

NEW YORK STATE  
DEPARTMENT OF STATE

COMMUNITY SERVICES BLOCK GRANT



MANAGEMENT PLAN

FEDERAL FISCAL YEARS 2006-7

Governor  
George E. Pataki

Division of Community Services  
Evelyn M. Harris, Director



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

**Dear Ms. Robinson:**

**In accordance with PL 105-285 §676(a)(1), the New York State Department of State is hereby designated as the lead agency for the Community Services Block Grant and related programs in New York State with responsibilities as detailed in the Executive Summary.**

**George E. Pataki  
Governor**

Letter signed by Governor Pataki, 8/23/05



STATE AND TRIBAL COMMUNITY SERVICES BLOCK GRANT ADMINISTRATORS  
PLEASE COMPLETE THIS FORM AND RETURN IT TO:

Ms. Sara Lee  
DHHS / ACF / OCS / DSA/CSBG Branch  
370 L'Enfant Promenade, S.W.  
5<sup>th</sup> Floor, West Wing  
Washington, D.C. 20447

COMMUNITY SERVICES BLOCK GRANT PROGRAM

\_\_\_\_\_  
New York State

\_\_\_\_\_  
STATE

\_\_\_\_\_  
NEW YORK STATE DEPARTMENT OF STATE - DIVISION OF COMMUNITY SERVICES

\_\_\_\_\_  
Indian Tribe or State Organization

NAME OF OFFICIAL TO RECEIVE CSBG GRANT AWARD:

\_\_\_\_\_  
Evelyn M. Harris, Director, Division of Community Services

\_\_\_\_\_  
(Name & Title)

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EIN NUMBER: 146013200

Date: August 16, 2005



Community Services Block Grant  
 Management Plan  
 Federal Fiscal Years 2006-7

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## ▲ Division of Community Services ▲

### MISSION

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.

### VISION

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.

### VALUES

The following ethical and moral values and principles guide program administration.

Respect all persons, treating everyone with fairness, honesty, and trust.

Speak and listen with respect.

Serve our customers in the most effective way, with the least burden.

Promote and develop individual and collective ability to attain the highest degree of personal and professional mastery.

Recognize, respect, and honor human diversity.

Preserve the dignity of our customers.

Encourage teamwork, while promoting creativity and innovation.

Uphold confidentiality and human rights.

Assess program effectiveness and institute continuous improvement.





## ▲ Executive Summary ▲

### Designation of Lead Agency

The New York State Department of State [DOS] under leadership of the Secretary of State, is designated as the lead agency for administration of the Community Services Block Grant [CSBG] Program, the Community Food and Nutrition Program [CFNP], and related programs. The Division of Community Services [DCS] within DOS has overall administrative responsibilities for these programs. The DCS Director is the primary contact for issues relating to these programs. Fiscal controls, fund accounting, audit and fiscal monitoring are the responsibility of the Contract Administration Unit [CAU] within the DOS Bureau of Fiscal Management. The CSBG Advisory Council, established by Chapter 884 of the New York State Laws of 1982, provides advice and support. Council functions are set forth in Part 701 of Title 19 of the New York Code of Rules and Regulations [NYCRR]. Additional support is provided by the DOS Executive Office, the Office of Counsel, and other support systems within DOS.

### Program Administration

In accordance with the Results-Oriented Management and Accountability [ROMA] performance measurement system approved by the Department of Health and Human Services [DHHS - Office of Community Services (OCS)], efforts will focus on achievement of excellence in governance, program operation, fiscal management, and service delivery. These endeavors will include followup on, and issues identified through Excellence in Result-Oriented Management and Accountability [E-ROMA], expanded access to the Family Development Credential [FDC], support for the Family Development Association of New York State [FDANYS], support for the New York State Community Action Association [NYSCAA], provision of regional and local training for grantee boards of directors, and increased collaboration with other agencies and organizations dedicated to moving people out of poverty.

Direction and support will be aimed at improved fiscal and internal controls to safeguard the public and private funds administered by grantees, increased use of electronic technology, the National Performance Indicators, and streamlining the contracting and reporting process.

Emphasis will be increased on development and implementation of comprehensive and integrated services and activities aimed at achieving the goals of self-sufficiency, family stability, and community revitalization.

# Statutory Purposes and Goals

PL 105-285-CSBG Act of 1998 (42 USC 9901, et seq.)

**The programs, services, and activities funded or supported by CSBG will be carried out in a manner that supports the purposes and goals as set forth below.**

**The purposes of this subtitle are —**

- (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.**



## New York State Management Goal and Objectives

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**Goal: Programs will be administered in accordance with the CSBG statutory purposes and goals stated above, and in compliance with all applicable statutes, rules, regulations, policies and procedures set forth by federal and state government.**

**Objective 1: Funds will be distributed in accordance with applicable federal and state statutes.**

**Objective 2: The CSBG Management Plan will be prepared in partnership with grantees and will be distributed for public review and comments.**

**Objective 3: The New York State Legislature will conduct public hearings in accordance with PL 105-285 §676.**

**Objective 4: A comprehensive review of each eligible entity will be conducted in accordance with PL 105-285 §678B.**

**Objective 5: CSBG will be administered in coordination with governmental and other social services programs to assure effective delivery of services and to avoid duplication.**

**Objective 6: A comprehensive Report will be prepared documenting the use and outcomes of CSBG funds in accordance with PL 105-285, and will be submitted to DHHS by March 31.**

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## The Community Services Network

**CSBG is implemented through a network of local agencies consisting of community action agencies [CAAs], community action programs [CAPs], public organizations, the statewide migrant and seasonal farmworker organization, Indian Tribes and tribal organizations, and faith-based and other neighborhood-based organizations. CSBG services and activities have reduced poverty, revitalized low-income communities, and empowered low-income individuals and families in rural and urban areas to become economically self-sufficient and self-reliant, as well as developing healthy interdependence with their communities.**

### State Application and Plan

**This Management Plan covers CSBG program administration for Federal Fiscal Year [FFY] 2006-7. The CSBG Advisory Council had the opportunity to provide guidance on development of the Plan. A Draft Plan was prepared and distributed to the community services network and was made available to the public.**

### Legislative Public Hearing

**The Draft Plan was distributed to the New York State Legislature in preparation of a Legislative public hearing. The Hearing was chaired by Assembly Member Debra Glick, and attended by Assemblymembers Rhoda Jacobs, Herman D. Farrell, and assembly staff members. Testimony was presented by six CSBG grantees, as well as NYSCAA. Several grantees traveled great distances to deliver their testimony. Representatives of three grantees each sent a panel of customers and staff to testify as to the effectiveness of their local CAA, its programs, and impact on their lives. Several other grantees, Advisory Council members, and DCS staff attended this Hearing.**

**Comments were also received by DOS via email: one commenter suggested slight alteration in the allocation formula, focusing on those entities designated by NY State since 1987.**

**No comments were made that required alteration to the draft document. The final Plan, along with a copy of the transcript of the Legislative public hearing, will be submitted to OCS for review and approval, and will be made available to the public upon request.**



## Allocation of CSBG Funds

**Each eligible entity in good standing will receive the same proportion of funds it received during the current year. Allocations will be adjusted upon receipt of the annual notice of grant award from DHHS-OCS.**

### Eligible Entities

**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 farmworkers. Of the total funds awarded to New York State, 94% will be allocated to eligible entities as defined by the CSBG Act of 1998.**

#### New York City

**The Department of Youth and Community Development [DYCD] is the eligible entity serving the 5 boroughs [counties] of the City of New York.**

**As 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. The DYCD comprehensive management plan includes processes and procedures for complying with the CSBG statute relating to self-sufficiency, family stability, and community revitalization. DYCD has agreed to continue implementing procedures to increase the amount of CSBG funds used for direct services and to streamline the CSBG funding process. The list of delegate agencies will be submitted to DOS-DCS. DOS-DCS will also review the contract to be used for sub-allocating CSBG funds to ensure consistency with federal statutory requirements regarding compliance with ROMA.**

**In accordance with PL 105-285 § 678E (a)(1)(B), all delegate agencies or subcontractors are required to participate in ROMA. Therefore, the reporting requirements of §678E are applicable to local agencies receiving CSBG funds through DYCD.**

#### Indian Tribes/Tribal Organizations

**In accordance with the requirement set forth in New York State Executive Law Article 6-D §159-i, .50% of the total CSBG allocation to New York State will be distributed among Indian Tribes and tribal organizations.**

#### State Administration

**Not more than 5% of FFY 2006 or 2007 CSBG funds will be used for state program administration. Funds not expended in one fiscal year will be carried forward for use by the state; in the subsequent year this may include grantee professional development, electronic data management, and specialized training and technical assistance to grantees.**

Allocation of funds ..... continued

Statewide CAA Association [NYSCAA]

**DOS will continue to enhance the capacity of grantees through ongoing partnership with its statewide CAA association, NYSCAA. Funds will be awarded to NYSCAA to improve the management capacity of grantees, as well as for NYSCAA administration, grantee board development, the Family Development Association, technical assistance, and implementation and expansion of the Electronic Data Management [EDM] system.**

### Remaining Funds

**Funds remaining will be used by DOS-DCS, or awarded to NYSCAA, for grantee orientation, board training, specialized training and technical assistance to grantees at risk, implementation of grantee action plans, support for statewide CSBG work groups, technical assistance materials, and disaster relief activities.**

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### CSBG Advisory Council

**The CSBG Advisory Council was created to fulfill the mandate of Chapter 884 of the New York State Laws of 1982. In compliance with this statute, the council includes representation from local government, private nonprofit providers, and the public. Half of the representatives are appointed by the Governor, one quarter by the President pro-tempore of the Senate, and one quarter by the Speaker of the Assembly. In 1997, Part 701 was added to Title 19 of the NYCRR through adoption of a new rule pursuant to provisions of the State Administrative Procedure Act [SAPA]. The stated purpose for rulemaking was to recognize the existing Council and provide for membership to be a number certain of twenty. 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. Duties of the Council delineated in Part 701 include the following:**

- (a) to assist low-income persons 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; and**
- (d) to adopt and amend bylaws necessary to address the appointment and terms of Council officers and their duties, meetings of the Council, attendance by members, and other matters incidental to the Council’s duties and proper function.**

[Appendix A lists Council Members]

## Community Food and Nutrition Program

[CFN]

**The Community Food and Nutrition Program is administered at the federal level by DHHS-OCS. DOS-DCS will award funds to NYSCAA, which will continue to sub-allocate CFN funds to established statewide organizations. CFN funds will be used to assist low-income communities to identify potential sponsors of child nutrition programs and to initiate programs in under-served or unserved areas, and to develop innovative approaches at the state and local levels to meet the nutrition needs of low-income individuals and families. In addition to its administrative responsibilities, NYSCAA may apply some CFN resources toward research, and to document innovative approaches employed by the community services network to eliminate hunger and malnutrition, as well as to help low-income families make better use of resources available for food.**

## Family Development

**Family Development is a result-oriented innovative model which concentrates provision of services and resources to the family unit, to enable total independence from public assistance. Family Development is designed to combat the fragmentation of services, and is a long-term approach that ultimately empowers families, and establishes realistic means for attaining goals of healthy interdependency, positive self-esteem, and sustainable self-sufficiency.**

**Agencies enter into partnership with individuals and families, developing personalized programs using strength-based assessment. Family Development professionals help individuals and families to establish personal and family goals, take action, access and use resources, and measure and celebrate incremental progress.**

### Family Development Credential

[FDC]

**FDC is a voluntary, interagency, interdisciplinary training and credentialing program created to provide workers, supervisors, and organizations with the skills and competencies needed to work effectively with families to achieve outcomes of self-sufficiency, family stability and community revitalization. FDC was initiated by DOS-DCS and developed by the NYS College of Human Ecology at Cornell University in partnership with: CAAs, the NYS Commissioners' Interagency Work Group of Family Support and Empowerment, community - based organizations, Head Start, front-line workers, and recipients of services.**

### Family Development Association of NYS

[FDANYS]

**FDANYS is a statewide association established to support FDC workers, to strengthen families, and to build communities. FDANYS will support the growth of individuals, families, and communities by promoting the Family Development philosophy and excellence of family services personnel. FDANYS is a strong, inclusive community that recognizes and celebrates the power of Family Development to help individuals and families to become strong, empowered, and connected.**



Community Services Block Grant

Management Plan

Federal Fiscal Years 2006-7

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▲ Compliance with Federal Assurances ▲

CSBG Assurances

Assurance 1 – Program Purposes

PL 105-285, § 676(b)(1)(A)(i-vii)(B)(i-ii), C <sup>1</sup>

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

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

**(1) Self-Sufficiency**

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);

**(2) Employment**

to secure and retain meaningful employment;

**(3) Education**

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;

**(4) Income Management**

to make better use of available income;

**(5) Adequate Housing**

to obtain and maintain adequate housing and a suitable living environment;

**(6) Emergency Assistance**

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

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<sup>1</sup>Reference note: Arabic numbers (1-9) in Assurance 1 correspond to roman numerals A(i-vii), B(i-ii), and C

Assurance 1 [continued]

PL 105-285, § 676(b)(1)(A)(i-vii)(B)(i-ii), C

**(7) Greater Participation**

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

- (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
- (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

**(B)(8) Youth Development**

to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as –

- a) programs for the establishment of violence free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- (ii) after-school child care programs; and

**(C)(9) Coordination**

to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts)

Compliance

**All recipients of CSBG funds submit work plans and budgets detailing the programs, services, and activities to be conducted using CSBG funds. Work Plans and budgets are approved by grantee boards of directors prior to submission to DOS-DCS. They are then reviewed and approved by DOS program and fiscal staff prior to submission as part of the CSBG contract. Program implementation will be monitored regularly.**

**Programs, services, and activities to be conducted by grantees are specified on pages 31-39.**

**Assurance 2 – State Use of Discretionary Funds** **PL 105-285, § 676(b)(2)**

**(2) a description of how the state intends to use discretionary funds made available from the remainder of the grant or allotment including a description of how the state will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle;**

**Compliance**

**The 1% remaining funds will be allocated each year as follows:**

- # .50 percent will be awarded to Indian tribes and Tribal organizations as required by the state CSBG statute, Executive Law Article 6-D, §159-i;**
- # .10 percent will be retained by the state to meet emergency needs of low-income individuals, families and communities in the event of a disaster;**
- # .40 percent will be awarded to NYSCAA to support the community services network, FDANYS, and FDC leadership training.**
- # any funds remaining will be used by DOS-DCS, or awarded to NYSCAA for: board training; specialized training and technical assistance to grantees at risk of termination; implementation of grantee action plans; technical assistance materials; and, provision of critically needed services during a termination process.**

**Assurance 3 – Use of Grantee Information** **PL 105-285, § 676(b)(3)**

**(3) information provided by eligible entities in the State, containing –**

- (A) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C(a), targeted to low income individuals and families in communities within the State;**
- (B) a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow up consultations;**
- (C) a description of how funds made available through grants made under §675C(a) will be coordinated with other public and private resources; and**
- (D) a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.**

**Compliance**

**Information provided by grantees is used in developing the CSBG Management Plan. During on-site monitoring, staff will verify that grantees are emphasizing these items.**

**The Annual Program Report [APR] will include narratives detailing grantee accomplishments. The NYSCAA newsletter – Community Action New York – will include articles on grantee accomplishments.**

Assurance 4 – Nutrition Services

PL 105-285, § 676(b)(4)

- (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;**

Compliance

**The direct provision of services and activities will be implemented by grantees, as shown on pages 31-39. In addition, the state will retain .10% of its total funds awarded to meet emergency needs resulting from disasters. As a member of the NYS Disaster Preparedness Commission - Human Needs Committee, DCS staff collaborates with grantees and other service providers to coordinate delivery of emergency goods and services to low-income individuals, families, and communities. CFN funds are also used to provide some services required by this assurance.**

Assurance 5 – State Coordination/Linkages

PL 105-285, § 676(b)(5)

- (5) an assurance that the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals to avoid duplication of such services, and a description of how the state and the eligible entities will coordinate the provision of employment and training activities, as defined in Section 101 of such Act, in the state and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;**

Compliance

**DCS will collaborate with NYSCAA to provide training, information, and technical assistance to grantees. DCS is a partner with Workforce Investment Act [WIA] agencies and entered into a statewide Memorandum of Understanding [MOU] with other state agencies and the statewide WIA board to implement WIA requirements. Eligible entities were named to Workforce Investment Boards [WIB] and youth councils, and are partners in one-stop services, or are designated as a one-stop. DCS will continue to work with all relevant state and local agencies to ensure coordination of services and to avoid duplication.**

**DOS will collaborate with OCS, the Administration on Children and Families [ACF] Regional office, as well as the Head Start Bureau to enhance support and coordination of technical assistance to CAA and Head Start programs in development of effective governance structures and management systems to ensure accountability. DOS will accomplish this through shared monitoring and technical assistance to shared [CAAs and Head Start programs] during their annual Head Start self-assessments and in preparation for the PRISM [Program Review Instrument for Systems Monitoring] review .**

Assurances/Compliance ..... continued

Assurance 6 – Coordination, Energy Programs PL 105-285, § 676(b)(6)

- (6) an assurance that the state will ensure coordination between anti-poverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community;**

Compliance

**DCS will provide state and local agencies with copies of the CSBG Management Plan and will solicit their comments. DCS will work with CSBG grantees which administer the low-income energy assistance program to ensure coordination of services. The CSBG director is a member of the Weatherization Policy Advisory Council and is directly involved in addressing energy assistance to low-income persons.**

Assurance 7 – Cooperation with Federal Investigations PL 105-285, § 676(b)(7)

- (7) an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with §678D;**

Compliance

**Full cooperation is assured in the event of an investigation. All requested documents, books, and records will be made available. Appropriate staff support will be provided.**

Assurance 8 – Termination of Funding PL 105-285, § 676(b)(8)

- (8) an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b);**

Compliance

**The federal CSBG Act, 42 U.S.C. §9801, et seq., together with the DHHS Block Grant Regulations, 45 CFR Part 96, set forth the state’s legal responsibilities.**

**DOS developed and published regulations found in Title 19, NYCRR, Part 700, for a hearing procedure regarding termination of CSBG funding to an eligible entity.**

**The CSBG contract identifies four areas of default of obligations as follows.**

**. . . the Department [DOS] may terminate or suspend this Agreement . . . for default by the Contractor . . . Contractor shall be considered in default of its obligations under this Agreement if:**

- 1) Contractor persistently disregards laws, rules, ordinances, regulations, or orders of any public authority having jurisdiction;**
- 2) Performance of the Work fails to substantially conform to the requirements of the Contract Documents;**
- 3) Contractor abandons or refuses to proceed with any or all of the Work;**
- 4) Contractor performs Work . . . in which officers, or employees of Contractor have a direct or indirect interest that would result in a conflict of interest...**

**Should default leading to suspension or termination of funds occur, the hearing procedure mentioned above would be implemented. Technical assistance and support would be provided when appropriate. DHHS-OCS would be informed of the issue and provided with copies of all correspondence, including the grantee improvement plan and any DOS support plan. Issuance of notice of pending termination will only be made after DOS has exhausted all efforts to correct the deficiencies.**

Assurance 9 – State Agency Collaboration

PL 105-285, § 676(b)(9)

- (9) an assurance that the state and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations;**

Compliance

**CSBG is administered in partnership with a variety of programs including, but not limited to the following.**

<p><b>Women in Government Mentoring Program</b>  <b>NYS Workforce Investment Act Program</b>  <b>NYS Office of Children and Family Services / Center-Based Family Resource and Support Centers</b>  <b>Healthy Families New York /Statewide Council</b>  <b>NYS Council on Children and Families and Family Support NY</b>  <b>State Interagency Work Group on Family Development</b></p>	<p><b>NYS Office of Temporary and Disability Assistance</b>  <b>NYS Alliance for Family Literacy</b>  <b>Domestic Violence Prevention Council</b>  <b>State Emergency Management Office</b>  <b>NYS Weatherization Program/ Policy Advisory Council</b>  <b>NYS Task Force on Military Bases</b>  <b>NYS Division For Women / State Task Force on Women’s Issues</b></p>
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**At the local level, grantees work in partnership with a variety of groups, organizations, and institutions. Many are represented on their boards of directors, including members and officials of law enforcement, religious organizations, banks, neighborhood groups, and other service providers.**

Assurance 10 – Board Representation/Petition PL105-285, § 676(b)(10)

(10) an assurance that the State will require each eligible entity in the state to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation;

Compliance

All grantees will be required to include language in their bylaws or board policies to allow groups and individuals to petition for representation on boards of directors. This process will be monitored. DCS will extend invitations to the partners listed in this assurance to participate in local training conducted for grantee boards of directors.

Assurance 11 – Community Action Plans PL 105-285, § 676(b)(11)

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

Compliance

The CSBG refunding package serves as the community action plan. Grantees are required to conduct or to update needs assessments. Information regarding process and involvement of the board and citizens is submitted with the application. The refunding applications are available for inspection or for submission, as required. DOS will initiate a 2-year planning cycle to provide grantees the opportunity for long-range and strategic planning and to establish consistency with the state’s planning cycle.

Assurance 12 – Participation in ROMA PL 105-285, § 676(b)(12)

(12) an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results-Oriented Management and Accountability (ROMA) system, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization;

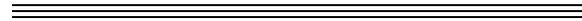
Compliance

New York State began participation in ROMA in 1996, and has adopted all 6 CSBG national goals. The CSBG director has served on the Monitoring And Assessment Task Force [MATF] since its inception, contributing to ROMA design and implementation. Grantee work plans, budgets, and reports are centered on the CSBG goals and outcome measures. Grantees and DCS staff were provided with training on the need to move from measuring outputs to measuring results. Reports submitted by grantees document results achieved and significant changes/improvements for individuals and families, communities, and agencies. Effective 10/01/04, all states and eligible entities were required to report on the National Indicators. New York State and grantees are in compliance.

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

## Compliance

**This Plan describes activities of the state, grantees, and the CSBG Advisory Council which document how the state will carry out all required assurances.**



Contracting Distribution of funds

**In accordance with PL 105-285 §675C(a)(1):**

- ... not less than 90% of the funds made available ... to a state [i.e., New York State]
- ... shall be used ... to make grants ... to eligible entities...

**New York State will make available 94% of its annual allocation of CSBG funds to eligible entities and .50% to Indian Tribes and Tribal organizations. The state CSBG statute, NYS Executive Law Article 6-D, requires CSBG funds to be distributed subsequent to contract. State law also requires each grantee to provide a 25% local share match. Due to the uncertainty of the actual annual allocation, the amount of funds distributed to grantees will be based on the amount received in the year in which the plan was developed. Upon receipt of the notice of grant award confirming the annual allocation to New York State, contracts will be amended to reflect the actual allocation.**

### Contracting Process

**The contract serves as the agreement between the grantee and the State of New York, and includes all applicable federal and state statutory requirements, as well as DOS policies and procedures. CSBG program operation corresponds with the federal fiscal year [October 1- September 30].**

**The contracting process begins with the review and approval of the refunding application and certification of the Vendor Responsibility Questionnaire. Under the requirements of the NY Office of the State Comptroller, each contract submitted for approval by a state agency must include certification of vendor responsibility. CSBG grantees are required to complete the questionnaire at least once during the contract cycle.**

**The contract is reviewed by DCS and DOS Contract Administration Unit [CAU] prior to approval by the DOS Executive office. DOS-approved contracts are sent to the NYS Department of Law for approval and then to the NYS Office of the State Comptroller [OSC] for final approval. Once fully-executed contracts are returned to DOS, copies are sent to grantees.**

**Upon full execution of contract documents and compliance with all reporting requirements, grantees are eligible to receive the first payment. Advance payments will be contingent upon availability of a federal appropriation and written notice from DHHS that funding for the year will be available. Upon receipt by the state of the notice of grant award [NGA], contracts will be amended to reflect actual allocation. Subsequent payments will be based on the actual allocation and will be made on a quarterly basis. Funds awarded in a fiscal year will be available to grantees through the subsequent federal fiscal year.**

## Fiscal Controls, Audits, and Inspection

PL 105-285, §678D

**New York State established fiscal controls and fund accounting procedures to assure the proper disbursement of, and accounting for, CSBG funds.**

**Fund accounting procedures are established by OSC. Each grant award to the state is segregated into its various components in accordance with the federally-approved CSBG Management Plan and program regulations. These funds are set up in appropriate sub-funds and cost centers to report expenditures for various purposes.**

**Grantees are eligible to receive advances on a quarterly basis. In order to receive payment, a grantee must provide a financial report documenting expenditure of funds received in the previous quarter. In order to receive 100% of its annual allocation, a grantee must document expenditure of at least 60% of current funds and 100% of prior year funds. Based on DOS written certification of compliance with all contract requirements, OSC authorizes the state treasury to draw down CSBG funds, and issues payments to grantees.**

**Grantees are required to develop cost allocation plans which must be submitted to DOS for review and acceptance. In addition, grantees must submit budgets detailing the proposed use of CSBG funds and required local share. Grantees are subject to the cost and accounting standards of applicable federal Office of Management and Budget [OMB] Circulars.**

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## Limitations on Use of Funds

PL 105-285, §678F

**CSBG funds will not be used for purchase or improvement of land, or purchase, construction, or permanent improvement of any building or other facility [other than low-cost residential weatherization or other energy-related home repairs] unless a waiver is granted by DHHS. There were no requests for waivers. Any requests submitted subsequent to submission of this Plan to OCS will be included in the subsequent Management Plan.**

**Grantees and state staff funded by CSBG were thoroughly briefed on the reinstatement of the Hatch Act and additional restrictions regarding political activities. Upon receipt of regulations from DHHS, additional instructions will be provided to grantees and state staff funded by CSBG.**

## Audit of Funds

**All CSBG grantees must comply with the audit requirements, as stated in Appendix C of the contract, as follows:**

**Pursuant to the Single Audit Act Amendments of 1996 [PL 104-156], funds received and expended pursuant to this Agreement are subject to the Audit Requirements of OMB Circular A-133, as revised, 'Audits of States, Local Governments, and Non-Profit Organizations', as follows:**

- (a) **Non-Federal entities that expend \$500,000 or more in Federal Awards in a fiscal year shall have a single Audit conducted in accordance with OMB Circular A-133 for that year.**
  - (i) **If the Audit contains findings or reports on prior Audit findings related to the CSBG funds, the Contractor shall submit two (2) copies of the Reporting Package as set forth in A-133, Section 320(c) and any Management Letters issued by the auditor. Such Reporting Package must be submitted within nine (9) months following the end of the audited year or thirty (30) days following issuance by the auditor, whichever is earlier.**
  - (ii) **If the Audit does not contain any findings or reports on prior Audit findings related to the CSBG funds, the Contractor shall comply with the pass-through entity notification requirement of A-133, Section 320 (e)(2) by submitting one (1) copy of the Reporting Package cited in (a) (i) above in accordance with the terms therein.**
- (b) **Non-Federal entities that expend less than \$500,000 in Federal Awards in a fiscal year are exempt from Federal Audit requirements for that year, but records must be available for review or Audit by appropriate officials of the DHHS, General Accounting Office and the State of New York.**
  - (i) **Whenever a Contractor determines that total federal award expenditures for a given fiscal year will be less than \$500,000 and an A-133 Audit is not required, the Contractor shall notify the Department's Contract Administration Unit, in writing, of this determination not later than sixty (60) days following the end of the affected fiscal year.**
- (c) **Contractor shall provide the Department with written notice of Audit entrance and exit conferences with its auditors at least fifteen (15) business days prior to the scheduled date of each conference. The Department reserves the right to attend and participate in these conferences.**
- (d) **Contractor shall be responsible for ensuring that the Audit reconciles with the Unaudited Financial Statements. Any discrepancies must be cited and explained in the Audit.**

**In addition, DOS operation of the CSBG program is audited as a major program by an independent auditor in accordance with OMB Circular A-133, as amended.**

## Monitoring of Eligible Entities

PL 105-285, §678B

**In accordance with §678B, monitoring activities will be 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.**

**Monitoring is defined as a comprehensive approach to reviewing, assessing, evaluating, and improving the quality of services provided by grantees to individuals, children, families, and the community served by grantees. Monitoring is an ongoing process that verifies grantee progress and documents compliance. Regular and ongoing program monitoring is accomplished in accordance with the Guide to Monitoring.**

[revised, October, 2004]

**Monitoring is conducted in partnership with grantee staff and board, is proactive, result oriented, and conducted to provide assistance to grantees to improve their capacity to achieve results, and must meet the requirements of the CSBG contract, the Management Plan, and federal and state authorizing legislation.**

## Knowledge and Abilities

**Staff assigned to conduct program and fiscal monitoring must possess and demonstrate adequate professional proficiency, including knowledge of:**

- } assigned agencies, programs, activities, functions, service areas, organizational structure, board composition;**
- } applicable statutes, rules, regulations, policies and procedures governing programs and organizations;**
- } CSBG National Goals and Outcome Measures as well as the National Performance Indicators, and their applicability to assigned agencies.**

**DCS staff must also demonstrate ability to:**

- } communicate clearly and effectively both orally and in writing**
- } exercise professional care in conducting monitoring**
- } base findings and conclusions on objective evaluations of pertinent information**
- } serve customers in the most effective manner, with the least burden and with respect**
- } recognize, honor and respect human diversity**
- } preserve the dignity of customers and clients**
- } uphold confidentiality**

## Accountability and General Responsibilities

### 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 the administration of CSBG and related programs.**
- } **Assist in implementation of goals and activities outlined in the most recent CSBG Management Plan.**
- } **Provide comprehensive monitoring services to grantees in administration of programs funded by the CSBG and CFNP, and:**
  - Q **Develop an Individual Monitoring Plan [IMP] for each assigned agency.**
  - Q **Continue to provide technical assistance and follow up on the progress made by grantees in reaching the higher standards of performance as indicated by the E-ROMA reviews conducted in FFY 2003-04.**
  - Q **Make on-site visits.**
  - Q **Prepare and submit written reports: Program Certifications, Grantee Services Contact Reports, and monthly activity reports.**
  - Q **Conduct refunding meetings to prepare annual work plans and budgets.**
  - Q **Attend board and committee meetings.**
  - Q **Provide specialized support in cases of disaster and crisis.**
  - Q **Participate in grantee functions as requested by grantees and approved by supervisor.**
  - Q **Collect and review refunding applications, contracts, amendments, reports and other documents.**
  - Q **Provide, or arrange for, technical assistance as required or requested by the grantee.**
  - Q **Maintain contact with grantees.**

### General Program Review

#### Program analysts assigned to monitoring will conduct annual program reviews to:

- Q **determine whether services and activities complement, duplicate, or overlap other related services and activities.**
- Q **verify compliance with applicable laws, rules, regulations, policies and procedures.**
- Q **verify the process for measuring and reporting program progress and effectiveness.**
- Q **verify information provided in written reports or in interviews.**

## Program Certification

**As a condition for each payment to a grantee, program analysts are required to complete the Grantee Services Contact Report [GSCR] certifying that substantial progress is being made toward achieving the milestones as stated in the approved work plan, and that the grantee is eligible to receive payment. Program certification can be accomplished through a combination of on-site visits, review of documents, and telephone interviews. A copy of the GSCR is shared with the grantee.**

**During FFY 2003 - 4, DOS implemented E-ROMA, which established standards for operating procedures for all eligible entities and assessed levels of excellence in grantee management. It was developed with guidance of the CSBG Advisory Council and with input from all grantees. E-ROMA concentrated on eight dimensions: governance, service delivery, management, fiscal operation, program operation, work force environment, partnerships and information management. Although not a scaling tool, E-ROMA provided a determination in meeting established standards.**

**Followup reviews will be conducted during FFY 2006-7. Training and technical assistance will be provided as needed to address issues identified through E-ROMA, and to bring grantee operation to a higher level of excellence.**

**Specific training and technical assistance will be developed for each grantee and for general issues that are applicable to all grantees. Arrangements will be made for appropriate seminars, either through NYSCAA training programs, or consultants.**

**On-site review of any newly designated entity will be conducted immediately after completion of the first year in which the entity received funds through CSBG.**

## Fiscal Certification

**As part of their payment requests, grantees are required to submit periodic financial reports which list expenditure of both CSBG and local share funds by budget cost category. To be eligible for subsequent payment, the financial report must document a specific percentage of funds expended. Financial reports undergo both desk review and the on-site review and approval process by the fiscal representative.**

**Fiscal representatives conduct on-site visits for the primary purpose of monitoring expenditure and accountability of CSBG and local share funds. Monitoring includes a general review of the overall fiscal integrity of the grantee, as well as an in-depth review of selected fiscal activities. Samples of grantee expenditures are tested for compliance with the contract and with Generally Accepted Accounting Principles. Fiscal representatives review financial reports to grantee boards of directors. Staff determine adequacy of systems and controls in place to safeguard the federal funds, and if federal funds are being used according to the approved budget. In addition to on-site review, fiscal staff provide fiscal technical assistance, as well as review and approval of the annual audits of each CSBG grantee. As a condition of the contract, each recipient must comply with requirements of OMB Circular A-133.**

Board of Directors and Fiscal Oversight Committee Meetings

**Program analysts and fiscal representatives will attend at least one board of directors and fiscal oversight committee meeting every funding cycle, or more often, to observe board functioning and to share information. These visits will be scheduled during the first or second quarter of each funding cycle, when possible. Observations will be shared with board members, and when necessary, training and technical assistance will be provided.**

Regional Meetings

**Monitoring teams are encouraged to hold regional meetings with assigned grantees for the purposes of sharing information, providing training and technical assistance, determining joint priorities and activities, and enhancing collaboration and obtaining feedback on state administration.**

Accountability and Reporting

PL105-285 §678E

**All grantees and delegate agencies have adopted the CSBG national goals and the Performance Indicators. Grantees will submit work plans detailing the services, activities, and outcomes for each goal. The Periodic Progress Report [PPR] documents achievement of milestones for the first two quarters. The Annual Program Report [APR] documents annual accomplishments, and documents the outcomes planned and achieved for each goal, measure and indicator selected, and will include planned versus actual funds expended by grantees for direct services and for administration.**

**Information submitted by grantees will be compiled and a report submitted to OCS and the National Association of State Community Services Programs [NASCSPP]. The report will include an accounting of funds spent on administrative costs by the state and eligible entities as well as a description of training and technical assistance provided to grantees.**

**DCS will also submit a comprehensive Annual Report to the Governor and Legislature. This Report will be shared with grantees, statewide and national associations and other organizations.**

Corrective Action, Termination, and Reduction of Funding

PL 105-285, §676A

**New York State will strive to work in partnership with grantees and with NYSCAA to identify and to resolve issues and concerns before they become problematic. DOS has a process to identify and designate grantees ‘at risk’ and which will alert grantees of any potential problems. DOS will work with the grantee to develop a corrective action plan and will provide the resources and support necessary for correction.**

**Should New York State determine that it has exhausted all reasonable efforts to correct the situation, or that the deficiency cannot be corrected within a reasonable period of time, the state will proceed with action as set forth below.**

### Selection of an Interim Agency

**New York State will carefully review the situation to determine the status of services which are solely funded by CSBG, and will determine the impact on the community if services were to be discontinued for an extended period.**

**If necessary, New York State will identify an existing eligible entity to serve as an interim grantee to maintain services. The entity to be selected must be contiguous to, or located within, the service area and must be providing related services in the area. The entity must be in good standing and possess the capacity to undertake additional responsibilities.**

### Notification of Preliminary Funding Action

**New York State will issue a preliminary notice of funding action. The grantee will be provided an opportunity for a hearing. A report will be provided to HHS detailing reasons for the necessary funding action, and what actions were taken to maintain critically needed services to low-income individuals and families.**

**During the process, the grantee will maintain its eligibility for CSBG funding. However, the state will ensure compliance with PL 105-285 §678D, which requires New York State to establish fiscal controls and fund accounting procedures necessary to assure the proper disbursement of, and accounting for, federal funds.**

**If requested, a hearing will be conducted in accordance with regulations found in Title 19, NYCRR Part 700. If a hearing is not requested, New York State will proceed with termination.**

### Designation of A New Eligible Entity

PL 105-285, §676A

**All 62 counties in New York State are served by 52 eligible entities. Throughout New York State, eligible entities provide overlapping services in neighboring counties. In most counties, one eligible entity is designated; in two counties, two eligible entities are designated in each county; in New York City, one entity serves the five boroughs; and, nine entities are designated to serve contiguous counties. CSBG funds are used to support the variety of services provided by each eligible entity. The termination of CSBG funding to an entity may not result in the area being unserved by CSBG.**

**In the event that New York State should elect to designate or re-designate an entity, the following procedures will be implemented.**

- Q Counties in which there are two eligible entities will not be considered unserved should CSBG funds to one entity be terminated. The remaining entity would be recognized as the designated entity and additional funds would be provided.**
- Q In selecting an organization to serve an unserved area, priority will be given to an existing eligible entity providing related services to the area.**
- Q To be considered as an eligible entity, the organization must be in good standing, must demonstrate effectiveness in meeting the goals and purposes of CSBG, and must have a tripartite board as required by PL105-285 § 676B.**

## Board Composition

PL 105-285, § 676B

**Boards of all eligible entities, including public and private not-for profit organizations, are monitored for compliance with this statute. Board composition is reviewed annually. Program analysts attend grantee board meetings and review grantee board files to verify composition, appointments, and democratic selection of board members. Technical assistance on board functioning and board composition is available. The board of the statewide migrant and seasonal farmworker organization is constituted so as to ensure 51% farmworker representation. All other boards meet the tripartite composition requirements.**

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## Training and Technical Assistance to Grantees

PL 105-285, § 675C(b)(1)(A))

**DCS will support and provide activities to increase opportunities for professional development for grantee board and staff.**

Activities:

- Q **Organize regional or local training sessions for grantee staff and boards of directors.**
- Q **Provide technical assistance to grantees to implement ROMA and to improve collection and reporting of data on program activities.**
- Q **Support leadership activities.**
- Q **Support FDANYS and increase the number of agencies using the Family Development approach throughout New York State.**
- Q **Support and encourage participation of grantees in FDC Leadership training.**
- Q **Support for grantee orientation, board training, specialized training and technical assistance to grantees at risk of termination, implementation of grantee action plans.**

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## Training and Professional Development for DOS Staff

**Professional development opportunities will be provided for DOS monitoring and fiscal staff to increase their capacity to provide oversight and technical assistance to grantees, particularly in systems involving service delivery, administration and management, board and governance, and finances. State administrative funds will be allocated for staff to enroll in outside educational programs, to attend statewide and national conferences, as well as to offer in-house training. Use of funds for this initiative is meant to improve accountability at the state level, identify deficiencies at the local level, and enable DOS staff to provide technical support and assistance needed by grantees more effectively.**

## Community Services Block Grant

## Management Plan

Federal Fiscal Years 2006-7

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## ▲ Program Implementation ▲

### New York State - Facts in Brief

Statehood	<b>July 26, 1788</b>
Capital	<b>Albany, since 1797</b>
Major metropolitan centers	<b>New York City, Buffalo, Yonkers, Syracuse, Rochester</b>
New York City	<b>Incorporated, 1898</b>
Land Area, Topography	<b>62 counties, 62 cities, 553 villages, and 932 towns in an area of 54,471 square miles that includes land and water; Over 7,240 square miles of inland waterways including: Hudson River, over 300 miles long, Mohawk River, over 140 miles, and the 524-mile Barge Canal system. Major Lakes: Ontario, Erie, Champlain. Mountains: Adirondacks and Catskills - Forest/preserves: Adirondack Park: 9,375 sq. miles of wild habitat, waterways, forest preserve, and mountains; highest point - Mt. Marcy at over 5,000 feet.</b>
New York City	<b>309 square miles, composed of five counties [boroughs]; includes the port of New York City, a major national seaport</b>
Climate	<b>In general, New York experiences warm summers and cold winters. Average mean temperature range: 40 °F in the Adirondacks to 55 °F in New York City. Monthly average temperatures range: high: 85.3° to low: -11.9°. Highest recorded temperature: 108°; lowest, -52°. Mean annual precipitation range: ≥35-45" in most parts of the state, relatively evenly distributed over the course of a year. Snowbelts: east of Lake Erie and along Lake Ontario; Tug Hill Plateau.</b>

Population [2003 estimate]	<b>19, 190,115 [&gt; of app. 300,00]</b>
New York City [2000 census]	<b>8,008,278</b>
Households [census]	<b>7,056,860- avg 2.61 persons; family households: 4,639,387; average family size: 3.22; Children under age 5: 1,239,417; Seniors [over age 65]: 2,448,532, including 311,488 persons 85 years and over</b>
Population density [census]	<b>Highest: Kings, Queens, New York, Suffolk, Nassau, Bronx, Erie, Westchester, Monroe, Onondaga. Lowest: Hamilton, Schuyler, Yates, Lewis, Schoharie, Seneca, Essex, Wyoming, Orleans, Delaware.</b>

Poverty Status, Income, Employment

Poverty Status [2001-3 avg]	<b>Persons listed as “below” the poverty line: 14.2%; [Census] highest in Bronx, Kings; poverty rate in 10 counties exceeds statewide rate. Children: 19.6% of children under age 18 in families in poverty status. Seniors: [over age 65], 11.3% in poverty status.</b>
Income [2002]	<b>Per capita: \$35,805 [loss of almost 3% since 2000 census]</b>
Unemployment Rate [NYS Fact Sheet, USDA Economic Research Service]	<b>Statewide: 5.2%, as of 12/04, a .1% increase over the national rate, but a full percent lower than a year previous. New York City: 5.7%; higher than the national rate, but lower than 7.3% reported a year earlier.</b>
Labor Force [Census]	<b>Employed civilian population: 8,382,988. Occupations: Management, professional/related: 3.09 million; Services: 1.3 million; Sales/office: 2.2 million; Retail: nearly 1 million. Education, health, social services: 2.03 million. Agriculture, mining, forestry, fishing: &lt;100,000. Government workers: 1.4 million; Private sector employment: 6.4 million. Median annual income: male, year-round full-time workers: just over \$40,000; female, year-round full-time workers: just over \$31,000.</b>

[see pp. 21-24 for specific demographics of the population served by CSBG grantees.]

Land Use, Agriculture, Business, Manufacturing, Production

Agriculture	<b>Land area used for farming: 25%; employment in agriculture, fishing, forestry: .03% of population; Dairy goods: National rank - 3<sup>rd</sup> largest producer Other products: cattle/calves, poultry, corn, vegetables; Field crops largely in support of dairy industry: corn, oats, wheat; Fruits, wine, vegetables; National rankings: 3<sup>rd</sup> - wine and juice grape production; Fruit crops: 6<sup>th</sup>; Apple crop: 2<sup>nd</sup>; Cabbage:1<sup>st</sup>.</b>
Business, Commerce, Manufacturing	<b>Banking, investment, finance, construction, retail and wholesale trade; Principal manufactures: apparel, printing and publishing, paper, leather products, instruments, electronics</b>
Tourism/recreation	<b>Major statewide asset; significant corollary industry in hotels and restaurants</b>
New York City	<b>Business, finance, banking, investing; arts, entertainment, media, including music, film, theatre, television and news productions; manufacturing, design, real estate, architecture, wholesale and retail trade, communications, hotels and restaurants, construction</b>

Housing, Education, Energy, Transportation

Education [Census]	<p><b>School Enrollment:</b> population over age 3 enrolled in school: 5,217,030.  <b>Attainment [age 25+]:</b> completed less than 9<sup>th</sup> grade: 1 million; High School graduate/GED: 3.5 million; College degree: 1.9 million  <b>Private universities and colleges:</b> approximately 220; New York City metropolitan region: more than 100; Two-year and community colleges: approximately 40. State University of New York [SUNY]: over 40 campuses.  <b>New York State Library:</b> founded, 1818; Library system: public and research libraries, as well as many based in schools, prisons, hospitals.</p>
Housing [Census]	<p><b>Occupied units:</b> 7,056,860. Owner occupied: 3.7 million; renter -occupied: 3.3 million. Expenditures on housing: over 1.1 million, or 33.4% of the population, spent at least 35% or more of their monthly income on housing. Age of housing: Over 4 million units built before 1959; of these, nearly 2.4 million built before 1939.</p>
Energy [Census]	<p><b>Home Heating:</b> Approximately 6 million heated with fossil fuels: nearly 3.7 million relied on utility gas and over 2.3 million heated with fuel oil or kerosene. Fewer than 100,000 heated with wood, and slightly more than 2,500 used solar energy.</p>
Transportation [Census]	<p><b>Public Transportation:</b> Ridership, New York City-MTA: Over 2 billion passengers, [annually, as of 2000]; over 700 miles of subway lines; Statewide: over 130 public transit operators served over 5.2 million passengers each day [as of 2001].  <b>Roadways:</b> NYS Thruway: 641-miles; a majority of cities located within the Thruway corridor. Over 100,000 miles of roads; over 17,000 bridges.  <b>Railways:</b> 5,000 miles of track  <b>Air:</b> 355 airports, 117 heliports, 25 seaplane bases. Busiest air terminals: Kennedy International, LaGuardia Airport, Queens; Greater Buffalo International Airport.</p>
Health	<p><b>Uninsured:</b> estimated, 3 million; 1.9 million children</p>

Sources

[www.thruway.state.ny.us/factbook](http://www.thruway.state.ny.us/factbook)  
[www.factfinder.census.gov](http://www.factfinder.census.gov)  
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[www.empire.state.ny.us](http://www.empire.state.ny.us)  
[www.newyorkhistory.org/](http://www.newyorkhistory.org/)

[www.state.ny.us/governor](http://www.state.ny.us/governor)  
[www.labor.state.ny.us](http://www.labor.state.ny.us)  
[www.state.ny.us](http://www.state.ny.us)  
[www.dot.state.ny.us](http://www.dot.state.ny.us)  
[www.nyc.gov](http://www.nyc.gov)  
[www.ers.usda.gov/statefacts/](http://www.ers.usda.gov/statefacts/)  
[www.worldalmanacforkids.com/explore/states/newyork](http://www.worldalmanacforkids.com/explore/states/newyork)

## New York State Community Services Network

**CSBG serves all 62 counties in New York State, with 56 grantees collectively providing services. New York State's diversity is reflected in the types of grantees funded: crowded big city neighborhoods, small towns, remote rural hamlets, farming communities, and Indian Reservations.**

**Grantees continue to expand the capacity to network, link, and collaborate with other local agencies. Cross-referrals create personalized linkages designed to aid specific problems. Using the Family Development approach, grantees will continue to address the broad spectrum of need. The result of these efforts will be measured by the success of children as they complete education, adults who move into meaningful employment, and seniors who remain capably living in their own homes. During FFY 04, the last full year for which information was made available, the statewide total of funds from all funding sources mobilized by grantees to provide this breadth of services, including CSBG, was over \$660 million.**

### Community Action Agencies

**Most CSBG grantees in New York State are Community Action Agencies [CAAs], which reach out to every sector of the population, from infants to their great-grandparents. CAAs provide support, education, advocacy, information and referral to ensure that basic needs are met. These strategies serve as a springboard for deeper, more direct action in solving specific problems. In some counties, the CAA is the focal point for specific services, such as assistance to the aging, management of housing and housing sites, or intervention in the face of disasters.**

### Delegate Agencies

**In many localities, programs are administered by a central office with neighborhood or outreach centers located throughout the service area. Grantees in Erie and Westchester Counties delegate portions of the approved work to other local organizations. The entity in Livingston County is a public agency which delegates all program responsibilities to community-based [CBOs] and faith-based organizations. New York City's DYCD is a public CAA, which contracted with over 300 CBOs to provide services in the 5 boroughs [counties].**

### Native Americans

**Four Indian tribes or tribal organizations serve Native Americans. Long Island is home to the Poosapatuck and the Shinnecock Indian Nations. The Seneca Nation Reservation is spread over several counties in Western New York. The Mohawk Indian Housing Corp at St. Regis Mohawk Reservation, Akwesasne, is located in Northern New York, on the American-Canadian border.**

### Migrant/Seasonal Farmworkers

**Rural Opportunities, Inc., serves migrants and seasonal farmworkers. Headquartered in Rochester, Monroe County, its services and assistance are furnished through 7 service centers located in agricultural regions across the state.**

[See Appendix A, p.3 for a map of the New York State Community Services Network.]

## Characteristics of the Population Served

Information on characteristics of the population was reported by all grantees in the most recent APRs, filed in November, 2004. Not every grantee had information to report in every category. Grantees reported a greater number of persons served this year for whom no characteristics were obtained.

Fig. 1 Number of Persons/Families

(Unduplicated)

- 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.

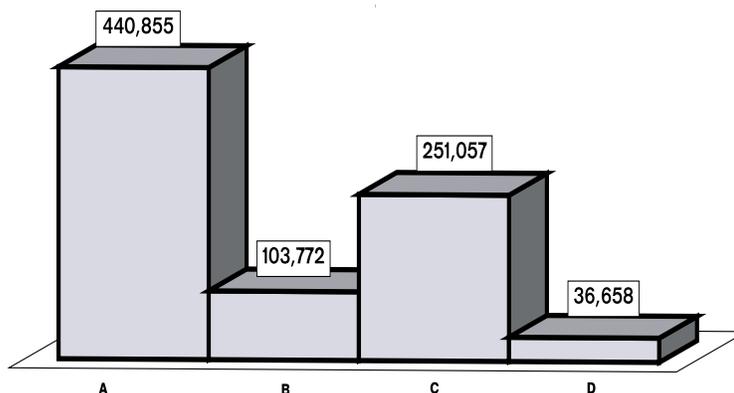
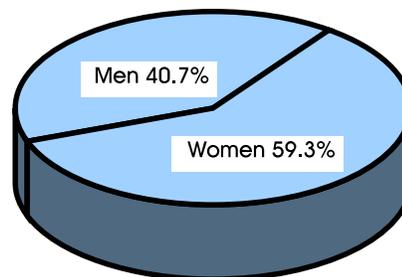


Fig. 2 Gender

The total reported in this chart is the total unduplicated number of persons 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  $\pm 2\%$  variance. According to the reports filed by grantees, more women than men access services. Grantees obtained characteristics from 99% of customers reporting.



Male: 179,380	Female: 261,475	Total: 440,855
---------------	-----------------	----------------

These percentages have not changed in more than 2 years.

Table 3		Age
Total # of persons (unduplicated) about whom this characteristic was obtained		440,415
Age Groupings	Number of Persons	Percent of Total [rounded]
0 - 5	61,408	14%
6 - 11	47,951	11
12 - 17	53,635	12
18 - 23	43,468	10
24 - 44	123,346	28
45 - 54	47,850	11
55 - 69	38,797	9
70+	23,980	5

The population served is divided fairly evenly among children, youth and adults. The smallest customer base are persons over age 55, which constitute about 15% those served. The largest single percentage of the grantee customer base are adults aged 24-44. This has been true throughout the years that DOS has reported such characteristics. These numbers fluctuate within a 5% margin. However, those under age 23 constitute more than 45% of those who received assistance.

Table 4		Education [Adults]
Total # of persons (unduplicated) about whom this characteristic was obtained		191,473
Highest Grade Completed	Number of Persons	Percent of Total [rounded]
0 - 8	41,709	22%
9 - 12/ non-graduate	51,604	27
High School Grad/GED	63,467	33
12+-some post-secondary	21,546	11
2 or 4 yr college grad	13,147	7

About half of the customer base is reported at non-high school graduate status, significantly different from the previous two years; characteristics were obtained for only about 43% of customers.

Table 5		Housing
Total # of Families (unduplicated) about whom this characteristic was obtained		223,555
Housing Characteristics	Number of Families	Percent of Total [rounded]
Own	33,686	15
Rent	166,387	74
Homeless	8,625	4
Other	14,857	7

Not surprisingly, nearly ¾ of the grantee customer base are renters. The percentage of homeowners has declined over last year, but only 4% are reported as homeless, a decline since FFY 03. Characteristics were obtained from about 89% of those reporting in this category.

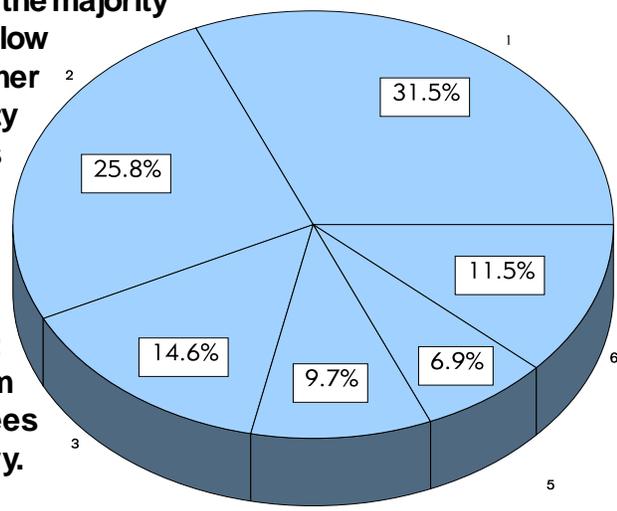
Table 6		Family Size
Total # of Families (unduplicated) for whom this characteristic was obtained		230,820
Family Size	Number of Families	Percent of Total [rounded]
1	65,170	28%
2	49,392	21
3	42,608	18
4	37,943	16
5	27,775	12
6	4,687	5
7	1,794	5
8+	1,451	5

As in previous years, the largest basic group served is the family size of ‘1’, indicating that single individuals continue to constitute a significant population seeking assistance. However, about 40% of the number of families reported are those of 2 and 3 persons.

**Note:** Federal Poverty Income Guidelines, which are based on family size, 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. Source: <http://www.census.gov/hhes/www.html>

Fig. 7 Level of Income

Data provided by grantees document that the majority (percentage) of families served are at or below 100% of poverty: over 55% of the customer base have incomes under 75% of the poverty level; of the total, over 30% have incomes of up to 50% of the poverty level. This year we have broken out that percentage of families whose incomes range up to 50% of the poverty level. Total number of families for whom this characteristic was obtained: 118,831, or about 47% of families for whom information was obtained. Not all grantees had information to report in this category.



Guideline	Number of Families
Up to 50%	37,402
51-75%	30,634
76-100%	17,297
101-125%	11,553
126-150%	8,223
151+	13,722

Table 8		Family Type
<b>Total # of Families (unduplicated) about whom this characteristic was obtained</b>		<b>232,899</b>
Type of Family	Number of Families	Percent of Total [rounded]
Single parent, female	71,405	31%
Single parent, male	9,743	4
Two-parent household	66,869	29
Single Person	57,623	25
Two Adults, no children	9,357	4
Other	17,902	7

As indicated in Table 6, family size “1” constitutes a quarter of the population served and who responded to this part of grantee intake requests. Grantees captured about 90% of information on families responding to ‘family size’.

Table 9		Source of Income
<b>Unduplicated # families reporting one or more sources of income</b>		<b>199,807</b>
Source of Family Income	Number of Families [duplicated]	
Employment only	65,822	
Employment + other sources	17,904	
General Assistance	18,569	
No Income	41,131	
Pension	6,733	
Social Security	31,924	
SSI	31,113	
TANF	12,902	
Unemployment Insurance	8,621	
Other	19,395	

It is not possible to obtain unduplicated counts in individual categories, since sources for income often overlap. According to this chart, about 20% of those reporting had no income. Information indicates that nearly 30% of those who reported had a fixed income, either Social Security or SSI. Data indicate that over one-third of the customer base reported in this category cite ‘employment only’ as a source of income, although the level of that income is not correlated with the source of income. It could be inferred that although a third of the grantee customer base is employed, and derives income from employment, they live below, at, or near enough to the poverty level in order to qualify for services at a CSBG grantee. Grantees obtained characteristics on about 80% of the customer base in this category.

## Annual Allocation of Funds

PL 105-285§675 C(a)(1), 675C(a)(2), 675C (a)(3)(A and B), 675C(b)(1)(A-H), 675C(b)(2), 675C(c)

### Allocation Categories

**Funds will be allocated to existing eligible entities based on the same proportion of funds received in the previous year. Eligible entities include: agencies designated prior to 1981, the migrant and seasonal farmworker organization, and agencies designated in accordance with the CSBG statute. Funding to newly-designated entities will be determined at the time of designation. Funding to newly-designated entities will not exceed the amount received by minimum-funded agencies.**

**Table 10 depicts the planned annual allocation of total funds for New York State.**

Allocation Categories	Annual Allocation of CSBG Funds	Percentages Allocated
Grantees*	94.00	
Indian Tribes And Tribal Organizations	.50	
Disaster Relief	.10	
NYSCAA	.40	
State Administration	5.00	
<b>TOTAL</b>	<b>100.00</b>	

\* Grantees include all CSBG eligible entities as defined by federal statute. (PL 105-285,§ 673)

## Annual Allocation of FFY 2006-7 CSBG Funds

### New York City

**The eligible entity serving the City of New York, DYCD, delegates all CSBG program responsibilities and awards CSBG funds to CBOs located in the Bronx, Kings, New York, Queens, and Richmond Counties, the five boroughs that incorporate New York City. These CBOs provide a broad arena of services to residents of targeted low-income areas. Through this network of CBOs, CSBG funds are used to provide services to communities with the highest incidences of poverty. CSBG funds are also used to provide training and credentialing to front-line workers.**

### State Administration

**Not more than 5% of FFY 2006 or 2007 CSBG funds will be used for state program administration. Funds not expended in one fiscal year will be carried forward for use by the state; in the subsequent year this may include grantee professional development, electronic data management, and specialized training and technical assistance to grantees.**

### Discretionary Funds

**The remainder funds will be allocated as follows:**

#### Indian Tribes And Tribal Organizations

**Current state legislation requires an allocation of .50% for use by Indian tribes and tribal organizations. The amount available will be distributed equally among all agencies.**

#### Disaster or Crisis Relief Activities

**In response to the need for emergency services by low-income victims of disasters or crises: .10% of FFY 2006 and FFY 2007 funds will be used to respond to needs created by disasters. Such funds will be awarded to CSBG eligible entities to provide service in the areas of need.**

#### NYSCAA Activities

NYSCAA will be awarded .40% – to be used as follows:

- Q **Statewide coordination and communication among CSBG- funded agencies.**
- Q **Increase opportunities for front-line fiscal and program staff and board members, as well as DOS-DCS staff to participate in the NYSCAA quarterly training seminars.**
- Q **Improve and support statewide activities of the Family Development Association, including a statewide conference and support of regional groups in their efforts to increase direct involvement of low-income individuals and families, recipients of services, neighborhoods, religious organizations, and other parties interested in promoting the practices of Family Development.**
- Q **Support development and implementation of specialized technical assistance to grantees through a peer-to-peer process.**
- Q **Support and promote information on innovative community-based youth development programs with special emphasis on fatherhood programs, youth mediation, mentoring, and preventing or reducing youth crime.**

### Unencumbered And Unallocated Funds

**The Secretary of State will use any unencumbered and unallocated funds from the previous grant award for disaster or crisis relief activities or special projects. Funds awarded for special projects will be used for activities as stated in the CSBG Act and will assist persons at or below 125% of the federal poverty guideline.**

## Proposed Allocation of FFY 2006-7 CSBG Funds

The CSBG allocation will be adjusted based on the actual amount of funds awarded for each federal fiscal year. Proposed funding is based on the amount of funds received in the previous year.

Table 11 Proposed Funding to Grantees		Proposed Allocation	
Eligible Entities		FFY 2006	FFY 2007
1	Albany County Opportunity, Inc.	239,304	239,304
2	Allegany County Community Opportunities and Rural Development, Inc. [ACCORD]	215,056	215,056
3	Opportunities for Broome, Inc.	323,883	323,883
4	Cattaraugus Community Action, Inc.	219,425	219,425
5	Cayuga-Seneca Community Action Agency, Inc.	380,717	380,717
6	Chautauqua Opportunities, Inc.	219,425	219,425
7	Economic Opportunity Program, Inc., of Chemung & Schuyler Counties	380,717	380,717
8	Opportunities for Chenango, Inc.	219,425	219,425
9	Joint Council for Economic Opportunity of Clinton & Franklin Counties, Inc.	254,224	254,224
10	Columbia Opportunities, Inc.	219,425	219,425
11	Cortland Community Action Program, Inc.	219,425	219,425
12	Delaware Opportunities, Inc.	219,425	219,425
13	Dutchess County Community Action Agency, Inc.	418,424	418,424
14	Community Action Organization of Erie County, Inc.	1,901,111	1,901,111
15	[Essex] Adirondack Community Action Programs, Inc.	219,425	219,425
16	[ComLinks] Community Action Agency of Franklin County, Inc.	219,425	219,425
17	[Fulton & Montgomery] Fulmont Community Action Agency, Inc.	329,938	329,938
18	Community Action of Greene County, Inc.	219,425	219,425
19	Community Action Planning Council of Jefferson County, Inc.	219,425	219,425
20	Lewis County Opportunities, Inc.	219,425	219,425
21	Livingston County Planning Council	215,056	215,056
22	Community Action Program for Madison County, Inc.	215,056	215,056
23	[Monroe-Ontario] Action for a Better Community, Inc.	1,614,614	1,614,614
24	Economic Opportunity Commission of Nassau County, Inc.	2,134,975	2,134,975
25	[NYC-5 Boroughs] Department of Youth and Community Development	30,619,815	30,619,815
26	Niagara Community Action Program, Inc.	318,908	318,908
27	[Oneida-Herkimer] Mohawk Valley Community Action Agency, Inc.	600,142	600,142

Table 11		Proposed Funding to Grantees		Proposed Allocation	
Eligible Entities		FFY 2006	FFY 2007		
28	[Onondaga] People's Equal Action and Community Effort, Inc. [PEACE]	1,423,476	1,423,476		
29	[Eastern Orange] [City of] Newburgh Community Action Committee, Inc.	219,425	219,425		
30	[Western Orange] Regional Economic Community Action Program, Inc. [RECAP]	284,094	284,094		
31	[Orleans-Genesee] Orleans Community Action Committee, Inc.	380,717	380,717		
32	Oswego County Opportunities, Inc.	215,056	215,056		
33	Opportunities for Otsego, Inc.	219,425	219,425		
34	[Rensselaer] Commission on Economic Opportunity for the Greater Capital District Region, Inc.	219,425	219,425		
35	Community Action Program of Rockland County, Inc.	219,425	219,425		
36	St. Lawrence County Community Development Program, Inc.	219,425	219,425		
37	Saratoga County Economic Opportunity Council, Inc.	219,425	219,425		
38	Schenectady Community Action Program, Inc.	219,425	219,425		
39	Schoharie County Community Action Program Corp.	219,425	219,425		
40	[Steuben-Yates] ProAction of Steuben & Yates, Inc.	380,717	380,717		
41	Economic Opportunity Council of Suffolk, Inc.	1,194,602	1,194,602		
42	[Sullivan] Community Action Commission to Help the Economy, Inc. [CACHE]	219,425	219,425		
43	Tioga Opportunities Program, Inc.	219,425	219,425		
44	Tompkins Community Action, Inc.	219,425	219,425		
45	Ulster County Community Action Committee, Inc.	219,425	219,425		
46	Warren-Hamilton Counties Action Committee for Economic Opportunity, Inc.	329,938	329,938		
47	Washington County Economic Opportunity Council, Inc.	219,425	219,425		
48	Wayne County Action Program, Inc.	219,425	219,425		
49	[Putnam-Westchester] Westchester Community Opportunity Program, Inc.	1,281,259	1,281,259		
50	[City of] Yonkers Community Action Program, Inc.	433,347	433,347		
51	Wyoming County Community Action, Inc.	215,056	215,056		
52	[Statewide Migrant-Seasonal Farmworker Organization] Rural Opportunities, Inc.	323,931	323,931		
<b>TOTAL</b>		<b>\$52,109,758</b>	<b>\$52,109,758</b>		

Table 12 Statewide CAA Association	Proposed Funding to NYSCAA		Proposed Allocation	
		FFY 2006	FFY 2007	
<b>New York State Community Action Association, Inc.</b> [Includes 100,000 for Electronic Data Management]**	<b>\$300,000</b>		<b>\$200,000</b>	
<b>TOTAL</b>	<b>\$300,000</b>		<b>\$200,000</b>	

\*\*For FFY 06 only; from unexpended FFY 05 state administrative funds

Table 13 Proposed Funding to Indian Tribes/tribal Organizations	Proposed Allocation		
		FFY 2006	FFY 2007
1	<b>Mohawk Indian Housing Corporation</b>	<b>\$69,295</b>	<b>\$69,295</b>
2	<b>Poosepatuck Indian Nation</b>	<b>69,295</b>	<b>69,295</b>
3	<b>Seneca Nation of Indians</b>	<b>69,295</b>	<b>69,295</b>
4	<b>Shinnecock Indian Reservation</b>	<b>69,295</b>	<b>69,295</b>
<b>TOTAL</b>		<b>\$277,180</b>	<b>\$277,180</b>



## Planned Use of CSBG Funds by Grantees

**CSBG funds will be used in accordance with PL 105-285§ 676(b). Grantees submitted information describing the programs, services, and activities to be conducted. These are arranged by each service category. [See pages 35-44] The planned results are in accord with CSBG national goals and outcome measures.**

### Target Population

PL 105-285 §676(b)(1)(A)

**CSBG funds will be used 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 farm workers, and elderly low income individuals and families . . .**

**Following is a description of programs, services, and activities that will be directed at achieving and sustaining measurable results for the target population.**

### Programs, Services, Activities

**The programs, services and activities are grouped by assurance area as well as national goal. The national goals are as follows:**

- 
- 
- GOAL 1 - Low-Income People Become More Self-Sufficient
  - GOAL 2 - Conditions in Which Low-income People Live Are Improved
  - GOAL 3 - Low-income People Own a Stake in Their Community
  - GOAL 4 - Partnerships Among Supporters And Providers of Services to Low-income People Are Achieved
  - GOAL 5 - Agencies Increase Their Capacity to Achieve Results
  - GOAL 6 - Low-income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family And Other Supportive Systems
- 
- 

**The full text of National Goals and Outcome measures, and National Indicators for Community Action Performance are listed on pp. 40-52.**

## Implementation of ROMA and National Performance Indicators Program Purposes

### Assurance 1[1] Self-Sufficiency

PL 105-285§676(b)(1)(A)(i-vii)(B)(i-ii),C

[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];

**Grantees will conduct services and activities, grouped by the following programs, with primary focus on [a] Family Development; and [b] Health, Mental Health, and Health Emergencies.**

a) Family Development and Case Management	Goal 1
<p><b><u>Program Areas</u></b>                      Child Care: learning centers, resource &amp; referral                      Domestic Violence Intervention/Prevention                      Empowerment Programs                      Family &amp; Community Development                      Family Resource/Support Centers                      Family Self-Sufficiency Program [HUD]                      Independent Living Skills                      Self-Help Groups [i.e: 'Anonymous', 12-step]                      Transportation programs                      Visitation Supervisors                      Welfare to Work                      Wheels to Work</p>	<p><b><u>Services and Activities</u></b>                      advocacy                      case management                      counseling                      Family Development, goal setting                      foreign language translation                      in-home care: for elderly; referrals, followup                      Information, Outreach, Referral                      Self-help clearinghouses</p>
b) Health, Mental Health, Health Emergencies	Goals 1, 6
<p><b><u>Program Areas</u></b>                      abstinence programs                      Abuse Prevention [Sexual]: children, youth, elders                      Alcohol-Substance Abuse Prevention/Intervention                      Child Health/Family Health Plus [Insurance]                      exercise programs - youth and seniors                      family planning education                      health screening programs                      Healthy Babies/Well child programs                      healthy seniors                      HIV/AIDS Supports, Services, Prevention Programs                      home care                      managed care                      obstetric/maternal services [Nursing]                      prenatal care                      Rape Crisis/Intervention/Prevention                      Tobacco Use Prevention                      Visiting Nurses</p>	<p><b><u>Services and Activities</u></b>                      advocacy                      coalitions/Partnerships                      case management                      community education [parenting, health, prevention]                      family counseling                      Health screening referrals                      HIV/AIDS outreach                      information, outreach, referral                      medical/dental screening                      nursing home ombudsman                      transportation</p>

Assurance 1[2] Employment

Goal 1

[ii] to secure and retain meaningful employment

**Programs in this category are those funded and conducted specifically to enable low-income individuals and families to secure and retain meaningful employment.**

**Program Areas**

AmeriCorps [interns/volunteers]  
 business incubators  
 computer/computer Literacy Training  
 construction apprenticeship/interns  
 direct employment  
 Dislocated Workers  
 Family Development Credential  
 Foster Grandparent Program  
 Green Thumb  
 Head Start  
 interview/application assistance  
 jobs: development, banks, clubs, fairs, placement, readiness  
 Senior Aides/senior employment  
 skills training: clerical, cleaning/maintenance, culinary arts, early childhood development, employment, day care training/certification, [substitute] teacher aide  
 Summer employment/Summer youth  
 transportation: direct, Wheels to Work, auto loans  
 vocational/educational services for disabled  
 Welfare to Work  
 Workforce Investment Act/Board programs  
 Youth Employment/Training  
 YouthBuild

**Services and Activities**

business loan packaging  
 case management  
 car pooling  
 community organizing  
 community outreach  
 counseling  
 employment collaborations  
 dressing for success [professional attire for work/interviews]  
 economic development ventures  
 employment generating joint ventures  
 information, outreach, referral  
 loans and grants  
 on-line job searching  
 résumé preparation  
 subsidized employment  
 vehicle loans

Assurance 1[3] Education

Goal 1

- [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;

**Programs in this category are those funded and conducted specifically to enable low-income individuals and families to attain an adequate education and improve literacy.**

**Program Areas**

- Adult Basic Education
- Adolescent Vocational Education
- adult literacy/Literacy Volunteers
- after-school programming
- alternative schools, education [youth, teen parents]
- bi-lingual education
- book loan program
- computer training
- dropout prevention/attendance intervention
- Early Head Start / Head Start
- English-as-a-Second Language
- Even Start
- family literacy/volunteers
- Family Development Credential
- family reading programs
- General Education Diploma [GED] classes
- Pre-K, Kindergarten classes
- reading skills training/programs

**Services and Activities**

- advocacy
- book fairs
- case management
- college fairs
- classroom and community education: early childhood development, environmental education, math/reading classes, parenting education, pregnancy prevention
- counseling: school motivation
- financial aid application assistance
- education and outreach
- information and referral
- mentoring
- occupational training
- SAT preparation
- student mediation

Assurance 1[4] Income Management

Goals 1, 6

[iv] to make better use of available income

**Programs in this category are conducted or funded for the specific purpose of helping low-income families to effectively manage and use their available resources.**

**Program Areas**

Asset/Individual Development Accounts [IDA]  
 budgeting clubs  
 Child/Family Health Plus  
 consumer cooperatives [buying clubs]  
 consumer loans  
 credit unions  
 Earned Income Tax Credits  
 Energy Packaging  
 Financial Fitness  
 First-Time Homebuying  
 food cooperatives  
 furniture program  
 holiday charities: food, toy, gift baskets  
 Home Energy Assistance Program [HEAP]  
 [also Low-Income Home Energy Assistance Program [LIHEAP]  
 home appliance efficiency testing  
 loan funds  
 meals programs [summer, children's, schools]  
 thrift stores, shops  
 transportation systems/programs  
 Tax Counseling for the Elderly/Volunteer Income  
 Tax Assistance [free tax preparation]  
 Weatherization Assistance  
 Wheels to work: [vehicle purchase-loans]; vehicle  
 maintenance  
 Women, Infants, Children [WIC]

**Services and Activities**

advocacy  
 alternative energy  
 bicycle helmet loans  
 car seat loans  
 case management  
 coalitions/partnerships  
 closing cost assistance  
 consumer education  
 counseling: credit, housing purchase, budget  
 development, household [general]  
 day care subsidies  
 energy auditing  
 home ownership workshops  
 information, outreach, referral  
 utility rate reform  
 WIC vouchers

Assurance 1 [5] Housing

Goals 1, 2, 3, 6

[v] to obtain and maintain adequate housing and a suitable living environment

**Housing programs encompass a wide range: direct provision of housing, support to persons seeking housing, first-time home purchase, eviction prevention, housing development, management, and sheltering the homeless.**

**Program Areas**

Community Housing Assistance Program  
 Emergency Shelter Grant program  
 eviction prevention  
 First-time Homebuyers program  
 home repair programs: furnace repair, energy conservation improvements, home hazard prevention, housing rehabilitation  
 HOME program  
 homeless programs: rehousing, single room occupancy  
 Homeless Housing Assistance Program [HHAP]  
 housing development and management  
 Housing Trust Fund  
 housing assistance for persons with AIDS  
 HUD Programs: Housing Counseling, Homeless Families, Family Self-Sufficiency / escrow accounts; Supportive Housing, Sec. 8, Sec. 515-Senior Housing, Sec. 811-Rental Subsidy, Shelter Plus Care  
 landlord - tenant programs: dispute mediation  
 lead paint abatement  
 Neighborhood Preservation Corps  
 Rural Housing Assistance Program  
 supportive housing programs: runaways, AIDS, elders  
 transitional housing  
 Weatherization Assistance

**Services and Activities**

advocacy  
 appliance replacement  
 block associations  
 case management  
 community organizing, outreach  
 community housing coalitions  
 crime prevention  
 energy conservation: furnace repair  
 eviction intervention  
 home-buying counseling  
 home hazard prevention; in-home safety surveys  
 homeless prevention  
 housing counseling  
 housing inspection; code enforcement  
 housing rehabilitation, repair, vouchers  
 information, referral, followup  
 lead hazard information  
 loan preparation  
 loans for repairs, purchases  
 minor home repair  
 new home construction  
 relocation assistance, moving services  
 rental subsidies  
 security deposits  
 senior housing  
 supportive housing  
 trash collection  
 water/waste water projects

Assurance 1[6] Emergency Assistance

Goal 6

[vi] to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family needs;

**Program Areas**

emergency food, clothing, shelter  
 consumer loan programs  
 crime victims assistance  
 crisis intervention  
 domestic violence intervention-residential and non-residential services:  
     safe houses, shelters, transitional housing  
 emergency aid funds  
 Emergency Shelter Grants  
 emergency response, monitoring  
 Federal Emergency Management Agency [FEMA] programs/funds  
 Home Energy Assistance Program [HEAP]  
 homeless shelters  
 prescription vouchers  
 rape crisis/hotlines  
 respite programs: children, seriously ill, elderly  
 Runaway and Homeless Youth programs  
 soup kitchens

**Services and Activities**

advocacy  
 case management  
 crisis intervention  
 disaster relief  
 distribution of: clothing, furniture, personal care items  
 education and information  
 financial assistance to victims, witnesses  
 emergency coats for children  
 emergency home repair  
 food pantries  
 food vouchers  
 food stamp intervention  
 fuel/utility assistance  
 landlord tenant intervention  
 loans  
 referrals: for food, housing; to law enforcement  
 rental assistance  
 safe houses, shelters  
 transportation

**Assurance 1 [7] Greater Participation/Linkages/Coordination**

Goals 3, 4

- [vii] to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to –
  - [I] document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
  - [II] strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts

**Services and Activities**

**There are no programs specifically funded for the sole purpose of enabling low-income individuals and families to achieve greater participation in the affairs of the community. Greater participation is a result of the variety of services and activities carried out by grantees. Those which would result in greater participation are specified below.**

**Partnerships with Law Enforcement**

Adult protective task force [adult abuse] community services crime victims county jail advisory board county Probation departments development of protocols/policies for dealing with domestic violence District Attorney’s offices Diversion services programs	ex-offender multi-purpose projects family court system state police alternative sentencing sites Sheriff’s departments: improving community safety shoplifter prevention classes
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**Partnerships with public/private Groups, Organizations**

AIDS task force, consortia economic development partnerships case conferencing-other providers child care connections community crisis network community dialogue on poverty Communication: community organizations, outreach, newsletters [local] Departments of Social Services Economic Development Zones-Enterprise Communities Family Resource/Support Centers	Immigrant/refugee assistance Integrated community /county planning Interagency councils legal advocacy neighborhood centers public schools Rural Law Center of New York safe neighborhoods programs town meetings United Way Workforce Investment Boards
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**Partnerships with Housing Authority [s]**

Block associations, clubs Housing Action Councils Family Resource/support centers	Head Start/Day care locations housing consortia neighborhood watch tenant associations
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**Assurance 1[8] Youth**

Goals 1,2,3,6

- [B] to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as –
- [i] programs for the establishment of violence-free zones that would involve youth development and intervention models [such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs]; and,
  - [ii] after-school childcare programs; and adolescent pregnancy prevention

**Program Areas**

<p><b>abstinence programs</b>  <b>Adolescent Vocational Exploration/Progressive</b>  <b>Adolescent Vocational Exploration</b>  <b>Adolescent Pregnancy Prevention/Centers</b>  <b>after school programs, recreation</b>  <b>alternative choices for teens</b>  <b>anti-bullying programs</b>  <b>Big Brother/Sister/Buddy Mentoring programs</b>  <b>career skills development</b>  <b>college scholarship programs</b>  <b>counseling for pregnant/parenting teens</b>  <b>domestic violence intervention for children</b>  <b>family conferencing - schools and families</b>  <b>family day care</b>  <b>fatherhood programs</b>  <b>group homes for teens, parenting teens</b>  <b>intervention for children-family court system</b>  <b>juvenile justice coordination</b>  <b>male mentoring [TASA]</b></p>	<p><b>mediation with courts, Probation departments</b>  <b>Pregnant/parenting teen program [TANF]</b>  <b>Runaway-Homeless Youth Program; safe</b>  <b>houses/shelters</b>  <b>summer programs: school, camp, feeding</b>  <b>sites, summer youth employment [SYEP]</b>  <b>teen AIDS prevention</b>  <b>teen leadership</b>  <b>Teenage Opportunity Program</b>  <b>Workforce Investment Act youth program</b>  <b>Youth Aftercare</b>  <b>Youth and Family Services</b>  <b>youth councils</b>  <b>youth court</b>  <b>youth emergency services</b>  <b>youth technology program</b>  <b>youth violence prevention</b>  <b>YouthBuild</b>  <b>youthful offenders programs</b></p>
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**Services and Activities**

<p><b>advocacy</b>  <b>before-after school child care</b>  <b>career exploration</b>  <b>career skills development</b>  <b>case management</b>  <b>child development instruction</b>  <b>college scholarships exploration</b>  <b>computer skills training</b>  <b>counseling</b>  <b>dance troupes</b>  <b>delinquency prevention</b>  <b>dropout prevention</b>  <b>employment programs</b>  <b>GED preparation</b>  <b>health intervention, HIV prevention</b>  <b>homework assistance</b></p>	<p><b>information and referral</b>  <b>internships: high school seniors</b>  <b>life skills training</b>  <b>martial arts</b>  <b>mediation services</b>  <b>mental health services, interventions</b>  <b>mentoring: school, recreation</b>  <b>parenting skills assistance</b>  <b>personal development</b>  <b>recreation: summer, after-school</b>  <b>runaway, homeless safe houses, shelters</b>  <b>teen centers, councils</b>  <b>teen leadership</b>  <b>youth anti-tobacco education</b></p>
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These lists duplicate some programs named and carried out in other categories.

Assurance 1 [9] Coordination and Effective Use of Other Programs Goals 3,4

[C] to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle [including State welfare reform efforts]

**Programs, services, and activities are listed under Greater Participation/Linkages, Assurance 1[7].**

Assurance 4-Nutrition  
Counteract Conditions of Starvation and Malnutrition

Goal 6

[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.

**Program Areas**

**Commodities Distribution**  
**community gardens**  
**Congregate meals: children, adults, seniors**  
**cooking classes**  
**emergency food assistance**  
**food banks, pantries**  
**food coops**  
**gleaning**  
**home delivered meals**  
**nutrition outreach and education**  
**soup kitchens**  
**school feeding, summer feeding**  
**Women, Infants, Children [WIC] Program**

**Services and Activities**

**advocacy**  
**case management**  
**child feeding reimbursement**  
**food baskets, holiday food baskets**  
**Food Stamp assistance**  
**garden/gardening projects**  
**home delivered meals**  
**information and referral**  
**mobile food pantry**  
**nutrition education, counseling**  
**parent education**  
**school meals, senior meals**  
**transportation [to feeding sites]**  
**WIC vouchers**

The National Goals and Outcome Measures were established by MATF. Grantees are required to adopt these goals and to select measures for each goal. New York State grantees also identified a number of categorical measures for each goal. The National Performance Indicators were adopted in 2004.

GOAL 1	<b>LOW-INCOME PEOPLE BECOME MORE SELF-SUFFICIENT [Self-Sufficiency]</b>
Code-Measures	<b>DESCRIPTION</b>

**NATIONAL MEASURES**

a	Number of participants seeking employment who obtain it [as compared with the total number of participants].
b	Number of participants maintaining employment for a full 12 months.
c	Number of households in which adult members obtain and maintain employment for at least 90 days.
d	Number of households with an annual increase in the number of hours of employment.
e	Number of households gaining health care coverage through employment.
f	Number of households experiencing an increase in annual income as a result of earnings.
g	Number of households experiencing an increase in annual income as a result of receiving allowable tax credits, such as the earned income and childcare tax credits.
h	Number of custodial households who experience an increase in annual income as a result of regular child support payments.
i	Number of participating families moving from substandard housing into stable standard housing, as compared with the total number of participating families, as compared with the total number of participating families
j	Number of households which obtain and/or maintain home ownership.
k	Number of minority households which obtain and/or maintain home ownership
l	Number of people progressing toward literacy and/or GED.
m	Number of people making progress toward post-secondary degree or vocational training.

Other outcome measure(s) developed by NYS grantees:

**Employment**

n1	Number of youth exposed to the world of work with improved work ethic and employability skills.
n2	Number of individuals acquiring personal/reliable transportation to maintain work.
n3	Number of individuals completing job skills training.
n4	Number of individuals who become self employed after participating in economic development programs. (business counseling, business grants/loans, business incubator, etc.)
n5	Number of individuals who complete job readiness training.
n6	Number of individuals who demonstrate increased knowledge of occupational safety thereby reducing their incidence of work related injury.
n7	Number of individuals who successfully move from welfare to work.
n8	Number of adults who are able to maintain employment and/or participate in an education program due to the availability of quality, affordable day care.

<b>GOAL 1</b>	<b>LOW-INCOME PEOPLE BECOME MORE SELF-SUFFICIENT [Self-Sufficiency]</b>
Code-Measures	<b>DESCRIPTION</b>

**Education**

n9	Number of individuals with improved reading and/or math skills.
n10	Number of individuals successfully completing an educational program and obtaining recognized achievement. [diploma/GED, certificate, promotion to next grade, graduation, etc.]
n11	Number of individuals entering college after receiving assistance from grantee.
n12	Number of highschool drop outs who return to school or enroll in a GED program.
n13	Number of individuals who able to overcome language barriers.[ESL, translation services, services in other languages]

**Income Management**

n14	Number of individuals demonstrating a reduction in household expenses as a result of improved budgeting skills.
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**SURVEY QUESTION MEASURES**

o	Number of clients who consider themselves more self-sufficient since participating in services or activities of the agency.
p	Number of clients reporting an increase in income since participating in the services of the agency.

**SCALE MEASURES**

q	Number of households which demonstrated movement up one or more steps on a scale or matrix measuring self-sufficiency.
r	Number of households achieving positive movement in self-sufficiency as demonstrated by an increase of at least one point in an overall score of a Family Development Scale.
s	Number of households achieving stability in one or more dimension of a Family Development Matrix.

National Indicators of Community Action Performance  
Goal 1: Low-income People Become More Self-Sufficient

**National Performance Indicator 1.1**  
**EMPLOYMENT**  
The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

- A. Unemployed and obtained a job
- B. Employed and obtained an increase in employment income
- C. Achieved 'living wage' employment and benefits

**National Performance Indicator 1.2**  
**Employment Supports**  
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 one or more of the following:

- A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma
- B. Completed ABE/GED and received certificate or diploma
- C. Completed post-secondary education program and obtained certificate or diploma
- D. Enrolled children in "before" or "after" school programs, in order to acquire or maintain employment
- E. Obtained care for child or other dependent in order to acquire or maintain employment
- F. Obtained access to reliable transportation and/or driver's licence in order to acquire or maintain employment
- G. Obtained health care services for themselves or a family member in support of employment stability
- H. Obtained safe and affordable housing in support of employment stability
- I. Obtained food assistance in support of employment stability

**National Performance Indicator 1.3**  
**Economic Asset Enhancement and Utilization**  
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:

- 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
  - 2. Number and percentage obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments
  - 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.
- Utilization**
- 1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days
  - 2. Number and percent opening an Individual Development Account [IDA] or other savings account and increased savings, and the aggregated amount of savings
  - 3. Of participants in a community action asset development program [IDA] and others:
    - a. Number and percent capitalizing a small business due to accumulated savings
    - b. Number and percent pursuing post-secondary education due to savings
    - c. Number and percent purchasing a home due to accumulated savings

GOAL 2	<b>CONDITIONS IN WHICH LOW-INCOME PEOPLE LIVE ARE IMPROVED [Community Revitalization]</b>
Code-Measures	<b>DESCRIPTION</b>

**NATIONAL MEASURES**

a	Number of accessible, living wage jobs created and/or retained.
b	Increase in assessed value of homes as a result of rehabilitation projects.
c	Increase in proportion of state and federal funds allocated for meeting emergency and long-term needs of the low-income population.
d	Increase in access to community services and resources by low-income people.
e	Increase in available housing stock through new construction.
f	Increase in the availability and affordability of essential services, e.g. transportation, medical care, child care.

**Other outcome measure(s) developed by NYS grantees:**

**Housing**

g1	Number of new units of quality, affordable housing in development. [work in progress]
g2	Number of substandard housing units brought up to code. [incl. lead paint abatement]
g3	Number of Section 8 vouchers awarded to the agency/county.
g4	Number of new dollars generated for housing rehabilitation [incl. loans/grants, landlord contribution, CRA match, etc.]
g5	Number of new/additional specialized housing units. [senior, homeless, transitional, domestic violence shelter, runaway youth shelter, parenting teens, halfway house, etc.]
g6	Number of individuals who complete a first time home buyer counseling program and are pre-approved for a mortgage.

**Services**

g7	Number of new, affordable day care slots created.
g8	Number of vacant lots revitalized into community gardens, playgrounds or other community assets.
g9	Number of agencies working with law enforcement to improve crime prevention, etc.
g10	Number of communities designated for targeted economic assistance. [EDZ, Enterprise communities, housing target areas, etc.]
g11	Number of community members participating in cultural diversity training.

**SURVEY QUESTION MEASURE**

h	Number of households who believe the agency has helped improve the conditions in which they live.
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**SCALE MEASURES**

i	Number of communities which demonstrated movement up one or more steps on a scale or matrix measuring community self-sufficiency, community health or community vitality.
j	Number of communities achieving stability in one or more dimension of the Community Scaling Tool.

National Indicators of Community Action Performance  
Goal 2: The Conditions in which Low-Income People Live are Improved

**National Performance Indicator 2.1**

**Community Improvement and Revitalization**

**Increase in, or preservation of 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 one or more of the following:**

**A. Accessible “living wage” jobs created or retained in the community**

**B. Safe and affordable housing units created in the community**

**C. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy**

**D. Accessible and affordable health care services /facilities for low-income people created or maintained**

**E. Accessible safe and affordable childcare or child development placement opportunities for low-income families created or maintained**

**F. Accessible “before” school and “after” school program replacement opportunities for low-income families created or maintained**

**G. Accessible new, preserved, or expanded transportation resources available to low-income people, including public or private transportation**

**H. Accessible preserved or increased educational and training placement opportunities for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education**

**National Performance Indicator 2.2**

**Community Quality of Life and Assets**

**The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more 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**

**B. Increase in the availability or preservation of community facilities**

**C. Increase in the availability or preservation of community services to improve public health and safety**

**D. Increase in the availability or preservation of commercial services within low-income neighborhoods**

**E. Increase or preservation of neighborhood quality of life resources**

	<b>LOW-INCOME PEOPLE OWN A STAKE IN THEIR COMMUNITY</b>
GOAL 3	
	<b>DESCRIPTION</b>
Goal-Measures	

**NATIONAL MEASURES**

<b>a</b>	<b>Number of households owning or actively participating in the management of their housing.</b>
<b>b</b>	<b>Amount of community investment brought into community by the agency and targeted to low-income.</b>
<b>c</b>	<b>Increase in minority owned businesses</b>
<b>d</b>	<b>Increase in access to capital by minorities.</b>
<b>e</b>	<b>Increased level of participation of low-income people in advocacy and intervention, regarding funding levels, distribution policies, oversight and distribution procedures for programs and funding streams targeted for the low-income community.</b>

**Other outcome measure(s) developed by NYS grantees:**

<b>f1</b>	<b>Number of new neighborhood block clubs or neighborhood watch groups created</b>
<b>f2</b>	<b>Number of individuals who participate in block clubs or neighborhood watch groups</b>
<b>f3</b>	<b>Number of individuals who attend community forums, town meetings, etc, as part of a community needs assessment process or Dialogue on Poverty.</b>
<b>f4</b>	<b>Number of individuals who become first time home buyers</b>
<b>f5</b>	<b>Number of individuals who participate in community projects [community gardens, neighborhood cleanup, food gleaning, holiday projects, building playgrounds, mural projects, etc.]</b>

**SURVEY QUESTION MEASURES**

<b>g</b>	<b>Number of households participating or volunteering in one or more groups.</b>
<b>h</b>	<b>Number of households who say they feel they are part of the community.</b>

**SCALE MEASURES**

<b>i</b>	<b>Number of communities which demonstrated movement up one or more steps on a scale or matrix measuring community self-sufficiency, community health or community vitality.</b>
<b>j</b>	<b>Number of communities achieving stability in one or more dimension of the Community Scaling Tool.</b>

National Indicators of Community Action Performance  
Goal 3: Low-income People Own a Stake in Their Community

**National Performance Indicator 3.1**  
**Civic Investment**

The number of volunteer hours donated to Community Action

Total number of hours volunteered to community action

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

B. Number of low-income people acquiring businesses in their community as a result of community action assistance

C. Number of low-income people purchasing their own homes in the community as a result of community action assistance

D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action

GOAL 4	<b>PARTNERSHIPS AMONG SUPPORTERS AND PROVIDERS OF SERVICES TO LOW-INCOME PEOPLE ARE ACHIEVED</b>
Code-Measures	<b>DESCRIPTION</b>

**NATIONAL MEASURES**

**Number of partnerships established and/or maintained with other public and private entities:**

a	to mobilize and leverage resources to provide services to low-income people.
b	to complete the continuum of care for low-income people.
c	which ensure ethnic, cultural, and other special needs considerations are appropriately included in the delivery service system.

**Other outcome measure (s) developed by NYS grantees:**

d1	Number of staff from other agencies participating in FDC training.
d2	Number of partners who participated in community forums or focus groups as part of a community needs assessment or grantee strategic planning process.
d3	Number of partners who serve on grantee program advisory councils.
d4	Number of grantee staff who serve on other agency program advisory councils.

**SURVEY QUESTION MEASURES**

e	Number of principal partners who are satisfied with the partnership.
f	Partners' rating of the responsiveness of the agency.

**SCALE MEASURES**

g	Number of agencies which demonstrated movement up one or more steps on a scale or matrix measuring agency partnership capacity.
h	Number of agencies achieving stability in one or more dimension of an agency partnership capacity scaling tool.
i	Number of agencies that achieve and maintain commitments from other service and resource partners to carry out agency mission
j	Number of agencies that establish and maintain commitments to provide resources to partner organizations that serve agency customers
k	Number of agencies that establish and maintain coordination of agency and non-agency resources to create a programmatic continuum of services with outcome based objectives, establishes and maintains a selection process which ensures that low-income community members are elected in a public process.

National Indicators of Community Action Performance  
Goal 4: Partnerships among Supporters and Providers of Services to Low-income People  
Are Achieved

<p><b>National Performance Indicator 4.1</b>  <b>Expanding Opportunities Through Community-Wide Partnerships</b>  <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.</b></p>
<p>Number of organizations community action agencies work with to promote family and community outcomes</p>

GOAL 5	<b>AGENCIES INCREASE THEIR CAPACITY TO ACHIEVE RESULTS</b>
Code-Measures	<b>DESCRIPTION</b>

**NATIONAL MEASURES**

a	Total dollars mobilized by the agency.
b	Total dollars mobilized by the agency as compared with CSBG dollars.
c	Number of Boards making changes as a result of a periodic organizational assessment.
d	Number of programs which have become more effective as a result of research and data.[their own as well as others].
e	Number of programs which have become more effective as a result of needs assessment surveys
f	Number of families having their situation improved as a result of comprehensive development services.
g	Increase in community revitalization as a result of programs.
h	Number of agencies increased number of funding sources and increasing the total value of resources available for services to low income people.
i	Agency leveraged non-CSBG resources with CSBG resources at a ratio greater than 1:1
j	Board composition accurately represents the ethnic diversity of the service territory
k	Customers served accurately represents the ethnic diversity of the service territory
l	Staffing component accurately represents the ethnic diversity of the service territory
m	Number of development contacts as a result of outreach programs
n	Number of special populations showing improvement as a result of programs aimed at the population
o	Number of clients showing improvement as a result of emergency services received.

**Other outcome measure(s) developed by NYS grantees:**

p1	Improved visibility of agency due to increased marketing and public relations activities.
p2	Improved service delivery as a result of increased coordination and integration of programs within the agency.
p3	Improved service delivery as a result of improvements in areas of technology. [computers, telephone system upgrades, etc.]
p4	Improved service delivery as a result of improvements to agency buildings and/or grounds.
p5	Improved data collection and reporting activities due to centralized or networked computer system.
p6	Number of staff participating in staff development activities or skills training to improve work performance. [cultural diversity, computer, supervision, budgeting, communication, etc.]
p7	Number of staff who earned a Family Development Credential.
p8	Number of board members actively participating in program development and evaluation activities.
p9	Number of new funding sources attained.
p10	Number of agencies providing agency-wide training, retreats, etc.

GOAL 5	<b>AGENCIES INCREASE THEIR CAPACITY TO ACHIEVE RESULTS</b>
Code-Measures	<b>DESCRIPTION</b>

**SCALE MEASURES**

q	Number of agencies that achieve and maintain compliance with all applicable federal, state, and local statutes, regulations and requirements.
r	Number of agencies that achieve and maintain a governance process that is inclusive, representative of, and accountable to the community.
s	Number of agencies that achieve and maintain a workforce environment which empowers and develops its employees, has open communication, pays its employees a living wage, and is mission-driven.
t	Number of agencies which achieve and maintain a planning, measurement, and evaluation system which creates a programmatic, continuum of services with outcome-based objectives, and where the measurements of programs are used to improve services.
u	Number of agencies that achieve and maintain communication and feedback processes that engage all stakeholders.
v	Number of agencies that establish and maintain a process where evaluations are used to improve services.

National Indicators of Community Action Performance  
Goal 5: Agencies Increase Their Capacity to Achieve Results

**National Performance Indicator 5.1**  
**Broadening the Resource Base**  
**The number of dollars mobilized by community action, including amounts and percentages from:**

- A. Community Services Block Grant [CSBG]
- B. Non-CSBG Federal Programs
- C. State Programs
- D. Local Public Funding
- E. Private Sources [including foundations and individual contributors, goods and services donated]
- F. Value of Volunteer Time

GOAL 6	<b>LOW-INCOME PEOPLE, ESPECIALLY VULNERABLE POPULATIONS, ACHIEVE THEIR POTENTIAL BY STRENGTHENING FAMILY AND OTHER SUPPORTIVE SYSTEMS [Family Stability]</b>
Code-Measures	<b>DESCRIPTION</b>

**NATIONAL MEASURES**

a	Number of aged households maintaining an independent living situation.
b	Number of disabled or medically challenged persons maintaining an independent living situation.
c	Number of households in crisis whose emergency needs are ameliorated.
d	Number of participating families moving from homeless or transitional housing into stable standard housing.
e	Number of households in which there has been an increase in donation of time to volunteer activities (not mandated by welfare-to-work programs).
f	Number of households in which there has been an increase in children's involvement in extracurricular activities.
g	Number of high consumption households realizing a reduction in energy burden.
h	Number of households moving from cultural isolation to involvement with their cultural community.

**Other outcome measure(s) developed by NYS grantees:**

**Health Services & Other Supportive Services**

i1	Number of individuals who demonstrate increased knowledge and appropriate care for infants and children.
i2	Number of individuals who demonstrate increased knowledge of nutrition and meal preparation.
i3	Number of individuals who have improved nutrition as a result of free or subsidized meals.[summer feeding congregate dining, soup kitchens, etc.]
i4	Number of individuals who have improved nutrition as a result of participation in the WIC program.
i5	Number of individuals accessing medical or dental care.
i6	Number of individuals who demonstrate increased knowledge in health-related topics such as AIDS,/HIV, STDs, breast self-exam, and other topics contributing to healthier lifestyles and behaviors.
i7	Number of individuals participating in parenting programs to become more effective parents.
i8	Number of women accessing prenatal services resulting in babies weighing at least 5 lbs.
i9	Number of children who are brought up to date on immunizations.
i10	Pounds of food distributed on an emergency basis [excludes budget clubs, congregate dining, holiday baskets, etc.]

**Youth Services**

i11	Number of youth who demonstrate improved knowledge of pregnancy prevention.
i12	Number of children participating in supervised after-school and summer activities.
i13	Number of children developmentally ready when entering kindergarten.
i14	Number of runaway teens reunited with their families.
i15	Number of children placed in respite care to ameliorate a family crisis situation.
i16	Number of youth participating in a family development based program that attain one or more of their personal goals. [TASA, mentoring, tutoring, etc.]
i17	Number of families at risk of foster care placement that avert the removal of the children from the home.

GOAL 6	<b>LOW-INCOME PEOPLE, ESPECIALLY VULNERABLE POPULATIONS, ACHIEVE THEIR POTENTIAL BY STRENGTHENING FAMILY AND OTHER SUPPORTIVE SYSTEMS [Family Stability]</b>
Code-Measures	<b>DESCRIPTION</b>

**Senior Services**

i18	Increase in elderly participation in feeding programs.
i19	Number of Seniors participating in social, educational, health related, etc. activities that improve their quality of life.

**Services Targeted to Other Vulnerable Populations**

i20	Number of individuals able to access remedies and enforce their rights through the legal and criminal justice systems.
i21	Number of families who move from abusive situations to safe, secure and stable environments.
i22	Number of individuals who successfully complete a drug or alcohol treatment program.

**Family Development**

i23	Number of families receiving services based on the Family Development model.
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**SURVEY QUESTION MEASURE**

j	Number of households indicating improved family functioning since participating in the services or activities of the agency.
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**SCALE MEASURES**

k	Number of households moving from crisis to stability on one dimension of a scale.
l	Number of households moving from vulnerability on one dimension of a scale.
m	Number of households moving from a condition of crisis to a condition of vulnerability on one dimension of a scale.

National Indicators of Community Action Performance  
Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

**National Performance Indicator 6.1**  
**Independent Living**  
**The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:**

A. Senior Citizens

B. Individuals with Disabilities

**National Performance Indicator 6.2**  
**Emergency Assistance**  
**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:**

A. Food—Indicate your state’s unit measurement such as bags, packages, cartons, families, individuals, etc.

B. Emergency Vendor Payments, including Fuel/Energy Bills

C. Temporary Shelter

D. Emergency Medical Care

E. Protection from Violence

F. Legal Assistance

G. Transportation

H. Disaster Relief

**National Performance Indicator 6.3**  
**Child and Family Development**  
**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 & Children

1. Infants and Children obtain age-appropriate immunizations, medical and dental care
2. Infant and child health and physical development are improved as a result of adequate nutrition
3. Children participate in pre-school activities to develop school readiness skills
4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1<sup>st</sup> grade

Youth

1. Youth improve physical health and development
2. Youth improve social/emotional development
3. Youth avoid risk-taking behavior for a defined period of time
4. Youth have reduced involvement with criminal justice system
5. Youth increase academic, athletic, or social skills for school success by participating in before or after school programs

Adults

1. Parents and other adults learn and exhibit improved parenting skills
2. Parents and other adults learn and exhibit improved family functioning skills

## Planned Use of CSBG Funds, by Goal

The CSBG work plan developed by each grantee and approved by its board of directors and DCS contains the services and activities necessary to achieve the National goals. The work plan specifies the amount of CSBG funds to be used for each goal. Information in the following table is estimated, based on actual funds used during FFY 04.

<b>Table 14 Planned Use of CSBG Funds, by Goal</b>		
CSBG Funds Planned -FFY 2006 & 2007		
Goal	Grantees	Delegate Agencies
1	<b>\$ 4,289,841</b>	<b>\$ 3,268,257</b>
2	<b>2,383,915</b>	<b>3,767,208</b>
3	<b>1,766,915</b>	<b>1,734,578</b>
4	<b>1,485,492</b>	<b>42,325</b>
5	<b>3,223,368</b>	<b>19,800</b>
6	<b>7,838,094</b>	<b>10,075,956</b>

This table is based upon FFY 04 information submitted by grantees.

\*In Erie and Westchester Counties, portions of services and activities are carried out by delegate agencies. Livingston County delegates all services and activities to its 4 delegates. In New York City, DYCD entirely designates its programs, services, and activities to over 300 delegate agencies located throughout the 5-borough New York City metro area.





## COMMUNITY FOOD AND NUTRITION PROGRAM

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### ▲ Program Administration FFY 2006-7 ▲

The Community Food And Nutrition [CFN] Program is authorized under provisions of §681(A) (b) (1) of the CSBG Act of 1998. CFNP funds will be allocated to NYSCAA to carry out the following federally-approved purposes:

- ❶ to coordinate private and public food assistance resources, whenever the grant recipient involved determines such coordination to be inadequate, to better serve low-income communities;
- ❷ to assist low-income communities to identify potential sponsors of child nutrition programs and to initiate new programs in unserved and underserved areas; and,
- ❸ to develop innovative approaches at the state and local levels to meet the nutrition needs of low-income individuals.

#### DOS Role

DOS will award CFNP funds to NYSCAA, which will delegate funding among the statewide CFNP grantees. DOS-DCS will provide program and fiscal monitoring of NYSCAA and will collaborate with NYSCAA to monitor delegate agencies. NYSCAA will use forms and documents developed by DOS-DCS to ensure effective program administration.

#### NYSCAA Role

NYSCAA delegates CFN funds to the following statewide organizations to conduct activities to implement the above-stated purposes.

Hunger Action Network of NYS (HANNYS)  
Nutrition Consortium of New York

Statewide Emergency Network for Social and Economic Security (SENSES)

In administering CFN, NYSCAA conducts the following: preparation and processing of contractual agreements with delegate agencies; monitoring delegates' program and fiscal activities; provision of technical assistance when necessary to delegates; increasing visibility of CFN and delegates [by disseminating CFN information to the Community Action network, by including CFN information on their website, and by including food and nutrition training at the Professional Development Conferences]; and assisting delegates' staff and board in expanding their skills and knowledge base by encouraging [through scholarships] delegates' participation in the NYSCAA Professional Development Conferences.

## Delegate Agency Activities

**Examples of activities [as carried out in past years] conducted by the three delegate agencies include the following:**

- I holding regional anti-hunger conferences to promote networking, skill development and idea sharing**
- I initiating innovative community food projects**
- I providing anti-hunger advocates with information on model projects to fight hunger**
- I helping strengthen and expand community food security efforts**
- I promoting locally grown products**
- I developing community gardens in unserved areas**
- I assisting in establishing new Seed and Seedling Distribution projects**
- I developing and expanding Hunger Awareness Day**
- I coordinating a statewide Thanksgiving fast against hunger**
- I increasing participation in federal and state nutrition programs**
- I providing better access to nutritious, affordable food by supplying transportation to food stores**
- I maintaining and expanding the Summer Food Service Program**
- I building coalitions with other groups working on anti-poverty programs in order to coordinate nutrition program outreach and maximize resources through enhanced program administration.**



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# Appendix A

New York State

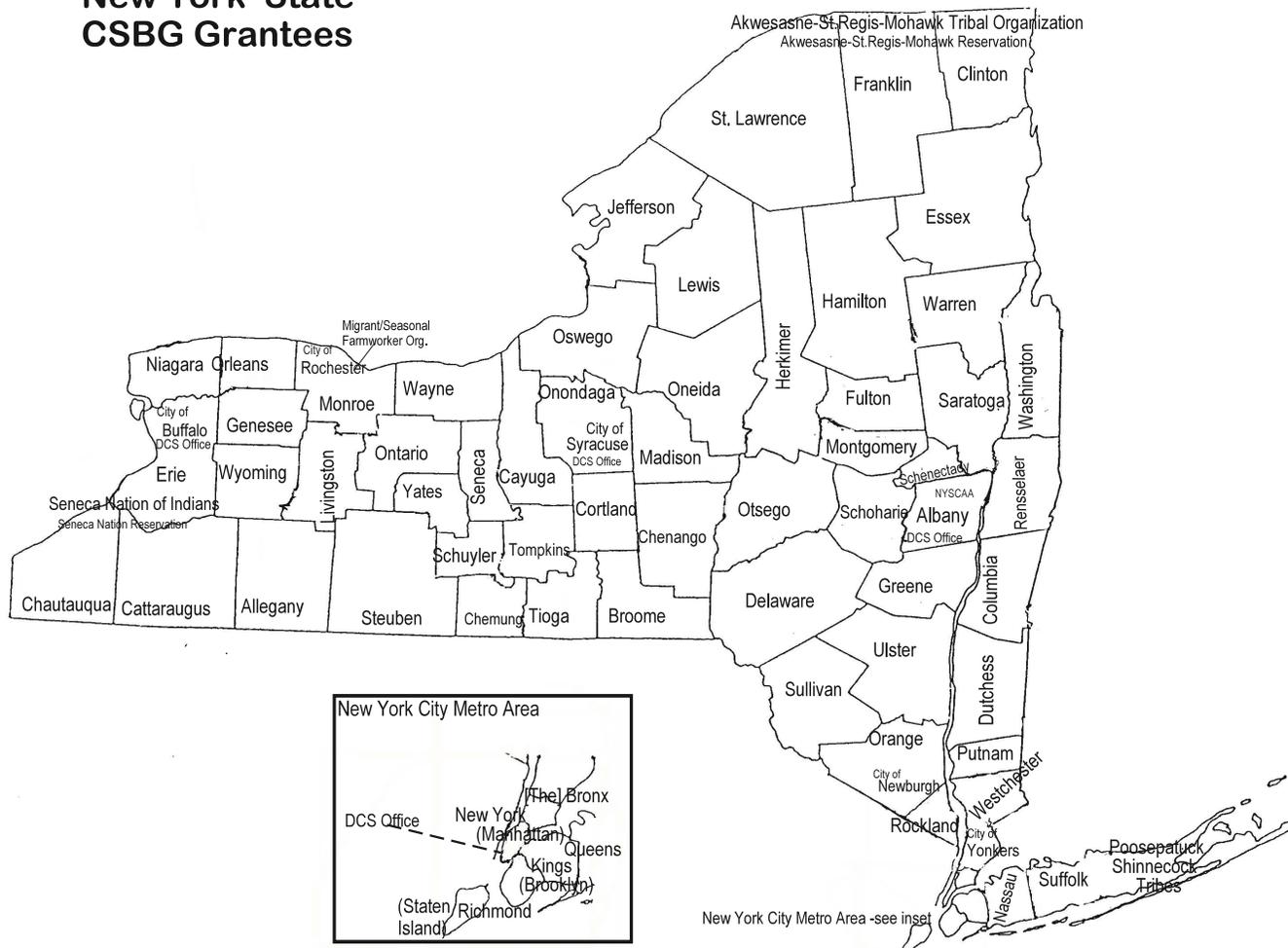
Community Services Network

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# New York State CSBG Grantees



## Location and Types of Grantees and the Community Services Network

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

**New York City: a public agency, DYCD, administers the CSBG program in all 5 boroughs (counties) of the city through over 300 community-based organizations. Livingston County, another public entity, delegates its services to several local community organizations. Grantees in Erie, Oneida, and Westchester counties also delegate some programs to local organizations.**

**The agency serving migrants and seasonal farmworkers (Rural Opportunities, Inc.), is headquartered in the City of Rochester, Monroe County. This agency also has regional sites located in rural areas.**

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

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



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New York State Community Services Network

CSBG Grantees
<b>Albany County Opportunity, Inc.</b> 4 Central Avenue, 3 <sup>rd</sup> Fl Albany, NY 12207-1537 (518)463-3175 email: info@acoi.com web: www.acoi.com
<b>Allegany County Community Opportunities and Rural Development, Inc. [ACCORD]</b> 84 Schuyler Street, P.O. Box 573 Belmont, NY 14813-0573 (585)268-7605 web: www.accordcorp.org
<b>Opportunities For Broome, Inc.</b> 56 Whitney Avenue, PO Box 1492 Binghamton, NY 13902-1492 (607)723-6493 email: timatofb@aol.com
<b>Cattaraugus Community Action, Inc.</b> 25 Jefferson Street, P. O. Box 308 Salamanca, NY 14779-0308 (716)945-1041 web: www.ccaction.org
<b>Cayuga-Seneca County Action Program, Inc.</b> 65 State Street Auburn, NY 13021-2699 (315)255-1703 email: cscaa1@telcove.net web: www.cayuganet.com/cscaa
<b>Chautauqua Opportunities, Inc.</b> 17 West Courtney Street Dunkirk, NY 14048 (716)366-3333 web: www.chautauquaopportunities.com
<b>Economic Opportunity Program, Inc. of Chemung &amp; Schuyler Counties</b> 650 Baldwin St Elmira, NY 14901-2886 (607)734-6174 email: info@cseop.org web: www.cseop.org
<b>Opportunities For Chenango, Inc.</b> 44 West Main Street, P. O. Box 470 Norwich, NY 13815-0470 (607)334-7114 email: ofcadmin@adelphia.net web: www.ofcinc.org

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New York State Community Services Network

CSBG Grantees
<b>Joint Council For Economic Opportunity of Clinton and Franklin Counties, Inc.</b> 54 Margaret Street Plattsburgh, NY 12901 (518)561-6310 web: <a href="http://www.jceo.org">www.jceo.org</a>
<b>Columbia Opportunities, Inc.</b> 540 Columbia Street Hudson, NY 12534-2306 (518)828-4611 email: <a href="mailto:coiexec@mhcable.com">coiexec@mhcable.com</a>
<b>Cortland County Community Action Program, Inc.</b> 32 North Main Street Cortland, NY 13045-2698 (607)753-6781 web: <a href="http://www.capco.org">www.capco.org</a>
<b>Delaware Opportunities, Inc.</b> 47 Main Street Delhi, NY 13753-1124 (607)746-2165 email: <a href="mailto:delopp@catskill.net">delopp@catskill.net</a>
<b>Dutchess County Community Action Agency, Inc.</b> 84 Cannon Street Poughkeepsie, NY 12601 (845)452-5104 web: <a href="http://www.dccaa.org">www.dccaa.org</a>
<b>Community Action Organization of Erie County, Inc.</b> 70 Harvard Place Buffalo, NY 14209 (716)881-5150 web: <a href="http://www.caoec.org">www.caoec.org</a>
<b>Adirondack Community Action Programs, Inc. [ACAP]</b> 7572 Court St., Suite 2, PO Box 848 Elizabethtown, NY 12932 (518)873-3207 email: <a href="mailto:acapexecutive@charter.net">acapexecutive@charter.net</a>
<b>Community Action Agency of Franklin County, Inc. (ComLinks)</b> 343 W. Main Street Malone, NY 12953-1508 (518)483-1261 web: <a href="http://www.comlinkscaa.org">www.comlinkscaa.org</a>
<b>Fulmont Community Action Agency Inc.</b> County Annex, Park St., P.O. Box 835 Fonda, NY 12068-9999 (518)853-3011 email: <a href="mailto:capdirector@excite.com">capdirector@excite.com</a> web: <a href="http://www.fulmont.org">www.fulmont.org</a>

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New York State Community Services Network

CSBG Grantees
<b>Community Action of Greene County, Inc.</b> 2 Franklin Street Catskill, NY 12414-1408 (518)943-9205 web: <a href="http://www.cagcny.org">www.cagcny.org</a>
<b>Community Action Planning Council of Jefferson County, Inc.</b> 518 Davidson Street Watertown, NY 13601-0899 (315)782-4900 web: <a href="http://www.nccsa.com/capc.htm">www.nccsa.com/capc.htm</a>
<b>Lewis County Opportunities, Inc.</b> RR 3, Box 72 New Bremen, NY 13367-9313 (315)376-8202 web: <a href="http://www.LewisCountyOpportunities.com">www.LewisCountyOpportunities.com</a>
<b>Livingston County Planning Department</b> Livingston County Government Center 6 Court Street, Room 305 Geneseo, NY 14454-1043 (585)243-7550 web: <a href="http://www.co.livingston.state.ny.us">www.co.livingston.state.ny.us</a>
<b>Community Action Program for Madison County, Inc.</b> P. O. Box 249, 3 East Main Street Morrisville, NY 13408-0249 (315)684-3144 web: <a href="http://www.capmadco.org">www.capmadco.org</a>
<b>Action For A Better Community, Inc.</b> 550 East Main Street Rochester, NY 14604-2528 (585)325-5116 email: <a href="mailto:caa@abcinfo.org">caa@abcinfo.org</a> web: <a href="http://www.abcinfo.org">www.abcinfo.org</a>
<b>Economic Opportunity Commission of Nassau County, Inc.</b> 134 Jackson Street Hempstead, NY 11550 (516)292-9710 web: <a href="http://www.eoc-nassau.org">www.eoc-nassau.org</a>
<b>Department of Youth and Community Development</b> 156 William Street, 6 <sup>th</sup> Floor New York, NY 10038-2609 (212)442-6006 web: <a href="http://www.nyc.gov">www.nyc.gov</a>

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 New York State Community Services Network

CSBG Grantees
<b>Niagara Community Action Program, Inc.</b> 1521 Main Street Niagara Falls, NY 14305 (716)285-9681 email:niagaracap.@prodigy.net
<b>Mohawk Valley Community Action Agency, Inc. [MVCAA]</b> 207 N. James Street Rome, NY 13440-5886 (315)339-5640 web: www.mvcaa.com
<b>People's Equal Action And Community Effort, Inc. [PEACE]</b> 217 Salina St., Suite 200 Syracuse, NY 13204 (315)470-3300 web: www.peace-caa.org
<b>Newburgh Community Action Committee, Inc.</b> 257 Liberty Street, PO Box 1477 Newburgh, NY 12550 (845)562-0100 email: cnewburgh@hvc.rr.com web: ncacnewburgh.org
<b>Regional Economic Community Action Program, Inc.</b> 40 Smith Street, P.O. Box 886 Middletown, NY 10940-3711 (845)342-3978 web: www.recap.org
<b>Orleans Community Action Committee, Inc.</b> 409-411 East State Street Albion, NY 14411-0071 (585)589-5605 web: www.ocacinc.org
<b>Oswego County Opportunities, Inc.</b> 239 Oneida Street Fulton, NY 13069 (315)598-4717 web: www.oco.org
<b>Opportunities For Otsego, Inc.</b> 3 West Broadway Oneonta, NY 13820-2552 (607)433-8000 web: www.ofoinc.org
<b>Commission On Economic Opportunity for the Greater Capital Region, Inc.</b> 2331 Fifth Avenue Troy, NY 12180-2291 (518)272-6012 web: www.ceo-cap.org

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New York State Community Services Network

CSBG Grantees
<b>Community Action for Rockland, County Inc.</b> 75 North Main Street Spring Valley, NY 10977 (845) 352-4167 email:hanleyv@aol.com
<b>St. Lawrence County Community Development Program, Inc.</b> 1 Commerce Lane Canton, NY 13617 (315)386-1102 email:ncslchs@twcny.rr.com
<b>Saratoga County Economic Opportunity Council, Inc.</b> 40 New Street, PO Box 5120 Saratoga Springs, NY 12866 (518)587-3158 email:sceoc@capital.net
<b>Schenectady Community Action Program, Inc.</b> 913 Albany Street Schenectady, NY 12307 (518)374-9181 email:scapgen@nycap.rr.com web: www.schenectadycommunityactionprogram.org
<b>Schoharie County Community Action Program Corp.</b> 795 E. Main Street, Suite 5 Cobleskill, NY 12043-1498 (518)234-2568 email: admin@sccapinc.org web: www.sccapinc.org
<b>ProAction of Steuben and Yates, Inc.</b> 117 East Steuben St., Suite 11 Bath, NY 14810-1600 (607)776-2125 web: www.proactioninc.com
<b>Economic Opportunity Council of Suffolk, Inc.</b> 475 E. Main Street, Suite 206 Patchogue, NY 11722 (516)289-2124 email: eoc@eoc-suffolk.com web: www.eoc-suffolk.com
<b>Community Action Commission To Help the Economy, Inc. [CACHE]</b> 63-65 South Main Street Liberty, NY 12754-1808 (845)292-5821 email:cuno@warwick.net

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New York State Community Services Network

CSBG Grantees
<p><b>Tioga Opportunities Program, Inc.</b>  <b>Countryside Community Center, 9 Sheldon Guile Boulevard</b>  <b>Owego, NY 13827-1062</b>  <b>(607)687-4222</b>  <b>web: www.tiogaopp.org</b></p>
<p><b>Tompkins County Economic Opportunity Corporation</b>  <b>701 Spencer Road</b>  <b>Ithaca, NY 14850</b>  <b>(607)273-8816</b>  <b>email: info@tcaction.org</b>  <b>web: www.tcaction.org</b></p>
<p><b>Ulster County Community Action Committee, Inc.</b>  <b>70 Lindsley Avenue</b>  <b>Kingston, NY 12401-3316</b>  <b>(845)338-8750</b>  <b>email:LKithcartUccac@aol.com</b></p>
<p><b>Warren-Hamilton Counties Action Committee for Economic Opportunity, Inc.</b>  <b>190 Maple Street, P. O. Box 968</b>  <b>Glens Falls, NY 12801-0968</b>  <b>(518)793-0638</b>  <b>email:lackershoe@aol.com</b></p>
<p><b>Washington County Economic Opportunity Council, Inc.</b>  <b>383 Broadway</b>  <b>Fort Edward, NY 12828</b>  <b>(518)746-2390</b>  <b>email:jtarantino@co.washington.ny.us</b></p>
<p><b>Wayne County Action Program, Inc.</b>  <b>159 Montezuma Street</b>  <b>Lyons, NY 14489-1228</b>  <b>(315)946-0037</b>  <b>web: www.waynecap.org</b></p>
<p><b>Westchester Community Opportunity Program, Inc.</b>  <b>2269 Saw Mill River Road, Bldg. #3</b>  <b>Elmsford, NY 10523-3833</b>  <b>(914)592-5600</b>  <b>email:westgran@westnet.com</b>  <b>web: www.westcop.org</b></p>
<p><b>Yonkers Community Action Program, Inc.</b>  <b>164 Ashburton Avenue</b>  <b>Yonkers, NY 10701-9999</b>  <b>(914)423-5905</b>  <b>email: linda@yonkerscap.org</b></p>

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New York State Community Services Network

CSBG Grantees
<b>Wyoming County Community Action, Inc.</b> 6470 Route 20 A Perry, NY 14530 (585) 237-2600 web: <a href="http://www.wccainc.org">www.wccainc.org</a>
<b>Rural Opportunities, Inc.</b> 400 East Avenue Rochester, NY 14604-2617 (585) 340-3368 web: <a href="http://www.ruralinc.org">www.ruralinc.org</a>
<b>Mohawk Indian Housing Corporation</b> PO Box 402 Rooseveltown, New York 13683 (518)358-4870 email: <a href="mailto:mohawk@westelcom.com">mohawk@westelcom.com</a>
<b>Poosepatuck Indian Nation</b> PO Box 86 Mastic, New York 11950 (516)281-6464
<b>Seneca Nation of Indians</b> GR Plummer Bldg, PO Box 231 Salamanca, NY 14779 (716)945-7002 web: <a href="http://www.sni.org">www.sni.org</a>
<b>Shinnecock Indian Reservation of Long Island</b> P.O. Box 5006 Southampton, New York 11969 (516)283-6143 email: <a href="mailto:wabush1@aol.com">wabush1@aol.com</a>
Statewide CAA Organization
<b>New York State Community Action Association</b> 2 Charles Blvd Guilderland, NY 12084 (518)690-0491 web: <a href="http://www.nyscaaonline.org">www.nyscaaonline.org</a>

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New York State Community Services Network

**Office Locations:**

**Albany [Main Office]: 41 State Street, Suite 1100, Albany, New York, 12231 . . . . . [518] 474-5741**  
**FAX: [518] 486-4663**

**Contract Administration: 41 State Street, 10<sup>th</sup> Floor Albany, New York, 12231 . . . . . FAX: [518] 474-4777**  
**K. Barney, Supervisor**

**Legal Services: 41 State Street, 8<sup>th</sup> Floor, Albany, New York 12208**

**Buffalo: Mahoney State Office Building, 65 Court Street, Rm 208, Buffalo, New York 14202**  
**FAX: [716] 847-7969**

**New York City: 123 William Street, 20<sup>th</sup> Fl., New York, New York 10007 . . . . . [212] 417-5724**  
**FAX: [212] 417-4784**

**Syracuse: Hughes State Office Building, 333 E. Washington St, Rm 514 . . . . .**  
**Syracuse, New York 13202**  
**[315] 426-2126**  
**FAX: [315] 428-4261**

..... **Web Address: [www.dos.state.ny.us/dcs](http://www.dos.state.ny.us/dcs)** .....

**DCS Staff Directory**

Name	Title	Phone	Email address	Office	
Harris, Evelyn M.	Division Director	[518] 474-5741	eharris@dos.state.ny.us	A	P
Breidinger, William J., CCAP	Program Analyst	[315] 426-2125	wbreidin@dos.state.ny.us	S	P
Denick, Cindi	Sr Accountant	[716] 847-7951	cdenick@dos.state.ny.us	B	F
Ferris, Emmett	Program Analyst	[518] 474-4265	eferris@dos.state.ny.us	A	P
Finn, Conloy	Sr Accountant	[212] 417-5668	cfinn@dos.state.ny.us	NYC	F
Flowers, Nancy	Program Analyst	[518] 474-8083	nflowers@dos.state.ny.us	A	P
Goldstein Barbara, CCAP	Program Analyst	[518]486-4664	bgoldste@dos.state.ny.us	A	P
Grace, Robert F.	Program Analyst	[518] 473-0084	rgrace@dos.state.ny.us	A	P
Hamm, Nathan	Counsel	[518]474-6740	nhamm@dos.state.ny.us	A	L
Hanna, Frances	Program Analyst	[212] 417-5723	fhanna@dos.state.ny.us	NYC	P
Hand, Katherine	Support Services	[518]474-5741	khand@dos.state.ny.us	A	SS
Harlow, William	Support Services	[518] 474-5741	wharlow@dos.state.ny.us	A	SS
Howard Craig	Sr Accountant	[518] 486-3905	choward@dos.state.ny.us	A	F
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Kovarik, Jim	Sr.Program Analyst	[518] 473-8693	jkovarik@dos.state.ny.us	A	P
Lehtonen, Suzanne	Support Services	[315] 426-2126	slehtone@dos.state.ny.us	S	SS
Luse, Timothy	Assoc. Accountant-Field Supervisor	[518] 486-3905	tluse@dos.state.ny.us	A	F
Marchese, Annette S.	Supervisor-Program Analyst	[716] 847-7106	amarches@dos.state.ny.us	B	P
Motto, Paul	Sr Accountant	[518] 486-3905	pmotto@dos.state.ny.us	A	F
Murray, Beatrice	Support Services	[212] 417-5724	bmurray@dos.state.ny.us	NYC	SS

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New York State Community Services Network

Name	Title	Phone	Email address	Office	
Nieves, Lisa	Program Analyst	[518] 473-0096	lnieves@dos.state.ny.us	A	P
Purcell, Patricia A.	Supervisor-Program Analyst	[518] 473-4301	ppurcell@dos.state.ny.us	A	P
Relyea, Debra A.	Assistant Director- Administration	[518] 473-0093	drelyea@dos.state.ny.us	A	P
Snead, Linda	Assistant Director-Downstate Ops.	[212]417-5716	lsnead@dos.state.ny.us	NYC	P
Wright-Austin, Kathy	Program Analyst	[212] 417-5721	kwrighta@dos.state.ny.us	NYC	P

<b>Key</b>	<b>P= Program</b>	<b>F= Fiscal</b>	<b>L= Legal</b>	<b>SS=Support</b>
	<b>A= Albany</b>	<b>B= Buffalo</b>	<b>NYC = New York City</b>	<b>S= Syracuse</b>

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New York State Community Services Network

**CSBG Advisory Council Membership**

[as of April, 2005]

Member	Representative	Appointing Body
Harold Baron	Rabbi Avrohom Hecht	Governor
Maureen Dumas	Steven Moskowitz	Senate
John Eberhard		Governor
Karen Gordon	Sherry Charlebois	Governor
Robert R. Gregory	Gay Petri	Governor
Richard Imprescia	Terrence McCauley	Governor
John L. Kearse	Iris A. Johnson	Assembly
Gaetan J. LePage, Jr.		Governor
Edie Mesick		Assembly
Stuart Mitchell	Velma Smith	Assembly
Carlton Mitchell		Governor
Ann M. Morrone		Senate
Karl Reutling		Governor
Winston A. Ross *		Governor
Yves Vilus		Assembly
Richard Warrender	Joseph Reich/Gregory Jones	Governor
Treva Wood	Amy Turner	Assembly
vacant		Senate
vacant		Senate
vacant		Senate

\* Chairperson

# Appendix B

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## STATE OF NEW YORK

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LAWS OF NEW YORK, 2005

CHAPTER 329

AN ACT to amend the executive law, in relation to extending provisions providing for the distribution of community services block grant program funds by the department of state

Became a law July 26, 2005, with the approval of the Governor.

Passed by a majority vote, three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Section 159-i of the executive law, as amended by chapter 105 of the laws of 2004, is amended to read as follows:

§ 159-i. Distribution of funds. For federal fiscal year two thousand [five] six at least ninety percent of the community services block grant funds received by the state shall be distributed pursuant to a contract by the secretary to grantees as defined in subdivision one of section one hundred fifty-nine-e of this article. Each such grantee shall receive the same proportion of community services block grant funds as was the proportion of funds received in federal fiscal year nineteen hundred eighty-one by such grantee under the federal community services administration program account numbers 01 and 05 pursuant to section two hundred twenty-one of title II and for migrant and seasonal farm worker organizations pursuant to section two hundred twenty-two of title II of the economic opportunity act of 1964, as amended, as compared to the total amount received by all grantees in the state, under the federal community services administration program account numbers 01 and 05 pursuant to section two hundred twenty-one of title II and for migrant and seasonal farm worker organizations pursuant to section two hundred twenty-two of title II of such act in federal fiscal year nineteen hundred eighty-one.

For federal fiscal year two thousand [five] six the secretary shall, pursuant to section one hundred fifty-nine-h of this article, retain not more than five percent of the community services block grant funds for administration at the state level.

For federal fiscal year two thousand [five] six the remainder of the community services block grant funds received by the state shall be distributed pursuant to a contract by the secretary in the following order of preference: a sum of up to one-half of one percent of the community services block grant funds received by the state to Indian tribes and tribal organizations as defined in this article, on the basis of need; community action agencies established in federal fiscal year nineteen hundred eighty-three; counties which do not have a community action agency in existence and seek to establish an organization which is consistent with the objectives of an eligible entity; limited purpose agencies which had received funding during federal fiscal year nineteen hundred eighty-one under section two hundred twenty-one, section two hundred twenty-two(a)(4) or section two hundred thirty-two of title II of the economic opportunity act of 1964, as amended; and community based organizations.

EXPLANATION--Matter in italics is new; matter in brackets [ ] is old law to be omitted.

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§ 2. This act shall take effect immediately; provided, however, that the amendments to section 159-i of the executive law made by section one of this act shall not affect the expiration of such section as provided in section 5 of chapter 728 of the laws of 1982, as amended, and section 7 of chapter 710 of the laws of 1983, as amended, and shall be deemed to expire therewith.

The Legislature of the STATE OF NEW YORK ss:

Pursuant to the authority vested in us by section 70-b of the Public Officers Law, we hereby jointly certify that this slip copy of this session law was printed under our direction and, in accordance with such section, is entitled to be read into evidence.

JOSEPH L. BRUNO  
Temporary President of the Senate

SHELDON SILVER  
Speaker of the Assembly

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**STATUS:**

**A6595-B** Executive Law

TITLE....Extends provisions for the community services block grant program funds by the department of state

07/14/05 delivered to governor

07/26/05 signed chap.329

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**Commonly-used terms in Federally-funded Human Services and Related Programs**


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## A-B

AAA	Area Agency on Aging
ACF	Administration on Children And Families [DHHS]
ADHD	Attention Deficit and Hyperactive Disorder
ADA	Americans with Disabilities Act
AFDC	Aid to Families With Dependent Children [see TANF]
AIDS	Acquired Immune Deficiency Syndrome
APPS	Adolescent Pregnancy Prevention and Services Program
APR	Annual Program Report [DOS]
ASL	American Sign Language
AVE	Adolescent Vocational Exploration
BAE	Basic Adult Education
BOCES	Board of Cooperative Educational Services [vocational education, New York State]

## C

CAA, CAP	Community Action Agency/Program/Plan; Community Action Partnership
CAU	Contract Administration Unit [NYS DOS]
CBO	Community-Based Organization
CCAP	Certified Community Action Professional
CCR&R	Child Care Resource and Referral
CDBG	Community Development Block Grant
CEOSC	Comprehensive Employment Opportunity Support Center [One-Stop] [US-NYS]
CFNP	Community Food and Nutrition Program
CFR	Code of Federal Regulations
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]
DFY	Division For Youth [NYS] [now Office of Family & Children's Services]
DHCR	Division of Housing And Community Renewal [NYS]
DHHS	Department of Health And Human Services [US]
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]
DSS	Department of Social Services [County] [see NYS Office of Family & Children's Services; Office of Temporary & Disability Assistance]
DYCD	Department of Youth And Community Development [NYC]

## E

EITC	Earned Income Tax Credit
EOA	Economic Opportunity Act [of 1964]
E-ROMA	Excellence in Results Oriented Management Accountability
ESDC	Empire State Development Corporation
EZ	Empowerment Zones [US]

## F

FAA	Federal Assistance Award
FBO	Faith-Based Organization
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FGP	Foster Grandparent Program
FDC	Family Development Credential
FDANYS	Family Development Association of NYS
FSS	Family Self-Sufficiency

## G - H - I

GED	General Education Diploma
GOER	Governor's Office of Employee Relations [NYS]
GPRA	Government Performance and Results Act [of 1993]
HANNYS	Hunger Action Network of New York State
HEAP	Home Energy Assistance Program [also, LIHEAP]
HHAP	Homeless Housing Assistance Program (NYS OFCS)
HPNAP	Hunger Prevention & Nutrition Assistance Program [formerly SNAP]
HUD	Housing And Urban Development, Department of [US]
IDA	Industrial Development Agency/Individual Development Accounts
IMP	Individual Monitoring Plan [DCS]
IRS	Internal Revenue Service [US]

## J - L

JTPA/C	Job Training Partnership Act/Council [See, WIA]
JOBS	Job Opportunities and Basic Skills [Program]
JOLI	Job Opportunities for Low-Income Individuals [Program]
LAN	Local Area Network [computer systems]
LDSS	Local Department of Social Services
LIHEAP	Low-Income Home Energy Assistance Program [Also, HEAP]
LVA	Literacy Volunteers of America

## M

MATF	Monitoring & Assessment Task Force [OCS]
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## N

NACAA	National Association of Community Action Agencies [Community Action Partnership]
NASCSP	National Association for State Community Services Programs
NCSTA	National and Community Services Trust Act
NCAF	National Community Action Foundation
NDA	Neighborhood Development Area [NYC]
NYC	New York City
NYCRR	New York Code of Rules and Regulations
NYS	NEW YORK STATE
NYSCAA	New York State Community Action Association

## O

OASAS	Office of Alcoholism and Substance Abuse Services [NYS]
OBRA	Omnibus Budget Reconciliation Act of 1981
OCS	OFFICE OF COMMUNITY SERVICES [DHHS]
OEO	Office of Economic Opportunity [US, 1964-1975]
OFCS	Office of Family & Children's Services [NYS, formerly Dept/Social Services & DFY-Division for Youth]
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]
OSC	Office of State Comptroller [NYS]
OTDA	Office of Temporary and Disability Assistance [NYS] [formerly NYS DSS]

## P - R

PA	Public Assistance
PL	Public Law
PONSI	Programs on Non-collegiate Sponsored Instruction
PPR	Periodic Program Report
PRISM	Program Review Instrument for System Monitoring
RDA	Rural Development Administration (US) (formerly FHA)
RFP	Request for Proposals
RHY	Runaway and Homeless Youth [Program]
ROMA	Results-Oriented Management & Accountability
RRAP	Rural Rental Assistance Program [NYS]
RSVP	Retired Senior Volunteer Program

## S

SAT	Scholastic Assessment Test
SED	State Education Department (NYS)
SEMO	State Emergency Management Office
SENSES	Statewide Emergency Network for Social & Economic Security
SBA	Small Business Administration (US)
SFSP	Summer Food Service Program
SNAP	Supplemental Nutrition Assistance Program (now HPNAP)
SOFA	State Office for the Aging (NYS)
SSI	Supplemental Security Income
SSTA	Special State Technical Assistance
SYEP	Summer Youth Employment Program

## T - U - V -W

TASA	Teen Age Services Act
TANF	Temporary Assistance for Needy Families [see AFDC]
TCE	Tax Counseling for the Elderly
UDC	Urban Development Corporation [NYS]
US	UNITED STATES
USC	United States Code
USDA	United States 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 [DHCR]
WIA	Workforce Investment Act [NYS]
WIB	Workforce Investment Board
WIC	Program for Women, Infants, and Children

