

STATE AND TRIBAL COMMUNITY SERVICES BLOCK GRANT ADMINISTRATORS

PLEASE COMPLETE THIS FORM AND RETURN IT TO:

DHHS/ACF/OCS DSA/ CSBG BRANCH
370 L'ENFANT PROMENADE, S.W.
WASHINGTON, D.C. 20447

FFY 2011 & FFY 2012

COMMUNITY SERVICES BLOCK GRANT PROGRAM

OREGON

STATE

OREGON HOUSING AND COMMUNITY SERVICES

STATE AGENCY/INDIAN TRIBE/TRIBAL ORGANIZATION

THE OFFICIAL TO RECEIVE THE CSBG GRANT AWARD:

VICTOR MERCED, DIRECTOR

(NAME AND OFFICIAL TITLE)

OHCS, 725 SUMMER STREET NE, SUITE B

(COMPLETE MAILING ADDRESS)

SALEM, OREGON 97301

(CITY/STATE/ZIP CODE)

(503) 986-2000, (503) 986-2020

(AREA CODE, TELEPHONE AND FAX NUMBERS)

CONTACT PERSON- CSBG PROGRAM ISSUES:

LYNN ADAMS, CSBG PROGRAM COORDINATOR

(NAME AND OFFICIAL TITLE)

OHCS, 725 SUMMER STREET NE, SUITE B

(COMPLETE MAILING ADDRESS)

SALEM, OREGON 97301

(CITY/STATE/ZIP CODE)

(503) 986-6736, (503) 986-2006

(AREA CODE, TELEPHONE AND FAX NUMBERS)

CONTACT PERSON - AUDIT ISSUES:

BILL MENIUS, FISCAL COMPLIANCE MONITOR (503) 986-6705

(NAME, TITLE, TELEPHONE NUMBER)

EIN NUMBER: 93-095-2117

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10. List of Faith Based Organization Partnerships



Oregon

Theodore R. Kulongoski, Governor

Housing and Community Services

North Mall Office Building
725 Summer St NE, Suite B
Salem, OR 97301-1266
(503) 986-2000

FAX: (503) 986-2020

TTY (503) 986-2100

www.ohcs.oregon.gov



August 20, 2010

Yolanda J. Butler, Ph.D., Acting Director
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
Attention: Community Services Block Grant Program
370 L'Enfant Promenade SW 5th Floor West
Washington DC 20447

RE: Community Services Block Grant State Plan FFY 2011-2012

Dear Ms. Robinson:

I am pleased to submit the Community Services Block Grant (CSBG) State Plan Application for FFY 2009 & FFY 2010. The following is the contact information for Oregon's State Plan.

- **Lead State Contact Person for CSBG Program Issues**

Lynn Adams, CSBG Program Coordinator
Community Resources Division

Oregon Housing and Community Services

725 Summer Street NE, Suite B

Salem, OR 97301-1266

Telephone: (503) 986-6736

Fax: (503) 986-2006

- **State Official to Receive the CSBG Award Notice**

Victor Merced, Director

Oregon Housing and Community Services

725 Summer Street NE, Suite B

Salem, OR 97301-1266

Telephone: (503) 986-2000

Fax: (503) 986-2020

If you have questions or require any additional information, please contact Lynn Adams at (503) 986-6736 or lynn.d.adams@hcs.state.or.us.

Sincerely,

Lynn Adams



State CSBG Application

I. Federal Fiscal Year or Years Covered by this State Plan and Application

This state plan and application covers Federal Fiscal Years 2009 & 2010. Oregon's CSBG Program year begins January 1st and ends December 31st.

II. Letter of Transmittal

A cover letter is included in this plan that is addressed to the Director of OCS. This letter includes the following information:

- **Lead State Contact Person for CSBG Program Issues**

Lynn Adams, CSBG Program Coordinator
Community Resources Division
OHCS, 725 Summer Street NE, Suite B, Salem, Oregon 97301
Telephone: (503) 986-6736 Fax: (503) 986-2006

- **State Official to Receive the CSBG Award Notice**

Victor Merced, Director
OHCS, 725 Summer Street NE, Suite B, Salem, Oregon 97301
Telephone: (503) 986-2000 Fax: (503) 986-2020

III. Executive Summary

A. CSBG State Legislation

The designation and Statutory Authority for Oregon Housing and Community Services Department to act as the Lead Agency to administer and appropriate funds in the CSBG program is referenced in the Oregon Revised Statutes (ORS) Chapter 458.505 (Appendix 6).

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

Section 676(a) of the Act requires the Chief Executive of each State designate an appropriate State agency to act as the lead agency for administration of the Community Services Block Grant.

Oregon Housing and Community Services (OHCS) has been designated as the lead agency in Oregon for the administration of the Community Services Block Grant. Victor Merced, Director of OHCS, is the state official designated to sign assurances and receive the grant award. The letter of designation from Oregon's Governor Theodore R. Kulongoski follows this text.



THEODORE R. KULONGOSKI
Governor

July 19, 2010

Yolanda J, Butler, Ph.D., Acting Director
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Division of State Assistance
Attention: Community Services Block Grant Program
370 L'Enfant Promenade SW 5th Floor West
Washington, DC 20447

RE: Community Services Block Grant 2011-2012 State Plan

Dear Ms. Butler:

I am pleased to submit the Community Services Block Grant (CSBG) State Plan Application for FFY 2011 & FFY 2012.

Community Services Block Grant dollars have become a vital tool in the delivery of services to low-income individuals in Oregon through our Community Action Agency partners. CSBG dollars are used specifically in Oregon to:

- provide a range of services and activities that reduce the causes of poverty;
- provide activities to assist low-income participants;
- provide emergency assistance for supplies and services, nutritious foodstuffs, and related services to counteract conditions of hunger and malnutrition among the poor;
- establish and coordinate linkages between governmental and other social service programs;
- encourage the involvement of entities in the private sector of the community in anti-poverty activities.

Oregon Housing and Community Services is the lead agency in Oregon for the Administration of the CSBG programs. This letter serves as my delegation of authority to Victor Merced, Director of Oregon Housing and Community Services, to sign all administrative assurances and certifications required by CSBG statutes.

Yolanda J, Butler, Ph.D., Acting Director
July 19, 2010
Page Two

If you have any questions please contact our state CSBG Program Coordinator, Lynn Adams, at lynn.d.adams@hcs.state.or.us or by phone at (503) 986-6736.

Sincerely,

A handwritten signature in black ink that reads "Theodore R. Kulongoski". The signature is written in a cursive style with a large initial 'T'.

THEODORE R. KULONGOSKI
Governor

TRK:ds:mg

C. Public Hearing Requirements

- 1. Public Hearing:** A notice of public hearing (Appendix 2) was placed in all major newspapers in the state. The public hearing was held on August 2, 2010, from 9:00 am - 10:30 am at Oregon Housing and Community Services in Salem. Public comments were received through August 9, 2010. There were no public comments received.
- 2. Legislative Hearing:** Oregon's legislature meets every other year on odd years. The last CSBG legislative hearing was held as a part of the total department budget hearings during the month of July 2009 (Appendix 3). The FFY 2011 & FFY 2012 CSBG state plan hearing will be held during the 2011 legislative session.
- 3. Public Inspection of State Plan:** A public hearing notice was sent to the major newspapers in the region (see attached notice, Appendix 2). Additionally, all of the Community Action Agencies throughout the State as well as the Community Action Partnership of Oregon (CAPO) were notified of the public hearing, and informed that the proposed plan was available July 25, 2010 on the Oregon Housing and Community Services website. The website address was advertised in the public hearing notice as well. Public comments were received through August 9, 2010. There were no public comments received.

IV. Statement of Federal and CSBG Assurances

As part of the annual or biannual application and plan required by Section 676 of the Community Services Block Grant Act, as amended, (42 U.S. C. 9901 et seq.) (The Act), the designee of the chief executive of the State hereby agrees to the Assurances in Section 676 of the Act.

A. Programmatic Assurances

1. Funds made available through this 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 to enable the families and individuals to:
 - i. 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. secure and retain meaningful employment;
 - iii. attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - iv. make better use of available income;
 - v. obtain and maintain adequate housing and a suitable living environment;
 - vi. obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - vii. 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 document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and 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 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

- c. To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). ['676(b)(1)]
2. To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; ['676(b)(2)]
3. To provide information provided by eligible entities in the State, including:
 - a. a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, 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 services, through the provision of information, referrals, case management, and follow-up consultations;
 - c. a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,
 - d. a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]
4. To ensure 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.['676(b)(4)]
5. 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 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; ['676(b)(5)]
6. To 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.['676(b)(6)]

- 7.** To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]
- 8.** That 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 under this subtitle, 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.['676(b)(8)]
- 9.** 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. ['676(b)(9)]
- 10.** To 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. ['676(b)(10)]
- 11.** To secure from each eligible entity in the State, as a condition to receipt of funding, 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; ['676(b)(11)]
- 12.** 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 678E(b) of the Act .['676(b)(12)]
- 13.** To provide information describing how the State will carry out these assurances. ['676(b)(13)] (This is the Narrative CSBG State Plan)

B. ADMINISTRATIVE 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 funds 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. ['678B(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. ['678(C)(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 678. 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 non-governmental 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 of 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 a 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 (a).*
 - 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, program described in subsection (a).

(c) *Limitations on Use of Funds for 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"), action under a contract, or a 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.
2. To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any subawards, which contain provisions for children's services and that all subgrantees shall certify accordingly.



Victor Merced, Director
Oregon Housing and Community Services

7-8-2010
Date

V. THE NARRATIVE STATE PLAN

A. Administrative Structure

(1) State Administrative Agency

(a) Oregon Housing & Community Services (OHCS) mission:

OHCS's mission is to "Provide leadership that enables Oregonians to gain housing, become self-sufficient and achieve prosperity". Our vision is to ensure all Oregonians have housing and services that meets their needs. OHCS is the State's housing finance agency and community services program administrator. The Department provides financial and program support to create and preserve opportunities for quality, affordable housing for Oregonians of lower and moderate income, and administers federal and state antipoverty, homeless and energy assistance, and community service programs.

The current agency was created in 1991, when the legislature merged the Oregon Housing Agency with the Department of Human Resources State Community Services. The coordination between housing and services creates a continuum of programs that can assist and empower lower-income individuals and families in their efforts to become self-sufficient. OHCS also assists in the financing of single-family homes, the new construction or rehabilitation of multifamily, affordable housing developments, as well as grants and tax credits to promote affordable housing.

Working closely with its partners at the local level, OHCS has streamlined the process to more efficiently deliver resources. While lower-income seniors, families, and special needs populations are the primary program beneficiaries, OHCS has chosen the model of healthy, viable communities as the way to facilitate a better quality of life for all Oregonians.

(b) Oregon Housing & Community Services Goals & Strategic Outcomes

When Governor Kulongoski presented his Inaugural Address "Opportunity is the Oregon Way" on January 8, 2007, he stated, "Opportunity lifts Oregonians – of every race and ethnic background – onto the economic ladder, allowing them to learn a skill, find a family wage, purchase a home, pay for health insurance, and save for college. And opportunity is a message to every Oregonian worried about what tomorrow will bring." In keeping with the Governor's vision for Oregon, OHCS has developed a strategic plan for 2009-2011 to focus our external efforts in five targeted areas which we believe will assist the Governor's vision of *Opportunity is the Oregon Way*. The foundation of the current plan rests on the development, with partner input, models and strategies to reduce homelessness and hunger in Oregon.

In his April 2, 2010 State of the State Speech, Oregon Governor Ted Kulongoski said, "We have lost more than our share of jobs – because Oregon has more small

- ❖ Create a new manufactured park purchase program(s) to preserve parks.

Goal 3: Help ensure that our partners have sufficient capacity to use OHCS resources effectively.

Short –Term Strategies:

- ❖ Propose a redesigned performance measurement system that demonstrates partner and the department’s results, and shows progress in meeting long-term goals.

Goal 4: Create an agency culture that enables our staff to deliver the best possible programs and services.

Short –Term Strategies:

- ❖ Identify specific strategies that promote agency core values and support the overall agency goals.
- ❖ Implement a process to meet new goals and objectives that identifies, eliminates or reduces activities that do not add value, or are unproductive, and manages agency risk.

Goal 5: Secure the long-term financial stability of OHCS programs.

Short –Term Strategies:

- ❖ Develop thorough analysis that identifies costs and revenues for all agency programs in order to determine ways in which resources are maximized.
- ❖ Develop processes and best practices that access project and sponsor viability, including portfolio management, and develop solutions to mitigate financial risk and ensure long-term affordability.

Oregon Housing and Community Services Core Values

Communication: *We value transparent, honest, and respectful communication among all staff and with our partners.*

Partnerships: *We value our partners and our common expectation for excellence.*

Customer Service: *We value our customers by honoring our commitments to them.*

Leadership: *We value visionary leadership among all, encouraging innovative solutions to secure future opportunities.*

Teamwork: *We value teamwork, interdependence, and cohesiveness as fundamental to achieving our mission,*

Workforce: *We value the expertise and diversity of our workforce and provide support through teamwork, training, and respect.*

Innovation: *We value entrepreneurial thinking, creative actions, the results of lessons learned, and the celebration of success.*

Stewardship: *We value practices that optimize the benefits of current and future resources entrusted to us.*

(2) Eligible Entities

Oregon Administrative Rules Chapter 813, Division 210 (Appendix 2) stipulates that anti-poverty funds, administered by OHCS, shall be distributed to established Community Action Agencies across the state. These funds include: nutrition, rental assistance, homeless, low-income energy assistance, weatherization, CSBG and other funding as it becomes available to OHCS.

1. Aging Community Coordinated Enterprises & Support Services

Private Community Action Agency

Service Area: Jackson County

Total 2009 CSBG Budget: \$268,571

Total CSBG ARRA Budget: \$403,632

Total unduplicated number of clients served: 48,100

Total unduplicated number of families served: 17,553

2. Community Action Organization

Private Community Action Agency

Service Area: Washington County

Total 2009 CSBG Budget: \$334,933

Total CSBG ARRA Budget: \$570,880

Total unduplicated number of clients served: 36,986

Total unduplicated number of families served: 12,757

3. Community Action Program of East Central Oregon

Private Community Action Agency

Service Area: Gilliam, Morrow, Umatilla and Wheeler Counties

Total 2009 CSBG Budget: \$160,853

Total CSBG ARRA Budget: \$254,250

Total unduplicated number of clients served: 13,335

Total unduplicated number of families served: 4,697

4. Community Action Team

Private Community Action Agency

Service Area: Clatsop, Columbia and Tillamook Counties

Total 2009 CSBG Budget: \$160,853

Total CSBG ARRA Budget: \$254,250

Total unduplicated number of clients served: 13,416

Total unduplicated number of families served: 4,908

5. Community Connection of Northeast Oregon

Private Community Action Agency

Service Area: Baker, Grant, Union and Wallowa Counties

Total 2009 CSBG Budget: \$160,853

Total CSBG ARRA Budget: \$254,250

Total unduplicated number of clients served: 1,313

Total unduplicated number of families served: 442

- 6. Clackamas County Social Services Division**
 Local Government Community Action Agency
 Service Area: Clackamas County
 Total 2009 CSBG Budget: \$263,489
 Total CSBG ARRA Budget: \$454,987
 Total unduplicated number of clients served: 33,510
 Total unduplicated number of families served: 10,264
- 7. Community Services Consortium**
 Local Government Community Action Agency
 Service Area: Benton, Lincoln and Linn Counties
 Total 2009 CSBG Budget: \$315,609
 Total CSBG ARRA Budget: \$489,958
 Total unduplicated number of clients served: 39,886
 Total unduplicated number of families served: 17,587
- 8. Community in Action**
 Private Community Action Agency
 Service Area: Harney and Malheur Counties
 Total 2009 CSBG Budget: \$160,853
 Total CSBG ARRA Budget: \$254,250
 Total unduplicated number of clients served: 3,432
 Total unduplicated number of families served: 1,460
- 9. Klamath Lake Community Action Services**
 Private Community Action Agency
 Service Area: Klamath and Lake Counties
 Total 2009 CSBG Budget: \$160,853
 Total CSBG ARRA Budget: \$254,250
 Total unduplicated number of clients served: 12,858
 Total unduplicated number of families served: 5,887
- 10. Lane County Human Services Commission**
 Local Government Community Action Agency
 Service Area: Lane County
 Total 2009 CSBG Budget: \$467,100
 Total CSBG ARRA Budget: \$743,376
 Total unduplicated number of clients served: 55,509
 Total unduplicated number of families served: 31,368
- 11. Mid-Columbia Community Action Council**
 Private Community Action Agency
 Service Area: Hood River, Sherman and Wasco Counties
 Total 2009 CSBG Budget: \$160,853
 Total CSBG ARRA Budget: \$254,250
 Total unduplicated number of clients served: 9,735
 Total unduplicated number of families served: 3,390

12. Multnomah County Department of County Human Services

Local Government Community Action Agency
Service Area: Multnomah County
Total 2009 CSBG Budget: \$900,147
Total CSBG ARRA Budget: \$1,325,306
Total unduplicated number of clients served: 91,403
Total unduplicated number of families served: 46,972

13. Mid-Willamette Valley Community Action Agency

Private Community Action Agency
Service Area: Marion and Polk Counties
Total 2009 CSBG Budget: \$557,543
Total CSBG ARRA Budget: \$874,242
Total unduplicated number of clients served: 11,106
Total unduplicated number of families served: 4,026

14. NeighborImpact

Private Community Action Agency
Service Area: Crook, Deschutes and Jefferson Counties
Total 2009 CSBG Budget: \$186,015
Total CSBG ARRA Budget: \$311,448
Total unduplicated number of clients served: 24,094
Total unduplicated number of families served: 9,192

15. Oregon Human Development Corporation

Statewide Farm Worker Organization
Total 2009 CSBG Budget: \$160,853
Total CSBG ARRA Budget: \$254,250
Total unduplicated number of clients served: 4,691
Total unduplicated number of families served: 1,552

16. Oregon Coast Community Action

Private Community Action Agency
Service Area: Coos and Curry Counties
Total 2009 CSBG Budget: \$160,853
Total CSBG ARRA Budget: \$254,250
Total unduplicated number of clients served: 14,255
Total unduplicated number of families served: 6,749

17. United Community Action Network (formerly Umpqua Community Action Network)

Private Community Action Agency
Service Area: Douglas and Josephine Counties
Total 2009 CSBG Budget: \$262,747
Total CSBG ARRA Budget: \$447,187
Total unduplicated number of clients served: 36,052
Total unduplicated number of families served: 14,831

18. Yamhill Community Action Partnership

Private Community Action Agency

Service Area: Yamhill County

Total 2009 CSBG Budget: \$160,853

Total CSBG ARRA Budget: \$254,250

Total unduplicated number of clients served: 21,334

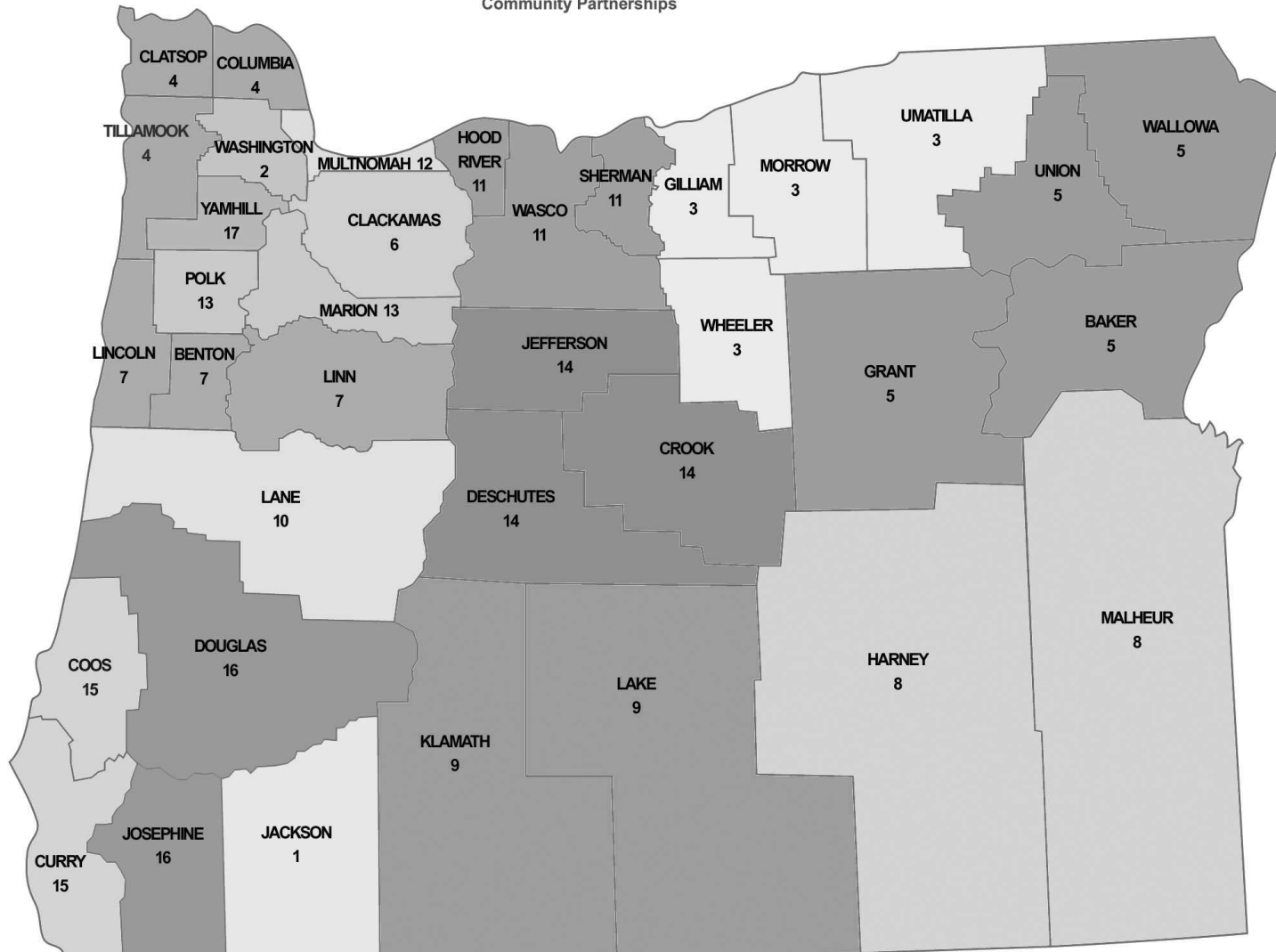
Total unduplicated number of families served: 2,611

# OF CAAs	CAA	GEOGRAPHICAL COVERAGE	ADDRESS/CITY	WEB SITE ADDRESS
1	Aging Community Coordinated Enterprises & Support Services	Jackson County	3630 Aviation Way Medford, OR 97501	www.access-inc.org
2	Community Action Organization	Washington County	1001 SW Baseline Street Hillsboro, OR 97123	www.caowash.org
3	Community Action Program of East Central Oregon	Gilliam, Morrow, Umatilla and Wheeler Counties	721 SE Third Suite D Pendleton, OR 97801	www.capeco-works.org
4	Community Action Team	Clatsop, Columbia and Tillamook Counties	310 Columbia Blvd St. Helens, OR 97051	www.columbia-center.org/cat
5	Community Connection of Northeast Oregon	Baker, Grant, Union and Wallowa Counties	104 Elm Street La Grande, OR 97850	www.ccno.org
6	Clackamas County Social Services Division	Clackamas County	2051 Kaen Road Oregon City, OR 97045	www.co.clackamas.or.us/socialservices/
7	Community Services Consortium	Benton, Lincoln and Linn Counties	545 SW 2nd Street Suite A Corvallis, OR 97333	www.csc.gen.or.us
8	Community in Action	Harney and Malheur Counties	17 S Alder Street Burns, OR 97720	A website for this agency has not yet been developed
9	Klamath Lake Community Action Services	Klamath and Lake Counties	125 E 6 th Street Klamath Falls, OR 97601	www.klccas.org
10	Lane County Human Services Commission	Lane County	125 E 8th Avenue Eugene, OR 97401	www.lanecounty.org/hsc
11	Mid-Columbia Community Action Council	Hood River, Sherman and Wasco Counties	314 4th Street The Dalles, OR 97058	www.mccac.com
12	Multnomah County Department of County Human Services	Multnomah County	421 SW Oak, 2 nd Floor Portland, OR 97204	www.multco.us
13	Mid-Willamette Valley Community Action Agency	Marion and Polk Counties	2475 Center Street NE Salem, OR 97301	www.mwvcaa.org
14	NeighborImpact	Crook, Deschutes and Jefferson Counties	2303 SW First Street Redmond, OR 97756	www.neighborimpact.org/
15	Oregon Coast Community Action	Coos and Curry Counties	2110 Newmark Coos Bay, OR 97420	www.orcca.us
16	United Community Action Network	Douglas and Josephine Counties	2448 W Harvard Blvd Roseburg, OR 97470	www.ucancap.org
17	Yamhill Community Action Partnership	Yamhill County	800 NE 2nd Street McMinnville, OR 97128	www.ycap.info
18	Oregon Human Development Corporation	Statewide farm worker organization, not located on CAA MAP	9620 SW Barbur Blvd Suite 110 Portland, OR 97211	www.ohdc.org/

Oregon Community Action Agencies

LISTED ALPHABETICALLY

- | | | |
|--|---|--|
| 1 ACCESS, Aging Community Coordinated Enterprises & Support Services | 7 CSC, Community Services Consortium | 13 MWVCAA, Mid-Willamette Valley Community Action Agency |
| 2 CAO, Community Action Organization | 8 HMCAA, Harney-Malheur County Community Action Agency | 14 NIMPACT, NeighborImpact |
| 3 CAPECO, Community Action Program of East Central Oregon | 9 KLCAS, Klamath-Lake Community Action Services | 15 ORCCA, Oregon Coast Community Action |
| 4 CAT, Community Action Team, Inc. | 10 LCHSC, Lane County Human Services Commission | 16 UCAN, Umpqua Community Action Network |
| 5 CCN, Community Connection of Northeast Oregon | 11 MCCAC, Mid-Columbia Community Action Council | 17 YCAP, Yamhill Community Action Programs |
| 6 CCSSD, Clackamas County Social Services Division | 12 MCDSCP, Multnomah County Department of School & Community Partnerships | |



(3) Distribution and Allocation of Funds

**(a) Planned Distribution of Funds for Current Fiscal Year
Based on FY 2010 allocation**

Eligible Entities	FY 2010 CSBG Funds
ACCESS	\$254,825
Clackamas County Social Services Division	\$287,247
Community Action Organization	\$360,413
Community Action Program of East Central Oregon	\$160,516
Community Action Team	\$160,516
Community Connection of Northeast Oregon	\$160,516
Community in Action	\$160,516
Community Services Consortium	\$309,325
Klamath Lake Community Action Services	\$160,516
Lane County Human Services Commission	\$469,316
Mid-Columbia Community Action Council	\$160,516
Mid-Willamette Valley Community Action	\$551,936
Multnomah County Department of County Human Services	\$836,706
NeighborImpact	\$196,627
Oregon Human Development Corporation	\$160,516
Oregon Coast Community Action Agency	\$160,516
United Community Action Network	\$282,322
Yamhill Community Action Programs	\$160,516

B. Description of Criteria and Distribution Formula

Oregon allots 90 % of the funds provided to the State for grants to local eligible entities that meet the requirements of Section 675 c (2)(A)(I) of the Community Services Block Grant Act. Oregon utilizes a base + formula allocation method. Historically the funding formula for CSBG has been based on census poverty population (50%), the number of food stamp recipients (40%), and farm worker populations (10%). Also included in the funding distribution is a floor-funding base, the minimum amount of funding allocated to eligible entities. In June 2010, Oregon revised the current CSBG funding formula based on poverty (50%), SNAP/Food Stamps (40%) and Poverty Rate Index (10%). This process included analyzing the old indicators used (i.e. census poverty population) against new indicators to ensure that the distribution of CSBG reflects the needs of low-income individuals and families in each community. For FFY 2011 & FFY 2012, the floor allocation will be \$160,516. If there are increases in CSBG appropriations, all eligible entities would benefit from the increase. If there are decreases, no floor agency would fall below \$150,000. The new funding formula becomes effective FFY 2011.

C. Description of Distribution and Use of Restricted funds

OHCS distributes 90% of our CSBG allocation, based on the criteria and distribution formula listed above, to eighteen eligible entities across Oregon. Of the eighteen entities there are four local government CAAs, thirteen private CAAs, and one statewide farmworker organization. These eligible entities are required to complete a CSBG work plan narrative (located in Appendix 7) for each new biennium. This work plan narrative is part of OHCS's master grant agreement, which ensures the eligible entities are in compliance with Federal and State CSBG assurances and regulations. The work plan narrative contains information on how each eligible entity completes a community needs assessment, a list of their tri-partite board members, a budget detailing how they will spend their CSBG over the next two years, a narrative on what programs will receive CSBG, and a section describing their ROMA process. Contracts for the biennium are drawn up after the CSBG Program Analyst approves the work plan narrative. OHCS allocates the funds only after the contract has been approved and signed by all parties involved. The fiscal compliance auditor for OHCS will then visit the eligible entities no less than once every two years to ensure that they are spending their CSBG in the manner that they had stated in their contract. The CSBG Monitoring Assessment Tool used by the program compliance auditor is located in Appendix 9.

D. Description of Distribution and Use of Discretionary Funds

OHCS plans to spend CSBG discretionary in the following ways:

- ❖ Supporting partners to incorporate other data tracking through OPUS, the OHCS data collection system, to allow collection of ROMA outcomes.
- ❖ Making funds available for specific community emergencies that may arise due to extreme weather conditions or other emergency/disaster situations.
- ❖ Training and Technical Assistance for the CAA network.
- ❖ Supporting Community Action Partnership of Oregon (CAPO) with funding not less than the amount allocated to Oregon's floor-funding based eligible entities. The Community Action Partnership of Oregon, CAPO, (formerly Community Action Directors of Oregon, CADO) is a private, non-profit association comprised of the Executive Directors of Oregon's Community Action Agencies, the Oregon Human Development Corporation and associate member agencies.
- ❖ Additional funding may be allocated to CAPO for training and technical assistance to the CAA network.
- ❖ If funding is available, special and/or innovative projects in communities serving low-income population that meet the CSBG requirements. These funds would be awarded on a scoring system process.

The mission of CAPO and member Community Action Agencies is to eradicate the causes and conditions of poverty that exist in Oregon. This anti-poverty work is done in collaboration with a variety of partners, representing local, state and federal governments, as well as community and advocacy groups, policymakers and low-income leaders. CAPO's work and goals include:

- Impact policy formation and implementation of programs that affect the poor;

- Raise public awareness of the problems of the poor and the local nature of Community Action Programs;
- Foster effective relationships with other groups who share common concerns;
- Maximize resources to address the causes and conditions of poverty; and
- Provide an on-going avenue for personal and professional development.

E. Description of Use of Administrative Funds

Section 675(b)(2) of the Act specifies that no State may use more than the greater of \$55,000, or 5% of its grant or allotment for administrative expenses, including monitoring activities.

OHCS plans to use the 5% of administrative funding in the following manner:

Budgeted staff costs:

The administration of the CSBG grant, implementation of OPUS, (Oregon’s multi-program consolidated reporting mechanism), providing direct support services to partners through a staff help desk for OPUS users, program monitoring, training and technical assistance to Community Action Agencies and their sub-grantees, support staff activities in the areas of financial services, administration, and other indirect staff costs.

Staff Development:

Attendance to conferences and training for CSBG Staff directly involved with the Program (may include program coordinator, fiscal staff and monitoring staff and other OHCS staff who directly benefit community action program service delivery).

Budgeted other costs:

Travel, training, equipment, supplies, meeting expense, printing postage, telephone and other miscellaneous costs associated with the processes listed above.

Estimated CSBG Allotment for 2011-2012 (Based on 2010 Award)	\$11,096,358
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Administrative @ 5%	\$554,818
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Estimated Staff Costs:

Salaries	\$ 285,235
Fringe Benefits @ 44%	\$ 124,313

Estimated Staff Development	\$ 15,000
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Estimated other costs:	<u>\$ 130,270</u>
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TOTAL BUDGET	\$ 554,818
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F. State Community Services Program Implementation

(1) Program Overview:

(a) The Service Delivery System

In Oregon, as in other states, local community action agencies set policies, design programs, and evaluate services intended to reduce or eliminate the causes and conditions of poverty. Community action agencies (CAAs) roots lie in President Johnson's "War on Poverty" and the adoption of the Economic Opportunity Act of 1964, which saw the creation of many innovative anti-poverty efforts.

Each agency utilizes a community-based needs assessment to target services based on local needs. Activities and services vary by agency, depending on the needs of the community, local resources, and the opportunities for collaboration and partnership with business, private non-profit organizations and state and local government. Currently Oregon has eighteen eligible entities which cover every county in the state.

Community Action Agencies in Oregon are the primary delivery mechanisms for Oregon Housing and Community Services' programs to low-income Oregonians. Oregon Administrative Rules Chapter 813, Division 210 (Appendix 2) stipulates that federal anti-poverty funds, administered by OHCS, shall be distributed to established CAAs across the state. These funds include: nutrition, rental assistance, homeless, low-income energy assistance, weatherization, CSBG and other funding as it becomes available to OHCS. These programs include:

Federal Funds

- Community Services Block Grant
- Continuum of Care
- Home Tenant-Based Assistance
- Emergency Shelter Grants Program
- Housing Stabilization Program
- Temporary Assistance to Needy Families
- Low Income Weatherization and Energy Assistance
- Low Income Weatherization Programs
- USDA Food & Nutrition Service

American Recovery and Reinvestment Act (ARRA) Programs

- Community Service Block Grant
- Low-Income Weatherization
- Tax Credit Assistance Program
- Tax Credit Exchange Program
- Neighborhood Stabilization Program
- Homeless Prevention and Rapid Re-Housing
- The Emergency Food Assistance Program
- AmeriCorps Community Services Programs

Non-Federal Funds

- Emergency Housing Account Fund
- State Homeless Assistance Program
- Low Income Rental Housing Fund
- Oregon Energy Assistance Program
- MidAmerican Energy Holdings, formerly PacifiCorp Reach
- General Fund Food Program

State statute and Oregon Housing and Community Services policy will have CAAs continue in that role (ORS 485.505-485.545 located in Appendix 6). More than twenty-two years of history and coordination of the CSBG, LIHEAP, and Weatherization programs have provided a model that we will continue to strengthen. At this time our CAAs also coordinate various other low-income grants such as food, childcare assistance and various other programs offered through various funders including other state and local agencies.

Eligible entities and geographical areas:

- **Aging Community Coordinated Enterprises & Support Services** (Jackson County)
- **Clackamas County Social Services Division** (Clackamas County)
- **Community Action Organization** (Washington County)
- **Community Action Program of East Central Oregon** (Gilliam, Morrow Umatilla and Wheeler Counties)
- **Community Action Team** (Clatsop, Columbia and Tillamook Counties)
- **Community Connection of Northeast Oregon** (Baker, Grant, Union and Wallowa Counties)
- **Community in Action** (Harney and Malheur)
- **Community Services Consortium** (Benton, Lincoln and Linn Counties)
- **Klamath Lake Community Action Services** (Klamath and Lake Counties)
- **Lane County Human Services Commission** (Lane County)
- **Mid-Columbia Community Action Council** (Hood River, Sherman and Wasco Counties)
- **Multnomah County Department of County Human Services** (Multnomah County)
- **Mid-Willamette Valley Community Action Agency** (Marion and Polk Counties)
- **NeighborImpact** (Crook, Deschutes and Jefferson Counties)
- **Oregon Coast Community Action** (Coos and Curry Counties)
- **Oregon Human Development Corporation** (Statewide Farm Worker Organization)
- **United Community Action Network** formerly Umpqua Community Action Network (Douglas and Josephine Counties)
- **Yamhill Community Action Partnership** (Yamhill County)

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

(b) Linkages

OHCS and our CAAs have taken a pro-active role to get more individuals and agencies involved in a holistic approach of identifying needs, developing solutions, and designing programs to effectively meet objectives. Linking our community and other agencies is vital to the operation of our network. It garners an opportunity to strategize, plan and develop programs to assist clients through other organizations. It strengthens relationships with other service providers and has helped nurture productive partnerships.

One prime example of how we coordinate services is through the Rural Oregon Continuum of Care (ROCC). Oregon Housing and Community Services leads and administers the Board of Directors Rural Oregon Continuum of Care (CoC) meetings. The ROCC brings together OHCS, the Community Action Partnership of Oregon, County Mental Health Agencies, Ending Homelessness Advisory Council, and a multitude of homeless housing and services providers from around the state to develop projects that address gaps identified through our Continuum of Care planning covering 26 rural counties in Oregon. Through a comprehensive community planning process, these counties work to transform an array of loosely connected programs available into a coordinated and comprehensive system of housing and supportive services to prevent and reduce homelessness. These counties have either created a Support Team strategy that brings together representatives from each of the service providers that provide assistance to multi-need households to coordinate these services or have brought together several providers under one roof through One Stop Centers. The result is the development of teams of professionals that have direct contact with program staff from all of the other agencies and can facilitate a point of entry for their clients and have continued regular follow up on the service delivery and the client's follow through.

The ROCC, which is just one way our CAAs provide services to low-income families and individuals, has created partnerships that maximize opportunities, through the creative and efficient use of resources, that include strengthening linkages with mainstream housing and service systems and integration with other state sponsored planning processes. Most of the counties in the ROCC have created a local consortium to provide cohesive community planning that incorporates all community members. This planning process has been instrumental in forming new partnerships.

CSBG funding has provided CAAs the ability to coordinate and collaborate with other partner agencies and communities to develop, replicate, and implement programs that benefit low income Oregonians. With CSBG funding, local agencies can develop and submit grant applications to public and private funders for the purpose of securing resources for programs not historically funded or have been under funded through department grants. Our subgrantee network can attend trainings

as well as local, regional and statewide meetings to impact programs and their development to better meet local needs.

The Tenant Readiness Program (TRP) works with community-based organizations that provide life skills training to low-income persons with past credit or tenant performance problems. The program also targets hard to place individuals such as the homeless or ex-offenders. Training may include personal budgeting, tenant/landlord relationships, and other relevant matters. After individuals successfully complete training, the community-based organization may offer a landlord a rent guarantee, providing additional assurance that the individual will be a responsible tenant. OHCS provides funds to community-based programs enabling rent guarantees of \$1,000 or one month's rent for program participants

Representatives from the community action network attend task force meetings which address poverty on a regular basis. These task forces include; Hunger Relief Task Force, Interagency Council on Hunger and Homelessness (formerly known as the Interagency Council on Hunger), Health Care for the Homeless, Economic Revitalization Team, Ending Homelessness Advisory Council, Rural Oregon Continuum of Care Committee, Advisory Committee on Energy, Governor's Task Force on Veteran's Services and other related meetings.

(c) Coordination with Other Public and Private resources

Economic Recovery Executive Team

Oregon's Governor Kulongoski established an Economic Recovery Executive Team (ERET) dedicated to coordinate and track the infusion of federal stimulus dollars into Oregon. In addition to a finance manager and technology manager who advises state agencies on implementation of ARRA, the team includes program managers who facilitate and track Oregon's economic stimulus efforts across state agencies in the following areas: Education, Transportation & Public Safety, Human Services, Natural Resources, and Housing & Economic Development. The team reports directly to the Governor's Office and is in regular contact with project managers throughout state government who are on the ground implementing the federal stimulus package.

In March 2009 Oregon Housing and Community Services created the ARRA Implementation Team to coordinate implementation and reporting of ARRA funds. The internal team includes OHCS' Chief Financial Officer, Financial Operations Manager, Senior Policy Advisor, ARRA Fiscal Analyst, Grants Specialist, and Procurement & Contracts Specialist. Program Coordinators from the following ARRA funded programs are also part of the Team: The Emergency Food Assistance Program (TEFAP), Community Services Block Grant (CSBG), Community Services Programs, Homeless Prevention (HPRP), Low-Income Weatherization, Neighborhood Stabilization Program (NSP), Tax Credit Assistance Program (TCAP), and Tax Credit Exchange Program.

The team meets on a weekly basis. Program coordinators' provide updated tracking and information for the weekly OHCS ARRA Report to the Governor's Office. A

decision was made by the ERET team to centralize Oregon's ARRA reporting. All state agencies are required to use Oregon Stimulus Transparency Accountability Tracking System (ORSTATS) for their reporting to federalreporting.gov. The Governor's ERET team added additional reporting requirements to ORSTATS, with increased program and outcome details beyond the information required in 1512 reporting. The OHCS ARRA Implementation Team provided multiple trainings to partners including ramp-up trainings, assistance and guidance for CSBG ARRA funding, activities and programs eligible for funding, Section 1512 reporting requirements, FTE tracking, distinguishable and proper tracking of ARRA funding.

The OHCS ARRA Implementation team identified opportunities for spending federal stimulus funds to create short-term and long-term benefits – enhancing Oregon's chances of obtaining future federal investments. Oregon is focused on accelerating our state's economic recovery by creating jobs and economic stability for communities throughout the state during this volatile time. Governor Ted Kulongoski's approach is comprehensive, leveraging state and federal dollars and private investment to maximize efforts that deliver short-term stimulus and long-term economic prosperity. Responsible and informed leadership led to effective and efficient managing and reporting of CSBG ARRA funds.

Ending Homelessness Advisory Council

OHCS is a member of the Ending Homelessness Advisory Council (EHAC). EHAC, created through Executive Order by Governor Kulongoski has been charged with developing the strategies and making recommendations to end and prevent homelessness among Oregon's homeless populations. The EHAC members represent all levels of state and local governments, housing and service providers, and other stakeholders whose expertise and experience provide leadership towards ending homelessness in Oregon.

Homelessness continues to rise in many Oregon communities. It shows in the sharp increase of number of people seeking temporary shelters, requesting food and rental assistance. It shows in the larger number of homeless children in the schools, and the number of homeless persons also experiencing addictions and mental health illness.

Amid this growing trend, members of EHAC in collaboration with the state's Interagency Council on Hunger and Homelessness, and in partnership with many local community organizations, are seeing significant results with the 10-year plan to end homelessness:

- Creation of more than 200 units of permanent supportive housing
- Preservation of subsidized housing for very low-income households
- Secure additional funding for housing and services
- Passage of the state's first policy on homelessness

Since the June 2008 release of EHAC's *A Home for Hope: A 10 Year Plan to End Homelessness in Oregon* much has changed. While advocates and policy makers have made strides in addressing the causes and complications of homelessness, the economy has taken a nosedive; Oregon's unemployment reached 12.2

percent, the second highest in the nation. And the state has the misfortune of leading the nation in the per capita percent of the population experiencing homelessness.

With the January 2009 one night homeless count, Oregon Housing and Community Services' partners counted an increase of 37 percent more people. The largest proportion of the increase was among those turned away from shelter services and those in the street count.

Some troubling findings from the 2009 count:

- 17,122 people identified as homeless
- 43 percent of people identified as homeless were in families with children
- Nearly 50 percent were single adults
- More than 25 percent (4,313) children of those counted were younger than 18 years

The top three stated causes of homelessness in 2009:

- Couldn't afford rent – 29 percent
- Unemployed – 29 percent
- Drug/Alcohol (self) – 17 percent

The number of veterans counted has nearly doubled to 1,425 households. Nearly 59 percent of households counted had a member with an emotional, mental, or substance abuse issue (6,846 households).

The Interagency Council on Hunger and Homelessness

Oregon Housing and Community Services (OHCS) makes every effort to achieve successful partnerships with other government agencies and social service programs to support low-income individuals to reduce poverty and eliminate hunger. In May 2007, HB 2073 established The Interagency Council on Hunger and Homelessness (formerly Interagency Coordinating Council on Hunger). Per Oregon Revised Statutes 458.525, OHCS serves as the lead agency to coordinate state efforts in meeting the problem of hunger and homelessness issues. The OHCS Director serves as chair of the council. In addition to the director, the council consists of 15 members as follows:

- Housing and Community Services Department
- Department of Corrections
- Oregon Business Development Department
- State Commission on Children and Families
- Department of Education
- State Department of Agriculture
- Employment Department
- Department of Veterans' Affairs
- Department of Transportation
- Oregon Youth Authority

- Department of Community Colleges and Workforce Development
- Department of Justice
- Oregon Health Authority

The Hunger Relief Task Force

The Hunger Relief Task Force (HRTF), created by the 1989 Legislature, acts as a resource within the government on hunger and as a statewide advocate on hunger issues. The Hunger Relief Task Force shall adopt recommendations and proposals as the task force deems appropriate. The council shall be responsible for receiving the recommendations and proposals adopted by the task force and the recommendations of any state body relating to the issue of homelessness, and for forwarding the recommendations and proposals to state agencies or other public or private organizations for action that the council deems appropriate:

- To ensure the coordination of state agency hunger relief efforts and homelessness relief efforts;
- To ensure that food and nutrition programs, other hunger relief efforts and homelessness relief efforts operate efficiently and effectively;
- To monitor the utilization of federal hunger relief efforts and homelessness relief efforts and provide outreach to expand underutilized programs; and
- To encourage the coordination of state and local programs, public and private antipoverty programs affecting food distribution and programs for assisting the homeless.
- The Director of the Housing and Community Services Department, in collaboration with the Director of Human Services, shall convene council meetings at least quarterly.
- The Director of the Housing and Community Services Department shall provide the council with staff support the director deems appropriate, by using Housing and Community Services Department employees or by contract. The director shall also provide the council with supplies as the director deems appropriate.

Oregon Food Bank Network

OHCS supports a variety of nutritional and educational programs that are operated by the Oregon Food Bank Network. The Oregon Food Bank Network is a cooperative statewide coalition of 20 regional food banks working to eliminate hunger and its root causes. Oregon Food Bank equitably distributes food from farms, manufacturers, wholesalers, retailers, individuals and government sources throughout this network. Regional food banks distribute this food and additional resources from local donations to more than 935 programs serving low-income people in their communities. Sixteen of these regional food banks are independent nonprofit organizations. The other four are operated directly by Oregon Food Bank.

Oregon ranks among the top states for hunger, just behind Mississippi, according to the most recent USDA hunger report. Distribution of emergency food and the number of people served throughout the OFB Network escalated to historic highs during fiscal year 2008-09. Distribution of emergency food boxes increased 14 percent in fiscal year 2008-09. The number of people who ate meals from emergency food boxes through a member agency jumped 20 percent to an average of 240,000 per month. Of those, 36 percent are children. More than 700,000 Oregonians received food stamps in the month of April 2010, the highest numbers in the program's history, according to the Oregon Department of Human Services. Nearly one in five people in the state are relying on the government assistance to help buy food, compared to about one in eight nationally.

OHCS, as one of the lead agencies on fighting hunger, and Oregon Food Bank (OFB) have worked in partnership for over twenty years in the distribution of USDA TEFAP commodities and for over 15 years in the packaging of donated frozen vegetables. The General Fund Food Program (GFFP) supports linkage projects carried out by the regional food banks and "food acquisition" for the network of agencies serves by the Food Banks and Oregon Food Bank.

The Oregon Food Bank is effective and efficient in fighting to eliminate hunger:

- More than 95 cents of every dollar donated to Oregon Food Bank goes directly to fighting hunger.
- OFB distributes food donations throughout the state based on an allocation system that takes each area's population and poverty statistics into account.
- OFB's Fresh Alliance program provides nutritious, perishable food, like meat, milk and dairy, to people who are hungry statewide. Since its conception, the program has kept 8 million pounds of food from being wasted and has become a national model.
- OFB is a member of *Feeding America's* national food bank network.
- Distribution of emergency food boxes throughout the OFB Network increased 14 percent, from 786,000 in 2007-08 to 897,000 in 2008-09 – an increase of more than 111,000 additional emergency food boxes.
- A typical emergency food box provides a three-to-five day supply of groceries. Most food pantries serve a specific geographic area and limit the number of times a family can receive them. Most households seek emergency food boxes only one to three times each year.
- In 2008-09 more than 240,000 people per month ate meals from emergency food boxes. That compares to about 200,000 in 2007-08 – a 20 percent increase.
- 3.8 million emergency meals were served at soup kitchens and shelters
- 96,000 people received food through other programs in the OFB Network in 2008-09.
- The OFB statewide network moved a record 66.2 million pounds in 2009.
- 46 percent of households receiving emergency food had at least one working member.
- 36 percent of those receiving emergency food were children.
- Households with children are the largest group served. Children who are hungry have more difficulty learning in school and have a higher risk for health problems later in life.

- Agencies continue to see people seeking help for the first time.

In January 2010 the Oregon Food Bank Network received additional funding including a \$500,000 grant from the Meyer Memorial Trust and a \$250,000 grant from the Collins Foundation.

Economic Revitalization Team

In 2003, the Oregon Legislature asked Governor Kulongoski to create the Economic Revitalization Team (ERT) to coordinate state agency resources towards supporting activities that improve Oregon's readiness for economic development. The ERT Office, housed within the Governor's Office, leads the state's ERT. The ERT approach is to strengthen Oregon's economic preparedness and competitiveness by enhancing the ability of individual communities and regions to effectively compete in the ever changing global economy. The ERT responds to locally and regionally identified economic development needs and opportunities. The ERT also helps state agencies improve government accountability by focusing on customer service, partnership and results.

The Governor recently shifted additional elements of regulatory streamlining efforts to the ERT; pursuant to Executive Order 09-10 (E.O. 09-10). The ERT has always promoted regulatory streamlining in relation to its work and continues to act as a liaison between ERT agencies as well as local governments and other partners to facilitate communication about regulatory barriers and challenges. In accordance with E.O. 09-10, the ERT will also focus on developing mechanisms to increase coordination among agencies with overlapping regulatory authority on common local government programs and activities and proposing ways to create regulatory efficiencies and problem solve during the rulemaking activities of ERT agencies.

OHCS, along with nine other state agencies, work together under the collaborative problem solving umbrella of the ERT. They are:

- Oregon Business Development Department
- Department of Transportation
- Department of Land Conservation and Development
- Department of Environmental Quality
- Department of State Lands
- Oregon Department of Agriculture
- Oregon Department of Energy
- Oregon Water Resources Department
- Department of Consumer and Business Services

Oregon Thrives

Oregon Thrive founding members include: Oregon Housing and Community Services, Community Action Partnership, Oregon Food Bank, Ecumenical Ministries of Oregon, Oregon Hunger Relief Task Force and the Neighborhood Partnership Fund. Together, Oregon Thrives members work for healthy communities where individuals and families have the opportunity to earn living wages, have access to

health and child care services, quality education, adequate nutrition and stable housing.

Oregon Volunteers !

Formed in February 1994, the Oregon Volunteers! was established in accordance with the federal National and Community Service Trust Act of 1993. Oregon Volunteers! has been part OHCS since 2001.

The Oregon Commission on Voluntary Action Services (OCVAS) is composed of up to 25 voting members who are appointed to three-year terms by the Governor and confirmed by the Oregon Senate. The commission is a non-partisan, diverse group of citizens that governs the activities of Oregon Volunteers!

Legislative Task Force on Veterans Reintegration

Responding to recommendations from the Governor's Task Force on Veterans' Services, the Oregon Legislature has created a Veterans' Reintegration Task Force to further examine the issue and provide new recommendations to the 2011 Legislature.

During 2008, the Governor's Task Force on Veterans' Services recognized that Oregon Reintegration Team was the best in the nation. However, the Task Force also noted that reintegration efforts needed to be spread statewide. The 2009 Legislature agreed and created this Task Force to determine the best way to provide reintegration services to veterans throughout Oregon, especially in rural and remote areas.

The Veterans' Reintegration Task Force consists of the following members:

- Pegge McGuire – Oregon Housing and Community Services
- Mike Burton - Portland State University
- State Senator Martha Schrader
- State Representative Greg Matthews
- Ted Swigert - Department of Human Services
- BG Mike Caldwell - Oregon Military Department
- Jim Willis - Oregon Department of Veterans' Affairs
- Krissa Caldwell – Oregon Community Colleges

Energy Assistance Programs

Our energy assistance programs have been some of the most successful in the nation. The coordination of programs that individually provide emergency assistance, self-sufficiency and cost saving measures, has leveraged dollars to a much greater extent.

Programs include:

- Low Income Home Energy Assistance
- Oregon Energy Assistance

- American Recovery and Reinvestment Act State Energy Efficient Appliance Rebate Program
- Low Income Weatherization Assistance
- Weatherization Training and Technical Assistance
- Energy Efficiency & Consumer Competency

National Partners:

- US Department of Energy
- National Association for State and Community Services Programs Weatherization Assistance Program
- Weatherization Assistance Program Technical Assistance Center
- Saturn Resources Management

Regional Partners:

- Bonneville Power Administration Regional Technical Forum
- Northwest Power and Conservation Council
- Energy Outwest

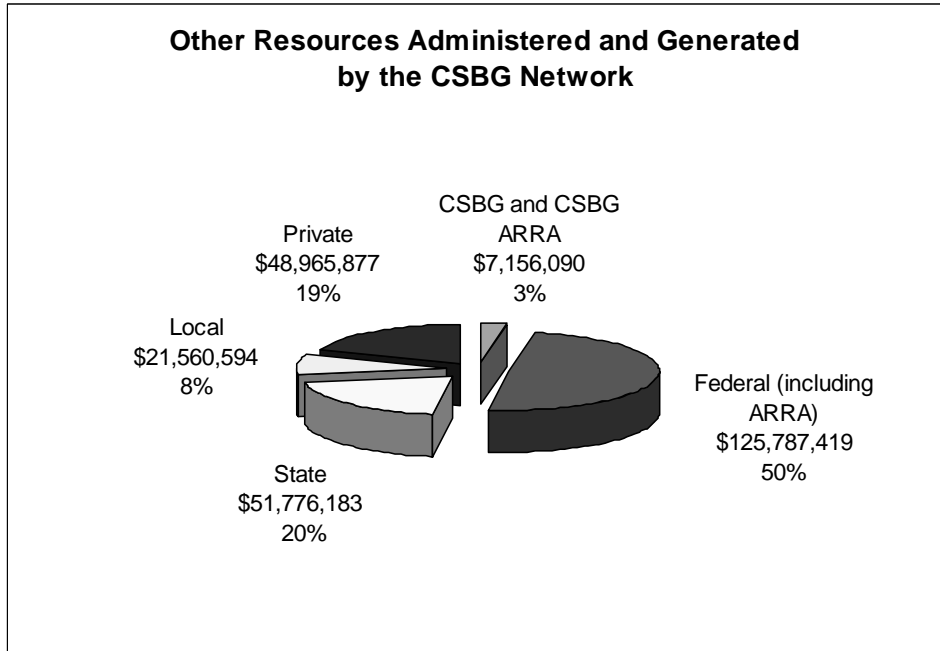
Statewide Partners:

- Oregon Energy Coordinators Association
- Community Action Partnership of Oregon
- Oregon Helps! (web-based direct referral system)

The chart below shows how the CAAs in Oregon use CSBG by Service Category. For more information, please turn to Appendix 8 for Oregon’s 2009 CSBG Annual Report.

2009 CSBG and CSBG ARRA Expenditures by Service Category		
Service Category	CSBG Funds	CSBG ARRA Funds
1. Employment	\$59,075	\$300,752
2. Education	\$337,534	\$87,445
3. Income Management	\$60,163	\$1,355
4. Housing	\$230,566	\$321,688
5. Emergency Services	\$1,012,143	\$368,487
6. Nutrition	\$333,030	\$314,048
7. Linkages	\$1,438,304	\$255,614
8 Self Sufficiency	\$1,457,502	\$266,812
9. Health	\$129,015	\$120,165
TOTALS	\$5,057,332	\$2,036,366

The chart below (based on 2009 data) illustrates all of the funds that pass through our CAAs.



(d) Innovative Community and Neighborhood Based Initiatives

Below are some examples of how local entities in Oregon will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of CSBG:

Yamhill Community Action Partnership (YCAP) Yamhill County Friday Family Food Program

Yamhill Community Action Partnership partnered with three schools in the community to provide food and nutritional information to low-income families. The Friday Family Food program is being piloted in three grade schools where more than 70% of the students qualify for the federal Free and Reduced Lunch Program. Each Monday participants choose from a menu which includes two choices of entrees, vegetables, fruits and desserts. The selection form includes not only a menu, but also reminders to discuss food choices as a family, and to consider the food pyramid recommendations on the number of various foods that are needed each day. Based on their menu choices, on Friday afternoon the students pick up a tote bag filled with enough food for two full-family meals over the weekend.

Families participating in the subsidized lunch program can sign up themselves. They can also be referred by teachers. There is a great need in the community for this program, in

addition to the local food bank programs. The need is growing as more Yamhill County residents lose or see a significant cut to their incomes.

This innovative Family Food Friday program is supported with CSBG ARRA funding.

Clackamas County Social Services (CCSSD) Clackamas County Mentoring Our Future

This volunteer program supports service through the school districts as positive role models for youth experiencing homelessness. These mentor volunteers fill a need within the growing national Mentoring Movement. Mentoring Our Future is an initiative of Clackamas RSVP in cooperation with Clackamas County's 10 Year Plan for Addressing Homelessness.

In 2009 the goal was to empower and support 40 mentor volunteers to make a difference by providing one-on-one positive, supportive adult relationships for youth. These mentors work through the schools to assist students in gaining the skills, resources, judgment and confidence to take responsibility for their own futures. Changes in the structure of the family, community, neighborhood relationships have deprived young people of the adult contacts that historically have been primary sources of socialization and support for development. Projects around the country demonstrate that a youth needs at least 3 adult role models in order to successfully complete the developmental tasks of childhood and the teen years. Completing high school is the most crucial determinant of a child's ability to break out of the cycle of poverty.

Clackamas County school districts also play a key role in this initiative. This program is innovative because it draws on the interest of homeless count volunteers to engage more deeply in addressing homelessness in their communities. It gathers a number of partners together to provide the training and support that these mentors will need to be successful.

CSBG provides partial funding for Volunteer Connection activities.

Community Action Team (CAT) Clatsop, Columbia and Tillamook Counties Inter-Faith Loan Fund

Community Action Team's Emergency Housing Program works with a number of churches to provide assistance to homeless families. These families need help with basic needs in order to acquire and maintain stable housing. To address this condition, Community Action Team established an Inter-Faith Loan Fund administered by churches. CSBG-funded Community Action Team staff screen and qualify loan recipients, and the churches provide loans.

In 2009 sixty-three families received loans for the following needs: eviction preventions, rental deposits, care repair, dental work, driver license renewal fees, and home repair. A total of \$15,530 has been loaned out with \$5,769 paid back.

Community Action Team (CAT) Clatsop, Columbia and Tillamook Counties Veteran Services Program

CSBG ARRA dollars have been hard at work at the Community Action Team in St. Helens, Oregon. Through federal funding, the Veteran Services Program has expanded significantly to include a Veteran Services Officer and a Veteran Services Program Assistant.

The Community Action Team (CAT) began serving veterans in 2007 when they contracted with Columbia County to take over the services. The start-up process was a little difficult but they literally had to hit the ground running. The expectation was that CAT would provide a Veteran's Assistant Representative five days a week. Initially, there was difficulty finding a permanent VA rep, but eventually CAT hired a full time employee to run the program. CSBG ARRA dollars have primarily been used to fund a Veteran Services Program Assistant to assist with phone calls, filing claims, and outreach projects to veterans in nursing homes and living facilities. CSBG ARRA funding also provides assistance with transportation to medical appointments.

In the 2008-2009 year, there were 59 disability claims granted for veterans, totaling \$283,902.00. However, in the 2009-2010 year so far, there have been 82 disability claims granted totaling \$1,044,175.00. The program's growth is apparent and the workload has increased dramatically. More than half of the 20 appointments each week are new Veterans or Dependents seeking Veteran's Benefits.

Community Action Organization (CAO) Washington County Emergency Rental Assistance Program

Community Action staff noticed an increase in the volume of calls for emergency rent assistance. The average number of calls per month had been steady for several years at approximately 400 calls. At the end of 2008 the average monthly calls had risen to nearly 700 calls per month. In January of 2009, emergency rent calls spiked at over 1,100 calls – a 250% increase in need. In addition to the increase in the number of households needing assistance, the amount of assistance required by each family to retain their housing also increased.

The emergency rental assistance program had the funding and capacity to assist approximately 40 households per month in 2008. With the increase in need, it was clear that in order to prevent families from losing their housing at alarming rates, Community Action needed to increase the level of funding available to meet the need and increase capacity to deliver the service.

Community Action developed a multi-pronged approach to address this emergent need:

- Inform the community about the increased need – Community Action put out a press release and participated in a major media campaign lead by United Way of the Columbia Willamette to inform the general public about the increased demand for emergency rental assistance and capitalized on every opportunity to inform community partners about the increased call volume and the limitations on the program's capacity to meet the need at public meetings.

- Increase available funding to meet the need – Community Action partnered with the United Way of the Columbia Willamette to raise funds through the “Give 10 Tell 10 Campaign”, advocate with local government for increased funding to help keep residents in their homes and redirected existing funds to meet the growing need.
- Increase capacity to deliver additional funds – Community Action dedicated additional staff time to delivering emergency rental assistance and operated extended hours to accommodate client schedules.

CSBG funds were used to partially support staff time for planning and community outreach as well as to provide direct assistance for low-income families.

(2) Community Needs Assessments

The Community Services section of the Oregon Housing and Community Services has developed a system that uses a consolidated contract for programs provided through community action agencies. By combining our contracts in one overarching instrument we have been able to ensure programmatic linkages throughout all of the programs that exist in the Community Resources Division. Each program, from LIHEAP to CSBG must complete a work plan narrative (Appendix 7), which describes how the CAAs will use the money allocated to them to serve clients. It is through this process that we satisfy assurance ‘676(b)(11) “The State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity, 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 are to be coordinated with the community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.” The process is structured around four main concepts:

- (a) Using a community-based planning process which involves community members (particularly low-income community members) in the identification of community needs and development of strategies to meet those needs;
- (b) Coordinating resources to fund strategies designed to address needs;
- (c) Providing a continuum of services that assist community members to deal with emergency needs, stabilize thorough maintenance services and move toward self-sufficiency;
- (d) Determine the effectiveness of strategies included in the CSBG Reporting Forms through use of outcome-based objectives, which are based on the six national goals for ROMA.

In completing their work plan narrative, an applicant must demonstrate that these four concepts are utilized. A copy of the CSBG work plan narrative is attached as Appendix 7.

(3) Tripartite Boards:

Section 676B of the Act requires that, in order for a private non-profit entity or public organization to be considered to be an eligible entity for the purposes of the community services block grant program, it must administer the community services block grant through a tripartite board or another mechanism specified by the state whose members are chosen in accordance with democratic selection procedures to assure that not fewer than 1/3 of its members are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and are able to participate actively in the development, planning, implementation, and evaluation of the program to serve low-income communities.

Section 458.505 (4)(A)(B)(C) of the Oregon Revised Statutes (located in Appendix 6) governing CSBG details board composition requirements for private nonprofit and public Community Action Agencies.

It specifies that the governing board of a private nonprofit Community Action Agency shall be constituted so that:

- A.** One-third of the members of the board are elected public officials, holding office on the date of selection, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership, membership on the board of appointive public officials, or their representatives, may be counted in meeting such one-third requirement;
- B.**
 - (1) No fewer than one third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; and
 - (2) Each representative of low-income individuals and families selected to represent a specific neighborhood within a community under clause (1) resides in the neighborhood represented by the member; and
- C.** The remainder of the members are officials or members of business, industry, labor, religious, welfare, education or other major groups and interests in the community

It specifies that the governing board of a public Community Action Agency shall be constituted so that:

- (1)** A tripartite board, which shall have members selected by the organization and shall be composed so as to assure that not fewer than one third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members -
 - (A)** Are representative of low-income individuals and families in the neighborhood served;

- (B) Reside in the neighborhood served;
- (C) Are able to participate actively in the development, planning, implementation and evaluation of programs funded under this chapter; or
- (2) Another mechanism specified by the State to assure decision making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs funded.

The Community Resources Division reviews this structure through its monitoring process, which ensures that all Board representation requirements are met. (A copy of the CSBG Monitoring and Assessment Tool is located in Appendix 9)

(4) State Charity Tax Program:

This is not applicable for the State of Oregon.

G. Programmatic Assurances:

(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 the families and individuals to:

- i. 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);*
- vii. secure and retain meaningful employment;*
- viii. attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;*
- ix. make better use of available income;*
- x. obtain and maintain adequate housing and a suitable living environment;*
- xi. obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and*
- vii. 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 document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;*

Section 813-210-0010 of the Oregon Administrative Rules (see appendix 5) provide guidelines for eligible activities funded by CSBG. All grantees are free to customize strategic approaches to reduce or eliminate one or more of these poverty conditions.

They may include a range of services, both direct and/or indirect, and activities, all of which must have a measurable and potentially major impact on causes of poverty in Oregon communities. The Community Resources Division follows this Rule provision in approving CSBG-funded programs. Under those Rules, funds made available under the Community Services Block Grant may be used for programs to assist low-income participants including the elderly poor.

CAAs provide a broad range of services utilizing CSBG dollars, based on the individual community assessments. The following services, by category, are examples of some of the programs typically seen in our partner agencies:

- Employment - Links with Children, Adult and Family Services Division of Oregon's Department of Human Services to help stabilize individuals and families and provide job counseling and life skills training
- Economic Development - Training in money management, budgeting, and naturalization for immigrant populations
- Income Management - Tenant readiness training where many work with local and state landlord groups, to provide courses on how to be a good tenant, including improving credit ratings and paying rent, and household budgeting
- Housing Assistance - Farmworker assistance, tenant readiness training, case management housing assistance in partnership with other state service agencies
- Nutrition - Many of the CAAs provide food assistance
- Health - Prevention programs and emergency assistance (including pre-natal care and emergency dental assistance)
- Emergency Assistance - All sub-grantee work plan narratives contain a strategy for unforeseen emergencies. The Department also has several discretionary sources of funding for unexpected emergencies.
- Energy Assistance - Many local communities have established emergency energy assistance programs. Our statewide fuel fund organization, Oregon Heat, also works with families in crisis.
- Linkages and Coordination with Other Local Entities - Coordination with Habitat for Humanity, religious organizations and other nonprofits to better coordinate services. Examples of partnerships at the local level are with schools, churches, banks and landlord groups.

(2)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 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;

Several CAAs in Oregon have programs specifically for youth. These include child care, before and after school youth programs, and runaway and/or homeless youth programs.

**Mid-Willamette Community Action Agency (MWVCAA)
Marion and Polk Counties**

HOME Youth and Resource Center

Based on county and state data, Marion County has a disproportionate number of run away and homeless youth. The socio-economic vulnerability of Marion County's population is reflected in its Oregon State 2007 Benchmark rankings. Out of thirty-six counties, we rank at the bottom for third grade reading; second to the bottom in third grade math; 33rd in eighth grade reading; 30th in eighth grade math; and 33rd for high school dropout rate. Marion County is 25th in child abuse/ neglect, 28th in juvenile recidivism, 28th in poverty, 31st in teen pregnancy, 31st in affordable housing (ownership), 32nd in home ownership, and 33rd both for person and property crimes. These numbers paint a stark portrait of adults and children in the county. Run away youth are homeless as a result of parent criminal behavior/incarceration, parent substance abuse, poverty/unemployment, domestic violence, physical/sexual abuse, parent mental illness, high levels of family conflict, youth substance abuse, youth criminal behavior, teen pregnancy, youth mental illness, and trauma (causes and/or conditions of poverty).

Mid-Willamette Valley Community Action, Marion County Children and Families Commission, Marion County Youth Corrections, Northwest Human Services HOST Program, Salem Police Department and Neighbor to Neighbor (a community mediation organization) came together to develop a Street Outreach Program. The Program was designed to work closely with Salem Police Department and other youth serving organizations in identifying youth reported as runaways, locating said youth and coordinating appropriate services and linkages to either return youth home (if the environment was deemed "safe"), or provide other safe alternatives. Some key outcomes include: connecting family and youth to resources to improve family functioning, placement of youth outside of home for time out as necessary through relative placement or other options; reducing the number of youth that run away from home and are unaccounted for; and increase youth safety and keeping youth connected with education. The program has one Street Outreach Coordinator and two Street Outreach workers. This team is highly visible in the community in locations known to runaway, street and at-risk youth. The primary and initial focus, of the team is to connect with youth, develop trust and offer options to youth. As trust is developed, the team works with the youth, and, where appropriate, the family, to develop a plan to return home and the coordination of services to support the youth and family plan. What identifies this as an innovative program is the coordination between law enforcement and social services agencies. Often, law enforcement is placed in the position of "picking up the youth" and transporting that youth to Youth Corrections as other community options have not been developed. In addition, many times families are unable to access services until a youth has entered into the correctional system. This model provides up front connectivity with the youth and family and links available resources without the youth entering in the "system".

HOME Youth and Resource Center provides day shelter to at-risk, street and homeless teens. Services include: safe environment and caring adults; meals; mental health/substance abuse services; help with education, employment, housing; laundry facilities; clothing, positive activities; life skills training, HIV testing; and linkages/referrals to other services.

Program partners and funders:

- Northwest Human Services and NWHHS HOST Program (in-kind services/referral)
- Neighbor to Neighbor (in-kind services)
- Marion County (\$31,681)
- Salem Police Department (in-kind services)
- Willamette University (in-kind services, volunteers and donations)
- Corbin College (in-kind volunteers, practicum students)
- Marion Polk Food Share (in-kind donations)
- Chemeketa Community College (in-kind volunteers/tutors, practicum students)
- Marion County Health Department (in-kind services)
- Housing and Urban Development (\$25,177)
- City of Salem (\$21,909)
- United Way (\$8,599)
- FEMA (\$6,120)
- USDA (\$21,082)
- Salem Self-Help Housing (\$25,000)
- Wal-Mart Foundation (\$1,000)
- Pioneer Trust Bank Foundation (\$1,000)
- Community Donations (\$25,397)

CSBG is a key foundation and primary funding to the operation of this program. CSBG funds staffing, facilities, utilities, supplies. Without CSBG funding, this program would be forced to close.

(3)To make more effective use of, and coordinate with, other programs (including State welfare reform efforts.)

OHCS is able to demonstrate effective use of CSBG in partnership with welfare reform through its innovative programs developed and supported through a network of partnerships. These partnerships include community action agencies, lead agencies for OHCS funding, Oregon Commission on Children and Families (OCCF) who administer the Temporary Assistance to Needy Families fund (TANF) and the Oregon Employment Department lead agency for the Welfare to Work initiative and JOBS for Oregon's Future (JOBS) to name but a few. Examples of these partnerships include:

The Oregon Commission on Children and Families (OCCF) is the largest umbrella advocacy group for children and families in Oregon. Created by legislation in 1993, and further defined by SB555 in 1999, OCCF promotes positive outcomes for children and families through a process driven by local decision-making. State

Commission members are appointed by the Governor to four-year terms.

The Commission provides no direct services, but is responsible for statewide planning, standards setting and policy development, and provides communities with research-based best practices on which to base local programs for children and families. All 36 Oregon counties have a local Commission on Children and Families, which is responsible for a local coordinated comprehensive plan; community mobilization; and coordination among community groups, government agencies, private providers and other parties, of programs and initiatives for children 0-18 years of age and their families.

HB 2202, signed by the Governor in 2005, designated the Oregon Commission on Children and Families (OCCF) as the lead agency in coordinating statewide planning for delivery of services to runaway and homeless youth and their families. In 2007, for the first time in over a decade, \$1 million in OCCF funds have been dedicated to enable communities to address Oregon's goals for runaway and homeless youth and their families for the 07-09 biennium. A permanent Runaway and Homeless Youth (RHY) Subcommittee of Partners for Children and Families (PCF) has been established.

JOBS for Oregon's Future (JOBS) is the state's employment and training program for people on public assistance. In addition, JOBS can help low-income families avoid the need for welfare. JOBS provides "up front" assessments to people coming to Department of Human Services (DHS) offices, to determine their needs and help them find employment or other resources. Often, this help allows families to become self-supporting so they will not require help from the Temporary Assistance for Needy Families (TANF) cash benefit program.

For people who are TANF recipients, JOBS provides additional employment assessment, training in workplace basics, job training, work-search assistance and family-stability services such as alcohol and drug treatment and domestic-violence intervention.

One segment of the JOBS Program, known as JOBS Plus, places people on TANF in limited-duration training positions with private employers. Participants receive paychecks from their employers, who are reimbursed by the state. JOBS also offers special programs for teen parents on TANF. Teens are required to complete their high-school education if they don't have their diploma. They then continue in employment-preparation activities. To ensure teens are in safe living situations, DHS has participated in special projects to create supervised living arrangements for teen parents.

JOBS services are provided by DHS and a network of local partners that include community colleges, the Employment Department, the business community, faith-based organizations and Community Action Agencies.

Welfare to Work programs through the Department of Employment are linked in local services areas through direct partnerships with Community Action Agencies and other partners.

(4) 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.

Oregon CAAs will:

1. Coordinate existing private and public food assistance resources, whenever such coordination is determined to be inadequate, to better serve low-income populations;
2. Assist low-income communities to identify potential sponsors of child nutrition programs and to initiate new programs in underserved or unserved areas; and
3. Develop innovative approaches at the State and local level to meet the nutrition needs of low-income people.
4. Work to make sure that everyone shall have the capacity for ready access to an ample, nutritious, affordable and appropriate food supply through traditional, non-emergency channels.

In addition to the above purposes of the grant, activities funded through this award will include: outreach, public education activities designed to inform low-income, unemployed individuals of the nutrition services available under various federally-assisted programs, to eliminate hunger and its root causes — because no one should be hungry. These efforts will include:

- Document the extent of hunger.
- Help coordinate and publicize existing services.
- Advocate for programs and policies to eliminate hunger.
- Child nutrition outreach efforts to expand participation in summer food programs, childcare, and after-school snack and meals programs.
- Statewide food stamp outreach campaign to enroll more eligible Oregonians in the program by reducing barriers and simplifying the application process.
- Measuring the Problem - Promoting the need for improved state and local data collection and methods of measurement to find out who is hungry and how to meet the nutritional needs of all Oregonians.
- Cutting Red Tape - Working to streamline existing programs and make them more accessible.
- Maximizing Family Resources - Developing strategies to ensure adequate social supports for low-income Oregonians at the state and federal level to promote stable families.

“Working together to end hunger in Oregon”

(5) 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;

Oregon CAAs are required to submit work plan narratives in which they state that they will coordinate and establish linkages to other social service agencies (private, local, federal or faith based). They are also required to report on how many partnerships they have helped establish and/or maintain in Oregon's ROMA report.

OHCS has also undertaken the development of a data collection system, called OPUS. The OPUS project was originally involved in replacing the former and aging Tracker system created in 1994, which supported the Energy programs of the Community Resources Division (CRD) of OHCS. These programs included Low Income Energy Assistance Program (LIHEAP) and Oregon Energy Assistance (OEA). OPUS has progressed to involve developing new applications to automate CRD's other community resource programs such as CSBG, Homeless Prevention and Rapid Re-Housing Program (HPRP) and HMIS requirements, and Food Programs.

OPUS real time allows web-based data entry of client information for use by the programs, while meeting legal requirements for security, privacy, and confidentiality. The system collects the data required by our partners to meet federal, state, and other reporting requirements.

Oregon provides one-stop shopping for jobs, workers and training. Oregon businesses that are searching for skilled workers, as well as workers searching for training appropriate to the needs of Oregon business now have resources available to them in one accessible place.

The site: www.WorkSourceOregon.org is a joint effort of several Oregon state workforce related agencies, the office of Governor Ted Kulongoski, and the Oregon Workforce Investment Board and its regional partners. The portal fulfills one of the goals of Governor Kulongoski's workforce initiative that connects workforce development with economic development.

(6)Assurance '676(b)(6) To 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.

Community action agencies in Oregon are the primary delivery mechanisms for Oregon Housing and Community Services programs to low-income Oregonians. The history of coordination of the CSBG, LIHEAP, and Weatherization programs has provided a model that we will continue to strengthen. At this time our CAAs also coordinate various other low-income grants such as food, childcare assistance

and various other programs offered through various funders including other state agencies. State statute and Oregon Housing and Community Services policy will have CAAs continue in that role.

(7) 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. [’676(b)(9)]

OHCS and our CAAs are committed to coordinate programs 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. For example, our CAAs have contracted and will continue to contract with faith-based organizations. A full list of all CAAs and faith-based partnerships is located in Appendix 10.

H. Fiscal Controls and Monitoring

(1) State Program Monitoring

OAR 813-230-015 states the monitoring responsibilities of Oregon’s CSBG eligible entities; a copy of the OAR is located in Appendix 5.

- (a) A full onsite review of each entity at least once during each 3-year period;
- Temporary Administrative Rule to Oregon Administrative Rule 813-230-015-1 was adopted on August 12, 2010. OAR 813-230-015-1 stated “the Administrator shall designate Division staff to monitor subgrantees’ activities. Each subgrantee shall be monitored at least once during its program year.” The temporary rule, which provides clarification on program monitoring, revises OAR 813-230-015-1 to read “An agency that contracts with the Department under an antipoverty program subject to this Division is subject to periodic monitoring by the Department as stipulated by the funding source for the agency.” The temporary rule is in effect August 12, 2010 through February 7, 2011, at which time it will be adopted as a permanent. (see appendix 5)
 - Monitoring shall include, but is not limited to: Pre-monitoring questionnaire, entrance Interview, inspection of client files, program records and reports, fiscal records including original receipts for expenditures, compliance with contact provisions, compliance with state and federal regulations and an exit interview. (OAR 813-230-015-2)

(b) An onsite review of each newly designated entity immediately after the completion of the first year in which such an entity receives funding through the Community Services Block Grant.

- There is no state rule governing the frequency of monitoring newly designated eligible agencies beyond that which has already been stated. However, the policy and practice of the Community Resources Division is to provide monitoring and onsite technical training and assistance as often as necessary to assure program compliance.

(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;

- Each subgrantee shall be advised within 30 days after the monitoring conclusion of problem finding resulting from the monitoring of its program. If the monitor believes that the subgrantee's record keeping or reporting system is deficient, that the program is out of compliance with contract provisions or that the program is out of compliance with state or federal regulations, the Program Manager shall issue preliminary findings which provide specific examples of each such issue, request corrective action on each deficiency and offer assistance to the subgrantee in developing a corrective action plan. (OAR 813-230-0015-3)
- Sub-grantees shall respond to preliminary finding corrective action request within 30 days from receipt of the request. The responses either shall include a corrective action plan that specifically addresses identified deficiencies or explain why the preliminary findings were in error. (OAR 813-230-0015-4)
- The Administrator shall notify the subgrantee within ten days of the Division's acceptance or rejection of all or parts of the subgrantee's response. The subgrantee shall be given an additional 20 days from the receipt of the Administrator's notification to provide an acceptable corrective action plan for any remaining unresolved deficiencies. (OAR 813-230-0015-5)
- If unresolved deficiencies remain, the Administrator shall transmit to the subgrantee a finding of facts detailing the specific deficiencies, required corrective actions and establishing a 30-day time period for corrective action to take place. (OAR 813-230-0015-6)
- If at the end of that 30-day period, specific corrective actions have not been effected; the sanctions shall be applied due to non-compliance. Such sanctions shall include withholding of funds, disallowance of costs, suspension of contract, or termination of contract. The Administrator shall inform the subgrantee of any appeal rights and procedures to state and federal authorities in the sanction transmittal. (OAR 813-230-0015-7)

(a) 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.

OAR 813-210-0050(d)

- An annual audit shall be made of operations of the Subgrantee Agency funded by the Program, including delegated funds, as part of the Subgrantee Agency's normal audit cycle. An Audit report of the Subgrantee Agency's program year just ended shall be submitted by the Subgrantee Agency to the Department within six months after the close of that program year. The audit shall be conducted by a qualified and independent certified public accountant and shall meet the standards established by the Comptroller General of the United States and published in the "Standards for Audits of Governmental Organizations, Programs, Activities and Functions" (USGOP Stock No. 2000-00110), "Guidelines for Financial and Compliance's Audits of Federally Assisted Program" (USGOP Stock No. 020-000-081-0) published by the United States General Accounting Office and the Audit Standards supplements series of publications. These publications are available from the Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402

(b) A list of this year's past monitoring and audit dates is located in Appendix 9.

(2) Corrective Action, Termination and Reduction of Funding

Section 678C of the Act requires states to comply with certain requirements 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.

OAR 813-210-0060 Reduction of Termination of Funding

- (1) No Migrant and Seasonal Farmworker Organization which received CSBG funding in the previous federal fiscal year shall have its present or future CSBG funding terminated or reduced below the proportional share of funding it received in the previous federal fiscal year unless, after notice and opportunity for hearing on the record, the Department determines that cause existed for such termination or reduction, subject to the procedures and review by the Director and Secretary for the United States Department of Health and Human Resources.
- (2) For purposes of making a determination with respect to CSBG funding reduction or termination, the term "cause" includes but is not limited to:
 - (a) A statewide redistribution of CSBG funds to respond to:
 - A. The results of the most recently available census or other appropriate data;
 - B. The establishment of a new Migrant and Seasonal Farmworker Organization;
 - or
 - C. Severe economic dislocation; and
 - (b) The failure of a Migrant and Seasonal Farmworker Organization to comply with the terms of its CSBG contract with the Department or the Community Services

Block Grant Act as amended by Public Law 101-501.

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:

- inform the entity of the deficiency to be corrected;
- require the entity to correct the deficiency;
- 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;
- 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;
- 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. [678(C)(a)]

(3) Fiscal Control, Audit and Withholding:

In compliance with Sections 678D(a)(1) and 678D(a)(2) of the Act, the Community Resources Division works closely with the Finance Section of Oregon Housing and Community Services to monitor subgrantees compliance with their submitted financial plans on a weekly/monthly basis. To meet the standard stated herein, the “Management Letter” will be required as part of the audit. The audit report must agree with the final financial statements submitted to OHCS. The auditor, or subgrantee, must furnish reconciling information if the Audit Statements and Final Quarterly Financial Statements are in disagreement. Audit adjustments must be made to the financial reports for the second quarter following the period of the audit report and detailed explanation of the adjustments made; Audit reports received by OHCS will be examined and a timely response made by OHCS (Compliance Monitor/Program Analyst). The monitoring response will address the auditor’s statements contained in the report along with any other problems reflected in the audit report, i.e., differences between the audit report financial statements and the reports submitted to OHCS. It will be the subgrantee’s responsibility to correct all audit deficiencies. The subgrantee’s corrective actions must be made promptly. Subgrantees must attempt to complete corrective actions and audit closure process within 90 days of date OHCS monitoring letter.

- (a)** In compliance with assurance 676(b)(7) OHCS and CAAs in Oregon have agreed to participate fully in cooperation with federal investigations.

(b) In compliance with assurance 676(b)(8) no CAA or Migrant and Seasonal Farmworker Organization which received CSBG funding in the previous federal fiscal year shall have its present or future CSBG funding terminated or reduced below the proportional share of funding it received in the previous federal fiscal year unless, after notice and opportunity for hearing on the record, the Department determines that cause existed for such termination or reduction, subject to the procedures and review by the Director and Secretary for the United States Department of Health and Human Resources.

- 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:

- 1) inform the entity of the deficiency to be corrected;
 - 2) require the entity to correct the deficiency;
 - 3) 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;
 - 4) 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;
 - 5) 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.
- [678(C)(a)]

(c) In compliance with assurance 676(b)(10); Oregon requires eligible entities to establish procedures under which low-income individual, community organization, or religious organization, or representation 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. (To review the CSBG OARs please see to Appendix 5)

I. Accountability and Reporting Requirements

(1) Results Orientated Management Accountability (ROMA)

In November 2007 a joint Oregon-Washington ROMA training was held in Portland. The training was the internship of two CSBG Coordinators from Washington State from the Virtual Outcomes College ROMA Train-the-Trainer Program. Both trainers passed their internships and have since become Nationally Certified ROMA Trainers. The training was attended by 35 trainees, including Agency Directors, State CSBG Program Coordinators

from Oregon and Washington, Agency CSBG Program Coordinators and National Training Director Dr. Barbara Mooney.

There was a peer-to-peer training in Portland, Oregon in August 2008 which was attended by Katherine Galian (Community Action Organization) and Linda Hall (United Community Action Network). Other attendees came from Alabama, Montana, Utah, Washington, Florida, Puerto Rico, Nebraska and Georgia. Fred Richmond (from the Center for Applied Management Practices and author of the curriculum) and Barbara Mooney (Community Action Association of Pennsylvania) and 5 other master trainers also were in attendance. There were two trainings conducted in 2009 - April 29th and 30th with participants from Oregon and Washington. Four trainers were certified, one from Montana, one from Washington, one from Alabama and Katherine Galian from Oregon. Katherine was officially certified on May 15, 2009 by Master Trainer PJ Davis of California. Since becoming a ROMA certified trainer, Katherine has provided training in Oregon's Washington County.

On July 29, 2010 a ROMA training was held in Portland, at which time Linda Hall (United Community Action Network) completed her ROMA certification. Attendance included program staff from eleven of Oregon's eligible entities, and four board members.

The Office of Community Services developed a series of Goals and Measures to achieve compliance with the Government Performance and Results Acts of 1993. Each state is to respond as to the measures under specific goals (listed below with accompanying table) that local grantees will address.

- Goal 1:** Low-income people become more self-sufficient
- Goal 2:** The conditions in which low-income peoples life are improved
- Goal 3:** Low-income people own a stake in their community
- Goal 4:** Partnerships among supporters and providers of service to low-income people are achieved
- Goal 5:** Agencies increase their capacity to achieve results
- Goal 6:** Low-income people, especially vulnerable populations achieve their potential by strengthening family and other supportive systems

As part of the Master Grant Agreement (MGA), Oregon's CAA's are required to complete a National Performance Indicator Checklist each biennium with their CSBG Work Plan. This is part of the Master Grant Agreement (MGA). The programs and services provided by the agency are matched with the applicable National CSBG Performance Indicators/ROMA Goals.

For each of the six national CSBG/ROMA goals agencies should identify:

- The national performance indicator(s) and all other ROMA goals to be tracked
- The specific intervention or service to be delivered
- The unit that will be used to measure intervention/service delivery
- The number of units expected to achieve the target indicator
- The method and frequency of data collection

Goal #	# Agencies Reporting	2009 Goals and Indicators
Goal 1		Low-Income People Become More Self-Sufficient
1.1		Employment
1.1A	10	Unemployed and obtained a job
1.1B	7	Employed and maintained a job for at least 90 days
1.1C	8	Employed and obtained an increase in employment income and/or benefits
1.1D	7	Achieved “living wage” employment and/or benefits
1.2		Employment Supports
1.2A	9	Obtained skills/competencies required for employment
1.2B	7	Completed ABE/GED and received certificate or diploma
1.2C	6	Completed post-secondary education program and obtained certificate or diploma
1.2D	6	Enrolled children in before or after school programs
1.2E	8	Obtained care for child or other dependent
1.2F	9	Obtained access to reliable transportation and/or driver's license
1.2G	9	Obtained health care services for themselves or a family member
1.2H	14	Obtained and/or maintained safe and affordable housing
1.2I	11	Obtained food assistance
1.2J	10	Obtained non-emergency LIHEAP energy assistance
1.2K	8	Obtained non-emergency WX energy assistance
1.3		Economic Asset Enhancement & Utilization
1.3		<i>Enhancement</i>
1.3.1	5	Number and percent of participants in tax preparations programs who identify any type of federal or state tax credit and the aggregated dollar amount of credits
1.3.2	1	Number and percent of obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments
1.3.3	2	Number and percent enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings
1.3		<i>Utilization</i>
1.3.1	9	Number and percent demonstrating ability to complete and maintain budget for over 90 days
1.3.2	4	Number and percent opening an IDA or other savings account
1.3.3	4	Number and percent of participants who increased their savings

		through IDA or other savings accounts
1.3.4a	1	Number and percent capitalizing a small business due to accumulated savings
1.3.4b	4	Number and percent of participants pursuing post-secondary education with accumulated savings
1.3.4c	3	Number and percent purchasing a home with accumulated savings
1.3.4d	2	Number and percent of participants purchasing other assets with accumulated savings
Goal 2		The Conditions in Which Low-Income People's Lives are Improved
2.1		Community Improvement and Revitalization
2.1A	8	Jobs created, or saved, from reduction or elimination in the community
2.1B	4	Accessible “living wage” jobs created, or saved, from reduction or elimination
2.1C	6	Safe and affordable housing units in the community
2.1D	16	Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation
2.1E	3	Accessible safe and affordable health-care services/facilities for low-income people created or saved from reduction or elimination
2.1F	5	Accessible safe and affordable child care or child development placement opportunities for low-income families created or saved from reduction or elimination
2.1G	5	Accessible before and after school program placement opportunities for low-income families created or saved from reduction or elimination
2.1 H	4	Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation
2.1I	4	Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED and post secondary education
2.2		Community Quality of Life Assets
2.2A	1	Increases in community assets as a result of a change in law, regulation policy, which results in improvements in quality of life assets
2.2B	4	Increase in the availability or preservation of community facilities
2.2C	3	Increase in the availability or preservation of community facilities to improve public health and safety
2.2D	0	Increase in the availability or preservation of commercial services within low-income neighborhoods

2.2E	0	Increase or preservation of neighborhood quality-of-life resources
2.3		Community Engagement
2.3A	12	Number of community members mobilized by Community Action that participate in community revitalization and the anti-poverty initiatives
2.3B	18	Number of volunteer hours donated to the agency
2.4		Employment Growth from ARRA Funds
2.4A	17	Jobs created at least in part by ARRA funds
2.4B	14	Jobs saved at least in part by ARRA funds
Goal 3		Low-Income People Own a Stake in Their Community
3.1		Community Enhancement through Maximum Feasible Participation
3.1	11	The number of volunteer hours donated to Community Action by low income volunteers
3.2		Community Empowerment through Maximum Feasible Participation
3.2A	18	Number of low-income people participating in formal community organizations, government. Boards or councils that provide input to decision-making and policy setting through community action efforts
3.2B	2	Number of low-income people acquiring businesses in their community as a result of community action assistance
3.2C	5	Number of low-income people purchasing their own homes in their community as a result of community action assistance
3.2D	13	Number of low-income people engaged in non-governance community activities or groups created or supported by community action
Goal 4		Partnerships Among Supporters and Providers of Service to Low-Income People are Achieved
4.1	various	Number of organizations Community Action Agencies work with to promote family and community outcomes
Goal 5		Agencies Increase Their Capacity to Achieve Results
5.1	18	Various Measures Reported
Goal 6		Low-Income People, Especially Vulnerable Populations, Achieve their Potential by Strengthening
6.1		Independent Living
6.1A	15	Senior Citizens
6.1B	13	Individuals with Disabilities
6.2		Emergency Assistance
6.2A	15	Emergency Food
6.2B	17	Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources
6.2C	15	Emergency rent or mortgage assistance

6.2D	8	Emergency car or home repair
6.2E	16	Emergency temporary shelter
6.2F	6	Emergency medical care
6.2G	10	Emergency protection from violence
6.2H	8	Emergency legal assistance
6.2I	8	Emergency transportation
6.2J	1	Emergency disaster relief
6.2K	7	Emergency clothing
6.3		Child and Family Development
6.3A		<i>Infants and Children</i>
6.3A1	12	Infants and children obtain age appropriate immunizations, medical and dental care
6.3A2	12	Infant and child health and physical development are improved as a result of adequate nutrition
6.3A3	12	Children participate in pre-school activities to develop school readiness skills
6.3A4	9	Children who participate in pre-school activities are developmentally ready to enter kindergarten or 1st grade
6.3B		<i>Youth</i>
6.3B1	8	Youth improve physical health and development
6.3B2	8	Youth improve social/emotional development
6.3B3	6	Youth avoid risk-taking behavior for a defined period of time
6.3B4	8	Youth have reduced involvement with criminal justice system
6.3B5	8	Youth increase academic. Athletic or social skills for school success by participating in before or after school programs
6.3C		<i>Parents and Other Adults</i>
6.3C1	12	Parents and other adults learn and exhibit improved parenting skills
6.3C2	8	Parents and other adults learn and exhibit improved family functioning skills
6.4		Family Supports (Seniors, Disabled and Caregivers)
6.4A	5	Enrolled children in before and after school programs
6.4B	6	Obtained care for child or other dependent
6.4C	7	Obtained access to reliable transportation and/or driver's license
6.4D	11	Obtained health care services for themselves or family member
6.4E	10	Obtained and/or maintained safe and affordable housing
6.4F	9	Obtained food assistance
6.4G	8	Obtained non-emergency LIHEAP energy assistance

6.4H	6	Obtained non-emergency WX energy assistance
6.4I	3	Obtained other non-emergency assistance (State/local/private energy programs)
6.5		Service Counts
6.5A	13	Food boxes
6.5B	10	Pounds of food
6.5C	8	Units of clothing
6.5D	7	Rides provided
6.5E	13	Informational and referral calls

Oregon ROMA Measures:

Family Goals

Goal 1: Low-income people become more self-sufficient

- Income Scale
- % of Poverty Scale
- Employment Scale
- Transportation Scale
- Child Care Scale

Goal 6: Low-income people, especially vulnerable populations, achieving their potential by strengthening family and other supportive systems

- Housing Situation Scale
- Educational Scale
- Nutrition Scale
- Health Care Scale

Community Goals

Goal 2: The conditions in which low-income people live are improved

- LIEAP Measures
- Energy Measures

Goal 3: Low-income people own a stake in their community

- Amount of "community investment" brought into the community by the Network and targeted to low-income people.
 - ✓ Volunteer Hours
 - ✓ #'s of food donated
 - ✓ Other in-kind donations
 - ✓ Other in-kind services

Agency Goals

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved

- Partnership Survey, which has a column that designates whether or not it is a Faith Based Organization

Goal 5: Agencies increase their capacity to achieve results

- Total dollars mobilized by the agency
- Leveraged Resources
 - ✓ Ratio of CSBG \$'s to all non-CSBG \$'s
 - ✓ Ratio of CSBG \$'s to Federal \$'s
 - ✓ Ratio of CSBG \$'s to State \$'s
 - ✓ Ratio of CSBG \$'s to Local \$'s
 - ✓ Ratio of CSBG \$'s to Private \$'s

- Agency Scale, which would be modified from the National Agency Self Assessment Scale

(2) Annual Report:

Oregon has submitted an Annual Report in accordance with Section 678E(a)(2) of the Federal Assurances for CSBG. This Annual report for FY 2009 is located in Appendix 8.

(a) Performance Objectives:

Provide core funding to local agencies to reduce poverty, revitalize low-income communities and to empower low-income families to become self-sufficient.

(b) Program Accomplishments and Activities:

- Oregon's Governor Kulongoski established an Economic Recovery Executive Team (ERET) dedicated to coordinate and track the infusion of federal stimulus dollars into Oregon. In addition to a finance manager and technology manager who advises state agencies on implementation of the American Recovery and Reinvestment Act of 2009 (ARRA) the team includes program managers who facilitate and track Oregon's economic stimulus efforts across state agencies in the following areas: Education, Transportation & Public Safety, Human Services, Natural Resources, and Housing & Economic Development. The team reports directly to the Governor's Office and is in regular contact with project managers throughout state government who are on the ground implementing the federal stimulus package.

In March 2009 OHCS created the ARRA Implementation Team to coordinate implementation and reporting of ARRA funds. The internal team included OHCS' Chief Financial Officer, Financial Operations Manager, Senior Policy Advisor, ARRA Fiscal Analyst, Grants Specialist, and Procurement & Contracts Specialist. Program Coordinators from the following ARRA funded programs were also part of the Team: The Emergency Food Assistance Program (TEFAP), Community Services Block Grant (CSBG), Community Services Programs, Homeless Prevention and Rapid Re-Housing (HPRP), Low-Income Weatherization, Neighborhood Stabilization Program (NSP), Tax Credit Assistance Program (TCAP), and Tax Credit Exchange Program.

The team meets on a weekly basis. Program coordinators' provide updated tracking and information for the weekly OHCS ARRA Report to the Governor's Office. A decision was made by the ERET team to centralize Oregon's ARRA reporting. All state

agencies are required to use Oregon Stimulus Transparency Accountability Tracking System (ORSTATS) for their reporting to federalreporting.gov. The Governor's ERET team added additional reporting requirements to ORSTATS, with increased program and outcome details beyond the information required in 1512 reporting. The OHCS ARRA Implementation Team provided multiple trainings to partners including ramp-up trainings, assistance and guidance for CSBG ARRA funding, activities and programs eligible for funding, Section 1512 reporting requirements, FTE tracking, distinguishable and proper tracking of ARRA funding.

The OHCS ARRA Implementation team identified opportunities for spending federal stimulus funds to create short-term and long-term benefits – enhancing Oregon's chances of obtaining future federal investments. Oregon is focused on accelerating our state's economic recovery by creating jobs and economic stability for communities throughout the state during this volatile time. Governor Ted Kulongoski's approach is comprehensive, leveraging state and federal dollars and private investment to maximize efforts that deliver short-term stimulus and long-term economic prosperity. Responsible and informed leadership led to effective and efficient managing and reporting of CSBG ARRA funds.

- In June 2010, OHCS implemented a benefits specials pilot program, funded with CSBG ARRA 1% benefits enrollment coordination dollars. After a Request for Proposal (RFP) OHCS contracted with a benefits specialist trainer to provide on-site training and technical assistance to four of Oregon's Community Action Agencies. Training is based on the SSI/SSDI Outreach, Access and Recovery (SOAR) model. SOAR technical assistance provides strategic planning and training to increase access to social security disability benefits for low-income, homeless or disabled individuals. These benefits can increase the access to housing, treatment and other supports. Thorough on-site training includes:
 - ✓ Office and forms set-up for benefits applications
 - ✓ Medical records request spreadsheet and instructions
 - ✓ On-line application training
 - ✓ Research tools
 - ✓ Referral & program data tracking systems
 - ✓ On-going, remote technical assistance for at least six months
 - ✓ Contact list of pertinent agencies

For people, who are homeless with mental health issues that impair cognition or who are returning to the community from institutions (jails, prisons or hospitals), access to these programs can be extremely challenging. The application process for SSI/SSDI is complicated, detailed, and often difficult to navigate. We anticipate the outcomes of this training and consulting will be that the benefits specialist at the local CAA will achieve improved success rate with disability claims applications and increase the number of cases handled by the benefits specialist. Training is funded with CSBG ARRA.

- Bundled services are the combination of more than one service in one location, with common staff members building trust and connections with those who use the services. For example, core services can consist of employment and career advancement, income enhancements and work supports, and financial and asset building services. It also

covers case management, assistance gaining access to work supports and TANF, financial literacy and asset building programs.

Community Services Consortium (CSC) serves three counties in Oregon. They are a great example of “bundled” services. CSC is an unusual community action agency in that they offer workforce programs in the same locations as traditional anti-poverty programs. Very few CAAs have the regional workforce service provider contracts.

CSC's Emergency Services department offers housing, utility assistance, energy education, Second Chance renters program, financial fitness classes, and more. LIHEAP applicants are involved in Energy Ed in the waiting room, for example. Second Chance renters must complete a financial literacy program that involves energy education as well. In addition, Emergency Services is an integral part of a collaboration called the Adult Services Team, where multiple agencies come together to staff and form a support plan for particularly hard to house individuals.

The Workforce and Education departments share offices in all of their locations. In W & E CSC offers the full range of skill assessment, career planning, training and support that is funded by Title 1B of the Workforce Investment Act. They offer those services intensively to TANF clients through the JOBS contracts with Department of Human Services. In each office, CSC offers services to youth and adults aimed at moving folks into “the next best job” (i.e., from the best job they can get today, to the best job they can get tomorrow with their new skills). Workforce offers a number of work placement programs to adults and youth to help them gain (paid) work experience. Workforce and Emergency Services regularly share clients.

Finally, CSC's Housing and Community Services department provides weatherization, housing rehab, first time home-buyer and foreclosure counseling. And CSC regularly bundles weatherization and housing rehab and often can put together a package for first time home buyers, as well. Often times rehab clients come through the Emergency Services utility assistance program.

(c) Comparison of Planned and Actual and Actual Expenditures for FY 2009

(1) Planned Distribution of Funds to eligible entities vs. actual expenditures

Planned	Actual
\$5,003,831	\$4,946,728

*Beginning FY 2000, no funds have been recaptured and redistributed

(2) Planned Distribution of Funds for Discretionary Purposes

Planned	Actual
\$277,990	\$298,416

(3) Planned Distribution of Funds for State Administrative vs. actual

Planned	Actual
\$277,990	\$229,525

- (d) Profile of Participants Served (Number and Characteristics of clients served)
See Appendix 8 for Complete Client Characteristics (Section G Chart)

GENDER	
Male	195,252
Female	244,067

AGE	
0-5	48,847
6-11	55,273
12-17	48,420
18-23	28,342
24-44	98,158
45-54	39,509
55-69	32,296
70+	20,006
TOTAL	370,851

ETHNICITY	
Hispanic or Latino	81,574
Not Hispanic or Latino	343,804

EDUCATION levels of adults 24 and Older	
0-8	14,220
9-12 / non-graduates	30,037
high school graduate / GED	66,103
12+ some post secondary	29,197
2-4 year college graduate	15,838

FAMILY TYPE	
single parent / female	40,981
single parent / male	4,274
two parent household	34,269
single person	67,989
two adults / no children	34,269
other	16,659

(e) Statistical Report on CSBG Program Services (see Appendix 8)

(f) Training and Technical Assistance Provided by the State (see Appendix 8)

