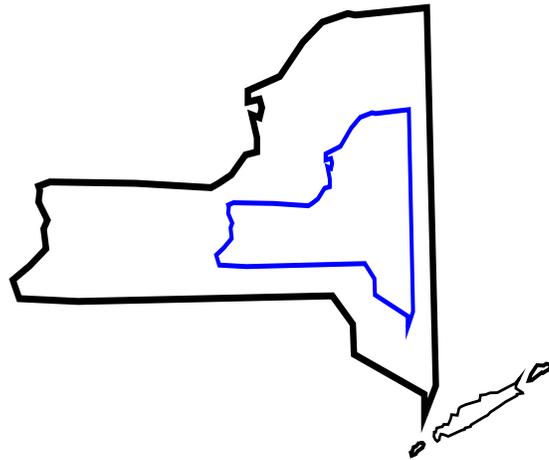


**State of New York  
Department of State  
Community Services Block Grant**



**CSBG Annual Report**  
Federal Fiscal Year 2008

**Lorraine A. Cortés-Vázquez**  
Secretary of State



Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
370 L'Enfant Plaza Promenade, SW  
5<sup>th</sup> Floor, West Wing  
Washington D.C. 20447

Dear Dr. Butler

For nearly 45 years, the network of Community Services Block Grant (CSBG) grantees has pursued its mission to fight poverty by helping to stabilize families, increase self-sufficiency, and revitalize communities across New York State.

In this past year, 52 Community Action Agencies (CAAs) and 4 Indian tribes/tribal organizations provided food assistance, housing, employment skills, health care intervention, educational services, and financial information to over 771,000 New Yorkers who faced eviction, hunger, or joblessness. Grantees responded to the most vulnerable populations, reaching out to supply daily needs and reassuring contact; serving individuals and families to ensure that they received the care and attention needed; and intervening with those who needed the most to relieve insufferable conditions of homelessness, illiteracy, or victimization.

This report describes the efforts of the CSBG network in New York as well as endeavors undertaken by the Department of State-Division of Community Services (DOS/DCS), which administers CSBG through oversight, monitoring, and provision of technical assistance. During this year, expanded action permitted New York State to deliver vital services focusing on 4 priority areas: At-Risk Youth, Healthy Families, Early Childhood Education, and Workforce Development. While the outcome of these efforts will be seen in the next program year, DOS/DCS ensured that ongoing local need is being met, and results will guarantee an even higher level of activity in the future. It is our hope that these efforts contribute to breaking the cycle of poverty.

It is with pleasure that I submit the New York State CSBG Annual Report for FFY 2008.

Sincerely,  
/s/  
Lorraine A. Cortés-Vázquez





Community Services Block Grant
Annual Report – FFY 2008

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Grantee Network

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CSBG Grantee Network

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## **COMMUNITY SERVICES BLOCK GRANT**

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### **Annual Report – FFY 2008**

**CSBG is a federally-funded anti-poverty program designed to have a measurable and potentially major impact on the causes of poverty in communities. Through a network of 52 CSBG grantees, and 4 Native American organizations, a range of services is provided to meet the needs of low-income New Yorkers in all 62 counties of New York State. Local assessments of customers, the community, and grantees, help determine resources available and needs to be addressed. DOS/DCS provides direction and support to local agencies to ensure that comprehensive services are provided as necessary.**

This report is published annually by the New York State Department of State,

Division of Community Services, Dolores Franco, Director

1 Commerce Plaza, Albany, NY 12231.

Please contact B. Goldstein, CCAP, for additional information at 518-474-5741,

or via internet at <http://www.dos.state.ny.us/dcs>.

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## Executive Summary

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Now more than ever, for the economic health of the state, coordination between CSBG and related programs is critical. The federal Community Services Block Grant [CSBG] provides the resources and technical support that local agencies need to stabilize families, increase self-sufficiency, and revitalize communities. The CSBG network of local agencies [grantees] pursue their mission to fight poverty through strategic use of CSBG funds; and are held accountable by the Division of Community Services [DCS] as well as by the communities they serve.

During this past year, 52 grant-funded agencies reported that CSBG funds enabled 38 agencies to provide emergency food, clothing, and shelter, and over 38,000 persons received food or direct food assistance, helping stabilize their families. Moreover, grantees reported that over 4,200 persons obtained pre-employment skills or attained a certificate or diploma, increasing their employment opportunities. Over 37,000 persons received health care services for themselves or a family member.

At a recent forum sponsored by the United Way: *The Economic Storm; Challenges and Opportunities*, several panelists stated that these austere economic times will not only plunge middle class families below the poverty line, but will also create a new tier of poor people that presently dwell in the abyss of poverty. These individuals will experience immense destitution as a result of the dramatic increase in unemployment, cuts in human services provided by governmental agencies and charitable organizations, and the soaring cost of food, clothing, and shelter.

New York State ranks 11<sup>th</sup>- highest in terms of poverty rate among all states. The unemployment rate rose to 5.7% in October, 2008 and continues to increase. Last year, this rate was under 5%. Children have also been deeply affected by the economic downturn; over 19% of New York's children live in poverty.

During the past fiscal year, the Division of Community Services, the office within the Department of State which administers CSBG, was tasked with assessing the prevalence of poverty within households throughout New York State as well as searching and devising new cost-effective strategies to address impoverishment in urban, suburban, and rural areas. Statistics indicate that poverty touches the lives of over 2.75 million New Yorkers whose income puts them below the national poverty level of \$21,200. This year, the poverty rate in New York State rose to 14.7% but these figures were compiled prior to the most recent economic downturn.

Recognizing that we must stem the tide of citizens slipping further into poverty, our office developed a new funding strategy to assist most of the Community Action Agencies to continue to deliver vital services. Utilizing the Governor's 4 priorities to address this problem as prescribed by the Economic Security Cabinet, we redistributed funds to grantees to address *At-Risk Youth, Healthy Families, Early Childhood Education and the Promotion of Workforce Development*. Coupled with participation in OTDA's [Office of Temporary and Disability Assistance] promotion of Family Benefits Access, our office began a trend of targeting specific areas that would impact economic decline in homes throughout the state. Along with Economic Security Cabinet members from several state agencies, we traveled throughout the state and served as a panelist at several Town Hall meetings where we heard first hand of the dilemma families, community agencies, local governments, and youth are experiencing daily.

CSBG funds are provided to a network consisting of 52 funded Community Action Agencies [CAAs] and Community Action Programs [CAPs] that reaches all counties in New York State. The network also includes the statewide agency serving migrants and farmworkers. In addition, 4 Indian tribes/Tribal organizations receive CSBG funding, bringing the network total to 56.

Programs operated by CSBG grantees affect all aspects of NYS poor, from child care and food pantries to direct assistance to the homeless, employment and training, and such innovations as home appliance loans and improvements to medical services programs in rural areas. The long standing concept that the poor maintain a sense of self-helplessness has motivated several states to implement new treatment modalities to alleviate poverty.

There is a national trend towards proactive intervention on an individual basis to utilize strategies that build self-esteem through fiscal management and saving programs, realistic goal setting, and training in non-traditional employment. This paradigm shift in how states combat poverty places emphasis on the individual to identify and use their resources to become upwardly mobile in our society and sustain a favorable economic status. Therefore, NYS must re-examine present policies and consider adopting policies that focus on the individuals' development.

In 2007, as the Secretary of State, I was appointed to the Governor's Economic Security Cabinet. This Cabinet brings together over 20 state agencies that concentrate on the educational and employment needs of working families, including those families who are at-risk of falling through the safety net into poverty.

It is our intention, as active members of the Economic Security Cabinet, to introduce to the Cabinet the idea of formulating a Task Force that focuses on creating a stronger and more definitive state policy on how to combat poverty. This can be achieved by partnering with the CAAs to examine the state's present condition and recommend new and innovative programs that can address the needs of the poor by concentrating on the individual. It is imperative, as responsible state officials, to explore all initiatives that will effect generations to come by breaking the cyclical nature of poverty.

## **Mandate for Filing this Report**

**SEC. 678E. ACCOUNTABILITY AND REPORTING REQUIREMENTS.**

**42 USC 9917**

**ANNUAL REPORT** – Each State shall annually prepare and submit to the Secretary a report on the measured performance of the State and the eligible entities in the State. Prior to the participation of the State in the performance measurement system, the State shall include in the report any information collected by the State relating to such performance. Each State shall also include in the report an accounting of the expenditure of funds received by the State through the community services block grant program, including an accounting of funds spent on administrative costs by the State and the eligible entities, and funds spent by eligible entities on the direct delivery of local services, and shall include information on the number of and characteristics of clients served under this subtitle in the State, based on data collected from the eligible entities.

**REPORTING REQUIREMENTS.** – At the end of each fiscal year beginning after September 30, 1999, the Secretary shall, directly or by grant or contract, prepare a report containing –

- (A) a summary of the planned use of funds by each State, and the eligible entities in the State, under the community services block grant program, as contained in each State plan submitted pursuant to section 676;
- (B) a description of how funds were actually spent by the State and eligible entities in the State, including a breakdown of funds spent on administrative costs and on the direct delivery of local services by eligible entities;
- (C) information on the number of entities eligible for funds under this subtitle, the number of low-income persons served under this subtitle, and such demographic data on the low-income populations served by eligible entities as is determined by the Secretary to be feasible;
- (D) a comparison of the planned uses of funds for each State and the actual uses of the funds;
- (E) a summary of each State’s performance results, and the results for the eligible entities, as collected and submitted by the States in accordance with subsection (a)(2); and
- (F) any additional information that the Secretary considers to be appropriate to carry out this subtitle, if the Secretary informs the States of the need for such additional information and allows a reasonable period of time for the States to collect and provide the information.

**SUBMISSION** – The Secretary shall submit to the Committee on Education and the Workforce of the House of Representatives and the Committee on Labor and Human Resources of the Senate the report described in paragraph (2), and any comments the Secretary may have with respect to such report.



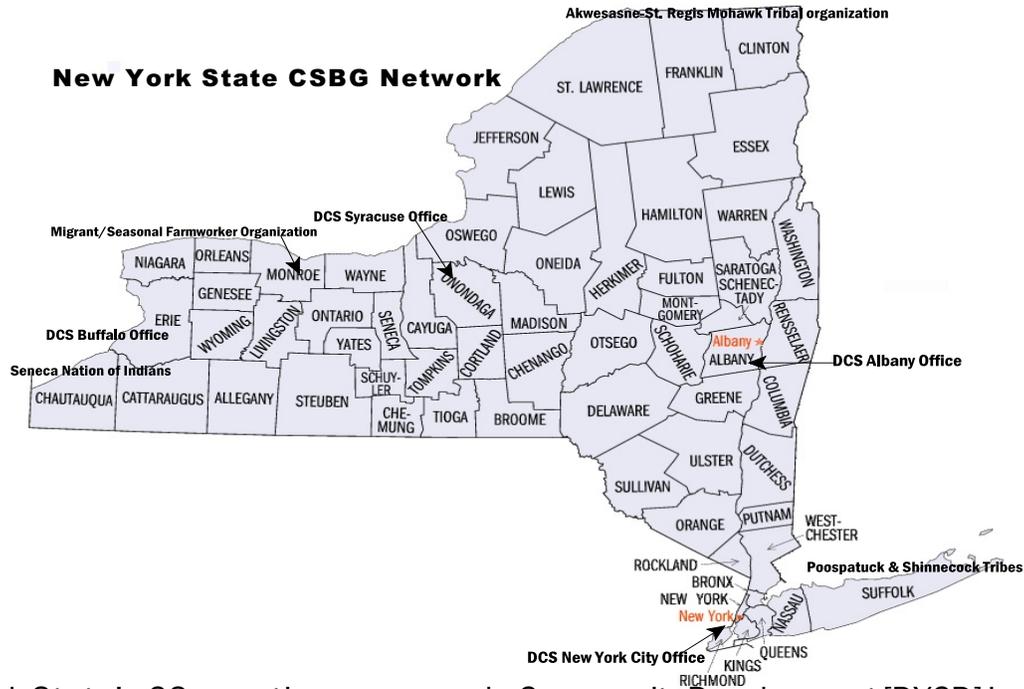


# CSBG in New York State

## Program Administration

**M**ission: To work in partnership with the community services network, federal, state and local governments and community-based organizations, to effectively carry out the purposes, goals, and assurances of the Community Services Block Grant.

The New York State Department of State [DOS] is designated by the Governor and authorized by the New York State Legislature as the agency to administer the Community Services Block Grant [CSBG]. CSBG is administered in accordance with applicable federal and state statutes, regulations, policies, and informational memoranda.



New York State’s 62 counties are served by 52 eligible entities [grantees] and 4 Indian Tribes/ Tribal organizations. Most grantees serve one county; however, Fulton-Montgomery and Warren-Hamilton were originally designated to serve 2 counties, and still do. The following were designated by New York State to serve a contiguous county: Cayuga [Seneca], Chemung [Schuyler], Monroe [Ontario], Oneida [Herkimer], Orleans [Genesee], and Steuben [Yates]. In Westchester and Orange Counties, 2 agencies each serve one county.

Two grantees are public agencies: In New York City, the Division of Youth and

Community Development [DYCD] is a public agency that administers CSBG in all 5 boroughs [counties] of the city, through over 215 community-based organizations.

Livingston County also administers CSBG through a public entity that delegates its service delivery to several local community organizations.

The agency serving migrants and seasonal farmworkers is headquartered in the City of Rochester, Monroe County with regional sites located in rural areas.

Four tribes/tribal organizations receive CSBG funding: Seneca Nation in Erie /Cattaraugus Counties; Mohawk Indian Housing Corp of the St. Regis Mohawk - Akwesasne Reservation-Franklin/St. Lawrence Counties; and the Shinnecock and Poosepatuck tribes-Suffolk County.

DCS administrative offices are located in Albany, Buffalo, New York City, and Syracuse.

## Division of Community Services

The DOS/Division of Community Services [DCS] directly manages CSBG, its funding, and operation.

DCS administrative offices are located in Albany and New York City. DCS regional offices are located in Buffalo, New York City, and Syracuse, where grantee services staff conduct program monitoring, as mandated by federal and state legislation governing CSBG. DOS support services such as Fiscal/Contract Administration, Legal Services, Information Technology and general administrative functions are located in Albany.

DCS provides direction and support for local development and implementation of comprehensive, integrated services in accordance with the mission of CSBG and in compliance with applicable state and federal statutes and regulations. The planning, implementation, and evaluation processes and procedures for CSBG are guided by the principles of Results-Oriented Management and Accountability [ROMA]. DCS staff uses a data collection system developed to ensure accurate reporting of program outcomes to state and national entities.

### DCS Offices

**Albany:** 99 Washington Avenue, Suite 640, Albany, New York, 12231..... [518] 474-5741

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### Staff Directory

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Ferris, Emmett	Program Analyst-Albany	Murray, Beatrice	Support Staff-NYC
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▼ NYS CSBG Administration ▼

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Hanna, Frances	Program Analyst-NYC	Relyea, Debra	Program Supervisor-Albany
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Kovarik, Jim	Program Supervisor-Albany	Wright, Patricia	Program Analyst-Syracuse

**Fiscal services**

Lupe, George, Supervisor		Contract Administration	
Luse, Timothy	Fiscal -Supervisor-Albany	Finn, Conloy	Fiscal representative-NYC
Denick, Cindi	Fiscal representative-Buffalo	Howard Craig	Fiscal representative-Albany

**Legal Services**

Hamm, Nathan	Attorney - Albany	Leary, Jim	Attorney-Albany
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## CSBG Advisory Council

The CSBG Advisory Council was created to fulfill the mandate of Chapter 884, NY State Laws of 1982. In 1997, Part 701 was added to Title 19 of the New York Code of Rules and Regulations [NYCRR] through adoption of a new rule pursuant to provisions of the State Administrative Procedure Act [SAPA]. The stated purpose for rule-making was to recognize the existing council and provide for membership to be a number certain of twenty [20]. In compliance with this statute, the Council includes representation from local government, private nonprofit providers, and the public. Ten members are appointed by the Governor, five by the president pro-tempore of the Senate, and five by the speaker of the Assembly. Part 701 creates the CSBG Advisory Council in DOS, establishes the number of members, and reiterates the percentage of appointments by each official, as described above. Council duties include... *(a) to assist low-income persons to overcome the barriers of poverty. This may include providing services to individuals or performing activities intended to achieve institutional change; (b) to consult with the Secretary of State in the preparation of reports, and development of applications and the CSBG plan; (c) to advise the Secretary of State on strategies and activities to achieve these goals by either responding to actions proposed by the Secretary or suggesting new initiatives to the Secretary.* The Council also adopts and amends its bylaws to address matters related to its duties and functions.

## Council Activities

The Council met 3 times during FFY 08.

During 2008, DOS reorganized several priorities of DCS. As part of the reorganization, a portion of CSBG funds were targeted to 4 priority areas that would result in outcomes which better serve the low-income population of New York State. These priority areas were presented to the Council, with an invitation to become part of a DCS-sponsored task force charged with assisting in the design and implementation of the initiative and methods of measuring impact.

All members present at the May meeting volunteered to serve, and in addition, to ensure equity statewide, additional directors were asked to represent 3 additional areas within the state. The task force provided valuable input that positively impacted the development of the Notice of Funding Availability [NOFA] and the measurement tools that were ultimately agreed upon.

Meeting minutes are on file at the Department of State.

Program assurances are specified in of §676A (a)(1)(A)-(B),(4) of the CSBG Act. Information on the following pages describes grantee response to local conditions. It corresponds to Results-Oriented Management and Accountability [ROMA], a mandate which is part of the system designed to collect and report outcomes.

- 
- (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals**
- 
- (i) to remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);**
  - (ii) to secure and retain meaningful employment;**
  - (iii) to attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;**
  - (iv) to make better use of available income;**
  - (v) to obtain and maintain adequate housing and a suitable living environment;**
  - (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and**
  - (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to ....**
- (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;**
- (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs ...**
- (4) an assurance that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals...**
-

▼ Grantee Program Accomplishments ▼

## **CSBG Grantees and Community Need**

### **Striving for Self-Sufficiency**

For nearly 45 years, CAAs and CAPs as well as the organization serving migrants and farmworkers have developed a breadth of programs, services, and activities which demonstrate a commitment to addressing the causes of poverty, the impact on their communities, and their efforts to move people to sustainable self-reliance.

CSBG grantees and the statewide community services network take a comprehensive approach to a mandated mission: to eliminate poverty, to revitalize communities, and to empower individuals and families to move from dependency to self-sufficiency. Statewide, grantees established local priorities in response to local need, making use of the flexibility of CSBG funds to develop tailor-made and highly responsive programming. CSBG-community action expertise is often combined with other resources to undertake programs that empower communities and move people from poverty to self-reliance.

Low-income often translates into dilapidated housing, poor quality food and nutrition, lack of transportation, unavailability of mental and other health services, and sometimes, no place to turn. In response, CSBG grantees ensured that customers were housed, fed, transported, educated, counseled, and supported by providing direct services, outreach, and family resource centers that created access and opportunity.

Through Family Development, a strengths-based family-centered strategy designed to move people into self-sufficiency, 24 grantees used CSBG funds to prepare and train staff who undertake a wide variety of interventions. For example, grantees

reported 9 programs supported by CSBG which extended services to domestic violence victims.

From abuse prevention programs to exercise programs for youth and seniors, grantees provided services where they were most needed, often supported by CSBG. From early childhood development programs to services that support independent living for seniors, CSBG grantees extended empowerment to communities across the state.

### **Meeting Emergency Needs**

CSBG grantees are recognized experts in emergency intervention. Unexpected events – ramifications of a serious illness, unemployment, divorce, homelessness, pregnancy – may singly precipitate emergencies: together, they can create crises and chaos. Grantees reach out to those whose lives may have been upended by divorce, job loss, domestic violence, death of a spouse or child, foreclosure, eviction, substance abuse, pregnancy, or other family trauma.

For many New Yorkers, intervention by a grantee is often the first step toward resolving circumstances that may have begun as a crisis. CSBG funds support 24 grantee crisis intervention programs which include: emergency food and clothing, utility restoration, homeless shelters, domestic violence safe houses, shelters for runaway and homeless teens, eviction prevention. Nearly 40 grantees reported using CSBG funds to operate emergency services programs, and 11 maintained emergency aid funds. Several grantees prepared specialized staff who not only advocated for those in crisis, but also assisted by creating partnerships and collaborations which connect with other local agencies to ensure comprehensive and wide-ranging services.

## Fostering Employment

Employment is not a guarantee against poverty. Recent studies have shown that rising heat, fuel, and food costs have consumed the take home pay of many New Yorkers. [http://www.fpi.org, 8/28/08.] Moreover, real wages have not increased despite the rise in the minimum wage in 2007 to \$7.15. Earnings at minimum wage and at a 40-hour week would gross about \$14,800 annually, barely above the federal poverty level for a 2-person family. Subtract taxes – or hours – from that paycheck, and many workers will fall below the poverty threshold. Grantee information indicates that over 43% of customers live at or below 75% of the poverty level; over 20,000 families reported that they had NO income.

In addition, the unemployment rate continued to climb; in August, 2007 it was 4.5%; by August, 2008 it rose to 5.6% statewide, according to the NYS Department of Labor.

Unemployment and under-employment continue to beset many sectors of the economy. According to an August 2008 report issued by the Fiscal Policy Institute, many workers became discouraged at not finding work, making the under-employment rate at over 8%, compared with the actual unemployment rate at that time, which was reported at about 4.6% nationally. In addition, that same report indicated that unemployment was nearly double for Hispanic workers, and more than double for Black workers than it was for the White population. [http://www.fpi.org, 8/28/08, pp.5.] The same is true for under-employment, where minority rates are often more than double that of Whites. Long-term unemployment [more than 26 weeks] is a serious condition in all communities, but particularly so for minorities. Part-time work, at lower wages,

also replaced full-time jobs for many.

CAAs provided direct and hands-on training in computer skills, developing résumés and holding mock interviews, essentially offering a complete set of career development services. Over 20 grantees reported job development, skills training, job banks, placement services, and similar programs designed to ensure employment in a variety of fields from early childhood education to the culinary arts.

Grantees reached out to hard-to-serve populations, such as dislocated workers or those with multiple barriers to work, including health or mental health issues, bringing them closer to success through computer, communication, and basic literacy skills.

## Developing Income Supports

Life on a limited income often means restricted choices and fewer opportunities. One successful grantee response is the creation of entrepreneurial development programs that include business incubators. Individuals and families are encouraged to initiate start-up businesses, some home-based, which create income and improve communities through development of products and services. These startup enterprises frequently include business plan development and operation as well as technical assistance from the grantee.

Grantee efforts also underwrote such activities as consumer cooperatives and buying clubs, loan funds, and credit unions supported by CSBG funds, resulting in lower expenditures for low-income families.

Income tax preparation and assistance programs are vital to many New Yorkers who may not be aware of income tax refunds for which they were eligible, particularly the Earned Income Tax Credit [EITC]– or cannot afford to pay for private tax preparers. In response, grantees operated several free tax counseling and preparation programs: VITA, the Volunteer Income Tax Assistance program, EITC, and several tax preparation and counseling programs. These programs are particularly important for anyone on a fixed income: grantees reported that over 14% of customers are age 55 or more, placing many in the fixed-income category. VITA and EITC programs also encourage grantees to connect with the community through volunteers such as college students and retired executives who assist people to file their returns. Grantees reported 40 free income tax assistance certification, counseling, and preparation programs.

Financial literacy training as well as information on opening and maintaining savings accounts were particularly critical in assisting customers enrolled in CAA-operated Family Self-Sufficiency programs to begin saving money and establish Individual Development bank accounts. CAA staff provided guidance and training in their implementation and use.

Transportation is also essential in helping people make better use of their available income and maintain employment. Wheels to Work and Community Solutions for Transportation, supported by federal or New York State resources supply either

a vehicle, or a loan for a vehicle, allowing participants to continue their employment, travel to new or existing jobs, improve the hours that they work. Family needs are met as well: grocery shopping, doctor visits, social activities all contribute to maintaining employment, income, and self-sufficiency. Over 20 grantees indicated use of these transportation programs; more than half of those applied some CSBG funds to the projects.

### **Educating Adults and Children**

Education is a key element in successfully moving from dependency to self-reliance. As CSBG grantee program statistics illustrate, about 27% of customers have not graduated from high school or secured a General Education Diploma [GED]. To that end, grantees offered English for Speakers of Other Languages [ESOL], family literacy, and GED classes.

Grantee educational programs also focus on children, instilling achievement, and promoting dropout prevention. After-school programs provided homework assistance, tutoring, and mentoring; attendance support programs provided follow-up for children with irregular attendance records. After-school and related programs were reported by 26 grantees, with more than half using CSBG funds in support; CSBG funds were also applied to programs for dropout prevention and alternative schools. Grantee activities provided a variety of adult educational programs and services, ranging from literacy, computer and other training connected to employment training. Customers benefitted by achieving higher educational attainment, resulting in better jobs at better pay.

### **Helping Create Affordable Housing**

Decent and affordable housing is an

aspiration for many low-income New Yorkers, and for many, a dream that is a long-distant reality. According to US Census data, over 31% of all housing in New York State was built prior to 1939: such housing may be neither energy efficient, inhabitable, or both.

Grantee-operated housing programs ranged from home renovation and rehabilitation to first-time home-ownership programs, which also provided financial literacy training. First-time homebuying programs were supported by CSBG funds by 8 grantees. Home repair programs were reported by 28 grantees, with 12 using CSBG funds in support. In efforts to rehabilitate the housing stock, unique grantee programs involved national or local home renovation supply companies, which donated unused, unsold home renovation products to the grantee, which in turn supplied it to its customers – renters and homeowners alike – to help them improve their homes and communities.

### **Preventing Homelessness**

Being homeless means no place to claim as a safe, personal space. Lack of affordable housing coupled with a rise in the poverty rate are considered leading causes of homelessness. [\[http://www.nationalhomeless.org/publications/facts/families.html\]](http://www.nationalhomeless.org/publications/facts/families.html)

According to the Coalition for the Homeless, *1,464 families entered New York City shelters in September, 2008 ... a 22% increase over last September.*

[\[http://www.coalitionforthehomeless.org/\]](http://www.coalitionforthehomeless.org/) Across the state, those who have lost their homes include the elderly, the infirm, veterans, HIV positive New Yorkers, long-term tenants, and countless others who may have found themselves on the street through no fault of their own. Those who suffer from mental

illness are particularly vulnerable.

According to information submitted on grantee Reports, 71% of customers are renters. Given the downturn in the economy at the end of FFY 08, evictions and foreclosures rose; many renters faced eviction when their landlord was foreclosed. Grantees reported 22 eviction prevention programs operated with CSBG support; 16 grantees, supported by CSBG funds, provided direct assistance to the homeless including shelters; 12 grantees used CSBG funds to provide transitional housing and other dwellings. CAAs also effectively assisted the homeless through direct case management and intervention. CAA homeless programs tracked numbers of homeless, provided public forums to increase community awareness, and used CSBG funds to support homelessness among the HIV/AIDS population.

### **Providing Nutritious Foods**

Hunger can be debilitating, frightening, and life-threatening for increasing numbers of people, moving from an emergency to an ongoing condition. The Food Research and Action Center noted that nearly 10% of New York State households were potentially hungry. [\[http://www.frac.org\]](http://www.frac.org) The NY City Coalition Against Hunger reported in July, 2008 that food pantries and soup kitchens saw a 9.3% increase over 2007. [\[http://www.nyccah.org/\]](http://www.nyccah.org/) CSBG grantees reported 41 food pantries, 39 supported by CSBG, and 6 soup kitchens feeding residents across the state.

In response to increased use this year, CAAs across the state expanded the hours food pantries were open or increased the number of sites. Several grantees undertook creative ways to ensure food availability in their communities.

Community gardens increased in popularity,

and several grantees focused on gleaning, raising and distributing fresh and organic fruits and vegetables. Many grantees also provided nutrition education, cooking classes, and nutrition outreach to inform communities about hunger prevention strategies and access to anti-hunger programs. Nearly half of CAAs in the state provided nutrition outreach and education, with 18 supported by CSBG funds.

### **Meeting Healthcare Needs**

The crisis in health insurance coverage ignited a national debate, particularly where children were concerned. It was estimated last year that nationally, the number of uninsured Americans rose to over 47 million and could conceivably climb to 56 million by 2013. [www.commonwealthfund.org]. In New York State, about 2.9 million people were uninsured, 8.6%, of them children. A New York Healthcare Commission report indicated that typical uninsured New Yorkers were low-income, adults, members of a working family, a racial or ethnic minority, non-US citizen, and may be eligible for public coverage, but may not be enrolled.

[http://www.nyhealthcarecommission.org/docs/uninsured\_in\_new\_york.pdf]

Grantees addressed the lack of health insurance and brought on staff who served as liaisons between health insurance companies and customers. These advocates try to provide supports essential in cutting through red tape in obtaining prescriptions or determining benefits, particularly helpful for the elderly. Some grantees assisted customers in receiving benefits, and others helped customers discard old or expired medications to ensure that they didn't fall into the wrong hands. Grantees provided health education, including involving youth in programs that provide prenatal care, and ensuring a healthy birthweight. Public events, such as health fairs, exposed the

community to health care providers, systems, insurance providers, medical professionals and similar community contacts.

### **Supporting Youth**

High dropout rates, unemployment, and homelessness place many youth in peril or at risk. In some parts of the state, the dropout rate hovers around 40%, particularly in minority and urban communities. Many CSBG grantee-operated youth programs used some amount of CSBG funds to support these efforts. Programs included violence prevention, career skills development, juvenile justice intervention, abstinence and counseling. These engage youth in addressing such problems as family trauma or abuse, preventing eating disorders, anxiety, and depression. In addition, through literacy and tutoring programs, teens were encouraged to stay in school and to advance their educational goals, improving future employment opportunities.

Grantees reported that 13 youth programs supported by CSBG provided direct employment, particularly during summer. Mentoring programs provided the support and reinforcement of caring adults to guide teens through the difficulties they face. Several grantees sponsored inter-generational programs that connected youth with seniors; various grantees involved community youth with summer camps, sports events, gardening, and through scholarships.

### **Reaching Out to Seniors**

The number of people over age 65 has increased and the number of people age 80 and older is expected to increase to over 19 million by the year 2030. Special problems facing the elderly include cost of health insurance coverage and medications, lack of transportation, loss of independence, isolation, poor nutrition, and increased

housing costs. [<http://seniorjournal.com/SeniorStats.htm>]

Grantees reached out to senior populations by providing housing opportunities, transportation, meal sites and cooking classes, intervention with fuel and heating bills, and assistance with filing income tax returns. Transportation was particularly important as it assisted elders to purchase their groceries, travel to medical appointments, and socialize in group settings. Provision of transportation for grocery shopping was particularly beneficial in maintaining independence.

Table 1 illustrates the range of programs, services, and activities provided by CSBG grantees, as well as those programs supported by CSBG funds.

<b>Table 1 Grantee Programs Reported, by Service Category</b>		
<b>SERVICE CATEGORY: SELF-SUFFICIENCY</b>		
<b>Program Areas: Family Development-Case Management</b>	<b>#Grantees operating w/CSBG</b>	<b>#Grantees operating w/out CSBG</b>
Child care: Learning Centers, Resource and Referral	12	17
Domestic Violence Intervention/Prevention	9	7
Family resource/Support Centers	13	5
Family Self-Sufficiency Program [HUD]	5	11
Transportation Programs	14	9
Welfare to Work	5	5
Wheels to Work	8	5
<b>Program Areas: Health, Mental Health, Health Emergencies</b>	<b>#Grantees operating w/CSBG</b>	<b>#Grantees operating w/out CSBG</b>
Abstinence Programs	3	3
Abuse Prevention [Sexual] Children, Youth, Elders	3	4
Alcohol-Substance Abuse Prevention/Intervention	7	4
Child Health/Family Health Plus [Statewide Insurance]	7	9
Exercise Programs - Youth and Seniors	5	4
Family Planning Education	3	4
Health Screening Programs	3	7
Healthy Babies/Well child Programs	2	7
Healthy Seniors	6	5
HIV/AIDS Supports, Services, Prevention Programs	4	7
Home Care	0	5
Managed Care	0	2
Rape Crisis/Intervention/Prevention	3	5
Tobacco Use Prevention	2	1
<b>SERVICE CATEGORY: EMPLOYMENT</b>		
<b>Program Area: Employment/Employment Services</b>	<b>#Grantees operating w/CSBG</b>	<b>#Grantees operating w/out CSBG</b>

▼ Grantee Program Accomplishments ▼

AmeriCorps [Interns and Volunteers]	3	2
Business Incubators	3	1
Computer/Computer Literacy Training	7	6
Dislocated Workers	3	2
Foster Grandparent Program	4	4
Jobs: Development, Banks, Clubs, Fairs, Placement, Readiness	17	9
Senior Aides/Senior Employment	5	5
Skills Training: Clerical, Cleaning, Culinary Arts, Early Childhood	5	5
Summer Employment/Summer Youth Programs	9	7
Transportation: Direct, Wheels to Work, Auto Loans	8	13
Vocational/Educational Services for the Disabled	1	0
Welfare to Work	5	5
YouthBuild	4	1

**Table 1 Grantee Programs Reported, by Service Category**

<b>SERVICE CATEGORY: EDUCATION</b>		
<b>Program Areas - Education / Educational Services</b>	<b>#Grantees operating w/CSBG</b>	<b>#Grantees operating w/out CSBG</b>
Adolescent Vocational Education [AVE]	2	3
Adult Basic Education	5	4
Adult Literacy/Literacy Volunteers	4	3
After-School Programming	16	10
Alternative Schools, Education [Youth, Teens, Parents]	1	4
Bi-Lingual Education	3	3
Dropout Prevention/Attendance Intervention	6	3
Early Head Start/Head Start	6	30
English as a Second Language	4	3
Even Start	0	2
Family Literacy/Volunteers	4	3
Family Development Credential	24	4
General Education Diploma [GED] Classes	9	11
<b>SERVICE CATEGORY: INCOME MANAGEMENT</b>		
<b>Program Areas - Income Management</b>	<b>#Grantees operating w/CSBG</b>	<b>#Grantees operating w/out CSBG</b>
Asset/Individual Development Accounts [IDA]	6	0
Budgeting Clubs/Economic Literacy Classes	6	5
Child/Family Health Plus [Statewide Health Insurance]	4	6
Consumer Cooperatives [Buying Clubs]	5	0
Consumer Loans	3	0
Credit Unions	2	0
Earned Income Tax Credit	9	5
Energy Packaging	5	11
Furniture Programs	7	3
Holiday Charities: Food, Toys, Gift Baskets	28	6
Home Appliance Efficiency Testing	3	10
Loan Funds	5	1
Meals Programs [Summer, Children, Schools]	10	12
Tax Assistance [Free Tax Preparation]	20	6
Tax Counseling for the Elderly/Volunteer Income	4	2
Thrift Stores/Shops	9	0
Wheels to Work [Vehicle Purchase-Loans; Vehicle Maintenance]	5	8
VITA grants	7	1

**Table 1 Grantee Programs Reported, by Service Category**

<b>SERVICE CATEGORY: HOUSING</b>		
<b>Program Areas - Housing Services</b>	<b>#Grantees operating w/CSBG</b>	<b>#Grantees operating w/out CSBG</b>
Eviction Prevention	22	6
1 <sup>st</sup> Time Homebuyer Program	8	7
Home Repair Programs: Furnaces, Energy Conservation, Hazard Prevention	12	16
Homelessness Programs: Re-Housing, Single-Room Occupancy	16	7
Housing Assistance for Persons with AIDS	1	2
Housing Development and Management	13	3
Landlord-Tenant Programs; Dispute Mediation	5	2
Lead Paint Abatement	2	3
Rental Subsidies	6	9
Supportive Housing Programs: Runaways, AIDS, Elders	6	3
Transitional Housing	12	8
Weatherization Assistance	16	24
<b>SERVICE CATEGORY: EMERGENCY SERVICES</b>		
<b>Program Areas: Emergency Assistance and Services</b>	<b>#Grantees operating w/CSBG</b>	<b>#Grantees operating w/out CSBG</b>
Coats for Kids	15	6
Consumer Loan Programs	2	1
Crime Victims Assistance	3	8
Crisis Intervention	24	5
Domestic Violence Intervention: residential and non-residential	7	9
Emergency Aid Funds	11	4
Emergency Food, Clothing, Shelter	38	8
Homeless Shelters	4	2
Prescription Vouchers	9	3
Rape Crisis/Hotlines	3	5
Respite Programs for: Children, Seriously ill, Elderly	4	6
Runaway/Homeless Youth Programs	2	6
Soup Kitchens	5	1

**Table 1 Grantee Programs Reported, by Service Category**

<b>SERVICE CATEGORY: LINKAGES</b>		
<b>PROGRAM AREAS: PARTNERSHIPS</b>	<b>#Grantees operating w/CSBG</b>	<b>#Grantees operating w/out CSBG</b>
<b>PARTNERSHIPS WITH LAW ENFORCEMENT</b>		
Adult Protective Task Force [Adult Abuse]	5	2
Alternative Sentencing Sites	7	2
Community Services Crime Victims	1	0
Dev'm't of Protocols/Policies dealing with Domestic Violence	2	3
Diversion Services Programs	3	2
Shoplifter Prevention Services	1	0
<b>PARTNERSHIPS WITH PUBLIC/PRIVATE GROUPS, ORGANIZATIONS</b>		
AIDS Task Forces, Consortia	3	3
Case Conferencing w/Other providers	12	8
Child Care Connections	6	11
Community Crisis Network	13	1
Community Dialogue on Poverty	17	2
Economic Development Partnerships	17	6
Integrated Community/County Planning	15	2
Inter-Agency Councils	19	4
Safe Neighborhoods Programs	9	0
<b>PARTNERSHIPS WITH HOUSING AUTHORITY [IES]</b>		
Block Associations, Clubs	3	0
Housing Action Councils	6	3
Housing Consortia	11	4
Neighborhood Watch	2	0
Tenant Associations	4	3

**Table 1 Grantee Programs Reported, by Service Category**

<b>SERVICE CATEGORY: YOUTH</b>		
<b>Program Areas: Youth and Youth Services</b>	<b>#Grantees operating w/CSBG</b>	<b>#Grantees operating w/out CSBG</b>
Abstinence Programs	4	2
Adolescent Pregnancy Prevention/Centers	5	7
After - School Programs, Recreation	15	7
Anti-Bullying Programs	3	3
Big Brother/Sister/Buddy Mentoring Programs	6	2
Career Skills Development	13	4
College Scholarship Programs	3	4
Counseling for Pregnant/Parenting Teens	7	10
Fatherhood Programs	6	9
Group Homes for Teens, Parenting Teens	1	2
Intervention for Children/Family Court System	7	1
Juvenile Justice Coordination	4	1
Male Mentoring	3	5
Mediation with Courts, Probation Departments	5	1
Runaway Homeless Youth Programs; Safe Houses/Shelters	1	4
Summer Programs: School, Camp, Feeding Sites	14	7
Summer Youth Employment Program	13	7
Teen AIDS Prevention	2	1
Teen Leadership	5	2
Youth Councils	4	5
Youth Technology Programs	2	1
Youth Violence Prevention	7	4
YouthBuild	2	0
Youthful Offenders Programs	5	1
<b>SERVICE CATEGORY: NUTRITION</b>		
<b>Program Areas: Nutrition and Nutrition Services</b>	<b>#Grantees operating w/CSBG</b>	<b>#Grantees operating w/out CSBG</b>
Commodities Distribution	10	3
Community Gardens	10	3
Congregate Meals: Children, Adults, Seniors	8	4
Cooking Classes	2	2
Food Co-ops	8	0
Food Pantries	39	2
Gleaning	9	1
Home Delivered Meals	4	3
Nutrition Outreach and Education	18	11
School Feeding, Summer Feeding	11	10
Soup Kitchens	6	0
Women, Infants, and Children [WIC] Program	2	11

## **Compliance with State and Federal Statute and Regulations**

PL 105-285 [CSBG Act of 1998]

42 USC 9901, et seq.

The *Coates Human Services Reauthorization Act of 1998, PL 105-285*, governs CSBG. Compliance with specific sections is delineated below, as was detailed in the FFY 2008-9 CSBG Management Plan submitted to US DHHS [US Department of Health and Human Services]. Activities funded by CSBG were carried out in a manner consistent with the purposes and goals listed below.

The purposes of this subtitle are —

§ 672 - Goals and Purposes

- 
- (1) to provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of the Social Security Act (42 USC 601, et. seq.)); and**
  - (2) to accomplish the goals described in paragraph (1) through —**
    - (A) the strengthening of community capabilities for planning and coordinating the use of a broad range of Federal, State, local, and other assistance (including private resources) related to the elimination of poverty, so that this assistance can be used in a manner responsive to local needs and conditions;**
    - (B) the organization of a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty in the community and may help the families and individuals to achieve self-sufficiency;**
    - (C) the greater use of innovative and effective community-based approaches to attacking the causes and effects of poverty and of community breakdown;**
    - (D) the maximum participation of residents of the low-income communities and members of the groups served by programs assisted through block grants made under this subtitle to empower such residents and members to respond to the unique problems and needs within their communities; and,**
    - (E) the broadening of the resource base of programs directed to the elimination of poverty so as to secure a more active role in the provision of services for -**
      - (i) private, religious, charitable, and neighborhood-based organizations; and,**
      - (ii) individual citizens, and business, labor, and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.**
-



## Definitions

§ 673

Definitions contained in this section of the legislation were used by the state administering agency and grantees.

## Federal Administration

CSBG is administered by the Office of Community Services of OCS-DHHS, a branch of the Administration for Children and Families [ACF] of DHHS.

## Federal Application

§676(3) and (b)

### Application and Designation

§676 - Application and Plan; Designation of Lead Agency

States are required to submit to the Secretary of DHHS an application [Management Plan] that covers a period of not less than 1 fiscal year and not more than 2 fiscal years. The Governor designated DOS as the lead agency for CSBG in a letter to DHHS included in the FFY 2008-9 Management Plan. The CSBG Management Plan was made available for public review.

During FFY 08, the Management Plan was amended to include distribution of remainder funds through a state discretionary project targeting 4 priority areas: at-risk youth, healthy families, early childhood development, and workforce development.

As required by section 676 (e)(2), the revised plan was made available for public inspection; this was done through a public notice published in the *State Register*, posting the document on the DOS website, and mailing it to all grantees. Comments were received and submitted to HHS/OCS with the amended Plan.

## Target Populations

§676(b)(1)(A)

Target populations are individuals and families living at or below 125% of the [federal] poverty level, including families and individuals attempting to transition from public assistance, homeless individuals and families, migrant and seasonal farmworkers, and elderly low-income individuals and families.

## **Prohibition of Political Activities**

§ 678F (b)

The requirements regarding treatment as a state or local agency for the purposes of Chapter 15 of Title 5 US Code [the Hatch Act] were added as an amendment to CSBG contracts ... *any entity that assumes responsibility for planning, developing, and coordinating activities under this subtitle and receives assistance under this subtitle shall be deemed to be a State or local agency.* All eligible entities are required to comply with the requirements of this section in accordance with the rules and regulations published by the Secretary of DHHS.

## **Uses of CSBG Funds**

§675C

### **Expenditure of State Administrative Funds**

Less than 5% of the FFY 08 CSBG grant received by New York State was used for program administration. Funding paid for personal services: salaries, fringe benefits, and indirect costs for 22.5 full-time equivalent staff in DOS, including DCS staff working directly on program management, and support staff from DOS fiscal, legal and information technology divisions, as well as infra-structure-related services.

Non-personal services such as a proportional share of lease expenses, equipment purchases, publications, and general office operations were also covered by the administrative portion of the CSBG grant. DOS office relocated in January 2008, causing DCS to incur additional administrative expenses associated with the move.

Administrative funds were used to cover expenses for accreditation of the Family Development courses through the National Program of Non-collegiate Sponsored Instruction (PONSI), allowing students to receive college credit for their participation

in family development training. Travel and related meeting expenses were covered for CSBG Advisory Council members. Meetings with other state agencies and local organizations dedicated to moving individuals and families out of poverty resulted in better communication and coordination. Memberships in key national organizations were maintained.

## **Funding to Eligible Entities** 1.4%

### **Statewide - Distribution of Funds**

CSBG funds were distributed in accordance with federal and state statutes. All grantees in good standing received the same proportion of funds received during FFY 07. The allocation chart was posted on the DOS website. For our purposes, grantees include the 52 federally recognized eligible entities, 4 Indian Tribes/Tribal Organizations and the New York State Community Action Association [NYSCAA]. Proposed allocations are contingent upon receipt of the [annual] notice of grant award from OCS-DHHS.

In New York State, eligible entities include CAAs and CAPs designated prior to 1981, agencies designated subsequent to 1987, and the organization serving migrant and seasonal farm workers. As mandated by CSBG legislation:

Not less than 90 percent of the funds made available to a State under section 675A or 675B shall be used by the State to make grants for the purposes described in §672 to eligible entities.

Of the total funds awarded to New York State, 91.4% were allocated to eligible entities as defined by 42 U.S.C. 9901, et seq., as amended.

### **Funding to New York City**

[Department of Youth and Community Development]

DYCD is the public CAA which serves New York City. It is the mayoral-level NYC agency that distributes CSBG funds to community-based organizations [CBOs] serving communities in every borough. These organizations provide a broad array of services to residents in 43 low-income communities throughout the 5 boroughs, known as Neighborhood Development Areas [NDAs]. The DYCD Community Action Board [CAB] is the tripartite board that advises DYCD on policy and

programmatic issues which affect the communities. Each designated NDA has a Neighborhood Advisory Board [NAB].

As the administering agency for CSBG in New York City, DYCD is required to meet the general grantee requirements as well as administrative requirements, which include development of a comprehensive management plan.

In New York City, all CSBG funded services and activities are provided through a network of over 215 community and faith-based organizations through 420 contracts. A list of these agencies and the amount of funds received by each is submitted to DOS/DCS. The contract to be used for sub-allocating CSBG funds is reviewed by DOS/DCS to ensure consistency with Federal statutory requirements regarding compliance with ROMA, the national performance measurement system.

In accordance with 42 U.S.C. 9901, et seq., §678E (a)(1)(B), all delegate agencies or subcontractors are required to participate in ROMA. Therefore, reporting requirements of §678E are applicable to local agencies receiving CSBG funds through DYCD.

### **Funding to Migrants and Farmworkers: Rural Opportunities**

Services to migrants and farmworkers have been a provision of CSBG since its inception, included as part of the original Economic Opportunity Act [EOA] of 1964. Rural Opportunities, Inc. [ROI] although not a CAA, is an eligible entity. It is a private, not-for-profit regional community development and human service organization providing services to farmworkers, low-income families, and economically depressed communities. Founded in 1969, ROI is a leading advocate for migrants and farmworkers in New York

as well as New Jersey, Pennsylvania, Ohio, Indiana, and Vermont, and provides housing services in the Commonwealth of Puerto Rico.

Headquartered in Rochester, Monroe County, services and assistance are furnished through 10 service centers located in agricultural regions across the state.

ROI provides direct services or refers its customers to housing, education, employment, emergency services, nutrition, income management, energy efficiency, ensuring the links and coordination necessary to meet the needs of their diverse population, including availability of multi-lingual staff. [Effective in FFY 09, Rural Opportunities, Inc. name is changed to PathStone, Inc.]

## **State Administrative Costs** [5%]

Not more than 5% of FFY 2008 CSBG funds were used for State administration, as mandated. Funds not expended in one fiscal year were carried forward for use by the state in the subsequent year. [See Table 2A, Expenditure of FFY 08 Administrative Funds]

## **Remainder Funds** [3.6%]

*PL 105-285, §675c (b)(1)*

Remainder funds were used for statewide activities such as coordination and communication among eligible entities and other activities consistent with the purposes of the statute.

## **Funding to Indian Tribes/Tribal Organizations** [.5%]

In accordance with the requirements set forth in *NYS Executive Law Article 6-D §159-i*, the allocation is .50% of the total CSBG allocation to New York State, or \$282,180, distributed equally among the 4 Tribes/tribal organizations.

The Tribes/Tribal organizations are: Seneca Nation in Erie/Cattaraugus Counties; Mohawk Indian Housing Corporation [MIHC] at the St. Regis Mohawk/Akwesasne Reservation in Franklin / St. Lawrence Counties, at the border with Canada; and the Shinnecock and Poosapatuck Tribes, located in Suffolk County. Of these, MIHC is a Tribal organization; the others are Tribes.

## **Targeted Projects:** [3.1%]

With a goal of achieving greater and more targeted outcomes for customers, DOS/DCS used the FFY 08 CSBG allocation to create a targeted portion of CSBG remainder funds. Remainder funds were awarded for projects as determined by the Secretary of State.

The needs of the most disadvantaged New Yorkers – those served by CAAs around the state – would be best served by targeting a portion of CSBG funds to priority areas discussed by the Governor’s Economic Security Cabinet, including Early Childhood Development, At-Risk Youth, Healthy Families, and Work Force Development.

In accordance with state and federal legislation, these targeted funds were distributed for programs and activities consistent with the purposes of the authorizing legislation.

Distribution of funds was carried out in 2 phases: community-based organizations [CBOs] which are CAAs, as required under legislation, received their proportional share of remainder funds based on the same proportion of funds received by the CAA in the previous year. Projects were targeted to address the identified priority areas. Agencies chose one or more target area to create a new initiative or expand on an existing program. Activities will be carried out during FFY 09 and will be reported separately.

Phase 1 funding was awarded as a separate amendment to the existing multi-year contract; payments will be based on the demonstrated achievement of stated outcomes. Under Phase 2, such CBOs were notified in writing that they were eligible to apply for additional funding to address needs in the 4 priority areas. Documentation of need for new or expanded proposed projects was required to be evident in updated Community Action Plans.

Outcomes achieved with these funds were measured in accordance with the National Performance Indicators. The broad variety of project goals reveals the extent of grantee creativity and capacity to meet local need. A sampling of projects includes: support services for unemployed and under-employed adults; permanent employment placement in Green Jobs; On-the-Job competencies and job coaching; nutrition counseling and education; expansion of a cooperative gleaning project using local farm crops to develop vacuum-packed meals; expansion

of food pantry services outside the traditional networks; expansion of services using the family development model; implementation of a youth development and gang prevention program; establishment of financial literacy through a series of training courses; bilingual support for health services; eviction prevention; parenting education; expansion of day care programs; and provision of dental care screening and services, as well as follow-up and referrals to area dentists.

### **Unencumbered and Unallocated Funds**

#### **Funding to NYSCAA**

DOS/DCS continues to enhance the capacity of grantees through an ongoing partnership with its statewide CAA association, the New York State Community Action Association [NYSCAA]. DOS awarded \$385,000 in CSBG funds to NYSCAA, including \$150,000 to carry out data collection functions known as Electronic Data Management [EDM]. DOS/DCS monitors NYSCAA activities.

NYSCAA represents all 52 CAAs in New York State, serving all 62 counties. It is the statewide non-profit organization dedicated to the growth and education of New York State CAAs to sustain their efforts in advocating for and improving the lives of low-income New Yorkers.

Funds were awarded to NYSCAA to improve management capacity of grantees as well as for NYSCAA administration, expansion of the EDM system, and to support grantee board development, the Family Development Association of New York State [FDANYS], and the Women in Government Mentoring program.

#### **FFY 08 Accomplishments**

NYSCAA ensures statewide coordination and communication among CSBG-funded agencies.

NYSCAA published its first *New York State Poverty Report* and the annual update of the *Helping Hands Tool Kit*. NYSCAA issued 4 editions of its *Inside Community Action* newsletter and 16 editions of its electronic E-News updates, informational tools which enable NYSCAA to promote the work of CSBG-funded entities to interested stakeholders and the general public.

NYSCAA also convened multiple training opportunities for CAA management, board members, and fiscal staff.

This training included:

- ◆ 2<sup>nd</sup> Annual Symposium on Poverty and Economic Security, attended by over 200 people and including NY State Executive and Legislative branch leadership, CAAs, other community-based groups, and 26 low-income individuals whose attendance was supported by CSBG-funded scholarships. Secretary Cortés-Vázquez welcomed the group, and participated in a special panel composed of members of the Governor's Economic Security Cabinet to engage in a dialogue on poverty and potential strategies for moving families toward greater economic security.
- ◆ Community Action Finance Conference, funded by both state and federal CSBG dollars to provide CAAs with the most up-to-date information relevant to their work.
- ◆ Information Technology Days in March and in July provided CAAs with the opportunity to attend 8 on-line sessions throughout the course of 2 days and to explore ways to increase their capacity to serve the needs of their customers.
- ◆ Annual Professional Development Conference: This year, the annual conference was addressed by David Bradley, Director of the National Community Action Foundation, and who presented a full-day workshop on the History of the War on Poverty. Over 35 New York CAAs were provided with comprehensive training.
- ◆ Regional training for grantees in Western New York highlighted multiple workshops on the energy crisis, at-risk elderly, board training, and youth services.

- ◆ ROMA trainings in 3 locations across the state provided participants with a better understanding of ROMA and related activities.
- ◆ Numerous board training and webinars used online technology to expand the knowledge base of CAAs. NYSCAA assisted the statewide activities of FDANYS, providing administrative and fiscal support, and aiding in carrying out the annual FDANYS conference.

In addition to partnering with DOS to increase technology use by CAAs, through the EDM project NYSCAA assists DOS in the data collection effort of the 56 Annual Program Reports [APRs] submitted in compliance with federal and state mandates. NYSCAA updated its website, improved its functionality, and updated its publicly-accessible portions.

A detailed report is on file at DOS.

## **Technical Assistance**

Unencumbered and unallocated funds from the previous grant award [FFY 07] were used to provide additional technical assistance to several grantees for specifically-identified needs:

### **Opportunities for Broome –**

fiscal technical assistance

### **Dutchess Community Action –**

technology technical assistance

### **Franklin CAA [ComLinks] –**

fiscal technical assistance

### **Wayne Community Action –**

conduct fraud audit

In addition, \$30,000 of unencumbered FFY 07 CSBG funds were used to continue activities of the Community Action Angels [Wyoming CAA], through FFY 08.

## NYS Expenditure of CSBG Funds

**Table 2 Final Report on Expenditure of FFY 2007-8 CSBG Funds**  
[available for disbursement 10/01/06 – 9/30/08]

Distribution	See Note #	Expended
Grantees	1	\$51,400,366
Indian Tribes		274,404
Disaster Relief		0
NYSCAA	2	597,996
Professional Development	3	2,731
Special Projects	4	131,300
Total Local Assistance		52,406,797
State Administration	5	2,028,400
TOTAL FFY 07 allocation		\$54,435,197

**Notes:**

- Actual contracts to grantees totaled \$51,587,750; \$482,705 was journal vouchered from FFY 08 to close-out FFY 07.
- NYSCAA was funded at \$212,996 (plus a separate contract of \$150,000 for Electronic Data Management) for FFY 07 and \$385,000 (including the EDM project) for FFY 08; unencumbered FFY 07 funds were used to fund the FFY 08 budget period.
- Funds paid to PONSI covered expenses for Family Development course accreditation.
- Special Projects included: ComLinks (Franklin) \$50,000; Wayne CAP \$8,500; Wyoming CAA for Community Action Angels \$65,000 (\$35,000 FFY 07 project period; \$30,000 FFY 08 project period); Opportunities for Broome \$7,800
- |                     |             |
|---------------------|-------------|
| Personal Service    | \$1,292,328 |
| Nonpersonal Service | 247,892     |
| Fringe              | 539,457     |
| Indirect Costs      | 38,723      |

**Table 2A Expenditure of FFY 2008 CSBG Administrative Funds**  
[10/1/07 through 11/30/08]

Distribution	See Note #	Planned	Expenditures 2008	Charges to FFY 08	Charges to FFY 07
Grantees		\$51,587,750	\$51,587,750	\$51,105,045	\$482,705
Indian Tribes		282,180	282,180	282,180	0
Disaster Relief	1,2	50,000	0	0	0
NYSCAA	1	385,000	385,000	0	385,000
Special Projects	1,3	30,000	55,000	25,000	30,000
Discretionary Projects	4	1,744,240	258,043	258,043	0
Encumbered balance	5		1,518,997	1,518,997	
Unencumbered balance			424,907	424,907	
Total Local Assistance		53,614,170	54,511,877	53,614,172	897,705
State Administration	6	2,821,798	699,592	699,592	n/a
Total State Appropriation		56,435,968	55,211,469	54,313,764	897,705

**Notes:**

- The 2008 Allocation Chart included in the Amended Management Plan indicated expenditure of 2007 unencumbered funds for these items.
- No disaster relief funds were requested during FFY 2008.
- Special projects include \$25,000 to Dutchess CAA (IT project) and \$30,000 to Wyoming CAA (Angel Action Network).
- As described in the Amended Management Plan, discretionary projects for targeted priority areas (phases 1 and 2) are charged to FFY 08 but carried out during FFY 09.
- Encumbered balance includes \$712,130 Phase 1 and \$774,067 Phase 2 discretionary funds; \$25,000 Dutchess CAA (IT Project) and \$7800 Broome (fiscal project).
- Charges to FFY 08 Admin reflect expenditures from July 1, 2008 through Nov 30, 2008.



# Monitoring and Evaluation

## Monitoring

§678B - Monitoring

**V**ision: To be a highly organized workforce and an active member of the national community services network, dedicated to promoting self-sufficiency and vibrant, healthy communities for low-income people.

Monitoring is a comprehensive approach to reviewing, assessing, and evaluating CSBG grantees with the goal of improving the quality of services provided by CSBG grantees to individuals, families and communities served by grantees. Staff provides technical assistance and training to grantees.

Monitoring is an ongoing process which verifies grantee progress and documents compliance. Regular and ongoing program monitoring was accomplished in accordance with the *Guide to Monitoring*. As specified in PL 105 -285, §678B, monitoring is conducted to determine whether eligible entities meet performance goals, administrative standards, financial management, and other requirements established by the state.

Monitoring is conducted by program and fiscal staff working in teams and who are assigned to individual grantees. All recipients of CSBG funds submit work plans and budgets detailing the programs, services, and activities to be conducted using CSBG funds; these are approved by grantee boards of directors prior to submission to DOS/DCS and reviewed and approved by DOS program and fiscal staff as part of the CSBG contract.

Program analysts are required to certify that substantial progress was made toward achieving results as stated in the approved Work Plan and that the grantee is eligible to receive payment. Certification can be accomplished through a combination of on-site visits, review of documents, and telephone interviews. Four required certifications are submitted on a schedule that allows for payments to grantees to be processed in a timely manner.

Staff assigned to monitoring:

- Serve as representatives of the State of New York, the Department of State, Division of Community Services, and actively participate in administration of CSBG and related programs.
- Assist in implementation of goals and activities outlined in the CSBG FFY 2008-9 Management Plan.
- Provide comprehensive monitoring services to grantees in administration of programs funded by CSBG.

## Program Monitoring Outcomes

Summary: FFY 2008 Monitoring Outcomes	Activity	Total
		Visits/ contacts
	Certifications	171
	Board and committee meetings attended	63

Program analyst contact with grantees is ongoing, and is conducted on-site, by telephone, and electronically. Staff assisted grantees to ensure compliance with

regulations, fiscal guidelines, development of budgets, work plans, and required reporting instruments. Staff worked with grantees to provide a wide range of

assistance, from fiscal management and strategic planning, to agency-staff - board evaluation and assessment, succession planning, human resource development, and mobilization of services. Staff aided with searches for funding and referred grantees to an assortment of funding sources, foundations, and other entities. Staff provided specialized and other types of assistance to grantees to expand understanding and implementation of ROMA, the National Performance Indicators, and other federal requirements. While individual staff are assigned to specific agencies, a team approach is used for projects when deemed appropriate by staff.

## Special Technical Assistance

### Broome -Opportunities for Broome [OFB]

In April 2008, Opportunities for Broome received \$15,600 in CSBG funds to convert their cash accounting system to an accrual accounting system. OFB auditors made this suggestion, which confirmed observations made by DOS program and fiscal analysts. OFB purchased the new computer systems and equipment necessary to make the change in accounting resulting in improved fiscal and reporting operations. OFB staff also attended training in the new system using funds awarded for this project, ensuring expertise to implement the changes. The agency began using its new software in October.

### Dutchess - Dutchess Community Action

DCS awarded Dutchess CAA a \$50,000 grant to replace and/or upgrade its critical business hardware to insure agency security and client data and to continue to share documents and other electronic files with collaborators, agency regulators, and funders.

The grant will expand agency ability to review programs, provide accurate outcomes and monitor client milestones. The agency replaced 19 computers, upgraded its software package, data collection and outcome reporting software, for compliance with HIPA [Health Information Privacy Act] requirements following a serious security breach which left agency records vulnerable.

### Franklin - ComLinks

Franklin CAA [ComLinks] was awarded \$50,000 to upgrade its fiscal software system and migrate files and records from the old system to the new. As part of agency management improvements, 2 new fiscal staff were hired; these staff were trained in use of the new system. The agency can now develop updated daily balance sheets and will immediately know cash flow and status. The system will also identify short-term gaps and can make proper projections. Reconciliations are now done monthly. All former system program accounts were closed in September.

## Grantee Comprehensive Assessment Protocol [GCAP]

The Grantee Comprehensive Assessment Protocol [GCAP] was designed by DOS/DCS to comply with 42 U.S.C. 9901 et seq., §678B, as amended, which requires each state to conduct a full on-site review of each eligible entity at least once during each 3-year period. GCAP serves as the process for federal fiscal years 2008-2011.

In 2008, 12 grantees participated in the assessment process. Of the 12 grantees selected for GCAPs in 2008, 4 were *at-risk*, or *vulnerable* at the time of the GCAP. This process provided the means to remove, extend, or change the designation. The remaining eight were selected because there were serious fiscal or management issues identified during regular monitoring visits that needed in-depth review.

Based on information gleaned from the GCAP process, “at risk, or vulnerable” designations were removed from 3 of the 4 grantees; following the GCAP, DOS indicated that 2 grantee situations had deteriorated to either “at risk or vulnerable” status. For the remaining 6 agencies with previously identified fiscal or management issues, the assessment was an opportunity to address the issues and provide recommendations and technical assistance.

GCAP focuses on the functional areas of governance, service delivery, organizational management, fiscal and internal controls, customer satisfaction and community partnerships. The interactive process is comprised of observations, surveys, document review, and interviews with the grantee chief executive officer, board chair, chief financial officer, senior staff, board members, and community partners.

The results of GCAP are used by DOS to determine if a grantee is in good standing

or should be removed from or placed on *at-risk* status. While only a portion of grantees can be assessed each year, all grantees are encouraged to use the GCAP tool to conduct a self assessment.

Results of the GCAP can be used by a grantee to re-order priorities, improve management and fiscal operations, revise board and administrative policies, and improve service delivery.

In all cases, DOS provided written recommendations for action or suggestions for continuous improvement above current levels. As a result of the GCAP process, 2 grantees requested and received supplemental Training and Technical Assistance [T&TA] funding to aid in carrying out recommendations in the GCAP report; a 3<sup>rd</sup> requested Technical Assistance [TA] funds.

Agencies designated as *at-risk or vulnerable* were required to develop Quality Improvement Plans [as called for in CSBG legislation] indicating the process and timeline for carrying out the recommendations by DOS. For these grantees, assigned program analysts and fiscal representatives provided technical assistance and verified progress on implementation of the plans.

**Table 3 Grantee Comprehensive Assessment Protocol FFY 2007-8**

Date of Review	County/Agency	DOS Determination	Outcome
9/17-18/07	Wayne	At-risk designation removed; OCS informed	Plan underway
10/29-31/07	Chemung-Schuylers	Vulnerable designation-removed	No follow-up required
1/15-18/08	Dutchess	No findings	No follow-up required
1/29-31/08	Franklin	Verified or refuted complaints by staff	Plan completed; funds provided
3/18-20/08	Chenango	Minor findings/observations; recommendations-suggestions made	Progress underway on recommendations
4/08-10/08	Erie	At-risk designation removed; OCS informed	Progress underway on Plan
5/19-23/08	New York City [DYCD]	Agency designated vulnerable	Plan being developed
6/17-19/08	Rockland	Minor findings/observations; recommendations-suggestions made	Draft plan under review by DOS
6/24-26/08	Tioga	Minor findings/observations; recommendations-suggestions made	Progress underway on recommendations
7/15-17/08	Monroe-Ontario	Agency designated At-Risk; OCS informed	Plan underway development
8/5-7/08	Schenectady	Minor findings/observations; recommendations-suggestions made	Progress underway on recommendations
9/24-26/08	City of Yonkers [Westchester Co]	Minor findings/ observations; recommendations-suggestions made	Draft plan under review by DOS
<b>Total GCAP Assessments for 2008</b>			<b>12</b>

## Fiscal Monitoring

Fiscal oversight is integral to New York State CSBG administration. Fiscal review was conducted by regionally-located fiscal representatives [Senior Accountants] of the DOS Contract Administration Unit [CAU], who carried out ongoing, on-site monitoring for each grantee throughout the contract period. As noted in the *Guide to Monitoring*, fiscal representatives are charged with the responsibility to:

- Make on-site visits, submit Fiscal Monitoring Reports
- Conduct comprehensive financial assessment
- Prepare and submit written reports
- Provide technical assistance to grantee fiscal officers, executive directors, board members, staff
- Participate in refunding conferences
- Collect and review refunding applications, contracts, amendments, financial reports
- Review Unaudited Financial Statements, and OMB Circular A-133 Audit reports
- Maintain telephone contact with grantees.

Fiscal representatives verified reliability of grantee books and records with information reported on periodic financial reports submitted for reimbursement to DOS. Reviews included sampling of expense supporting documentation and determination of compliance with contractual obligations and state and federal requirements.

Monitoring visits also entailed reviews of grantee fiscal policies and procedures and internal control systems, attendance at grantee board meetings, and follow-up on audit findings. Fiscal representatives provided technical assistance as requested. Summary reports were completed for each grant reviewed during each monitoring visit and included findings and recommendations. Any corrective action required was followed up on subsequent visit.

## Fiscal Monitoring Outcomes

CSBG grantees were required to comply with certain Office of Management and Budget [OMB] Circulars, CFRs [Code of Federal Regulations], and the CSBG contractual agreement. Fiscal monitoring was conducted to determine if the grantees were in compliance with these requirements.

- Grantees were required to submit periodic financial expenditure reports at the 20-40-and 60% contract expenditure levels to trigger payment of CSBG funds.
- Grantees were required to submit unaudited financial statements summarizing total contract expense information relative to each CSBG funding cycle.
- Grantees were required to submit an agency-wide audit report conducted in accordance with OMB Circular A-133, unless exempt.
- Contact with a CPA who conducted agency audits was sometimes necessary to complete review of the audit report.
- Budgets and amendments were submitted by grantees for FFY 08 funding.

Outcomes: Desk review of these documents determined compliance with CSBG expenditure requirements.

Grantees were required to maintain financial records in accordance with pertinent CFR and generally accepted accounting principles. On-site reviews determined validity of books and records maintained by grantees. CSBG expenditure reports, including financial reports and unaudited financial statements, were reviewed for compliance and verified with source documentation.

Grantees were required to provide CSBG expenditure reconciliation of the A-133 audit reported amount to the unaudited financial statements amount as necessary. On-site review provided verification.

**Summary:  
FFY 08  
Fiscal  
Monitoring**

Activity	Total
On-site visits	258
Fiscal monitoring reports	208
Unaudited financial statement reviews	58
Financial report reviews	181
Budget reviews	151
Audit report reviews	55
GCAP reviews	12

**Results - Oriented Management and Accountability**

[ROMA]

New York State and CSBG grantees complied with *PL 105-285*, as well as with the results-oriented planning and reporting requirements of the Government Performance and Results Act [GPRA] of 1993. OCS-HHS established the Monitoring and Assessment Task Force [MATF] and developed ROMA to meet the requirements of GPRA. MATF established national goals and outcome measures. The ROMA performance measurement system was added to the CSBG legislation in the re-authorization of 1998, and the National Performance Indicators were created in 2004. DOS/DCS staff provided technical assistance to help grantees understand ROMA and to collect and report measurable results and to document outcomes. Results of ROMA are reported every year by March 31<sup>st</sup> to the National Association of State Community Services Programs [NASCSPP] through its data collection instrument: CSBG Information Survey [CSBG/IS]. The DCS database and data collection system is designed for compatibility in data collection for NASCSPP as well as for statewide use. Since 2004, all states and eligible entities were required to report on outcomes using the National Indicators. New York State complied.

**Data Collection**

**Electronic Data Management [EDM]**

EDM is a joint project of DOS/DCS and NYSCAA, funded by CSBG, to collect and manage data from the Annual Program Report [APR]. All grantees are required to file the APR, a multi-part reporting and data collection instrument distributed by DOS/DCS, and which gathers information on grantee programs, including national goals, outcome measures, performance indicators, budgets, resources leveraged, client characteristics, as well as narrative information on accomplishments, and success stories.

The APR was revised in FFY 06 with an initial purpose to accommodate a new electronic data collection system. After moving from a paper-based system barely a decade ago, the APR is now a dynamic, web-based document. Grantees log onto a website and enter their data directly into a database using an easy-to-navigate web interface. Development of this project included training, planning, tracking, design, creation, testing, release, and technical assistance.

The website is live for data entry by grantees on October 1; the reports are due on or about November 1. Narrative sections are submitted in the same fashion and converted into text files.

Once grantees complete their reports, they are given a chance to complete a survey regarding the APR process. Each year the website is fine-tuned to rectify issues that surfaced previously and is enhanced for improved functionality. Revisions may also occur based on changes in legislation or federal reporting requirements and/or to improve data collection efforts.

The reports generated from the data collected with the APR ensure New York State compliance with federal and state reporting requirements. Information is used to prepare the state-required Report to the Governor, the CSBG Annual Report, and CSBG/IS, the instrument used by NASCSP for submission of data to DHHS.

## National Goals and National Performance Indicators

The 12 national performance indicators were created to enable the diverse CAAs across the country to present a more uniform and coherent picture of their work and accomplishments. The national indicators reflect but a portion of the work and accomplishments of community action; grantees are encouraged to continue reporting annually on the full range of ROMA outcomes.

### Outcome of Efforts for FFY 2008

Number of Grantees Reporting: 56

Number of Eligible Entities: 52

Indian Nations: 4

**Table 4 National Performance Indicators**

<b>Goal 1: Low-Income People Become More Self-Sufficient</b>				
<b>National Performance Indicator 1.1</b>				
<b>Employment</b>	<b>Number Enrolled in Programs</b>	<b>Number Expected to Achieve Outcome</b>	<b>Number Achieving Outcome</b>	<b>Percentage Achieving Outcome</b>
The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by <u>one or more</u> of the following:				
A. Unemployed and obtained a job	8,675	4,070	4, 622	114%
B. Employed and obtained an increase in employment income	2,721	1,478	1, 976	134%
C. Achieved 'living wage' employment and benefits	697	386	394	102%
<b>Goal 1: Low-Income People Become More Self-Sufficient</b>				
<b>National Performance Indicator 1.2</b>			<b>Number Enrolled in Program [s]</b>	<b>Number Actually Achieving Outcome</b>
<b>Employment Supports</b>				
The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by <u>one or more</u> of the following:				
A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma			6,844	4,208
B. Completed ABE/GED and received certificate or diploma			2,737	1,442
C. Completed post-secondary education program and obtained certificate or diploma			655	262
D. Enrolled children in "before" or "after" school programs, in order to gain or maintain employment			7,280	5,562
E. Obtained care for child or other dependent in order to gain or maintain employment			8,978	7,073
F. Obtained access to reliable transportation and/or driver's license in order to gain or retain employment			2,257	1,978
G. Obtained health care services for themselves or a family member in support of family stability needed to gain or retain employment			38,639	37,969
H. Obtained safe and affordable housing in support of family stability needed to gain or retain employment			13,060	10,273
I. Obtained food assistance in support of family stability needed to gain or retain employment			40,849	38,833

**Table 4 National Performance Indicators**

<b>Goal 1: Low-Income People Become More Self-Sufficient</b>							
<b>National Performance Indicator 1.3</b>							
<b>Economic Asset Enhancement and Utilization</b>							
<b>The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:</b>							
	<b>Number Enrolled in Program [s]</b>	<b>Number Expected to Achieve Outcome</b>	<b>Number Actually Achieving Outcome</b>	<b>Aggregated Dollar Amounts</b>	<b>Percentage Achieving Outcome</b>		
Enhancement	1. Number and percent of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits	15,545	8,436	12,322	\$9,563,787	146%	
	2. Number and percentage who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments	38	38	17	\$8,601	45%	
	3. Number and percentage enrolled in telephone lifeline and /or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.	1,140	603	1,075	\$209,023	178%	
Utilization	1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days	1,479	1,138	1,090	\$1,289,094	96%	
	2. Number and percent opening an Individual Development Account [IDA] or other savings account and increased savings, and the aggregated amount of savings	239	185	98	\$74,057	53%	
	3. Of participants in a community action asset development program [IDA] and others:						
	a. Number and percent of participants capitalizing a small business with accumulated savings	a	1	1	1	\$0	100%
	b. Number and percent of participants pursuing post - secondary education with savings	b	73	58	43	\$10,750	74%
	c. Number and percent of participants purchasing a home with accumulated savings	c	118	36	20	\$88,400	56%

**Table 4 National Performance Indicators**

<b>Goal 2: The Conditions in which Low-Income People Live are Improved</b>		
<b>National Performance Indicator 2.1</b>		
<b>Community Improvement and Revitalization</b>	<b>Number of Projects or Initiatives</b>	<b>Number of Opportunities and/or Resources Preserved or Included</b>
Increase in, or safeguarding of threatened opportunities and community resources or services for low-income people in the community as a result of community action projects / initiatives or advocacy with other public and private agencies, as measured by <u>one or more</u> of the following:		
A. Accessible "living wage" jobs created or saved from reduction or elimination in the community	3,202	3,241
B. Safe and affordable housing units created in the community	171	2,979
C. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy	6,483	10,356
D. Accessible and affordable health care services / facilities for low-income people created or saved from reduction or elimination	990	8,155
E. Accessible safe and affordable childcare or child development placement opportunities for low-income families created or saved from reduction or elimination	679	3,211
F. Accessible "before" school and "after" school program placement opportunities for low-income families created or saved from reduction or elimination	2,307	2,374
G. 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	106	186,906
H. 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	628	3,743
<b>National Performance Indicator 2.2</b>		
<b>Community Quality of Life and Assets</b>	<b>Number of Program Initiatives or Advocacy Efforts</b>	<b>Number of Community Assets, Services, or Facilities Preserved or Increased</b>
The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by <u>one or more</u> of the following:		
A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets	16	15
B. Increase in the availability or preservation of community facilities	77	10,070
C. Increase in the availability or preservation of community services to improve public health and safety	8,711	9,805
D. Increase in the availability or preservation of commercial services within low-income neighborhoods	458	55,806
E. Increase or preservation of neighborhood quality of life resources	52,499	55,332

**Table 4 National Performance Indicators**

<b>Goal 3: Low-income People Own a Stake in Their Community</b>	
<b>National Performance Indicator 3.1</b>	<b>Total Number of Volunteer Hours</b>
<b>Civic Investment</b> The number of volunteer hours donated to Community Action	
Total number of hours volunteered to community action	2,857,601
<b>Goal 3: Low-Income People Own a Stake in their Community</b>	
<b>National Performance Indicator 3.2</b>	<b>Number of Low-income People</b>
<b>Community Empowerment Through Maximum Feasible Participation</b> The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:	
A. 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	2,237
B. Number of low-income people acquiring businesses in their community as a result of community action assistance	394
C. Number of low-income people purchasing their own homes in the community as a result of community action assistance	302
D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action	17,626

**Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People Are Achieved**

<b>National Performance Indicator 4.1</b>	<b>Number of Organizational Partnerships</b>	<b>Number of these Partnerships with Faith-Based Organizations</b>
<b>Expanding Opportunities Through Community-Wide Partnerships</b> The number of organizations, both public and private, community action works with to expand resources and opportunities in order to achieve family and community outcomes.		
Number of organizations CAAs work with to promote family and community outcomes	5,042	734

**Goal 5: Agencies Increase Their Capacity to Achieve Results**

<b>National Performance Indicator 5.1</b>	<b>Dollars Mobilized [\$]</b>	<b>Percentage of Total</b>
<b>Broadening the Resource Base</b> The number of dollars mobilized by community action, including amounts and percentages from:		
A. Community Services Block Grant [CSBG]	51,869,930	6.3
B. Non-CSBG Federal Programs	311,383,500	37.9
C. State Programs	77,586,352	9.4
D. Local Public Funding	300,313,114	36.5
E. Private Sources [including foundations and individual contributors, goods and services donated]	60,970,489	7.4
F. Value of Volunteer Time [at federal minimum wage]	20,640,613	2.5
<b>TOTAL**</b>	<b>822,763,998</b>	<b>100</b>

**Table 4 National Performance Indicators**

**Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Environments**

<b>National Performance Indicator 6.1</b>					
<b>Independent Living</b>					
The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:		Number of Vulnerable Individuals Living Independently			
A. Senior Citizens		26,043			
B. Individuals with Disabilities		13,092			
<b>National Performance Indicator 6.2</b>					
<b>Emergency Assistance</b>					
The number of low-income individuals or families served by community action that sought emergency assistance and the percentage of those households for which assistance was provided, including such services as:		Units of Measurement	Number Seeking Assistance	Number Receiving Assistance	Percentage Achieving Outcome
A. Food – unit measurements such as bags, packages, cartons, families, individuals, etc].		Varied	392,375	392,046	99%
B. Emergency Vendor Payments, including Fuel/ Energy Bills and rent mortgage payments		Households	28,608	23,874	83%
C. Temporary Shelter		Households	2,883	2,500	87%
D. Emergency Medical Care		Households	2,128	2,006	94%
E. Protection from Violence		Households	4,510	4,261	94%
F. Legal Assistance		Households	10,450	9,913	95%
G. Transportation		Households	9,629	8,844	92%
H. Disaster Relief		Households	856	856	100%
I. Clothing		Households	25,245	25,007	99%

**Table 4 National Performance Indicators**  
**Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Environments**

<b>National Performance Indicator 6.3</b>						
<b>Child and Family Development</b>		<b>Number Enrolled in Program[s]</b>	<b>Number Expected to Achieve Outcome</b>	<b>Number Actually Achieving Outcome</b>	<b>Percentage Achieving Outcome</b>	
The number and percentage of all infants, children, youth, parents and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:						
Infants and Children	1. Infants and Children obtain age-appropriate immunizations, medication and dental care	1	20,297	17,266	17,670	102%
	2. Infant and child health and physical development are improved as a result of adequate nutrition	2	52,112	43,917	48,895	111%
	3. Children participate in pre-school activities to develop school readiness skills	3	16,117	14,454	14,869	103%
	4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1 <sup>st</sup> grade	4	10,679	8,424	8,182	97%
Youth	1. Youth improve physical health and development	1	6,445	5,096	5,090	99%
	2. Youth improve social/emotional development	2	9,086	6,446	6,681	104%
	3. Youth avoid risk-taking behavior for a defined period of time	3	5,831	4,361	5,265	121%
	4. Youth have reduced involvement with criminal justice system	4	848	670	555	83%
	5. Youth increase academic, athletic, or social skills for school success by participating in before or after school programs	5	15,660	8,625	10,549	122%
Adults	1. Parents and other adults learn and exhibit improved parenting skills	1	11,335	8,138	8,365	103%
	2. Parents and other adults learn and exhibit improved family functioning skills	2	25,246	18,216	20,455	112%

## **Grantee Narratives**

### **Accomplishments, Innovations, and Linkages**

Section D of the APR is a multi-part form based on the 6 ROMA goals, and which requests narrative information specifying customer success stories, grantee accomplishments, and innovations. In addition to reporting on the ROMA goals, grantees also reported innovative programs and projects, community linkages and coordination, and programs designed for youth and/or seniors. The APR requests submission of customer personal narratives [success stories], which relate to Goal 1 and Goal 6.

This information is also provided to NASCSP, using its reporting format, CSBG/IS.

These narratives enhance the data, permitting grantees to describe local operation and activities in more detail and illustrate connections between goals and community impact.

Grantees reported creative and interesting community partnerships with local branches of state and federal agencies as well as CBOs and faith-based organizations. Grantee organizations created and fine-tuned management, increased access, improved internal systems and communication, as well as service and access to the low-income communities they serve.

Grantee partners ranged from local offices of state and county agencies to other local helping agencies and funding sources including United Ways, faith-based organizations [individual local churches, and county-wide diocesan organizations],

local businesses including retailers, service organizations; as well as banks and other lending institutions.

Grantees reported substantial accomplishments in: planning for new housing, obtaining new grants in childcare, responding to disasters, organizing local advocacy efforts, and disseminating public information in a variety of local issues.

Goals 2 and 3 apply to community and neighborhood revitalization, increase in access to local services, and improvement of local conditions, including response to disasters. Goal 2 responses more often addressed housing and quality of life issues. Goal 3 more specifically relates to encouraging and promoting community stake-holding, such as civic involvement and investment, increasing participation, and creating and developing community strengths.

Grantees used Goal 4 to describe their extensive community partnerships. Local government agencies such as DSS and DOH operate community programs, and *helping agencies* such as the Salvation Army and Catholic Charities are also partners in creating comprehensive community services. Partnerships ranged from simple, one-on-one arrangements to development of extensive area-wide collaborative work groups, committees, and task forces.

Goal 5 accomplishments focused on grantee internal, managerial, and systemic achievements, centering on agency organization and structure, fiscal systems, communications, information technology, and staffing. Increased capacity also extended to expansion of programs and services, including increased program sites, operation of new programs, or increased access to services.

Grantee organizational achievements included staff orientation, succession planning, governance and board development. Expanded or improved bylaws and policies, strategic planning, as well as administrative, managerial, fiscal office re-organization created more effective management. Fundraising and other

activities raised grantee visibility in the community. Increased agency capacity resulted in better and more capable services to low-income communities.

Information on innovative grantee programs, linkages, and programs for youth and seniors are also specifically requested by NASCSP. Examples of those accomplishments are included in this section.

**Community Accomplishments**

**Goal 2 - The Conditions in Which Low-Income People Live Are Improved [Community Revitalization]**

**Goal 3 - Low-Income People Own A Stake in their Community [Civic Investment]**

<p style="text-align: center;"><b>Tioga Opportunities [TOI]</b></p> <p>Activity: Retention of an agency-owned/operated building housing 8 low-income tenants and commercial space.</p> <p>CSBG funds were used to meet with existing tenants, supervise external/external building clean-up, prepare/let bids for a new roof, staff negotiations, and secure a new commercial lease.</p> <p>Impact and Result: In the summer of 2008, TOI planned to sell one of its Main Street facilities – a vacant storefront and 8 apartments. When the opportunity to rent to a new communications business appeared, we removed the property from the real estate market. The new renter needed more room to expand and if a suitable space could be located, intended to move his Pennsylvania-based operation to our community and hire an additional 16 full-time employees. The existing Section 8 tenants of the 8 apartments were happy and relieved that building ownership did not change; they enjoyed maintenance of clean, safe, and affordable housing under TOI. The village community had an empty storefront occupied helping revitalize the neighborhood business district. By leasing a new business in the storefront, another business was encouraged to renew its lease for another 24-months. A further outcome was a source of income for TOI.</p>	<p style="text-align: center;"><b>Cattaraugus Community Action [CCA]</b></p> <p>Program: Volunteer Outreach and Coordination</p> <p>CSBG funds were used in development of this initiative, staff and volunteer training and supervision, as well as volunteer incentives and recognition.</p> <p>Impact and Result : The mission and initiatives of CCA could not grow without the generosity of community volunteers. Many programs require the use of volunteers. To meet those needs, CCA centralized volunteer recruitment and retention process and increased outreach activities to increase community awareness and agency visibility. As part of the recruitment process, potential volunteers meet with our part-time volunteer coordinator, orienting them to CCA and community needs, as well as assessing potential skills. In matching skills and passions, customers and the community prosper. Further, our central intake process encourages participation through our various programs and/or outreach events. We further instituted volunteer retention and recognition processes, including an annual appreciation and award luncheon. Community response and low-income families increased throughout the year, tripling the number of documented volunteers and volunteer hours. CCA enhances and <u>educates volunteers, better meeting community need</u></p>
<p style="text-align: center;"><b>Community Action for Madison</b></p> <p>Program: Wheels to Work [acquisition of vehicles or assistance with transportation needs]</p> <p>CSBG provided: infrastructure to allow agency to obtain funding; administrative and managerial support; direct client funding for gas vouchers.</p> <p>Impact and Result: Lack of transportation is a major barrier to self-sufficiency, particularly in a rural county. Our agency received OTDA funding for the past several years, but this year the grant was increased, doubling (from 8 to 16) the number of vehicles distributed to consumers. This enabled us to serve more consumers, interviewing and assessing needs, and providing resources to repair vehicles if the consumer was not eligible for a new vehicle. We could then obtain funding from our LDSS to build on transportation services, thus enabling us to provide gas vouchers for employment, car repairs, insurance or car payment assistance. This program and CSBG support positioned our agency to be the community-wide change agent: health and human service agencies, faith-based organizations, employers and county offices all refer consumers with transportation needs to our agency. Over 300 consumers were assisted with transportation needs this past fiscal year. This permitted families to maintain or obtain employment, sustain their housing needs, attend school functions for their children, and experience a better quality of life in Madison County.</p>	<p style="text-align: center;"><b>Action for a Better Community [ABC]</b></p> <p>Activity: New Grocery Store in Low-income Community</p> <p>Role of CSBG: ABC staff assisted with outreach and survey administration. CEO and Board member added editorial publicity. CSBG funds produced flyers and surveys.</p> <p>Impact and Result :A local grocery store chain was closing its inner city site, the only store in a low-income neighborhood. ABC drew attention to this issue through editorials, community outreach, and supporting open forum meetings. A group (with ABC representation) coordinated efforts regarding lack of access to affordable healthy food. Working with the City of Rochester, the ABC Community Building in Action (CBA) program helped disseminate a survey through area churches, door-to-door outreach, and neighborhood meetings. In the fall of 2007, a coordinating group appealed to the City of Rochester to intervene. But then a complication: an area mother was killed at the store intersection. ABC support and outreach efforts coordinated local vigils, and worked with the area Weed and Seed Steering Committee to apply for funds for gang prevention-related services. ABC supported residential efforts through research, reporting residential mobility demographics, poverty rates, education levels. The store that closed responded to Rochester by donating the property. Through resident research, an out-of-town grocery chain was located which purchased the property from the City. In the spring of 2008, the new chain opened its doors. The funds paid to the City will be used in the immediate area for small facade improvements. ABC’s role was to ensure that residents were engaged in issues that impacted their lives.</p>

**Agency Accomplishments**

<p><b>Goal 4 - Partnerships among Supporters and Providers of Services to Low-Income People Are Achieved [Partnerships]</b></p>	<p><b>Goal 5 - Agencies Increase their Capacity to Achieve Results [Increased Capacity]</b></p>
<p style="text-align: center;"><b>Livingston County Planning Board</b></p> <p>Program: EARS Lifeline Service [home safety [program]                      Role of CSBG: Extended program by funding additional 3<sup>rd</sup> party payers for low-income subscribers participating in other long-term home care programs.                      Partners: County Personal care aide (PCA) and OFA Extended In-home Services for the Elderly Programs (EISEP), LDSS, OFA.                      Impact and Result: Until late 2007, EARS Lifeline medical alert service was a self-pay service because there were no 3<sup>rd</sup> party payers to assist low-income subscribers with monthly monitoring fees. EARS Lifeline has since partnered with 2 key agencies and established 2 payers for low-income subscribers who participate in the County EISEP and PCA home care programs. EARS Lifeline has approximately 50 subscribers for whom a Lifeline subscription is paid for by one of these programs, but continues to have many more low-income subscribers (150+) who are not eligible for these 2 programs and continue to pay for their own Lifeline service. With CSBG, this partnership helped EARS Lifeline to be extended as the program continued steady growth and can offer full subsidy to those elderly living on minimal monthly incomes of less than \$400. With rising fuel, food, and prescription costs, it would be very easy for the seniors and young disabled to decide to discontinue their Lifeline service because of other financial constraints. This funding helps eligible subscribers keep a service that supports their safety at home so they can continue to live independently.</p>	<p style="text-align: center;"><b>CAO Erie</b></p> <p>Program: CAO Head Start Ferry Street Center                      Role of CSBG: IT and Maintenance salaries. IT installed or rewired phone lines and computer connections; Maintenance assisted with cleaning, repairs, moving equipment                      Impact and Result: In FFY08, we contracted with a community church to lease a former charter school building that was already set up with classrooms. Renovations, cleaning, and repairs were made where needed, and computer and phone lines installed or rewired. It is now open as the CAO Head Start Ferry Center. This accomplishment enabled us to move several classrooms from other areas of the city which were no longer safe for our children or in need of updating, and increase our Head Start classroom spaces, providing room to grow enrollment. By consolidating 3 smaller centers into one and converting 68 half-day slots to full day slots, we consolidated the busing, using that savings to offer busing to all children residing in our service area. This location also provides free space to hold our semi-annual all-staff meetings and other events that typically needed large venues, but which charged fees for use. The Head Start waiting list continues to grow with new applications for the 2009 school year.</p>
<p style="text-align: center;"><b>Wayne Community Action Program</b></p> <p>Program: Community Health Navigation Program                      Partners: Wayne County Rural Health Network; County Public Health; Cornell Cooperative Extension of Wayne; County Department of Aging and Youth; Catholic Family Counseling; ViaHealth of Wayne; CSBG pays the salary of the program director and a portion of program expenses.                      Impact and Result: Wayne County pooled its resources to fund a Community Health Navigator position, housed at Wayne CAP, to address the challenge of medical literacy in the disadvantaged population. The Community Health Navigator combats the lack of insurance, fear, and poor cultural habits that prevent low-income families from accessing preventive health and dental care and resulting in use of emergency rooms as primary care physicians, and other negative health habits. As a result of this partnership, facilitated by Wayne County Rural Health Network and partially funded by CSBG, 54 families accessed long-term health-related case management. This support begins with facilitated health enrollment, includes home-visiting, and increased information flow between our families and health care professionals. We will continue to track the progress of these families.</p>	<p style="text-align: center;"><b>Fulmont Community Action Agency</b></p> <p>Activity: Amended agency by-laws to allow us to apply for funds and provide services in a neighboring county.                      CSBG funded staff person wrote grant to successfully expand Wheels to Work program to include neighboring Schoharie County.                      Impact and Result: Schoharie County directly borders Montgomery county to the south. This is an extremely rural county and had no Wheels to Work program to assist those for whom public transportation is unavailable. With the change in our by-laws, we successfully applied for funding and can now provide services in Schoharie County. We formed many partnerships during the course of operating the program including working relationships with a local insurance company, the other local CAP, LDSS, BOCES, and local elected officials. It has proven to be a very successful endeavor. We assisted 6 persons by providing personal transportation so they could maintain employment and support their families. Our Family Services Coordinator continues to work with these individuals to achieve both long short term goals.</p>

**Innovations**

Innovative programs and partnerships are often a springboard for services and activities which have a long-term impact on the entire service area or could be replicated elsewhere. Innovations make maximum use of community resources and encourage creativity and collaboration, resulting in wider community benefit. In addition to developing new forms of community support and services, such innovations led to increasing community revenue as well as grantee capacity, and amplifying community participation. Innovation is also often a snapshot of a point in time and recognition of a new population, a new way, or a new place of providing for emerging need. Several activities now reported under Goals 2-3-4 were first reported as innovations in prior years.

Cortland CAP	Oswego County Opportunities
<p>Parents With Hope (PWH) Parent Support Resource</p> <p>CSBG Resources: CSBG resources used for salaries, space, training, program materials and supplies, child care and food for group participants.</p> <p>Impact: During this past program year 3 CAPCO staff graduated from the TEP Training Institute year-long course, consisting of 96 hours classroom instruction and 30+ hours in mentored group facilitation. These staff are facilitating non-program specific community parent education groups. This unique training prepared Family Development staff as parenting group facilitators, capable of identifying parent feelings and future needs and how to teach topics that best captured those needs. This adult learning process uses critical self-reflection and culminates in substantive growth and empowerment for facilitator and parents. The first PWH group was enlisted through posters, phone calls, and personal invitations. Over the past 12 months, CAPCO facilitated 6 groups/ 44 parents. Groups lasted from 10-16 weeks and had a graduation rate of nearly 90%. A consistent 60+ families are on the waiting list through participant word of mouth. These successes are building social capital among parents. Strong collaborations have formed with LDSS personnel which, in collaboration with our family development staff, also represents needs of families in the system. Parents are volunteering in local programs; marriages are deepening through improved communication skills. The quality of their experience was highly rated in a survey. PWH parents learn skills to practice immediately, but they are also challenged to discover inter-generational patterns, understand and teach emotional intelligence, and relate to their children using presence, not presents. Such topics, skills, and insights lead parents and staff to substantive and lasting behavior change that is sought after, welcomed, and life-altering. Just as PWH helps parents to raise their families, it is also helping to improve CAPCO organizational culture, as some of these tools and techniques are now being applied internally across programs.</p>	<p>OCO National Work Readiness Credential (NWRC)</p> <p>CSBG Resources: CSBG funds approximately 10% of the program coordinator salary; 25% of the salary of IT staff.</p> <p>Impact: OCO has become an assessment site for NWRC, which was developed specifically to assess the knowledge and skills related to job readiness. By assessing the importance to employers of specific skills, knowledge, and tasks related to the successful performance of entry-level workers, NWRC is designed to address the following in the workforce development system: To enable adults and older youth to demonstrate to prospective employers that they have the knowledge and skills needed for successful performance as entry-level workers; To streamline the hiring process for businesses, by identifying a work-ready pool of entry-level job applicants; To improve local, regional, and state workforce development systems to reliably identify and consistently refer work-ready applications to their business customers; To improve adult basic education and workforce development systems to help individuals develop the knowledge and skills required to be fully competent entry level workers in the 21<sup>st</sup>-century workplace. To obtain the credentialing to be a NWRC site, space at OCO had to be redesigned to meet specific requirements. Computers were installed, tested, and configured to meet those requirements. Three employees were certified to be proctors to provide training, monitor the test, and troubleshoot if necessary. By offering the NRWC test, people with little or no job experience have an opportunity to obtain a variety of jobs and to exhibit skills desired by employers. Employment reduces a significant barrier to self-sufficiency.</p>

▼ Grantee Performance and Expenditure Data ▼

Innovations, continued

CEO Rensselaer	ProAction-Steuben/Yates
<p><b>Project INSPYRE</b></p> <p>CSBG Resources: CSBG funds are used for crisis intervention and referrals; occupancy costs; program administration and management; Program development position brings in more funds to add to the program.</p> <p>Impact: An assessment of the community by our organization revealed a need for structured, supervised, and affordable after-school programming for youth ages 7-17. CEO-Rensselaer leveraged Department of Criminal Justice funds to provide afternoon programming to middle and high school youth suspended from the Enlarged City School District of Troy, as well as students targeted by local law enforcement and truancy programs as at-risk for criminal justice system involvement. Prior to this project, suspended students received only 3 to 4 hours of educational support and programming each school day. Project INSPYRE provided space, personnel and other resources to add components of counseling, extracurricular activities, mentoring, tutoring, community service and leadership opportunities. Most importantly, it provided a safe, supervised and therapeutic environment in which youth could attend from noon -4:30 pm. Project INSPYRE also emphasized involvement of youth families through various outreach activities, facilitation of improved relations between teachers and parents, and facilitating family activities. Results included: 1) extension of programming for suspended students from 3 to 8 hours, with 45 students participating in the extended day Project INSPYRE programming; 2) additional one-on-one tutoring which assisted 33 suspended students to remain at, or catch up to grade level; 3) counseling to assist 45 students in identifying, addressing and resolving issues which led to their suspension and subsequent reinstatement to regular public school; and, 4) engagement of parent/guardian for 45 students to improve parent-child communication and improve parent-teacher relations.</p>	<p><b>Wealth Health Skills (WHS)</b></p> <p>CSBG Resources: Family Development Director is partially funded by CSBG, provides oversight of WHS. Without CSBG support this program would not be possible.</p> <p>Impact: WHS is an initiative lead by CAA that targets employees of human service and health-related occupations. This population earns pay sometimes not far above the poverty level, needs to improve financial management skills, has limited relationships with financial institutions, and often fails to take advantage of programs that they may help increase income, build savings and gain and sustain assets. Financial problems of this population also affect employers. A 2005 report, Financial Distress Among American Workers, cites 1 in 4 workers as seriously distressed about their personal financial situation and indicates that financial stress negatively impacts workplace productivity. Using trained volunteers and the FDIC Money Smart curriculum, WHS is helping participants enhance their skills and knowledge of basic financial services, develop money management skills, use banking services effectively, and leverage other resources, (i.e. EITC, health insurance, food stamps). Volunteer Financial Literacy Instructors were recruited from 5 local financial institutions, bringing their experience and knowledge of the field, and providing training to support asset building and financial literacy. As of 9/30/08, 128 participants completed one or more module of the Money Smart Program. In follow up evaluations to date, 33% indicated they accessed their free credit report, 46% had increased savings, 50% opened a savings account, 54% started or increased retirement savings, 62% reduced debt, and 71% took steps to reduce identity theft.</p>

**Linkages**

Including Greater Participation and Coordination

[Information on grantee Linkages is requested in this specific format by NASCSP for use in CSBG/IS.]

CSBG grantee capacity for linkages, collaboration, task forces, coordination, advocacy, and nurturing greater community participation is embedded in community action culture. An often-impressive array of services and activities evolves from this level of community participation, resulting in programs and services that impact all sectors of the community, from infants to grandparents. Coalitions, task forces, and partnerships resulted in better community services, more effective service delivery, and elimination of duplication of services. Two examples are cited below.

<p><b>Rebuilding Together – Dutchess CAA</b>  <b>Service Categories: Housing, Linkages</b>                  Dutchess CAA [DCCAA] increased availability of housing products through donations from local retailer                  DCCAA role is to accept delivery of the donated goods and distribute to the community through relationships with area donors                  A large national retailer donates household goods and products that would otherwise be thrown away. Rebuilding Together of Dutchess County will review available goods for their housing projects and use the items as necessary. Adopt-A-Block, a faith-based group, also reviews the inventory for their neighborhood home improvement projects. CSBG funds support administrative salaries, community outreach to families in need, and area housing providers to distribute the items.                  Impact and Results: DCCAA became the recipient of what could be termed salvaged items from a national home building supply store. Items range from bathroom vanities to exterior doors, most in perfect condition. These items are available, free of charge and in addition to distribution to DCCAA families, collaborations were established with 2 community volunteer organizations that provide home construction to low-income families and seniors. Adopt-A-Block, an inner-city faith based organization, adopts a section (block) and provides interior and exterior repairs to homes. Rebuilding Together provides safe-at-home modifications to approximately 20 homes per year, serving low-income families and seniors. DCCAA arranged for a trailer donated by a local moving/storage company, for storage. Both organizations have availed themselves of items to assist in their projects. Coordination of resources assists in extending the dollars available for construction and wastage, as the donated items would otherwise be thrown away.</p>	<p>businesses through entrepreneurship and small business support programs.</p>
<p><b>Rural Opportunities [Pathstone] [Statewide Farmworkers Organization]</b>  <b>Rural Opportunities Enterprise Center</b>  <b>Service Categories: Employment, Income Management, Self Sufficiency</b>                  Rural Opportunities Enterprise Center enhances self-sufficiency and quality of life for individuals and communities throughout upstate New York by providing entrepreneurial training, technical assistance and access to financing for new and expanding businesses. In the past year the Enterprise Center impacted over 325 individuals/</p>	

[Continued] These programs are offered to all interested individuals within the 9-county Finger Lakes region but preference is given to rural communities.

The Enterprise Center provides entrepreneurs with information on business start-up and expansion, offering microloans to qualifying businesses, which then create or retain jobs. It also conducts Microenterprise Assistance Program training classes to individuals seeking to launch new businesses and become self-employed. In addition, it trains small businesspeople in e-commerce to access world markets.

Our project partners are an important piece of recruiting, support, and delivery system. We partner with local and regional resources as well as funders to ensure proper support for our clientele. One of our most important partners is the Eastman Kodak Company, a strong financial and supportive partner since we began our training activities in 2005. Kodak recently awarded a \$300,000 grant over 3 years in support of our business development services. The financial support received through CSBG leverages funding such as that from Kodak and enables us to deliver our programs to those most in need. We received financial support and referrals from nearly a dozen banks, both local and national. Over the past few years Keuka College became a strong supporter of our programs, offering classroom space and marketing support through its Students In Free Enterprise (SIFE) program. Keuka College was the generous host of our Winery Education forum held last January attended by over 100 people and will once again be the host of at least one of our training classes over the next year. Local Economic Development offices, Chambers of Commerce, and Workforce Investment Boards are used as resources to market our programs and to seek support from local municipalities.

CSBG funds support personnel expense, space costs, staff mileage reimbursement, credit checks and other expenses related to program delivery.

Impact : During FFY08, 1,318 entrepreneurs received information on business start-up and expansion; 83 applied for loans, 61 became self-employed and created or retained 108 jobs; 72 clients graduated from Microenterprise Assistance Program training classes, and 31 graduates became self-employed. They created or retained 45 jobs. 114 clients graduated from e-commerce training classes; 42 of them became self employed and created or retained 49 jobs.

**Grantee Narratives: Youth Programs**

[Information on Youth programs is requested by NASCSP for use in CSBG/IS]

CSBG grantees have demonstrated their commitment to New York State’s youth through operation of programs in education, employment, housing, self-sufficiency, and recreation. Dropout prevention, encouraging literacy, and developing positive behaviors are all strategies used by grantees to ensure that youth in our state can take measures toward completing their education, develop good employment skills and personal growth, and in general be encouraged to move toward self-sufficiency and away from lives of incarceration, poverty, and dependency.

PEACE, Inc. - Onondaga County	Yonkers CAP
<p><b>Love to Read</b>                      Amounts contributed/Programs/Partners: Rosamond Gifford Community Foundation-\$16,000; Red House donated space and assisted in bringing prominent local authors to read to the children; Spanish Action League assisted in bringing prominent local authors to read to the children, provided snacks and cameras; and Syracuse City School District provided in-kind worksheets on the new math being taught in the elementary schools so that staff can better work with struggling low-income youth.                      CSBG Involvement/Role: CSBG staff wrote the proposal to the Gifford Foundation that brought in funding to pay salaries of staff for this after-school program. CSBG staff was responsible for program planning, implementing, and monitoring. Staff recruited youth, assisted in bringing prominent local authors to read to the children, provided snacks, and cameras for taking pictures of activities. Most of the program activities took place at CSBG-funded PEACE, the local CAA.                      Impact and Results: The 20 youth in the Love to Read program had an opportunity to meet local prominent authors and received autographed books, which were discussed with the authors. Books were distributed in both English and Spanish to program participants and other youth in the community. Books for the Love to Read program were carefully selected. The books taught lessons in honesty, integrity, respect for cultural differences, respect for elders, love for family, harmful and illegal effects of drugs, and of course, the love for and importance of reading. The children ranged in age from 2- 14 years. The impact of such efforts will bear fruit in the future.</p>	<p><b>Summer Camp and Prevention-Intervention</b>                      Amounts contributed/Programs/Partners: Workforce Investment Board/in-kind staff-\$20,800; Children’s Village/in-kind staff-\$1,088; Hope Way/in-kind staff-\$5,800; NYS OASAS/funding towards instructor-\$2,100; NYSED/Summer feeding, breakfast &amp; lunch-\$3,393; LDSS/ funding for camper attendance-\$18,750; Parent Fees/funding towards program expenses-\$5,200.                      CSBG Involvement/Role: CSBG supported program expenses including staffing, administration, program supplies, insurance, consultant fees and transportation costs.                      Impact and Results: Providing a safe, fun and enriching environment for students during school recess, age-appropriate prevention strategies including life skills. Encouraged activities that provide drug resistance training to assist children in recognizing common misconceptions about substance abuse, and addressing factors identified as high risk. Age appropriate education, 1-hour a week, for 8 weeks, included significant time observing and interacting with the students individually. Each was given a journal. After review, the consultant decided that meetings needed to be arranged with parents of students recognized as high risk. Upon completion of the program, staff remarked on the vast change in student interactions with each other. Additionally, approximately 80% of interviewed parents noticed a remarkable difference with their children.</p>

**Grantee Narratives: Seniors Programs**

[Information on Seniors programs is requested by NASCSP for use in CSBG/IS]

Grantee commitment to its elderly population results in a higher level of independence than would otherwise be possible. Without grantee intervention, many elders could not maintain independent living, obtain their essential household needs, attend to medical appointments, or maintain a healthy social life to stave off isolation or depression.

<p style="text-align: center;"><b>CAP for Madison</b></p> <p>Food Stamp Outreach-Cooking classes for low-income seniors  <b>Other Programs and Partners:</b> Nutrition Consortium of New York-funder for Nutrition Outreach Education Program [NOEP] (\$55,000); Board of Supervisors Madison County- Funded disbursements to 11 food pantries in Madison County(\$10,000); NYS OTDA- Food Stamp Bonus -funding for outreach activities, transportation, cooking classes and ingredients, (\$14,500)  <b>CSBG Involvement/ Role:</b> CSBG provided the infrastructure, additional expenditures (i.e. food), portion of compensation for caseworker and/or supervisor.  <b>Impact and Results:</b> Senior citizens unable to travel in the community can complete food stamp applications and also learn how to stretch funds and prepare easy, healthy meals with low-cost food. It provides a social venue for seniors and helps alleviate isolation and depression, two challenges seniors often face.</p>	<p><b>[Continued] Impact and Results:</b> Seniors registered for classes including: Arts and Crafts, sewing, and dance/ movement resulting in improvements to their physiological, psychological and social well-being as demonstrated in their participation at the Annual Meeting &amp; Fashion Show, attended by about 300, ranging in age from 60 - 95. The program displayed senior's projects as well as a diversity of musical styles. This program also assisted seniors with visits to family and friends, food shopping, maintaining medical appointments and better nutritional habits. The combination of physical activity and social engagement resulted in increased feelings of well-being, independence, and an 80% programmatic success rate.</p>
<p style="text-align: center;"><b>Department of Youth and Community Development (DYCD)</b></p> <p><b>Self-Help by Older Person Project (SHOPP)</b>  <b>Other Programs and Partners:</b> Federal Senior Housing Development Program, NYC Housing Authority, local churches and community centers were partners with this CSBG-funded agency to provide services to seniors at 23 senior network locations. The agency received \$200,000 from the Office of the Bronx Borough President and administered by the NYC Department for the Aging. The executive director serves on the Mayors Advisory Council to the Department for the Aging, and participates in the NYC Elder Abuse Coalition.  <b>CSBG Involvement/ Role in this Initiative:</b> CSBG financial support enabled the agency to provide social, cultural and recreational activities, in addition to referral services. Funds supported staffing, materials and space rental for administration and programs.</p>	<p style="text-align: center;"><b>Orleans Community Action Committee [Orleans-Genesee]</b></p> <p><b>Door Through Door Transportation Program in Orleans County</b>  <b>Other Programs and Partners:</b> Rochester Area Community Foundation- \$20,000  <b>CSBG Involvement/ Role:</b> CSBG funding coordinated resources to apply for the grant and provided program oversight.  <b>Impact and Results:</b> In July, the Community Action Transportation Services (CATS) began to operate a service for seniors in Orleans County that will provide 1,100 one-way trips over the next year for at least 40 residents over age 50 who are impaired in some way. The benefits of this service go far beyond that of convenience. The service is Door Through Door because the driver assists riders in a manner respectful of an individual's desire to be independent. Most of the seniors using this service are receiving dialysis treatments and need wheelchair-capable transportation 3 times per week. The driver will go into the physicians office or adult day care facilities to help the riders check in and settle. Some riders need a steady arm or extra hand or some cognitive support and assistance (i.e. help with their memory, orient to day and time, schedule of activity, appointments, etc.). This service helps these seniors remain independent.</p>

## New York State Grantee Program and Budget Data Statewide

<b>Table 5</b>	<b>Overview of CSBG Expenditures</b>	Information based on reports filed by 56 grantees
Funds Expended for direct services by grantees and delegate agencies		43,069,055
Funds Expended for admin/indirect costs by grantees and delegate agencies		10,552,977
Funds carried forward to FFY 2009 by grantees		3,316,486
CSBG Funds Available for Expenditure in FFY 2008 (Includes FFY 07 carryover)		\$56,938,518

**Table 6** **Expenditure of CSBG Funds by National Goal**  
Planned and Actual CSBG Expenditures by Grantees Only

NATIONAL GOALS	CSBG Expenditures	
	Planned \$	Actual \$
1 Low-Income People Become More Self-Sufficient	5,812,198	5,939,477
2 Conditions In Which Low-Income People Live Are Improved	2,501,684	2,331,206
3 Low-Income People Own A Stake In Their Community	2,035,759	1,764,375
4 Partnerships Among Supporters and Providers Of Services To Low-Income People Are Achieved	1,545,832	1,357,641
5 Agencies Increase Their Capacity To Achieve Results	2,313,012	2,102,201
6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family And Other Supportive Systems	12,492,614	12,607,198
Funds expended for administration and indirect costs		10,466,777*

\*A portion of this amount may be included in the above table.

### Planned and Actual CSBG Expenditures by Delegate Agencies

[Erie, Livingston, New York City, Niagara, Westchester]

NATIONAL GOALS	CSBG Expenditures	
	Planned \$	Actual \$
1 Low-Income People Become More Self-Sufficient	6,173,308	5,922,649
2 Conditions In Which Low-Income People Live Are Improved	382,531	349,138
3 Low-Income People Own A Stake In Their Community	40,330	40,330
4 Partnerships Among Supporters and Providers Of Services To Low-Income People Are Achieved	1,331,531	1,322,199
5 Agencies Increase Their Capacity To Achieve Results	20,000	20,000
6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family And Other Supportive Systems	18,586,886	17,155,585
Funds expended for administration and indirect costs:*		86,200

**Table 7** **Grantee Resources and Workforce**

NYS Eligible Entities		[52 Entities]	
Total Resources [excluding CSBG]		748,797,030	
Total CSBG FFY 2008 Allocation [Distributed to grantees]		51,587,750	
Total Prior Year Funds Available during FFY 08		5,061,981	
Other Entities: Tribes/Tribal Organizations		[4 entities]	
Total Resources [excluding CSBG]		1,456,425	
Total CSBG FFY 2008 Allocation [distributed]		282,180	
Total Prior Year Funds Available during FFY 08		6,607	
Grantee Workforce		[56 Entities]	
Total Full-Time Staff	7,063	Total Part-Time Staff	1,545
Total Board Members	928	Total Volunteers	27,314
Total Board Hours	29,198	Total Volunteer Hours	2,857,601

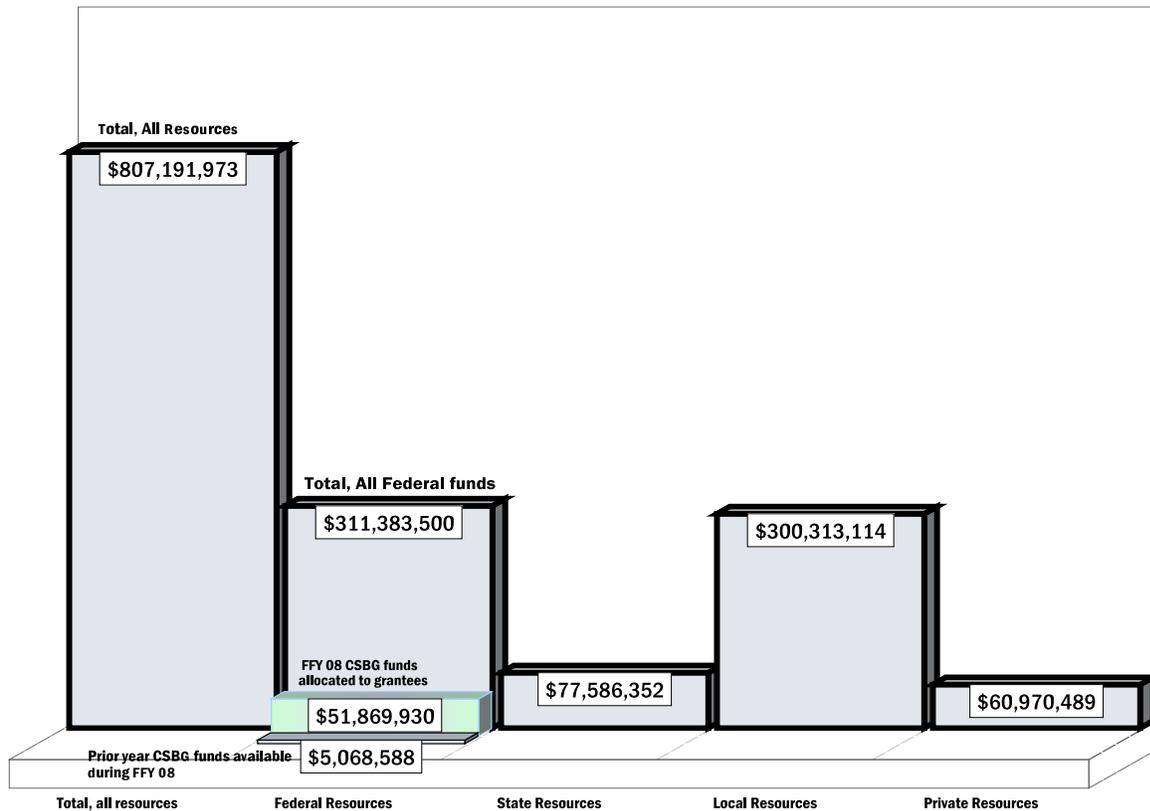
**Table 8 CSBG Funds Reported, by Service Category**

Service Category	CSBG Funds Used
Employment	\$ 5,547,078
Education**	15,823,128
Income Management	1,277,651
Housing	3,083,340
Emergency Services	3,580,155
Nutrition	1,398,704
Linkages*	4,203,088
Self-Sufficiency	16,207,264
Health	2,501,624
<b>TOTAL(S)</b>	<b>\$53,622,032</b>
Information categories requested by NASCSP:	
Youth	15,298,636
Senior	3,776,148

\* Linkages includes Greater Participation/Coordination with other anti-poverty programs.

\*\* Education includes Head Start programs operated by many grantees

**Fig. 9 Total of Grantee Resources**



## Characteristics of the Population Served

The APR requested characteristics of the population served. This information was reported by all grantees, but not every grantee had information to report in every category. New York State includes this information in this Report as well as in CSBG/IS, which established these categories.

**Fig. 10** **Number of Persons/Families Served**

A- Total number of *persons* [unduplicated] about whom one or more characteristics were obtained.

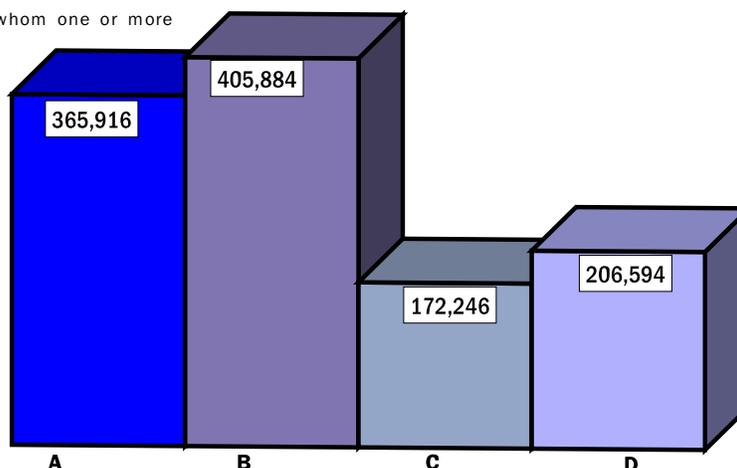
B- Total number of *persons* [unduplicated] about whom NO characteristics were obtained.

C- Total number of *families* [unduplicated] about whom one or more characteristics were obtained.

D- Total number of *families* [unduplicated] about whom NO characteristics were obtained.

<b>Total number of persons served by CSBG grantees during FFY 08</b>	<b>771,800</b>
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[includes characteristics /no characteristics]

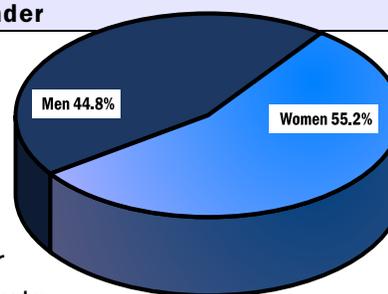


**Fig. 11** **Gender**

The total reported in this chart is the total number of persons [unduplicated] about whom one or more characteristics were obtained.

While the numbers of men v. numbers of women varies annually, the percentage appears to remain similar each year, within a  $\pm 3\%$  variance. According to the reports

filed by grantees, more women than men access services. This year, the number of women declined by about 3%, with the number of men increasing by that same percentage.



**Total Number of persons about whom characteristics were obtained:**

Men	Women	Total
163,762	202,154	365,916

**Table 12** **Age**

Total number of persons (unduplicated) about whom this characteristic was obtained		365,916
AGE GROUPINGS	NUMBER OF PERSONS	PERCENTAGE
0 - 5	57,877	16%
6 - 11	32,320	9
12 - 17	49,955	11
18 - 23	43,096	12
24 - 44	103,239	28
45 - 54	38,327	10
55 - 69	28,699	8
70+	21,403	6

Nearly one-half of all persons served are under age 23; more than one-quarter of persons served are adults between 24-44; elders over 70 have remained at the same percentage for the last 3 years.

**Table 13** **Ethnicity and Race**

CATEGORIES	NUMBER OF PERSONS	PERCENTAGE
Total number of persons [unduplicated]		328,074
Ethnicity	Hispanic or Latin	54,443 17%
	Not Hispanic or Latin	273,631 83
Total number of persons [unduplicated]		310,252
Race	Black or African-American	677,111 22%
	Asian	3,872 ±1
	American Indian/Alaska Native	3,109 ±1
	White	209,788 68
	Native Hawaiian/Other Pacific Islander	137 ≤ 1
	Other	17,186 5
	Multi-race [2 or more of the above]**	9,049 3

Not all grantees reported information within each category

**Table 14** **Education [Adults]**

Total number of persons (unduplicated) about whom this characteristic was obtained		149,319
HIGHEST GRADE COMPLETED	NUMBER OF PERSONS*	PERCENTAGE
0 - 8	18,387	12%
9 - 12/non-graduate	40,040	27
High School Grad/GED	58,054	39
12+-some post-secondary	18,429	12
2 or 4 yr college grad	14,409	10

\*Persons over age 23

More than a quarter of those reported in this category did not have a high school diploma.

**Table 15** **Federal Poverty Income Guidelines, Family Size**

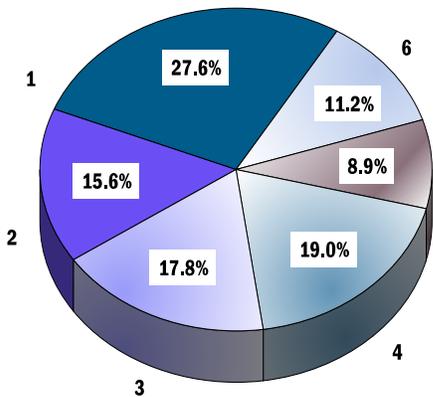
Total number of Families (unduplicated) for whom this characteristic was obtained			
			158,726
FAMILY SIZE	NUMBER OF FAMILIES	PERCENTAGE	FFY 08 POVERTY GUIDELINE
1	45,730	29%	\$10,400
2	32,222	20	14,000
3	27,802	18	17,600
4	23,449	15	21,200
5	20,187	13	24,800
6	5,323	3	28,400
7	2,271	±1	32,000
8+	1,742	±1	35,600

Source: Federal Register, Vol 73, No. 15, January 23, 2008, pp. 3972-2

add \$3,600 for each additional person in households greater than 8 people.

Federal Poverty Income Guidelines are included to illustrate the relationship between income and family size. Copies of the revised poverty guidelines are distributed to grantees annually. Grantees are required to comply with income guidelines specific to each program that is supported by CSBG. In those instances when programs are 100% funded by CSBG, program recipients must meet the CSBG income guidelines [PL105-285,§673], i.e. *not to exceed 125% of the official poverty line.*

**Fig. 16** **Level of Family Income**



These statistics indicate that over 27% of families served by grantees during FFY 08 had incomes below 50% of the federal poverty guidelines, as illustrated above. Although our data do not correlate family size in relation to the level of income, it is clear that in New York State, over 40,000 citizens subsist in impoverishment and deprivation, to which CSBG grantees responded with a variety of programs, from employment training to homeless housing, and a range of advocacy designed to empower community response to local conditions.

Guideline		Number of Families
Up to 50%	1	41,492
51-75%	2	23,532
76-100%	3	26,809
101-125%	4	28,559
126-150%	5	13,355
151+	6	16,827

<b>Table 17</b>		<b>Family Type</b>
Total number of Families (unduplicated) about whom this characteristic was obtained		161,457
TYPE OF FAMILY	NUMBER OF FAMILIES	PERCENTAGE
Single parent, female	46,150	28%
Single parent, male	6,121	4
Two-parent household	41,960	26
Single Person	43,762	27
Two Adults, no children	14,368	9
Other	9,096	6

<b>Table 18</b>		<b>Source of Income</b>
Unduplicated # families reporting one or more sources of income		92,122
Unduplicated # of families reporting NO Income		22,136
SOURCE OF FAMILY INCOME	NUMBER OF FAMILIES [DUPLICATED]	
TANF	12,410	
SSI	20,664	
Social Security	21,135	
Pension	3,948	
General Assistance	4,350	
Unemployment Insurance	5,251	
Employment + other sources	17,674	
Employment only	49,800	
Other	17,494	

It is not possible to obtain unduplicated counts of individual categories, since sources of income frequently overlap. Grantees obtained information from about 53% of customers who reported in this category. About 13% reported 'No Income', and about 30% cited 'Employment Only' as income, meaning they may not have participated in either federal or state anti-poverty programs at the time of intake at a CAA.

<b>Table 19</b>		<b>Housing</b>
Total number of Families (unduplicated) about whom this characteristic was obtained		154,659
HOUSING CHARACTERISTICS	NUMBER OF FAMILIES	PERCENTAGE
Own	27,530	18%
Rent	110,395	71
Homeless	6,391	4
Other	10,343	7

Clearly, the majority of CAA customers are not homeowners. These statistics have not changed significantly in the last 3 years.

<b>Table 20</b>		<b>Other Characteristics</b>
No Health Insurance	Disabled	
102,070 [37%]	37,534 [13%]	
Based on 272,765 reported	Based on 279,961 reported	

## CSBG Impact on Low-income New Yorkers

### Goal 1 – Low-Income People Become More Self-Sufficient

Ms. B came to this country needing medical care for her son; it was unavailable in her home country. After a search she eventually found a job at a local bank. Two weeks into her employment, her supervisor told her that her work attire was not appropriate. Effective immediately she would have to follow the professional dress code or face losing her position. On short notice, with no resources or family support, she was unable to purchase clothing. She came to our outreach office seeking professional business attire from our CSBG-funded Dress for Success program. CSBG staff brought her to the Dress for Success boutique and provided 5 business-appropriate outfits as well as shoes and accessories, helping alleviate immediate need. After further intake with Mrs. B, additional service needs were identified. Staff helped to advocate and then connect Mrs. B with a local community health agency that could provide long-term case management specifically for child health issues and medical care. Ms. B maintained her employment and essential medical assistance and intervention for her son.

Ms. J came to the CAA Nutrition program to perform work in exchange for her Welfare-to-Work benefits. At the time she was receiving cash assistance and food stamps for herself and 4 of her 6 children. Two children were not in her custody at the time primarily because her housing was not suitable for 7 people. Ms. J had virtually no work experience and lacked work readiness skills, such as punctuality, verbal and written communication, and social skills. In order to keep her assistance, Ms. J was expected to perform work for the CAA Nutrition program, prepare her résumé, apply for work, and gain readiness skills. During her placement with CAA, Ms. J was trained in customer services, social, and work readiness skills. She was responsible for assisting customers with emergency food boxes, as well as in the soup kitchen, and light janitorial and maintenance work. She made rapid progress with much encouragement from her supervisor and other CAA staff. After less than a year of Welfare-to-Work placement, resume writing, and job searching, Ms. J accepted a full-time job in the cleaning department with a large local employer. Shortly thereafter, she moved into a larger home that could accommodate all her children, and custody was returned. Within several months after accepting her entry-level position, Ms. J was promoted to a supervisory position and no longer receives public assistance. She attributes her success to the employment and parenting skills she learned during her work experience with the CAA.

A young single unemployed mother, Ms. L came to our agency food pantry looking for help in feeding her child. After providing nutritious food, menu planning and basic budgeting information, Ms. L was referred to Early Head Start for child care and to WIC for additional nutrition counseling and supplemental food. With support of her Family Development worker, Ms. L became active in her child's early education and established goals to help her achieve self-sufficiency. With her child in care, participation in monthly parent meetings, and growing confidence and improving social skills, Ms. L used her strengths, developed a résumé, and practiced interviewing skills with her worker. Ms. L recognized her interest and potential in providing early childhood education services. She applied for and was hired in an early childhood education program. While only part-time at first, her worker assisted her in obtaining supplemental healthcare. Through hard work and dedication, Ms. L secured full-time employment and benefits. Ms. L achieved her goal of self-sufficiency with assistance of our CAA comprehensive approach to identifying wrap-around services, making referrals to all available community services, and providing guidance and support through our Family Development workers.

A single mother of 3 sons entered the CAA Center looking for assistance with employment. As she talked with our the Family Development worker, she disclosed that she had no family in the area to rely on for help. She had just enough food for the children. She was unsuccessful in obtaining employment even though she was a licensed Certified Nurse Assistant [CNA]. CSBG program staff provided emergency food, assisted in filing for food stamps, updating her résumé, and finding employment. She was hired as a CNA working until 4 pm daily, but had no one to provide child care when the children got out of school. CSBG staff assisted with registering her sons in the Center after-school program; after that, she felt secure about them being in a safe environment. The center's 4:30 closing time gave her enough time to travel and pick them up. She has been employed a year, has benefits, lives in public housing, and no longer receives public assistance. An agency staff person processed her tax return through the EITC, which helped her to receive tax credits available. She has moved onward to self-sufficiency.

## CSBG Impact on Low-Income New Yorkers

### Goal 6 – Low-Income People, Especially Vulnerable Populations, Achieve their Potential by Strengthening Family and other Supportive Systems

<p>K is a 7<sup>th</sup> grade student referred to the agency attendance support program following excessive tardiness and absenteeism. At the time, K lived with his mother, who rarely supervised or monitored his education, and K's poor attendance was negatively impacting his classroom performance. When K's mother was non-responsive to LDSS and CAA staff, his father was engaged. A few months later, K's father was awarded temporary custody, and both father and son participated in identifying the underlying issues causing truancy. Family and staff together established school and home-oriented goals to provide stability and structure for K. Incentives helped motivate and encourage good behavior. For every successful milestone achieved, K was rewarded with incentives that included breakfast outings or bowling, gift certificates, and even a YMCA membership for his family. Before K agreed to participate in the program, he had 29 absences and was tardy 8 times between September and January. Once he was involved, he had only one more absence and one more instance of tardiness for the remainder of the school year. Prior to participation, K had been failing school, but by June he passed all of his classes and did not have to attend summer school. Attendance support staff continue to work with K on his transition into the 8<sup>th</sup> grade.</p>	<p>Ms. M was divorced and had joint custody of 2 sons. When her former husband died suddenly, she became the full-time parent. She sought out our CAA initially for housing relocation assistance; she originally resided in a different county from her boys. CAA staff located a house in the same school district that the boys already attended to provide some stability in their dramatically changed lives. Emergency food assistance was provided as well as advocacy to the food stamp program in transferring the case to our county. Ms. M had portable leased housing certification but it would not be available until the second month of her residence. Our CAA paid first month's rent and provided a bed for one of the boys. CAA staff advocated to another helping agency for living room furniture as well. Ms. M is currently seeking part-time employment compatible with her children's school schedule and is registered with our local work source center for employment assistance.</p>
<p>A wheelchair-bound disabled elderly gentleman was at risk of losing his independent living when his group home was shut down and he was forced to move into a nursing home. Mr. X was determined to regain his independence and found a place he could move into but needed help in making it work. He contacted our agency, and CSBG staff worked with his new landlord to make the place handicap accessible. Staff also coordinated with his caseworker and healthcare spokesperson to make sure he would have the support he needed to live on his own. CAA Emergency program, using CSBG funds, assisted in paying his security deposit. He is now living on his own, regaining the dignity and independence he felt he had lost.</p>	<p>A woman who worked part-time in a grocery store applied to work in one of our programs after seeing one of our ads. She interviewed well and might have been hired at once but she did not have a high school diploma or GED. She enrolled in a GED program immediately after learning about our agency policy – all employees must possess or be working on either a GED or a high school diploma, because this CAA is committed to education. She became so excited about the supportive help given by program staff and by her own progress, that she convinced her daughter (herself a single mom) to enroll in the same GED program. Together mother and daughter worked diligently to pass the test, often calling staff or coming in for extra help with the work. Meanwhile, the woman was hired at the agency and her grandson enrolled in one of our After-School programs to enable them both to consistently attend needed classes. During the year, the grandson participated in several field trips to local area colleges as part of a preventive strategy designed to help youth to stay in school and plan for the future. Late last summer, the woman and her daughter graduated together in the presence of the grandson, both having obtained their GEDs. Thanks to exposure to higher education, both women are currently enrolled in our local community college. The woman is working on her Child Development certificate, the daughter is pursuing a degree in nursing, and her son is planning to graduate and go on to college. Our Family Development strengths-based program, funded through CSBG, and our After-School program were instrumental in moving 3 generations of this family to obtain a higher level of education and self-sufficiency.</p>

## Family Development

Family Development is the strengths-based approach which shifts assistance toward family empowerment [power with vs. power over] and collaborative methods. It is a major New York State effort to redirect the way health, education, and human services are delivered to families. Family Development stresses prevention and collaboration, and is family-centered. The Family Development Credential is well-respected nationwide as a model state family support system.

### Family Development Credentialing

	FDC courses offered statewide:	33
	New FDC credentialed workers:	355
<b>Summary: Credentials Awarded</b>	New FDC instructors:	42
	<b>Total credentialed workers:</b>	<b>5,426</b>
	Leadership series offered statewide:	4
	Leadership credentials issued:	32

The Cornell Empowering Families Project is a collaboration with DOS/DCS, now in its 12<sup>th</sup> year, spreading the family development model across the state and encouraging families to develop healthy self-reliance. A survey of FDC participants [332] undertaken during FFY 08 revealed that 47% were frontline family workers, 20% came from CAAs, and 50% had a bachelor’s degree or more. There were 33 FDC courses offered, with 18 coordinated through CAAs. Cornell Empowering Families Project continues to share this valuable information nationwide. There are now 18 states with FDC programs, ranging from Alaska to Virginia, and more than 10,000 credentialed workers nationwide.

[Report on FDC information provided by Dr. K. Palmer-House, Cornell Empowering Families Project].

### PONSI / Excelsior College Transcript Service

DOS maintains a partnership with the Program On Non-Collegiate Sponsored Instruction [PONSI] to sponsor FDC as a credential in partnership with Cornell University. The Credential is recommended to 150 New York State colleges and universities as equivalent to 7 college credits. This project was re-accredited this year, and enhanced with new guides and new versions of the exam. Supplemental instructional resources and discussion guides were recommended, including the following topics: depression, cultural competence, autism, family group conferencing, domestic violence, and economic conditions of low-income families.

### Family Development in Action

Mr. and Mrs. X with their 2 young sons moved to the area from another state. Mrs. X was (and is) expecting her 3<sup>rd</sup> child. The family was temporarily doubled up with Mr. X’s father and stepmother as a short term arrangement. The family sought help from the CAA advocate who referred them to Family Development for ongoing support and assistance. The Family Development Specialist assisted the family in prioritizing its needs and organizing strategies to obtain services and achieve stability. Family Development assisted them with applying for rental assistance, WIC, nutrition assistance, Head Start, and Healthy Families. With continued support of agency staff, the family found housing, obtained rental assistance, and secured employment. The family withdrew its application for cash assistance and is now maintaining family stability with food stamps and Medicaid.

**CSBG Grantee Network**

<p><b>Albany County Opportunity, Inc.</b></p> <p>Area Served- Albany County</p> <p>FFY 2008 CSBG Funds Allocated: \$236,907</p> <p>FFY 2008 Discretionary Funds Awarded: \$ 35,476</p>	<p><b>Cortland County Community Action Program, Inc.</b></p> <p>Area Served- Cortland County</p> <p>FFY 2008 CSBG Funds Allocated: \$217,227</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$34,811</p>
<p><b>Allegany County Community Opportunities and Rural Development, Inc.</b></p> <p>Area Served- Allegany County</p> <p>FFY 2008 CSBG Funds Allocated: \$212,902</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$31,702</p>	<p><b>Delaware Opportunities, Inc.</b></p> <p>Area Served- Delaware County</p> <p>FFY 2008 CSBG Funds Allocated: \$217,227</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$27,945</p>
<p><b>Opportunities For Broome, Inc.</b></p> <p>Area Served- Broome County</p> <p>FFY 2008 CSBG Funds Allocated: \$320,638</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$31,441</p>	<p><b>Dutchess County Community Action Agency, Inc.</b></p> <p>Area Served- Dutchess County</p> <p>FFY 2008 CSBG Funds Allocated: \$414,232</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$41,472</p>
<p><b>Cattaraugus Community Action, Inc.</b></p> <p>Area Served- Cattaraugus County</p> <p>FFY 2008 CSBG Funds Allocated: \$217,227</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$27,945</p>	<p><b>Community Action Organization of Erie County, Inc.</b></p> <p>Area Served- Erie County</p> <p>FFY 2008 CSBG Funds Allocated: \$1,882,067</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$84,235</p>
<p><b>Cayuga/Seneca Community Action Agency, Inc.</b></p> <p>Area Served- Cayuga and Seneca Counties</p> <p>FFY 2007 CSBG Funds Allocated: \$376,903</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$33,339</p>	<p><b>Adirondack Community Action Programs, Inc. [Essex]</b></p> <p>Area Served- Essex County</p> <p>FFY 2008 CSBG Funds Allocated: \$217,227</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$27,945</p>
<p><b>Chautauqua Opportunities, Inc.</b></p> <p>Area Served- Chautauqua County</p> <p>FFY 2008 CSBG Funds Allocated: \$217,227</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$27,945</p>	<p><b>Community Action Agency of Franklin County, Inc.</b></p> <p>Area Served- Franklin County</p> <p>FFY 2008 CSBG Funds Allocated: \$232,227</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$27,945</p>
<p><b>Economic Opportunity Program, Inc. of Chemung County</b></p> <p>Area Served- Chemung and Schuyler Counties</p> <p>FFY 2008 CSBG Funds Allocated: \$376,903</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$33,344</p>	<p><b>Fulmont Community Action Agency, Inc.</b></p> <p>Area Served- Fulton and Montgomery Counties</p> <p>FFY 2008 CSBG Funds Allocated: \$326,633</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$31,644</p>
<p><b>Opportunities For Chenango, Inc.</b></p> <p>Area Served- Chenango County</p> <p>FFY 2008 CSBG Funds Allocated: \$217,227</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$27,945</p>	<p><b>Community Action of Greene County, Inc.</b></p> <p>Area Served- Greene County</p> <p>FFY 2008 CSBG Funds Allocated: \$217,227</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$20,845</p>
<p><b>Joint Council For Economic Opportunity of Clinton and Franklin Counties, Inc.</b></p> <p>Area Served- Clinton County</p> <p>FFY 2008 CSBG Funds Allocated: \$251,677</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$29,109</p>	<p><b>Community Action Planning Council of Jefferson County, Inc.</b></p> <p>Area Served- Jefferson County</p> <p>FFY 2008 CSBG Funds Allocated: \$217,227</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$27,945</p>
<p><b>Columbia Opportunities, Inc.</b></p> <p>Area Served- Columbia County</p> <p>FFY 2008 CSBG Funds Allocated: \$217,227</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$27,945</p>	<p><b>Lewis County Opportunities, Inc.</b></p> <p>Area Served- Lewis County</p> <p>FFY 2008 CSBG Funds Allocated: \$217,227</p> <p>FFY 2008 CSBG Discretionary Funds Awarded: \$27,945</p>

**CSBG Grantee Network**

**Livingston County Planning Department**  
 Area Served- Livingston County  
 FFY 2008 CSBG Funds Allocated: \$212,902

**Community Action Program for Madison County, Inc.**  
 Area Served- Madison County  
 FFY 2008 CSBG Funds Allocated: \$212,902  
 FFY 2008 CSBG Discretionary Funds Awarded: \$27,198

**Action For A Better Community, Inc. [Monroe-Ontario]**  
 Area Served- Monroe and Ontario Counties  
 FFY 2008 CSBG Funds Allocated: \$1,598,440  
 FFY 2008 CSBG Discretionary Funds Awarded: \$54,045

**Economic Opportunity Commission of Nassau County, Inc.**  
 Area Served- Nassau County  
 FFY 2008 CSBG Funds Allocated: \$2,113,588  
 FFY 2008 CSBG Discretionary Funds Awarded: \$92,063

**Department of Youth and Community Development  
 [City of New York-5 Boroughs]**  
 Area Served- New York City  
 [Bronx-Kings-New York-Queens-Richmond]  
 FFY 2008 CSBG Funds Allocated: \$30,313,080

**Niagara Community Action Program, Inc.**  
 Area Served- Niagara County  
 FFY 2008 CSBG Funds Allocated: \$315,713  
 FFY 2008 CSBG Discretionary Funds Awarded: \$31,275

**Mohawk Valley Community Action Agency, Inc.  
 [Oneida/Herkimer]**  
 Area Served- Oneida and Herkimer Counties [including the City  
 of Utica]  
 FFY 2008 CSBG Funds Allocated: \$594,130  
 FFY 2008 CSBG Discretionary Funds Awarded: \$40,176

**People's Equal Action And Community Effort, Inc. [Onondaga]**  
 Area Served- Onondaga County  
 FFY 2008 CSBG Funds Allocated: \$1,409,216  
 FFY 2008 CSBG Discretionary Funds Awarded: \$75,113

**Regional Economic Community Action Program, Inc. [Orange]**  
 Area Served- Orange County  
 FFY 2008 CSBG Funds Allocated: \$281,248  
 FFY 2008 CSBG Discretionary Funds Awarded: \$30,109

**Newburgh Community Action Committee, Inc.[Orange]**  
 Area Served- Orange County, City of Newburgh  
 FFY 2008 CSBG Funds Allocated: \$217,227  
 FFY 2008 CSBG Discretionary Funds Awarded:\$27,945

**Orleans Community Action Committee, Inc. [Orleans-Genesee]**  
 Area Served- Orleans and Genesee Counties  
 FFY 2008 CSBG Funds Allocated: \$376,903  
 FFY 2008 CSBG Discretionary Funds Awarded: \$33,344

**Oswego County Opportunities, Inc.**  
 Area Served- Oswego County  
 FFY 2008 CSBG Funds Allocated: \$212,902  
 FFY 2008 CSBG Discretionary Funds Awarded: \$27,798

**Opportunities For Otsego, Inc.**  
 Area Served- Otsego County  
 FFY 2008 CSBG Funds Allocated: \$217,227  
 FFY 2008 CSBG Discretionary Funds Awarded:\$27,945

**Commission On Economic Opportunity For the Greater  
 Capital District Region Inc [Rensselaer]**  
 Area Served- Rensselaer County  
 FFY 2008 CSBG Funds Allocated: \$217,227  
 FFY 2008 CSBG Discretionary Funds Awarded: \$27,945

**Community Action Program of Rockland County, Inc.**  
 Area Served- Rockland County  
 FFY 2008 CSBG Funds Allocated: \$217,227  
 FFY 2008 CSBG Discretionary Funds Awarded: \$27,945

**St. Lawrence County Community Development Program, Inc.**  
 Area Served- St. Lawrence County  
 FFY 2008 CSBG Funds Allocated: \$217,227  
 FFY 2008 CSBG Discretionary Funds Awarded: \$27,945

**Saratoga County Economic Opportunity Council, Inc.**  
 Area Served- Saratoga County  
 FFY 2008 CSBG Funds Allocated: \$217,227  
 FFY 2008 CSBG Discretionary Funds Awarded: \$31,345

**Schenectady Community Action Program, Inc.**  
 Area Served- Schenectady County  
 FFY 2008 CSBG Funds Allocated: \$217,227  
 FFY 2008 CSBG Discretionary Funds Awarded:\$27,945

**Schoharie County Community Action Program Corp.**  
 Area Served- Schoharie County  
 FFY 2008 CSBG Funds Allocated: \$217,227  
 FFY 2008 CSBG Discretionary Funds Awarded: \$27,945

**Pro Action of Steuben and Yates, Inc.**  
 Area Served- Steuben and Yates Counties  
 FFY 2008 CSBG Funds Allocated: \$376,903  
 FFY 2008 CSBG Discretionary Funds Awarded: \$33,344

**CSBG Grantee Network**

<b>Economic Opportunity Council of Suffolk, Inc.</b>
Area Served- Suffolk County
FFY 2008 CSBG Funds Allocated: \$1,182,635
FFY 2008 CSBG Discretionary Funds Awarded: \$60,586

<b>Westchester Community Opportunity Program, Inc.</b>
Area Served- Westchester and Putnam Counties
FFY 2008 CSBG Funds Allocated: \$1,268,424
FFY 2008 CSBG Discretionary Funds Awarded: \$42,887

<b>Community Action Commission to Help the Economy, Inc.</b>
Area Served- Sullivan County
FFY 2008 CSBG Funds Allocated: \$217,227
FFY 2008 CSBG Discretionary Funds Awarded: \$27,945

<b>Yonkers Community Action Program, Inc.</b>
Area Served- County of Westchester, City of Yonkers
FFY 2008 CSBG Funds Allocated: \$429,006
FFY 2008 CSBG Discretionary Funds Awarded: \$24,400

<b>Tioga Opportunities, Inc.</b>
Area Served- Tioga County
FFY 2008 CSBG Funds Allocated: \$217,227
FFY 2008 CSBG Discretionary Funds Awarded: \$34,811

<b>Wyoming County Community Action, Inc.</b>
Area Served- Wyoming County
FFY 2008 CSBG Funds Allocated: \$247,902
FFY 2008 CSBG Discretionary Funds Awarded: \$34,664

<b>Tompkins Community Action, Inc.</b>
Area Served- Tompkins County
FFY 2008 CSBG Funds Allocated: \$217,227
FFY 2008 CSBG Discretionary Funds Awarded: \$34,811

<b>Statewide Migrant and FarmWorker Organization</b>
<b>Rural Opportunities, Inc.</b>
Area Served- Statewide
FFY 2008 CSBG Funds Allocated: \$320,686
FFY 2008 CSBG Discretionary Funds Awarded: \$31,433

[PathStone, Inc., effective 10/08]

<b>Ulster County Community Action Committee, Inc.</b>
Area Served- Ulster County
FFY 2008 CSBG Funds Allocated: \$217,227
FFY 2008 CSBG Discretionary Funds Awarded: \$27,945

**Indian Tribal Organizations**

<b>Warren-Hamilton Counties Action Committee for Economic Opportunity, Inc.</b>
Area Served- Warren and Hamilton Counties
FFY 2008 CSBG Funds Allocated: \$326,633
FFY 2008 CSBG Discretionary Funds Awarded: \$31,644

<b>Mohawk Indian Housing Corporation</b>
Area Served- Mohawk Reservation
FFY 2008 CSBG Funds Allocated: \$70,545

<b>Washington County Economic Opportunity Council, Inc.</b>
Area Served- Washington County
FFY 2008 CSBG Funds Allocated: \$217,227
FFY 2008 CSBG Discretionary Funds Awarded: \$34,811

<b>Poosepatuck Indian Nation</b>
Area Served- Poosepatuck Reservation
FFY 2008 CSBG Funds Allocated: \$70,545

<b>Wayne County Action Program, Inc.</b>
Area Served- Wayne County
FFY 2008 CSBG Funds Allocated: \$217,227
FFY 2008 CSBG Discretionary Funds Awarded: \$27,945

<b>Seneca Nation Of Indians</b>
Area Served- Seneca Reservation
FFY 2008 CSBG Funds Allocated: \$70,545

<b>Shinnecock Indian Reservation</b>
Area Served- Shinnecock Reservation
FFY 2008 CSBG Funds Allocated: \$70,545



Part 1 - Federal Resources		
AGENCY	Federal Program	Resources
USDA	Rural Rental Housing Loans	3,590,663
	Rural Rental Assistance Payments	102,346
	Food Donation	19,091
	Food Stamps	6,660
	SSNP for Women, Infants, and Children (WIC Program)	14,382,874
	Child and Adult Care Food Program	7,764,191
	Summer Food Service Program for Children	322,156
	State Admin. Matching Grants for Food Stamp Program	93,591
	Nutrition Education Training Program	104,788
	Emergency Food Assistance Program (Admin. Costs)	3,121
	Nutrition Program for the Elderly (Commodities)	46,277
	WIC Farmer's Market Nutrition Program	112,536
	Rural Development Grants (formerly FmHA)	158,045
HUD	Housing Counseling Assistance Program	180,608
	Community Development Block Grants/Entitlement Grants	13,872,549
	Community Development Block Grants/Small Cities	2,878,085
	Emergency Shelter Grants Program	330,749
	Supportive Housing Program	1,507,355
	Shelter Plus Care	1,481,766
	HOME Investment Partnerships Program	4,495,324
	Housing Opportunities for Persons with AIDS	648,088
	Section 8 Housing Choice Vouchers	9,479,647
DOJ	Juvenile Justice and Delinquency Prevention	229,931
	Crime Victim Assistance	1,131,557
	Edward Byrne Memorial State & Local Enforcement	35,809
	S.T.O.P. Violence Against Women	242,328
	Encourage Arrest Policies & Enforce Protection Orders	191,854
	Transitional Housing Assistance	158,393
DOL	Senior Community Service Employment Program	2,360,731
	Trade Adjustment Assistance	18,000
	Migrant and Seasonal Farmworkers	46,661
	Welfare to Work Grants to States and Localities	321,234
	Workforce Investment Act	56,494
	WIA Adult Program	442,829
	WIA Youth Activities	27,660,583
	WIA Dislocated Workers	307,714
	Employment and Training Administration Pilots, Demos	40,000
	Occupant Protection Grants	5,100
IRS	Tax Counseling for the Elderly	8,410
	Low Income Tax Payer Clinics	186,472
DOE	Weatherization Assistance for Low-Income Persons	10,705,698
FEMA	Emergency Food and Shelter National Board Program	413,989

Part 1 - Federal Resources		
AGENCY	Federal Program	Resources
HHS	Special Education - Grants to States	66,670
	Special Education - Preschool Grants	102,701
	Safe and Drug-Free Schools and Communities - State Grants	12,000
	21 <sup>st</sup> Century Community Learning Centers	900,089
	Prevention of Elder Abuse Neglect and Exploitation (Title VII)	5,272
	Disease Prevention and Health Promotion Services (Title III - F)	11,566
	Aging (Title III, Part B, Support Services & Senior Centers)	308,415
	Aging (Title III, Part C, Nutrition)	1,355,835
	In Home Services for Frail Older Individuals (Title III - D)	4,955
	National Family Caregiver Program	70,895
	Nutrition Services Incentive Program	1,296,928
	Substance Abuse and Mental Health Services	117,498
	Transitional Living for Homeless Youth	497,090
	Educ. & Prev. to Reduce Sexual Abuse of Runaway Youth	216,636
	Temporary Assistance for Needy Families	28,984,152
	Low-Income Home Energy Assistance	12,585,725
	Community Services Block Grant - Discretionary Awards	124,100
	Child Care and Development Block Grant	2,009,844
	Community-Based Child Abuse Prevention	117,474
	Family Violence Prevention and Services	331,299
	Family Violence Prevention & Services/Grants for Women's Shelters	55,893
	Head Start	143,062,176
	Runaway and Homeless Youth	400,420
	Family Violence Prev. & Services./Grants to States & Indian Tribes	138,224
	State Children's Insurance (Title XXI) (Child Health Plus)	171,790
	Medical Assistance Program	1,072,732
	Health Care Financing Research, Demonstrations & Evaluation	95,435
	Ryan White (Title I)	561,097
	Ryan White (Title II)	345,185
	Healthy Start Initiative	251,029
	HIV Prevention Activities - Non-Government Org. Based	216,050
Block Grant for Prevention and Treatment of Substance Abuse	584,929	
Preventive Health and Health Services Block Grant	215,131	
Maternal and Child Health Services Block Grant	243,092	
CNS	Retired and Senior Volunteer Program	132,698
	AmeriCorps	168,096
	Foster Grandparent Program	2,387,304
	Senior Companion Program	180,782
DHS	Emergency Food and Shelter National Board	227,322

Part 1 - Federal Resources		
AGENCY	Federal Program	Resources
AGENCY	Additional Federal Programs: (List Full Name of Program)	
HUD	Section 8 Housing Assistance Payments Program	1,116,817
	Community Development Block Grant - Technical Assistance	71,818
	Community Development Block Grant	134,779
DOJ	Juvenile Justice and Delinquency Prevention	13,574
	Community Capacity Development Office	251,012
DOL	National Farmworker Jobs Program	1,540,374
DOT	Capital Assistance Program for Elderly Persons & Persons w/ Disabilities	134,814
SBA	Women's Business Ownership Assistance	129,850
	Microloan Program	129,448
ED	Safe and Drug-Free Schools and Communities	121,780
HHS	Compassion Capital Fund	63,421
	Healthy Marriage Promotion & Responsible Fatherhood	460,265
	Injury Prevention & Control Research	82,269
	Family Planning Services	430,161
	Centers for Disease Control and Prevention	18,176
	Mentoring Children of Prisoners	35,100
	Social Services Research and Demonstration	2,100
	Social Services Block Grant	302,833
	Block Grants for Community Mental Health Services	167,447
	Public Health Research Accreditation Project	3,996
	Home Energy Assistance Program	290,640
DHS	Federal Emergency Management Agency	4,000
DOD	Army Child Care in Your Neighborhood	106,000

Part 2- State Resources		
AGENCY	State Program	Resources
AG	VITA Grant	49,354
AHC	Affordable Home Ownership Development Program	1,389,000
	Home Improvement	941,000
CVB	Crime Victim Assistance	845,658
DHCR	Emergency Home Repair Program for the Elderly (RESTORE)	419,400
	Housing Trust Fund	1,904,402
	Low-Income Housing Tax Credit	222,140
	Neighborhood and Rural Preservation Programs	791,200
	Rural Home Ownership Assistance Program	303,404
DMV	Child Passenger Safety Program	36,366
DOCS	Local Probation Services	7,635
DOH	Abstinence Education	124,819
	AIDS Counseling and Testing in Prisons	402,745
	Alzheimer Disease Community Service Programs	38,000
	Child Health Plus	376,584
	Enriched Housing Program - Elderly and Handicapped	68,563
	HIV Multiple Services Agency	1,024,825
	HIV Services for Adolescents	160,277
	Hunger Prevention and Nutrition Assistance Program	1,137,220
	Indian Health Services	40,000
	Medicaid	7,710,206
	Nutrition Outreach	305,578
	Primary Care and Family Planning	885,329
	Rape Crisis	190,195
	Rural Health Network Development	74,093
	Special Supplemental Food Program - Women, Infants & Children	449,389
	Take A Step Ahead	286,100
	Teenage Services Act	1,381,141
DOL	Adolescent Vocational Exploration (AVE)	38,224
	Another Chance Initiative for Education, Vocation or Employment	6,840
	Displaced Homemaker Program	777,499
	Occupational Safety and Health Training and Education Program	116,965
	Wage Subsidy Program	410,714
	Wheels for Work	751,051
DOT	Mass Transportation Operating Assistance	1,206,861
NYSERDA	Economic Development Zone	105,229
	Entrepreneurial Assistance Center	81,900
	Assisted Home Performance w/ Energy Star & Energy Services	1,725,217
	EmPower New York	3,719,005
OASAS	Community Alcoholism and Substance Abuse Facilities	2,336,999

Part 2- State Resources		
AGENCY	State Program	Resources
OCFS	Adolescent Pregnancy Prevention and Services (APPS)	788,663
	Adult Protective/Domestic Violence Services	38,367
	Advantage After School Program	1,342,518
	Child Care Resource and Referral Programs	1,553,636
	Child Day Care Services	427,643
	Children and Family Trust Fund (Wm. B. Hoyt Memorial)	145,306
	Domestic Violence Prevention Program	97,534
	Family Day Care Registration and Inspection	324,603
	Family Preservation Center	81,827
	Healthy Families New York Home Visiting Program	930,840
	Integrated County Planning for Children, Youth & Families	25,000
	Runaway and Homeless Youth Program	2,152,020
	Special Delinquency Prevention Programs	62,015
	Youth Development/Delinquency Prevention	11,360,957
OFA	Community Services for the Elderly	138,877
	Congregate Services Initiative	2,690
	Expanded In-Home Services for the Elderly Program	407,521
	Foster Grandparent Program	90,953
	Retired and Senior Volunteer Program (State match funds)	34,657
	Supplemental Nutrition Assistance Program (SNAP)	714,677
OMH	Children and Families - Family Support Services	369,135
	Home and Community Based Waiver Program	31,699
OTDA	Family Support Services and Home Care	523,700
	HCBS Waiver	4,787,627
	Individualized Support Services	170,498
	Medicaid Waiver	243,159
DHCR	Homeless Housing and Assistance Program (HHAP)	2,577,564
	Homeless Intervention Program	1,424,006
	Single Room Occupancy Supportive Services	267,379
	Supported Housing for Families and Young Adults	177,331
	Temporary Assistance for Needy Families	1,051,076
SED	Adult Literacy Education	47,533
	Education of Native Americans	45,500
	Local Government Records Management	7,942
	Summer Food Service Program	154,853
	SUNY Early Childhood Educ. & Training Program-Family Day Care	34,869
	Universal PreKindergarten Grants	7,331,406
	Vocational and Educational Services to Individuals with Disabilities [VESID]	2,175
UCS	Family Center Family Court	232,269

Part 2- State Resources		
AGENCY	State Program	Resources
	<b>Additional State Programs: (List Full Name of Program)</b>	
DA	Community Capital Assistance Program	92,474
	Legislative Member Item	50,000
DCJS	Sex Assault Nurse	30,567
DCJS	Youth Arrest Diversion Program	2,674
DHCR	New York Main Street	2,425,517
	Section 8 Housing Choice Vouchers	86,000
	Weatherization Assistance Program	215,000
DOH	AIDS Institute - ACT	81,631
	AIDS Institute - Assets Coming Together for Youth	98,000
	AIDS Institute - Legislative Awards	86,468
	AIDS Institute - One Time COLA Funding	45,663
	Community Health Worker Program	217,380
	Community-Based Adolescent Pregnancy Program	54,135
	Healthy Women's Partnership	145,934
	HIV Rapid Testing	2,906
	HPV Award	21,881
	Integrated Cancer Services Program	76,498
	Legislative Member Item	49,838
OCFS	Community Optional Preventive Services	84,047
	Legislative Member Item	50,000
	Street Outreach	50,640
OFA	AAA Transportation Program	20,421
	Legislative Member Item	72,000
	Long Term Care Insurance Education and Outreach Program	100,547
	Long Term Care Ombudsman Program	2,289
	NY Connects	56,984
	Weatherization Referral and Packaging Program	14,000
OMRDD	Preservation	137,060
OTDA	Community Solutions for Transportation	25,275
SED	NYS Public Law	149,371

<b>Part 3-Local Resources</b>	
<b>LOCAL RESOURCES</b>	<b>VALUE OF RESOURCES</b>
Amount of unrestricted funds appropriated by local government	64,148,150
Value of contract services	233,544,659
Value of in-kind goods/services received from local government	2,620,305
<b>TOTAL VALUE OF LOCAL RESOURCES</b>	<b>300,313,114</b>

<b>Part 4-Private Resources</b>	
<b>PRIVATE RESOURCES</b>	<b>VALUE OF RESOURCES</b>
Funds from foundations, corporations, United Ways, and other non-profits	5,552,112
Other donated funds	2,475,665
Value of other donated items, ex. food, clothing, furniture, etc.	20,470,254
Value of in-kind services received from businesses	13,934,450
Fees paid by clients for services	16,399,120
Payments by private entities for goods or services for low-income clients	2,138,888
<b>TOTAL VALUE OF PRIVATE RESOURCES</b>	<b>60,970,489</b>

<b>Part 5-Total Agency Resources</b>	
<b>TOTAL AGENCY RESOURCES</b>	<b>VALUE OF RESOURCES</b>
Federal	311,383,500
State	77,586,352
Local	300,313,114
Private	60,970,489
FFY 2008 CSBG Allocation [to grantees]	51,869,930
Prior Year [FFY 2007] CSBG funds available in FFY 08	5,068,588
<b>GRAND TOTAL OF AGENCY RESOURCES</b>	<b>807,191,973</b>

<b>Part 6 - Direct Services, Administration and Indirect Costs</b>		
<b>FUNDS AVAILABLE FOR DIRECT SERVICES, ADMINISTRATION AND INDIRECT COSTS</b>		<b>VALUE OF RESOURCES</b>
<b>DIRECT SERVICES</b>	CSBG Funds	46,089,466
	All Other Funds	684,936,901
<b>ADMINISTRATION AND INDIRECT COSTS</b>	CSBG Funds	10,849,052
	All Other Funds	65,316,554



## ▼Lexicon▼

Commonly-used terms in federally-funded Human Services and Related Programs

### A-B

AAA	Area Agency on Aging [local]
ACF	Administration on Children And Families [DHHS]
ADA	Americans with Disabilities Act
AIDS	Acquired Immune Deficiency Syndrome
APR	Annual Program Report [DOS]
ARAP	Administrative Review and Assessment
ASL	American Sign Language
AVE	Adolescent Vocational Exploration
BAE	Basic Adult Education
BOCES	Board of Cooperative Educational Services

### C

CAA, CAP	Community Action Agency/Program/Plan, Community Action Partnership [National organization]
CAB	Community Action Board [NYC]
CAPLAW	Community Action Legal Project
CAU	Contract Administration Unit [NYS DOS]
CBO	Community-Based Organization
CBP	Consumer Protection Board [NYS]
CCAP	Certified Community Action Professional
CCR&R	Child Care Resource and Referral
CCSNY	Council of Community Services of New York
CEOSC	Comprehensive Employment Opportunity Support Center [One-Stop] [US DOL]
CFR	Code of Federal Regulations
CPB	Consumer Protection Board [NYS]
CSA	Community Services Administration [US, 1975-1981]
CSBG	COMMUNITY SERVICES BLOCK GRANT
CSBG IS	Community Services Block Grant Information Survey

### D

DCJS	Division of Criminal Justice Services [NYS]
DEO	Division of Economic Opportunity [NYS DOS, 1975-1995]
DCS	DIVISION OF COMMUNITY SERVICES [NYS DOS 1995- ]
DED	Department of Economic Development [NYS]
DFTA	Department for the Aging [NYC]
DHCR	Division of Housing And Community Renewal [NYS]
DHHS	Department of Health And Human Services [US]
DOB	Division of the Budget [NYS]
DOCS	Department of Correctional Services [NYS]
DOE	Department of Energy [US]
DOH	Department of Health [NYS]
DOL	Department of Labor [NYS or US]
DOS	DEPARTMENT OF STATE [NYS]
DOT	Department of Transportation [NYS or US]
DPC	Disaster Preparedness Commission [NYS]
DSA	Division of State Assistance [US[OCS]]
DSS	Department of Social Services [Counties/Local] [see NYS Office of Family & Children's Services; Office of Temporary & Disability Assistance]
DVA	Division of Veterans Affairs [NYS]
DYCD	Department of Youth and Community Development [NYC]

## ▼Lexicon▼

### E

EITC	Earned Income Tax Credit
EOA	Economic Opportunity Act [of 1964]
ESDC	Empire State Development Corporation
ESGP	Emergency Shelter Grant [Program]
ESL	English as a Second Language
EZ	Empowerment Zones [US]

### F

FBO	Faith-Based Organization
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FGP	Foster Grandparent [Program]
FDC	Family Development Credential
FDIC	Federal Deposit Insurance Corporation
FDANYS	Family Development Association of NYS
FSS	Family Self-Sufficiency

### G - H - I

GAO	Government Accountability Office
GCAP	Grantee Comprehensive Assessment Protocol [2008-]
GED	General Education Diploma
GOER	Governor's Office of Employee Relations [NYS]
GPRA	Government Performance and Results Act [of 1993]
GRA	Grantee Review and Assessment [NYS DOS, 2001-4]
GSCR	Grantee Services Contact Report [DCS]
HEAP	Home Energy Assistance Program [also, LIHEAP]
HIPA	Health Information Protection Act
HHAP	Homeless Housing Assistance Program [NYS]
HPNAP	Hunger Prevention & Nutrition Assistance Program [formerly SNAP]
HUD	Housing And Urban Development, Department of [US]
IDA	Individual Development Accounts
IM	Informational Memoranda [US-OCS]
IMP	Individual Monitoring Plan [DCS]
IRS	Internal Revenue Service [US]
IT	Information Technology

### J - L - M

JOBS	Job Opportunities and Basic Skills [Program]
JOLI	Job Opportunities for Low-Income Individuals [Program]
LDSS	Local Department of Social Services
LIFE	Low-Income Forum on Energy [NYS]
LIHEAP	Low-Income Home Energy Assistance Program [Also, HEAP]
LVA	Literacy Volunteers of America
LWIB	Local Workforce Investment Board
MATF	Monitoring & Assessment Task Force [OCS]
MOU	Memorandum of Understanding

## ▼Lexicon▼

### N

NAB	Neighborhood Advisory Board [NYC]
NASCSP	National Association for State Community Services Programs
NCAF	National Community Action Foundation
NCSTA	National and Community Services Trust Act
NDA	Neighborhood Development Area [NYC]
NGA	Notice of Grant Award; National Governor's Association
NICQA	Northeast Institute for Quality Community Action
NIMS	National Incident Management [NYS]
NPI	National Performance Indicators
NOEP	Nutrition Outreach and Education Program
NOFA	Notice of Funding Availability
NYC	New York City
NYCRR	New York Code of Rules and Regulations
NYS	NEW YORK STATE
NYSCAA	New York State Community Action Association
NYSERDA	New York State Energy Research and Development Agency
NYSWDA	New York State Weatherization Director's Association

### O

OASAS	Office of Alcoholism and Substance Abuse Services [NYS]
OBRA	Omnibus Budget Reconciliation Act of 1981
OCS	OFFICE OF COMMUNITY SERVICES [DHHS]
OCFS	Office of Children and Family Services [NYS, formerly Dept/Social Services]
OCSL	Office of Community Services Liaison
OEO	Office of Economic Opportunity [US, 1964-1975]
OFPC	Office of Fire Prevention & Control [NYS DOS]
OGS	Office of General Services [NYS]
OMB	Office of Management and Budget [US]
OMH	Office of Mental Health [NYS]
OMRDD	Office of Mental Retardation & Developmental Disabilities [NYS]
OPDV	Office for the Prevention of Domestic Violence [NYS]
OSC	Office of State Comptroller [NYS]
OTDA	Office of Temporary and Disability Assistance [NYS] [formerly NYS DSS]

### P-Q-R

PA	Public Assistance
PART	Program Assessment and Rating Tool [US-OMB]
PL	Public Law
PONSI	Programs on Non-collegiate Sponsored Instruction
PPR	Periodic Program Report [DCS]
PRISM	Program Reviewing Instrument for System Monitoring [Head Start]
PSC	Public Service Commission [NYS]
QIP	Quality Improvement Plan [GCAP]
RDA	Rural Development Administration (US) (formerly FHA)
RFP	Request for Proposals
RHY	Runaway and Homeless Youth [Program]
ROMA	Results-Oriented Management & Accountability
RSVP	Retired Senior Volunteer Program

## ▼Lexicon▼

### S

SAPA	State Administrative Procedure Act [NYS]
SAT	Scholastic Assessment Test
SBA	Small Business Administration
SCAA	Schuyler Center for Advocacy and Analysis
SED	State Education Department (NYS)
SEMO	State Emergency Management Office [NYS]
SFSP	Summer Food Service Program
SSBG	Social Services Block Grant [OCS]
SOFA	State Office for the Aging (NYS)
SSD	Social Security Disability
SSI	Supplemental Security Income
SPC	Shelter Plus Care [Program]
SUNY	State University of New York
SYEP	Summer Youth Employment Program

### T

TASA	Teen Age Services Act
TANF	Temporary Assistance for Needy Families
TCE	Tax Counseling for the Elderly

### U-V-W

UCS	Unified Court System [NYS]
UDC	Urban Development Corporation [NYS]
UFS	Unaudited Financial Statement
US	UNITED STATES
USC	United States Code
USDA	Department of Agriculture [US]
VESID	Vocational and Educational Services for Individuals with Disabilities [NYS]
VISTA	Volunteers in Service to America
VITA	Voluntary Income Tax Assistance [Program] [US]
WAP	Weatherization Assistance Program [NYS-DHCR; USDOE]
WIA	Workforce Investment Act [NYS]
WIB	Workforce Investment Board
WIC	Program for Women, Infants, and Children
WIG[MP]	Women in Government Mentoring Program