through which VISTA Members can be placed. Recruit and select 10-20 new VISTA Program Members. Provide training and orientation to new Members and site supervisors. Provide VISTA Members with technical support and follow-up training to include: <ol style="list-style-type: none"> Project planning; Conflict resolution; Resource development; and/or Energy assistance Promote and enhance the VISTA program. Provide Members with opportunities to provide local community service. Evaluate program effectiveness. Provide operational support for VISTA program. 	X	X	X	X	<ul style="list-style-type: none"> Corporation for National Service Village councils and other non-profit organizations serving low-income populations. Energy stakeholders and development organizations, including AEA, AHFC, REAP, ABSN and AFN. 	\$ 16,081	12	\$75,000 Corporation for National and Community Service	On-Going
TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)						\$ 195,460		\$ 865,180		
GRAND TOTAL						\$ 211,541		\$ 940,180		
(16) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board. b. () Reviewed by the applicant's administering board and approved by its governing officials.										
(17) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD <i>Rural CAP Board President, Andrew Ebona</i>					SIGNATURE: 			DATE: <i>March 17, 2010</i>		DATE OF BOARD APPROVAL: <i>March 17, 2010</i>

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S)		Component IV RURAL PROVIDERS' CONFERENCE		
(3) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(8) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(9) PHONE (Area Code) <i>(907) 279-2511</i>		Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)				
(10) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>		Period: April 1, 2011 to June 30, 2012		
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 st	2 nd	3 rd	4 th					
<u>National CSBG Goal #3:</u> Low-income people own a stake in their community.	<u>COMPONENT III RURAL PROVIDERS' CONFERENCE</u> 1. Plan and organize the annual Rural Providers' Conference: a) Develop statewide planning group b) Organize monthly teleconferences c) Develop conference theme and agenda d) Organize conference promotion/advertising e) Register participants / plan logistics 2. Implement and Evaluation RPC: a) Organize RPC site facility, housing, meals b) Coordinate conference transportation c) Recruit trainers and presenters d) Prepare materials, site, registration process e) Coordinate five-day conference for 400 f) Conduct conference evaluation g) Produce needs assessment document h) Produce and distribute conference summary i) Provide technical assistance to providers, and j) Maintain and promote prevention network	X	X	X	X	<ul style="list-style-type: none"> Coordination with Native nonprofit, regional and other organizations preventing substance abuse and promoting wellness, including ANTHC; ANHB, First Alaskans, Akeela, Inc., Prevention Symposium, and ADA; the Alaska media; the State of Alaska and rural communities statewide Bristol Bay Native Association 	\$ 7,839	12	\$15,000 State of Alaska and Corporate Donors	On-Going
TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)						\$ 211,541		\$ 940,180		
GRAND TOTAL						\$ 219,380		\$ 955,180		
(18) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. <input checked="" type="checkbox"/> Approved by the applicant's governing board. b. <input type="checkbox"/> Reviewed by the applicant's administering board and approved by its governing officials.										
(19) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD RurAL CAP Board President, Andrew Ebona						SIGNATURE: 		DATE: March 17, 2010		DATE OF BOARD APPROVAL: March 17, 2010

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S) Component V: COMMUNITY DEVELOPMENT					
(4) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(11) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(12) PHONE (Area Code) <i>(907) 279-2511</i>		Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)					
(13) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>		Period: April 1, 2011 to June 30, 2012			
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion	
		1 st	2 nd	3 rd	4 th						
<p><u>National CSBG Goal #1:</u> Low-income people become more self-sufficient.</p> <p><u>National CSBG Goal #2:</u> The conditions in which low-income people live are improved.</p> <p><u>National CSBG Goal #3:</u> Low-income people own a stake in their community.</p> <p><u>National CSBG Goal #6:</u> Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.</p>	<p>COMPONENT IV COMMUNITY DEVELOPMENT</p> <p>1. Provide support and supervision to Community Development programs and components: a) Conduct program planning b) Recruit, supervise and train staff c) Monitor grants, contracts and budgets d) Oversee program evaluation</p>	X	X	X	X	<ul style="list-style-type: none"> Coordination with Native and other nonprofit organizations serving health, wellness, energy, environmental, and education/training priorities; the Alaska media; and rural communities statewide Serve Alaska Commission State and Federal government agencies, including CNS, EPA, HUD, USDA, AHFC, DCED, DHSS 	\$ 300,621	12	<p>\$ 34,494 EPA</p> <p>\$ 115,665 State of Alaska, Tobacco Prevention and Control</p> <p>\$ 500,000 Denali Commission, Solid Waste Program</p> <p>\$ 244,000 EPA-Multimedia SW Sub-grant Project</p>	On-Going	
TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)						\$ 219,380		\$ 955,180			
GRAND TOTAL						\$ 520,000		\$ 1,849,339			
(20) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. <input checked="" type="checkbox"/> Approved by the applicant's governing board. b. <input type="checkbox"/> Reviewed by the applicant's administering board and approved by its governing officials.											
(21) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD Rural CAP Board President, Andrew Ebona				SIGNATURE: 				DATE: March 17, 2010		DATE OF BOARD APPROVAL: March 17, 2010	

Public Policy and Advocacy

NARRATIVE

RurAL CAP's constituents are low-income and working poor who desire to influence public policies in areas that most directly affect their lives. RurAL CAP recognizes the benefit of community members participating in economic, educational, health, cultural, social, housing and environmental efforts which allow them to determine workable solutions. RurAL CAP works strategically to increase the capacity of people to impact public policy and to inform decision makers to result in practical outcomes.

These efforts are best accomplished by developing relationships between agency staff, low-income people and decision makers and by increasing skills and understandings of low-income people which increase their ability to change conditions in their communities and beyond.

RurAL CAP's Public Policy and Advocacy component is designed to achieve these outcomes. Its parameters fit these National Performance Indicator Goals:

Goal 3: Low-income People own a Stake in their Community:

National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation: The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community.

Goal 4: Partnerships among Supporters and Providers of Services to Low-Income People are Achieved:

National Performance Indicator 4.1 – Expanding Opportunities Through Community-Wide Partnerships: The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

Goal 5: Agencies Increase their Capacity to Achieve Results:

National Performance Indicator 5.1 – Agency Development: The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes.

RurAL CAP's mission is:

“To empower low-income Alaskans through advocacy, education, affordable housing and direct services that respect our unique values and cultures.” The core values embodied in the mission are: RurAL CAP recognizes the unique values and way of life of rural Alaskans. It plans its activities with input from and respect for the people it serves. It follows

the belief that rural Alaskan communities have the right to maintain their cultural heritage and close relationship to the land while protecting their economic and human potential.

The Public Policy and Advocacy component will carry out the advocacy work in which the agency has been engaged for the past forty+ years, and will focus more intently on developing a cohesive approach to citizen participation in public policy. This will be accomplished by:

- Increasing the capacity of the agency and ultimately its constituencies by providing opportunities for community members, agency Board members and staff to participate in public hearings, meetings with policy makers, technical assistance and other conferences that enhance the levels of understanding for developing critical relationships and improved decision-making processes.
- Increasing public awareness of issues and challenges facing low income people through publications, website announcements, presentations..

SUMMARY OF COMPONENTS

Component 1 – Public Policy and Advocacy

I. Subsistence Advocacy. The **Subsistence** component advocates for the maintenance of subsistence rights as outlined in federal and state laws, and specifically Title VIII of ANILCA. Currently, the subsistence advocacy rests in monitoring and where feasible, participating in the decisions that impact subsistence, including critical appointments to Boards and Commissions, regulations, meetings and conferences. After the National Marine Fisheries (NMF) and the North Pacific Fishery Management Council (NPFMC) determined that halibut is a subsistence catch, RurAL CAP was asked to support the Alaska Native Halibut Subsistence Working Group which provides valuable input on subsistence issues to the NMF and NPFMC. This is done through teleconferences, providing travel and per diem for members to meet and discuss recommendations for the federal agencies. The legal, logistical and technical assistance provided to the Working Group is paving the way for eventual cooperative management agreements. These efforts were recently expanded to include assisting federal agencies with compliance of Executive Order 13175 (Tribal Consultations) and facilitating meetings with federal agency research groups and local subsistence users.

II. Rural Issues Advocacy. For the Rural Issues component, the RurAL CAP Board of Directors will take a lead role in advocating on behalf of rural Alaska and coordinating the efforts of RurAL CAP with other organizations to strengthen the capacity of local organizations to provide information to decision-makers and services to their communities. RurAL CAP believes that community involvement is about developing

relationships, skills and understanding among people that increases their ability to change conditions and improve the quality of their lives.

Component 2 – Education and Information

Education and Information. RurAL CAP develops and produces the quarterly *Village Voices* newsletter that provides accurate information to rural constituents while educating decision-makers, the public and funders about issues which impact rural and low-income people. RurAL CAP staff is also often called upon to provide information to various groups, conferences, lawmakers, and others about our successful experiences in working with our rural and other constituents that have barriers to services.

PROGRAM OUTCOME STATEMENT

The Public Policy and Advocacy component develops the capacity of low-income people and communities to increase local self-determination and self-sufficiency through relationship building, and staff and community capacity building.

This outcome supports the achievement of the above referenced **CSBG goals** related to Community Empowerment, Partnerships, and Agency Capacity to ensure low-income peoples' goals of self-sufficiency are achieved.

NEED FOR SERVICES

Customers

The people RurAL CAP serves are low-income Alaskans, many of whom are rural Alaska Natives. Many still speak their Native language and complement their household budgets through hunting, fishing and gathering as their ancestors have for thousands of years. Their cultures and traditions are based on values which have enabled the indigenous peoples of Alaska to thrive as separate and distinct tribal cultures.

It is the agency's philosophy that tribal cultures, governments, traditions, and people need to be able to survive in the 21st century. Tribal members must be provided the opportunities to have a say in decisions that are made about their laws, economies, and customs. While these are the customers of the Public Policy and Advocacy component, the outcomes that RurAL CAP and its partners collectively work on with them cannot be achieved without the many partners and providers who make these results possible.

Products

The products of Public Policy and Advocacy are: community empowerment; leadership development; increased capacity of communities and leaders to impact public policy; and increased self-sufficiency. This is done through:

- Providing opportunities for representatives of subsistence users and low-income Alaskans to participate in and address public policy issues that enhance the self-determination and self-sufficiency of their communities. A good example of this is the cooperative management arrangements for subsistence halibut uses.
- The production and dissemination of four (4) quarterly newsletters to 7,000 people and/or organizations that share about issues impacting rural and low-income people.
- Increased awareness and willingness of new partners and current ones to work towards mutual goals that help families and communities achieve their goals.

OUTCOME MANAGEMENT MODEL

CSBG funded programs support self-sufficiency and improving the conditions and behaviors of low-income people; the Public Policy and Advocacy component will apply an outcome management model to evaluate its effectiveness. This model incorporates customer performance targets, milestones and verification indicators to evaluate not just program objectives and activities, but rather to measure the outcomes or results of those activities on moving low-income people out of poverty and into increased involvement in their communities and self-sufficiency in their lives.

The outcome management models for the Public Policy and Advocacy component are formatted horizontally on the following pages. These pages complete the narrative section of this CSBG application for this component.

Outcome Measures – Public Policy & Advocacy

Component 1 - Subsistence and Rural Issues

Submitted by Sarah Scanlan, Deputy Director FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal #3

National Performance Indicator #3.2

RurAL CAP Strategic Plan

Outcome Statement #1

Performance Target #1

Low-income people own a stake in their community
 Community Empowerment through Maximum Feasible Participation
 Dimensions 1 and 6: Advocacy and Communication and Capacity Building
 The Subsistence and Tribal Issues Committee members, with staff, will strengthen its working relationship with policy making organizations to result in greater opportunities for subsistence uses of fish and game, a critical component for self sufficiency and family and community well-being,
 Of the 20 public and private subsistence-related organizations identified, the S&TI and RurAL CAP staff will actively work with 10 to expand resources and opportunities in order to achieve family and community outcomes by creating awareness and knowledge of issues affecting low-income Alaskans and engage in at least ten advocacy activities.

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1 - 12/31)	(1/1 - 3/31)	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Subsistence & Tribal Issues (S&TI) Committee members.	Tool or document used to verify that milestone was reached.	# of orgs expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1.1 S&TI committee members S&TI committee members meet to discuss strategies and develop a plan for advocacy and identify organizations that impact traditional uses of fish and game resources.	TR/TA forms; Board of Directors packets; S&TI committee agendas; Board of Directors recaps of motions.	20	Staff set up meeting site in conjunction with quarterly Board of Directors meetings.					
1.2 Staff follows up with contacts to the organizations to meet and determine the issues the S&TI can impact.	Phone logs, meeting notes, e-mails	18	Staff prepares progress reports for the Committee and Board.					
1.3 Staff identifies advocacy opportunities.	Monitor regulations processes, respond to requests for advocacy support	10	Schedules S&TI presence at public hearings, prepares letters, other support documents					
1.4 S&TI committee members engage in advocacy and decision making activities to expand opportunities for customers through supportive partnerships.	TR/TA forms; S&TI committee agendas; Board of Directors recaps of motions; provides staff direction.	10	Staff prepares and presents draft resolutions, motions, and progress reports on outcomes of S&TI activities.					

A box with the following symbol signifies:

blank ()	dash (---)	zero (0)	whole number (5)
results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures – Public Policy & Advocacy

Component 1 - Subsistence and Rural Issues

Submitted by Sarah Scanlan, Deputy Director FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal #3

National Performance Indicator #5.1

RurAL CAP Strategic Plan

Outcome Statement #2

Performance Target #2

Low-income people own a stake in their community
 Community Empowerment through Maximum Feasible Participation
 Dimensions 1 and 6: Advocacy and Communication and Capacity Building
 All regional representatives of subsistence halibut users in coastal areas will engage in effective advocacy to protect and manage customary and traditional halibut fishing without unduly burdensome regulations.
 Of 20 regional representatives of subsistence halibut users in coastal areas, 15 will engage in effective advocacy to protect and manage customary and traditional halibut fishing without unduly burdensome regulations to increase or preserve community quality of life resources.

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1 - 12/31)	(1/1 - 3/31)	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for regional representatives of subsistence halibut users in coastal Alaska.	Tool or document used to verify that milestone was reached.	# of people expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
2.1 Regional representatives are fully informed on current and proposed changes to regulations governing subsistence halibut use to preserve quality of life resources.	Alaska Native Subsistence Halibut Working Group (ANSHWG) meeting agendas; TA/TR forms; telephone billing records.	20	Staff provides technical and logistical support during Alaska Native Subsistence Halibut Working Group meetings.					
2.2 Regional representatives advocate for subsistence halibut users before regulatory bodies.	ANSHWG meeting note; TA/TR forms; telephone billing records.	18	Staff provides strategic information and technical assistance.					
2.3 Regional representatives present testimony or engage in public education activities with decision-makers to increase or preserve quality of life resources.	ANSHWG meeting notes; passage of proposed regulations that are approved by the ANSHWG.	15	Staff provides technical assistance and arranges presentations before public officials or public forums.					
2.4 Regional representatives ensure proper implementation of regulations to increase or preserve quality of life resources.	ANSHWG meeting notes; staff direction; ANSHWG report to the RurAL CAP board; ANSHWG resolutions.	15	Staff provides technical assistance and logistical support.					

A box with the following symbol signifies:

blank ()	dash (---)	zero (0)	whole number (5)
results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures – Public Policy & Advocacy Component 2 - Village Voices

Submitted by Sarah Scanlan, Deputy Director FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 3
National Performance Indicator #3.2
RurAL CAP Strategic Plan
Outcome Statement #1

Low-income people own a stake in their community
Community Empowerment through Maximum Feasible Participation
Dimension #1 – Advocacy and Communication

All recipients of the *Village Voices* newspaper in rural Alaska will have their consciences raised, will become better informed and more knowledgeable on issues critical to rural communities, and will act on that knowledge to improve the quality of life for low-income people in their communities.

Performance Target #1

Out of 2,000 recipients of the *Village Voices* newspaper in rural Alaska, 1,200 will read enough of it to have their consciences raised and become better informed and more knowledgeable on issues critical to rural communities, and 900 will act on their newfound knowledge to improve or preserve community quality of life resources.

Milestone:	Verification:	Projected # of people expected to participate.	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1 - 12/31)	(1/1 - 3/31)	
			What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for rural recipients of the Village Voices newspaper.	Tool or document used to verify that milestone was reached.							
1.1 Rural Alaskans receive a copy of the <i>Village Voices</i> newspaper.	Invoices and address/circulation lists for quarterly <i>Village Voices</i> newspaper.	2,000	Staff produces and distributes quarterly <i>Village Voices</i> newspaper.					
1.2 Rural Alaskans read enough of the <i>Village Voices</i> newspaper to have their consciences raised or to become better informed and more knowledgeable on issues critical to their communities.	Annual survey of <i>Village Voices</i> newspaper recipients.	1,200	Staff conducts annual survey of <i>Village Voices</i> newspaper recipients.					
1.3 Rural Alaskans readers of the <i>Village Voices</i> newspaper act on their newfound knowledge to increase or preserve quality of life resources.	Annual survey of <i>Village Voices</i> newspaper recipients.	900	Staff conducts annual survey of <i>Village Voices</i> newspaper recipients.					

A box with the following symbol signifies:

blank ()	dash (---)	zero (0)	whole number (5)
results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Budget Summary FY 2011 Community Services Block Grant		Rural Alaska Community Action Program, Inc.		Component: PUBLIC POLICY AND ADVOCACY	
GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
	Beginning Date April 1, 2011	Ending Date June 30, 2012	Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)		

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: <u>12</u>		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL					\$0			
20	CONTRACTUAL					\$30,000			
30	TRAVEL					\$93,900			
40	BUILDING SPACE					\$0			
50	GENERAL SUPPLY					\$0			
60	PROGRAM SUPPLY					\$10,000			
70	EQUIPMENT					\$0			
80	COMMUNICATION					\$32,400			
90	OTHER					\$22,225			
	TOTAL DIRECT ADMINISTRATIVE COSTS					\$188,525 \$41,475			
	TOTAL					\$230,000			

CSBG - FY 2011 - PUBLIC POLICY AND ADVOCACY

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

PUBLIC POLICY AND ADVOCACY

520	<u>520 CONTRACTUAL SERVICES</u> <ul style="list-style-type: none"> ▪ Production of agency newsletter "Village Voices" \$5,000 ▪ Other Professional Services \$25,000 TOTAL COST OF CONTRACTUAL \$30,000			
530	<u>530 TRAVEL COSTS</u> <u>100 - Staff Per Diem in State</u> <ul style="list-style-type: none"> ▪ Travel to villages from Anchorage (5 trips x \$180/day x 4) \$3,600 ▪ Travel to conferences and trainings (3 trips x 2 staff x \$200/day x 4) \$4,800 <u>200 - Staff Per Diem out of State</u> Travel to CAP Law, CAP, NCAI, Other TA Conferences <ul style="list-style-type: none"> ▪ 8 staff x \$275/day x 4 \$8,800 ▪ 7 trips x 2 staff x \$275/day x 4 \$15,400 <u>400 - Board Per Diem</u> <ul style="list-style-type: none"> ▪ 4 persons x \$275/day x 4 \$4,400 ▪ 7 trips x 2 people x \$275/day x 4 \$15,400 <p style="text-align: right;">Subtotal Per Diem \$52,400</p>			

CSBG - FY 2011 - PUBLIC POLICY AND ADVOCACY

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)


COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	<u>500 - Staff Travel in State</u> <ul style="list-style-type: none"> ▪ Airfare to/from villages and Anchorage (5 trips x \$500) \$2,500 ▪ Airfare to/from conferences and trainings (3 trips x 2 staff x \$500) \$3,000 		
	<u>600 - Staff Travel out of State</u> Airfare to/from CAP Law, CAP, NCAI, other TA Conferences <ul style="list-style-type: none"> ▪ 8 trips x \$900 \$7,200 ▪ 7 trips x 2 staff x \$900 \$12,600 		
	<u>800 - Board Travel</u> Airfare to/from CAP Law, CAP, NCAI, other TA Conferences <ul style="list-style-type: none"> ▪ 4 members x \$900 \$3,600 ▪ 7 trips x 2 people x \$900 \$12,600 		
	Subtotal Travel	\$41,500	
	TOTAL COST OF TRAVEL	\$93,900	\$93,900
560	<u>560 PROGRAM SUPPLIES</u> 500 - Training supplies	\$10,000	
	TOTAL COST OF PROGRAM SUPPLIES	\$10,000	\$10,000
580	<u>580 COMMUNICATIONS COSTS</u> 300 - Printing and Distribution of Publications (Village Voices, Fact Sheets and other publications) \$24,000 400 - Postage, UPS, Fed Ex \$8,400		
	TOTAL COMMUNICATION COSTS	\$32,400	\$32,400

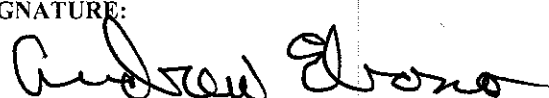
CSBG - FY 2011 - PUBLIC POLICY AND ADVOCACY

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
590	590 OTHER COSTS: Fees, Tuitions, and Registrations	\$22,225	
	TOTAL OTHERS COSTS	\$22,225	\$22,225
	Direct Cost of Component		\$188,525
	Administrative Costs of Component @ 22%		\$41,475
	Total Cost of Component		\$230,000

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)					(5) GOAL STATUTORY AUTHORITY(S) Sec 676 (A), (i); (v); (vii)		Component: Public Policy & Advocacy			
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>		Period: April 1, 2011 – June 30, 2012				
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>	STATE <i>Alaska</i>	ZIP CODE <i>99520-0908</i>						
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 st	2 nd	3 rd	4 th					
<p><u>National CSBG Goal 3:</u> Low-income People own a Stake in their Community.</p> <p><u>National CSBG Goal 4:</u> Partnerships among Supporters and Providers of Services to Low-Income People are Achieved.</p> <p><u>National CSBG Goal 5:</u> Agencies Increase their Capacity to Achieve Results.</p>	<p><u>Component I – Subsistence/Rural Issues</u></p> <p>A. Monitor judicial, legislative and regulatory activity regarding subsistence and tribal governmental issues. Attend meetings, forums and conferences to gather information and build networks.</p> <p>B. Attend hearings, develop issue papers, and provide testimony on request.</p> <p>C. Coordinate conferences and forums as directed by the Board of Directors.</p> <p>D. Support work on subsistence halibut and other specific issues.</p> <p>E. Develop and distribute the information and communications to keep constituents informed.</p> <p>F. Provide resources to sustain and grow partnerships to improve the lives of low income people.</p>	X	X	X	X	<ul style="list-style-type: none"> Updates on Federal and State Regulations Coordination with Alaska Federation of Natives, National Congress of American Indians, Alaska Inter-Tribal Council, community organizations, other national and statewide entities addressing the issues Knowledge of agencies affiliated with the Alaska Native Subsistence Halibut Working Group and other subsistence issues. 	\$ 100,000	12		On-Going
TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)						GRAND TOTAL				
						\$ 100,000				
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):										
a. <input checked="" type="checkbox"/> Approved by the applicant's governing board. b. <input type="checkbox"/> Reviewed by the applicant's administering board and approved by its governing officials.										
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD				SIGNATURE:			DATE:		DATE OF BOARD APPROVAL:	
RurAL CAP Board President, Andrew Ebona							March 17, 2010		March 17, 2010	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)					(5) GOAL STATUTORY AUTHORITY(S) Sec 676 (A), (i); (v); (vii)						
(2) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(5) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(6) PHONE (Area Code) <i>(907) 279-2511</i>		Component: Public Policy & Advocacy					
(7) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>		Period: April 1, 2011 – June 30, 2012			
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL		(8) TIME TABLE PROGRAM YEAR QUARTER 1 st 2 nd 3 rd 4 th				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
<p><u>National CSBG Goal 3:</u> Low-income People own a Stake in their Community.</p> <p><u>National CSBG Goal 4:</u> Partnerships among Supporters and Providers of Services to Low-Income People are Achieved.</p> <p><u>National CSBG Goal 5:</u> Agencies Increase their Capacity to Achieve Results.</p>	<p><u>II. Education & Information</u></p> <p>A. Develop strategies for relationship building including quality written, electronic, and other communications that convey to rural Alaskans, partners, the general public, and funders our collective interests to achieve family and community outcomes.</p> <p>B. Includes at least four issues of the Village Voices newsletter for dissemination to the above stakeholders.</p> <p>C. Produce other informational products as needed for advocacy issues.</p> <p>D. Provide other support as needed for Public Policy and Advocacy activities to expand services to individuals, families, and communities.</p>		X	X	X	X	<ul style="list-style-type: none"> National Community Action Organizations Federal and State Offices regarding early childhood education, energy, housing, community services, planning Regional Corporations and non-profits, other Statewide entities, Alaska community organizations Other funders and partners RurAL CAP Board of Directors Publications and effective communications 	\$130,000	12		On-Going
TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)							\$ 100,000	\$ 230,000			
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. <input checked="" type="checkbox"/> Approved by the applicant's governing board. B. <input type="checkbox"/> Reviewed by the applicant's administering board and approved by its governing officials.											
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD RurAL CAP Board President, Andrew Ebona				SIGNATURE: 				DATE: March 17, 2010		DATE OF BOARD APPROVAL: March 17, 2010	

Rural Housing & Planning Division

NARRATIVE

COMPONENTS I – Housing & Planning Services

I. Housing Rehabilitation and Weatherization Services. RurAL CAP will continue to selectively partner with local communities and tribal housing entities (TDHEs) to provide skilled home assessment, weatherization, handicapped access modifications, and comprehensive housing rehabilitation services, to be financed principally through a combination of TDHE resources and funding available through the U.S. Department of Agriculture, the U.S. Department of Housing and Urban Development, the Alaska Housing Finance Corporation, and private sources. Ultimate customers of the program will be individual low-income households. In some communities, RurAL CAP may develop grant and loan proposals to assist TDHEs in leveraging additional resources. CSBG funding assists RurAL CAP in forming these strategic partnerships, which result in substantial leveraging of scarce resources for housing preservation and disabled access. RurAL CAP will also identify and engage in activities which allow the agency to leverage its substantial experience and expertise in energy-efficiency retrofits to assist communities with achieving greater cost savings through weatherization of public and community facilities.

II. Self-Help Housing. Alaska's rural communities continue to suffer from a shortage of quality housing affordable to low-income homebuyers. When these families have the opportunity to participate in the construction of their homes, their labor significantly reduces the cost. CSBG funds will enable RurAL CAP to expand a mutual self-help housing program that will result in the development of new, affordable homeownership units and leveraging of substantial non-CSBG resources. The program will include a homeownership counseling and preparation component. CSBG will directly support program direction, augmented in part by grants from the Local Initiatives Support Corporation (Rural LISC), the U.S. Department of Housing & Urban Development, and the U.S. Department of Agriculture-Rural Development. Current projects are located in the Central Kenai Peninsula area; expansion will focus on underserved areas of the state, both on and off the road system as may be appropriate.

III. Capital Project Services. RurAL CAP's expertise in rural Alaska construction logistics and techniques is an important asset that can be tapped to assist rural communities in expanding quality housing and community facilities. The Rural Housing & Planning Division will continue to support the agency's development and retrofit of rural Child Development facilities, and will selectively assist rural communities and tribes with capital project planning and implementation, emphasizing use of local hire and maximizing limited funding. This activity will likely involve developing proposals on behalf of rural communities for grant and loan financing of capital projects, and acting as fiscal agent for management of these funds.

IV. Housing Advocacy. The Rural Housing & Planning Division will advocate on behalf of rural and Alaskan interests in the drafting and design of housing programs, policies, regulations, and

legislation. The Division will also participate in and provide support to the Alaska Affordable Housing Partnership.

V. Community Planning and Capacity Building. A general community plan is a prerequisite for rural Alaska villages and cities seeking funding through the Denali Commission, the Rasmuson Foundation, and other sources. RurAL CAP, through its partnership with the Denali Commission, has assumed a leadership role in crafting and refining an approach to community planning that is consistent with and relevant to the rural Alaska milieu, which has received the Commission's endorsement. Within the limitations of other funding, RurAL CAP will continue to assist small rural communities with developing and implementing a community plan. A portion of this work will be supported by a grant from USDA, and the Denali Commission internship program.

RurAL CAP will continue to address capacity building needs of rural communities. In partnership with the Denali Commission, HUD, USDA, and the Alaska Municipal League, RurAL CAP will participate in staging training events and developing materials designed to build skills and confidence which will lead to more effective planning and efficient management of rural utilities, housing, and tribal/civil government, as well as economic development activities.

VI. Interagency Coordination. RurAL CAP will maintain a staff presence at the Denali Commission and participate in interagency working groups and forums to enhance collaboration among public/private/non-profit sectors, information sharing, and bringing a more effective rural Alaskan voice into the Commission's and other agencies' programs and policy processes.

PROGRAM OUTCOME STATEMENT

The components of the Rural Housing & Planning Division segment provide a range of activities and services which achieve the following national CSBG goals:

- #1 low-income people become more self-sufficient;
- #2 the conditions in which low-income people live are improved;
- #4 partnerships among supporters and providers of services to low-income people are achieved; and
- #5 agencies increase their capacity to achieve results.

NEED FOR SERVICES

Program Customers

Agency Staff: Among the customers of the Housing & Planning Services Division component are agency staff – people who administer and provide services for the poor, disadvantaged, and low income so that this population becomes more self-sufficient.

Poor & Low Income: Rural communities have an extensive need for new housing, repairs to existing housing, and development of housing options for special needs populations. The state's consolidated

Housing & Community Development Plan estimates that over 115,000 units are in need of repair, expanded living space, or replacement. RurAL CAP will prepare low-income families for homeownership with financial literacy counseling, and assist qualified families with the construction of their own homes through the USDA mutual self-help program. RurAL CAP also provides direct services to villages in implementing housing rehabilitation programs, leveraging funding from a variety of sources to achieve decent, safe, and energy-efficient housing for the state's lowest income residents.

Poor and Low Income persons are also served through programs that develop the capacity of rural communities to engage in meaningful self-determination through community planning, and development of small city and tribal governments to deliver essential community services.

Program Products

The products of the Rural Housing & Planning Division component include **developing programs to serve the needs of low-income people in rural communities to be more self-sufficient and which achieve results.**

- An implemented program which will directly provide affordable owner-occupied housing in rural communities by providing training and oversight to self-help homebuyers.
- Training and coaching designed to increase the level of technical competency of villages to engage in community planning and economic development, and to manage rural utilities, housing, and the day-to-day business of tribal and civil governments.
- Enhanced coordination among federal, state, and private organizations that provide funding for rural development programs, and increased responsiveness of programs to the needs and capacity of rural communities.
- General community plans which enable rural communities to chart their future, garner funding support, and relate their values and goals to a broader world.

OUTCOME MANAGEMENT MODEL

- The outcome management models for the Rural Housing and Planning Division are formatted horizontally on the following pages. These pages complete the narrative section of the Rural Housing and Planning Division.

Outcome Measures – Rural Housing & Planning Division Weatherization & Rehabilitation Program

Submitted by Ralph Lee, Weatherization & Construction Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 1 Low Income People Become More Self-Sufficient
National Performance Indicator #1.1 Employment
Indicator Direct Measure#1.1a The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed.

RurAL CAP Strategic Plan Direction #4 - Line of Business: Housing Rehabilitation and Weatherization Services
Outcome Statement #1 All people hired locally as RurAL CAP construction crew staff will increase their knowledge and employable skills.
Performance Target #1 Of the 35 people hired locally as RurAL CAP construction staff, 15 will increase their knowledge and employable skills. (1.1 – A, B, C)

Milestone:	Verification:	Projected	Product Steps:	(4/1 - 6/30)	(7/1 – 9/30)	(10/1 - 12/31)	(1/1 - 3/31)		
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Wx local hires .	Tool or document used to verify that milestone was reached.	# of people expected to participate.	What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
1.1 Potential local hires request application.	Field supervisor observation, word of mouth, applications received.	250	Advertise job openings through village council and distribute applications.						
1.2 Potential local hires complete and return application.	Applications received.	200	Supervisor collects applications.						
1.3 Potential local hires are selected for and complete interview.	Applications received.	150	Supervisor selects best qualified applicants, interviews for job opening.						
1.4 Local hires are selected and show up for work on first day, receive orientation, safety training.	PCRs and timesheets. Safety training and orientation checklists.	140	Supervisor hires crew members, explains policy and procedures, conducts safety training class, teaches installation measures.						
1.5 Local hire continues working through duration of the project or accepts another job because of increased work experience.	Payroll records; PCRs.	100	Supervisor encourages crewmember reliability, teaches weatherization techniques.						

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Wx local hires .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.6 Local hires increase job skills through work experience and on the job training; promoted to more responsible positions as experience increases.	Performance evaluation, PCRs.	40	Supervisor continues on-the-job training; recommends promotion because of increased skills acquired, reliability, etc.					

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whole number (5)
unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Rural Housing & Planning Division Weatherization & Rehabilitation Program

Submitted by Ralph Lee, Weatherization & Construction Director

FY 2011 CSBG 4/1/11 to 3/31/12

- CSBG National Goal # 2** The conditions in which low-income people live are improved.
- National Performance Indicator #2.1** Community Improvement and Revitalization
- CSBG Indicator Direct Measure** 2.1c. Safe and affordable housing units in the community are preserved or improved through construction, weatherization, or rehabilitation achieved by community action activity or advocacy.
- RurAL CAP Strategic Plan** Direction #4 - Line of Business: Housing Rehabilitation and Weatherization Services
- Outcome Statement #2** All homes assisted by the RurAL CAP Weatherization Program will realize improvements in safety, comfort, durability, and energy efficiency.
- Performance Target #2** Of the 100 homes assisted by the RurAL CAP Weatherization Program annually, 50 homes will realize a significant reduction of air infiltration and 25 homes will realize a significant energy efficiency improvement. (2.1 - C)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for homes.	Verification: Tool or document used to verify that milestone was reached.	Projected # of homes expected to participate. (# people)	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
2.1 Homes tested and assessed; work plan developed.	Work plan on file; AkWarm recommendations.	350	Wx staff conduct home assessment, diagnostic tests, etc.					
2.2 Materials installed; Wx crews work on home.	Weekly reports; Material flow chart; Time sheets.	350	Supervisors recruit, train local crewmembers; deliver materials.					
2.3 Air infiltration reduced to minimum ventilation level.	Blower Door test results.	150	Wx staff conduct after diagnostic tests, compare with before test.					
2.4 Home energy rating improves minimum of one star.	AkWarm results.	200	Wx crews complete home improvements; staff compare energy rating.					
2.5 Home energy rating improves minimum of two stars.	AkWarm results.	100	Wx crews complete home improvements; staff compare energy rating.					

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures – Rural Housing & Planning Division Weatherization & Rehabilitation Program

Submitted by Ralph Lee, Weatherization & Construction Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal # 2 The conditions in which low-income people live are improved.
National Performance Indicator #2.1 Community Improvement and Revitalization
CSBG Indicator Direct Measure 2.1c. Safe and affordable housing units in the community are preserved or improved through construction, weatherization, or rehabilitation achieved by community action activity or advocacy.

RurAL CAP Strategic Plan Direction #4 - Line of Business: Housing Rehabilitation and Weatherization Services
Outcome Statement #3 All homes assisted by the RurAL CAP Weatherization Program will realize improvements in safety, comfort, durability, and energy efficiency.

Performance Target #3 Of the 100 Heads of Households assisted by the RurAL CAP Weatherization Program annually, 25% will realize significant improvements in energy efficiency. (2.1 - C)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Wx Heads of Households.	Verification: Tool or document used to verify that milestone was reached.	Projected # of homes expected to participate. (# people)	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
3.1 Head of Household requests information, application.	Application request log; village request letters.	500	Wx staff provides application.					
3.2 Head of Household completes application; household meets income guidelines/qualifies for assistance; prioritized by household composition and house condition.	Completed application on file. (Wx manager data program) Priority list.	400	Head of Household submits application, income information. Wx staff verify income; prioritize households.					
3.3 Head of Household receives information about maintaining improvements; energy efficiency.	Punch list, client ed signoff.	350	Wx supervisor explains use, maintenance of Wx measures; provides information to save energy.					
3.4 Head of Household note significant (at least 25%) savings on annual heating use.	AHFC questionnaire	150	Head of Household completes and returns questionnaire to AHFC					

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Outcome Measures – Rural Housing & Planning Division Weatherization & Rehabilitation Program

Submitted by Ralph Lee, Weatherization & Construction Director

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal #6 Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

National Performance Indicator #6.1 Independent Living

CSBG Indicator Direct Measure #6a/b The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services: Senior citizens and individuals with disabilities.

RurAL CAP Strategic Plan Direction #4 - Line of Business: Housing Rehabilitation and Weatherization Services

Outcome Statement #4 All homes with elderly residents assisted by the RurAL CAP Weatherization Program will realize measurable reduction in energy burden or disability improvements to enable them to continue living in their homes.

Performance Target #4 Of 15 elderly people assisted by the RurAL CAP Weatherization Program annually, six (6) will be disabled and will continue to live independently because of accessibility improvements. (6.1.A. 6.1.B)

Milestone:	Verification:	Projected # of homes expected to participate.	Product Steps:	(4/1 – 6/30)	(7/1 – 9/30)	(10/1 – 12/31)	(1/1 – 3/31)	Total
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Wx Elder Residents.	Tool or document used to verify that milestone was reached.		What staff member does what to make milestone happen.	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
4.1 An elder (55 years or more) lives in the house, receives priority service.	Client files, Wx manager.	60	Wx staff prioritize families to receive program.					
4.2 Disabled elderly resident receives improvements to achieve greater mobility and accessibility.	Completion / sign-off by supervisor / occupant.	8	Materials installed by crew, project supervisor verifies work complete.					

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures – Rural Housing & Planning Division

Self-Help Housing Program

Submitted by Mi'shell Reid, Self-Help Housing Coordinator

FY 2011 CSBG 4/1/11 to 3/31/12

Agency Strategic Direction #4 Line of Business: Construction and Project Management
CSBG Goal #1 Low Income People Become More Self-Sufficient
CSBG Goal #2 Conditions in which Low Income People Live are Improved
Performance Indicator 1.3 Economic Asset Enhancement and Utilization
Performance Indicator 2.1 Community Improvement and Revitalization

Outcome Statement #1 At least 12 new safe and affordable housing until will be created.
Performance Target #1 Out of 50 heads of households who express initial interest in becoming self-help participants, at least 20 will qualify for USDA self-help loans, and 12 will complete their sweat equity commitment and become self-help homeowners which will increase their self-sufficiency and improve the condition in which they live. (1.3 – B; 2.1 – B)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Low-Income Heads of Households.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 – 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.1 Low income heads of households learn about the self-help program.	Newspaper circulation, flyers provided at schools and community institutions.	250	Self-help coordinator develops marketing plan and distributes promotional material.					
1.2 Low income heads of households complete homeownership preparation ready to apply for USDA loan.	Attendance records, evaluation of credit readiness.	30	Self-help coordinator and financial literacy specialist conduct classes, administers tests, evaluates readiness.					
1.3 Low income heads of households participate in homeownership counseling to repair credit issues	Attendance records, progress tracking	20	Financial literacy specialist provides counseling					
1.4 Low income heads of households make application to participate in self-help program and obtain USDA approval.	Applications processed, USDA commitment letters.	15	Self-help coordinator takes applications, receives results from USDA.					

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Low-Income Heads of Households.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.5 Low income heads of households sign loan documents.	Signed documents, USDA approvals.	8	Self-help coordinator assists households with USDA process.					
1.6 Low income heads of households complete program orientation and safety training.	Attendance records.	8	Self-help coordinator organizes homebuyer group, provides technical assistance to group to elect officers, and establish ground rules. Self-help site supervisor teaches on-the-job safety and construction skills.					
1.7 Low income heads of households complete construction and sweat equity commitment; 8 new safe and affordable housing units created.	Work records, inspection reports.	8	Self-help site supervisor, manages construction project Self-help coordinator monitors attendance and occupancy.					

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unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Rural Housing & Planning Division Community Planning Program

Submitted by Charlene Stern, Rural Planning Coordinator

FY 2011 CSBG 4/1/11 to 3/31/12

CSBG National Goal #2

The conditions in which low-income people live are improved.

National Performance Indicator 2.2

The quality of life and assets in low-income neighborhoods are improved by community action initiatives or advocacy.

RurAL CAP Strategic Plan

External Direction #4 – Rural Housing and Planning - Line of Business: Community Planning

Outcome Statement #1

All community members will realize an increase in the quality of life and assets in low-income neighborhoods in which they live as a direct result of their participation in and the implementation of a new community plan.

Performance Target #1

Out of 95 residents in 7 rural communities, 50 will begin to implement their culturally relevant community plan which will result in improved quality of life and access to assets in low-income neighborhoods. (2.2. – B, C, D, E)

Milestone:	Verification:	Projected # of people expected to participate	Product Steps:	(4/1 - 6/30)	(7/1 - 9/30)	(10/1 - 12/31)	(1/1 - 3/31)	Total
				Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Small, measurable changes in customer conditions or behaviors to accomplish the performance target for rural community residents .	Tool or document used to verify that milestone was reached.		Who does what to make milestone happen.					
1.1 Rural residents in 7 communities will develop or update a community plan.	Site visits, phone logs, meetings, sign in sheets, meeting agendas, plan, minutes, photographs, monthly and quarterly reports.	95	RurAL CAP staff, VISTA members and city/tribal council staff will help coordinate public meetings, include coming members in the planning process, and begin drafts of plans.					
1.2 Rural residents in 7 communities will complete a culturally relevant community plan, and submit it to the Alaska Division of Community Advocacy (AK DCA) plan database.	Meeting agendas, sign in sheets, resolution adopting plan, final plan document, monthly and quarterly reports.	95	RurAL CAP staff, VISTA members, and city/tribal council staff will facilitate plans submitted, and maintain communication with AK DCA.					

A box with the following symbol signifies:

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no program activity

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whole number (5)
unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for rural community residents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate	Product Steps: Who does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.3 Rural residents in 4 communities will begin to implement their community plan through development of one or more capital projects identified in its plan which will result in improved quality of life and access to assets in low-income neighborhoods.	Meeting records, project-specific plans/specs, funding proposals, funding awards, monthly and quarterly reports.	50	RurAL CAP staff, VISTA members, and city/tribal councils staff will monitor the implementation of community plans, and track funding awarded.					

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Budget Summary FY 2011		Rural Alaska		Component: RURAL HOUSING & PLANNING DIVISION	
Community Services Block Grant		Community Action Program, Inc.			
GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
	Beginning Date April 1, 2011	Ending Date June 30, 2012	Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)		

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation: 12		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: 12		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL					\$188,517			
20	CONTRACTUAL					\$0			
30	TRAVEL					\$21,055			
40	BUILDING SPACE					\$20,000			
50	GENERAL SUPPLY					\$6,700			
60	PROGRAM SUPPLY					\$665			
70	EQUIPMENT					\$0			
80	COMMUNICATION					\$20,158			
90	OTHER					\$5,200			
	TOTAL DIRECT ADMINISTRATIVE COSTS					\$262,295 \$57,705			
	TOTAL					\$320,000			

CSBG - FY 2011 - RURAL HOUSING & PLANNING

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	DATE SUBMITTED: <p style="text-align: center;">Mar-10</p>

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

RURAL HOUSING AND PLANNING

510	<u>510 PERSONNEL COSTS</u> 100 - Housing & Planning Division Director (1 FTE - 53% to CSBG) \$64,593 100 - Interagency Liaison (1 FTE - 100% CSBG) <u>\$74,022</u> <div style="text-align: right;"><i>Subtotal Personnel</i> \$138,615</div> 500 - Fringe (36%) \$49,902 TOTAL COST OF PERSONNEL \$188,517		
530	<u>530 TRAVEL COSTS</u> <u>100 - Staff Per Diem in State</u> ▪ Trips to conduct workshops and meetings (7 trips x 3 days x \$180) \$3,780 <u>200 - Staff Per Diem out of State</u> ▪ Trips to conference and training events - 5 trips/5 days x \$275/day \$6,875 * LISC Seminar per diem not paid for by LISC grant \$2,400 <div style="text-align: right;"><i>Subtotal Per Diem</i> \$13,055</div> <u>500 - Staff Travel in State</u> ▪ Trips to conduct workshops and meetings (7 trips x \$500) \$3,500 <u>700 - Staff Travel out of State</u> ▪ Trips to attend conference and training events (5 x \$900) <u>\$4,500</u> <div style="text-align: right;"><i>Subtotal Travel</i> \$8,000</div> TOTAL COST OF TRAVEL \$21,055		

CSBG - FY 2011 - RURAL HOUSING & PLANNING

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	DATE SUBMITTED: <p style="text-align: center;">Mar-10</p>

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

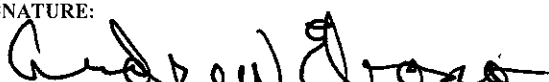
COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
540	<u>540 SPACE COSTS</u> 100 - Director office, rent for off-site planner in Fairbanks TOTAL COST OF SPACE	\$20,000 \$20,000	\$20,000
550	<u>550 GENERAL SUPPLIES COSTS</u> 100 - Office supplies 600 - Copier supplies TOTAL COST OF GENERAL SUPPLIES	\$5,500 \$1,200 \$6,700	\$6,700
560	<u>560 PROGRAM SUPPLIES COSTS</u> 100 - Training supplies TOTAL COST OF PROGRAM SUPPLIES	\$665 \$665	\$665
580	<u>580 COMMUNICATIONS COSTS</u> 100 - Telephone, teleconference and fax 200 - Advertising, outreach 300 - Printing 400 - Postage and shipping 500 - Computer communications (\$284.54 /unit/mo - 4 units) TOTAL COMMUNICATION COSTS	\$4,000 \$1,000 \$1,000 \$500 \$13,658 \$20,158	\$20,158
590	<u>590 OTHER COSTS:</u> 300 - Misc subscriptions 700 - Fees, tuitions, memberships NRTI tuition, APA dues and conf. fee, HAC fee, AML dues, Contractors License and Bond, NSSHA dues,	\$700 \$4,500	

CSBG - FY 2011 - RURAL HOUSING & PLANNING

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDMENT <input type="checkbox"/> CONTINUATION OF GRANT	DATE SUBMITTED: Mar-10

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	other training		
	TOTAL OTHERS COSTS	\$5,200	
	Direct Cost of Component		\$262,295
	Administrative Costs of Component @ 22%		\$57,705
	Total Cost of Component		\$320,000

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S) Public Law 97-35 Section 675 (c), (A), (B), (vi), (vii), (D), & (E).		Component: Rural Housing & Planning Division			
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>				Period: April 1, 2011 to June 30, 2012			
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>	STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>						
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion	
		1 st	2 nd	3 rd	4 th						
<p><u>National CSBG Goal #1:</u> Low-income people become more self-sufficient.</p> <p><u>National CSBG Goal #2:</u> The conditions in which low-income people live are improved.</p> <p><u>National CSBG Goal #6:</u> Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.</p>	<p><u>HOUSING SERVICES</u></p> <p>A. Provide administrative oversight to Weatherization and rehabilitation program; broker partnerships among various agencies and villages to maximize leveraging of funding.</p> <p>B. Secure sites for development of mutual self-help housing; secure supplemental funding to underwrite costs of site development.</p> <p>C. Implement mutual self-help housing program: Market and deliver homeownership preparation curriculum Recruit and train homebuyers Construct homes</p>	X	X	X	X	<ul style="list-style-type: none"> • HUD • AHFC • USDA • Denali Commission • Alaska Building Science • RCAC • Tribes • LISC • Federal Home Loan Bank • Lenders 	\$200,000	12	\$2,500,000 (WX funds)	Ongoing	
										\$4,000,000 (debt & grants)	2009
										\$285,000 (AHFC - HOME)	2009
								\$610,000 (USDA)	Spring 2009		
								\$15,000 (LISC)	ongoing		
TOTALS CARRIED FORWARD FROM PREVIOUS PAGES											
GRAND TOTAL								\$200,000	\$7,410,000		
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. <input checked="" type="checkbox"/> Approved by the applicant's governing board. b. <input type="checkbox"/> Reviewed by the applicant's administering board and approved by its governing officials.											
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD Rural CAP Board President, Andrew Ebona				SIGNATURE: 			DATE: March 17, 2010		DATE OF BOARD APPROVAL: March 17, 2010		

Appendix C

Documentation of Public Hearing

Documentation will be added after the Public Hearing

