

# Oregon Housing and Community Services

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## Community Services Block Grant(CSBG)

2013 & 2014 State Plan and Application

**Administered By:**

**The State of Oregon**  
*Governor John A. Kitzhaber*

**Oregon Housing and Community Services**  
*Margaret Van Vliet, Director*

**Program Delivery Division**  
*Julie Cody, Administrator*

2012

# Oregon CSBG State Plan FY 2013 & 2014

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

This state plan and application covers Federal Fiscal Years 2013 & 2014. Oregon's CSBG Program year begins January 1<sup>st</sup> and ends December 31<sup>st</sup>.

**II. Letter of Transmittal** (*attached separately*)

### **III. Executive Summary**

#### **A. CSBG State Legislation**

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

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

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

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

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August 24, 2012

JOHN A. KITZHABER, MD  
Governor

Jeannie Chaffin, Director  
Office of Community Services  
Administration for Children and Families  
U.S. Department of Health and Human Services  
Attention: Community Services Block Grant Program  
370 L'Enfant Promenade SW, 5<sup>th</sup> Floor West  
Washington, DC 20447

Re: Community Services Block Grant 2013-2014 State Plan

Dear Ms. Chaffin:

I am pleased to submit the Community Services Block Grant (CSBG) State Plan Application for FFY 2013 & FFY 2014.

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

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

Oregon Housing and Community Services is the lead agency in Oregon for the Administration of the CSBG programs. This letter serves as my delegation of authority to Margaret Van Vliet, Director of Oregon Housing and Community Services, to sign all administrative assurances and certifications required by CSBG statutes. If you have any questions please contact our state CSBG Program Coordinator, Carie Bauer, at [carie.bauer@hcs.state.or.us](mailto:carie.bauer@hcs.state.or.us) or by phone at (503) 986-6736.

Sincerely,

John A. Kitzhaber, M.D.  
Governor

DS/smg

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## C. Public Hearing Requirements

- 1. Public Hearing:** A notice of public hearing was placed in all major newspapers in the state. (Appendix B) The public hearing was held on August 16th, 2012, from 2:00 pm - 3:30 pm at Oregon Housing and Community Services in Salem. No comments were submitted at hearing. Public comments were received through August 23rd, 2012.
- 2. Legislative Hearing:** The last CSBG legislative hearing was held as a part of the total department budget hearings during the month of June 2011. Oregon's legislature met every other year on odd years, until, effective January 2011, the schedule adjusted to annually. (Appendix C)
- 3. Public Inspection of State Plan:** A public hearing notice was sent to the major newspapers in the region. (See Appendix B(b) for affidavits) Additionally, all of the Community Action Agencies throughout the State as well as the Community Action Partnership of Oregon (CAPO) were notified of the public hearing, and informed that the proposed plan was available August 9<sup>th</sup>, 2012 on the Oregon Housing and Community Services website. The website address was advertised in the public hearing notice as well. No one attended the public hearing and no comments were submitted at the public hearing. (See Appendix B(a) for Public Hearing Report) Public comments were received through August 23rd, 2012. (See Appendix B(c) for comments received via mail and email)

## IV. Statement of Federal and CSBG Assurances

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

### A. Programmatic Assurances

- 1.** Funds made available through this grant or allotment will be used:
  - a. To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable the families and individuals to:
    - i. remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
    - ii. secure and retain meaningful employment;
    - iii. attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
    - iv. make better use of available income;

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- v. to obtain and maintain adequate housing and a suitable living environment;
    - vi. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
    - vii. achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
  - b. To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and
  - c. To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). ['676(b)(1)]
2. To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; ['676(b)(2)]
3. To provide information by eligible entities in the State, including:
- a. a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State;
  - b. a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;



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- c. a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,
  - d. a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]
4. To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.['676(b)(4)]
  5. That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]
  6. To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities.['676(b)(6)]
  7. To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]
  8. That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act.['676(b)(8)]
  9. That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]
  10. To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or

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representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. ['676(b)(10)]

11. To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community- needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]
12. That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act .['676(b)(12)]
13. To provide information describing how the State will carry out these assurances. ['676(b)(13)] (This is the Narrative CSBG State Plan)

### **B. ADMINISTRATIVE ASSURANCES**

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

1. To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. ['675A(b)]
2. To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. ['675C(a)(1) and (2)]
3. In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. ['675C (a)(3)]
4. To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. ['675C(b)(2)]

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5. In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. ['675(c)]
6. That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or '675B for the period covered by the State plan. ['676(a)(2)(B)]
7. That the chief executive officer of the State will designate an appropriate State agency for purposes of carrying out State community services block grant program activities. ['676(a)(1)]
8. To hold at least one legislative hearing every three years in conjunction with the development of the State plan.['676(a)(3)]
9. To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. ['676(e)(2)]
10. To conduct the following reviews of eligible entities:
  - a. full onsite review of each such entity at least once during each three-year period;
  - b. an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
  - c. follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
  - d. other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. ['678B(a)]
11. In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:

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- a. inform the entity of the deficiency to be corrected;
  - b. require the entity to correct the deficiency;
  - c. offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
  - d. at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
  - e. after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. ['678(C)(a)]
- 12.** To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
- 13.** To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. ['678D(a)(3)]
- 14.** To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System ['678E(a)(1)].
- 15.** To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under '678E(a)(2) of the Act.
- 16.** To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.
- 17.** To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. ['678F(b)]

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

**19.** Section 678. Operational Rule

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

*(b) Religious Character and Independence.*

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

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

*A. To alter its form of internal governance, except (for purposes of administration of the community services block grant program) as provided in section (a).*

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

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

*(c) Limitations on Use of Funds for Certain Purposes.---*

*No funds provided directly to a religious organization to provide assistance under any program described in subsection (a) shall be expended for sectarian worship, instruction, or proselytization.*

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*(d) Fiscal Accountability. ---*

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

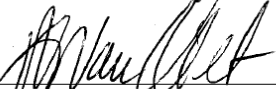
*(2) Limited Audit.--- Such organization shall segregate government funds provided under such program into a separate account. Only the government funds shall be subject to audit by the government.*

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

**C. OTHER ADMINISTRATIVE CERTIFICATIONS**

The State also certifies the following:

1. To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of Community Services Block Grant program funds.
2. To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any subawards, which contain provisions for children's services and that all subgrantees shall certify accordingly.



Margaret Van Vliet, Director  
Oregon Housing and Community Services

9.7.12  
Date



## **V. THE NARRATIVE STATE PLAN**

### **A. Administrative Structure**

#### **(1) State Administrative Agency**

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

OHCS's mission is to "Provide leadership that enables Oregonians to gain housing, become self-sufficient and achieve prosperity". Our vision is to ensure all Oregonians have housing and services that meets their need.

OHCS is the State's housing finance agency and community services program administrator. The Department provides financial and program support to develop and preserve opportunities for quality, affordable housing for Oregonians of lower and moderate income, and administers federal and state antipoverty, homeless and energy assistance, and community service programs.

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

Under the leadership of Director Margaret Van Vliet, appointed by Governor Kitzhaber in 2011, OHCS has recently undergone changes to further enhance our ability to:

- Set and implement policy in transparent ways
- Incorporate meaningful input from partners
- Have clear decision-making processes
- Become a lean, high-performing agency accountable for results
- Better serve Oregon's most vulnerable citizens

##### **(b) Oregon Housing & Community Services(OHCS) Goals & Strategic Outcomes**

OHCS is focusing on aligning its existing goals and strategies with two guiding plans for Oregon: the 10-Year Plan to End Homelessness and the 10-Year Plan for Oregon.

The 10-Year Plan to End Homelessness, adopted in 2005, encourages local communities to create their own 10-Year Plan. A recent study shows that 17 counties have completed their plans.

The 10-Year Plan for Oregon Initiative, created in August 2011, provides a long-term framework for the state's budget decisions. The initiative aligns action plans with the

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planned investment of funds. The 10-Year Plan for Oregon Project seeks to create a strategic statewide plan, and implement a 10-year outcome-based investment framework and biennial budget process. This vision will be achieved through the following guiding principles:

- *Common Vision*: Develop a common statewide vision for the state's deliverables now and in the future.
- *Defined Outcomes*: Define specific outcomes with clear accountability to Oregon's citizens.
- *Fiscal Sustainability*: Deliver programs and services efficiently within available resources.
- *Innovative Solutions*: Prioritize investments in areas of change and innovation.
- *Informed Decision Making*: Rely on evidence to inform policy decisions.

An important overlay of the ten-year plan is recognition that state government can do more to provide opportunities for prosperity among all Oregonians. When agencies plan for program investments across major policy areas, they must also consider how those investments make it possible for greater numbers to achieve prosperity, particularly among Oregonians facing poverty.

We continue to make progress on the long-term agency strategies, while also continuously revisiting those plans to ensure alignment with the overall plans for Oregon. Below are the agency's current strategies and goals and progress in working towards them:

### **Goal 1: Secure an end to hunger and homelessness for all Oregonians.**

#### *Strategies:*

- Develop policies, resources, and partnerships that provide Oregonians experiencing homelessness with permanent supportive housing.
- Improve the integration of OHCS programs to better facilitate serving low-income Oregonians.

Oregon is in the process of adjusting its homeless strategy to be in alignment with national goals and HUD priorities. Emphasis will be placed upon more quickly moving homeless households to permanent housing utilizing promising practices demonstrated in Rapid-Rehousing and Housing First service models.

### **Goal 2: Ensure an ongoing inventory of energy efficient and affordable housing that meets community needs.**

#### *Strategies:*

- Seek out opportunities to preserve and promote affordable homeownership in Oregon.
- Support ongoing efforts and create new opportunities to preserve federally subsidized housing projects at risk of expiring.
- Create a new manufactured park purchase program(s) to preserve parks.



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Foreclosure mitigation efforts continue, and the Oregon Legislature's recent passage of Senate Bill 1552 has given us new tools for helping struggling homeowners stay in their homes. SB 1552 calls on banks to mediate with their borrowers before taking action on a foreclosure. OHCS is working closely with partner counseling agencies, housing advocates, and others in state government (Department of Justice and Department of Consumer and Business Services) to help craft a smart, systemic response to this legislation. The legislature's Emergency Board appropriated \$7.6 million towards those efforts. The largest component of the appropriation is \$3 million, dedicated to bolstering the counseling network and developing a specific pre-mediation counseling program. Our staff have been collaborating with the DOJ work group and housing counseling agencies to develop a Request for Proposals that will allow OHCS to contract and train 25 additional housing counselors across the state.

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

#### *Strategies:*

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

With a focus on results-based accountability and performance measures, OHCS has put a priority on expanding training and technical assistance resources for community action agencies in the network. OHCS is also developing processes to centralize monitoring by introducing field monitor positions, and using the systems monitoring approach that would emphasize desk monitoring, standardized field monitoring practices and collaboration between the field monitors and program coordinators.

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

#### *Strategies:*

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

The new organizational structure is designed to help us meet today's challenge. Rather than having a large executive team, we will have a small, unified group of leaders with complementary skills and strengths in the areas of Policy/Community Engagement, Business Operations and Program Delivery. This more streamlined structure is built to add accountability and to provide staff development opportunities as we work towards new ways of doing business. Within this realignment process, the CSBG program has been placed under the Program Delivery Division, under the supervision of Administrator Julie Cody.

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

#### *Strategies:*

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- Develop thorough analyses that identify costs and revenues for all agency programs.
- Develop detailed prioritizations that identify which programs play the most vital roles in contributing to the long-term outcomes Governor Kitzhaber's 10-year plan for Oregon calls for.
- Identify and recommend strategies for program or operational changes that will ensure the financial sustainability of the programs most critical to vulnerable Oregonians.

Guided by Governor Kitzhaber's 10-year plan for Oregon, our agency has dedicated significant time and effort toward understanding and articulating exactly how our programs contribute to the "healthy people" outcome area from that plan. In September of 2012, new citizen-based "program funding teams" will evaluate the budget proposals of all agencies and programs that contribute to similar outcome areas, and ultimately will shape the Governor's recommended budget, which he will present to the legislature by December 2, 2012. Given that OHCS's programs contribute most directly to "Healthy People", our programmatic investments and proposed outcomes this year will be evaluated alongside the proposals of Oregon Health Authority and the Department of Human Services, as well as those of a few smaller state agencies.

### **Oregon Housing and Community Services Core Values**

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

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

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

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

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

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

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

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

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## **(2) Eligible Entities**

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

### **1. Aging Community Coordinated Enterprises & Support Services**

Private Community Action Agency

Service Area: Jackson County

Total 2011 CSBG Budget: \$281,207

Total unduplicated number of clients served: 43,178

Total unduplicated number of families served: 17,661

### **2. Community Action Organization**

Private Community Action Agency

Service Area: Washington County

Total 2011 CSBG Budget: \$390,922

Total unduplicated number of clients served: 28,229

Total unduplicated number of families served: 9,589

### **3. Community Action Program of East Central Oregon**

Private Community Action Agency

Service Area: Gilliam, Morrow, Umatilla and Wheeler Counties

Total 2011 CSBG Budget: \$159,862

Total unduplicated number of clients served: 13,506

Total unduplicated number of families served: 4,779

### **4. Community Action Team**

Private Community Action Agency

Service Area: Clatsop, Columbia and Tillamook Counties

Total 2011 CSBG Budget: \$155,862

Total unduplicated number of clients served: 18,875

Total unduplicated number of families served: 6,332

### **5. Community Connection of Northeast Oregon**

Private Community Action Agency

Service Area: Baker, Grant, Union and Wallowa Counties

Total 2011 CSBG Budget: \$155,862

Total unduplicated number of clients served: 5,129

Total unduplicated number of families served: 1,947

### **6. Clackamas County Social Services Division**

Local Government Community Action Agency

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Service Area: Clackamas County

Total 2011 CSBG Budget: \$328,446

Total unduplicated number of clients served: 26,855

Total unduplicated number of families served: 8,984

### **7. Community Services Consortium**

Local Government Community Action Agency

Service Area: Benton, Lincoln and Linn Counties

Total 2011 CSBG Budget: \$297,799

Total unduplicated number of clients served: 39,886

Total unduplicated number of families served: 17,587

### **8. Community in Action**

Private Community Action Agency

Service Area: Harney and Malheur Counties

Total 2011 CSBG Budget: \$164,138

Total unduplicated number of clients served: 11,476

Total unduplicated number of families served: 3,712

### **9. Klamath Lake Community Action Services**

Private Community Action Agency

Service Area: Klamath and Lake Counties

Total 2011 CSBG Budget: \$159,862

Total unduplicated number of clients served: 15,222

Total unduplicated number of families served: 6,892

### **10. Lane County Human Services Commission**

Local Government Community Action Agency

Service Area: Lane County

Total 2011 CSBG Budget: \$441,026

Total unduplicated number of clients served: 70,353

Total unduplicated number of families served: 36,556

### **11. Mid-Columbia Community Action Council**

Private Community Action Agency

Service Area: Hood River, Sherman and Wasco Counties

Total 2011 CSBG Budget: \$160,516

Total unduplicated number of clients served: 6,981

Total unduplicated number of families served: 2,601

### **12. Multnomah County Department of County Human Services**

Local Government Community Action Agency

Service Area: Multnomah County

Total 2011 CSBG Budget: \$789,368

Total unduplicated number of clients served: 80,703

Total unduplicated number of families served: 46,089

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### **13. Mid-Willamette Valley Community Action Agency**

Private Community Action Agency

Service Area: Marion and Polk Counties

Total 2011 CSBG Budget: \$511,472

Total unduplicated number of clients served: 48,570

Total unduplicated number of families served: 15,736

### **14. NeighborImpact**

Private Community Action Agency

Service Area: Crook, Deschutes and Jefferson Counties

Total 2011 CSBG Budget: \$223,693

Total unduplicated number of clients served: 20,616

Total unduplicated number of families served: 8,294

### **15. Oregon Human Development Corporation**

Statewide Farm Worker Organization

Total 2011 CSBG Budget: \$135,326

Total unduplicated number of clients served: 5,255

Total unduplicated number of families served: 1,659

### **16. Oregon Coast Community Action**

Private Community Action Agency

Service Area: Coos and Curry Counties

Total 2011 CSBG Budget: \$225,023

Total unduplicated number of clients served: 14,307

Total unduplicated number of families served: 5,847

### **17. United Community Action Network**

Private Community Action Agency

Service Area: Douglas and Josephine Counties

Total 2011 CSBG Budget: \$282,150

Total unduplicated number of clients served: 26,324

Total unduplicated number of families served: 10,600

### **18. Yamhill Community Action Partnership**

Private Community Action Agency

Service Area: Yamhill County

Total 2011 CSBG Budget: \$143,108

Total unduplicated number of clients served: 6,294

Total unduplicated number of families served: 2,155

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# OF CAAs	CAA	GEOGRAPHICAL COVERAGE	ADDRESS/CITY	WEB SITE ADDRESS
1	Aging Community Coordinated Enterprises & Support Services	Jackson County	3630 Aviation Way Medford, OR 97501	<a href="http://www.accesshelps.org">www.accesshelps.org</a>
2	Community Action Organization	Washington County	1001 SW Baseline Street Hillsboro, OR 97123	<a href="http://www.caowash.org">www.caowash.org</a>
3	Community Action Program of East Central Oregon	Gilliam, Morrow, Umatilla and Wheeler Counties	721 SE Third Suite D Pendleton, OR 97801	<a href="http://www.capeco-works.org">www.capeco-works.org</a>
4	Community Action Team	Clatsop, Columbia and Tillamook Counties	125 North 17 <sup>th</sup> St. St. Helens, OR 97051	<a href="http://www.columbia-center.org/cat">www.columbia-center.org/cat</a>
5	Community Connection of Northeast Oregon	Baker, Grant, Union and Wallowa Counties	104 Elm Street La Grande, OR 97850	<a href="http://www.ccno.org">www.ccno.org</a>
6	Clackamas County Social Services Division	Clackamas County	2051 Kaen Road Oregon City, OR 97045	<a href="http://www.co.clackamas.or.us/socialservices/">www.co.clackamas.or.us/socialservices/</a>
7	Community Services Consortium	Benton, Lincoln and Linn Counties	545 SW 2nd Street Suite A Corvallis, OR 97333	<a href="http://www.communityservices.us">www.communityservices.us</a>
8	Community in Action	Harney and Malheur Counties	49 NW 1 <sup>st</sup> St., #6 Ontario, OR 97914	<a href="http://www.communityinaction.info">www.communityinaction.info</a>
9	Klamath Lake Community Action Services	Klamath and Lake Counties	1803 Main Street Klamath Falls, OR 97601	<a href="http://www.klcas.org">www.klcas.org</a>
10	Lane County	Lane County	125 E 8th Avenue Eugene, OR 97401	<a href="http://www.lanecounty.org/hsc">www.lanecounty.org/hsc</a>
11	Mid-Columbia Community Action Council	Hood River, Sherman and Wasco Counties	312 E. 4th Street The Dalles, OR 97058	<a href="http://www.mccac.com">www.mccac.com</a>
12	Multnomah County Department of County Human Services	Multnomah County	501 SW Hawthorne Blvd. Portland, OR 97214	<a href="http://www.multco.us">www.multco.us</a>
13	Mid-Willamette Valley Community Action Agency	Marion and Polk Counties	2475 Center Street NE Salem, OR 97301	<a href="http://www.mwvcaa.org">www.mwvcaa.org</a>
14	NeighborImpact	Crook, Deschutes and Jefferson Counties	2303 SW First Street Redmond, OR 97756	<a href="http://www.neighborimpact.org/">www.neighborimpact.org/</a>
15	Oregon Coast Community Action	Coos and Curry Counties	2110 Newmark Coos Bay, OR 97420	<a href="http://www.orcca.us">www.orcca.us</a>
16	United Community Action Network	Douglas and Josephine Counties	280 Kenneth Ford Dr. Roseburg, OR 97470	<a href="http://www.ucancap.org">www.ucancap.org</a>
17	Yamhill Community Action Partnership	Yamhill County	800 NE 2nd Street McMinnville, OR 97128	<a href="http://www.yamhillcap.org">www.yamhillcap.org</a>
18	Oregon Human Development Corporation	Statewide farm worker organization, not located on CAA MAP	9600 SW Oak. Ste 565 Tigard, OR 97223	<a href="http://www.ohdc.org/">www.ohdc.org/</a>



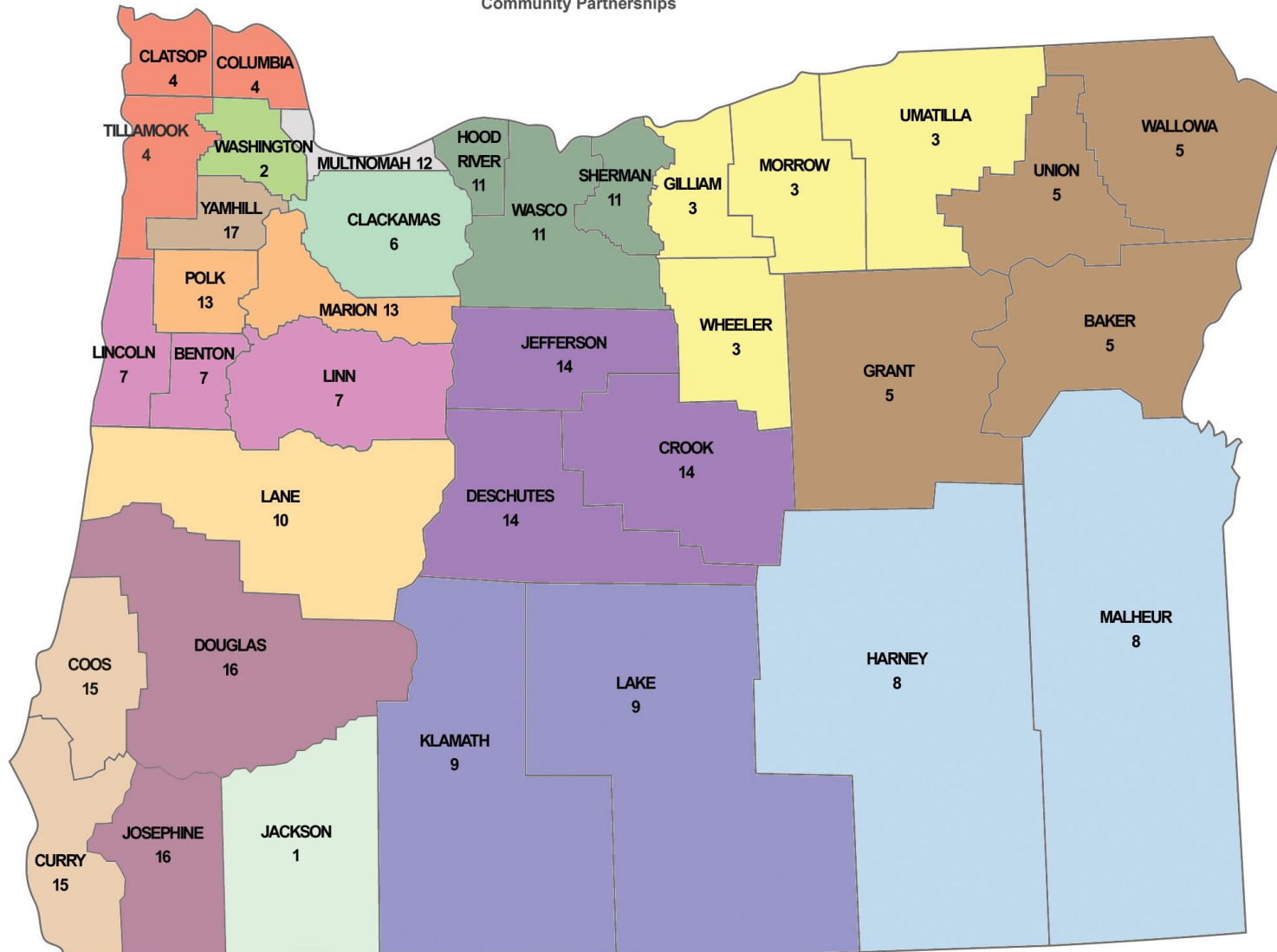
# Oregon Community Action Agencies

LISTED ALPHABETICALLY

- 1 ACCESS, Aging Community Coordinated Enterprises & Support Services
- 2 CAO, Community Action Organization
- 3 CAPECO, Community Action Program of East Central Oregon
- 4 CAT, Community Action Team, Inc.
- 5 CCN, Community Connection of Northeast Oregon
- 6 CCSSD, Clackamas County Social Services Division

- 7 CSC, Community Services Consortium
- 8 HMCAA, Harney-Malheur County Community Action Agency
- 9 KLCAS, Klamath-Lake Community Action Services
- 10 LCHSC, Lane County Human Services Commission
- 11 MCCAC, Mid-Columbia Community Action Council
- 12 MCDSCP, Multnomah County Department of School & Community Partnerships

- 13 MWVCAA, Mid-Willamette Valley Community Action Agency
- 14 NIMPACT, NeighborImpact
- 15 ORCCA, Oregon Coast Community Action
- 16 UCAN, Umpqua Community Action Network
- 17 YCAP, Yamhill Community Action Programs



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### (3) Distribution and Allocation of Funds

(a) Planned Distribution of Funds for FFY2013-FFY2014, based on FFY 2012 allocation\*

Eligible Entities	2013 CSBG Funds
ACCESS	\$256,276
Clackamas County Social Services Division	\$ 272,608
Community Action Organization	\$384,214
Community Action Program of East Central Oregon	\$155,322
Community Action Team	\$155,322
Community Connection of Northeast Oregon	\$155,322
Community in Action	\$155,322
Community Services Consortium	\$295,292
Klamath Lake Community Action Services	\$155,322
Lane County Human Services Commission	\$442,990
Mid-Columbia Community Action Council	\$155,322
Mid-Willamette Valley Community Action	\$472,683
Multnomah County Department of County Human Services	\$806,812
NeighborImpact	\$228,055
Oregon Human Development Corporation	\$155,322
Oregon Coast Community Action Agency	\$155,322
United Community Action Network	\$281,408
Yamhill Community Action Programs	\$155,322

\* OHCS will consider usage of discretionary funds to mitigate the impacts of decreases for floor agencies.

### B. Description of Criteria and Distribution Formula

Oregon allots 90 % of the funds provided to the State for grants to local eligible entities that meet the requirements of Section 675 c (2)(A)(I) of the Community Services Block Grant Act. Oregon utilizes a base + formula allocation method. In June 2010, Oregon revised the current CSBG funding formula based on poverty (50%), SNAP/Food Stamps (40%) and Poverty Rate Index (10). This process included analyzing the old indicators used (i.e. census



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poverty population) against new indicators to ensure that the distribution of CSBG reflects the needs of low-income individuals and families in each community. For FFY 2013 & FFY 2014, the floor allocation will be \$160,516. If there are increases in CSBG appropriations, all eligible entities would benefit from the increase. If there are decreases, no floor agency would fall below \$150,000. OHCS will consider usage of discretionary funds to mitigate the impacts of decreases for floor agencies. The new funding formula became effective FFY 2011.

### **C. Description of Distribution and Use of Restricted funds**

OHCS distributes 90% of our CSBG allocation, based on the criteria and distribution formula listed above, to eighteen eligible entities across Oregon. Of the eighteen entities there are four local government CAAs, thirteen private CAAs, and one statewide farmworker organization. These eligible entities are required to complete a CSBG work plan narrative for each new biennium. (Appendix E) This work plan narrative is part of OHCS's master grant agreement, which ensures the eligible entities are in compliance with Federal and State CSBG assurances and regulations. The work plan requests a narrative plan for usage of CSBG funds, a list of their tri-partite board members, a budget detailing how they will spend their CSBG over the next two years, a narrative on what programs will receive CSBG, and a section describing their ROMA process and the data they will collect to assess need. Agencies also agree to complete a community needs assessment in their agency-level Master Grant Agreement. (Appendix F) Agencies use a variety of tools to collect information on their service area and the needs of the community, including, but not limited to, partner agencies' health and education surveys, ROMA data. Contracts for the biennium are drawn up after the CSBG Program Analyst approves the work plan narrative. OHCS allocates the funds only after the contract has been approved and signed by all parties involved. The fiscal compliance auditor for OHCS will then visit the eligible entities no less than once every three years to ensure that they are spending their CSBG in the manner that they had stated in their contract. CSBG Monitoring Assessment Tool to be used by the program compliance officer is located in Appendix G.

### **1. Description of Distribution and Use of Discretionary Funds**

OHCS plans to spend CSBG discretionary in the following ways:

#### **Administration and Communication:**

- Supporting Community Action Partnership of Oregon (CAPO), a statewide organization comprised of the executive directors of Oregon's Community Action Agencies. CAPO provides statewide coordination and communication between eligible entities and coordinates and develops training opportunities for the CAA network.

#### **Emergency Assistance:**

- Making funds available for specific community emergencies that may arise due to extreme weather conditions or other emergency/disaster situations.

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### **Training and Technical Assistance:**

- Training and Technical Assistance for the CAA network, including ROMA, Family Development, fiscal management, organizational capacity-building and other trainings or projects deemed beneficial and/or innovative.

### **Information Systems Management and Development:**

- Supporting partners to incorporate other data tracking through Service Point for the collection of ROMA and NPI data and sub-grantees outcomes and results.

### **E. Description of Use of Administrative Funds**

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

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

#### **Budgeted staff costs:**

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

#### **Staff Development:**

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

#### **Budgeted other costs:**

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

\*Estimated 5% administrative funding based on 2012 Award

<b>Administrative Costs</b>	<b>*FFY 2013 &amp; 2014 combined</b>
Personnel	\$ 299,496
Benefits	\$ 130,528
Staff Development	\$ 8,000
Other Costs	\$ 100,000

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### **F. State Community Services Program Implementation**

#### **(1) Program Overview:**

##### **(a) The Service Delivery System**

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

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

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

##### Federal Funds

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

##### Non-Federal Funds

- Emergency Housing Account Fund
- State Homeless Assistance Program
- Oregon Energy Assistance Program
- General Fund Food Program
- Energy Conservation Helping Oregonians (ECHO)

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### Eligible entities and geographical areas:

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

### (b) Linkages

#### 10-Year Plan for Oregon Initiative

Oregon's Governor Kitzhaber has created the 10-Year Plan for Oregon Initiative to develop a strategic planning process that makes state spending decisions more transparent and results-focused. The long-term planning framework combined with a citizen informed, outcome-based budget process is intended to deliver results in six high-level outcome areas:

- **Education:** Oregonians are prepared for lifelong learning, rewarding work and engaged citizenship.
- **Healthy People:** Oregonians are healthy and have the best possible quality of life at all ages.
- **Economy and Jobs:** Oregon has a diverse and dynamic economy that provides jobs and prosperity for all Oregonians.

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- **Healthy Environment:** Manage Oregon's air, water, land and wildlife resources to support a healthy environment that sustains Oregon communities, Oregon's economy and the places Oregonians treasure.
- **Safety:** Oregonians will be safe where they live, work and play.
- **Improving Government:** Government will be trustworthy, responsive and solve problems in a financially sustainable way.

The Governor's innovative process to determine funding investments and strategies requires each outcome area to be looked at through the lenses of fiscal sustainability, service quality and affordability; opportunity for prosperity for all Oregonians and; equity for all Oregonians.

This approach creates the opportunity to view poverty holistically recognizing that the needs of poor Oregonians cross agency and service boundaries. The potential for expanding linkages within and outside of the human service, housing and health systems offers the opportunity to better understand how other policies (e.g. transportation, natural resources, justice) impact poverty. Ultimately, poverty in Oregon will be addressed within a broader systemic context resulting in improved service delivery, increased preventative measures, and shared accountability for results. These efforts are being directed through an innovative Prosperity Initiative which, for the first time, analyzes barriers to prosperity and sets system-wide strategies and goals to addressing them. Oregon Housing and Community Services and representatives from community action agencies have a key role in the development of the initiative's Prosperity Plan.

### **Rural Oregon Continuum of Care (ROCC)**

The Rural Oregon Continuum of Care convenes a multitude of homeless housing providers together from around the state to develop projects that address gaps identified through Continuum of Care assessments across the state of Oregon. The Rural Oregon Continuum of Care Board of Directors includes representatives from HOPWA, Mental Health, Department of Corrections, Department of Education, Law Enforcement, Veterans' Assistance, community action agencies and other nonprofit providers, including homeless/formerly homeless people. The intent of the various seats on the board is to create a model of how the local continua should be organizing and working together within their own communities. By-laws govern selection of new or replacement representatives. An annual general election is held for the Board of Directors, who vote in the chair, recommend funding per the evaluation subcommittee and provide project oversight. Subcommittees address performance, training issues, improvement of data tracking and reporting, and encourage non-Continuum of Care programs to participate in the Homeless Management Information System.(HMIS).

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

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instrumental in forming new partnerships. The Rural Oregon Continuum of Care incorporates the CAAs within 28 rural counties, and is only one of 7, operating throughout the state. Each CAA participates in a continuum of care, though not all participate in the Rural Oregon Continuum of Care.

### **The Tenant Readiness Program (TRP)**

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

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

Additionally, representatives from the community action network attend task force meetings which address poverty on a regular basis. These task forces include: Hunger Relief Task Force, Health Care for the Homeless, Ending Homelessness Advisory Council, Advisory Committee on Energy, Governor's Task Force on Veterans' Services and other related meetings.

### **(c) Coordination with Other Public and Private resources**

#### **Ending Homelessness Advisory Council**

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

Since the 2008 release of the state's 10-year Plan to End Homelessness, Oregon has struggled to emerge from the recession, yet the recession's impacts continue across the state. Unemployment, declines in housing values and increased foreclosures prevail.

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- Oregon's 2011 unemployment rate was 8.9 percent with 188,271 Oregonians unemployed
- In 2010, the poverty rate was 15.8%, or 596,649 people in poverty. That's a 25% increase since 2007.
- 104,156 households were provided energy assistance through OHCS in federal FY 2011.
- 845 renter households received HOMETBA rental assistance in FY 2012 (July 2011 - June 2012). 700 of those households had income less than 30% of median income.
- In calendar year 2010, 27% of all renter households in Oregon faced an extreme rent burden, paying 50% or more of their income in monthly housing costs.
- The top two reported causes of homelessness in 2011 were unemployment (23 percent) and inability to pay rent (22 percent).

Despite the influx of American Recovery and Reinvestment Act (ARRA) dollars, Oregon witnessed an increase in the number of people experiencing homelessness, rising from 17,122 in 2009 to 22,116 individuals in January, 2011.\*

Of those people:

- 6,686 were children
- 3,748 were families with children
- 9,548 were single adults
- 3,277 were households indicating unemployment as their cause of homelessness.

### **EHAC continues its efforts to reduce homelessness in the community by increasing resources and partnerships:**

- The Homelessness Prevention and Rapid Rehousing program of the American Recovery and Reinvestment Act, assisted 9,894 people who were homeless or at risk of homelessness.
- This biennium, Document Recording Fee revenues, together with the Housing Trust Fund proceeds, have provided gap funding for over 1200 units of affordable multi-family housing, helped 14 regional housing centers provide resources and counseling for first time homebuyers, enabled close to 120 homeowners to buy their first home through the provision of down payment assistance, and enhanced the effectiveness and capacity of non-profit community partners through training opportunities
- OHCS and its partners developed 654 new units of affordable housing and preserved 816 units of affordable housing with existing federal subsidies.
- Across the state, local non-profits provided nearly 13,000 beds for people experiencing homelessness.
- OHCS provided resources to train seven benefit specialists at four Community Action Agencies to help very low-income people with disabilities, including those experiencing homelessness, apply for federal SSI/SSD disability benefits.



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- The Ending Homeless Advisory Council approved funding to provide technical assistance to 18 rural counties in Oregon to develop and implement local 10-year plans to end homelessness. By the end of 2011, all of those counties will have plans to end homelessness in their communities.
- EHAC also strengthened collaboration with the Veterans' Affairs Department to integrate the VA's five-year plan to end veteran's homelessness with local ending homelessness plans. Adopting plans and strategies for addressing community-wide needs is critical to produce results, build community will and develop additional resources to end homelessness.

*\*(source: Year Two Status: Oregon's 10-Year Plan to End Homelessness, EHAC 2011 Annual Report)*

OHCS and our partners know that everyone deserves a safe place to call home. Housing gives people the opportunity to succeed in life. We are committed to our plan to make that vision a reality and end homelessness in Oregon. To achieve our goal of ensuring that everyone has a safe, stable place to call home, our goals in the near-term remain to:

- Prepare state and community partners to implement recent changes in federal law and programs such as the HEARTH Act's revised definition of homelessness and enhanced focus on outcomes.
- Support local understanding and implementation of the Affordable Care Act and health care provision for people experiencing homelessness.
- Assist in state and local efforts to implement U.S. Department of Veterans Affairs programs to end homelessness among veterans and their families.
- Revisit and revise the mission and structure of EHAC to be more effective in this time of shrinking state and federal funding.

### **The Hunger Relief Task Force**

The Oregon Hunger Task Force was created by the State Legislature in 1989 to collaborate with state agencies, businesses, non-profits, public officials and local communities to end hunger in Oregon. Through these collaborative partnerships, the Task Force promotes community awareness, compiles research, develops proposals for government action and conducts outreach to expand participation in Federal Nutrition Programs. Task Force membership includes private and public sector organizations including Community Action Partners of Oregon representing the statewide network of community action agencies. The Task Force makes recommendations to the Governor, Legislative Assembly, Oregon Housing and Community Services and other state government agencies to ensure adequate, effective and efficient delivery of programs for hungry persons.

Oregon's 2010-2015 statewide plan to prevent and address hunger issues, *Ending Hunger Before it Begins, Oregon's Call to Action*, guides the current work of the Task Force. The plan contains recommendations and strategies directed toward reaching three goals:



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- Increase economic stability for people, communities, and the state
- Cultivate a strong regional food system in Oregon
- Improve the food assistance safety net

The Task Force has engaged multiple community partners in the development and implementation of the plan through field hearings, statewide Hunger Summit, and other opportunities. A new partnership with the national anti-hunger organization, Share Our Strength, has been developed to leverage support from multiple sectors to address hunger, particularly childhood hunger.

### **Oregon Food Bank Network**

Oregon's hunger rate remains high – but unchanged, according to the Household Food Security in the United States report, released September 7, 2011 by the U.S. Department of Agriculture. The number of people who ate meals from emergency food boxes through a member agency jumped 20 percent to an average of 240,000 per month. Of those, 36 percent are children. More than 700,000 Oregonians received food stamps in the month of April 2010, the highest numbers in the program's history, according to the Oregon Department of Human Services. Nearly one in five people in the state are relying on the government assistance to help buy food, compared to about one in eight nationally.

OHCS works collaboratively with Oregon Food Bank (OFB) for the statewide distribution of emergency food boxes. OFB collects and distributes food to people who are hungry through a cooperative statewide network, Oregon Food Bank Network of Regional Food Banks.

The Network of Regional Food Banks is a cooperative statewide coalition of 20 regional food banks working to eliminate hunger and its root causes. OFB equitably distributes food from farms, manufacturers, wholesalers, retailers, individuals and government sources throughout this Network. The Network serves a large geographic area that covers diverse urban and rural communities. Each presents challenges and opportunities for organizations that serve people with low incomes. The statewide Network allows food bankers to ensure efficient and equitable distribution of emergency food boxes across Oregon and Clark County, Wash. OFB distributes food to 20 regional food banks, which, in turn, distribute food to 947 local agencies and programs, such as food pantries, soup kitchens and shelters and more. These local programs provide food directly to people who are hungry in the form of boxes of food for people to take home or prepared meals. The OFB Network serves an average of 240,000 hungry people each month.

Since 1982, OFB has been leading the fight against hunger in Oregon and southwest Washington by collecting and distributing food statewide. The Oregon Food Bank and Oregon Food Bank Network is an effective and efficient system in fighting to eliminate hunger:

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

The General Fund Food Program (GFFP), state funding source, supports food banks throughout Oregon in two key ways. First, funds are provided for Oregon Food Bank to purchase bulk food, which is repacked into family-size portions by volunteers. This repacked food, such as rice, pasta, and beans, is shipped by OFB to the regional food banks throughout Oregon and becomes the building blocks of nutrition in emergency food boxes. Second, the GFFP provides capacity-building resources to each of the 20 regional food banks. GFFP supports their efforts to distribute food throughout their local service areas through the purchase of capital equipment or by leveraging additional local contributions. These capacity-building funds are equally divided among the 20 regional food banks.

The capacity-building portion of the General Fund Food Program leverages private-sector community support for the food bank network through local development efforts. For example, in the last biennium (2010-2011) the General Fund Food Program leveraged more than \$1.7 million in local funding for food banks, 6.6 million pounds in local food donations, and 53,000 hours of volunteer service.

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### **Community Action Partnership of Oregon (CAPO)**

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

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

### **Oregon Thrives**

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

### **Oregon Volunteers**

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

The Oregon Commission on Voluntary Action and Service (OCVAS) is composed of up to 25 voting members who are appointed to three-year terms by the Governor and confirmed by the Oregon Senate. The commission is a non-partisan, diverse group of citizens that governs the activities of Oregon Volunteers. Effective May 2012, Oregon Volunteers became the administrator of the state general fund allocation for local CASA (Court Appointed Special Advocates) programs for Oregon.

### **Energy Assistance Programs**

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

Programs include:

- Low Income Home Energy Assistance
- Oregon Energy Assistance
- American Recovery and Reinvestment Act

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- Low Income Weatherization Assistance

### National Partners:

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

### Regional Partners:

- Bonneville Power Administration
- Northwest Power and Conservation Council
- Energy Outwest / Regional Peer Exchange

### Statewide Partners:

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

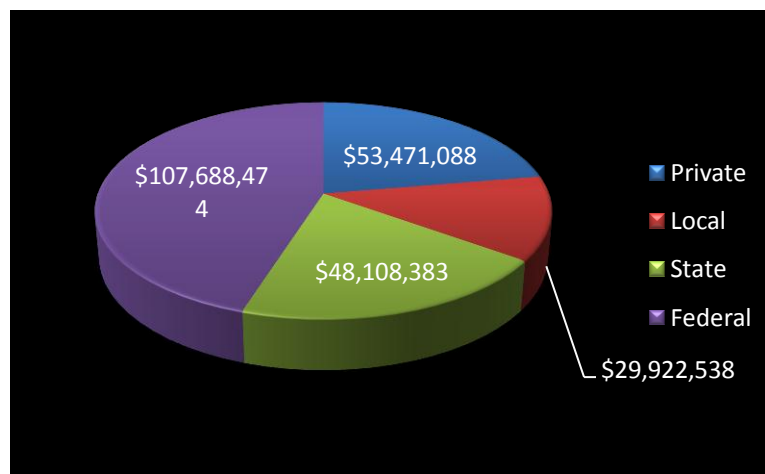
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The chart below shows how the CAAs in Oregon use CSBG by Service Category.

Service Category	CSBG Funds
1. Employment	\$38,500
2. Education	\$226,051
3. Income Management	\$691
4. Housing	\$224,448
5. Emergency Services	\$926,397
6. Nutrition	\$1,342,194
7. Linkages	\$1,438,304
8 Self Sufficiency	\$1,337,361
9. Health	\$102,532
<b>TOTALS</b>	<b>\$5,636,478</b>

The chart below illustrates the funds that pass through our CAAs. (FFY 2012)

### Other Resources Administered by the CSBG Network



### **(d) Innovative Community and Neighborhood Based Initiatives**

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

#### **United Community Action Network (UCAN) Douglas and Josephine Counties Healthy Kids Program**

The United Community Action Network (UCAN) partnered with over 60 schools, businesses, and local organizations to bring the Healthy Kids Program to Douglas and Josephine Counties. Healthy Kids provides uninsured children in Oregon with free or low-cost health care. Through outreach activities, UCAN identifies “hard to reach” children and assists the families with the application and enrollment processes. Once the applications are sent to the state for processing, UCAN continues to act as an intermediary between the state and the child, ensuring they receive renewal notices and assistance with eligibility issues. In addition to conducting application assistance appointments, UCAN educates local Douglas County communities about the Healthy Kids Program, and work to bring the program to families in their areas. This program, initially started in 2010, has continued to thrive with the support of CSBG funding. In 2011, over 240 families received assistance to join the Healthy Kids Program.

#### **Oregon Human Development Corporation (OHDC) Serving Multiple Counties National Farmworkers Jobs Program – Washington County**

The Oregon Human Development Corporation (OHDC), building on the initiatives of the National Farmworker Jobs Program, introduced new career exploration techniques that pair job seekers with professionals in their desired field.

Interested participants take a Job Readiness course and receive education on successful job searching techniques and employment transition skills. Once completed, a program coordinator matches the client with a professional in their desired field. Through a partnership with the Hillsboro Chamber of Commerce, job seekers have been paired in many areas and organizations, including Wells Fargo, Portland State University and the National Alliance of Mental Illness. Meeting with these employers on a one-on-one basis provides job seekers with an invaluable experience that has led to successful employment for many. Participants are able to ask questions, gain confidence in interviewing and gain exposure to careers that farmworkers do not generally get exposed to.

CSBG Funds are used to support staff time, outreach and the future expansion of this project into the other 7 counties served by OHDC.

#### **Klamath Lake Community Action Services (KLCAS) Klamath and Lake Counties Representative Payee Program**

KLCAS developed a Benefit Specialist position in 2010 and soon after received many inquiries from the community for representative payee services. It became clear that this was a need in the community, and that a service of this kind would ensure that clients basic needs could be met, including housing, utilities, food and medical expenses.

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The agency looked to the Social Security Administration, Klamath County Mental Health and a variety of other professionals in the community to setup a safety net for clients who needed this important assistance in successfully managing their funds. Local social security staff assisted the agency by providing expertise in the planning and implementation. Klamath County Mental Health became a key source of referrals. Adult foster home staff and local landlords assist with housing needs. The Southern Oregon Regional Brokerage Group became involved to assist in case management of clients who may be able to work part-time. To ensure the program's success, the agency monitored the transition for clients to transfer services from Mental Health to the agency, ensured proper file systems and documentation processes were in place, hired a full-time staff person to coordinate the program, and sought to build the client base in a progressive manner. To date, 98% of clients have transferred smoothly to the program. Since the program officially began in June, over 80 clients are having their basic needs met, including the continuation of receiving their SSI benefits and living more stable lives.

CSBG funds supported the hiring of a full-time representative payee that is able to work the clients and community partners to ensure the success of the program.

### **(2) Community Needs Assessments**

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

- (a) Using a community-based planning process which involves community members (particularly low-income community members) in the identification of community needs and development of strategies to meet those needs;
- (b) Coordinating resources to fund strategies designed to address needs;
- (c) Providing a continuum of services that assist community members to deal with emergency needs, stabilize thorough maintenance services and move toward self-sufficiency;



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- (d) Determine the effectiveness of strategies included in the CSBG Reporting Forms through use of outcome-based objectives, which are based on the six national goals for ROMA.

In completing their work plan narrative, an applicant must demonstrate that these four concepts are utilized. (Appendix E-F)

### **(3) Tripartite Boards:**

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

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

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

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

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



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- (1) A tripartite board, which shall have members selected by the organization and shall be composed so as to assure that not fewer than one third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members -
  - (A) Are representative of low-income individuals and families in the neighborhood served;
  - (B) Reside in the neighborhood served;
  - (C) Are able to participate actively in the development, planning, implementation and evaluation of programs funded under this chapter; or
- (2) Another mechanism specified by the State to assure decision making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs funded.

The Program Delivery Division reviews this structure through its monitoring process, which ensures that all Board representation requirements are met.

(4) **State Charity Tax Program:** This is not applicable for the State of Oregon.

(5) **Programmatic Assurances:**

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

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

- i. remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);*
- vii. secure and retain meaningful employment;*
- viii. attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;*
- ix. make better use of available income;*
- x. obtain and maintain adequate housing and a suitable living environment;*
- xi. obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and*
- vii. achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing*

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*authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;*


Section 813-210-0010 of the Oregon Administrative Rules (Appendix G) provide guidelines for eligible activities funded by CSBG. All grantees are free to customize strategic approaches to reduce or eliminate one or more of these poverty conditions. They may include a range of services, both direct and/or indirect, and activities, all of which must have a measurable and potentially major impact on causes of poverty in Oregon communities. The Program Delivery Division follows this Rule provision in approving CSBG-funded programs. Under those Rules, funds made available under the Community Services Block Grant may be used for programs to assist low-income participants including the elderly poor.

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

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

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Below are programs and services offered by Community Action Agencies in Oregon:\*



**Programs/Services Offered By Community Action Agencies**

	ACCESS	Community Action	Community Action Program of East Central Oregon	Community Action Team, Inc.	Community Connection of NE Oregon	Clackamas Social Services	Community Services Consortium	Community In Action	Klamath/Lake Community Action Services	Lane County Human Services Commission	Mid-Columbia Community Action Council	Multnomah Dept. of County Human Services	Mid-Willamette Valley Community Action Agency	Neighborhood Impact	Oregon Coast Community Action	United Community Action Network	Yamhill Community Action Partnership	Oregon Human Development Corporation
Advocacy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Child Care		✓		✓	✓								✓	✓	✓	✓	✓	
Community/Economic Development		✓	✓	✓	✓		✓						✓		✓			
Domestic Violence Victims Assistance								✓	✓	✓		✓						
Employment Training			✓				✓			✓		✓						✓
Energy Assistance (LIHEAP)/Weatherization	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Family/Homeless Shelters	✓			✓					✓	✓		✓		✓	✓		✓	
Food	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
Programs for home buyers, owners and renters	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		
Head Start		✓		✓			✓						✓	✓	✓	✓		
Housing	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
Information and Referral Service	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
In-Home Care/Lifespan Respite Care			✓		✓	✓												
Life Skills/Parent Training/Self-Sufficiency Programs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Migrant/Farmworker Services		✓											✓					✓
Transportation		✓	✓	✓	✓	✓	✓	✓		✓						✓		
Senior/Youth Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Veterans Services		✓		✓	✓	✓	✓			✓						✓		
Volunteer Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

\*Source: Community Action Partnership of Oregon(CAPO)

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- (2). *To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs;*

A majority of the CAAs in Oregon have programs specifically for youth. These include child care, before and after school youth programs, and runaway and/or homeless youth programs. Below are a few examples of the services being provided for youth in Oregon:

### **Mid-Columbia County Action Council (MCCAC) Homeless/Runaway Youth Outreach**

Seeing a need for outreach and advocacy for homeless and runaway youth, MCCAC partnered with the largest school district in their area to create a staff position that would identify and assist homeless and runaway youth. Working with an original grant of \$5000 from the school district, the staff member was able to identify over 100 school-aged children, and thus collaborate with the district's homeless liaison to help bridge a gap in services for this vulnerable population. Mid-Columbia Medical Center, Fred Meyer's and other for-profit business partners also participated in fundraising efforts spearheaded by MCCAC, and a Christmas gift card drive on behalf of the homeless youth generated over \$1800. Money raised was used to purchase school clothes and school supplies, among other things. CSBG funds helped supplement the cost to fund this valuable staff position.

### **Community Connection of Northeast Oregon (CCNO) Summer Food Service Program – Union and Wallowa Counties**

CCNO's Summer Food Service Program is another example of a successful youth outreach program. Designed to provide children 1-18 years of age with a nutritious, healthy lunch during the summer months, this program served over 10,600 children in Union and Wallowa Counties. Kids Club staff members were involved with this program by helping the cooks watch the children and clean up after the lunch was served. The children enrolled into Kids Club also participated in the lunch program. CSBG funds supported in paying staff salaries.

### **Oregon Coast Community Action Agency (ORCCA) Dental Van**

ORCCA's Benefits and Health Specialist has made a huge impact on the services available to the Southern Oregon Coast community. Created two years to reduce health care disparities in the community, the program provides emergency dental services,

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prescription assistance and health insurance for children. Since then, the program has continued to grow and provide much needed assistance for those with little money or no health insurance.

The program has been such a success, that ORCCA worked diligently to streamline services to reach more people and reduce waiting lists. When the dental van began services again in 2009, there was a waiting list of several hundred clients, causing many people to wait months to receive badly needed treatment. After re-vamping the process and working with the dental community, the wait time has now been reduced to 30 days.

Over the past year, ORCCA served 301 people through the dental van, 97 people through Med Net, and 30 through Healthy Kids. Expanded services include: dental support to include referrals to local dentists, added hygiene packs and toothbrushes and the inclusion of Snack Packs. The program involves many of the dentists in the community who are willing to volunteer their time and expertise to provide services at a very limited cost to patients with emergency dental needs. ORCCA's Essential Services and Development Departments have written multiple grants to secure funding to support the van, which costs roughly \$750 per visit. This coupled with CSBG funding provides a service that is invaluable to individuals in the community with significant dental needs and limited resources.

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

OHCS partners with a network of agencies and organizations to demonstrate effective use of CSBG. These partnerships include community action agencies, lead agencies for OHCS funding, local Commissions on Children and Families, the Employment Department and many more initiatives that have evolved to support the work of the 10-year Plan to End Homelessness and the Governor's 10-year-Plan for Oregon.

In July of 2012, the Oregon Commission on Children and Families (OCCF) who administered the Temporary Assistance to Needy Families fund (TANF), was dissolved as part of Governor Kitzhaber's plan to overhaul the education system, and create a more accountable system of services for children.

The Oregon Education Investment Board is now governing these efforts through two new child-focused councils: The Early Learning Council and the Youth Development Council. The councils are charged with developing and coordinating an aligned statewide continuum of services for children and youth. The OEIB will oversee the many services available, including prevention of abuse, early childhood development, skill development, and the educational and workforce opportunities for youth. This streamlining of services is aimed to make the most effective use of funds, in a time when many agencies have had to reduce early childhood and youth programming.

The State of Oregon Employment Department's JOBS for Oregon's Future (JOBS) serves community members on public assistance. The program aims to help low-income

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families avoid the need for welfare. For people who are TANF recipients, JOBS provides additional employment assessment, training in workplace basics, job training, work-search assistance and family-stability services such as alcohol and drug treatment and domestic-violence intervention. The program underwent significant funding cuts in 2011, but continues to assist with job searching, work experience, subsidized employment and GED assistance.

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

WorkSource Oregon provides an extensive online database of resources and skill-building tools to assist job seekers, including special-focus sections such as: Veterans Priority of Service, job seekers of limited English, job seekers with disabilities, youth, ex-offender (reentry) and Trade Act programs.

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

*(b)Assurance '676(b)(4) Eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.*

Oregon CAAs will:

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

In addition to the above purposes of the grant, activities funded through this award will include: outreach and public education activities designed to inform low-income, unemployed individuals of the nutrition services available under various federally-assisted programs, to eliminate hunger and its root causes.

These efforts will include:

- Document the extent of hunger in Oregon
- Help coordinate, implement and publicize existing services
- Advocate for programs and policies that serve the low-income population of Oregon and eliminate hunger



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- Child nutrition outreach efforts to expand participation in summer food programs, childcare, and after-school snack and meals programs
- Expand education and outreach regarding statewide food stamp programs: enroll more eligible Oregonians in the program by reducing barriers and simplifying the application process.
- Promote the need for improved state and local data collection and methods of measurement to find out who is hungry and how to meet the nutritional needs of all Oregonians
- Streamline services and improve accessibility to existing programs
- Develop strategies to ensure adequate social supports for low-income Oregonians at the state and federal level to promote stable families

*“Working together to end hunger in Oregon”*

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

Oregon CAAs are required to submit work plan narratives in which they state that they will coordinate and establish linkages to other social service agencies (private, local, federal or faith-based). They are also required to report on how many partnerships they have helped establish and/or maintain in Oregon’s ROMA report. Oregon provides one-stop shopping for jobs, workers and training. Oregon businesses that are searching for skilled workers, as well as workers searching for training appropriate to the needs of Oregon business can access this information through the job resource database and informational website called WorkSource Oregon.

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

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



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

OHCS and our CAAs are committed to coordinate programs and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. For example, our CAAs have contracted and will continue to contract with faith-based organizations. (Appendix H)

### **G. Fiscal Controls and Monitoring**

#### **(1) State Program Monitoring**

OAR 813-230-015 states the monitoring responsibilities of Oregon's CSBG eligible entities. (Appendix I)

**(a)** A full onsite review of each entity at least once during each 3-year period;

- An agency that contracts with the Department under an antipoverty program subject to this Division is subject to periodic monitoring by the Department as stipulated by the funding source for the agency. (OAR 813-230-015-1)
- Monitoring shall include, but is not limited to: Pre-monitoring questionnaire, entrance Interview, inspection of client files, program records and reports, fiscal records including original receipts for expenditures, compliance with contract provisions, compliance with state and federal regulations and an exit interview. (OAR 813-230-015-2)

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

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

**(c)** Follow up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards and requirements established by the State;

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

### OAR 813-210-0050(d)

- An annual audit shall be made of operations of the Subgrantee Agency funded by the Program, including delegated funds, as part of the Subgrantee Agency's normal audit cycle. An Audit report of the Subgrantee Agency's program year just ended shall be submitted by the Subgrantee Agency to the Department within six months after the close of that program year. The audit shall be conducted by a qualified and independent certified public accountant and shall meet the standards established by the Comptroller General of the United States and published in the "Standards for Audits of Governmental Organizations, Programs, Activities and Functions" (USGOP Stock No. 2000-00110), "Guidelines for Financial and Compliance's Audits of Federally Assisted Program" (USGOP Stock No. 020-

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000-081-0) published by the United States General Accounting Office and the Audit Standards supplements series of publications. These publications are available from the Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402

Oregon's monitoring procedures are based on materials available through the Standard Monitoring Principles and Practices guide created by the National Association of State Community Services Programs (NASCSPP). Oregon combines desk monitoring and on-site visits in their monitoring processes.

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Per OHCS and CSBG requirements, a three-year monitoring cycle is maintained. The chart below illustrates the past and future monitoring cycle from 2009-2014.

Agency	2009 Monitoring	2010 Monitoring	2011 Monitoring	2012 Monitoring	2013 Monitoring	2014 Monitoring
<b>ACCESS</b>		June 23, 2010	July 14-15, 2011			TBC
<b>CAO</b>	December 17, 2009		January 20, 2011			TBC
<b>CAPECO</b>	November 3, 2009			TBC		
<b>CAT</b>		May 3, 2010			TBC	
<b>CCNO</b>	November 3, 2009		June 27-29, 2011			TBC
<b>CCSSD</b>		April 12, 2010			TBC	
<b>CINA</b>		August 9, 2010			TBC	
<b>CSC</b>		April 14, 2010			TBC	
<b>KLCAS</b>		July 14, 2010			TBC	
<b>LANHHS</b>		May 10, 2010			TBC	
<b>MCCAC</b>	November 2-4, 2009			TBC		
<b>MULTCO</b>		May 17, 2010	July 26, 2011			TBC
<b>MWVCAA</b>		June 11, 2010	Oct 11, 2011			TBC
<b>NIMPACT</b>		June 15, 2010			TBC	
<b>OHDC</b>		August 5, 2010	Sept 27, 2011			TBC
<b>ORCCA</b>		June 22, 2010			TBC	
<b>UCAN</b>		July 15, 2010	July 13, 2011 Program			TBC
<b>YCAP</b>	December 14, 2009		January 25, 2011			TBC

*\*To Be Completed*

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<b>MGA Monitoring</b>					
<b>Agency</b>	<b>Location</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2012 Sched</b>
ACCESS	Medford		Jul 13-14		Aug 20-23
CAPO	Salem	Sept 29-30		Apr 24-25	
CAO	Hillsboro		Jan 20-21	Jan 24-25	
CAPECO	Pendleton	May 11, 12	May 24-25		Oct 2-4
CAT	St Helens	Jan 12, 13	Jul 19 & 21		Sep 17-21
CCN	LaGrande	May 12, 13	Jun 28-29		Aug 28-30
CCSSD	Oregon City		Nov 29, Dec 1		Oct 30-Nov 1
CSC	Albany	Feb 9, 10	Dec 6-7		
CinA	Ontario	July 28-30	Sep 7-8		Aug 7-9
Food for Lane County	Eugene				Sep 6
KLCAS	Kfalls	Mar 15, 16	Apr 7-8		Sep 11-12
Klamath Tribe	KFalls	Mar 16, 17	Apr 5-6		Sep 13-14
LANHHS	Eugene	Oct 12-13	Nov 15-16		Sep 25-26
MCCAC	The Dalles	Nov 2	Aug 22-23		Oct 23-24
MCHA	The Dalles	Nov 3-4			Oct 25
MULTCO	Portland	Oct 5-6	Jul 26		Oct 9-10
MWVCAA	Salem	Sep 23-24	Oct 11		Dec 18-19
Neighbor Impact	Redmond	August 12-13	Aug 9-10		Jul 9-12
NOHA	Warrenton		Mar 16	Jan 9-10	
OFB	Portland	Sept 14-15	Sep 13-14		Sep 4-5
OHDC	Portland	August 5-6	Sep 27-28		Nov 27-28
ORCCA	Coos Bay	Nov 30-Dec 1	Oct 4-5		Jul 16-19
Siletz Tribe	Siletz		Apr 27		Oct 16
SVDP	Portland	Sept 9-10	Dec 13-14		Nov 6-7
UCAN	Roseburg	August 3-4	Oct 18-19		Jul 31- Aug 2
Warm Springs Tribe	Warm Springs		Mar 22	Mar 27	
YCAP	McMinnville		Jan 25	Jan 18-19	
<b>As of 7/2/12</b>					

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### **(2) Corrective Action, Termination and Reduction of Funding**

*Section 678C of the Act requires states to comply with certain requirements in the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the Community Services Block Grant Program or to meet appropriate standards, goals, and other requirements established by the State, including performance objectives.*

#### **OAR 813-210-0060 Reduction of Termination of Funding**

- (1) No Migrant and Seasonal Farmworker Organization which received CSBG funding in the previous federal fiscal year shall have its present or future CSBG funding terminated or reduced below the proportional share of funding it received in the previous federal fiscal year unless, after notice and opportunity for hearing on the record, the Department determines that cause existed for such termination or reduction, subject to the procedures and review by the Director and Secretary for the United States Department of Health and Human Resources.
- (2) For purposes of making a determination with respect to CSBG funding reduction or termination, the term "cause" includes but is not limited to:
  - (a) A statewide redistribution of CSBG funds to respond to:
    - A. The results of the most recently available census or other appropriate data;
    - B. The establishment of a new Migrant and Seasonal Farmworker Organization;
    - or
    - C. Severe economic dislocation; and
  - (b) The failure of a Migrant and Seasonal Farmworker Organization to comply with the terms of its CSBG contract with the Department or the Community Services Block Grant Act as amended by Public Law 101-501.

In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:

- inform the entity of the deficiency to be corrected;
- require the entity to correct the deficiency;
- offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
- at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality

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improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;

- after providing adequate notice and an opportunity for a hearing, initiate
- proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [678(C)(a)]

### **(3) Fiscal Control, Audit and Withholding:**

An SOS CSBG audit was completed for the period through 6/30/11.

In compliance with Sections 678D(a)(1) and 678D(a)(2) of the Act, the Program Delivery Division works closely with the Finance Section of Oregon Housing and Community Services to monitor subgrantees compliance with their submitted financial plans on a weekly/monthly basis. To meet the standard stated herein, the “Management Letter” will be required as part of the audit. The audit report must agree with the final financial statements submitted to OHCS. The auditor, or subgrantee, must furnish reconciling information if the Audit Statements and Final Quarterly Financial Statements are in disagreement. Audit adjustments must be made to the financial reports for the second quarter following the period of the audit report and detailed explanation of the adjustments made; Audit reports received by OHCS will be examined and a timely response made by OHCS (Compliance Monitor/Program Analyst ).

The monitoring response will address the auditor’s statements contained in the report along with any other problems reflected in the audit report, i.e., differences between the audit report financial statements and the reports submitted to OHCS. It will be the subgrantee’s responsibility to correct all audit deficiencies. The subgrantee’s corrective actions must be made promptly. Subgrantees must attempt to complete corrective actions and audit closure process within 90 days of date OHCS monitoring letter.

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

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

- In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance



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objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:

- 1) inform the entity of the deficiency to be corrected;
  - 2) require the entity to correct the deficiency;
  - 3) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
  - 4) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
  - 5) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency.
- [678(C)(a)]

(c) In compliance with assurance 676(b)(10); Oregon requires eligible entities to establish procedures under which low-income individual, community organization, or religious organization, or representation of low-income individuals that considers its organization, or low-income individuals to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.

### **H. Accountability and Reporting Requirements**

#### **(1) Results Oriented Management Accountability (ROMA)**

Within the CAA network, there are two nationally certified ROMA trainers who serve as a resource for the network by providing technical assistance and training CAA staff. ROMA trainings are held at a minimum of twice a year and are coordinated through the statewide CAP association, Community Action Partnership of Oregon (CAPO).

CAPO utilizes the ROMA trainers and a ROMA consultant to educate attendees on the philosophy and implementation of ROMA. Currently under development is an additional annual training that will occur in the month after submission of the CSBG-IS report. This training will teach tools and techniques for community action staff to more effectively review, interpret and analyze their data, as well as how to apply the findings to strategic organizational planning.

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

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

**Goal 2:** The conditions in which low-income peoples life are improved

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

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

**Goal 5:** Agencies increase their capacity to achieve results

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

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

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

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

Goal #	# Agencies Reporting	2011 Goals and Indicators
<b>Goal 1</b>		<b>Low-Income People Become More Self-Sufficient</b>
<b>1.1</b>		<b>Employment</b>
1.1A	12	Unemployed and obtained a job
1.1B	10	Employed and maintained a job for at least 90 days
1.1C	10	Employed and obtained an increase in employment income and/or benefits
1.1D	9	Achieved "living wage" employment and/or benefits
<b>1.2</b>		<b>Employment Supports</b>
1.2A	11	Obtained skills/competencies required for employment
1.2B	7	Completed ABE/GED and received certificate or diploma
1.2C	5	Completed post-secondary education program and obtained certificate or diploma
1.2D	8	Enrolled children in before or after school programs
1.2E	10	Obtained care for child or other dependent

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1.2F	12	Obtained access to reliable transportation and/or driver's license
1.2G	12	Obtained health care services for themselves or a family member
1.2H	14	Obtained and/or maintained safe and affordable housing
1.2I	14	Obtained food assistance
1.2J	11	Obtained non-emergency LIHEAP energy assistance
1.2K	12	Obtained non-emergency WX energy assistance
1.3		<b>Economic Asset Enhancement &amp; Utilization</b>
1.3		<i>Enhancement</i>
1.3.1	3	Number and percent of participants in tax preparations programs who identify any type of federal or state tax credit and the aggregated dollar amount of credits
1.3.2	2	Number and percent of obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments
1.3.3	3	Number and percent enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings
1.3		<i>Utilization</i>
1.3.1	10	Number and percent demonstrating ability to complete and maintain budget for over 90 days
1.3.2	6	Number and percent opening an IDA or other savings account
1.3.3	7	Number and percent of participants who increased their savings through IDA or other savings accounts
1.3.4a	2	Number and percent capitalizing a small business due to accumulated savings
1.3.4b	2	Number and percent of participants pursuing post-secondary education with accumulated savings
1.3.4c	3	Number and percent purchasing a home with accumulated savings
1.3.4d	2	Number and percent of participants purchasing other assets with accumulated savings
<b>Goal 2</b>		<b>The Conditions in Which Low-Income People's Lives are Improved</b>
2.1		<b>Community Improvement and Revitalization</b>
2.1A	5	Jobs created, or saved, from reduction or elimination in the community
2.1B	3	Accessible "living wage" jobs created, or saved, from reduction or elimination
2.1C	5	Safe and affordable housing units in the community

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2.1D	15	Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation
2.1E	1	Accessible safe and affordable health-care services/facilities for low-income people created or saved from reduction or elimination
2.1F	5	Accessible safe and affordable child care or child development placement opportunities for low-income families created or saved from reduction or elimination
2.1G	5	Accessible before and after school program placement opportunities for low-income families created or saved from reduction or elimination
2.1 H	3	Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation
2.1I	6	Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED and post secondary education
2.2		<b>Community Quality of Life Assets</b>
2.2A	1	Increases in community assets as a result of a change in law, regulation policy, which results in improvements in quality of life assets
2.2B	2	Increase in the availability or preservation of community facilities
2.2C	3	Increase in the availability or preservation of community facilities to improve public health and safety
2.2D	0	Increase in the availability or preservation of commercial services within low-income neighborhoods
2.2E	1	Increase or preservation of neighborhood quality-of-life resources
2.3		<b>Community Engagement</b>
2.3A	16	Number of community members mobilized by Community Action that participate in community revitalization and the anti-poverty initiatives
2.3B	18	Number of volunteer hours donated to the agency
2.4		<b>Employment Growth from ARRA Funds</b>
2.4A	6	Jobs created at least in part by ARRA funds
2.4B	8	Jobs saved at least in part by ARRA funds
<b>Goal 3</b>		<b>Low-Income People Own a Stake in Their Community</b>
3.1		<b>Community Enhancement through Maximum Feasible Participation</b>
3.1	16	The number of volunteer hours donated to Community Action by low income volunteers

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3.2		<b>Community Empowerment through Maximum Feasible Participation</b>
3.2A	16	Number of low-income people participating in formal community organizations, government. Boards or councils that provide input to decision-making and policy setting through community action efforts
3.2B	4	Number of low-income people acquiring businesses in their community as a result of community action assistance
3.2C	8	Number of low-income people purchasing their own homes in their community as a result of community action assistance
3.2D	11	Number of low-income people engaged in non-governance community activities or groups created or supported by community action
<b>Goal 4</b>		<b>Partnerships Among Supporters and Providers of Service to Low-Income People are Achieved</b>
4.1	various	Number of organizations Community Action Agencies work with to promote family and community outcomes
<b>Goal 5</b>		<b>Agencies Increase Their Capacity to Achieve Results</b>
5.1	18	Various Measures Reported
<b>Goal 6</b>		<b>Low-Income People, Especially Vulnerable Populations, Achieve their Potential by Strengthening</b>
6.1		<b>Independent Living</b>
6.1A	14	Senior Citizens
6.1B	14	Individuals with Disabilities
6.2		<b>Emergency Assistance</b>
6.2A	16	Emergency Food
6.2B	16	Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources
6.2C	14	Emergency rent or mortgage assistance
6.2D	7	Emergency car or home repair
6.2E	13	Emergency temporary shelter
6.2F	9	Emergency medical care
6.2G	9	Emergency protection from violence
6.2H	6	Emergency legal assistance
6.2I	10	Emergency transportation
6.2J	3	Emergency disaster relief
6.2K	9	Emergency clothing
6.3		<b>Child and Family Development</b>
6.3A		<i>Infants and Children</i>
6.3A1	9	Infants and children obtain age appropriate immunizations, medical and dental care

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6.3A2	11	Infant and child health and physical development are improved as a result of adequate nutrition
6.3A3	11	Children participate in pre-school activities to develop school readiness skills
6.3A4	9	Children who participate in pre-school activities are developmentally ready to enter kindergarten or 1st grade
6.3B		<i>Youth</i>
6.3B1	6	Youth improve physical health and development
6.3B2	7	Youth improve social/emotional development
6.3B3	5	Youth avoid risk-taking behavior for a defined period of time
6.3B4	5	Youth have reduced involvement with criminal justice system
6.3B5	6	Youth increase academic, Athletic or social skills for school success by participating in before or after school programs
6.3C		<i>Parents and Other Adults</i>
6.3C1	12	Parents and other adults learn and exhibit improved parenting skills
6.3C2	9	Parents and other adults learn and exhibit improved family functioning skills
6.4		<b>Family Supports (Seniors, Disabled and Caregivers)</b>
6.4A	4	Enrolled children in before and after school programs
6.4B	3	Obtained care for child or other dependent
6.4C	6	Obtained access to reliable transportation and/or driver's license
6.4D	9	Obtained health care services for themselves or family member
6.4E	11	Obtained and/or maintained safe and affordable housing
6.4F	11	Obtained food assistance
6.4G	13	Obtained non-emergency LIHEAP energy assistance
6.4H	9	Obtained non-emergency WX energy assistance
6.4I	10	Obtained other non-emergency assistance (State/local/private energy programs)
6.5		<b>Service Counts</b>
6.5A	17	Food boxes
6.5B	12	Pounds of food
6.5C	8	Units of clothing
6.5D	10	Rides provided
6.5E	15	Informational and referral calls

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## Oregon ROMA Measures

### Family Goals

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

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

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

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

### Community Goals

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

- LIEAP Measures
- Energy Measures

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

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

### Agency Goals

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

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

#### **Goal 5: Agencies increase their capacity to achieve results**

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



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

(2) Annual Report:

Oregon has submitted an Annual Report in accordance with Section 678E(a)(2) of the Federal Assurances for CSBG. A copy of the FY 2011 CSBG Information Survey was submitted within the established deadline.

(a) Performance Objectives:

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

(b) Program Accomplishments and Activities:

Below are just a few of the examples of the projects, programs and accomplishments provided by the Oregon Community Action Agencies that are supported by CSBG Funds:

### **ACCESS**

#### **Community Food Assessment**

ACCESS has been a strong and involved partner to help create a more efficient Food System in Southern Oregon, and most specifically in Jackson County. By building relationships with other non-profits ACCESS has collaborated on a Community Food Assessment training and several grants to improve efficiencies in food collection, distribution, farming and nutrition education. All of this has led toward a realization that a comprehensive regional Community Food Assessment plan was needed that would bring all the players together and identify inefficiencies and gaps within the system. ACCESS was successful in securing a \$50,000 planning grants from the Meyer Memorial Foundation. ACCESS is working in partnership with two other local non-profits THRIVE and the Josephine County Food Bank together. With support of the Jefferson Funders Forum and Oregon Food Bank, ACCESS will help guide a two-county Community Food Assessment in 2012.

#### **Project Homeless Connect**

ACCESS worked with a community planning committee that mobilized 45 agencies including public, private and non-profit organizations to hold Project Homeless Connect (PHC). PHC is used to bring agencies together in one location to enroll families and individuals into a variety of programs throughout the community including food, energy, housing, medical, dental, legal and many more. ACCESS' capacity included coordinating the event as the lead entity and sponsoring partner and collaborator with other agencies in the efficient delivery of services to the most underserved homeless and at-risk homeless throughout Jackson County. ACCESS' current strategic plan identifies the importance of becoming a more externally focused agency that continues to develop strategic approaches to addressing solutions to poverty and homelessness. In addition, during this recession, ACCESS expects to see many more people seeking services and outreach is critical in order to find those people and ensure they have access to services. Project Homeless Connect does just that.

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### **CCSSD**

#### **Homeless Policy Committee**

In April of 2011 Clackamas County Social Services convened the first meeting of the Homeless Policy Committee (HPC). The need to address homelessness is clear when examining the one night homeless count and the report from the Oregon Department of Education. The first several years of the implementation phase of Clackamas County's 10 Year Plan focused on increasing service and coordination. While these activities will be ongoing, the HPC will allow Clackamas County to also address homelessness at the policy level. Founding members of the HPC include the following Clackamas County representation: the Sheriff, the District Attorney, two County Commissioners, a business leader, the director of the Workforce Investment Council, the director of the state Department of Human Services, two School District Superintendents, a Community Leader of a Latino-based nonprofit that provides culturally specific services, the Director of the Housing Authority, the Director of the County Mental Health Division, the Director of Clackamas Women's Services (providing assistance to individuals experiencing Domestic Violence) municipal elected officials, non-profit and faith community leaders, and a representative from the County Veterans Service Office.

After only three meetings, the Homeless Policy Committee has adopted an ambitious set of 12 goals for the 2012 calendar year. These include: establishing a sub-committee to look at the options for establishing legal places for people to park overnight, working with the Sheriff's department to ensure that essential items in towed vehicles are able to be accessed, establishing basic habitability standards for rental housing, establishing a program that will allow low income individuals who have lost their driver's license due to large fines and fees to convert those fees into community service, and establishing a Veterans Committee.

#### **EngAGE in Community**

Engage in Community mobilizes volunteers to take an active role in making their own community more age-friendly. The initiative includes an education component where people learn about the physical, social and service assets that make a community age-friendly. Volunteers use GPS embedded cameras to take photos of assets and barriers to age-friendliness. These photos are used at community meetings to stimulate dialogue and to create a final report. Six communities have gone through the mapping process and will be eligible for small grants that will help them increase assets or address barriers that were identified in the mapping process. Over 100 people have been involved in the some aspect of the mapping process. A county wide EngAGE Coalition will convene in March of 2012.

### **UCAN**

#### **Summer Feeding Program**

It was identified that many of the local communities were not operating the USDA summer feeding program. This meant that many kids who, during the school year, were getting nutritional meals at school were going without during the summer months. It was determined that many of the local communities were either unaware of this program or did not know how to implement it and how to attract kids to the meal sites. Through the use of a VISTA volunteer, UCAN was able to work with local communities to apply to be a USDA Summer Feeding site, to develop activities for the kids that would attract kids to the sites and to deal with any transportation issues related to getting to and from the sites.

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UCAN also identified local champions to take on the leadership and ongoing coordination of these sites. Communities also received assistance in writing small grants to fund activities. As part of the programs, the agency engaged High School-aged kids in developing and running programs for younger kids. Over 1000 children participated at the following locations: Reedsport, Roseburg, Winston/Dillard, Yoncolla, Sutherlin, Drain, Day Creek/Tiller, Glendale, Glide, Canyonville, Riddle, Myrtle Creek, Tri-City.

### **MCCAC**

#### **AARP Tax Aide Program**

The AARP Tax Aide Program, underwritten in part by CSBG funds, provides free income tax preparation and assistance to low- and moderate-income taxpayers, with special attention to people age 60 or older. The program, which runs from Feb. 1 to April 15, typically generates close to \$2 million in returns. This money flows directly back into our local communities and pays for rent, medical care; utilities; food; and other consumer items.

The AARP provides trained volunteers. Partners providing space, Internet connections and equipment included Columbia Gorge Community College; Mid-Columbia Senior Center; Hood River Valley Adult Center; Hood River Library; Canyon Rim Manor; Tygh Valley Community Center; Rufus Community Center. Over 1,000 senior (and other) households received tax return preparation assistance, resulting in over \$2.1M in federal returns for our area.

### **NeighborImpact**

#### **Babies to Boomers**

Linking the time and talents of local baby-boomer age volunteers to increase the capacity Head Start and Child Care programs to positively affect child development and school readiness, through direct involvement, decreased adult to child classroom ratios, nurturing relationships and the innovative use of school readiness/literacy kits. Two foundations, Oregon Community Foundation and Portland General Electric Company, contributed \$40,000 to the project the first year with the intent to provide \$30,000 for the second year. Volunteer Connect, a local volunteer coordinating organization assists in volunteer recruitment. Deschutes County Library is contributing \$4,500 to support literacy training. Local donations to support program outcomes are expected to total \$3,700. The beneficiaries of the program will be 448 low income preschoolers each year of the project. The project is designed to decrease the school readiness gap between low income children who are dual language learners and those who have special needs. Areas served are Crook, Deschutes and Jefferson counties.

### **MULTCO**

#### **Trauma Informed Care Trainings**

Impact Northwest is undergoing a Trauma Informed Care transformation process. The agency has voluntarily agreed to participate in the Trauma Informed Care study being completed in partnership with the Regional Research Institute at Portland State University. Required is an agency-wide assessment of current knowledge, policy, practice and procedures related to trauma. As a part of this assessment, all staff has completed trauma training, motivational interviewing training, and trauma awareness surveys.

## Oregon CSBG State Plan FY 2013 & 2014

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### **NAYA Family Center**

CSBG has funded the case management services necessary to deliver the emergency housing assistance resources that were secured through Home Forward (formerly known as the Housing Authority of Portland). A number of NAYA Family Center's existing services are further enhanced by the availability of CSBG Anti-Poverty Case Management services. The Anti-Poverty Case Manager is able to connect clients with NAYA Family Center's employment support services, financial and homeownership education, energy assistance, youth education and tutoring support services, and domestic violence advocacy. This ability to connect CSBG clients to an array of supportive services makes it possible for program participants to positively impact their income, their skill level, and their overall family stability. The purpose of this grant is to reduce poverty and promote housing stability in the Urban Native American community in Portland through a two-pronged approach of providing case management and providing financial assistance and resource linkage, which supports the refinement and expansion of integrated, comprehensive programming.

NAYA Family Center is moving forward with purpose, intent, and a sense of urgency on behalf of the Native community to sustain our full continuum of culturally specific anti-poverty programming. CSBG is instrumental in supporting this initiative. Over time, this initiative will have significant positive impacts on the overall economic conditions for Portland's Urban Native American community; resulting in long-term family stability and community prosperity. Through combining CSBG funds with housing assistance funds we have been able to provide 110 families with ongoing support and resource linkage, which ensures they are receiving the most comprehensive support to help them succeed toward their housing and family stability goals.

#### (c) Comparison of Planned and Actual Expenditures for FY 2011

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

Planned	Actual
\$4,855,055.40	\$4,849,644.00

##### (2) Planned Distribution of Funds for Discretionary Purposes

Planned	Actual
\$269,725.30	\$163,567.18

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

Planned	Actual
\$269,725.30	\$269,724.59

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(d) Profile of Participants Served (Number and Characteristics of clients served)

<b>GENDER</b>	
Male	206,766
Female	256,310

<b>AGE</b>	
0-5	61296
6-11	64,185
12-17	62870
18-23	34795
24-44	120311
45-54	49233
55-69	49233
70+	39641
<b>TOTAL</b>	<b>454703</b>

<b>ETHNICITY</b>	
Hispanic or Latino	112508
Not Hispanic or Latino	311295

<b>EDUCATION</b> levels of adults 24 and Older	
0-8	19430
9-12 / non-graduates	39880
high school graduate / GED	80683
12+ some post-secondary	32409
2-4 year college graduate	20212

<b>FAMILY TYPE</b>	
single parent / female	40463
single parent / male	5068
two parent household	45651
single person	62269
two adults / no children	22710
other	18406

# Oregon CSBG State Plan FY 2013 & 2014

## Oregon

## Section G: Program Participant Characteristics

Number of Agencies Reporting: 18

2a. Total Non CSBG resources Reported in Section F TOTAL

2b. Total amount of CSBG Funds allocated

Total Resources for FY 2011 (2a + 2b)

\$239,190,483
\$5,005,642
\$244,196,125

ARRA ONLY
\$15,478,838
\$21,734
\$15,500,572

3. Total unduplicated number of persons about whom one or more characteristics were obtained

4. Total unduplicated number of persons about whom no characteristics were obtained

5. Total unduplicated number of families about whom one or more characteristics were obtained

6. Total unduplicated number of families about whom no characteristics were obtained

3.	469,894
4.	136,002
5.	200,731
6.	7,543

7. Gender

NUMBER OF PERSONS\*

a. Male	206,766
b. Female	256,310
TOTAL*	463,076

8. Age

NUMBER OF PERSONS\*

a. 0-5	61,296
b. 6-11	64,185
c. 12-17	62,870
d. 18-23	34,795
e. 24-44	120,311
f. 45-54	49,233
g. 55-69	39,641
h. 70+	22,372
TOTAL*	454,703

9. Ethnicity/Race

NUMBER OF PERSONS\*

I. Ethnicity	
a. Hispanic, Latino or Spanish Origin	112,508
b. Not Hispanic, Latino or Spanish Origin	311,295
I. TOTAL*	423,803

II. Race

a. White	346,435
b. Black or African American	23,388
c. American Indian and Alaska Native	13,078
d. Asian	7,041
e. Native Hawaiian and Other Pacific Islander	4,897
f. Other	11,929
g. Multi-race (any 2 or more of the above)	15,200
II. TOTAL*	421,968

10. Education Levels of Adults #

(# For Adults 24 Years Or Older Only)

NUMBER OF PERSONS\*

a. 0-8	19,430
b. 9-12/Non-Graduates	39,880
c. High School Graduate/GED	80,683
d. 12+ Some Post Secondary	32,409
e. 2 or 4 yr College Graduates	20,212
TOTAL**	192,614

11. Other Characteristics

NUMBER OF PERSONS\*

	Yes	No	Total
a. Health Insurance	244,164	114,089	358,253
b. Disabled	50,692	340,780	391,472

12. Family Type

NUMBER OF FAMILIES\*\*\*

a. Single Parent/Female	40,463
b. Single Parent/Male	5,068
c. Two Parent Household	45,651

d. Single Person	62,269
e. Two Adults/No children	22,710
f. Other	18,406

TOTAL\*\*\*

194,567
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13. Family Size

NUMBER OF FAMILIES\*\*\*

a. One	63,350
b. Two	35,616
c. Three	26,649
d. Four	22,373
e. Five	14,453
f. Six	6,957
g. Seven	2,777
h. Eight or more	1,909
TOTAL***	174,084

14. Source of Family Income

NUMBER OF FAMILIES

a. Unduplicated # of Families Reporting One or More Sources of Income***	131,246
b. Unduplicated # of Families Reporting Zero Income***	22,193
TOTAL (a. and b.)***	153,439
c. TANF	15,718
d. SSI	19,891
e. Social Security	34,976
f. Pension	9,393
g. General Assistance	1,082
h. Unemployment Insurance	16,855
i. Employment + Other Sources	27,204
j. Employment Only	37,664
k. Other	27,661
TOTAL (c. through k.)	190,444

15. Level of Family Income (% of HHS Guideline)

NUMBER OF FAMILIES\*\*\*

a. Up to 50%	49,532
b. 51% to 75%	24,021
c. 76% to 100%	27,035
d. 101% to 125%	18,238
e. 126% to 150%	13,758
f. 151% to 175%	9,644
g. 176% to 200%	14,545
h. 201% and over	3,074
TOTAL***	159,847

16. Housing

NUMBER OF FAMILIES\*\*\*

a. Own	36,721
b. Rent	110,752
c. Homeless	15,123
d. Other	6,206
TOTAL***	168,802

## Section G: Program Participant Characteristics

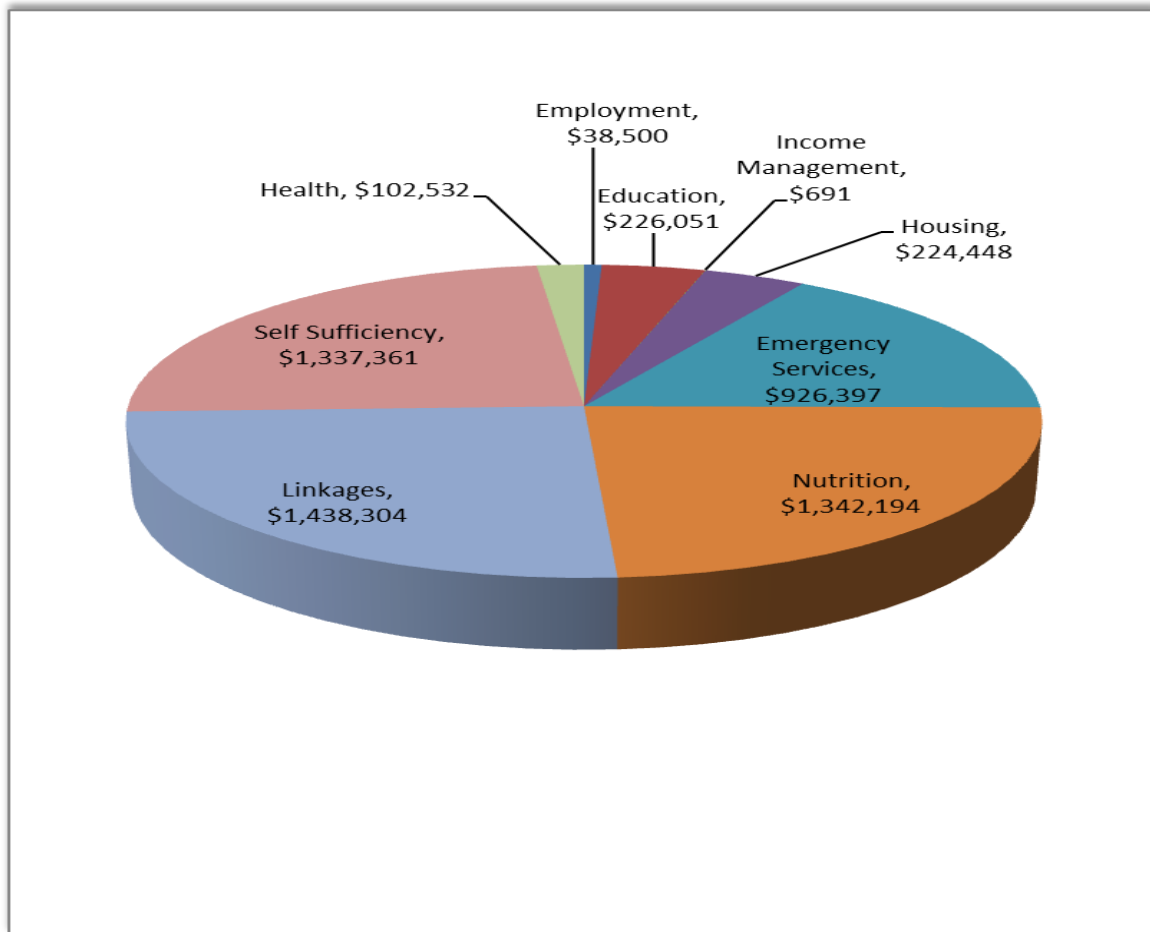
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NASCSP CSBG IS 2011

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### (e) Statistical Report on CSBG Program Services





# Oregon CSBG State Plan FY 2013 & 2014

## Section E: 2011 Agency Funds by Service Category chart (also separately attached)

### Oregon

### Section E: 2011 Agency Funds by Service Category

	Employment	Education	Income Management	Housing	Emergency Services	Nutrition	Linkages	Self-Sufficiency	Health	Other	Administration
ACCESS	\$0	\$6,112	\$0	\$53,574	\$115,772	\$77,595	\$24,114	\$18,946	\$15,022	\$0	16.50%
Clackamas County Social Services Division	\$0	\$0	\$0	\$0	\$0	\$0	\$226,322	\$102,124	\$0	\$0	14.44%
Community Action Organization	\$0	\$0	\$0	\$28,689	\$51,610	\$0	\$192,646	\$7,139	\$52,259	\$0	17.65%
Community Action Program of East Central Oregon	\$0	\$0	\$0	\$22,919	\$7,692	\$110,748	\$12,958	\$0	\$5,545	\$0	13.11%
Community Action Team	\$0	\$0	\$0	\$0	\$15,562	\$0	\$144,300	\$0	\$0	\$0	14.63%
Community Connection of Northeast Oregon	\$12,423	\$0	\$0	\$7,699	\$27,946	\$8,406	\$103,388	\$0	\$0	\$0	15.47%
Community In Action	\$0	\$4,924	\$0	\$34,469	\$26,262	\$64,014	\$34,469	\$0	\$0	\$0	33.23%
Community Services Consortium	\$26,840	\$16,162	\$0	\$37,882	\$54,447	\$140,483	\$28,344	\$6,517	\$15,961	\$11,155	3.70%
Klamath Lake Community Action Services	\$0	\$6,940	\$0	\$0	\$58,613	\$0	\$3,230	\$59,907	\$0	\$0	24.22%
Lane County Human Services Commission	\$1,237	\$0	\$0	\$1,237	\$305,355	\$31,719	\$36,382	\$55,201	\$9,895	\$0	14.86%
Mid-Columbia Community Action Council	\$0	\$0	\$591	\$0	\$0	\$9,072	\$120,600	\$19,690	\$0	\$0	26.11%
Mid-Willamette Valley Community Action Agency	\$0	\$0	\$0	\$0	\$205,895	\$0	\$31,101	\$240,476	\$0	\$0	9.75%
Multnomah County Department of County Human Services	\$0	\$81,664	\$0	\$0	\$0	\$0	\$0	\$650,129	\$0	\$0	7.81%
NeighborImpact	\$0	\$13,442	\$0	\$5,840	\$37,307	\$14,993	\$78,469	\$43,775	\$0	\$0	17.82%
Oregon Coast Community Action	\$0	\$12,767	\$0	\$5,218	\$0	\$70,579	\$50,748	\$0	\$3,814	\$7,218	8.73%
Oregon Human Development Corporation	\$0	\$19,683	\$0	\$0	\$19,636	\$0	\$96,007	\$0	\$0	\$0	11.12%
United Community Action Network	\$0	\$64,357	\$100	\$460	\$300	\$53,725	\$94,004	\$69,168	\$36	\$0	17.62%
Yamhill Community Action Partnership	\$0	\$0	\$0	\$26,461	\$0	\$0	\$65,112	\$64,289	\$0	\$0	11.94%
Total	\$38,500	\$226,051	\$691	\$224,448	\$926,397	\$581,334	\$1,342,194	\$1,337,361	\$102,532	\$18,373	\$663,655
Count	3	9	2	11	13	10	17	12	7	2	18
% of Total	0.8%	4.7%	0.0%	4.7%	19.3%	12.1%	28.0%	27.9%	2.1%	0.4%	13.8%

Printed On: 9/6/2012

**(f) Training and technical assistance:**

The following training, technical assistance and resources were provided during FFY 2011 by CSBG discretionary funded agency, the Community Action Partnership of Oregon (CAPO):

**Resources:**

Community Action Agencies can access multiple resources through the CAPO website. CAPO keeps a library of organizational newsletters, publications, reports and resources. Visitors can find information regarding the latest Poverty Report, Energy Assistance Snapshots, resources on technology tools, best practices and a database of regional and national resources on poverty and poverty-related topics. CAPO also keeps an active training calendar of their own training dates as well as those of regional, local and national organizations.

**Trainings and Technical Assistance:**

CAPO annually provides trainings on ROMA, Family Development Specialist Certification, Finance, Technology, as well as communications and energy workshops. Staff of Community Action Agencies have 2-3 opportunities a year to learn about ROMA best practices and implementation. In addition to this current training model, CAPO and OHCS are developing a peer-review workshop, to be offered annually after the submission of the CSBG IS report. This workshop will offer CAA staff an opportunity to review and analyze data results and discuss techniques to integrate results into agency and programmatic strategic planning. Trainings are offered in multiple modes: webinar, in-person and conference calls.

### **Appendix\***

- A. CSBG State Legislation: ORS 485.505
- B. Public Hearing Notice
  - a. Public Hearing Report
  - b. Affidavits
  - c. Comments
- C. Legislative Hearing
- D. OAR Ch.813, Div. 210
- E. CSBG Work Plan Template
- F. Agency-Level Master Grant Agreement
- G. State Monitoring Assessment Tool (*separately attached*)
- H. Faith-Based Partnerships
- I. OAR 813-230-015

#### Additional Separate Attachments:

Certification Regarding Lobbying  
Certification Regarding Drug-Free Workplace  
Certification Regarding Debarment/Suspension  
Certification Regarding Environmental Tobacco Smoke