

**CHARLOTTE AREA FUND, INC. (CAF)**  
**CSBG - SELF SUFFICIENCY & NUTRITION ASSISTANCE**  
**PROJECTS ANALYSIS**  
**July 1, 2018 – June 30, 2019**

The Charlotte Area Fund's (CAF) mission, as Mecklenburg County's designated community action agency, is to identify and address poverty causes by providing programs and services that assist economically disadvantaged citizens with gaining the skills and abilities necessary to achieve self-sufficiency. Consistent with its purpose, CAF studies and analyzes the community's problems resulting from poverty to determine resources in addressing the issues. CAF's programs and services are provided through a comprehensive individualized case management approach. This strategy focuses on assisting participants with training to obtain the necessary skills for marketability, attainment of permanent employment and ultimately achievement of self-sufficiency.

**Description of Services**

The Charlotte Area Fund's service delivery system is designed to assist low-income individuals through a number of initiatives. These initiatives will continue to include distributing and circulating updated information regarding CAF programs and eligibility to local, public, and private social and human service agencies, educational institutions and facilities, public housing and neighborhood centers, and various other resource locations where low-income individuals frequent and utilize services. The Marketing Coordinator and Intake Staff adhere to weekly schedules that permit them to maintain constant and continual contact and communication with partner agencies regarding CAF information. The CAF Staff, particularly the Marketing Coordinator, will also provide thorough and informative presentations to local businesses and community groups, other human and social agencies and community residents. Along with the dissemination of information and presentations, applications are also completed at many of these sites, which often initiate service delivery.

The Community Services Block Grant Self-Sufficiency Project will provide comprehensive case management services to at least 125 low-income clients during the 2018-2019 program year. Components of the Self-Sufficiency Project include employment, education, consumer education/money management, and nutrition activities that will be offered to clients, along with a separate Nutrition Assistance Project for clients who are in need of emergency food and are not able to participate in the Self-Sufficiency Project.

Upon arrival, all individuals seeking assistance are provided information about the program and the intake process. An Intake/Assessment Generalist will conduct intake to determine client needs and eligibility. Once the intake process has been completed and assessment, including the TABE (Test of Adult Basic Education), has been conducted, the client will be notified regarding his/her eligibility for the Self-Sufficiency Project. If the client has been deemed eligible, and have TABE scored on a 8<sup>th</sup> grade level or above, he/she will be placed on a list to attend the next available, mandatory Work Readiness, Money Management/Consumer Education and Basic Computer training sessions. Clients who have a TABE score at or below a 7.9 grade level and

who do not possess a high school diploma or its equivalent, will be referred to our on-site High School Equivalency Classes held at CAF.

Clients who have a TABE score at or above a 8th grade level and do not possess a high school diploma or high school equivalency, may enter the mandatory Work Readiness, Money Management/Consumer Education and Basic Computer training sessions but must attend High School Equivalency classes upon completion. In addition, clients who possess a high school diploma or high school equivalency, but have scored below a 12<sup>th</sup> grade level on the TABE will be referred to the on and offsite Refresher Education Instructional classes to upgrade their skill in an effort to prepare them for vocational training and/or employment. Clients who have completed Work Readiness training or the Work Smart Curriculum through another agency may opt to waive this portion of the training provided that they produce tangible and verifiable information such as a certificate of other pre-employment training completion or transcript that meets the same curriculum as established by CAF. Individuals who obtain their High School Equivalency by the end of the program year will receive a bonus stipend of \$50.

Work Readiness Training is an integral activity in the Self-Sufficiency Program. All clients are required to take a pre-employment skills test that is administered by the Intake/Generalist and assessed by a Case Manager to determine their level of employability skills relevant to acquiring and maintaining a job and whether formal Work readiness training is required. Once it is determined that formal training is needed, clients will be required to attend a minimum of eighty percent of class instruction (Monday through Friday for two weeks) of training. Those who meet the 80% attendance requirement, exhibit proficiency by passing a post-test and have successfully developed and completed an Action Plan/Individual Development Plan with their assigned Case Manager at the completion of the class will receive a stipend of \$50. Some of the concentration areas are: Successfully Completing a Job Application and Developing a Resume, Self-Awareness, Self-Management, Dealing with Work Ethics, Communication Skills, Problem Solving, Behavior Modification, Career Goals, Employment Search, Interviewing Techniques, Mock Interviews, Accessing the Internet for Job Search Activities, etc. At the conclusion of this training, each client is given a post-test to further examine how much information was respectively retained prior to being referred for intensive job search activities. Charlotte Area Fund will also provide off-site English as a Second Language (ESL) - Citizenship classes in conjunction with the Latin American Coalition to assist individuals who do not speak English as their first language.

The case managers in the employment component provide information about employment services and a more comprehensive, detailed and in depth assessment is executed. Part of this assessment includes testing to determine the client's skill levels. Case managers will assist the client in goal-setting to establish the Individual Development Plan (IDP) that outlines a course of action the client will need to take in order to become self-sufficient, according to their skill level. Clients with marketable skills will be referred to employers who have listed employment openings with CAF or with other agencies where the CAF Marketing Coordinator has developed job opportunities.

Short-term vocational training will also be available to clients who have completed TABE testing and other pre-requisite requirements imposed by the certified training provider. Short-term vocational training will be provided by CPCC and other certified training providers. CAF will sponsor the cost of tuition, books and some required supplies for the short-term vocational training activity. In addition, Case Managers will make appropriate referrals to Charlotte Works for payments and placement with vocational training opportunities outside of CAF's short-term vocational budget. We will also provide an apprenticeship training activity for twelve weeks with area employers for additional on-hand work experience that will further enhance the clients' applied learning. We will also focus on placing ex-offenders and veterans in this activity in an effort to strengthen their marketability. In addition, we will utilize this activity for those clients who possess vocational skills at enrollment but are unable to secure employment in their specific fields. This activity should create an opportunity for them to attain immediate employment in the specific vocational area. Clients will receive \$10.00 per hour for forty hours per week for eight weeks while in training.

CAF will provide and coordinate eight one-week Basic Microsoft Office on-site computer training sessions for participants during the 2018-2019 fiscal year. Participants who request additional computer training will be assessed and referred to off-site training providers in an effort to gain more computer skills.

CAF's Marketing Coordinator will continue to work closely with Employment Case Managers to ensure that the development of new jobs are strengthened, diverse, correspond with clients' skills and that transportation is available. Emphasis will be placed on developing a variety of jobs with starting wages of \$8.50 and above per hour. Daily, weekly or monthly bus tickets may be provided during the training, job search phase and possibly at the start of a new job. Clients will be required to actively participate in job search to include the completion of employment applications. Clients who maintain employment (30 hours or more) for at least 45 days will receive a stipend of \$25. Case managers and the Intake/Assessment Generalists will be responsible for contacting the employer to verify employment. Our goal is to place at least 75 clients in full-time permanent jobs.

Counseling and some limited financial assistance such as transportation, purchasing tools, uniforms, and other work requirements will be available to clients during and after job placement. Depending on the need of the client and at the discretion of the Case Manager, clients may also (but not in addition to) receive limited financial assistance for items such as interviewing clothes, shoes, etc. Employment follow-ups will be made at 3, 6 and 9 months following placement in order to determine the client's poverty level status. Case managers will also make inquiries regarding the client's progress on the job, their earnings, and to help the client and employer deal with problems that may arise. Other support services for the Self-Sufficiency Project include financial assistance for child care, job fair/tours, and limited transportation assistance.

A second component of the CAF Self-Sufficiency Project will include Consumer Education/Money Management. During the initial intake process, clients will also be assessed to determine whether they lack money management skills as well as require assistance with their nutrition. Those clients that are found money management skill deficient will enroll in our

Consumer Education component of the Self-Sufficiency project. These are clients who have some financial resources, but may have needed some type of financial or crisis assistance within the past 30 days, either from other agencies such as Crisis Ministry, Salvation Army, etc., or through loans or family members. Individuals enrolled in this component must be willing to participate for an average of 3 to 6 months, and the total family should be committed to reaching a family goal. Each selected family will be assisted in developing a long-term goal (possibly to be achieved in 5 years), a short-term goal (to be achieved in 6 to 12 months) and quarterly milestones, as well as the adoption of a family budget. Extensive budget sessions for selected clients will be scheduled during the first six months of enrollment. Further budget counseling as detailed in the IDP will be conducted for the purposes of encouragement and follow-up to track the family's progress toward the income management goal. CAF has developed a participation stipend for the families participating in the Consumer Education project who meet with their Case Managers for all scheduled budget counseling sessions.

The staff will assist by providing a variety of direct services such as family counseling, budget, goal setting and counseling, workshops on consumer buying, money management and other life skill. Classes in money management (budget development, credit, consumer education, nutrition education) will be provided for all clients. As an incentive for participating in these activities, clients will receive a \$25 stipend and a certificate for at least 90% attendance and the successful completion of the 11-hour Money Management sessions. Individuals who may already have a source of income or employment can participate in our extensive budget sessions which will be scheduled during the first three months of enrollment. A \$25 stipend per month (\$75 average/\$50 maximum) will be awarded for successfully completing each budget session (3 maximum). Three financial wellness classes and budget sessions will be available to participants who are looking to make a major home purchase and who enroll in housing assistant programs that will help obtain homeownership. At the completion of all 3 financial wellness sessions and homeowners program, participants will be able to receive \$1,000 towards their home purchase. We will document their progress in each of these activities and ascertain their debt reductions and savings at the end of each completed session.

CAF will provide at least 20 life skills workshops on issues that impact the lives of our clients, and nutrition education and demonstration workshops for at least 2 hours, in addition to the Money Management sessions. The focus topics for these classes may include parenting, substance abuse, safety, STD awareness, hygiene, housing, tenant rights, stress reduction, etc., and the nutrition class may include focus topics of diabetes prevention, high blood pressure, cardiovascular disease, counting calories, eating fruits and vegetables, etc. The nutrition component will address health and wellness to the residents of Mecklenburg County by providing activities such as nutrition demonstrations, classes on quick and healthy meal preparations on a budget, nutrition counseling provided by staff, and or professional guest speakers, diet, weight and preventive measure workshops on chronic diseases such as diabetes, cancer, high blood pressure, cardiovascular disease. These workshops will be provided by professional guest speakers from area agencies, e.g. (Mecklenburg County Health Department, Primerica, Bank of America, Alliance Credit Counseling, Community Link, and Carolinas Healthcare) or by staff, and enhanced with videos, handouts, etc. The Consumer Education component will assist in coordinating the agency's Career and Healthcare Fair, which will include health and wellness vendors as well as employers in Mecklenburg County. In addition to

meeting employing companies and receiving various job readiness services at the career fair, clients may also receive free health screenings relevant to glaucoma, dental, hearing, blood pressure, etc.

Clients may also receive nutrition education and become eligible to participate in the CAF Food Distribution if assessed as needing the services. Each month, CAF staff will prepare food boxes for SS Project clients with food donated by the Second Harvest Food Bank of Metrolina and/or purchased at other vendors. Those clients with special dietary needs may be able to receive food vouchers to local grocery stores so that they can purchase foods that meet their dietary needs, such as low-sodium or low-sugar foods, etc. All other individuals who do not qualify for the CAF Self-Sufficiency project will be referred to Loaves and Fishes or other food pantries for assistance with receiving food. Mecklenburg County has several locations for food distribution through Loaves and Fishes, which is a network of 18 (15 full pantries and 3 mini-pantries) food pantries across Mecklenburg County that provide a seven day supply of food for individuals and families facing crisis situations. Case managers will make referrals to these sites when appropriate. The CAF staff will also maintain contact with resources throughout the county to remain abreast of all the services available.

For those clients in need of emergency crisis assistance, CAF may provide limited financial assistance up to \$500 per Self-Sufficiency client to subsidize the amount needed for rental assistance. The client must have the financial resources to maintain henceforth without further assistance. The agency may provide up to a maximum of \$300 for utilities (electricity, gas, water, oil) assistance upon verification of ability to maintain in the future without further assistance. CAF will also provide limited assistance with the purchase of medicine, doctor visit co-pays, etc, up to a maximum of \$50 and up to \$300 for security deposits or first month's rent. This service will be determined on a client-by-client basis. The Charlotte Area Fund has collaborated with the Lion's Club to assist client s needing eyeglasses and/or vision screenings.

All methods of assistance will be contingent upon the individual's circumstances. All other clients will be referred to other service agencies such as Crisis Assistance Ministry, Salvation Army, Good Fellows, Good Friends and various local churches.

A separate Nutrition Assistance Project will continue through the Community Services Block Grant. This project will not be an affiliate of the Self-Sufficiency Project. It will provide assistance to those individuals who do not qualify for the Self-Sufficiency Project due to the inability to seek employment, but are in need of food that cannot be obtained elsewhere. Clients may receive at least \$150 of food. Items received from the Second Harvest Food Bank and local churches (donated) will be used to establish an onsite food closet or pantry at CAF. As with the nutrition component associated with the Self-Sufficiency project, this separate project will provide emergency food from the CAF pantry.

Each year the Charlotte/Mecklenburg Chamber of Commerce publishes a book of services (information and Referral Book) with agency names, locations, and contact persons in the county. Staff utilizes this book as well as other resource information obtained when seeking specific information regarding services provided by various entities, particularly for special needs.

Staff at CAF has access to twitter, face book and the Internet. CAF is also developing protocol for maintaining its new website. Currently, the Marketing Coordinator is accessing the city/county job listing and other local businesses' listings, while other staff access information regarding other available resources for clients in the Charlotte-Mecklenburg area. Staff has established a network and referral process that creates client flow between respective agencies, which allows case managers to be in direct contact with each other. Conferences to communicate successes and problems are scheduled as necessary. CAF is a job site for volunteer time and office internships as required by Work First.

## Analysis of Activities (CAF's Work Program) & Cost

1. Project Name:	Self-Sufficiency Project		
2. Poverty Cause Name:	Barriers to employment, insufficient money, lack of access to credit, priority system based on survival.		
4. Selected Strategy:	Strategies: (1) *To provide comprehensive case management services and activities to low-income families and individuals that will enhance their employability skills. (2) *Increase the earning power of low-income clients by providing job development and placement assistance. (3) *Increase the purchasing power of low-income families by providing budget counseling and "life management" skills to help meet their basic needs and improve their quality of life. (4) *To increase the low-incomes' awareness of available resources within the service area. (5) *Increase employers' awareness of the low-income clients' potential and encourage the employers to employ and train the economically disadvantaged. (6) *Increase the low-incomes' awareness of an employer's expectations for job retention. (7) *Provide extensive follow-up to monitor and encourage job retention. (8) *Solicit and increase private sector support for provision of training and employment opportunities. (9) *Provide availability and accessibility of basic skills and vocational skills training to the low-income community. (10) *Increase low-income community's awareness, support and volunteerism to improve the community/neighborhoods.		
<b>Objective:</b> <ul style="list-style-type: none"> <li>• Provide 125 low-income persons with comprehensive services designed to remove them from poverty.</li> <li>• Provide 150 carryover clients with activities to further enhance the client's employability skills.</li> </ul>	<b>Positions Responsible for Objective</b> <ul style="list-style-type: none"> <li>• Employment Component Manager</li> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Support Services Generalist</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Generalist</li> <li>• Special Projects Coordinator</li> </ul>	<b>Preliminary Cost Associated with Objective</b> <b>Note:</b> Where staff salaries and fringes are denoted, other operating and programmatic costs, i.e. mileage, supplies, facility expenses, etc. are applicable to the specific task/objective	
<b>MAJOR ACTIVITIES</b> 1. Recruit at least 750 applicants. Provide information about services through public relations efforts, neighborhood outreach centers and community organizations. Make regular contact with other service agencies. Establish intake stations at several locations. Target non-minority low-income groups and groups where English is not their native language.	<ul style="list-style-type: none"> <li>• Marketing Coordinator</li> <li>• Intake/Assessment Generalists</li> <li>• Employment Component Mgr.</li> <li>• SS Intake/Quality Assurance Coordinator</li> </ul>	Staff Salaries & Fringes	

2. Establish and maintain 160 regular contacts (calls, visits, email, letter, etc.) with 20 separate service agencies in Mecklenburg County.	<ul style="list-style-type: none"> <li>• Marketing Coordinator</li> </ul>	Staff Salaries & Fringes
3. Maintain regular contact with media (minimum once monthly) and use social media/website (weekly) to promote agency and program.	<ul style="list-style-type: none"> <li>• Marketing Coordinator</li> <li>• Programs Director</li> <li>• Special Projects Coordinator</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes
4. Deliver presentations to various community and partner agencies, neighborhood centers, community organizations, etc. (8 presentations per month/25 per quarter)	<ul style="list-style-type: none"> <li>• Marketing Coordinator</li> <li>• Business Relations Specialist</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Special Projects Coordinator</li> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes
5. Conduct intake, including eligibility determination for 125 customers. Conduct initial assessment to determine needs.	<ul style="list-style-type: none"> <li>• Intake/Assessment Generalists</li> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Support Services Generalist</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Generalist</li> <li>• SS Intake/Quality Assurance Coordinator</li> </ul>	Staff Salaries & Fringes
6. Assess 125 eligible clients to determine skills levels, i.e. education, employability, consumer education. Develop an IDP and enroll in appropriate activities.	<ul style="list-style-type: none"> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Support Services Generalist</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Generalist</li> <li>• Nutrition Assistant</li> </ul>	Staff Salaries & Fringes



<p>7. Provide and coordinate High School Equivalency classes for those clients testing at or below an 8 reading level and Pre-high school equivalency/high school equivalency preparation classes for those scoring at or above a 7.9 grade reading level (40 participants annually/10 per quarter).</p> <p>Process, approve and pay \$80/state test related to high school equivalency attainment (5 clients maximum).</p> <p>Process, approve and pay a stipend of \$50/ client for high school equivalency attainment (5 client maximum).</p>	<ul style="list-style-type: none"> <li>• Employment Component Mgr.</li> <li>• Certified vendor</li> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Employment Support Services Generalist</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	<p>Staff Salaries &amp; Fringes Contractor - \$10,000</p> <p>Staff Salaries &amp; Fringes Testing Fee - \$400</p> <p>Staff Salaries &amp; Fringes Client Stipends - \$250</p>
<p>8. Provide and coordinate High School Refresher classes for those clients who already possesses a high school diploma or high school equivalency degree but test below a 12<sup>th</sup> grade level in any subject (40 participants annually)</p>	<ul style="list-style-type: none"> <li>• Refresher Education Tutor</li> <li>• Employment Component Manager</li> </ul>	<p>Staff Salaries &amp; Fringes Refresher Tutor - \$10,000</p>
<p>9. Provide and coordinate Off-site ESL classes for those clients whose primary language is Spanish (15 participants).</p>	<ul style="list-style-type: none"> <li>• ESL Tutor</li> <li>• Employment Component Manager</li> </ul>	<p>Staff Salaries &amp; Fringes ESL Instructor - \$9,600</p>
<p>10. Provide and coordinate short-term certified vocational training for those who meet the admission requirements per the training provider (Total of 30 participants)</p>	<ul style="list-style-type: none"> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Programs Director</li> <li>• Certified Training Providers</li> </ul>	<p>Staff Salaries &amp; Fringes Estimated for Client Training Cost - \$30,000</p>

11. Provide financial assistance with client testing fees for certifications and/or licensing.	<ul style="list-style-type: none"> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Employment Support Services Generalist</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes Estimated Direct Client Testing Cost - \$3,000
12. Provide financial assistance with Short-term Vocational training prerequisites such as uniforms, physicals, TB tests, and other requirements to seek and commence work	<ul style="list-style-type: none"> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Employment Support Services Generalist</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes Estimated Direct Client Cost - \$4,000
13. At short-term vocational completion or as a separate training activity, provide Apprenticeships in trainees' chosen field. (10 apprentices @ \$10/hr x 40 hrs/wk x 12 weeks plus workers' comp.).	<ul style="list-style-type: none"> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Support Services Generalist</li> <li>• Employment Component Mgr.</li> <li>• Special Projects Coordinator</li> <li>• Local Employers</li> </ul>	Staff Salaries & Fringes Estimated for Client Training Cost - \$32,000 (plus \$1,280 of worker's compensation)
14. Provide and coordinate Basic Introduction to Computers computer training for those who are assessed as in need having little to no computer skills. (Minimum of 7 participants per class – Total of 6 one-week, on-site sessions).	<ul style="list-style-type: none"> <li>• Employment Component Mgr.</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Computer Training Subcontractor</li> </ul>	Staff Salaries & Fringes Contract – Estimated for Client Training Cost - \$3,900

<p>15. Provide and formal classroom Work readiness training to clients (Maximum of 125 Participants).</p> <p>Process, approve and pay a \$50 stipend to those attending two-weeks of training for 80% of class time and pass post-test (Maximum of 100 Participants).</p>	<ul style="list-style-type: none"> <li>• Employment Component Mgr.</li> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Support Services Generalist</li> <li>• Employment Component Mgr.</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	<p>Staff Salaries &amp; Fringes</p> <p>Staff Salaries &amp; Fringes Client Stipends - \$5,000</p>
<p>16. Provide continuous employability counseling to 125 agency clients and intense counseling to those whose pre-test assessment indicates weaknesses in one or two areas.</p>	<ul style="list-style-type: none"> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Support Services Generalist</li> <li>• Employment Component Mgr.</li> <li>• Special Projects Coordinator</li> </ul>	<p>Staff Salaries &amp; Fringes</p>
<p>17. Provide 125 job opportunities with 25% in technical jobs and 25% in jobs paying at least \$8.50 per hour.</p>	<ul style="list-style-type: none"> <li>• Marketing Coordinator</li> </ul>	<p>Staff Salaries &amp; Fringes</p>
<p>18. Develop 25% of total jobs developed (31) in technical jobs.</p>	<ul style="list-style-type: none"> <li>• Marketing Coordinator</li> </ul>	<p>Staff Salaries &amp; Fringes</p>
<p>19. Develop 25% of total jobs developed (31) that pay at least \$8.50 per hour.</p>	<ul style="list-style-type: none"> <li>• Marketing Coordinator</li> </ul>	<p>Staff Salaries &amp; Fringes</p>
<p>20. Refer 125 employable clients to appropriate employment opportunities.</p>	<ul style="list-style-type: none"> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Special Projects Coordinator</li> </ul>	<p>Staff Salaries &amp; Fringes</p>

21. Process a \$25.00 employment attainment and retention stipend for participants obtaining full-time employment (30 hours or more) and maintaining employment for at least 45 days (maximum of \$25.00/client. / 125 client maximum).	<ul style="list-style-type: none"> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Employment Support Services Generalist</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes Client Stipends - \$1,500
22. Place 75 clients in full-time, permanent jobs.	<ul style="list-style-type: none"> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr..</li> </ul>	Staff Salaries & Fringes
23. Coordinate and provide financial assistance with hygiene products, clothing, under garments, shoes and other requirements to seek and commence work (40 participants @ \$100 average).	<ul style="list-style-type: none"> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Employment Support Services Generalist</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes Estimated Direct Client Cost - \$4,000
24. Coordinate and provide financial assistance with medical work start-up to seek and commence work (25 participants @ \$100 average).	<ul style="list-style-type: none"> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Employment Support Services Generalist</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes Estimated Direct Client Cost - \$2,500

<p>25. Provide financial assistance with transportation to seek and commence work (job search, classes and work start-up).</p>	<ul style="list-style-type: none"> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Employment Support Services Generalist</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	<p>Staff Salaries &amp; Fringes Estimated Direct Client Cost - \$3,500</p>
<p>26. Provide financial assistance to clients for child care while in training activities and/or beginning work (10 slots x up to 10 weeks x \$200/week)</p>	<ul style="list-style-type: none"> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Employment Support Services Generalist</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	<p>Staff Salaries &amp; Fringes Estimated Direct Client Cost - \$15,000</p>
<p>27. Conduct employment follow-up, data computerization, monitoring and report activities at 3, 6, 9 and 12 months to assess job attainment information</p> <ul style="list-style-type: none"> <li>• 37 Planned Placements 2017-2018 4<sup>th</sup> Qrt.</li> <li>• 9 Planned Placements-2018-2019 1<sup>st</sup> Qrt.</li> <li>• 10 Planned Placements-2018-2019 2<sup>nd</sup> Qrt.</li> <li>• 9 Planned Placements-2018-2019 3<sup>rd</sup> Qrt.</li> <li>• 10 Planned Placements follow-up for 2017-2018 4<sup>th</sup> Qrt. Will be conducted during the 1<sup>st</sup> Qrt. Of the 2019-2020 grant period</li> </ul>	<ul style="list-style-type: none"> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Intake/Assessment Generalist (2)</li> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Employment Support Services Generalist</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Generalist</li> <li>• Special Projects Coordinator</li> </ul>	<p>Staff Salaries &amp; Fringes</p>

<p>28. Conduct employment follow-up, computerization, monitoring and report activities at 3, 6, 9 and 12 months to assess employed clients' job retention and self- sufficiency status. (Numbers were derived from # 39 placement schedule)</p>	<ul style="list-style-type: none"> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Intake/Assessment Generalist (2)</li> <li>• Case Manager-Work Readiness Coordinator</li> <li>• Case Manager-Field Occupation Training Coordinator</li> <li>• Case Manager-Vocational Classroom Training Coordinator</li> <li>• Employment Component Mgr.</li> <li>• Employment Support Services Generalist</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Generalist</li> <li>• Special Projects Coordinator</li> </ul>	<p>Staff Salaries &amp; Fringes</p>
<p>29. Sponsor annual Health Care Awareness/Career Fair in the third quarter to provide job seekers with resume preparation and interviewing assistance as well as access to employers. Attendees will receive free health screenings, background checks, assistance with interview attire and information from resource stations regarding employment and training and health/wellness.</p>	<ul style="list-style-type: none"> <li>• Intake/Assessment Generalists</li> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Case Manager - Vocational Classroom Training Coordinator</li> <li>• Case Manager - Work Readiness Coordinator</li> <li>• Case Manager - Field Occupational Training Coordinator</li> <li>• Special Projects Coordinator</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Nutrition Assistant</li> <li>• Employment Support Services Generalist</li> <li>• Employment Component Mgr.</li> <li>• Marketing Coordinator</li> <li>• Programs Director</li> <li>• Administrative Assistant</li> <li>• Executive Director</li> </ul>	<p>Staff Salaries &amp; Fringes Estimated Event Cost - \$800</p>

30. Sponsor the Annual Business Seminar highlight partnerships with employers, agencies and churches.	<ul style="list-style-type: none"> <li>• Intake/Assessment Generalists</li> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Case Manager - Vocational Classroom Training Coordinator</li> <li>• Case Manager - Work Readiness Coordinator</li> <li>• Case Manager - Field Occupational Training Coordinator</li> <li>• Special Projects Coordinator</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Nutrition Assistant</li> <li>• Employment Support Services Generalist</li> <li>• Employment Component Mgr.</li> <li>• Marketing Coordinator</li> <li>• Programs Director</li> <li>• Administrative Assistant</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes Estimated Event Cost - \$2,500
31. Coordinate and provide 20 money management seminars for agency clients annually.	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> </ul>	Staff Salaries & Fringes
32. Provide and coordinate 11 hours of formal classroom Money Management training to 100 clients.  Process, approve and pay a stipend of \$25.00 per client for completion of 11 hour seminar session. (75 Clients @ \$25)	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> </ul> <ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Nutrition Assistant</li> <li>• Special Projects Coordinator</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes  Staff Salaries & Fringes Client Stipends - \$1,875
33. Assist 150 clients with financial goal setting and the adoption of a family budget. Provide intensive budget sessions for selected clients during the first 6 months of enrollment. Involve family members as often as possible.	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> </ul>	Staff Salaries & Fringes

34. Conduct further budget counseling sessions for the purposes of encouragement and follow-up to track family's progress toward income management goal.	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> </ul>	Staff Salaries & Fringes
35. Process, approve and provide a \$25 per session stipend for clients who meet with staff for scheduled budget sessions (40 participants @ \$75 average).	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Special Projects Coordinator</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes Client Stipends - \$3,000
36. Conduct 3 intense Financial Wellness classes and budget counseling sessions for the purposes of assisting families prepare for major purchase (i.e. homeownership) and family's progress toward income management goal.	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> </ul>	Staff Salaries & Fringes
Process, approve and provide a \$25 per session stipend for clients who meet with staff for scheduled budget sessions (2 participants @ \$100)	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Special Projects Coordinator</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes Client Stipends - \$200
37. Process, approve and provide a Homeownership stipend @ \$1,000 per client who enroll in a home ownership program to work towards and acquire homeownership (2participants @ \$1,000)	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Special Projects Coordinator</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes Client Stipends - \$2,000



<p>38. Process, approve and provide Consumer Credit Counseling fees to contractor for client s who participate to clean their credit and prepare them for homeownership (2 participants x 10 sessions x \$75 session)</p>	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Special Projects Coordinator</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	<p>Staff Salaries &amp; Fringes Client Stipends - \$1,500</p>
<p>39. Process, approve and provide limited financial assistance for:</p> <ul style="list-style-type: none"> <li>- 2 SS Project eligible clients, (up to \$500 per family for rent)</li> <li>- 1 SS Project eligible clients for utilities assistance (up to \$300 - Average \$150) to alleviate financial crisis.</li> <li>- 2 eligible clients up to \$100 - \$50/average for medical assist. (Co-pays, glasses, prescriptions, etc.), to subsidize amount needed. Solicit local donations to supplement grant funds. Eligible clients may receive up to additional non-grant funds based on their circumstance.</li> <li>- 1 SS Project eligible clients (up to \$500 per individual for misc. [Security Deposits, First Month's rent, vehicle repair etc.]).</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Special Projects Coordinator</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Fiscal Officer I</li> <li>• Executive Director</li> </ul>	<p>Staff Salaries &amp; Fringes Estimated Direct Client Cost - \$2,000</p>
<p>40. Provide at least 20 life skills/wellness workshops on nutrition education, parenting, health and wellness, abuse, safety, etc.</p>	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Local Service Providers</li> </ul>	<p>Staff Salaries &amp; Fringes</p>

41. Receive donated food from the Food Bank and other sources for distribution to Self-Sufficiency Project clients. Provide nutrition education and counseling to clients receiving nutrition services (Direct Client Benefit)	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Volunteers</li> </ul>	Staff Salaries & Fringes Estimated Cost of Food, including food bank handling fees, - \$14,500
42. Provide food snacks for clients in training at CAF facility.	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> </ul>	Staff Salaries & Fringes Cost of Food Snacks- \$2,000
43. Develop and distribute 1 agency newsletter per quarter (four annually). Includes information about CAF and other community organizations, resources, employment techniques, consumer education tips, etc.	<ul style="list-style-type: none"> <li>• Employment Component Mgr.</li> <li>• Marketing Coordinator</li> <li>• Special Projects Coordinator</li> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Generalist</li> <li>• Employment Support Services Generalist</li> <li>• Programs Director</li> <li>• Administrative Assistant</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes Mileage
44. Conduct client data collections (including follow-ups from referrals), computerization, monitoring and reporting activities. (Objective required for grant compliance)	<ul style="list-style-type: none"> <li>• Intake/Assessment Generalists</li> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Case Manager - Vocational. Classroom Training Coordinator</li> <li>• Case Manager/Work Readiness Coordinator</li> <li>• Case Manager - Field Occupational Training Coordinator</li> <li>• Special Projects Coordinator</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Employment Support Services Generalist</li> <li>• Employment Component Mgr.</li> <li>• Programs Director</li> <li>• Administrative Assistant</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes

<p>45. Review client files and information in database to ensure compliance with agency and funding source procedures and guidelines. (Objective required for grant compliance)</p>	<ul style="list-style-type: none"> <li>• Employment Component Mgr.</li> <li>• Special Projects Coordinator</li> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Employment Support Services Generalist</li> <li>• Administrative Assistant</li> <li>• Executive Director</li> <li>• Board of Directors</li> </ul>	<p>Staff Salaries &amp; Fringes</p>
<p>46. Conduct monthly assessment, evaluation and project modification activities. (Objective required for grant compliance)</p>	<ul style="list-style-type: none"> <li>• Employment Component Mgr.</li> <li>• Special Projects Coordinator</li> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Employment Support Services Generalist</li> <li>• Administrative Assistant</li> <li>• Executive Director</li> <li>• Board of Directors</li> </ul>	<p>Staff Salaries &amp; Fringes</p>
<p>47. Prepare and approve client paperwork (stipends, invoices for training, etc.) for payment, including disbursement of checks. (Objective required for grant compliance)</p>	<ul style="list-style-type: none"> <li>• Employment Component Mgr.</li> <li>• Special Projects Coordinator</li> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Programs Director</li> <li>• Operations Director</li> <li>• Employment Support Services Generalist</li> <li>• Executive Director</li> <li>• Board of Directors</li> </ul>	<p>Staff Salaries &amp; Fringes</p>

<p>48. Graduation for persons achieving self- sufficiency (One drop-in and one formal ceremony in the fourth quarter).</p>	<ul style="list-style-type: none"> <li>• Intake/Assessment Generalists</li> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Case Manager - Vocational Classroom Training Coordinator</li> <li>• Case Manager - Work Readiness Coordinator</li> <li>• Case Manager - Field Occupational Training Coordinator</li> <li>• Special Projects Coordinator</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Employment Support Services Generalist</li> <li>• Employment Component Mgr.</li> <li>• Programs Director</li> <li>• Administrative Assistant</li> <li>• Executive Director</li> <li>• Board of Directors</li> </ul>	<p>Staff Salaries &amp; Fringes Estimated Cost - \$400</p>
<p>1. Project Name:</p>	<p>Nutrition Assistance Project</p>	
<p>2. Poverty Cause Name:</p>	<p>Insufficient money, lack of access to credit, priority system based on survival needs</p>	
<p>4. Selected Strategy:</p>	<ol style="list-style-type: none"> <li>1) Improve the nutrition of families by providing access to alternate food sources.</li> <li>2) Improve the nutrition of families by providing access to nutrition education and counseling.</li> <li>3) Assist low-income families counteract conditions of starvation and malnutrition through the distribution of emergency food.</li> <li>4) Coordinate with other existing local food assistance resource entities for the purpose of maintaining and sustaining adequate nutrition needs.</li> </ol>	
<p><b>Objective:</b></p>	<p><b>Positions Responsible for Objective</b></p>	<p><b>Cost Associated with Objective</b></p>
<p>Provide emergency food for 100 clients not eligible for the Self-Sufficiency Project.</p>	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> </ul>	<p><b>Note:</b> Where staff salaries and fringes are denoted, other operating and programmatic costs, i.e. mileage, supplies, facility expenses, etc. are applicable to the specific task/objective</p>

1. Receive donated food from the Food Bank and other sources for stocking the food pantry.	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Programs Director</li> <li>• Volunteers</li> </ul>	Staff Salaries & Fringes
2. Provide emergency food and nutrition counseling and education to 50 individuals who are not eligible for the Self-Sufficiency Project. (Food boxes are valued at \$150.	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Specialist</li> <li>• Volunteers</li> </ul>	Staff Salaries & Fringes Estimated Cost of Food, including food bank handling fees - \$7,500
3. Develop and distribute 1 agency newsletter per quarter (four annually). Includes information about CAF and other community organizations, resources, employment techniques, consumer education tips, etc.	<ul style="list-style-type: none"> <li>• Employment Component Mgr.</li> <li>• Marketing Coordinator</li> <li>• Special Projects Coordinator</li> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Generalist</li> <li>• Employment Support Services Generalist</li> <li>• Programs Director</li> <li>• Administrative Assistant</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes
4. Conduct client data collection, computerization, monitoring and reporting activities. (Objective required for grant compliance)	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Generalist</li> <li>• Special Projects Coordinator</li> <li>• Employment Support Services Generalist</li> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Programs Director</li> <li>• Fiscal Officer I</li> <li>• Operations Director</li> <li>• Administrative Assistant</li> <li>• Executive Director</li> </ul>	Staff Salaries & Fringes Nutritionist/Dietitian Contract

<p>5. Review client files and information in database to ensure compliance with agency and funding source procedures and guidelines. (Objective required for grant compliance)</p>	<ul style="list-style-type: none"> <li>• Health &amp; Financial Literacy Coordinator</li> <li>• Health and Nutrition Generalist</li> <li>• Special Projects Coordinator</li> <li>• SS Intake/Quality Assurance Coordinator</li> <li>• Employment Support Services Generalist</li> <li>• Programs Director</li> <li>• Fiscal Officer I</li> <li>• Operations Director</li> <li>• Executive Director</li> </ul>	<p>Staff Salaries &amp; Fringes</p>
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