

Community Services Block Grant



FFY13 State Plan

**State of Alaska
Sean Parnell, Governor**

**Department of Commerce, Community, and Economic Development
Susan K. Bell, Commissioner**

**Division of Community and Regional Affairs
Scott Ruby, Director**

State of Alaska
FFY 2013 Community Services Block Grant State Plan
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To: Ms. Jeannie Chaffin, Director
U.S. Department of Health and Human Services
Office of Community Services

From: Jill Davis, Grants Administration Manager
Alaska Department of Commerce, Community, and Economic Development
Division of Community and Regional Affairs

Re: Alaska Department of Commerce, Community, and Economic Development
CSBG Contacts

The Alaska Department of Commerce, Community, and Economic Development is the designated lead agency for the Community Services Block Grant. Below is a list of staff who can be contacted regarding specific areas of this program.

Please send all CSBG Grant Award documents to Jill Davis in the Department's Fairbanks Office at the address specified below.

Contact Information:

Specific Program Area:

Ms. Susan K. Bell, Commissioner, DCCED
Address: P.O. Box 110800
Juneau, AK 99811-0800

State Plan Signatory

Telephone: (907) 465-2500
Fax: (907) 465-5442

Ms. Jill Davis, Grants Administration Manager
Address: 211 Cushman
Fairbanks, AK 99701-4639

Grants Administration Manager
Questions concerning the State Plan

Telephone: (907) 451-2717
Fax: (907) 451-2742

Ms. Janet Davis, Grants Administrator III
Address: 211 Cushman
Fairbanks, AK 99701-4639

Grants Administrator III
CSBG Program Manager
Questions concerning the State Plan

Telephone: (907) 451-2746
Fax: (907) 451-2742

Ms. Pauletta Bourne, Grants Administrator II
Address: 211 Cushman
Fairbanks, AK 99701-4639

Grants Administrator II
Daily CSBG Program Operations

Telephone: (907) 451-2721
Fax: (907) 451-2742

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

This Plan covers Federal Fiscal Year 2013 funds only. The eligible entity's grant agreement will be effective from April 1, 2013 through March 31, 2014.

II. Letter of Transmittal

(Please see page 1.)

III. Executive Summary

A. CSBG State Legislation

There is no state statute governing the Community Services Block Grant program in Alaska.

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

In the State of Alaska the Community Services Block Grant Program is administered by the Department of Commerce, Community, and Economic Development (hereinafter referred to as "Department") within the Division of Community and Regional Affairs.

Governor Sean Parnell, chief executive officer of the State, designated to the Department of Commerce, Community, and Economic Development, the responsibility to administer the Community Services Block Grant Program in accordance with the requirements of Section 676(a). (See attached Designation Letter on page 3.)

C. Legislative Public Hearing Requirements

1. Public Hearing: Held May 16, 2012 at 9:00 A.M.

- (a) Statewide advertisements in major newspapers including Anchorage Daily News; Fairbanks Daily News Miner; and the Juneau Empire.
- (b) Notice on the internet in the State's Online Public Notice System.
- (c) The draft State Plan was posted on the Departments website.

2. Legislative Hearing: The last Legislative Hearing was held on March 30, 2010. The next legislative hearing will be held in 2013.

3. Public Inspection of State Plan: Copies of the draft State Plan were mailed to the only eligible applicant, Rural Alaska Community Action Program, Incorporated (RurAL CAP), prior to the legislative public hearing and posted on the Departments website. Notices/ads indicated copies were available upon request. In addition, copies were made available for public inspection at the legislative public hearing.

STATE CAPITOL
PO Box 110001
Juneau, Alaska 99811-0001
907-465-3500
fax: 907-465-3532



550 West 7th Avenue #1700
Anchorage, Alaska 99501
907-269-7450
fax 907-269-7463
www.Gov.Alaska.Gov
Governor@Alaska.Gov

Governor Sean Parnell
STATE OF ALASKA

April 13, 2012

Ms. Jeannie Chaffin
Director
Office of Community Services
370 L'Enfant Promenade, SW
Washington, DC 20447

Dear Ms. Chaffin,

As Governor and Chief Executive Officer of the State of Alaska, I hereby designate Susan Bell, Commissioner of the Department of Commerce, Community, and Economic Development (DCCED), as having responsibility to administer the federal Community Services Block Grant (CSBG) program, including the authority to execute grant documents.

I request that you accept the signature of Commissioner Bell on all required certifications and assurances related to the CSBG program. Commissioner Bell has the authority to designate signatory authority to other department staff as she deems appropriate.

Please send all documents associated with the CSBG program to:

Ms. Janet Davis
Grants Administrator III
Division of Community and Regional Affairs
Department of Commerce, Community, and Economic Development
State of Alaska
211 Cushman Street
Fairbanks, AK 99701

Best regards,

A handwritten signature in blue ink, appearing to read "Sean Parnell", written over a circular blue ink stamp.

Sean Parnell
Governor

cc: The Honorable Susan Bell, Commissioner, Department of Commerce, Community, and Economic Development
Scott Ruby, Director, Division of Community and Regional Affairs, Department of Commerce, Community, and Economic Development
Jill Davis, Grants Administration Manager, Department of Commerce, Community, and Economic Development
Janet Davis, Grants Administrator III, Department of Commerce, Community, and Economic Development

IV. STATEMENT OF FEDERAL AND CSBG ASSURANCES:

See Appendix A

Programmatic Assurances
Administrative Assurances
Other Administrative Certifications

V. THE NARRATIVE STATE PLAN

A. Administrative Structure

(1) State Administrative Agency

(a) Mission and Responsibilities: The mission of the Department is “Promoting a healthy economy and strong communities”. The Department and the Division of Community and Regional Affairs in particular, are by their very nature and constitutional and statutory mandates, a community oriented agency. The need for a presence and participation at the local level dictates a decentralized organization which is sensitive to local needs and versatile enough to address the broad spectrum of issues and concerns which affect different types of communities. The Department’s mission inherently includes a strong advocacy role in addition to serving as a bridge between the local community interests and the interests of the state and federal governments. Within the scope of the Department’s mission, the Division of Community and Regional Affairs promotes strong communities and healthy economies by providing information, technical and financial assistance, and other capacity building resources.

(b) Goals and Objectives: The goal of the Department’s Community Services Block Grant Program is to reduce and prevent the spread of poverty through community based educational activities which lead to a greater degree of self-sufficiency on the part of low-income people. The activities identified in the attached work plan (Appendix B) provide a holistic approach to dealing with the problems of Alaska’s poor.

The economic and cultural disparities among Alaskan communities are often far greater than between communities in other states. Many smaller communities have barely established cash economies. There are fundamental unmet needs for capacity building in local government skills. The Department serves as a bridge between the past and future local economies. The Department serves as a catalyst for change, working to ensure that state and federal funding for infrastructure projects is maintained so that community and economic development opportunities may be promoted which lead to greater self-sufficiency for low-income people.

The Department, within the Division of Community and Regional Affairs, also administers the Community Development Block Grant Program; the NPR-A Grant Program; the state Designated Legislative Grant Program; and various other state and federal grant programs. The goals for these programs include providing funding for infrastructure development and capital projects which support future economic development activities in rural areas of the state.

One of the Departments goals is to maximize the linkages among departmental programs to address community development needs. In addressing its desire to help individuals, families, and communities help themselves, the Department is focusing on three major long term goals: stronger families; stronger local governments; and stronger local economies. The activities which are supported with Community Services Block Grant funds through RurAL CAP offer an opportunity to provide services which have a measurable and potentially major impact on the causes of poverty in Alaska.

(2) Eligible Entities

- (a) There is only one Community Action Agency in the State of Alaska that is eligible to receive Community Services Block Grant Funds. The agency is Rural Alaska Community Action Program, Incorporated. RurAL CAP is a statewide, private non-profit with a 501(c)(3) tax-exempt status.
- (b) RurAL CAP will serve the entire State of Alaska with the CSBG program. Although RurAL CAP will provide statewide services, the focus of CSBG activities will be on rural areas of the state.

(3) Distribution and Allocation of Funds

- (a) Planned Distribution of Funds for Current Fiscal Year: Ninety-five percent (95%) of the CSBG funds received will be made available to RurAL CAP for CSBG activities. The remaining five percent (5%) will be used for state administrative costs.

B. Description of Criteria and Distribution Formula

Distribution Formula: Since RurAL CAP is the only eligible CAA in the state of Alaska, ninety-five percent (95%) of the CSBG funds received will be made available to RurAL CAP for CSBG activities benefiting the low income and providing education, information, and advocacy aimed at supporting the strengths of families and communities. The remaining five percent (5%) will be used by the Department for state administrative costs.

Funding Limitations: No CSBG funds will be used 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.

No CSBG funds will be used for 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. No CSBG funds will be used for any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election. No voter registration activity will be supported with CSBG funds.

Procedures for Use of Carry-Over Balances: In the case of carry-over balances at the end of the fiscal year or program year, the Department will make the carry over funds available to RurAL CAP for use the following program year. RurAL CAP will be requested to submit a request for use of the carry over funds if the proposed use significantly differs from that for which it was originally approved.

- C. Description of Distribution and Use of Restricted Funds:** As previously stated, the Department will make ninety-five percent (95%) of the CSBG funds received available to RurAL CAP for CSBG activities benefiting the low income and providing education, information, and advocacy aimed at supporting the strengths of families and communities. The remaining five percent (5%) will be used by the Department for state administrative costs. There have been no funds recaptured or redistributed.

- D. Description of Distribution and Use of Discretionary Funds:** The Department has no discretionary funds to distribute.

- E. Description of use of State Administrative Funds:** The Department shall utilize not more than \$55,000 or five percent (5%) of the amount allocated under the CSBG program (whichever is greater) for state administrative costs.

State Administrative funds will be utilized to support the costs associated with administering the CSBG program including but not limited to partial payment of staff salaries and benefits of those who work with the program; a portion of the costs for services for the Block Grant section which covers postage, telephones, data processing costs, printing costs, advertising costs, etc.; a portion of the costs of supplies associated with the program; travel costs associated with the program including CSBG staff participation and training at national conferences (sponsored by NASCSP, CAPLAW, etc.) and other relevant seminars and

meetings; and program monitoring costs. All administrative costs are documented and a separate accounting code established to record expenditures charged to the program.

A State Charity Tax Credit Program will not be implemented at this time.

F. State Community Services Program Implementation

Program Overview:

(a) The Service Delivery System.

RurAL CAP is the single Community Action Agency in Alaska. Its mission is to empower low-income Alaskans through advocacy, education, affordable housing and direct services that respect unique values and cultures. The goal of the statewide private non-profit is to promote maximum participation by rural and low income Alaskans in overcoming all forms of poverty. The agency encourages the efforts of low-income people attempting to break the cycle of dependency and gain control of the changes affecting their lives to become self-sufficient.

Because a wide variety of issues disproportionately affect lower income Alaskans, approaches and services equally diverse are offered. Support is provided to individuals and families to make the best use of limited financial resources. These programs include home weatherization, energy burden reductions, access to affordable housing initiatives, affordable childcare for working parents, and connections to services from other organizations such as medical benefits, food stamps and legal aid. RurAL CAP also helps ensure residents in economically suppressed rural areas have access to educational and capacity building opportunities. To do this, early learning programs are provided in remote rural Alaska along with a variety of safety, health and wellness, workforce, educational, energy cost reductions, and family development training that also help strengthen existing programs and respond to identified community priorities. Opportunities are provided for youth engagement in community activities and in educational improvements. Assistance is also provided to individuals battling social and behavioral issues. These programs include sobriety assistance, tobacco cessation, wellness, suicide prevention, environmental awareness, community pride, and life skills.

Direct services are organized into four divisions. Supportive Housing aids chronic homeless alcoholics and runs an affordable housing program for low-income individuals. Community Development provides resources, trainings and service opportunities to low-income Alaskans in order to promote wellness, improve environmental conditions, reduce energy costs and build capacity. Planning and Construction assists rural communities and low-income people by increasing affordable housing opportunities, preserving and improving existing housing, and facilitating community-based planning. Child Development Division provides services to prenatal women, children and families through a variety of programs designed to facilitate parent involvement and community collaboration by promoting the parent-child relationship, positive socio-emotional development, healthy practices, cultural richness and school readiness. These include Head Start, Early Head Start, Parents as Teachers and affordable childcare for low-income working families.

During Federal Fiscal Year 2013 RurAL CAP proposes to use Community Services Block Grant funds in the following major component areas listed below. Detailed work plans, narratives, and budgets for each of these component areas are provided in Appendix B.

The **Administrative Services** component ultimately increases the agency's capacity to achieve results by broadening the resource base. It does this by providing agency-wide fund development, public information and research services, database management of partners and potential supporters, as well as agency planning, opportunities for staff development, and program evaluation. Funds are used to build the capacity of the agency to better develop, manage and evaluate the direct services which lead to measurable results of program customers moving out of poverty into self-sufficiency.

The **Supportive Housing** (formerly Anchorage Services Division) component provides emergency services (outreach, access to detox, transitional housing in a 25-bed facility, intensive case management, employment assistance, and public education) to the chronic, public inebriate, homeless population of Anchorage. In addition, this Division provides Affordable Housing to low-income people in Anchorage

and graduates of transitional housing programs, such as Homeward Bound. In December 2011, it opened the first Housing First facility in Anchorage that houses 46 of the community's most vulnerable homeless chronic alcoholics. Its success is based on collaborations with the network of housing and alcohol treatment service providers and building and maintaining strong partnerships and linkages.

Within the **Child Development Division** are the rural Head Start and Early Head Start programs, the Child Development Center, and the Parents as Teachers Program. The Child Development Division operates under strict federal and state regulations and guidelines which require a well trained staff and close monitoring of its programs. Their outcomes for improvements in child health, school readiness, and parenting and family functioning are achieved through ongoing higher education requirements for the classroom and childcare staff, through capacity building with parents and families, and participation on local Parent Committees and Councils and Advisory Boards.

Within the **Community Development Division** are five national service programs (RAVEN AmeriCorps, BIRCH AmeriCorps, VISTA, Middle School Partnership Project, and Students-In-Service AmeriCorps), wellness programs, the Rural Providers' Conference (see the attached 2011 RPC Summary or at www.ruralcap.com), environmental action, and energy cost reductions. Cooperative relationships are established with regional and village organizations, rural and tribal councils and other community-based organizations to place the locally hired Members who, through their host organizations, identify the community's needs to their projects. Opportunities for youth involvement are increased, and the overall well-being of the communities is improved by the projects identified. Additionally, the sustainability capacity is maintained beyond the program year for these local hires that learn new skills through in-depth training and service.

The **Planning and Construction Division** (formerly Rural Housing and Planning Division) provides a full-range of construction, rehabilitation and planning services. Funds in FY 2013 will be used to expand the range of technical assistance and direct services provided to rural housing entities to increase their capacity to conduct local needs assessment, planning, rehabilitation and new construction for their own low-income housing customers. The division also maintains oversight of RurAL CAP's Weatherization, Fee-For-Service Housing Rehabilitation, Self-Help Housing, and Community Planning programs. It is able to do this by brokering partnerships among various agencies and villages to maximize leveraging of funding and through these collaborations, maintains an ongoing collection of needs assessment information to improve its quality and accuracy.

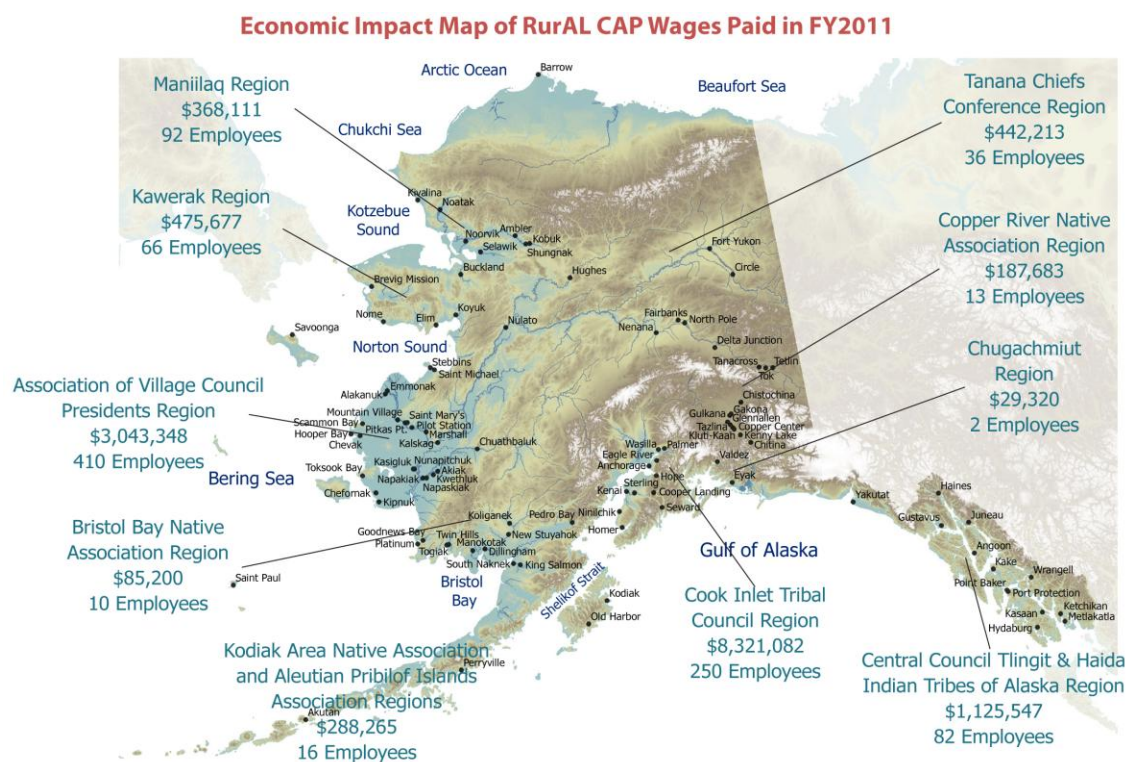
The **Public Policy and Advocacy** component's focus is on expanding the number of organizations the agency works with for the purpose of increasing the number and amount of resources and opportunities for individuals, families, and communities. It provides opportunities for target area Board members to share information on the status of their constituents along with opportunities to learn about best practices, provides public information and education on issues which affect low-income people in Alaska directly related to the use of traditional, sustainable natural resources through hunting, fishing and gathering as well as issues affecting tribal governments and the ability of remote rural communities to become more self-sufficient. This component provides opportunities for low-income people to advocate on their own behalf. It also includes the production of the *Village Voices* newsletter (See samples of 2011 issues at www.ruralcap.com). It is through these efforts to create an understanding by others of the situations in Alaska's communities that RurAL CAP increases its opportunities for low-income people.

RurAL CAP uses a comprehensive Strategic Planning process involving input from a broad spectrum of stakeholders including community members, board members, agency staff, funders, partners, colleagues, collaborators, clients, service recipients and customers supported by current data to determine its direction and annual work plans and goals. The three year plan is updated and revised regularly to reflect new opportunities and directions.

RurAL CAP believes in the value of empowering low-income Alaskans and in finding lasting solutions for meeting community needs. Therefore a large part of the strategy for delivering services includes local hire in every division. For example, positions are hired from within communities served for teaching jobs, energy crews, bus drivers, cooks, service positions, program outreach and construction work. In addition VISTA volunteers and AmeriCorps members are recruited from within the communities they will serve. This allows the people served to participate in income, education and training opportunities

provided by our programs. As a result of working directly with community members, programs and services are keenly aligned with community needs. In addition, the capacity built through program work stays in the community after projects are complete.

RurAL CAP employed more than 1,000 people during 2011. Below is a map including how payroll is distributed across the non-profit areas within the 12 Alaska Native Claims Settlement Act regional boundaries.



Service Areas

RurAL CAP provides services in nearly 90 communities across Alaska. For some services such as those involving AmeriCorps or VISTA programs, the communities involved may change from year to year. For other programs such as those involving Head Start, Early Head Start and Parents As Teachers, continuity is maintained from year to year regarding communities served. The communities for planned services by RurAL CAP during 2012 are shown on the map on the following page. The distribution of communities across Alaska is representative of the communities to be served in 2013.

Communities With Planned Services in 2012



Communities with Board Representation in 2012:

Akiak	Chevak	Kwigillingok
Akutan	Fairbanks	Nome
Ambler	Fort Yukon	Ouzinkie
Anchorage	Glennallen	South Naknek
Barrow	Juneau	Valdez

Communities Served by Community Development in 2012:

Ambler	Healy	Koliganek	Port Alexander
Anchorage	Hooper Bay	Kotzebue	Port Graham
Brevig Mission	Hope	Kwigillingok	Port Protection
Buckland	Hughes	Manokotak	Selawik
Chevak	Huslia	New Stuyahok	Shungnak
Cooper Landing	Kake	Noatak	Sitka
Copper Center	Kalskag	Nome	Thorne Bay
Craig	Kasigluk	Noorvik	Togiak
Deering	Kiana	North Pole	Toksook Bay
Dillingham	Kivalina	Northway	Wrangell
Elim	Klawock	Old Harbor	Yakutat
Fairbanks	Klukwan	Petersburg	
Glennallen	Kobuk	Pilot Station	

Communities Served by Planning and Construction in 2012:

Anchorage	Kenai	Selawik
Fairbanks	Kotzebue	Shaktoolik
Fort Yukon	Lower Kalskag	Toksook Bay
Goodnews Bay	Nome	
Juneau	Scammon Bay	

Communities Served by Child Development in 2012:

Akiak	Haines	Kwethluk	St. Mary's
Alakanuk	Homer	Marshall	Stebbins
Anchorage	Hooper Bay	Mountain Village	Sterling
Chevak	Hydaburg	Napaskiak	Tanacross
Chitina	Kake	Nunapitchuk	Tok
Copper Center	Kenny Lake	Pilot Station	Toksook Bay
Emmonak	Ketchikan	Savoonga	
Gakona	Kluti-kaah	Selawik	
Glennallen	Kodiak	Seward	

(b) Linkages

A description of how linkages will be developed by local entities to fill identified gaps in services, through the provision of information, referrals, case management, and follow up consultations.

Overall services for clients and customers require close coordination with many organizations. This includes early childhood education organizations, universities, veterans' affairs, mental and other health, shelters, police departments, housing and finance corporations, local governments and schools, tribal, energy, other statewide non-profits, and environmental entities.

The Child Development Division works with a variety of partners in promoting and advocating for the needs of professionals in early childhood development as well as advocating for and implementing best practices. Members of RurAL CAP's staff sit on a variety of boards and panels including the Head Start State Association and Best Beginnings. The division also hosts the Parents As Teachers statewide office which supports all programs, not just RurAL CAP's. In each of the early childhood programs, Early Head Start, Head Start and Parents As Teachers, family visitors work directly with each child's family to access much needed services—this can vary from a simple recommendation to the Tobacco Quit Line to a referral for medical services from the state.

The Community Development Division and Planning and Construction Division work on the community level to provide access to a wide array of community assistance. Many times RurAL CAP is the first contact community members utilize to become informed about other funding or assistance for their community. Connections have been made for these communities with a variety of organizations and agencies including the Alaska Native Tribal Health Consortium, the Environmental Protection Agency, Alaska Village Initiatives, local housing authorities, the Denali Commission, U.S. Census Bureau, USDA Rural Development and the Affordable Housing Partnership.

The Supportive Housing Division works with special needs populations who have challenges with housing including chronically homeless individuals battling alcoholism. Comprehensive services require working with a variety of organizations. Case managers work directly with individuals to identify gaps in services they need and to determine programs for which they are eligible. Close working relationships have been developed with housing entities such as Alaska Housing Finance Corporation, mental health and wellness service providers such as Alaska Native Medical Center, Anchorage Community Mental Health Services, the Alaska Psychiatric Institute and the Alaska Mental Health Trust Authority. The Supportive Housing Division is also part of the Continuum of Care organizations working in the municipality and therefore interacts with other social service organizations such as Salvation Army, Catholic Social Services, Bean's Café, Brother Francis Shelter, Covenant House and Alaska Women and Children in Crisis. Community Councils in which the facilities are located that house Supportive Housing's tenants are important entities that information is shared with on a regular basis. These Councils ensure that neighborhoods have the maximum amount of community self-determination as afforded by law.

(c) Coordination with Other Public and Private Resources

A description of how funds made available through grants to eligible entities will be coordinated with other public and private resources.

RurAL CAP values the opportunities for leveraging CSBG funds in order to provide effective and efficient delivery of services across the state in challenging conditions with extremely high costs of doing

business. In 2011, it leveraged the CSBG funds with over \$37 million in state, local, private, and fees for service funding of which approximately 29% is from direct federal sources, 15% are federal funds that pass through the state, 47% from state and local sources and 9% from foundations, individuals, earned revenue, and other. Accomplishments in this area include specifically increasing support from the State of Alaska and foundations and corporations active in the communities served by RurAL CAP.

RurAL CAP coordinates and engages in collaborations with other organizations and institutions to avoid duplication and maximize the delivery of the early childhood development, housing, and community development programs. The success of the organization comes from its ability and willingness to work with other organizations to deliver the specific outcomes reported each year in the Results Oriented Management and Accountability Reporting Document. It does this through a well designed planning process that includes coordination with local governments, state and federal agencies, higher education institutions, training facilities, funding entities, tribal organizations, other non-profits, the legislature, Native for-profits, school districts, private corporations, associations, Congressional delegation, and the Governor's office.

(d) Innovative Community and Neighborhood-based Initiatives

A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the CSBG, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

RurAL CAP is recognized for its work in providing sustainable efforts at improving communities through capacity building throughout the state. It includes implementation of:

Homeward Bound, which moves public inebriates off the streets into secure housing arrangements, reuniting families, and ultimately employment.

The Homeward Bound Speaker's Bureau was formed to empower residents to educate the community on issues pertaining to homelessness.

The opening of Karluk Manor in December 2011, the *Housing First* model which is based on the idea that individuals achieve a greater level of self-sufficiency when they obtain permanent housing **first**, rather than receiving housing as a condition of completing an array of treatment programs.

RurAL CAP's Planning and Construction Division established the Self-Help Housing Program in 2004 through a partnership with the U.S. Department of Agriculture Rural Development (USDA RD) and the Rural Community Assistance Corporation (RCAC).

Through the Self-Help program, homeowners take part in the actual building of their own homes and

- Learn new skills: Personal finance, home construction, home maintenance
- Build and own a new home with very little out-of-pocket expense
- Gain a sense of accomplishment and ownership
- Work together with others to build strong communities
- Receive affordable mortgage loans (interest as low as 1%)
- Reduce the purchase price of the home with their own hard work
- Payments smaller than what is paid for rent in most cases
- No mortgage payment during the construction phase
- Gain instant equity the day the owner moves in

Communities also benefit from:

- Increased and maintained affordable housing stock
- Increased property tax base to support local government services
- Boost in local economies through purchase of building materials and hiring subcontractors
- Stabilized communities by providing safe, attractive and affordable housing
- Creating vibrant neighborhoods
- Contributing to a stable workforce

Parents as Teachers in 22 communities throughout Alaska that builds long-term capacity for parents and

communities.

AmeriCorps programs extend the local capacity and sustainability by training local people in community health and wellness.

The annual Rural Providers' Conference which promotes substance abuse prevention services resulting in healthy families and communities.

Community Needs Assessments

The use of CSBG funds was determined by utilizing the following avenues of information regarding the unmet needs of people living in poverty:

- 2011 Kids Count Data Book, http://datacenter.kidscount.org/Databook/2011/OnlineBooks/ForMedia/StateProfiles/KCDB2011_profiles_AK_FINAL-rev.pdf
- 2009-10 Kids Count Alaska, www.kidscount.alaska.edu/publications/htm
- Alaska Community Database Community Information Summaries and Census Data; www.commerce.alaska.gov/dca/commdb/CIS.cfm
- 2011 Distressed and Non-Distressed Community Criteria---prepared by the Alaska Department of Labor for the Denali Commission; www.denali.gov
- The 2011 Annual Report of the Alaska Health Care Commission; <http://hss.state.ak.us/healthcommission/2011commissionreport.htm>
- Renewable Energy Atlas of Alaska: A Guide to Alaska's Clean, Local and Inexhaustible Energy Resources---prepared by the Alaska Energy Authority; www.akenergyauthority.org or ftp://ftp.aidea.org/AEAPublications/2011_RenewableEnergyAtlasofAlaskaAlaska
- Alaska Energy Statistics 1960-2010: Preliminary Data Workbook; www.iser.uaa.edu/Publications/Publications/AlaskaEnergyStatisticsCY
- Alaska Federation of Natives 2011 Federal Priorities; www.nativefederation.org/documents/AFNFedPriorities-2011
- Alaska Department of Health and Social Services 2011 Annual Report; www.hss.state.ak.us/publications/DHSS_AnnualReport/pdf
- Alaska Department of Health and Social Services 2011-12 Update; www.hss.state.ak.us/publications/2011_DHSS_WU
- The Foraker Group Report on the Alaska Nonprofit Economy: 2010 Update; www.iser.uaa.edu/Publications
- "Viewpoint," The Foraker Group 10th Anniversary Report 2011; www.forakergroup.org
- "Alaska's Health Care Bill: \$7.5 Billion and Climbing," Mark Foster and Scott Goldsmith, UA Research Summary No. 18, August 2011, Institute of Social and Economic Research, University of Alaska Anchorage; www.iser.uaa.edu/Publications
- United States Arctic Research Commission APRN Broadcast Report, "Tribal, Federal Representatives Attempt to Solve Sewage System Problems," APRN Broadcast Report, Annie Feidt, January 26, 2012; www.alaskapublic.org
- Alaska Department of Labor and Workforce Development, Alaska Economic Trends---January 2012, Volume 32, No. 1 "Employment Forecast 2012" www.labor.alaska.gov/trends
- Information from a March, 2011 survey of Village Voices recipients;
- The 2010 triennial RurAL CAP Community Needs Assessment for Head Start programs;
- Denali Commission's 2010 Sustainable Rural Communities Report;
- University of Alaska's Institute for Circumpolar Health Studies, 2010 Outmigration and Health in Alaska: Annotated Bibliography
- Alaska Federation of Natives' 2010 "The Right to Subsist: Federal Protection of Subsistence in Alaska" Report;
- Information gained from attendance at the monthly Homeless Services Forum, facilitated by the Municipality of Anchorage;
- Information from the Mayor's 10 Year Plan to End Homelessness, Municipality of Anchorage;
- RurAL CAP Board of Directors, especially target area representatives;
- 450 regular RurAL CAP staff who, through direct work with communities and individuals and

- coordination with other organizations, learn of gaps and needs in rural communities.
- The State of Alaska Division of Community and Regional Affairs' 2009 Rural Population Report discussing the changing trends in rural populations and the impacts to rural and urban Alaska;
- The Yukon Kuskokwim Health Corporation's 2009 Forgotten America: Rural Alaska Problems and Solutions Report;
- The Alaska Housing Finance Corporation's 2009 Alaska Housing Assessment;
- UAA's Institute of Social and Economic Research 2010 Market Factors and Characteristics Influencing Rural Alaska Fuel Prices Report;
- The McDowell Group's survey of Native Perspectives on Alaska Issues that reports findings from Alaska Native households across the state on a wide variety of topics;
- A survey and questionnaire distributed and analyzed by the Community Development Division from villages regarding management and capacity building needs.

Research publications by the University of Alaska reaffirm that the issues RurAL CAP is addressing are the needs as determined by people in rural communities.

RurAL CAP engages in a comprehensive planning process which includes the gathering of current data on rural Alaska and of the poor in Alaska. Program customers, board members, staff and stakeholders have all had input into the gathering and prioritizing of ideas and information. Because the needs of low-income people in Alaska are so overwhelming, RurAL CAP focuses on those needs that the agency is best able to meet. The strategic planning process includes a three-year vision for the main strategic directions for the agency. Individual programs then develop their own strategies and action steps in order to implement the plan. This plan is updated on a regular basis. RurAL CAP submits a copy of the plan to the State annually.

(3) Tripartite Boards:

The grant agreement between the Department and RurAL CAP incorporates the requirement that RurAL CAP shall administer the CSBG program through a tripartite board that fully participates in the development, planning, implementation and evaluation of the program to service low-income communities.

RurAL CAP's 24-member Board of Directors represents every region of Alaska. There are three categories of directors on the board:

- 1) Target Area Directors make up at least one-third of the board as representatives of organizations which serve low-income Alaskans in specific geographic areas;
- 2) Private Sector Directors are officials or members of other nonprofit organizations whose mission and interests complement those of RurAL CAP; and
- 3) Public Directors make up one-third of the total board as representatives of elected or appointed officials.

RurAL CAP provides the Department with notification in changes in Board membership and policy. The Department monitors the composition and activities of the Board of Directors for compliance on an on-going basis. Technical assistance and guidance are also provided on an on-going basis and at RurAL CAP's request.

(4) State Charity Tax Program:

Not applicable

(5) Programmatic Assurances

Following is a description of how each of the assurances outlined in Section 676(b) of the CSBG Act will be carried out:

(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 families and individuals to:

(i) *Removing barriers to Self-Sufficiency;*

The obstacles are many for low income people living in communities with few economic opportunities or for those who have been homeless for years. RurAL CAP's guiding principles include working with individuals and community members to find long term solutions to improving the quality of life for low income people. That means providing services that don't always mean making more money when that is not necessarily possible, but rather providing services which lead to economic self sufficiency and healthy families and communities. For example, providing training which results in certification as Head Start workers for long-term employment opportunities; providing community planning training for youth in their villages; reducing the rates of alcohol and other substance abuse and making it possible for those individuals to then have access to housing, training, and employment; preparing young children for readiness in kindergarten and first grade and ensuring their nutritional and basic health care needs are met while in the pre-school programs; providing awareness of ways to spend less monies through energy efficient habits and conservation; developing solid waste management programs that result in healthy local environments; providing fire protection training.

An example of the details of a program that reflects this method of service delivery is Project Homeless Connect which provides a one stop shop of resources for homeless individuals and families. Community volunteers assist people in obtaining food boxes, hot meals, showers and haircuts, onsite child care, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support, and health screenings.

Residents are offered transitional housing, case management, housing information, employment assistance, mental health counseling, gender specific services for men and women, reintegration activities, volunteer work, individual and group counseling, and life skills classes.

(ii) *Secure and retain meaningful employment;*

RurAL CAP believes in the value of empowering low-income Alaskans and in finding lasting solutions for meeting community needs. Therefore a large part of the strategy for delivering services includes local hire in every division. For example, positions are hired from within communities served for teaching jobs, bus drivers, cooks, service positions, program outreach, community health, and construction work. This allows for income, education and training opportunities to the low-income people served. RurAL CAP works directly with community members, and as a result, programs and services are keenly aligned with community needs. In addition, the capacity built through program work stays in the community after projects are complete.

In Anchorage, Community Bound offers specific case management to individuals needing housing assistance and employment development. Community Bound provides participants with training in tenant rights and responsibilities, employment, money management, community volunteer opportunities, social relations, communication, and advocacy. The approach is a systemic one that provides the tools and training to individuals to understand their role in maintaining self-sufficiency.

(iii) *Attain an adequate education and improve literacy skills;*

The Child Development Division provides services to prenatal women, children and families in 33 communities across Alaska. The programs offered by the division include Head Start, Early Head Start, Parents As Teachers, and child care.

All Child Development Division programs are designed to facilitate parent involvement

and community collaboration. Programs promote the basic tenet that parents are the child's first and best teacher. Services to children promote positive socio-emotional development, healthy practices, cultural richness and school readiness. Services to families support self-determination and empowerment.

Head Start and Early Head Start are comprehensive child development programs serving low income children and their families. Head Start serves children ages three to five and Early Head Start serves prenatal women and children ages birth to three. The programs promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social and other related services. The programs also help parents make progress toward their own education, literacy and employment goals.

Local Parent Committees are formed at each Head Start Center to assist the staff in curriculum development, increase community support and offer advice on programmatic and fiscal decisions. Parents help determine the cultural appropriateness and responsiveness of program services.

Parents As Teachers (PAT) is an early childhood parent education and family support program designed to empower parents to give their children the best possible start in life. Home visits and group socializations are offered to families in 22 communities across the State. The PAT approach is to support all children so that they will learn, grow and develop to realize their full potential.

- (iv) *Make better use of available income;*
RurAL CAP's guiding principle of working with individuals and community members to find ways to contribute to economic self sufficiency has directed it towards programs that result in spending fewer dollars or for building capacity so individuals can earn a living. For example, providing training which results in certification as Head Start workers for long-term employment opportunities; providing community planning training for youth in their villages; reducing the rates of alcohol and other substance abuse and making it possible for those individuals to then have access to housing, training, and employment; preparing young children for readiness in kindergarten and first grade and ensuring their nutritional and basic health care needs are met while in the pre-school programs; providing awareness of ways to spend less monies through energy efficient habits and conservation; developing solid waste management programs that result in healthy local environments; providing fire protection training.
- (v) *obtain and maintain adequate housing and a suitable living environment;*
RurAL CAP's Supportive Housing Division provides services to chronic homeless alcoholics many of whom have severe mental health and substance abuse problems. Homeward Bound is one of only three programs in the United States with comprehensive services ranging from access to detox to housing. Homeward Bound also serves individuals and families experiencing income limitations by providing affordable housing.

Housing First Services

Karluk Manor is a 46-unit housing residence located in downtown Anchorage. It is the first Housing First facility in Anchorage. Housing First is a best practice whereby chronic inebriates are provided permanent housing as the first step to self-sufficiency and community reintegration. Housing First has been shown to increase the success rate of its residents for maintaining long-term housing and to reduce society's cost burden in providing services and emergency response to this population.

Homeward Bound implements Housing First case management services as part of the Mayor's Ten Year Plan to End Homelessness. Housing First is based on a national model that places hard to serve individuals directly into housing without requiring compliance

with established social service programs.

Affordable Housing

Homeward Bound's Affordable Housing program provides rental units to individuals with little or no income. The Affordable Housing program only requires a person's ability to pay rent, to care for an apartment, and be a good neighbor as prerequisites for tenancy.

The Planning and Construction Division assists rural communities and low-income people by increasing affordable housing opportunities, preserving and improving existing housing, facilitating community-based planning, and building the capacity of rural communities to participate effectively in the development of housing and related infrastructure.

Self-Help Owner-Built Homes

Progress on Self-Help Owner-Built housing projects in Sterling and Kenai continues to be made. Families must contribute "sweat equity" in order to qualify for the program. Extensive homebuyer counseling, financial literacy training and assistance with budgeting and resolving outstanding credit issues is provided to potential self-help participants. These services help families to qualify for not only the self-help program, but to prepare for successful homeownership in general.

Housing Services

RurAL CAP's Planning and Construction housing services program assists rural and urban communities with carrying out housing development, rehabilitation, and weatherization. With special expertise in rural logistics, and in blending and managing funding from multiple sources, RurAL CAP helps communities expand and improve affordable, energy-efficient housing options.

Weatherization is the division's longest-standing program. The focus of weatherization is to increase the safety, energy-efficiency and comfort of the homes served. Unlike similar programs in other areas of Alaska and the Lower 48, the Western/Northwestern Alaska program serves an entire community at one time, rather than individuals scattered among multiple communities. RurAL CAP weatherization projects take 1-3 years to complete, depending on the size of the community being served.

Homes receiving weatherization services must be occupied by income eligible homeowners. Priority is given to Elders, handicapped individuals, and households with children under six years old. In all weatherization and rehabilitation projects, local hire is an important element which provides employment, and leaves communities with a more skilled labor pool.

- (vi) *Obtain emergency assistance;*
RurAL CAP provides emergency assistance to meet immediate and urgent family and individual needs in these ways:

Through the Project Homeless Connect in Anchorage, critical winter gear is distributed and initial contact information is provided about available services. In 2011 Supportive Housing's Anchorage outreach team initiated 1,763 contacts with homeless individuals in Anchorage in the form of referrals, support and advocacy by the outreach team. Over 1,400 people received food boxes, hot meals, showers and haircuts, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support and health screenings through Project Homeless Connect—a program sponsored by the Anchorage Coalition on Homelessness, of which RurAL CAP is a member.

As homeless individuals enter either the Homeward Bound or Housing First programs, more in-depth assistance is offered by helping residents access special services for which

they are eligible but might not be using. Each resident is assigned a case manager who walks them through the steps necessary to access services, including health care, substance abuse treatment, mental health care, representation with regard to legal issues and accessing legal aid, accessing income through mainstream providers, food stamps, housing (rental assistance through a tribal organization, rental deposit through the municipal Safe City program, Section 8 vouchers or public housing through the state public housing office), employment through the Workforce Investment Act and state/local programs, financial planning through Consumer Credit Counseling Services of Alaska, and if applicable, VA Benefits. Case managers offer this level of assistance to roughly 120 people a year. The result is that residents are better able to access services available to them.

Nutritional support and referral assistance is provided to low income families in the Childhood Development programs. All 26 Head Start programs, per national program requirements, provide for at least 1/3 of each child's daily nutritional requirement according to USDA guidelines. Through these programs normally 2/3 of each child's requirements are provided for. In 2011 more than 120,000 meals were served during the school year. In addition, through work with the parents and families of the Head Start, Early Head Start and Parents and Teachers children, information is offered on good nutrition and wellness. Monthly social activities often include a nutritious meal or snack and from time to time a cooking lesson. Programs also link parents and families in need with services from other organizations. In 2011, the PAT program served 513 children and their families and 59 prenatal women.

(vii) *achieve greater participation in the affairs of the community;*

RurAL CAP's Community Development Division provides resources, training and service opportunities to low-income Alaskans in order to promote health and wellness, improve environmental conditions, save energy and build capacity. The division focuses on positive solutions that are culturally appropriate and achieve measurable results.

The Community Development Division includes five national service AmeriCorps and VISTA programs. RurAL CAP supports up to 150 AmeriCorps and VISTA members in approximately 65 communities across Alaska. Members are recruited locally from the communities they will serve in, trained by RurAL CAP and serve for usually one year

Community Planning

Through the Planning and Construction Division, RurAL CAP continues its work with a community planning tool that is tailored to the special needs and circumstances of Alaska's small rural communities. Built around a rural Alaskan understanding of the social, political, cultural, and physical environment, the community planning tool helps villages tell their unique stories, and plan for the future while embracing their values, culture, and vision.

RurAL CAP provides training and technical assistance to communities that wish to engage in community planning activities. Services include training conferences and events, as well as on-site assistance in developing a community plan.

- (2) To address the needs of youth in low-income communities through youth development programs that foster leadership and life skills development leading to future employability. The youth programs are strength-based and focus on academic proficiencies, health topics, community service, outdoor appreciation and survival skills, fostering of adult-youth relationships, environmental action, tobacco prevention, learning Native culture, and life skills. This is done by supporting the primary role of the family, giving priority to the prevention of youth problems and crime, promoting increased community coordination and collaboration in meeting the needs of youth, and supporting the 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

- (3) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). (Both (2) and (3) are answered below.)

Students in Service AmeriCorps Program

RurAL CAP works with the University of Alaska Anchorage and the University of Alaska Fairbanks to coordinate up to 80 part-time Students in Service AmeriCorps members annually. Services provided by members address a number of social and health issues including domestic violence, suicide, alcohol and drug abuse, employment and training, teen pregnancy, corrections and juvenile delinquency, child development, and child welfare.

Building Initiatives for Rural Community Health (BIRCH) AmeriCorps Program

BIRCH AmeriCorps members design and support community-wide events for youth, families and Elders in the areas of health education, substance abuse prevention and wellness. In 2010, BIRCH members served 15 Alaskan communities.

Rural Alaska Village Environmental Network (RAVEN) AmeriCorps Program

The RAVEN AmeriCorps members improve environmental conditions through youth education, pollution prevention, community clean-up efforts, energy conservation, recycling and other solid waste management projects across rural Alaska. RAVEN AmeriCorps members worked in 20 communities in 2011.

VISTA Energy Program

RurAL CAP launched the VISTA Energy Program in April of 2007. In 2011, 14 VISTAs worked to reduce the burden of energy costs in their rural communities. Projects planning and capacity building for renewable energy options, and home energy efficiency education.

- (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.

Project Homeless Connect

Project Homeless Connect provides a one stop shop of resources for homeless individuals and families. RurAL CAP employees contributed over 100 hours of staff time to two Project Homeless Connect one stop shop events for homeless individuals. The program helps homeless individuals by obtaining food boxes, hot meals, showers and haircuts, on site child care, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support, and health screenings.

RurAL CAP has met the federal nutrition requirements for its Head Start sites.

- (c) **State 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.

RurAL CAP works extensively with state related entities that receive funding under the Workforce Investment Act. The Anchorage Services Division works with Nine Star, Division of Vocational Rehabilitation, State Training and Employment Program, all GED completion programs, CITC, etc. to assist resident participants in reaching their employment goals. The Dept. of Labor assists with job

applications. In addition, residents are provided employment classes and internet access to all private companies that may be hiring. They are also provided transportation to employment related activities and access to “day labor” jobs.

The Planning and Construction Division hires individuals for the weatherization projects who have completed DOL workforce training programs.

Community Development, in partnership with the Denali Commission and State Department of Labor provides three days of training for up to 100 AmeriCorps and VISTA Service Members and their Supervisors (primarily tribal and city council administrators) to strengthen leadership development, supervisory skills and managerial capacity to support Denali Commission and other public infrastructure projects in rural Alaska.

Through Energy Wise, Alaska Works Partnership trainings provide Weatherization Tech 1 and OSHA 10 certification training in preparation for work as Crew Members and to ready them for future employment in the energy or construction field.

- (d) Assurance '676(b)(6):** The State will 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.

RurAL CAP utilizes LIHEAP as part of the funding that Alaska Housing Finance Corporation provides for the Weatherization Program. LIHEAP supplements the Department of Energy and AHFC funds. Since the LIHEAP funds need to be expended by June 30 of each year, RurAL CAP uses them primarily for the initial materials purchase for the rural projects and also for some of the personnel startups costs each year. For 2011, RurAL CAP expended \$348,024 in LIHEAP funds. RurAL CAP is one of now four (the Municipality of Anchorage’s Weatherization services were awarded to RurAL CAP in December, 2010) agencies that provide Weatherization across the state, and in 2008, the tribal Housing Authorities were added when the state provided additional funds for Weatherization services. The goal of the program is to increase the energy efficiency (save stove oil and electricity costs) in the homes. Eligibility has been extended to 100 percent of median income to allow more people to qualify. However, persons at 60 percent median income will have a higher priority.

- (e) Assurance '676(b)(9):** 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.

The Supportive Housing Division is an example of successful partnerships throughout Anchorage to maximize services for individuals with low incomes. It currently has partnerships with businesses such as the Red Apple Grocery store and Camp Fire for handling their recycling efforts. It provides day labor to several construction or private businesses in Anchorage. It partners with Catholic Social Services, Cook Inlet Tribal Council, the Municipal Dept. of Neighborhoods, Alaska Housing Finance Corporation, The Alaska Mental Health Trust Authority, the Alaskan Aids Assistance Association, HUD, the Division of Behavioral Health, Cook Inlet Housing Authority, Anchorage Housing Initiatives, individual landlords throughout Anchorage, the Mt. View Community Council, etc. to provide a continuum of care from getting people off the streets to eventually placing them in permanent supportive housing.

The Child Development, Community Development, and Planning and Construction Divisions which provide services in rural Alaska are also well connected with the many statewide, regional and local organizations that allow them to more effectively and efficiently deliver services including school districts, tribal organizations, city, municipal and borough governments, church groups, Boys & Girls Clubs, State Departments of Education and Health and Social Services, natural resource entities, solid waste management, AHFC, federal agencies, local clinics, Elders Councils, University of Alaska, Native corporations and organizations, financial institutions, and the Denali Commission. In 2011,

RurAL CAP partnered with over 250 organizations to deliver its programs and services.

The Community Development Division maintains numerous partnerships and coordinates programs with a variety of community-based and statewide organizations involving low-income people also served by the State of Alaska. These include tribal governments and city councils, schools, churches, health clinics and other organizations in over 60 communities across Alaska where the AmeriCorps and VISTA members serve. In addition, the Division partners with Alaska Native non-profit and for-profit corporations, statewide non-profit agencies and foundations.

A sampling of these organizations include Yukon River Inter-Tribal Watershed Council, Tanana Chiefs Council, Alaska Native Tribal Health Consortium, Denali Commission, Alaska Community Foundation, Nome Eskimo Community, Association of Village Council Presidents, Cook Inlet Tribal Council, NANA Regional Corporation, Bristol Bay Native Association, Bristol Bay Native Corporation, Kodiak Island Housing Authority, Best Beginnings, Central Council Tlingit & Haida Indian Tribes of Alaska, Bering Straits School District, Alaska Youth for Environmental Action, Renewable Energy Alaska Project, Spirit of Youth, Alaska Tribal Conference on Environmental Management, Cold Climate Housing Research Center, the Alaskan Aides Assistance Association.

G. Fiscal Controls and Monitoring

- (1) State Program Monitoring:** Department staff monitors RurAL CAP on an on-going basis to ensure compliance with the provisions of the Act. An on-site review took place at the RurAL CAP offices in Anchorage on May 10-11, 2012. The State has met its obligation to monitor the grantee on-site at least once every three years.

When an on-site visit is done, an entrance interview is conducted with the Executive Director of RurAL CAP and anyone he/she elects to have participate. The purpose of the entrance interview is to review the monitoring process and the files, records, etc which will need to be made available.

After the monitoring review is completed, an exit interview is held with the Executive Director of RurAL CAP and any one he/she elects to have participate. During that interview, any problems, concerns, or issues that need to be addressed or resolved, will be outlined.

A written monitoring report also outlining issues (both positive and negative) is sent to RurAL CAP's Executive Director with timelines for resolution identified. There were no findings or issues of a negative nature identified as a result of the May 2009 monitoring visit.

CSBG staff attended Monitoring Principles & Practices training in May 2006. Our monitor process was revised after receiving this training. An updated monitor form and a Pre-Visit Questionnaire were developed and used during the May 2012 review.

RurAL CAP has an annual audit conducted each year by a private independent firm. The audit meets both federal single audit and state single audit requirements. KPMG completed an audit for the year ending September 30, 2011 and issued their report in December 2011.

- (2) Corrective Action, Termination and Reduction of Funding:** If the Department should determine that the eligible entity fails to comply with the terms of an agreement, the State Plan, or to provide services under this subtitle, or to meet appropriate standards, goals, and other requirements, the Department will provide RurAL CAP with written notification of the deficiencies and an opportunity to correct the deficiencies within an agreed upon timeframe (60 days). Within 30 days after receiving an improvement plan from RurAL CAP, the Department will review it and make a determination as to its acceptability. If not acceptable, reasons why will be identified. Technical assistance will be offered by the Department in correcting the deficiencies.

If the eligible entity fails to correct the deficiencies, after providing the eligible entity with adequate notice and an opportunity for a hearing, the Department will initiate proceedings to terminate the designation of or reduce the funding under this subtitle of the eligible entity. The Secretary will be copied on all such correspondence.

correspondence.

- (3) Fiscal Controls, Audits, and Withholding:** The Department provides assurance that fiscal and fund accounting procedures in compliance with OMB Circular A-110 and A-122 have been established and shall apply to recipients of funds under this subtitle, to ensure the proper disbursement of and accounting for federal funds paid to the State under this subtitle, including procedures for monitoring the assistance provided under this subtitle and provide at least every year for the preparation of an audit of expenditures of amounts received under this subtitle and amounts transferred to carry out the purposes of this subtitle, in accordance with the Single Audit Act, PL 98-502 (31 USC 75 and OMB Circular A-128). The Department requires that the Grantee be audited annually and a copy submitted to the Office of Management and Budget for review and audit resolution if required.

The Department segregates each federal grant appropriation into two categories: Grant Funds and Administrative Funds. A collocation code for each is established once funds are released by the Budget Analyst. The eligible entities grant agreement is coded to the Grants Line Item. It contains a line item budget against which monthly billings for reimbursement are requested. The Grantee's monthly financial reimbursement requests are approved by Program staff for program compliance and reviewed by Fiscal staff for mathematical accuracy.

Administrative funds are also tracked by collocation code. All expenditures are approved and tracked by Program and Fiscal staff.

- (a) Cooperation with Federal Investigations [676(b)(7) and 678D]:** The Department agrees to cooperate with any Federal investigation undertaken in accordance with Section 678D(b)(3) of the Act. No federal investigations were undertaken in prior years, but should the need arise, the Department will assist in any way possible. Copies of the State Plan, RurAL CAP's grant agreements, and Annual Reports are public information and open and available for review by the public, the Alaska Governor's Office, the Alaska State Legislature, the Alaska State Congressional delegation, or any interested party.
- (b) Termination or reduction in proportional funding [676(b)(8)]:** 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 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.

During prior Federal Fiscal years (at least the last 12) the Department has not terminated or reduced funding to a Community Action Agency. Procedures for so doing are outlined in this Plan.

- (c) Adequate Representation on the Board [676(b)(10)]:** The By-Laws of the Board of Directors of RurAL CAP identify the procedures for obtaining representation on the Board and the mechanisms to obtain representation by other means. RurAL CAP submits a copy of the by-laws to the State annually.

H. Accountability and Reporting Requirements

(1) Results Oriented Management And Accountability:

Several times over the years, RurAL CAP has provided in-depth training in results oriented outcome management to its staff. Recently, Elliott Pagliaccio, a national expert and trainer on results oriented management, conducted a two-day intensive training with RurAL CAP staff. This refresher course, along with a leadership team that values measurable outcomes, has enabled RurAL CAP to become proficient in measuring outcomes. The process continues to be refined and expanded to new programs and initiatives. The outcome measures for each program are provided immediately following the program narratives in Appendix B.

Over the past several years, RurAL CAP has established itself as a national leader in the use of outcome measures. Within the national CSBG family of Community Action Agencies, Alaska's progress in implementing outcome management and its comprehensive publication of outcome measures has been hailed as an example for other states to follow.

As RurAL CAP continues the process of transforming itself into a “results and learning” organization (one that measures success in terms of customer outcomes – measurable changes in conditions and behaviors of the people served), it has raised the level of energy and enthusiasm throughout the agency. Over the past few years, RurAL CAP has leveraged CSBG funds to develop new funding sources, new customers, better results and a customer service attitude that has helped lift the spirit of the organization and the many people whose lives are improved by it.

RurAL CAP has now fully integrated all of its programs into its ROMA model of outcome evaluation. Program Directors and Managers sit down with their supervisors on a quarterly basis to review customer progress on milestones and to discuss results and learning. New projects and programs are designed from the perspective of customer results. Over the coming year, RurAL CAP will continue to integrate its outcome management approach with its applied strategic planning process to assure that it continues to be a great human service organization.

(2) Annual Report [678E(a)(2)]:

The Department complies with this requirement through the annual submission of the Community Services Block Grant Information System Survey (CSBG/IS) submitted to the National Association for State Community Service Programs (NASCS). The latest compiled report was included in the 2011 CSBG/IS report due to NASCS by March 31, 2012. The 2012 CSBG/IS report will be submitted to NASCS by March 31, 2013.

The Department's CSBG/IS reports include information that is pertinent, comprehensive, and which describes in detail the CSBG activities and services provided as well as addresses outcomes which measure how CSBG funds were used to promote self-sufficiency, family stability, and community revitalization. It includes: Performance Objectives; Program Accomplishments and Activities; a Comparison of Planned vs. Actual Expenditures for the Prior Fiscal Year; a Profile of Participants Served (Number and characteristics of clients served); a Statistical Report on CSBG Program Services; and a State Offered T & TA Report (as an attachment).

VII. Appendix

A. Statement of Federal and CSBG Assurances

B. Budget Summary by Component/Work Plans/Narratives/Outcome Measures

C. Documentation of Public Hearing

Appendix A

Statement of Federal and CSBG Assurances

IV. Statement of Federal and CSBG Assurances:

The designee of the chief executive of the State of Alaska hereby agrees to the Assurances in Section 676 of the Act, as amended, (42 U.S.C. 9901 et seq.)(The Act), as follows-

A. Programmatic Assurances

Sec. 676(b) State application and plan

Beginning with fiscal year 2000, to be eligible to receive a grant or allotment under section 9905 or 9906 of this title, a State shall prepare and submit to the Secretary an application and State plan covering a period of not less than 1 fiscal year and not more than 2 fiscal years. The plan shall be submitted not later than 30 days prior to the beginning of the first fiscal year covered by the plan, and shall contain such information as the Secretary shall require, including -

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

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

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) to make better use of available income;

(v) to obtain and maintain adequate housing and a suitable living environment;

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

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

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

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

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

(ii) after-school child care programs; and

- (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this chapter (including State welfare reform efforts);
- (2) a description of how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 9907(b) of this title in accordance with this chapter, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this chapter;
- (3) information provided by eligible entities in the State, containing -
- (A) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 9907(a) of this title, targeted to low-income individuals and families in communities within the State;
- (B) a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations;
- (C) a description of how funds made available through grants made under section 9907(a) of this title will be coordinated with other public and private resources; and
- (D) a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this chapter, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting;
- (4) an assurance that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals;
- (5) an assurance that the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act [29 U.S.C. 2801], in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;
- (6) an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI [42 U.S.C. 8621 et seq.] (relating to low-income home energy assistance) are conducted in such community;
- (7) an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 9916 of this title;
- (8) an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this chapter will not have its funding terminated under this chapter, 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 9915(b) of this title;
- (9) an assurance that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations;
- (10) an assurance that the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation;

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

(12) an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 9917(b) of this title, or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization; and

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

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 fund to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [‘675C(a)(3)]
- (4) To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. [‘675C(b)(2)]
- (5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [‘675(c)]
- (6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or 675B for the period covered by the State plan. [‘676(a)(2)(B)]
- (7) That the chief executive officer of the state will designate, an appropriate State agency for purposes of carrying out State community services block grant program activities. [‘676(a)(1)]
- (8) To hold at least one legislative hearing every three years in conjunction with the development of the State plan. [‘676(a)(3)]

- (9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. [‘676(e)(2)]
- (10) To conduct the following reviews of eligible entities:
- (a) full onsite review of each such entity at least once during each three-year period;
 - (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
 - (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. [‘678 B(a)]
- (11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
- (a) inform the entity of the deficiency to be corrected;
 - (b) require the entity to correct the deficiency;
 - (c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - (d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
 - (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency. [‘678C(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 679. 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 to 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 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 676B; or

(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, programs described in subsection (a).

(c) Limitations on Use of Funds or Certain Purposes. - No funds provided directly to a religious organization to provide assistance under any program described in subsection (a) shall be expended for sectarian worship, instruction, or proselytization.

(d) Fiscal Accountability -

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

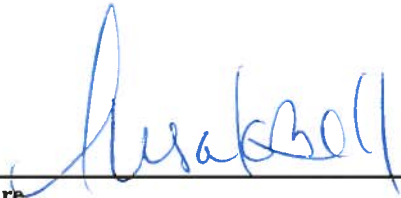
(2) Limited Audit.—Such organization shall segregate government funds provided under such program into a separate account. Only the government funds shall be subject to audit by the government.

(e) Treatment of Eligible Entities and Other Intermediate Organizations. - If an eligible entity or other organization (referred to in this subsection as an ‘intermediate organization’), acting under a contract, or 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.



Signature
Commissioner

Title
State of Alaska, Department of Commerce, Community, and Economic Development
Organization

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

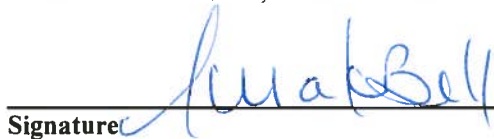
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Signature
Commissioner

Title

State of Alaska, Department of Commerce, Community, and Economic Development
Organization

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to

meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- (B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

211 Cushman Street, Fairbanks, Alaska 99701

150 W 3rd Street, Juneau, Alaska 99811

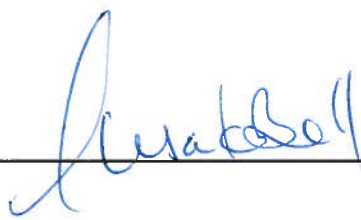
☐ Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]



Signature
Commissioner

Title
State of Alaska, Department of Commerce, Community, and Economic Development
Organization

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its

principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

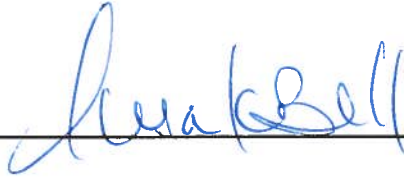
Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

A handwritten signature in blue ink, appearing to read "Anna Bell", is written over a horizontal line.

Signature

Commissioner

Title

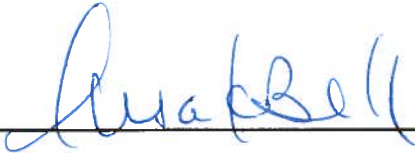
State of Alaska, Department of Commerce, Community, and Economic Development

Organization

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.



Signature

Commissioner

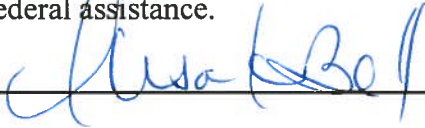
Title

State of Alaska, Department of Commerce, Community, and Economic Development
Organization

Date

CERTIFICATION REGARDING MAINTENANCE OF EFFORT

In accordance with the applicable program statute(s) and regulation(s), the undersigned certifies that financial assistance provided by the Administration for Children and Families, for the specified activities to be performed under the Community Service Block Grant Program by State of Alaska (Applicant Organization), will be in addition to, and not in substitution for, comparable activities previously carried on without Federal assistance.



Signature

Commissioner

Title

State of Alaska, Department of Commerce, Community, and Economic Development
Organization

Date

Appendix B

**Budget Summary by Component/
Work Plans/Narratives/Outcome Measures**

Community Services Block Grant - FY 2013
Submitted by Rural Alaska Community Action Program, Inc.

Scope of Work

During the period April 1, 2013 to June 30, 2014, RurAL CAP proposes to use Community Services Block Grant funds in the following components: Administrative Services, Child Development, Community Development, Planning & Construction, Public Policy & Advocacy, and Supportive Housing.

Overview of FY 2013 CSBG Proposal

Administrative Services	\$ 620,000
• Communications, Planning, Training and Evaluation	
• Research and Development	
Child Development Division	\$ 630,000
• Child Development Center	
• Child Development Division Support	
Community Development Division	\$ 500,000
• AmeriCorps Programs	
• VISTA Energy Program	
• Rural Providers' Conference	
• Community Development Division Support	
Planning & Construction Division	\$ 260,000
• Planning & Construction Division Support	
Public Policy & Advocacy	\$ 230,000
• Education and Information	
Supportive Housing Division	\$ 260,000
• Affordable Housing	
• Supportive Housing Division Support	
TOTAL FUNDS REQUESTED (100%)	<u>\$2,500,000</u>

Community Services Block Grant
For Period April 1, 2012 Through March 31, 2013
Budget Summary By Component

CATEGORY	ADMIN. SERVICES	SUPPORTIVE HOUSING	CHILD DEVELOPMENT	COMMUNITY DEVELOPMENT	PUBLIC POLICY & ADVOCACY	PLANNING & CONSTRUCTION	TOTALS
PERSONNEL	\$ 409,001	\$ 150,668	\$ 304,654	\$ 308,753	\$ -	\$ 165,424	\$ 1,338,500
CONTRACTUAL	-	1,500	-	5,000	50,000	-	\$ 56,500
TRAVEL	18,000	4,500	3,150	18,022	43,450	16,950	\$ 104,072
BLDG SPACE	39,000	10,200	119,247	42,084	-	10,000	\$ 220,531
GENERAL SUPPLY	13,000	6,859	-	4,200	40,000	3,000	\$ 67,059
PROGRAM SUPPLY	3,000	4,000	-	2,301	12,000	500	\$ 21,801
EQUIPMENT	-	-	-	-	-	-	\$ -
COMMUNICATIONS	22,235	26,748	89,343	24,626	26,400	13,854	\$ 203,206
OTHER	3,961	8,639	-	4,850	16,675	3,387	\$ 37,512
DIRECT COSTS	508,197	213,114	516,394	409,836	188,525	213,115	\$ 2,049,181
ADMIN COSTS	111,803	46,886	113,606	90,164	41,475	46,885	\$ 450,819
TOTAL COST	\$ 620,000	\$ 260,000	\$ 630,000	\$ 500,000	\$ 230,000	\$ 260,000	\$ 2,500,000
Percent	24.80%	10.40%	25.20%	20.00%	9.20%	10.40%	100.0%

Community Services Block Grant FY 2013
Administrative Services

NARRATIVE

SUMMARY OF COMPONENTS

Component 1 – Development/Planning Evaluation

I. Public Information Services. Funds are used from CSBG to support staffing for the activities in the Public Policy and Advocacy section for the overall agency public information functions including agency databases for various contact lists, desktop publishing, faxing, mailings, press releases, media coverage, fact sheets and public outreach publications, website and social media outlets (Facebook, My Space, Twitter).

II. Fund Development and Management. Funds are used from CSBG to support the Development Department. The Development Department is responsible for securing diversified financial support for all RurAL CAP programs and guides the agency's efforts in grant writing, relationship building and donation management. The department monitors current trends in program funding and opportunities. Development staff prepares competitive grant applications for all program divisions and maintains the organization's relationships with corporations, private foundations and individuals. Non-CSBG funding sources include local, state and federal grants, private foundation grants, corporate support and individual donations. Development staff participates in the design and creation of agency outreach material such as the annual report, fact sheets and the agency website. Development also helps monitor program results data to report back to funders.

III. Planning and Evaluation. Evaluate the effectiveness and efficiency of agency programs and services to improve outcomes for the people served. Evaluation is tied to the agency strategic plan and employs a variety of methods including the national evaluation model known as ROMA (Results Oriented Management and Accountability) and tools associated with specific programs and projects.

OUTCOME STATEMENT

The Administrative Services Division provides a range of services and activities that have a significant and measurable impact on the ability of RurAL CAP to leverage interest, funding and support for programs that help improve the quality of life for low-income Alaskans.

Our goal is to create or expand resources and opportunities in order to achieve family and community outcomes.

NEED FOR SERVICES

Customers

The customers are ultimately low income Alaskans who receive direct services from the agency program directors, managers, supervisors, coordinators, specialists, and other program staff which the entire agency supports.

Products

- Fund development to increase the financial and partnering capacities that sustain and grow the agency
- Public outreach materials
- Regular maintenance of the partner database and donation management
- Complete and monitor outcomes and refine where needed
- Compliance with grant requirements

OUTCOME MANAGEMENT MODEL

The outcome measures of the Administrative Services component have been integrated into RurAL CAP's ROMA model which includes performance targets, milestones, verification, projected numbers, product steps, and quarterly tracking of results. The outcome management models for the Administrative Services Department are formatted horizontally on the following pages. These pages complete the narrative section of the Administrative Services Department. The CSBG work plan is for the following component:

Component 1 – Development/Planning/Evaluation

- **Public Information Services**
- **Fund Development and Management**
- **Planning and Evaluation**

Outcome Measures – Administrative Services

Component I – Development/Planning/Evaluation

Submitted by Rachel Morse, Development Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 4

National Performance Indicator 4.1

RurAL CAP Strategic Plan

Outcome Statement #1

Performance Target #1

Partnerships Among Supporters and Providers of Service to Low-Income People are Achieved

Expanding Opportunities through Community-wide Partnerships

Dimension #6 – Capacity Building

RurAL CAP is awarded funds resulting in the mobilization of CSBG and additional non-CSBG funds to RurAL CAP and the ability to strengthen, improve and expand programs.

Out of \$40M in requested funding from a variety of sources, RurAL CAP will secure \$36.5 M distributed as follows: \$2.5 M in CSBG, \$15M in federal non-CSBG funds, \$12M in state funding, \$3M local funding, \$4M in volunteer-time contributions.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for agency capacity building through fund development.	Verification: Tool or document used to verify that milestone was reached.	Projected \$ Secured or mobilized	Product Steps: What staff member does to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.0 RurAL CAP through Development Department identifies needs for funding and applies for CSBG, other federal funding, state funding, local funding and funding from private sources.	Copies of prepared proposals sent to funding opportunities.	\$40M	Strategic planning (all), budgeting (all) and proposal writing (Development).					
1.2 Divisions utilize CSBG funds for program work.	Financial reports related to program work.	\$2.5 M	Programs are executed by staff and supported by CSBG.					
1.3 Divisions utilize other federal program funds for work.	Financial reports related to program work.	\$15 M	Programs are executed by staff and supported by federal funds.					
1.4 Divisions utilize other state funds for program work.	Financial reports related to program work.	\$12 M	Programs are executed by staff and supported by state funds.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for agency capacity building through fund development.	Verification: Tool or document used to verify that milestone was reached.	Projected \$ Secured or mobilized	Product Steps: What staff member does to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.5 Divisions utilize local funds for program work.	Financial reports related to program work.	\$3M	Programs are executed by staff and supported by local funds.					
1.6 RurAL CAP will continue to seek supplemental program funding	Funding requests to federal, state and local agencies, foundations, corporations, and others	40	Development and Divisions seek opportunities and develop proposals.					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Administrative Services

Component I – Development/Planning/Evaluation

Submitted by Sarah Scanlan, Deputy Director

FY 2013 CSBG 4/1/13 to 3/31/14

National CSBG Goal # 5
National Perf. Indicator #5.1
RurAL CAP Strategic Plan
Outcome Statement #1

Agencies Increase their Capacity to Achieve Results.

Agency Development

Dimension #6 – Capacity Building

All RurAL CAP staff and board members will increase their capacity to achieve results and make decisions for effective program development as a result of the development and implementation of a strategic plan.

Performance Target #1

Out of 9 members of the Leadership Team, 9 members will increase their capacity to achieve results and improve programs as a result of the development and implementation of strategic plan resulting in mobilization of non-CSBG funds to RurAL CAP. (5.1 – B, C, D, E)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Program and Division Directors and Managers.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate	Product Steps: Who does what to make milestone happen	(4/1 - 6/30) Quarter 1	(7/1 – 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.1 Leadership Team members develop schedule for annual review and update of agency plan.	Participant list, LT meeting minutes.	9	Deputy Director facilitates meeting and disseminates minutes.					
1.2 Leadership Team members collect and catalog assessments from all RurAL CAP programs for use in an annual review of the strategic plan.	Copy of strategic plan.	9	LT members listen to reports from staff and review program assessments; meeting minutes.					
1.3 Leadership Team members use the Strategic Plan as a guide for the development of programs to address the needs of low-income Alaskans.	Quarterly board reports; Copies of new proposals.	9	LT members and their staff design and implement new programs and projects consistent with the agency Strategic Plan.					
1.4 Leadership Team members convene to evaluate key indicators, needs assessments, and environmental scans; determines if plan requires adjustment.	LT meeting minutes.	9	Individual goals and objectives are compared to current and emerging trends.					

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zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for RurAL CAP Program and Division Directors and Managers.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate	Product Steps: Who does what to make milestone happen	(4/1 - 6/30) Quarter 1	(7/1 – 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.5 Leadership Team members engage in the board in strategic planning.	Meeting agendas; draft applied strategic plan.	9	LT members meet with board members to discuss plan and make revisions.					
1.6 Leadership Team members write plan revisions for review and adoption by RurAL CAP Board of Directors.	Revised plan; board minutes.	9	LT recommendations applied to existing plan. Plan revised as appropriate. Board takes action to adopt revisions.					
1.7 Leadership Team members report to the board on the implementation of the strategic plan.	Board Reports; Board committee agendas.	9	LT members draft reports and give presentations to the board and board committees.					
1.8 RurAL CAP staff and board members achieve results and improve programs through the development and implementation of a Strategic Plan which results in the mobilization of additional non-CSBG funds to RurAL CAP.	Quarterly Board Reports; copies of new proposals and grant awards.	9	LT members and their staff design and implement new programs and projects consistent with the agency Strategic Plan.					

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zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Administrative Services

Component I – Development/Planning/Evaluation

Submitted by Sarah Scanlan, Deputy Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 5
National Perf. Indicator #5.1
RurAL CAP Strategic Plan
Outcome Statement #1

Agencies Increase their Capacity to Achieve Results.

Agency Development

Dimension #6 – Capacity Building

All RurAL CAP Staff will become successful and proficient in implementing outcome-based planning and evaluation.

Performance Target #1

Out of 16 Program and Division Directors and Managers, at least 8 will become successful and proficient in implementing outcome-based planning and evaluation using the ROMA (Results Oriented Management and Accountability) model resulting in mobilization of non-CSBG funds to RurAL CAP. (5.1 – B, C, D, E).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for ROMA proficiency for RurAL CAP Program and Division Directors and Managers.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate	Product Steps: Who does what to make milestone happen	(4/1 - 6/30) Quarter 1	(7/1 – 9/30) Quarter 2	(10/1 -12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.1 Directors and Managers participate in training to prepare planning and evaluation documents.	Training schedules and agendas.	16	Directors and Managers request further training if needed to review and clarify.					
1.2 Directors and Managers assist in developing Performance Targets, Milestones, Verification Tools, Projected Numbers, and Products Steps for each of their programs.	Annual CSBG Outcome Measure publication submitted to the Board and to DCCED.	13	Deputy Director provides training and reviews outcomes; RurAL CAP Board approves; Proposal goes to DCCED and legislative public hearing.					
1.3 Directors and Managers generate quarterly and annual reports measuring effectiveness of programs using Outcome Measures.	Written quarterly reports submitted to the Board of Directors; Quarterly CSBG outcome measures reports.	11	Board sets date for annual review of programs and goals; Executive Director compiles report for the Board.					
1.4 Directors and Managers have results and learning meetings with key staff to discuss and analyze outcome data.	Annual progress report to the board, annual performance evaluations.	11	Executive Director compiles report for the Board; supervisors note results and learning achievements in annual performance evaluations.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for ROMA proficiency for Program and Division Directors and Managers.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate	Product Steps: Who does what to make milestone happen	(4/1 - 6/30) Quarter 1	(7/1 – 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.5 Directors and Managers revise and update Outcome Measures annually.	Annual CSBG Outcome Measure publication submitted to the Board and to DCCED.	11	Deputy Director requests reports from staff and compiles into report for CSBG and the Board.					
1.6 Directors and Managers become proficient in implementing outcome-based planning and evaluation resulting in the mobilization of non-CSBG funds.	Non-CSBG proposals and grant awards.	8	Directors submit non-CSBG proposals and are awarded funds to support programs consistent with the Applied Strategic Plan.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

<u>Budget Summary FY 2013</u> Community Services Block Grant		Rural Alaska Community Action Program, Inc.		<u>Component: ADMINISTRATIVE SERVICES</u>	
GRANT NUMBER:	FUNDING PERIOD FOR WHICH <u>FUNDS ARE REQUESTED</u>		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG
			Public Law 97-35		FUNDS AVAILABLE AT END OF CURRENT
	Beginning Date	Ending Date	Section 675 ©, (A), (B)		FUNDING PERIOD (Attach most recent
	April 1, 2013	June 30, 2014	(vi), (vii), (D), (E)		Monthly and/or Quarterly Financial Report):

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: <u>12</u>		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	\$409,001		\$0		\$409,001			
20	CONTRACTUAL	\$0		\$0		\$0			
30	TRAVEL	\$18,000		\$0		\$18,000			
40	BUILDING SPACE	\$39,000		\$0		\$39,000			
50	GENERAL SUPPLY	\$13,000		\$0		\$13,000			
60	PROGRAM SUPPLY	\$3,000		\$0		\$3,000			
70	EQUIPMENT	\$0		\$0		\$0			
80	COMMUNICATION	\$22,235		\$0		\$22,235			
90	OTHER	\$3,961		\$0		\$3,961			
	TOTAL DIRECT	\$508,197		-		\$508,197			
	ADMINISTRATIVE COSTS	\$111,803		-		\$111,803			
	TOTAL	<u>\$620,000</u>		<u>-</u>		<u>\$620,000</u>			

CSBG - FY 2013 - ADMINISTRATIVE SERVICES

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

ADMINISTRATIVE SERVICES

510	<u>510 PERSONNEL :</u> (Includes estimates for COLA and merit increases) 100 - Development Director (100%) \$90,767 Development Coordinator (100%) \$58,989 Communication Coordinator (100%) \$59,732 Development Specialist (100%) \$45,624 Specialist (100%) \$45,624 <i>Subtotal Personnel</i> \$300,736 500 - Fringe (\$309,328 x 36%) \$108,265 TOTAL COST OF PERSONNEL \$409,001			
520	<u>520 CONTRACTUAL:</u> 100 - Legal/professional/consulting services \$0 TOTAL COST OF CONTRACTUAL \$0			
530	<u>530 TRAVEL COSTS</u> <u>100 - Staff Per Diem</u> Staff per diem for rural sites (6 trips = 18 days x \$200) \$3,600 Staff per diem for hub sites (2 trips = 4 days x \$200) \$800 <u>200 - Staff Per Diem Out of State</u> Staff per diem out of state (5 trips = 24 days x \$250) \$6,000			

CSBG - FY 2013 - ADMINISTRATIVE SERVICES

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	<u>500 - Staff Travel in State</u> Staff travel rural site (6 trips x \$450) \$2,700 Staff travel hub sites (2 x \$450) \$900 <u>600 - Staff Travel Out of State</u> Staff travel out of state (5 x \$800) \$4,000 TOTAL COST OF TRAVEL \$18,000	\$18,000	
540	<u>540 SPACE COST:</u> 100 - Space for five Administrative Service staff \$39,000 TOTAL SPACE COSTS \$39,000	\$39,000	
550	<u>550 GENERAL SUPPLIES:</u> 100 - Office supplies \$3,000 200 - Copier supplies \$10,000 TOTAL COST OF GENERAL SUPPLIES \$13,000	\$13,000	
560	<u>560 PROGRAM SUPPLIES</u> 500 -Training Supplies \$3,000 TOTAL COST OF PROGRAM SUPPLIES \$3,000	\$3,000	
580	<u>580 COMMUNICATIONS COSTS</u> 100 - Phone & Fax \$3,500 102 - Postage (bulk mail expenses) \$1,000 300 - Publications (printing) \$300 400 - Advertising (for recruitment) \$300 600 - I.T. costs for five staff \$17,135 TOTAL COMMUNICATION COSTS \$22,235	\$22,235	

CSBG - FY 2013 - ADMINISTRATIVE SERVICES

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
590	<u>590 OTHER COSTS:</u>		
	300 - Subscriptions	\$120	
	700 - Fees, Tuitions & Memberships	\$3,841	
	TOTAL OTHERS COSTS	\$3,961	\$3,961
	Direct Cost of Component	\$508,197	
	Administrative Costs of Component @ 22%	<u>\$111,803</u>	
	Total Cost of Component	\$620,000	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S) The Community Services Block Grant (42 U.S.C. 9901 et seq.) as amended, Sec. 672 - 9904. (1) A) (B) (viii) Period: April 1, 2013 to June 30, 2014				
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>						
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>				
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 st	2 nd	3 rd	4 th					
<u>National CSBG Goal #4:</u> Partnerships among suppliers and providers of services to low-income people are achieved. <u>National CSBG Goal #5</u> Agencies increase their capacity to achieve results.	<u>DEVELOPMENT/PLANNING/EVALUATION</u>									
	Public Information Services – Staff Support for overall agency public information functions including agency databases for contact lists and public outreach.	X	X	X	X	• Staff development – database management systems, updates on various skills as needed.	\$620,000	12		On-Going
	Fund Development - Provide research and proposal writing support to programs. Develop and maintain relationships with funders and other potential partners.	X	X	X	X	• Updates on successful ways to broaden the resource base.				
	Planning and Evaluation – develop and maintain database and staff support to evaluate the effectiveness and efficiency of agency programs and services.	X	X	X	X	• National and regional Community Action affiliated conferences.				
	Provide other support as needed for the agency to broaden its resource base in order to achieve its mission of improving the lives of low income people by maintaining a high performing and responsive agency.	X	X	X	X	• Refinement of the national Results Oriented Management and Accountability (ROMA) evaluation model.				
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)					GRAND TOTAL	\$ 620,000		
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board. b. () Reviewed by the applicant's administering board and approved by its governing officials.										
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD		SIGNATURE:					DATE:	DATE OF BOARD APPROVAL:		
Rural CAP Board President, Andrew Ebona							Feb. 16, 2012	Feb. 16, 2012		

Community Services Block Grant FY 2013 Proposal

Child Development Division

NARRATIVE

SUMMARY OF COMPONENTS

Component 1 – General Child Development Division

CSBG supports the position of the Child Development Division Director. This position provides administrative oversight of Head Start, Early Head Start, Parents as Teachers, and Child Development Center programs. In total, the Child Development Division supports programs in 29 communities serving over 1,500 children with a staff of more than 250 people.

I. RurAL CAP Head Start / Early Head Start programs are administered in 26 communities across the state. Head Start is a program for low income children and their families. It is designed to help three to five year old children become socially competent and ready for entry to school. Educational activities are provided that support each child's developmental level and cultural background. Through strong partnerships with parents and communities, mental and physical health, dental, nutrition, and disability services are made available. Family partnership agreements are developed to assist families in achieving their goals. Parents are involved in setting the direction for the program through local Parent Committees, regional Parent Committees, and the Child Development Policy Council. The Early Head Start program provides home-based services to parents with children prenatal to three in six rural communities. Information regarding the importance of prenatal care is provided to expecting parents. Access to health care providers is supported and information is delivered to ensure the optimal growth and development for infants and toddlers. Parents are provided information about developmental milestones for their child and the importance of providing a stimulating environment. The research pointing to the importance of the "early years" in brain development validates the crucial need to reach parents at this time in their child's life and support quality parenting.

II. The RurAL CAP Parents as Teachers program is an early childhood parent education and family support program designed to empower all parents to give their child the best possible start in life. Services are offered in 19 communities. The program delivers home based services through bi-weekly visits to the families home and monthly group socializations. Important developmental information based on brain research is delivered using the PAT Foundational Model. Additional school readiness activities and family empowerment information is shared through parent workshops, groups meetings addressing topics of interest to parents, and joint play sessions with infant learning.

Component 2 – Child Development Center – Child Care Components:

I. The RurAL CAP Child Development Center is a licensed, year round, early care and learning program for 30 children between the ages of 19 months and 5 years. It is a tuition based program, which offers assistance to families in financial need. Many families are eligible for Child Care Assistance through Cook Inlet Tribal Council or the Municipality of Anchorage. The Center maintains collaborative relationships with many local assistance resources and programs to help low-income families achieve self-sufficiency. The Center continues its ongoing collaboration with faculty and students from the University of Alaska Anchorage associates and bachelors degree programs in early childhood education and social work. With this partnership major strides have been made in becoming a model early childhood training program. The Center continues to dedicate resources for ongoing professional development for staff and is making gains in increasing wages for early childhood professionals.

PROGRAM OUTCOME STATEMENT

The programs within the Child Development Division provide a range of services and activities which result in significant and measurable contributions towards solving the inequities in rural education. The common thread linking these programs is their shared outcome statement:

Our mission is to provide *quality early childhood education* that involves and serves communities, staff, parents, and children prenatal through age five. These programs respect Alaskan's cultural diversity and innate potential for personal and professional growth by entering into partnerships based on collaboration, advocacy, and self-sufficiency.

This outcome supports the achievement of the following CSBG goals:

- #3 Low-Income People Own a Stake in Their Community.
- #6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

NEED FOR SERVICES

Program Customers

The Child Development Division target populations supported by CSBG are low-income families with young children who live below the poverty guidelines. Over 70% of service recipients are Alaska Native people living in remote rural villages. Most of these villages have no road access and can only be reached by plane, boat, or snow machine. These communities experience some of the most extreme social and economic conditions in the country as measured by rates of income, un-employment, education, alcohol and drug

abuse, domestic violence, accidental death, and suicide. Every three years an extensive Head Start Community Assessment is conducted. During the interim years, community updates are completed to track significant changes in community resources and services.

In Anchorage, families served by the Child Development Center are often those families who might not otherwise reach their full social, economic, or educational potential if quality child care were not available to them at an affordable cost. Studies have shown that children growing up in low-income families are at risk for repeating the cycle if they do not receive intervention in the early years of life. Often low income families are forced to place their children in inadequate child care while they work at low paying jobs or participate in training. This automatically puts their children at a disadvantage and in many cases puts them at risk of abusive or neglectful care. The Child Development Center is able to offer low-income families' access to the same quality of care that middle and upper income families can afford.

Program Products

The Child Development Division programs provide early care and learning experiences for children prenatal to five years of age through center-based or home-based program options. Parents are provided educational resources and information on child development, health, nutrition, mental health, disabilities, and positive behavioral support. The program helps parents accomplish individual goals such as obtaining job skills, employment, and training.

Head Start/Early Head Start classrooms are rich interactive environments full of developmentally appropriate materials and activities. The center-based option provides classroom time for children and two home visits and two parent/teacher conferences with families during the school year. The home visits and parent/teacher conferences focus on sharing information about the child's developmental level, school readiness and goals the parents may have for their child. In the Head Start home-based option, children and parents are visited weekly in their homes by a home visitor. Parents, as the primary educators of their children, become involved in the educational development of their children. The Head Start home based program offers sixteen group socializations and the Early Head Start program offers seventeen group socializations for children and families. Through these group experiences children have an opportunity to interact socially with other children while parents exchanged parenting tips and participate in various parent trainings. In the combination program option, children attend classroom three days a week and receive one home visit a month.

Staff in rural villages receive job training and employment in communities where little other job opportunities are available. With regulations now requiring Head Start teachers to possess bachelor degrees, classroom teachers are enrolled in college courses soon after completing their Child Development Associates. The training department in the Child Development Division connects teachers with distance education through the University of Alaska while still working full time in the classroom. Significant progress has been made in the number of teachers possessing associates and bachelor degrees. School

districts benefit from the high level of competency of local early childhood educators and children enter kindergarten better prepared for school.

The Child Development Center offers a year round, full day, early care and learning program. The Center is licensed by the Municipality of Anchorage. The curriculum and program philosophy parallels that of the RurAL CAP Head Start program. The curriculum is based on a child-centered approach in which the guidelines of The National Association for the Education of Young Children (NAEYC) are followed. The program also conducts age appropriate screenings for children to detect potential developmental delays. Referrals are made, with parent consent, to local early intervention programs, when needed.

OUTCOME MANAGEMENT MODEL

The outcome management models for the Child Development Division are formatted horizontally on the following pages. These pages complete the narrative section of the Child Development Division. The CSBG work plans are for the following components:

Component 1 – General Child Development Division

- **Head Start / Early Head Start Programs**
- **Parents As Teachers Program**

Component 2 –Child Care

- **Child Development Center**

Outcome Measures - Child Development Division
Component 1 – General Child Development Division - Head Start/Early Head Start
Submitted by Patrice Griffin, Head Start Director *FY 2013 CSBG 4/1/13 to 3/31/14*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3 Child and Family Development

Head Start Goal # 1 Enhance children’s growth and development.

RurAL CAP Strategic Plan Direction 1 - Child Development – Line of Business: Comprehensive Early Childhood Programs.

Outcome Statement #1 All prenatal women will be linked to an ongoing system of prenatal health care.

Performance Target #1 Out of 16 prenatal women enrolled in Early Head Start, 14 will complete a follow-up home visit within two weeks of returning to the community after giving birth to a healthy baby. (6.3 – C.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for prenatal women .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.1 Prenatal women enroll in Early Head Start.	Enrollment data. Prenatal Files.	16	Staff conduct ongoing recruitment activities for prenatal women.					
1.2 Prenatal women receive information on: tobacco cessation, preventing SIDS, benefits of breastfeeding, postpartum depression, and FASD	Prenatal Home Visit Plan. Prenatal Home Visit Topics. Family Interest Survey	16	Home Visitor completes at least three prenatal home visits with enrollee prior to admittance to the pre-maternal home. Home Visitor provides prenatal health care information following the Prenatal Home Visit Topics and Family Interest Survey.					

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Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for prenatal women .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.3 Prenatal women complete a prenatal exam at the local health clinic or at the Sub-Regional clinic.	Prenatal Home Visit Plan. Prenatal Health History. YKHC Authorization.	14	Home Visitor completes at least three prenatal home visits with enrollee prior to admittance to the pre-maternal home. Home Visitor obtains a Health History and YKHC Authorization during enrollment or during the first initial home visit. Staff conducts a review of medical records.					
1.4 Prenatal women participate in a dental Screening.	Prenatal Home Visit Plan. Prenatal Health History. YKHC Authorization.	12	Home Visitors completes at least three prenatal home visits with enrollee prior to admittance to the pre-maternal home. Home Visitor obtains a Health History and YKHC Authorization during enrollment or during the first initial home visit. Staff conduct review of dental records.					
1.5 Prenatal women complete a follow-up home visit within two weeks of returning to the community after giving birth to a healthy baby.	Prenatal Home Visit Plan. Weekly Attendance Sheets. Enrollment Paperwork for the newborn. Change of Status	14	Home Visitor completes a home visit within two weeks of returning to the community after delivery. Change of Status will be submitted documenting delivery of the newborn.					
1.6 Postnatal women enroll their newborn in Early Head Start services	Change of Status Enrollment forms	12	Home Visitor provides enrollment information to family. Submits enrollment paperwork.					

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Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director *FY 2013 CSBG 4/1/13 to 3/31/14*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3 Child and Family Development

Head Start Goal # 1 Enhance children’s growth and development.

RurAL CAP Strategic Plan Direction 1 - Child Development – Line of Business: Comprehensive Early Childhood Programs.

Outcome Statement #2 All Early Head Start children will reach or exceed age appropriate levels of development.

Performance Target #2 Out of 150 Early Head Start children, 130 will display age appropriate developmental skills by the end of the program year. (6.3 – A.3)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for EHS children.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
2.1 Children enroll in Early Head Start and receive home visits	Enrollment data. Weekly Attendance Sheets. Home Visit Plans.	150	Staff conducts recruitment activities to enroll Early Head Start children.					
2.2 Early Head Start children participate in completing a baseline Child Development Assessment.	Ounce Scale- Developmental Profile	135	Home Visitors and parents complete an ASQ during the child’s first forty-five days of being enrolled. Home Visitors and parents complete and ASQ-SE during the child’s first forty-five days of being enrolled. The Ounce Scale is initiated during the first home visit and up-dated at regular intervals.					
2.2. (a) Complete first assessment								
2.2. (b) Complete second assessment								
2.2 (c) Complete third assessment								
2.3 Early Head Start children participate in completing a year end Child Development Assessment.	Ounce Scale- Developmental Profile	135	Home Visitors collect assessment information					
2.4 Early Head Start children display age appropriate development in all domains.	Ounce Scale-Developmental Profile	130	Results of Ounce Scale-Development Profile					

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Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

Head Start Goal # 1

Enhance children's growth and development.

RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Comprehensive Early Childhood Programs.

Outcome Statement #3

All three year old Head Start children will reach or exceed age appropriate levels of development.

Performance Target #3

Out of 250 three-year-old children in Head Start, 200 will show growth in domains of development by the end of the program year. (6.3 – A.4)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS children .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
3.1 Three year old children enroll in Head Start. Center-based or home-based services begin.	Enrollment reports. Attendance reports	250	Recruit and enroll children. Use curriculums to provide planned, individualized and intentional learning opportunities in all domains of development.					
3.2 Head Start child complete a base line child assessment.	Child assessment forms/reports	250	Teachers/Home Visitors complete assessment, share with parents.					
3.3 Head Start child complete a second child assessment.	Child assessment forms/reports	235	Teachers/Home Visitors complete assessment, share with parents.					
3.4 Head Start child complete a third child assessment.	Child assessment forms/reports	220	Teachers/Home Visitors complete assessment, share with parents.					
3.5 Three year old children show growth in: a. Counts objects	Child assessment forms/reports	200	Child Assessment reports are produced.					
b. Uses language to communicate	Child assessment forms/reports	200	Child Assessment reports are produced.					
c. Shares experiences using words	Child assessment forms/reports	200	Child Assessment reports are produced.					

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whole number (5)

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS children .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
d. Follows direction	Child assessment forms/reports	200	Child Assessment reports are produced					
e. Associates sounds with written words	Child assessment forms/reports	200	Child Assessment reports are produced					
f. Shows interest & enjoyment in books	Child assessment forms/reports	200	Child Assessment reports are produced					
g. Recognizes a word as a unit of print	Child assessment forms/reports	200	Child Assessment reports are produced					
h. Identifies alphabet letters	Child assessment forms/reports	200	Child Assessment reports are produced					
i. Recognizes letter characteristics	Child assessment forms/reports	200	Child Assessment reports are produced					
j. Follows directions in English	Child assessment forms/reports	200	Child Assessment reports are produced					
k. Uses English to communicate	Child assessment forms/reports	200	Child Assessment reports are produced					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

Head Start Goal # 1

Enhance children's growth and development.

RurAL CAP Strategic Plan

Direction 1 – Child Development - Line of Business: Comprehensive Early Childhood Programs

Outcome Statement #4

All four year old Head Start children will demonstrate school readiness skills.

Performance Target #4

Out of 392 four-year-old children enrolled in Head Start, 300 will demonstrate school readiness in all domains of development by the end of the program year.(6.3 – A.4)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS children .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
4.1 Four year old child enroll in Head Start. Center based or home based services begin.	Enrollment reports. Attendance Reports	392	Recruit and enroll children. Use curriculums to provide planned, individualized and intentional learning opportunities in all domains of development.					
4.2 Head Start child complete baseline child assessment.	Child assessment forms/reports	392	Teachers/Home Visitors complete assessment, share with parents.					
4.3 Head Start child complete second child assessment.	Child assessment forms/reports	360	Teachers/Home Visitors complete assessment, share with parents.					
4.4 Head Start child complete third child assessment.	Child assessment form/reports	340	Teachers/Home Visitors complete assessment, share with parents.					
4.5 Four year old child demonstrate school readiness by mastering the following: a. Counts objects	Child assessment form/reports	300	Child Assessment reports are produced.					
b. Uses language to communicate	Child assessment form/reports	300	Child Assessment reports are produced					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS children .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
c. Shares experiences using words	Child assessment form/reports	300	Child Assessment reports are produced					
d. Follows directions	Child assessment form/reports	300	Child Assessment reports are produced					
e. Associates sounds with written words	Child assessment form/reports	300	Child Assessment reports are produced					
f. Shows interest & enjoyment in books	Child assessment form/reports	300	Child Assessment reports are produced					
g. Recognizes a word as a unit of print	Child assessment form/reports	300	Child Assessment reports are produced					
h. Identifies alphabet letters	Child assessment forms/reports	200	Child Assessment reports are produced					
i. Recognizes letter characteristics	Child assessment forms/reports	200	Child Assessment reports are produced					
j. Follows directions in English	Child assessment forms/reports	200	Child Assessment reports are produced					
k. Uses English to communicate	Child assessment forms/reports	200	Child Assessment reports are produced					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division
Component 1 – General Child Development Division - Rural Head Start/Early Head Start
Submitted by Patrice Griffin, Head Start Director *FY 2013 CSBG 4/1/13 to 3/31/14*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3 Child and Family Development

Head Start Goal # 2 Strengthen families as the primary nurturers of their children.

RurAL CAP Strategic Plan Direction 2 – Child Development - Line of Business: Family Development Programs

Outcome Statement #5 All Head Start/Early Head Start parents will gain experience through parent involvement in Head Start/Early Head Start to become advocates for their families.

Performance Target #5 Out of 751 Head Start/Early Head Start parents, 600 will participate in opportunities to strengthen their families. (6.3 – C.1, C.2)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS parents .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
5.1 Parents enroll their children in Head Start/Early Head Start	Enrollment Forms	751	Priority points are assessed, acceptance notice sent.					
5.2 Parents initiate family partnership agreement by identifying family strengths	Family Partnership Agreement Summary	713	Staff ensure Contract of Heart, Family Interest Survey and other Partnership forms are completed.					
5.3 Parents volunteer in the classroom or for other center events.	Volunteer Time Sheet	600	Staff ensure Volunteer Time Sheets are completed and sent to Central Office, staff inform parents of volunteer opportunities					
5.4 Parents attend parent experiences or other training opportunities.	Parent Experience form	600	Staff send Parent Experience forms to Central Office, staff provide training for parents					
5.7 Parents participate in transition activities for the next educational setting.	Transition forms, Parent Experience form, Lesson Plans	300	Staff schedule home visits and parent trainings, Teacher/Home Visitor arranges Open House & field trip to elementary school.					

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Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director *FY 2013 CSBG 4/1/13 to 3/31/14*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3 Child and Family Development

Head Start Goal # 1 Enhance children’s growth and development.

RurAL CAP Strategic Plan Direction 1 – Child Development - Line of Business: Comprehensive Early Childhood Programs

Outcome Statement #6 All Head Start/Early Head Start children will have improved physical health.

Performance Target #6 Out of 823 Head Start/Early Head Start children, 200 will have improved physical health as demonstrated by receipt of follow-up and treatment for identified health concerns. (6.3 – A.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS children .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
6.1 Head Start/Early Head Start children participate in the required health screenings:	Health records from PHN’s. Screening summaries from staff. Misc. medical records.	823	Staff sends lists of children to traveling medical/ provider. Parents notified of provider travel. Staff facilitates appointments. Site staff conducts appropriate screenings.					
a. Vision Screening		806						
b. Hearing Screening		806						
c. Hemoglobin		700						
d. T.B. Test		700						
e. Blood Pressure		700						
f. Physical Exam		700						
g. Lead Screenings		400						
6.2 Head Start/Early Head Start children are identified with health concerns.	Child files. Health records from medical providers. Child Plus data tracking systems. Parent reports.	250	Staff facilitates appointments. Site staffs conduct appropriate screenings.					
6.3 Head Start/Early Head Start children have improved physical health as demonstrated by receipt of follow up and treatment for identified health concerns.	Child files. Health records from medical providers. Child Plus data tracking systems. Parent reports.	200	Staff tracks follow-up and support parents making and keeping appointments and treatment regimes.					

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

Head Start Goal # 1

Enhance children's growth and development.

RurAL CAP Strategic Plan

Direction 1 – Child Development - Line of Business: Comprehensive Early Childhood Programs

Outcome Statement #7

All Head Start/Early Head Start children will have improved dental health.

Performance Target #7

Out of 823 Head Start/Early Head Start children, 100 will have improved dental health as demonstrated by receipt of follow up and treatment for identified dental concerns. (6.3 – A.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS children .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
7.1 Head Start/Early Head Start children learn about the importance of dental health.	Classroom lesson plans and home visits plans	823	Staff conducts lessons on promoting positive oral health.					
7.2 Head Start/Early Head Start children participate in required dental exams.	Dental records from providers. Screening summaries from staff. Misc. medical records.	800	Staff send lists of children to traveling provider. Parents notified of provider travel. Staff facilitate appointments. Site staff conduct appropriate screenings.					
7.3 Head Start/Early Head Start children have dental concerns identified.	Dental records from providers Screening summaries from staff. Misc. medical records. Parent interviews.	250	Staff conduct review of dental records.					
7.4 Head Start/Early Head Start children have improved dental health as demonstrated by receipt of follow-up and treatment for identified health concerns.	Child files. Dental records from providers. Child Plus data tracking systems. Parent reports.	100	Staff track follow-up and support parents making and keeping appointments and treatment regimes.					

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no customers achieved milestone, even though there was program activity

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unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Rural Head Start/Early Head Start

Submitted by Patrice Griffin, Head Start Director *FY 2013 CSBG 4/1/13 to 3/31/14*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3 Child and Family Development

Head Start Goal # 1 Enhance children’s growth and development.

RurAL CAP Strategic Plan Direction 1 – Child Development - Line of Business: Comprehensive Early Childhood Programs

Outcome Statement #8 All Head Start/Early Head Start children will experience improved nutrition.

Performance Target #8 Out of 823 Head Start/Early Head Start children, 100 will experience improved nutrition as demonstrated by receipt of treatment and follow-up for identified nutritional concerns. (6.3 – A.2)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS children.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
8.1 Head Start/Early Head Start children learn about the importance of nutrition.	Classroom lesson plans and home visit plans.	823	Teachers and home visitors promote positive nutrition.					
8.2 Head Start/Early Head Start children receive an initial growth screening.	HS: Screening summaries-ht & wt charts. EHS: Health records from PHN’s. Misc. medical records. Food Frequency forms. Child file. Family Wellness Survey.	675	HS: staff conducts growth screenings EHS: Staff facilitate medical appointments & collect medical records. Staff conducts appropriate growth screenings and Food Frequency forms.					
8.3 Head Start/Early Head Start children participate in a second growth screening.	Same as above	600	Same as above					
8.4 Head Start/Early Head Start children have nutritional concerns identified.	Health records from PHN’s. Screening summaries from staff. Misc. medical records. Parent interviews. Food Frequency forms.	100	HS: Conduct review of growth assessments. EHS: Conduct review of growth assessments, Food Frequency records, Family Wellness Records, Physicals. Referrals to WIC.					
8.5 Head Star/Early Head Start children experience improved nutrition as demonstrated by receipt of treatment and follow-up for identified nutritional concerns.	Child files. Health records from medical providers. Child Plus data tracking systems. Parent reports.	100	Make appropriate referrals. Track follow-up; support parent appointments and treatment regimes. Provide nutrition info. on follow-up home visits.					

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures - Child Development Division
Component 1 – General Child Development Division - Rural Head Start/Early Head Start
Submitted by Patrice Griffin, Head Start Director *FY 2013 CSBG 4/1/13 to 3/31/14*

CSBG National Goal # 5

Agencies increase their capacity to achieve results.

RurAL CAP Strategic Plan

Direction 1 – Child Development - Line of Business: Comprehensive Early Childhood Programs

Outcome Statement # 9

All Head Start/Early Head Start staff will attain competency in their position in order to provide high quality early childhood education and family services to Head Start/Early Head Start children and families.

Performance Target # 9

Out of 220 Head Start/Early Head Start staff, 180 will complete educational and training requirements for their position.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS staff .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
9.1 New staff learn about educational and training requirements for positions and available courses and trainings.	Staff orientation/information packets.	220	Training Coordinator distributes information.					
9.2 New staff complete educational and training requirements for their position. a. New site staff complete Child Abuse and Neglect and Blood Borne Pathogens Training within 45 days of hire / rehire.	Staff Training Form	180	Training Coordinator coordinates online training. Component Coordinators deliver training. Site supervisors arrange local training.					
b. New site staff obtain or renew First Aid and CPR certification.	First Aid and CPR card or certificate	100	Training Coordinator coordinates online training. Component Coordinators deliver training. Site supervisors arrange local training.					
c. Food Handlers Certification	Food Handlers Certificate	15	Training Coordinator coordinates online training. Component Coordinators deliver training. Site supervisors arrange local training.					
d. Head Start Family Advocates complete the Family Development Credential (FDC) within 2 years of hire.	Family Development Credential	4	Training Coordinator organizes attendance for FDC.					

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no customers achieved milestone, even though there was program activity

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unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS/EHS children .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
d. Head Start and Early Head Start Home Visitors complete the Family Development Credential (FDC) within 2 years of hire.	Family Development Credential	8	Training Coordinator organizes attendance for FDC.					
e. Head Start Home Visitors complete PAT 0-3 Certification Training.	PAT Certificate	6	Training Coordinator arranges attendance at PAT Training.					
f. Head Start Home Visitors complete PAT 3-5 Certification Training	PAT Certificate	6	Training Coordinator arranges attendance at PAT Training.					
g. Early Head Start Home Visitors complete PAT 0-3 Certification Training	PAT Certificate	4	Training Coordinator arranges attendance at PAT Training.					
h. Site Supervisors and Teacher Aides attain a Center Based Child Development Associate (CDA) Certification within 2 years of hire.	Training Plan, CDA Application, CDA Certificate	4	Training Coordinator establishes training plan and timeline. Child Development Coordinator / CDA Advisor supports TA's, completes CDA Observation. Training Coordinator submits application.					
i. Teachers without a CDA or AAS or greater degree in ECE will attain a Center Based Child Development Associate (CDA) Certification within 180 days of hire.	Training Plan, CDA Application, CDA Certificate	4	Training Coordinator establishes training plan and timeline. Child Development Coordinator / CDA Advisor supports TA's, completes the CDA Observation. Training Coordinator submits CDA application and documentation to council.					
j. Site Supervisors and Teacher without an AAS or greater degree in ECE make satisfactory progress toward completing the AAS within 5 years of hire.	University Advisors' education plan, University Transcripts	19	Teacher contact advisor each Fall and Spring Semester to determine which courses she / he will take. Training Coordinator approves courses, arranges payment, and ensure classes are completed.					
k. Site Supervisors and Teachers hold a minimum of an AAS degree in Early Childhood or a related degree with 15 ECE credits.	University Transcripts	20	Training Coordinator will obtain degree documentation from each Teacher and Supervisor.					

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whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Parents as Teachers Program

Submitted by Kristin Ramstad, Parents as Teachers Director *FY 2013 CSBG 4/1/13 to 3/31/14*

CSBG National Goal # 6

Low-income people, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments.

PAT Goal # 2

Strengthen families as the primary nurturers of their children.

RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #1

PAT Parents will report improved parenting skills.

Performance Target #1

Out of 450 PAT parents, 280 will report improved parenting skills, including skills related to positive discipline and development. (6.3 – C.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for PAT parents .	Verification: Tool or document used to verify that milestone was reached.	Projected # of families expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.1 PAT parents enroll or re-enroll in the PAT Program.	PAT Enrollment Application	450	Conduct recruitment activities to identify and promptly enroll eligible children					
1.2 New PAT parents participate in initial home visits.	Personal Visit Record Form Individual Service Record	200	Initial home visits are completed					
1.3 New PAT parents complete baseline survey of their parenting knowledge and skills.	Parent Survey I	100	Present survey to parents, ask them to complete, and collect					
1.4 PAT parents complete at least 70% of scheduled home visits.	Personal Visit Record Form Individual Service Record Weekly Attendance	200	Family Visitor schedules home visits on a bi-monthly basis					
1.5 PAT parents complete end-of-the-year evaluation data.	Parent Evaluation	275	Family Visitor distributes evaluation forms during final home visits.					
1.6 PAT parents report improved parenting skills, including skills related to positive discipline and development.	Parent Survey I and II, Parent Evaluation and Interviews	280	Family Visitor presents survey/interview parent.					

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no program activity

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division
Component 1 – General Child Development Division - Parents as Teachers Program
Submitted by Kristin Ramstad, Parents as Teachers Director *FY 2013 CSBG 4/1/13 to 3/31/14*

CSBG National Goal # 6 Low-income people, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments.

PAT Goal # 2 Strengthen families as the primary nurturers of their children.

RurAL CAP Strategic Plan Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #2 PAT parents will report increased activities to promote literacy development skills such as reading readiness, observation, critical thinking, etc.

Performance Target #2 Out of 450 PAT parents, 280 will report an increase in activities which promote literacy and language development skills that are age appropriate. (6.3 – C.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for PAT parents .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
2.1 PAT parents enroll their family in the PAT Program.	PAT Enrollment Application	450	Conduct recruitment activities to identify and promptly enroll eligible children					
2.2 New PAT parents participate in initial home visits.	Personal Visit Record Form Individual Service Record	200	Initial home visits are completed					
2.3 New PAT parents complete baseline survey of their parenting knowledge and skills (Parent Survey I).	Parent Survey I	100	Present survey to parents, ask them to complete, and collect					
2.4 PAT parents complete at least 70% of scheduled home visits.	Personal Visit Record Form Individual Service Record	200	Family Visitor schedules bi-monthly home visits to deliver child development information.					
2.5 PAT parents complete end-of-the-year evaluation data (Parent Eval).	Parent Evaluation	275	Family Visitor distributes evaluation forms during final home visits.					
2.6 Exiting PAT parents report an increase in activities which promote literacy and language development.	Parent Survey I and II Parent Evaluation Parent Interviews	280	Family Visitor presents survey/interview parent.					

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Outcome Measures - Child Development Division
Component 1 – General Child Development Division - Parents as Teachers Program
Submitted by Kristin Ramstad, Parents as Teachers Director *FY 2013 CSBG 4/1/13 to 3/31/14*

CSBG National Goal # 2 The conditions in which low-income people live are improved.
PAT Goal # 1 Enhance children’s growth and development.
RurAL CAP Strategic Plan Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #3 PAT parents will report an expanded understanding of their role as educators in the home.
Performance Target #3 Out of 450 PAT parents, 280 will report an expanded understanding of their role as educators in the home.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for PAT parents .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
3.1 PAT parents enroll in the PAT Program.	PAT Enrollment Application	450	Conduct recruitment activities to identify and promptly enroll eligible children					
3.2 PAT parents participate in initial home visits.	Personal Visit Record Form Individual Service Record	200	Initial home visits are completed					
3.3 New PAT parents complete baseline survey of their parenting knowledge and skills (Parent Survey I).	Parent Survey I	100	Present survey to parents, ask them to complete, and collect					
3.4 PAT parents complete at least 70% of scheduled home visits.	Personal Visit Record Form Individual Service Record	200	Family Visitor schedules home visits on a bi-monthly basis to deliver child development information.					
3.5 PAT parents complete end-of-the-year evaluation data.	Parent Evaluation	275	Family Visitor distributes evaluation forms during final home visits.					
3.6 PAT parents report an expanded understanding of their role as educators in the home.	Parent Survey I and II end of the year evaluation form	280	Family Visitor presents survey/interview parent.					

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Outcome Measures - Child Development Division
Component 1 – General Child Development Division - Parents as Teachers Program
Submitted by Kristin Ramstad, Parents as Teachers Director *FY 2013 CSBG 4/1/13 to 3/31/14*

CSBG National Goal # 2 The conditions in which low-income people live are improved.
PAT Goal # 1 Enhance children’s growth and development.
RurAL CAP Strategic Plan Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #4 PAT children will demonstrate age-appropriate skills that are key indicators of school readiness.
Performance Target #4 Out of 460 children served, 375 will demonstrate age-appropriate skills and 60 pre-kindergarten children will demonstrate proficiency in key indicators of school readiness. (6.3 – A.3)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for PAT children .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
4.1 PAT children will be enrolled in the PAT program.	PAT Enrollment Application	460	Conduct recruitment activities to identify and promptly enroll eligible children					
4.2 PAT children will participate in at least 70% of scheduled home visits.	Personal Visit Record Form Individual Service Record Weekly attendance	200	Family Visitor schedules home visits on a bi-monthly basis to deliver child development information.					
4.3 PAT children complete developmental screening/assessments.	Ages and Stages Questionnaires	400	Family Visitor presents parents with evaluation assessments					
4.4 PAT children demonstrate age appropriate skills.	Ages and Stages Questionnaires Home visit observations	375	PAT staff analyze ASQ’s, and home visit observations.					
4.5 PAT pre-kindergarten children demonstrate proficiency on pre-kindergarten readiness skills	Ages and Stages Questionnaires Home visit observations, kindergarten staff interviews	60	PAT staff analyze ASQ’s and home visit observations, interview kindergarten teachers					

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Parents as Teachers Program

Submitted by Kristin Ramstad, Parents as Teachers Director *FY 2013 CSBG 4/1/13 to 3/31/14*

CSBG National Goal # 5 Agencies increase their capacity to achieve results.
PAT Goal # 3 Provide children with educational, health and nutritional services.
RurAL CAP Strategic Plan Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #5 PAT Family Visitors will attain competency as early childhood educators, increasing their knowledge of 0-3 children and their families.
Performance Target #5 Out of 21 PAT Family Visitors, 10 will complete the educational requirements to obtain a minimum of an Associates Degree in Early Childhood Education, Human Services, or a related degree.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for PAT Family Visitors.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
5.1 PAT Family Visitors complete an Individual Training Plan annually to identify specific training needs	Individual Training Plan (ITP)	21	PAT Supervisor and /Site Supervisor facilitate completion of ITP during annual evaluation					
5.2. PAT Family Visitors are certified in the Parents as Teachers prenatal-3 Curriculum.	PAT Certification certificate, ITP	20	PAT Coordinator organizes attendance at training institute.					
5.3 PAT Family Visitors are certified in the Parents as Teachers 3 to Kindergarten Curriculum.	PAT Certification certificate, ITP	10	PAT Coordinator organizes attendance at training institute					
5.4 PAT Family Visitors hold a Family Development Credential (FDC).	PAT Training Records, ITP, Family Development Credential	15	PAT Coordinator organizes attendance for FDC.					
5.5 PAT Family Visitors hold a Child Development Associate's certificate.	PAT Training Records, ITP, CDA certificate	10	PAT Coordinator supports Family Visitors through CDA certification process					
5.6 PAT Family Visitors hold an AA degree or higher in ECE, Social Services, or a related field.	PAT Training Records, ITP, University transcripts	10	PAT Director and PAT Coordinator plan training and monitor progress					

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity

whole number (5)
unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for PAT Family Visitors .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
e. PAT Family Visitors seek professional development opportunities beyond the educational requirements of the program	PAT Training Records, ITP, Family Development Credential, CDA certificate, University transcripts	7	PAT Director or PAT Coordinator provides support and monitors progress					

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no program activity

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division

Component 2 – Child Development Center

Submitted by Mary Gibson, Program Manager

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 1

National Performance Indicator 1.1

RurAL CAP Strategic Plan

Low-Income People Become More Self-Sufficient

Employment

Direction 1 - Child Development – Line of Business: Family Development Programs

Outcome Statement #1

All of the parents enrolled in the Child Development Center will make progress towards self-sufficiency.

Performance Target #1

Of the 30 CDC parents enrolled, 10 parents will report increased confidence in maintaining self-sufficiency.
(1.1 – A, B, C)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for CDC parents .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.1 Parents enroll their child in the Center.	Enrollment application	30	Center Manager enrolls families					
1.2 Parents bring their child regularly for optimal attendance.	Attendance reports	25	Teachers record attendance					
1.3 Parents complete a Family Interest Survey.	Family Interest Survey	25	Teachers conduct Family Interest Survey					
1.4 Parents access the Center Resource Library for parenting information and child activity ideas.	Observation, resource center sign in sheet	15	Center Manager collates information on use of resource library					
1.5 Parents access the Parent Computer for research, resume writing, job search opportunities, etc.	Observation, resource center sign in sheet	10	Center Manager collates information on use of parent computer					
1.6 Parents are referred to community resources and services.	Referral log, Family file	10	Center staff record referrals. Center Manager tracks referral and follow up					
1.7 Parents report increased confidence and ability to be self-sufficient.	Informal survey, anecdotal records, meeting records	10	Center staff conduct interviews with parents, dialogue occurs during Parent/Teacher conferences.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division

Component 2 – Child Development Center

Submitted by Mary Gibson, Program Manager

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Comprehensive Early Childhood Programs

Outcome Statement #3

All of the parents will increase their knowledge and understanding of their child's development and learning.

Performance Target #3

Of the 30 CDC parents enrolled, 20 will become involved in their child's development and learning. (6.3 – C.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for CDC parents .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
2.1 Parents enroll their child in the Center.	Enrollment form.	30	Center Manager enroll families					
2.2 Parents complete a child health history and a child developmental history.	Child health history Child development history	30	Staff assist families in completing child's health and developmental history.					
2.3 Parents complete an age appropriate developmental screening for their child.	Ages & Stages Questionnaire	27	Staff review results of developmental screening.					
2.4 Parents participate in an orientation with center staff.	Orientation completion form	27	Staff conduct center orientation.					
2.5 Parents attend or volunteer in a minimum of 2 Center activities a year.	Volunteer sign in records, Family Files, Committee minutes, Interview committee records	20	Staff track sign in sheets for Parent Trainings, Family Fun Nights, Center, Fundraisers, Parent Committees, Classroom time, Interview Committees, etc.					
2.6 Parents attend Parent/Teacher conferences.	Parent/Teacher Conference attendance sheets.	20	Staff invite, schedule and complete Parent/Teacher Conferences fall and spring.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division

Component 2 – Child Development Center

Submitted by Mary Gibson, Program Manager

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3

Child and Family Development

RurAL CAP Strategic Plan

Direction 1 - Child Development – Line of Business: Comprehensive Early Childhood Programs

Outcome Statement #4

All the children enrolled will have positive age appropriate experiences that contribute to their individual growth and development.

Performance Target #4

Of the 12 toddler children enrolled in the Center, 10 will demonstrate progress in Motor, Cognitive, Language, and Social Emotional skill that are based on age appropriate development and individual potential. (6.3 – C.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for CDC toddlers .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
3.1 Enrolled toddlers participate in baseline screening.	Ages & Stages Questionnaire	12	Teachers ensure ASQ is completed by parents after enrollment.					
3.2 Toddlers participate in ongoing assessments.	Child Portfolio, Observation records, Family File	12	Teachers conduct observations and collect work sampling as part of ongoing assessment.					
3.3 Toddlers demonstrate learning gains in the following developmental domains:								
a. Large motor	Ages & Stages Screening Results	10	Ongoing assessment results are used to measure learning gains.					
b. Cognitive	Ages & Stages Screening Results	10	Ongoing assessment results are used to measure learning gains.					
c. Language	Ages & Stages Screening Results	10	Ongoing assessment results are used to measure learning gains.					
d. Social Emotional	Ages & Stages Screening Results	10	Ongoing assessment results are used to measure learning gains.					
e. Fine Motor	Ages & Stages Screening Results	10	Ongoing assessment results are used to measure learning gains.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Child Development Division

Component 2 – Child Development Center

Submitted by Mary Gibson, Program Manager

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator 6.3 Child and Family Development

RurAL CAP Strategic Plan Direction 2 - Child Development – Line of Business: Family Development Programs

Outcome Statement #2 All children enrolled will participate in age appropriate experiences that contribute to their individual growth and development.

Performance Target #2 Of the 18 preschool children enrolled in the Child Development Center, 6 pre-kindergarten children will demonstrate proficiency on key indicators of school readiness. (6.3 – A.3)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for CDC preschool children.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
4.1 Preschool children are enrolled in program.	Enrollment records	18	Center Manager assists parents in completing enrollment process.					
4.2 Preschool children participate in ongoing assessments.	Child Portfolio, Observation records, Family File	18	Teachers conduct observations and collect work sampling as part of ongoing assessment.					
4.3 Prekindergarten children demonstrate proficiency in key indicators of school readiness. :	Ages & Stages Screening Results	6	Ongoing assessment results are used to measure learning gains.					
a. Large motor								
b. Cognitive	Ages & Stages Screening Results	6	Ongoing assessment results are used to measure learning gains.					
c. Language	Ages & Stages Screening Results	6	Ongoing assessment results are used to measure learning gains.					
d. Social Emotional	Ages & Stages Screening Results	6	Ongoing assessment results are used to measure learning gains.					
e. Fine Motor	Ages & Stages Screening Results	6	Ongoing assessment results are used to measure learning gains.					

A box with the following symbol signifies:

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no program activity

zero (0)

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<u>Budget Summary FY 2013</u> Community Services Block Grant		Rural Alaska Community Action Program, Inc.		<u>Component: CHILD DEVELOPMENT DIVISION</u>	
GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
			Public Law 97-35		
	Beginning Date	Ending Date	Section 675		
	April 1, 2013	June 30, 2014			

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation: 12		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: 12		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation: 12	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	\$304,654		\$0		\$304,654			
20	CONTRACTUAL	\$0		\$0		\$0			
30	TRAVEL	\$3,150		\$0		\$3,150			
40	BUILDING SPACE	\$119,247		\$0		\$119,247			
50	GENERAL SUPPLY	\$0		\$0		\$0			
60	PROGRAM SUPPLY	\$0		\$0		\$0			
70	EQUIPMENT	\$0		\$0		\$0			
80	COMMUNICATION	\$89,343		\$0		\$89,343			
90	OTHER	\$0		\$0		\$0			
	TOTAL DIRECT	\$516,394		-		\$516,394			
	ADMINISTRATIVE COSTS	\$113,606		-		\$113,606			
	TOTAL	<u>\$630,000</u>		<u>-</u>		<u>\$630,000</u>			

CSBG - FY 2013 - CHILD DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

Component 1 - GENERAL CHILD DEVELOPMENT DIVISION

510	<u>510 PERSONNEL:</u> (includes estimates for COLA/merit increase) 100 - Child Development Division Director annual salary (100%) <i>Subtotal Personnel</i> 500 - Fringe (\$120,295 x 36%) TOTAL COST OF PERSONNEL	 \$120,295 \$120,295 \$43,306 \$163,601	 \$163,601	
530	<u>530 TRAVEL COSTS:</u> <u>100 - Staff Per Diem in State</u> ▪ 3 trips by CD Division Dir. to CDPC meetings and Board meetings Site visits <u>500 - Staff Travel in State</u> ▪ 3 trips by CD Division Dir. to CDPC meetings and Board meetings TOTAL COST OF TRAVEL	 \$1,800 \$1,350 \$3,150	 \$3,150	
540	<u>540 SPACE COST</u> 100-Office space cost @ \$865 per month x 12 TOTAL SPACE COST	 \$10,380 \$10,380	 \$10,380	
580	<u>580 COMMUNICATIONS COSTS:</u> 100 - Phone and Fax 600 - I.T. costs for Head Start / Early Head Start staff TOTAL COMMUNICATION COSTS	 \$2,400 \$86,943 \$89,343	 \$89,343	
	Direct Cost of Component Administrative Costs of Component @ 22% Total Cost of Component		\$266,474 <u>\$58,624</u> \$325,098	

CSBG - FY 2013 - CHILD DEVELOPMENT DIVISION

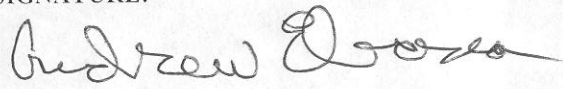
BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-12

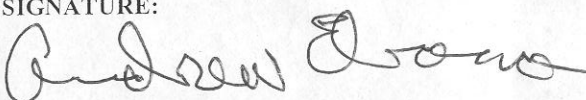
BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

Component 2 - CHILD DEVELOPMENT CENTER

510	<u>PERSONNEL:</u> 100 - Center Manager annual salary (100%) 100 - Toddler Teacher (50%) 100 - Preschool Teacher (60%) <i>Subtotal Personnel</i> 500 - Fringe (\$93,580 x 36%) TOTAL COST OF PERSONNEL	\$59,252 \$19,671 <u>\$24,793</u> \$103,716 \$37,338 \$141,053	 \$141,053	
540	<u>540 SPACE COST</u> Lease costs @ \$8851 per month x 2 Lease costs @ \$9117 per month x 10 TOTAL SPACE COST	 \$17,702 \$91,165 \$108,867	 \$108,867	
	Direct Cost of Component Administrative Cost @ 22% Total cost of Component	 	\$249,920 <u>\$54,982</u> \$304,902	

I. COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						II. (5) GOAL STATUTORY AUTHORITY(S) Component 1: GENERAL CHILD DEVELOPMENT					
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>		Period : April 1, 2013 – June 30, 2014					
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>							III. ZIP CODE <i>99520-0908</i>
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS		(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL		(8) TIME TABLE PROGRAM YEAR QUARTER 1 st 2 nd 3 rd 4 th		(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED		(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
<u>National CSBG Goal #2:</u> The Conditions in Which Low-Income People Live Are Improved. <u>National CSBG Goal #5:</u> Agencies increase their capacity to achieve results. <u>National CSBG Goal #6:</u> Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Promoting Family and Other Supportive Environments.		COMPONENT 1 : GENERAL CHILD DEVELOPMENT DIVISION A. Provide salary for the Child Development Division Director and Project Coordinator B. CD Division Director to CDPC Meetings and Board Meetings C. Support PAT Program: 1. Recruit/enroll families 2. Conduct Home Visits D. Support Child Development Division activities.		X X X X X X X X X X X X X X X X		1. CAP Conference 2. Head Start Conference 3. PAT State Office 4. PAT National Center		\$ 351,824	12	\$1,000,000 – Federal Head Start \$1,000,000 – State Head Start	Ongoing
				TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)		GRAND TOTAL		\$ 351,824		\$2,000,000	
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board. b. () Reviewed by the applicant's administering board and approved by its governing officials.											
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD Rural CAP Board President, Andrew Ebona				SIGNATURE: 				DATE: Feb. 16, 2012		DATE OF BOARD APPROVAL: Feb. 16, 2012	

IV. COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						V. (5) GOAL STATUTORY AUTHORITY(S)		Component 2: CHILD DEVELOPMENT CENTER			
(2) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(5) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(6) PHONE (Area Code) <i>(907) 279-2511</i>		Period : April 1, 2013 – June 30, 2014					
(7) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>						VI. ZIP CODE <i>99520-0908</i>	
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL		(8) TIME TABLE PROGRAM YEAR QUARTER 1 st 2 nd 3 rd 4 th				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
<u>National CSBG Goal #1:</u> Low-Income people become more self-sufficient. <u>National CSBG Goal #6:</u> Low-Income People, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments. <u>RurAL CAP Goal:</u> To enhance the education, social, physical, mental, and spiritual well-being and quality of life or rural Alaskan children and families.	COMPONENT 2: CHILD DEVELOPMENT CENTER A. Renew Municipality of Anchorage Child Care License. B. Maintain enrollment of 30 children annually C. Recruit and train a stable, qualified teaching staff. D. Maintain collaborative relationships with other service agencies in Anchorage and UAA's Early Childhood and Social Work programs. E. Support Child Development Center activities.		X X X X X X X X X X X X X X X X X X X X				1. Municipality of Anchorage 2. Thread- Child Care Resource & Referral 3. National Association for the Education of Young Children 4. Program for Infant Learning 5. Anchorage School District 6. UAA's Early Childhood AA & BA programs	\$ 278,176	12		On-going
			TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL	\$ 351,824 \$ 630,000		\$2,000,000 \$2,000,000	
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board. b. () Reviewed by the applicant's administering board and approved by its governing officials.											
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD RurAL CAP Board President, Andrew Ebona			SIGNATURE: 				DATE: Feb. 16, 2012	DATE OF BOARD APPROVAL: Feb. 16, 2012			

Community Services Block Grant FY 2013 Proposal

Community Development Division

NARRATIVE

SUMMARY OF COMPONENTS

I. AmeriCorps Programs Component -- Provides funds to match and support the RAVEN and BIRCH AmeriCorps Programs administered by RurAL CAP under the authority of the Serve Alaska Commission through State of Alaska, Department of Commerce, Community and Economic Development. These national service programs train and place thirty-five locally-recruited AmeriCorps Members into full-time positions focusing on community health and wellness, solid waste management, environmental education, youth development, substance abuse prevention and leadership development through partnerships with rural health clinics, schools, tribal and city councils and Head Start programs statewide.

II VISTA Program Component -- Provides funds to support the VISTA Member positions administered by RurAL CAP. Core funding for VISTA Member support comes from the federal Corporation for National and Community Service through the Alaska State VISTA Office. These programs use a community development approach to recruit, train and place VISTA Members into full-time positions focusing on energy conservation, energy efficiency, accessing renewable energy options and other community development priorities. This program supports up to 15 locally-recruited VISTA members and two VISTA Leaders annually who work through tribal and city council offices and other non-profit organizations.

III. Rural Providers' Conference Component -- Provides funds to plan, organize, implement and evaluate the annual Rural Providers' Conference (RPC), a five-day statewide alcohol and drug abuse prevention conference for 300 low-income rural Alaskans. The RPC serves as a cornerstone for Alaska's *Native Sobriety Movement*. The numerous linkages and partnerships created by the RPC among the providers of substance abuse prevention services strengthen support systems for low-income people and result in increased self-sufficiency and improved living conditions in rural communities.

IV. Community Development Component -- Provides support for the coordination and implementation of the other Community Development Division activities - such as substance abuse prevention, tobacco prevention and control, youth development, solid waste management, energy efficiency education or the protection of indoor air quality in rural homes.

PROGRAM OUTCOME STATEMENT

The programs and components within the Community Development Division provide a range of services and activities which have a significant and measurable impact on the causes and conditions of poverty in Alaska, particularly in rural communities. The common thread linking these programs is their shared outcome statement:

To create measurable improvements in the conditions and behaviors and rural Alaskans which enhance their educational, social, physical, mental and spiritual quality of life.

This outcome represents the culmination of the following **CSBG goals**:

- 1) Low-income people become more self-sufficient;
- 2) The conditions of low-income people's lives are improved;
- 3) Low-income people own a stake in their community;
- 4) Partnerships among providers of services to low-income people are achieved;
- 5) Agencies increase their capacity to achieve results; and
- 6) Low-income people promote family and other supportive environments.

The outcome statements listed in the ROMA (Results Oriented Management and Accountability) model for each of the five program components of the Community Development Division are listed below:

I. AmeriCorps Programs Component

1. RAVEN and BIRCH AmeriCorps members will recruit community members to volunteer their time to make the community a better place.
2. All RAVEN and BIRCH AmeriCorps members will increase their income, their education, and their employment skills through AmeriCorps service.

II. VISTA Programs Component

1. All VISTA sponsoring organizations will increase their capacity to design, fund and administer their own programs addressing energy and other local priorities.
2. All VISTA members will increase their income, their education, and their employment skills through VISTA service.

III. Rural Providers' Conference Component

1. All RPC participants will strengthen their own sobriety as a result of their RPC participation.

IV. Community Development Component

1. Community members in AmeriCorps communities working to address tobacco will strengthen their commitment to a tobacco-free lifestyle.
2. Youth in AmeriCorps communities will report an increase in life skills and social competencies.

3. Solid waste service providers will increase their capacity to successfully obtain and administer solid waste management grant projects, improving environmental conditions in rural Alaskan communities.
4. Rural Alaskan residents will learn about Indoor Air Quality.
5. Rural Alaskans will learn about Energy Efficiency and Conservation
6. Energy Efficiency and Conservation Crew Members will increase their income and employment skills through Energy Wise

NEED FOR SERVICES

Program Customers

The target population for Community Development programs supported by CSBG includes a wide range of low-income people living in diverse conditions across Alaska. The vast majority, approximately 90%, of service recipients are Alaska Native people living in remote rural villages with no road access. These communities experience some of the worst social and economic conditions in the country as measured by rates of income, employment, education, alcohol and drug abuse, domestic violence, accidental death and suicide. Economically and socially, the program customers range from low-income energy assistance recipients to an upwardly moving, low-income person such as an AmeriCorps Member who uses the opportunity to gain the skills and education to obtain regular employment and a high degree of self-sufficiency and community involvement.

Program Products

The products of Community Development programs include **education, employment, job skills, training, youth development, independent living skills, improved housing, lower fuel bills, less substance abuse, improved environmental conditions and healthier families.**

Rural Alaskans suffering directly or indirectly from the effects of substance abuse in their families and communities are blocked from experiencing their full social and economic potential. Effective and culturally relevant alcohol and drug abuse prevention services remove this obstacle to self-sufficiency.

RurAL CAP's AmeriCorps and VISTA programs remove obstacles and solve problems which block the achievement of self-sufficiency for low-income people by providing community-based economic and social development, local employment, training and job skills, and educational opportunities for higher learning.

The Rural Providers' Conference is an annual opportunity for low-income people from rural Alaska to gain new skills, develop personally and professionally to improve the health and social conditions of their communities.

With a commitment to reporting the measurable results that CSBG-supported programs have in building self-sufficiency and improving the conditions and behaviors of low-income people, the

Community Development Division has applied an outcome management model to evaluate its effectiveness. This model incorporates customer performance targets, milestones and verification indicators to evaluate not just program objectives and activities, but rather to measure the outcomes or results of those activities on moving low-income people out of poverty and into increased involvement in their communities and self-sufficiency in their lives.

OUTCOME MANAGEMENT MODEL

The outcome management models for the Community Development Division are formatted horizontally on the following pages. These pages complete the narrative section of this CSBG work plan for the following components:

- I. AmeriCorps Programs Component**
- II. VISTA Program Component**
- III. Rural Providers' Conference Component**
- IV. Community Development Component**

Outcome Measures - Community Development Division

Component I - AmeriCorps Programs

Submitted by Catherine Clements, Community Development Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 3

Low-Income People Own a Stake in Their Community.

National Performance Indicator 3.1

Civic Investment

AmeriCorps Goal # 2

Community Strengthening

RurAL CAP Strategic Plan

Direction #2 – Community Development – Line of Business: Community Service

Outcome Statement #1

AmeriCorps and VISTA members will recruit community members to volunteer their time to make the community a better place.

Performance Target #1

Of the 5,000 people that attend events sponsored by RAVEN, BIRCH, Middle School, Students in Service and VISTA Energy AmeriCorps members, 2,500 will volunteer to help with AmeriCorps projects, and 100 will provide ongoing support to AmeriCorps sponsored events and projects. (3.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for community members in AmeriCorps Communities.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
Community members participate in at least one healthy activity sponsored by the AmeriCorps member.	Monthly Activity Log	5,000	Staff provide training to ACMs on hosting a community event.					
Community members volunteer to help AmeriCorps member with an activity.	Monthly Activity Log	2,500	Staff provide training to ACMs on volunteer recruitment.					
Community members partner with AmeriCorps members to host one event.	Monthly progress reports and activity logs.	500	Staff provide training and support to ACMs.					
Community members partner with AmeriCorps member to provide ongoing support to AmeriCorps events and projects.	Monthly progress reports and activity logs.	100	Staff coach and guide ACMs to build ongoing relationships and support in their community.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Community Development Division

Component I - AmeriCorps Programs

Submitted by Catherine Clements, Community Development Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 1 Low-Income People Become More Self-Sufficient.
National Performance Indicator 1.1 Employment Supports
AmeriCorps Goal # 3 AmeriCorps Member Development
RurAL CAP Strategic Plan Direction #2 – Community Development – Line of Business: Community Service

Outcome Statement #2 All RAVEN, BIRCH, Middle School and VISTA Energy AmeriCorps members will increase their income, their education, and their employment skills through AmeriCorps service.

Performance Target #1 Out of 125 RAVEN, BIRCH, Middle School and VISTA Energy AmeriCorps applicants, 55 will swear-in to service, 50 will increase their income, education, employment skills, and 25 will obtain a job as a result of their AmeriCorps service. (1.1 – B)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for AmeriCorps/VISTA Members (ACM).	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
ACM candidates learn about position opening and submit an completed application.	Completed ACM applications submitted to Central Office.	125	Staff distribute applications to all tribal and city councils and health clinics; recipients advertise position locally.					
ACM candidates are selected for and complete interviews.	Screening score sheets; interview schedule and score sheets.	75	Selection Committee screens applications and interviews candidates.					
ACM candidates are offered and accept AC position.	Interview score sheets, ACM acceptance letter.	55	Selection Committee selects 15 ACMs and notify of acceptance.					
ACMs complete orientation training and swear-in to AmeriCorps service.	Orientation training attendance records; swearing-in ceremony program.	55	Staff provide training and swearing-in ceremony.					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for BIRCH and RAVEN YDA AmeriCorps Members (ACM).	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
ACMs receive bi-monthly living allowance payments for three months of service year.	Central Office payroll records.	53	ACMs completed timesheet with Site and Central Office supervisors signatures; timesheet submitted to payroll.					
ACMs receive bi-monthly living allowance payments for six months of service year.	Central Office payroll records.	50	ACMs completed timesheet with Site and Central Office supervisors signatures; timesheet submitted to payroll.					
ACMs participate actively in in-service training events and gain new skills and ideas.	In-service training attendance records and evaluation.	50	Staff provide training.					
ACMs identify at least three personal/professional skills achieved through their service.	Completed ACM mid-service evaluations.	50	Staff provide training on goal-setting and opportunity for ACMs to identify personal/professional skills to improve.					
ACMs receive bi-monthly living allowance payments for twelve month service year.	Central Office payroll records.	47	ACMs completed timesheet with Site and Central Office supervisors signatures; timesheet submitted to payroll.					
ACMs earn education award.	AmeriCorps Completion of Service form	47	ACMs complete term of service					
ACMs identify at least six personal/professional skills achieved through their service.	Completed ACM end of service evaluations.	47	ACMs identify three personal/professional goals to achieve; staff provide support.					
ACMs will apply public health and conservation skills learned during AmeriCorps service in the year following AC service.	Post-service survey	47	Former ACMs apply new skills and education to community service activities.					
ACMs will obtain a job within one year of completion of AC service.	Post-service survey	25	Former ACMs obtain a job					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Community Development Division

Component II – VISTA Programs

Submitted by Catherine Clements, Community Development Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 2

The Conditions in Which Low-Income People Live are Improved

National Performance Indicator 2.2

Employment Supports

RurAL CAP Strategic Plan

Direction #2 – Community Development - Line of Business: Capacity Building

Outcome Statement #1

All VISTA sponsoring organizations will significantly increase their capacity to design, fund and administer their own programs addressing energy and other local priorities.

Performance Target #1

Out of 10 VISTA sites served by the VISTA Energy Program (VEP), 8 will demonstrate increased capacity of the sponsoring council to effectively implement energy plans, energy conservation, efficiency or renewable energy initiatives, or address other initiatives prioritized by the community. (2.2 – C)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for VISTA community councils.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
VISTAs complete community needs assessments and work plans in collaboration with the sponsoring organization and site supervisor.	Quarterly progress reports.	9	Staff and site supervisors provide VISTAs with training and ongoing technical support.					
VISTAs work in collaboration with the sponsoring organization and site supervisor and other community members to create or revise a community energy plan or other plan responding to community priorities.	Quarterly progress reports.	9	Staff and site supervisors provide VISTAs with training and ongoing technical support.					
VISTA sites complete first step of the plan by providing training, identifying new funding sources, designing community projects, submitting funding proposals or other means of building capacity.	Quarterly progress reports.	9	Staff and site supervisors provide VISTAs with training and ongoing technical support.					

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no program activity

no customers achieved milestone, even though there was program activity

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for VISTA community councils.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
VISTA sites leverage funding (cash and in-kind) or other resources (local volunteers) to meet needs identified in community plans to improve energy or other community priorities.	Quarterly progress reports.	8	Staff and site supervisors provide VISTAs with training and ongoing technical support.					
VISTA sites implement and evaluate planned initiatives.	Quarterly progress reports.	8	Staff and site supervisors provide VISTAs with training and ongoing technical support.					
VISTA sites will demonstrate increased capacity of the sponsoring council to effectively implement energy plans and energy conservation, efficiency or renewable energy initiatives, or address other initiatives prioritized by the community.	Quarterly progress reports.	8	Staff and site supervisors provide VISTAs with training and ongoing technical support.					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Community Development Division

Component III - Rural Providers' Conference

Submitted by Joie Brown, Community Development Manager

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 3

Low-Income People Own a Stake in Their Community

National Performance Indicator 3.2

Community Empowerment through Maximum Feasible Participation

RurAL CAP Strategic Plan

Direction #2 – Community Development – Line of Business: Wellness

Outcome Statement #1

All RPC participants will strengthen their own sobriety as a result of their RPC participation.

Performance Target #1

Of the 300 RPC participants, 250 will strengthen their own commitment to sobriety at the conference, and of the 40 who respond to post-conference survey, 35 will report applying the knowledge learned at the RPC and/or engaging in community activities or groups which support their own well-being and that of their community. (3.2 - D)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for RPC participants.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
Potential participants receive information about the upcoming RPC	File copies of RPC announcement and promotional materials, Address lists for RPC mailings	4,000	Set conference site and dates, Arrange host and cosponsor, Coordinate planning process, Produce and distribute RPC materials					
Participants submit completed RPC registration form	Copies of completed registration forms in RPC files	300	Prepare and distribute registration forms, Process forms and participant list					
Participants arrange travel to and accommodations at RPC community	On-site registration	300	Compile and distribute travel and housing information, Reserve room blocks					
Participants actively participate in RPC workshops, general sessions and cultural events	Staff observation, Photos in conference summary, Evaluation forms	300	Arrange conference space, Coordinate on-site logistics, Arrange speakers/presenters					
Participants gain new knowledge by completing RPC training	Workshop registration forms, Workshop and conference evaluation forms	300	Coordinate conference, Select and make arrangements for relevant presenters/speakers					
Participants make or strengthen personal commitment to sobriety.	Attendance and participation at staking ceremony	250	Coordinate implementation of staking ceremony					

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whole number (5)

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no program activity

no customers achieved milestone, even though there was program activity

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for RPC participants.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
Participants apply knowledge learned at the RPC and/or engage in community activities or groups which support their own well-being and that of their community.	Self-reporting on follow-up surveys	35	Create RPC that educates, inspires and motivates sobriety, Coordinator implements survey					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Community Development Division

Component IV – Community Development – Solid Waste Grant Program

Submitted by Catherine Clements, Community Development Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 2

The Conditions in Which Low Income People Live are Improved

National Performance Indicator #2.2

Community Quality of Life and Assets

RurAL CAP Strategic Plan

Direction #2 – Community Development; Line of Business – Community Improvement

Outcome Statement #3

Solid waste service providers will increase their capacity to successfully obtain and administer solid waste management grant projects, improving environmental conditions in rural Alaskan communities.

Performance Target #1

Of the 15 solid waste service providers who apply for a solid waste management grant through RurAL CAP, 7 will receive funding and successfully implement, manage and close their project grants, improving environmental conditions in rural Alaskan communities. (2.2 – C, E)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for solid waste service providers.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
Solid waste service providers learn about the grant opportunity and submit a completed application.	Completed solid waste program grants submitted to RurAL CAP.	15	Staff produce and distribute/publicize request for proposals to solid waste service providers, including tribal and city councils.					
Solid waste service providers are awarded grants designed to improve environmental conditions.	Signed grant agreements.	7	Staff screen and select applications and process grant agreements.					
Solid waste service provider grantees successfully administer and close-out projects as specified in their grant agreement which improves environmental conditions.	Quarterly and final narrative and financial reports.	7	Staff guide and support grantees in the management of their grant projects.					

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results have not been entered yet

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Community Development Division

Component IV – Community Development – Alaska Village Indoor Air Quality Project

Submitted by Ellen Kazary, Community Development Manager *FY 2013 CSBG 4/1/13 to 3/31/14*

CSBG National Goal # 2 The Conditions in Which Low Income People Live are Improved.

National Performance Indicator #2.1 Community Improvement and Revitalization

RurAL CAP Strategic Plan Direction #2 – Community Development; Line of Business – Wellness

Outcome Statement #4 Rural Alaskan residents will learn about Indoor Air Quality.

Performance Target #1 Out of 400 rural Alaskan residents that learn about AVIAQ, 350 will implement techniques to improve indoor air quality in their homes and 150 of those who complete the follow-up survey will report increased knowledge and ability to improve indoor air quality. (2.1 – C)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for rural Alaskan residents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
Rural Alaskan residents read or view the program’s educational materials.	Home visit worksheets; AmeriCorps member reports.	400	Produces, promotes and distributes materials for partners and AC/VISTA members.					
Rural Alaskan residents are trained in IAQ and install IAQ equipment in their homes.	Home visit worksheets and surveys.	350	Train AC/VISTA members and others. AC/VISTA members conduct home visits					
Rural Alaskan residents show evidence of knowledge and understanding of IAQ issues and implement techniques in their homes to improve indoor air quality.	Follow-up surveys, AmeriCorps and VISTA member reports.	150	Work with AC/ VISTA members and residents who received home visits to conduct a follow-up survey and answer questions.					

A box with the following symbol signifies:

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures - Community Development Division

Component IV – Community Development - Energy Wise

Submitted by Ellen Kazary, Community Development Manager

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 2

National Performance Indicator #2.1

RurAL CAP Strategic Plan

Outcome Statement #5

Performance Target #1

The conditions of low-income people's lives are improved

Community Improvement and Revitalization

Direction #2 – Community Development – Line of Business: Environment

Rural Alaskans will learn about Energy Efficiency and Conservation

1000 rural Alaskans attend a community education event on energy efficiency and conservation. Five hundred households receive an in-depth home visit. Four hundred households complete a follow-up survey and show behavior change and lowered energy bills as a result of the service.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Energy Wise	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
Rural Alaskans receive energy efficiency education materials	Energy Fair attendance sheets; Home visit work record	1000	Staff advertise and host community energy fairs and complete attendance sheets. Staff record the number of residents receiving education during home visits.					
Rural Alaskans learn about how to make their homes more energy efficient during a home visit	Home visit work record	500	Staff complete home visit work records for each home receiving Energy Wise services.					
Rural Alaskans report continuing to practice energy conservation strategies and see a reduction in energy bills	Follow-up surveys	400	Staff complete follow-up surveys approximately 3 months after home visit. Staff evaluate survey results to show project impact.					

A box with the following symbol signifies:

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results have not been entered yet

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Community Development Division

Component IV – Community Development - Energy Wise

Submitted by Ellen Kazary, Community Development Manager

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 2

National Performance Indicator #2.1

RurAL CAP Strategic Plan

Outcome Statement #6

Performance Target #1

The conditions of low-income people's lives are improved

Community Improvement and Revitalization

Direction #2 – Community Development – Line of Business: Environment

Rural Alaskans engage in new training and employment.

Of the 80 Energy Wise crew leader or member applicants, 50 will be employed and receive professional Weatherization and OSHA certifications, and 40 will maintain and complete their temporary employment.
(2.1 – A)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Energy Wise	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
Rural Alaskans learn about position opening and submit a completed application.	Completed applications submitted to Central Office.	80	Staff distribute applications to all tribal and city councils and health clinics; recipients advertise position locally.					
Candidates complete interviews, are selected and accept position.	Interview schedule and score sheets; employee enrollment records	50	Selection Committee screens applications and interviews candidates. Staff offer position and enroll new employee.					
Energy Wise crew leaders/members complete orientation training and Weatherization and OSHA certifications	Training participation and certification records	50	Staff organize and conduct crew leader/member training					
Energy Wise crew leaders/members maintain and complete their temporary employment positions.	Employee records and exit paperwork.	40	Staff supervise and support Energy Wise employees.					

A box with the following symbol signifies:

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results have not been entered yet

dash (---)

no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Community Development Division

Component IV – Community Development - Energy Wise

Submitted by Ellen Kazary, Community Development Manager

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 2

The conditions of low-income people's lives are improved

National Performance Indicator #2.1

Community Improvement and Revitalization

RurAL CAP Strategic Plan

Direction #2 – Community Development – Line of Business: Environment

Outcome Statement #6

Rural Alaskan homes will be improved.

Performance Target #1

Of the 525 eligible rural Alaskan homes to be served by Energy Wise, 500 will receive energy efficiency improvements. (2.1 – D)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Energy Wise homes	Verification: Tool or document used to verify that milestone was reached.	Projected # of homes expected to benefit.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
Rural Alaskans receive information on scheduling an Energy Wise home visit.	Energy Fair attendance sheets; Crew Leader home visit announcement activities as reported to supervisor.	525	Crew Leaders advertise Energy Wise home visit opportunity through community energy fairs, community announcements school events and other strategies as determined by the community.					
Rural Alaskan households schedule an Energy Wise home visit.	Home visit appointment record	500	Staff schedule a home visit for each household to receive Energy Wise services.					
Rural Alaskans homes receive energy efficiency improvements.	Home visit work record	500	Staff complete home visit work records for each home receiving Energy Wise services.					

A box with the following symbol signifies:

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dash (---)

zero (0)

whole number (5)

results have not been entered yet

no program activity

no customers achieved milestone, even though there was program activity

unduplicated customers that achieve milestone for the 1st time

Budget Summary FY 2013 Community Services Block Grant		Rural Alaska Community Action Program, Inc.		Component: COMMUNITY DEVELOPMENT DIVISION	
GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S) Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)	ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):	
	Beginning Date April 1, 2013	Ending Date June 30, 2014			

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: <u>12</u>		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	\$308,753		\$0		\$308,753			
20	CONTRACTUAL	\$5,000		\$0		\$5,000			
30	TRAVEL	\$18,022		\$0		\$18,022			
40	BUILDING SPACE	\$42,084		\$0		\$42,084			
50	GENERAL SUPPLY	\$4,200		\$0		\$4,200			
60	PROGRAM SUPPLY	\$2,301		\$0		\$2,301			
70	EQUIPMENT	\$0		\$0		\$0			
80	COMMUNICATION	\$24,626		\$0		\$24,626			
90	OTHER	\$4,850		\$0		\$4,850			
	TOTAL DIRECT ADMINISTRATIVE COSTS	\$409,836 \$90,164		- -		\$409,836 \$90,164			
	TOTAL	<u>\$500,000</u>		<u>-</u>		<u>\$500,000</u>			

Community Development Division Component Summary

Cost Cat. No.	Cost Category	Component I AmeriCorps Programs	Component II VISTA Programs	Component III RPC	Component IV Community Development	TOTAL
10	Personnel	\$146,168	\$0	\$0	\$162,585	\$308,753
20	Contractual	\$0	\$0	\$5,000	\$0	\$5,000
30	Travel	\$7,850	\$0	\$6,472	\$3,700	\$18,022
40	Building Space	\$0	\$13,788	\$0	\$28,296	\$42,084
50	General Supplies	\$2,400	\$600	\$0	\$1,200	\$4,200
60	Program Supplies	\$750	\$300	\$0	\$1,251	\$2,301
70	Equipment	\$0	\$0	\$0	\$0	\$0
80	Communications	\$7,200	\$7,664	\$600	\$9,162	\$24,626
90	Other	\$0	\$0	\$0	\$4,850	\$4,850
	Direct Costs	\$164,368	\$22,352	\$12,072	\$211,044	\$409,836
	Administrative Costs @ 22%	\$36,161	\$4,917	\$2,657	\$46,429	\$90,164
	TOTAL COSTS	\$200,529	\$27,269	\$14,729	\$257,473	\$500,000

\$0

CSBG - FY 2013 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)			
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501		TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

Component 1: AMERICORPS PROGRAMS

510	<u>PERSONNEL COSTS:</u> 700 - Living Allowance match for 35 AmeriCorps Members (\$1,200/mo. x 12 mo. x 35 ACMs x 35% FTE x 75% retention=\$132,300) 900 - FICA for 35 ACMs (7.65 % x living allowance) (\$132,300 x 7.65% = \$10,121) 900 - Workers' Comp. for 35 ACMs (1.82 % x living allowance) (\$132,300 x 1.82% = \$2,408) 900 - Health Insurance for 6 ACMs (15% of AC Policy Rate) (\$1,488 yr x 6 ACMs x 15% = \$1,339)	\$132,300		
		\$10,121		
		\$2,408		
		\$1,339		
	TOTAL COST OF PERSONNEL	\$146,168	\$146,168	
530	<u>TRAVEL COSTS:</u> <u>100 - Staff Per Diem In State</u> ▪ ACM site visits (5 trips x 2 days per trip at \$200 per day) <u>200 - Staff Per Diem Out of State</u> ▪ Corp. for National Service meetings (2 staff x 4 days x \$250/day) <i>Subtotal Per Diem</i> <u>500 - Staff Travel In State</u> ▪ ACM site visits (1 staff x 5 trips x \$450 per trip) <u>600 - Staff Travel Out of State</u> ▪ CNS meetings (2 staff x \$800 per trip) <i>Subtotal Travel</i> TOTAL COST OF TRAVEL	\$2,000 <u>\$2,000</u> \$4,000 \$2,250 <u>\$1,600</u> \$3,850 \$7,850		
			\$7,850	

CSBG - FY 2013 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501		TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT #
		DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
550	<u>GENERAL SUPPLIES COSTS:</u> 100 - Office Supplies: (\$200 month x 12 months)	\$2,400	
	TOTAL COST OF GENERAL SUPPLIES	\$2,400	\$2,400
560	<u>560 PROGRAM SUPPLY COSTS:</u> 500 - Training Supplies	\$750	
	TOTAL COST OF PROGRAM SUPPLIES	\$750	\$750
580	<u>COMMUNICATIONS COSTS:</u> 100 - Telephone / Fax 102 - Postage and shipping 300 - Distribution and printing of publications 400 - Advertising for staff and ACM recruitment	\$3,600 \$1,800 \$600 \$1,200	
	TOTAL COMMUNICATION COSTS	\$7,200	\$7,200
	Direct Cost of Component	\$164,368	
	Administrative Costs of Component @ 22%	<u>\$36,161</u>	
	Total Cost of Component	\$200,529	

CSBG - FY 2013 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501		TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT #
		DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

Component 2: VISTA PROGRAMS

540	<u>SPACE COSTS:</u> 100 - Office space for 2 VISTA Members - (\$575/mo. x 12 mo. x2) TOTAL COST OF SPACE	 \$13,788 \$13,788	 \$13,788	
550	<u>GENERAL SUPPLY COSTS:</u> 100 - Office Supplies: (\$50 x 12 mo.) TOTAL COST OF GENERAL SUPPLIES	 \$600 \$600	 \$600	
560	<u>PROGRAM SUPPLIES COSTS:</u> 500 - Training materials and supplies for VISTA members TOTAL COST OF PROGRAM SUPPLIES	 \$300 \$300	 \$300	
580	<u>COMMUNICATIONS COSTS:</u> 102 - Postage and shipping 400 - Advertising for VISTA recruitment 600 - I.T. Costs for 2 VISTA Members (\$286/mo. x 12 mo. x 2) TOTAL COST OF COMMUNICATIONS	 \$500 \$300 <u>\$6,864</u> \$7,664	 \$7,664	
	Direct Cost of Component		\$22,352	
	Administrative Costs of Component @ 22%		<u>\$4,917</u>	
	TOTAL COST OF COMPONENT		\$27,269	

CSBG - FY 2013 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

Component 3 : RURAL PROVIDERS' CONFERENCE

520	<u>CONTRACTUAL COSTS:</u> 100 - RPC Coordinator Contract TOTAL COST OF CONTRACTUAL	 \$5,000 \$5,000	 \$5,000	
530	<u>TRAVEL COSTS:</u> <u>100 - Staff Per Diem In State</u> ▪ Staff to RPC to provide coordination and logistical support (2 staff x 5 days x \$200 per day) <u>300 - Non - Staff Per Diem In State</u> ▪ RPC presenters (3 presenters x 3 days each x \$200) <i>Subtotal Per Diem</i> <u>500 - Staff Travel</u> ▪ Staff to RPC to provide coordination and logistical support (2 staff x \$450 per trip) <u>700 - Non Staff Travel</u> ▪ RPC presenters (2 presenters x \$450/trip + 1 presenter x \$800) <i>Subtotal Travel</i> TOTAL COST OF TRAVEL	 \$2,000 <u>\$1,800</u> \$3,800 \$972 <u>\$1,700</u> \$2,672 \$6,472	 \$6,472	
580	<u>COMMUNICATIONS:</u> 102 - Postage and Shipping TOTAL COST OF COMMUNICATIONS	 \$600 \$600	 \$600	
	Direct Cost of Component 3 Administrative Costs of Component @22% TOTAL COST OF COMPONENT III	 \$12,072 <u>\$2,656</u> \$14,728		

CSBG - FY 2013 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

Component 4: COMMUNITY DEVELOPMENT

510	<u>PERSONNEL COSTS:</u> 100 - Community Development Division Director annual salary (75%) \$90,221 Community Development Manager annual salary (10%) \$8,780 Community Development Manager annual salary (10%) \$8,459 Solid Waste Management Coordinator annual salary (25%) <u>\$12,088</u> <i>Subtotal Personnel</i> \$119,548 500 - Employee Fringe (\$119,548 x 36%) \$43,037 TOTAL COST OF PERSONNEL \$162,585			
530	<u>TRAVEL COSTS:</u> <u>100 - Staff Per Diem in State:</u> ▪ Site visits and board meetings (2 trips x 2.5 days x \$200 per day) \$1,000 <u>200 - Staff Per Diem out of State</u> ▪ Attend national conferences/trainings (1 trip x 4 days x \$250/day) <u>\$1,000</u> <i>Subtotal Per Diem</i> \$2,000 <u>500 - Staff Travel in State:</u> ▪ Site visits and board meetings (2 trips x \$450 per trip) \$900 <u>600 - Staff Travel out of State:</u> ▪ Attend national conferences and trainings (1 trip x \$800 per trip) <u>\$800</u> <i>Subtotal Travel</i> \$1,700 TOTAL COST OF TRAVEL \$3,700			

CSBG - FY 2013 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)			
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501		TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM		
		CSBG FEDERAL SHARE	NON FEDERAL SHARE	
540	<u>SPACE COSTS:</u> 100 - Space for 1.3 offices (\$797 x 12) plus storage area (\$335 x 12) \$13,584 Space for 2 vacant offices (\$613 x 2 x 12) \$14,712 TOTAL COST OF SPACE \$28,296		\$28,296	
550	<u>GENERAL SUPPLY COSTS:</u> 100 - Office supplies: (\$50 month x 12 months) \$600 200 - Copier supplies: (\$50 month x 12 months) \$600 TOTAL COST OF GENERAL SUPPLIES \$1,200		\$1,200	
560	<u>PROGRAM SUPPLY COSTS:</u> 500 - Training materials \$1,251 TOTAL COST OF PROGRAM SUPPLIES \$1,251		\$1,251	
580	<u>COMMUNICATION COSTS:</u> 100 - Telephone / Teleconference / Fax \$2,000 102 - Postage and shipping \$1,500 300 - Distribution and printing of publications \$600 400 - Advertising (classified ads for staff recruitment) \$600 600 - IT costs for 1.3 staff (\$286/mo. x 12 mo. x 1.3) \$4,462 TOTAL COST OF COMMUNICATIONS \$9,162		\$9,162	

CSBG - FY 2013 - COMMUNITY DEVELOPMENT DIVISION

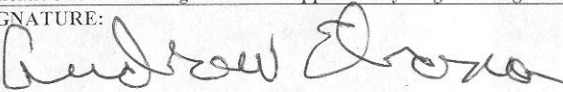
BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT #	DATE SUBMITTED: Mar-12

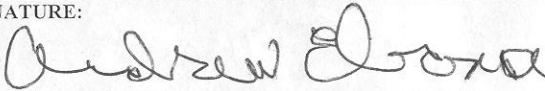
BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
590	<u>OTHER COSTS:</u> 300 - Subscriptions \$100 700 - Fees, Tuitions and Memberships \$4,750 TOTAL COST OF OTHER \$4,850		
	Direct Cost of Component \$211,044 Adminsitrative Costs of Component @ 22% <u>\$46,428</u> TOTAL COST OF COMPONENT \$257,472		

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S)		Component I AMERICORPS PROGRAMS			
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>		Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)		Period: April 1, 2013 to June 30, 2014			
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>							
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion	
		1 st	2 nd	3 rd	4 th						
<u>National CSBG Goal #1:</u> The conditions in which low-income people live are improved. <u>National CSBG Goal #3:</u> Low-income people become more self-sufficient.	COMPONENT I – AmeriCorps Programs 1. Establish cooperative relationships with rural councils and other community-based organizations through which AmeriCorps members can be placed. 2. Recruit and select thirty five new members. 3. Provide training and orientation to new members and site supervisors. 4. Provide members with AmeriCorps materials and benefits including health insurance, child care assistance, uniforms and education awards. 5. Provide AmeriCorps members with technical support and follow-up training to include: a) Cross cultural communication b) Conflict resolution c) Citizenship. 6. Promote and enhance the AmeriCorps program. 7. Provide members with opportunities to provide local community service. 8. Evaluate program effectiveness. 9. Provide operational support for AmeriCorps programs.	X	X	X	X	- Corporation for National and Community Service - Serve Alaska Commission - State of Alaska, DHSS	\$ 195,460	12	\$ 575,000 Serve Alaska Commission \$ 235,180 State of Alaska, Prevention Program \$ 55,000 DHSS, HIV/STD Program	On-Going	
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)					-0-				
		GRAND TOTAL					\$ 195,460		\$ 865,180		
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board. b. () Reviewed by the applicant's administering board and approved by its governing officials.											
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD						SIGNATURE:		DATE:		DATE OF BOARD APPROVAL:	
RurAL CAP Board President, Andrew Ebona								Feb. 16, 2012		Feb. 16, 2012	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S) Component II VISTA PROGRAMS				
(2) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(5) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(6) PHONE (Area Code) <i>(907) 279-2511</i>		Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)				
(7) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>		Period: April 1, 2013 to June 30, 2014		
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 st	2 nd	3 rd	4 th					
<u>National CSBG Goal #1:</u> Low-income people become more self-sufficient. <u>National CSBG Goal #2:</u> The conditions in which low-income people live are improved.	<u>COMPONENT II – VISTA Program</u> 1. Establish cooperative relationships with organizations through which VISTA Members can be placed. 2. Recruit and select 10-20 new VISTA Program Members. 3. Provide training and orientation to new Members and site supervisors. 4. Provide VISTA Members with technical support and follow-up training to include: a) Project planning; b) Conflict resolution; c) Resource development; and/or d) Energy assistance 5. Promote and enhance the VISTA program. 6. Provide Members with opportunities to provide local community service. 7. Evaluate program effectiveness. 8. Provide operational support for VISTA program.	X	X	X	X	- Corporation for National Service - Village councils and other non-profit organizations serving low-income populations. - Energy stakeholders and development organizations, including AEA, AHFC, REAP, ABSN and AFN.	\$ 16,081	12	\$75,000 Corporation for National and Community Service	On-Going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)					\$ 195,460		\$ 865,180	
		GRAND TOTAL					\$ 211,541		\$ 940,180	
(16) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board. b. () Reviewed by the applicant's administering board and approved by its governing officials.										
(17) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD <i>RurAL CAP Board President, Andrew Ebona</i>						SIGNATURE: 		DATE: Feb. 16, 2012		DATE OF BOARD APPROVAL: Feb. 16, 2012

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S)		Component IV RURAL PROVIDERS' CONFERENCE			
(3) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(8) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(9) PHONE (Area Code) <i>(907) 279-2511</i>		Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)		Period: April 1, 2013 to June 30, 2014			
(10) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>					
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS		(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL		(8) TIME TABLE PROGRAM YEAR QUARTER 1 st 2 nd 3 rd 4 th		(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED		(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
National CSBG Goal #3: Low-income people own a stake in their community.		COMPONENT III RURAL PROVIDERS' CONFERENCE 1. Plan and organize the annual Rural Providers' Conference: a) Develop statewide planning group b) Organize monthly teleconferences c) Develop conference theme and agenda d) Organize conference promotion/advertising e) Register participants / plan logistics 2. Implement and Evaluation RPC: a) Organize RPC site facility, housing, meals b) Coordinate conference transportation c) Recruit trainers and presenters d) Prepare materials, site, registration process e) Coordinate five-day conference for 400 f) Conduct conference evaluation g) Produce needs assessment document h) Produce and distribute conference summary i) Provide technical assistance to providers, and j) Maintain and promote prevention network		X X X X		- Coordination with Native nonprofit, regional and other organizations preventing substance abuse and promoting wellness, including ANTHC; ANHB, First Alaskans, Akeela, Inc., Prevention Symposium, and ADA; the Alaska media; the State of Alaska and rural communities statewide - Bristol Bay Native Association		\$ 7,839	12	\$15,000 State of Alaska and Corporate Donors	On-Going
				TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)		\$ 211,541				\$ 940,180	
				GRAND TOTAL		\$ 219,380				\$ 955,180	
(18) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board: b. () Reviewed by the applicant's administering board and approved by its governing officials.											
(19) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD Rural CAP Board President, Andrew Ebona				SIGNATURE: 				DATE: Feb. 16, 2012		DATE OF BOARD APPROVAL: Feb. 16, 2012	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S)		Component V: COMMUNITY DEVELOPMENT			
(4) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(11) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(12) PHONE (Area Code) <i>(907) 279-2511</i>		Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)		Period: April 1, 2013 to June 30, 2014			
(13) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>							ZIP CODE <i>99520-0908</i>
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion	
		1 st	2 nd	3 rd	4 th						
<u>National CSBG Goal #1:</u> Low-income people become more self-sufficient. <u>National CSBG Goal #2:</u> The conditions in which low-income people live are improved. <u>National CSBG Goal #3:</u> Low-income people own a stake in their community. <u>National CSBG Goal #6:</u> Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.	COMPONENT IV COMMUNITY DEVELOPMENT 1. Provide support and supervision to Community Development programs and components: a) Conduct program planning b) Recruit, supervise and train staff c) Monitor grants, contracts and budgets d) Oversee program evaluation	X	X	X	X	- Coordination with Native and other nonprofit organizations serving health, wellness, energy, environmental, and education/training priorities; the Alaska media; and rural communities statewide - Serve Alaska Commission - State and Federal government agencies, including CNS, EPA, HUD, USDA, AHFC, DCED, DHSS	\$ 280,620	12	\$ 34,494 EPA \$ 115,665 State of Alaska, Tobacco Prevention and Control \$ 500,000 Denali Commission, Solid Waste Program \$ 244,000 EPA- Multimedia SW Sub-grant Project	On-Going	
TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)						\$ 219,380		\$ 955,180			
GRAND TOTAL						\$ 500,000		\$1,849,339			
(20) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board. b. () Reviewed by the applicant's administering board and approved by its governing officials.											
(21) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD						SIGNATURE:		DATE:		DATE OF BOARD APPROVAL:	
RurAL CAP Board President, Andrew Ebona								Feb. 16, 2012		Feb. 16, 2012	

Planning & Construction Division

NARRATIVE

COMPONENTS I – Housing & Planning Services

I. Housing Rehabilitation and Weatherization Services. RurAL CAP will continue to partner with local communities and the Alaska Housing Finance Corporation to provide skilled home assessment, weatherization, and handicapped access modifications, funded principally through a combination of federal (U.S. Department of Energy) and State of Alaska resources. Ultimate customers of the program will be individual low-income households. CSBG funding assists RurAL CAP in forming these strategic partnerships, which result in substantial leveraging of scarce resources for housing preservation and disabled access. RurAL CAP is the principal weatherization service provider in Anchorage, Juneau, and western and northwestern rural Alaska including the cities of Nome and Kotzebue.

II. Self-Help Housing. Decent, affordable housing continues to be in short supply in Alaska, especially in the state's rural communities. Costs are high, and incomes are low, further constricting housing opportunity. The self-help program offers low-income families the chance to lower the cost of new housing by participating in the construction of their homes. CSBG funds help to bridge the gap between funding provided by the U.S. Department of Agriculture-Rural Development (USDA) and the actual costs of staffing and oversight to operate the program effectively. The CSBG investment will result in the development of new, affordable homeownership units and leveraging of substantial non-CSBG resources. The program includes a homeownership counseling and preparation component, as well as job-skill training in residential construction tasks. Current projects are located in the Central Kenai Peninsula area; expansion into hub communities off the road system is being explored.

III. Capital Project Services. The Planning & Construction Division will continue to support the agency's child development and housing projects by providing in-house technical expertise in arctic construction technologies, cost estimating, finance, and project management.

IV. Housing Advocacy. The Planning & Construction Division will advocate on behalf of rural and Alaskan interests in the drafting and design of housing programs, policies, regulations, and legislation. The Division will also participate in the Alaska Affordable Housing Partnership.

V. Community Planning and Capacity Building. A general community plan is a prerequisite for rural Alaska villages and cities seeking funding through the Denali Commission, the Rasmuson Foundation, and most other public and private sources. Communities that lack the financial resources to hire a consultant to prepare a plan find that they are unable to compete for grants to support capital projects, infrastructure, and housing. The Interior region, in particular, has a very high proportion of such communities. In partnership with the Tanana Chiefs Council, which serves the Interior with a wide range of social and economic development services, RurAL CAP will assist selected Interior

villages with developing and implementing a baseline community plan, or appropriate project or economic development plans and strategies.

RurAL CAP will also participate in planning and facilitating training and technical assistance events designed to build capacity in smaller and rural communities. These events will help communities to learn how to put plans into action, take greater control over land and other resources, and develop competency in financial management and administration.

PROGRAM OUTCOME STATEMENT

The components of the Planning & Construction Division segment provide a range of activities and services which achieve the following national CSBG goals:

- #1 low-income people become more self-sufficient;
- #2 the conditions in which low-income people live are improved;
- #4 partnerships among supporters and providers of services to low-income people are achieved; and
- #5 agencies increase their capacity to achieve results.

NEED FOR SERVICES

Program Customers

Agency Staff: Among the customers of the Planning & Construction Division component are agency staff – people who administer and provide services for the poor, disadvantaged, and low income so that this population becomes more self-sufficient.

Poor & Low Income: Rural communities have an extensive need for new housing, repairs to existing housing, and development of housing options for special needs populations. Alaska consolidated Housing & Community Development Plan estimates that over 115,000 units are in need of repair, expanded living space, or replacement. RurAL CAP will prepare low-income families for homeownership with financial literacy counseling, and assist qualified families with the construction of their own homes through the USDA mutual self-help program. RurAL CAP's weatherization programs provide job training and employment and leverage funding from a variety of sources to achieve decent, safe, and energy-efficient housing for the state's lowest income residents.

Poor and Low Income persons are also served through programs that develop the capacity of rural communities to engage in meaningful self-determination through community planning, and development of small city and tribal governments and community-based organizations to deliver essential community services.

Program Products

The products of the Planning & Construction Division component include **developing programs to serve the needs of low-income people in rural communities to be more self-sufficient and which achieve results.**

- An implemented program which will directly provide affordable owner-occupied housing in rural communities by providing training and oversight to self-help homebuyers.
- Improving energy-efficiency of individual residences, reducing reliance on fossil fuels, and enabling low-income people to become more aware of energy conservation steps they can take to lower home heating and electricity costs.
- Training and coaching designed to increase the level of technical competency of villages to engage in community planning and economic development, and to manage rural utilities, housing, and the day-to-day business of tribal and civil governments.
- General community plans which enable rural communities to chart their future, garner funding support, and relate their values and goals to a broader world.

OUTCOME MANAGEMENT MODEL

- The outcome management models for the Planning & Construction Division are formatted horizontally on the following pages. These pages complete the narrative section of the Planning & Construction Division.

Outcome Measures – Planning & Construction Division

Weatherization & Rehabilitation Program

Submitted by Ralph Lee, Weatherization Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 1

Low Income People Become More Self-Sufficient

National Performance Indicator #1.1

Employment

Indicator Direct Measure#1.1a

The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed.

RurAL CAP Strategic Plan

Dimension 2 – Education and Training

Outcome Statement #1

All people hired locally as RurAL CAP construction crew staff will increase their knowledge and employable skills.

Performance Target #1

Of the 200 people hired locally as RurAL CAP construction staff, 120 will increase their knowledge and employable skills. (1.1 – A, B, C)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Wx local hires.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 – 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.1 Potential local hires are selected for and complete interview.	Applications received.	225	Supervisor selects best qualified applicants, interviews for job opening.					
1.2 Local hires are selected and show up for work on first day, receive orientation, safety training.	PCRs and timesheets. Safety training and orientation checklists.	200	Supervisor hires crew members, explains policy and procedures, conducts safety training class, teaches installation measures.					
1.3 Local hire continues working through duration of the project or accepts another job because of increased work experience.	Payroll records; PCRs.	120	Supervisor encourages crewmember reliability, teaches weatherization techniques.					
1.4 Local hires increase job skills through work experience and on the job training; promoted to more responsible positions as experience increases.	Performance evaluation, PCRs.	40	Supervisor continues on-the-job training; recommends promotion because of increased skills acquired, reliability, etc.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Planning & Construction Division

Weatherization & Rehabilitation Program

Submitted by Ralph Lee, Weatherization Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 2

The conditions in which low-income people live are improved.

National Performance Indicator #2.1

Community Improvement and Revitalization

CSBG Indicator Direct Measure

2.1c. Safe and affordable housing units in the community are preserved or improved through construction, weatherization, or rehabilitation achieved by community action activity or advocacy.

RurAL CAP Strategic Plan

Dimension 4 – Decent and Affordable Housing

Outcome Statement #2

All homes assisted by the RurAL CAP Weatherization Program will realize improvements in safety, comfort, durability, and energy efficiency.

Performance Target #2

Of the 850 homes assisted by the RurAL CAP Weatherization Program annually, 500 homes will realize a significant reduction of air infiltration and 600 homes will realize a significant energy efficiency improvement.
(2.1 - C)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for homes .	Verification: Tool or document used to verify that milestone was reached.	Projected # of homes expected to participate. (# people)	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 – 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
2.1 Homes tested and assessed; work plan developed. Materials installed, Wx crews/contractors work on the home.	Work plan on file; AkWarm recommendations. Final inspection/closeout	850	Wx staff conduct home assessment, diagnostic tests, etc.					
2.2 Air infiltration reduced to minimum ventilation level.	Blower Door test results.	500	Wx staff conduct after diagnostic tests, compare with before test.					
2.3 Home energy rating improves minimum of one star.	AkWarm results.	600	Wx crews complete home improvements; staff compare energy rating.					
2.4 Home energy rating improves minimum of two stars.	AkWarm results.	400	Wx crews complete home improvements; staff compare energy rating.					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Planning & Construction Division

Weatherization & Rehabilitation Program

Submitted by Ralph Lee, Weatherization Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal #6

Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

National Performance Indicator #6.1 Independent Living

CSBG Indicator Direct Measure #6a/b The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services: Senior citizens and individuals with disabilities.

RurAL CAP Strategic Plan Dimension 4 – Decent and Affordable Housing

Outcome Statement #3

All homes with elderly residents assisted by the RurAL CAP Weatherization Program will realize measurable reduction in energy burden or disability improvements to enable them to continue living in their homes.

Performance Target #3

Of 15 elderly people assisted by the RurAL CAP Weatherization Program annually, six (6) will be disabled and will continue to live independently because of accessibility improvements. (6.1.A. 6.1.B)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Wx Elder Residents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of homes expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 – 6/30) Quarter 1	(7/1 – 9/30) Quarter 2	(10/1 – 12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
3.1 An elder (55 years or more) lives in the house, receives priority service.	Client files, Wx manager.	200	Wx staff prioritize families to receive program.					
3.2 Disabled elderly resident receives improvements to achieve greater mobility and accessibility.	Completion / sign-off by supervisor / occupant.	6	Materials installed by crew, project supervisor verifies work complete.					

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no customers achieved milestone, even though there was program activity

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unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Rural Housing & Planning Division

Self-Help Housing Program

Submitted by Mi'shell French, Homeownership Coordinator

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG Goal #3

CSBG Goal #2

Performance Indicator 3.2

Performance Indicator 2.1

RurAL CAP Strategic Plan

Low Income People Own a Stake in Their Community

Conditions in which Low Income People Live are Improved

Community Empowerment through Maximum Feasible Participation

Community Improvement and Revitalization

Dimension #4 – Decent and Affordable Housing

Outcome Statement #1

Performance Target #1

At least 9 new safe and affordable housing units will be created.

Out of 30 heads of households who express initial interest in becoming self-help participants, at least 15 will qualify for USDA self-help loans, and 9 will complete their sweat equity commitment and become self-help homeowners which will support their own well-being and that of the community and improve the condition in which they live. (3.1 – C; 2.1 – C)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Low-Income Heads of Households .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.1 Low income heads of households learn about the self-help program.	Newspaper circulation, flyers provided at schools and community institutions.	250	Homeownership coordinator develops marketing plan and distributes promotional material.					
1.2 Low income heads of households complete homeownership preparation ready to apply for USDA loan.	Attendance records, evaluation of credit readiness.	30	Homeownership coordinator provides counseling and evaluates readiness.					
1.3 Low income heads of households make application to participate in self-help program and obtain USDA approval.	Applications processed, USDA commitment letters.	15	Homeownership coordinator takes applications, receives results from USDA.					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Low-Income Heads of Households .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 – 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.4 Low income heads of households sign loan documents.	Signed documents, USDA approvals.	10	Homeownership coordinator assists households with USDA process.					
1.5 Low income heads of households complete program orientation and safety training.	Attendance records.	10	Homeownership coordinator organizes homebuyer group, provides technical assistance to group to elect officers, and establish ground rules. Self-help construction supervisor teaches on-the-job safety and construction skills.					
1.6 Low income heads of households complete construction and sweat equity commitment; 9 new safe and affordable housing units created.	Work records, inspection reports.	9	Construction Site Supervisor, manages construction project Homeownership coordinator monitors attendance and occupancy.					

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whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Planning & Construction Division

Planning Program

Submitted by Charlene Stern, Rural Planning Coordinator

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal #2

National Performance Indicator 2.2

RurAL CAP Strategic Plan

Outcome Statement #1

Performance Target #1

The conditions in which low-income people live are improved.

The quality of life and assets in low-income neighborhoods are improved by community action initiatives or advocacy.

Dimension 6 – Capacity Building

All communities assisted by RurAL CAP's Planning Program will increase their understanding of planning as a viable tool to improve their quality of life.

Out of 3 rural communities assisted by the RurAL CAP Planning Program annually, seventy-five (75) residents will engage in an asset-based planning process.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for rural community residents .	Verification: Tool or document used to verify that milestone was reached	Projected # of people expected to participate	Product Steps: Who does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.1 Rural low income residents will learn about the planning program.	Public meeting notices, attendance sign-in, photographs, and monthly/quarterly reports.	75	Planning staff deliver presentation(s) at community meetings.					
1.2 Rural low income residents will increase their knowledge and understanding of planning.	Attendance sign-in, audience polls, participant evaluations, informal interviews, and monthly/quarterly reports.	75	Planning staff conduct pre and post audience polls, meeting evaluations, and informal interviews with key participants.					
1.3 Rural low income residents will take steps to improve their quality of life by mapping local assets and articulating a collective vision.	Documented vision and assets.	75	Planning staff will provide technical support to guide residents through an asset-based planning process.					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Planning & Construction Division

Planning Program

Submitted by Charlene Stern, Rural Planning Coordinator

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal #2

National Performance Indicator 2.3

RurAL CAP Strategic Plan

Outcome Statement #2

Performance Target #2

The conditions in which low-income people live are improved.

Community Engagement

Dimension #6 – Capacity Building

All communities assisted by RurAL CAP's Planning Program will planning process designed to improve the conditions in which they live.

Out of 3 rural communities assisted by the RurAL CAP Planning Program annually, seventy-five (75) residents will increase their engagement in a planning process.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for rural community residents .	Verification: Tool or document used to verify that milestone was reached	Projected # of people expected to participate	Product Steps: Who does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
2.1 Rural low income residents will increase their engagement in local planning meetings.	Public notices, attendance sign in, meeting agendas, photographs, and monthly/quarterly reports.	75	Planning staff will work with local organizations to promote planning meetings.					
2.2 Rural low income residents will identify goals, priorities and objectives designed to improve the conditions of their community.	Public notices, attendance sign in, meeting agendas, photographs, and monthly/quarterly reports.	75	Planning staff will work with communities to facilitate ideas and strategies.					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Planning & Construction Division

Planning Program

Submitted by Charlene Stern, Rural Planning Coordinator

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal #3

National Performance Indicator 3.2 (A&D)

RurAL CAP Strategic Plan

Outcome Statement #1

Performance Target #1

Low-income people own a stake in their community.

Community empowerment through maximum feasible participation.

Dimension #6 – Capacity Building

All communities assisted by RurAL CAP's Planning Program will create opportunities to empower residents to increase their participation in local planning initiatives.

Out of 3 rural communities assisted by the RurAL CAP Planning Program annually, seventy-five (75) residents will increase their skill at adapting planning processes to increase their cultural relevance and thirty (30) residents will actively participate in local planning committees.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for rural community residents .	Verification: Tool or document used to verify that milestone was reached	Projected # of people expected to participate	Product Steps: Who does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
3.1 Rural low income residents will increase their skill at adapting planning processes to increase their cultural relevance.	Planning documents and monthly/quarterly reports.	75	Planning staff will work with communities to promote meaningful integration of local history, culture and language.					
3.2 Rural low income residents will actively participate in local planning committees.	Sign in sheets, meeting agendas, photographs, and monthly/quarterly reports.	30	Planning staff will work with communities to form local planning committees to monitor plan progress and implementation.					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Planning & Construction Division

Planning Program

Submitted by Charlene Stern, Rural Planning Coordinator

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal #4

National Performance Indicator 4.1

RurAL CAP Strategic Plan

Outcome Statement #1

Performance Target #1

Partnerships among supporters and providers of services to low-income people are achieved.

Expanding opportunities through community-wide partnerships

Dimension #6 – Capacity Building

All communities assisted by RurAL CAP's Planning Program will expand opportunities for rural low income residents through the development or strengthening of community-wide partnerships.

Out of 3 rural communities assisted by the RurAL CAP Planning Program annually, fifteen (15) community organizations will develop/strengthen community-wide partnerships.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for rural community residents .	Verification: Tool or document used to verify that milestone was reached	Projected # of people expected to participate	Product Steps: Who does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
4.1. 15 community organizations will develop/strengthen community-wide partnerships to expand opportunities for low income residents.	Meeting records, documentation of formal and informal partnerships (MOU's, letters of support, etc.), and joint funding proposals.	25	Planning staff will work with communities to identify, draft, and track strategic partnerships.					

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no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Budget Summary FY 2013 Community Services Block Grant		Rural Alaska Community Action Program, Inc.		Component: PLANNING & CONSTRUCTION DIVISION	
GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S) Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)	ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):	
	Beginning Date April 1, 2013	Ending Date June 30, 2014			

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation: 12		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: 12		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	\$165,424				\$165,424			
20	CONTRACTUAL	\$0				\$0			
30	TRAVEL	\$16,950				\$16,950			
40	BUILDING SPACE	\$10,000				\$10,000			
50	GENERAL SUPPLY	\$3,000				\$3,000			
60	PROGRAM SUPPLY	\$500				\$500			
70	EQUIPMENT	\$0				\$0			
80	COMMUNICATION	\$13,854				\$13,854			
90	OTHER	\$3,387				\$3,387			
	TOTAL DIRECT	\$213,115				\$213,115			
	ADMINISTRATIVE COSTS	\$46,885				\$46,885			
	TOTAL	\$260,000				\$260,000			

CSBG - FY 2013 - PLANNING & CONSTRUCTION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

PLANNING AND CONSTRUCTION

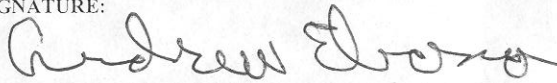
510	<u>510 PERSONNEL COSTS</u> 100 - Planning & Construction Division Director (1 FTE - 39% to CSBG) \$48,695 100 - Rural Planning Coordinator (1 FTE - 100% CSBG) \$63,184 100- Admin Specialist (1 FTE - 10% to CSBG) \$5,712 100 - Temp admin support \$4,549 <i>Subtotal Personnel</i> \$122,140 500 - Fringe (36% full time/20.9% part time) \$43,284 TOTAL COST OF PERSONNEL \$165,424			
530	<u>530 TRAVEL COSTS</u> <u>100 - Staff Per Diem in State</u> • Trips to conduct workshops and meetings (6 trips x 4 days x \$200) \$4,000 <u>200 - Staff Per Diem out of State</u> • Trips to conference and training events -(5 trips/5 days x \$250/day) \$6,250 <i>Subtotal Per Diem</i> \$10,250 <u>500 - Staff Travel in State</u> • Trips to conduct workshops and meetings (6 trips x \$450) \$2,700 <u>600 - Staff Travel out of State</u> • Trips to attend conference and training events (5 x \$800) \$4,000 <i>Subtotal Travel</i> \$6,700 TOTAL COST OF TRAVEL \$16,950			

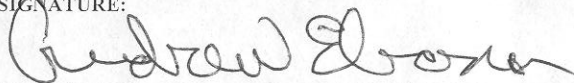
CSBG - FY 2013 - PLANNING & CONSTRUCTION

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
540	<u>540 SPACE COSTS</u>		
	100 - Planner office @ TCC	\$10,000	
	TOTAL COST OF SPACE	\$10,000	\$10,000
550	<u>550 GENERAL SUPPLIES COSTS</u>		
	100 - Office supplies	\$2,500	
	200 - Copier supplies	\$500	
	TOTAL COST OF GENERAL SUPPLIES	\$3,000	\$3,000
560	<u>560 PROGRAM SUPPLIES COSTS</u>		
	500 - Training supplies	\$500	
	TOTAL COST OF PROGRAM SUPPLIES	\$500	\$500
580	<u>580 COMMUNICATIONS COSTS</u>		
	100 - Telephone, teleconference and fax	\$4,500	
	102 -Postage and Shipping	\$1,000	
	300 - Printing	\$1,000	
	400 - Advertising and Outreach	\$500	
	600 - Computer communications (2 @ \$285.56/mo)	\$6,854	
	TOTAL COMMUNICATION COSTS	\$13,854	\$13,854
590	<u>590 OTHER COSTS:</u>		
	300 - Misc subscriptions	\$387	
	700 - Fees, tuitions, memberships	\$3,000	
	NRTI tuition, APA dues and conf. fee, HAC fee,		
	Contractors License and Bond, NSSHA dues,		
	other training		
	TOTAL OTHERS COSTS	\$3,387	\$3,387
	Direct Cost of Component	\$213,115	
	Administrative Costs of Component @ 22%	\$46,885	
	Total Cost of Component	\$260,000	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S) Public Law 97-35 Section 675 (e), (A), (B), (vi), (vii), (D), & (E).		Component: Planning & Construction Division			
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>							
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>		Period: April 1, 2013 to June 30, 2014			
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion	
		1 st	2 nd	3 rd	4 th						
<u>National CSBG Goal #1:</u> Low-income people become more self-sufficient.	HOUSING SERVICES A. Provide administrative oversight to Weatherization program; broker partnerships among various agencies and villages to maximize leveraging of funding. B. Secure sites for development of mutual self-help housing; secure supplemental funding to underwrite costs of site development. C. Implement mutual self-help housing program: Market and deliver homeownership preparation curriculum Recruit and train homebuyers Construct homes	X	X	X	X	• HUD • AHFC • USDA • Denali Commission • Alaska Building Science • RCAC • Tribes • LISC • Federal Home Loan Bank • Lenders	\$150,000	12	\$7,500,000 (WX funds)	Ongoing	
<u>National CSBG Goal #2:</u> The conditions in which low-income people live are improved.		X	X	X	X					\$2,100,000 (debt & grants)	2014
<u>National CSBG Goal #6:</u> Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.		X	X	X	X					\$534,870 (AHFC - HOME)	2014
		X	X	X	X					\$610,000 (USDA) \$15,000 (LISC)	Spring 2014 ongoing
TOTALS CARRIED FORWARD FROM PREVIOUS PAGES											
GRAND TOTAL							\$150,000		\$7,410,000		
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board. b. () Reviewed by the applicant's administering board and approved by its governing officials.											
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD Rural CAP Board President, Andrew Ebona						SIGNATURE: 		DATE: Feb. 16, 2012		DATE OF BOARD APPROVAL: Feb. 16, 2012	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(6) GOAL STATUTORY AUTHORITY(S) Public Law 97-35 Section 675 (c), (A), (B), (vi), (vii), (D), & (E).		(Component: Planning & Construction Division)		
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>						
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>		Period: April 1, 2013 to June 30, 2014		
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 st	2 nd	3 rd	4 th					
<u>National CSBG Goal #2:</u> The conditions in which low-income people live are improved.	<u>COMMUNITY PLANNING PROGRAM</u> D. Assist Interior communities in developing and implementing workable community plans E. Provide analysis and input into design and evaluation of rural development programs and policies state and federal agencies.. F. Maintain an ongoing collection of needs assessment information concerning the poor, low-income and disadvantaged. G. Support the activities and goals of the Planning and Construction Division	X	X	X	X	• HUD • AHFC • USDA • Denali Commission • USDA • DCRA • Tanana Chiefs Conference • Alaska Dept of Labor – State Data Center • LISC • Alaska Chapter American Planning Assn	\$ 75,000			Ongoing
<u>National CSBG Goal #5:</u> Agencies increase their capacity to achieve results.		X	X	X	X		\$35,000			ongoing
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES					\$150,000			\$7,410,000
		GRAND TOTAL					\$260,000			\$7,710,000
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. ☒ Approved by the applicant's governing board. b. ☐ Reviewed by the applicant's administering board and approved by its governing officials.										
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD <i>RurAL CAP Board President, Andrew Ebona</i>						SIGNATURE: 		DATE: Feb. 16, 2012		DATE OF BOARD APPROVAL: Feb. 16, 2012

Public Policy and Advocacy

NARRATIVE

RurAL CAP's constituents are low-income and working poor who desire to influence public policies in areas that most directly affect their lives. RurAL CAP recognizes the benefit of community members participating in economic, educational, health, cultural, social, housing and environmental efforts which allow them to determine workable solutions. RurAL CAP works strategically to increase the capacity of people to impact public policy and to inform decision makers to result in practical outcomes.

These efforts are best accomplished by developing relationships between agency staff, community members, low-income people and decision makers and by creating awareness for the public at large and increasing skills and understandings of low-income people which increase their ability to change conditions in their communities and beyond.

RurAL CAP's Public Policy and Advocacy component is designed to achieve these outcomes. Its parameters fit these National Performance Indicator Goals:

Goal 2: The Conditions in Which Low-Income People Live are Improved:

National Performance Indicator 2.3 – Community Engagement: The number of community members working with Community Action to improve conditions in the community.

Goal 3: Low-income People own a Stake in their Community:

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

Goal 4: Partnerships among Supporters and Providers of Services to Low-Income People are Achieved:

National Performance Indicator 4.1 – Expanding Opportunities Through Community-Wide Partnerships: The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

Goal 5: Agencies Increase their Capacity to Achieve Results:

National Performance Indicator 5.1 – Agency Development: The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes.

RurAL CAP's mission is:

“To empower low-income Alaskans through advocacy, education, affordable housing and direct services that respect our unique values and cultures.” The core values embodied in the mission are: RurAL CAP recognizes the unique values and way of life of rural Alaskans. It plans its activities with input from and respect for the people it serves. It follows the belief that rural Alaskan communities have the right to maintain their cultural heritage and close relationship to the land while protecting their economic and human potential.

The Public Policy and Advocacy component will carry out the advocacy work in which the agency has been engaged for the past forty+ years, and will focus more intently on developing a cohesive approach to citizen participation in public policy. This will be accomplished by:

- Positive first impressions of CAP agency
- Communications, including print materials, reports, electronic, or presentations that accurately convey the agency's work and results
- Increasing the capacity of the agency and ultimately its constituencies by providing opportunities for community members, agency Board members and staff to participate in public hearings, meetings with policy makers, technical assistance and other conferences that enhance the levels of understanding for developing critical relationships and improved decision-making processes
- Increasing public awareness of issues and challenges facing low income people through publications, website announcements, presentations.

SUMMARY OF COMPONENTS

Component 1 – Public Policy and Advocacy

- I. Rural Issues/Subsistence Advocacy.** For this component, the RurAL CAP Board of Directors will take a lead role in advocating on behalf of rural Alaska and coordinating the efforts of RurAL CAP with other organizations to strengthen the capacity of local organizations to provide information to decision-makers and services to their communities. The Subsistence component advocates for the maintenance of subsistence rights as outlined in federal and state laws, and specifically Title VIII of ANILCA. The subsistence advocacy rests in monitoring and where feasible, participating in the decisions that impact subsistence, including critical appointments to Boards and Commissions, regulations, meetings and conferences. Rural CAP believes that community involvement is about developing relationships, skills and understanding among people that increases their ability to change conditions and improve the quality of their lives.

- II. Partnerships and Agency Capacity.** The ability of the agency to sustain and grow services that improve the lives of low-income people lies in its ability to develop, diversify, and maintain partnerships. This requires a focused effort at tracking, nurturing, and building personal relationships with a variety of people in organizations who support mutual interests and outcomes.

Equally important is staff development which assures the delivery of innovative, quality services that constantly seek new and improved ways of meeting the goals and objectives of the organization to improve low-income conditions.

Component 2 – Education and Information

Education and Information. RurAL CAP develops and produces a number of publications and information updates that increase the public's awareness of the issues facing low income people including Fact Sheets, Press Releases, Media Advisories, Facility Tours, TV, Radio and Print Media Interviews, Speaking Engagements, Service of Boards/Councils/Committees, Website and Facebook Updates, Submittals of Success Stories, Agency Holiday Card to Partners, the Rural Providers Conference Publications, Annual Reports, Event Photography, quarterly *Village Voices* newsletter. All of these provide accurate information to rural constituents while educating decision-makers, the public and funders about issues which impact rural and low-income people. RurAL CAP staff is also often called upon to provide information to various groups, conferences, lawmakers, and others about our successful experiences in working with rural and other constituents that have barriers to services.

PROGRAM OUTCOME STATEMENT

The Public Policy and Advocacy component develops the capacity of low-income people and communities to increase local self-determination and self-sufficiency through relationship building, and staff and community capacity building.

This outcome supports the achievement of the above referenced **CSBG goals** related to Community Empowerment, Partnerships, and Agency Capacity to ensure low-income peoples' goals of self-sufficiency are achieved.

NEED FOR SERVICES

Customers

The people RurAL CAP serves are low-income Alaskans, many of whom are rural Alaska Natives. Many still speak their Native language and complement their household budgets through hunting, fishing and gathering as their ancestors have for thousands of years. Their cultures and traditions are based on values which have enabled the indigenous peoples of Alaska to thrive as separate and distinct tribal cultures.

It is the agency's philosophy that tribal cultures, governments, traditions, and people need to be able to survive in the 21st century. Tribal members must be provided the opportunities to have a say in decisions that are made about their laws, economies, and customs. While these are the customers of the Public Policy and Advocacy component, the outcomes that RurAL CAP desires cannot be achieved without the many partners and providers who make these results possible.

Products

The products of Public Policy and Advocacy are: community empowerment; leadership development; increased capacity of communities and leaders to impact public policy; and increased self-sufficiency. This is done through:

- Increased awareness and willingness of new partners and current ones to work towards mutual goals that help families and communities achieve their goals.
- Providing opportunities for representatives of subsistence users and low-income Alaskans to participate in and address public policy issues that enhance the self-determination and self-sufficiency of their communities. A good example of this is the cooperative management arrangements for subsistence halibut uses.
- The production and dissemination of a variety of advocacy publications and involvement in media that share information with policy makers and the public in general about the issues impacting rural and low-income people.
- Continuous staff development and growth to improve knowledge and skills that help achieve family and community outcomes.

OUTCOME MANAGEMENT MODEL

CSBG funded programs support self-sufficiency and improving the conditions and behaviors of low-income people; the Public Policy and Advocacy component will apply an outcome management model to evaluate its effectiveness. This model incorporates customer performance targets, milestones and verification indicators to evaluate not just program objectives and activities, but rather to measure the outcomes or results of those activities on moving low-income people out of poverty and into increased involvement in their communities and self-sufficiency in their lives.

The outcome management models for the Public Policy and Advocacy component are formatted horizontally on the following pages. These pages complete the narrative section of this CSBG application for this component.

Outcome Measures – Public Policy & Advocacy

Component 1 – Public Policy and Advocacy

Submitted by Sarah Scanlan, Deputy Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal #3

National Performance Indicator #3.2

RurAL CAP Strategic Plan

Outcome Statement #1

Performance Target #1

Low-income people own a stake in their community

Community Empowerment through Maximum Feasible Participation

Dimensions 1 and 6: Advocacy and Communication and Capacity Building

The Subsistence and Tribal Issues Committee members, with staff, will strengthen its working relationship with policy making organizations to result in greater opportunities for subsistence uses of fish and game, a critical component for self sufficiency and family and community well-being,

Of the 20 public and private subsistence-related organizations identified, the S&TI and RurAL CAP staff will actively work with 10 to expand resources and opportunities in order to achieve family and community outcomes by creating awareness and knowledge of issues affecting low-income Alaskans and engage in at least ten advocacy activities.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Subsistence & Tribal Issues (S&TI) Committee members.	Verification: Tool or document used to verify that milestone was reached.	Projected # of orgs expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.1 S&TI committee members S&TI committee members meet to discuss strategies and develop a plan for advocacy and identify organizations that impact traditional uses of fish and game resources.	TR/TA forms; Board of Directors packets; S&TI committee agendas; Board of Directors recaps of motions.	20	Staff set up meeting site in conjunction with quarterly Board of Directors meetings.					
1.2 Staff follows up with contacts to the organizations to meet and determine the issues the S&TI can impact.	Phone logs, meeting notes, e-mails	18	Staff prepares progress reports for the Committee and Board.					
1.3 Staff identifies advocacy opportunities.	Monitor regulations processes, respond to requests for advocacy support	10	Schedules S&TI presence at public hearings, prepares letters, other support documents					
1.4 S&TI committee members engage in advocacy and decision making activities to expand opportunities for customers through supportive partnerships.	TR/TA forms; S&TI committee agendas; Board of Directors recaps of motions; provides staff direction.	10	Staff prepares and presents draft resolutions, motions, and progress reports on outcomes of S&TI activities.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Public Policy & Advocacy

Component 1 – Public Policy and Advocacy

Submitted by Sarah Scanlan, Deputy Director FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal #3

National Performance Indicator #3.2

RurAL CAP Strategic Plan

Outcome Statement #2

Performance Target #2

Low-income people own a stake in their community

Community Empowerment through Maximum Feasible Participation

Dimensions 1 and 6: Advocacy and Communication and Capacity Building

All regional representatives of subsistence halibut users in coastal areas will engage in effective advocacy to protect and manage customary and traditional halibut fishing without unduly burdensome regulations.

Of 20 regional representatives of subsistence halibut users in coastal areas, 15 will engage in effective advocacy to protect and manage customary and traditional halibut fishing without unduly burdensome regulations to increase or preserve community quality of life resources.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for regional representatives of subsistence halibut users in coastal Alaska.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
2.1 Regional representatives are fully informed on current and proposed changes to regulations governing subsistence halibut use to preserve quality of life resources.	Alaska Native Subsistence Halibut Working Group (ANSHWG) meeting agendas; TA/TR forms; telephone billing records.	20	Staff provides technical and logistical support during Alaska Native Subsistence Halibut Working Group meetings.					
2.2 Regional representatives advocate for subsistence halibut users before regulatory bodies.	ANSHWG meeting note; TA/TR forms; telephone billing records.	18	Staff provides strategic information and technical assistance.					
2.3 Regional representatives present testimony or engage in public education activities with decision-makers to increase or preserve quality of life resources.	ANSHWG meeting notes; passage of proposed regulations that are approved by the ANSHWG.	15	Staff provides technical assistance and arranges presentations before public officials or public forums.					
2.4 Regional representatives ensure proper implementation of regulations to increase or preserve quality of life resources.	ANSHWG meeting notes; staff direction; ANSHWG report to the RurAL CAP board; ANSHWG resolutions.	15	Staff provides technical assistance and logistical support.					

A box with the following symbol signifies:

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results have not been entered yet

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Public Policy & Advocacy

Component I – Public Policy & Advocacy

Submitted by Sarah Scanlan, Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 4

National Performance Indicator #4.1

RurAL CAP Strategic Plan

Outcome Statement #3

Performance Target #3

Partnerships among Supporters and Providers of Service to Low-Income People are achieved

Expanding Opportunities through Community-wide Partnerships

Dimension #1 – Advocacy and Communication

All RurAL CAP Program Directors, Managers, Supervisors, Coordinators, Specialists and Administrative staff will improve the results of their program services to low-income customers due to an expansion of resources and opportunities through partnerships with other public and private organizations.

Out of 685 organizations that come into contact with RurAL CAP, 315 will become a partner, funder, or other supporter to RurAL CAP that ultimately benefits families and communities. (4.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for partnerships .	Verification: Tool or document used to verify that milestone was reached.	Projected # of organizations expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
3.1 Organizations will become aware of RurAL CAP programs through actions of their staff--personal contacts or by reading the Village Voices, viewing the website or receiving RurAL CAP outreach material (fact sheets, annual report, conference proceedings)	Reports from staff regarding new contacts for the organization, unique addresses on RurAL CAP mailing lists, hits to website	685	Staff Contacts with: Non-Profits Faith Based Local Government State Government Federal Government For-Profit Business or Corp. Consortiums/Collaboration Housing Consortiums/Collabs School Districts Post-Secondary Institutions Financial/Banking Institutions Health Service Institutions Statewide Associations					
3.2 Individuals w/potential partner organizations engage in RurAL CAP activities to become more informed about ways to partner with the organization	Attendance at conferences, requests for program materials, enrollments in initial screenings for RurAL CAP program, meeting with RurAL CAP staff.	500	Staff provides opportunities to engage individuals and organizations in RurAL CAP activities.					

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results have not been entered yet

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

3.3 Organizations contribute resources (including funding or volunteer time) to program work by RurAL CAP or in partnership with RurAL CAP.	MOUs, volunteer time sheets, funding notices, grant agreements.	315	RurAL CAP provides partner, funder and volunteer opportunities associated with its programs.					
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results have not been entered yet

dash (---)

no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Public Policy & Advocacy

Component 2 – Education & Information

Submitted by Sarah Scanlan, Deputy Director FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 3
National Performance Indicator #3.2
RurAL CAP Strategic Plan
Outcome Statement #1

Low-income people own a stake in their community
 Community Empowerment through Maximum Feasible Participation
 Dimension #1 – Advocacy and Communication
 All recipients of the *Village Voices* newspaper in rural Alaska will have their consciences raised, will become better informed and more knowledgeable on issues critical to rural communities, and will act on that knowledge to improve the quality of life for low-income people in their communities.
 Out of 2,000 recipients of the *Village Voices* newspaper in rural Alaska, 1,200 will read enough of it to have their consciences raised and become better informed and more knowledgeable on issues critical to rural communities, and 900 will act on their newfound knowledge to improve or preserve community quality of life resources.

Performance Target #1

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for rural recipients of the Village Voices newspaper.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
1.1 Rural Alaskans receive a copy of the <i>Village Voices</i> newspaper.	Invoices and address/circulation lists for quarterly <i>Village Voices</i> newspaper.	2,000	Staff produces and distributes quarterly <i>Village Voices</i> newspaper.					
1.2 Rural Alaskans read enough of the <i>Village Voices</i> newspaper to have their consciences raised or to become better informed and more knowledgeable on issues critical to their communities.	Annual survey of <i>Village Voices</i> newspaper recipients.	1,200	Staff conducts annual survey of <i>Village Voices</i> newspaper recipients.					
1.3 Rural Alaskans readers of the <i>Village Voices</i> newspaper act on their newfound knowledge to increase or preserve quality of life resources.	Annual survey of <i>Village Voices</i> newspaper recipients.	900	Staff conducts annual survey of <i>Village Voices</i> newspaper recipients.					

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results have not been entered yet	no program activity	no customers achieved milestone, even though there was program activity	unduplicated customers that achieve milestone for the 1 st time

Outcome Measures – Public Policy & Advocacy

Component 2 – Education & Information

Submitted by Sarah Scanlan, Deputy Director FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal #2
National Performance Indicator #2.3
RurAL CAP Strategic Plan
Outcome Statement #2

The Conditions in Which Low-Income People Live are Improved

Community Engagement

Dimension #1 – Advocacy and Communication

Alaskan who access RurAL CAP's website will become better informed and more knowledgeable on issues critical to communities throughout Alaska.

Performance Target #2

At least 80,000 visitors will access the agency website annually and as a result, the visitor will become informed and more knowledgeable on issues critical to Alaskan communities.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for the public who are informed about rural Alaskans through the agency website.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1 - 12/31) Quarter 3	(1/1 - 3/31) Quarter 4	Total
2.1 Alaskan visitors access RurAL CAP's website	Maintain log to report the number of website hits quarterly/annually	80,000	Staff maintains user log and produces quarterly/annual reports					
2.2 Alaskan visitors will become better informed and more knowledgeable on issues critical to Alaska.	Annual survey of statewide website users	80,000	Staff conducts annual survey of statewide website users					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Public Policy and Advocacy

Components 2 – Education and Information

Submitted by Sarah Scanlan, Deputy Director

FY 2010 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 5

National Performance Indicator #5.1

RurAL CAP Strategic Plan

Outcome Statement #3

Performance Target #3

Agencies Increase Their Capacity to Achieve Results

Agency Development

Dimension #6 – Capacity Building

RurAL CAP staff at all levels will improve the results of their program services to low-income customers by building its human capacity through the development of trainers and attending training.

Of 1,000 employees, 600 will receive training with the corresponding hours reported. (5.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for capacity building for program and other administrative staff.	Verification: Tool or document used to verify that milestone was reached.	Projected # of employees expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
3.1 The baseline of the number of employees who are Certified CAP Professionals, ROMA Trainers, Family Development Trainers, Child Development Trainers will be determined	Human Resources/Managers Survey	30	HR/Managers report on baseline data and progress: Certified CAP Professionals ROMA Trainers Family Development Trainers Child Development Trainers Other (EMT's, Counselors, etc.)					
3.2 Divisions determine what type of training is needed and develop plans to achieve desired training.	Training plans developed which outline number of staff receiving training	600	Division Management Teams track and report numbers of staff attending trainings					
3.3 Staff completes required trainings to achieve outcomes for low-income people served by RurAL CAP.	Hours in training at conferences, trainings sessions, classes, etc.	20,000	Division Managers report number of training hours employees have participated in.					

A box with the following symbol signifies:

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

<u>Budget Summary FY 2013</u> Community Services Block Grant		Rural Alaska Community Action Program, Inc.		<u>Component: PUBLIC POLICY AND ADVOCACY</u>	
GRANT NUMBER:	FUNDING PERIOD FOR WHICH <u>FUNDS ARE REQUESTED</u>		GOAL STATUTORY AUTHORITY (S)		ESTIMATED UNEXPENDED CSBG
			Public Law 97-35		FUNDS AVAILABLE AT END OF CURRENT
	Beginning Date	Ending Date	Section 675 ©, (A), (B)		FUNDING PERIOD (Attach most recent
	April 1, 2013	June 30, 2014	(vi), (vii), (D), (E)		Monthly and/or Quarterly Financial Report):

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: <u>12</u>		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	\$0		\$0		\$0			
20	CONTRACTUAL	\$50,000		\$0		\$50,000			
30	TRAVEL	\$43,450		\$0		\$43,450			
40	BUILDING SPACE	\$0		\$0		\$0			
50	GENERAL SUPPLY	\$40,000		\$0		\$40,000			
60	PROGRAM SUPPLY	\$12,000		\$0		\$12,000			
70	EQUIPMENT	\$0		\$0		\$0			
80	COMMUNICATION	\$26,400		\$0		\$26,400			
90	OTHER	\$16,675		\$0		\$16,675			
	TOTAL DIRECT	\$188,525		-		\$188,525			
	ADMINISTRATIVE COSTS	\$41,475		-		\$41,475			
	TOTAL	<u>\$230,000</u>		<u>-</u>		<u>\$230,000</u>			

CSBG - FY 2013 - PUBLIC POLICY AND ADVOCACY

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

PUBLIC POLICY AND ADVOCACY

520	<u>520 CONTRACTUAL SERVICES</u> - Production of agency newsletter "Village Voices" \$5,000 - Other Professional Services \$45,000 TOTAL COST OF CONTRACTUAL \$50,000			
530	<u>530 TRAVEL COSTS</u> <u>100 - Staff Per Diem in State</u> - Travel to villages from Anchorage (4 trips x \$200/day x 4) \$3,200 - Travel to conferences and trainings (2 trips x 2 staff x \$200/day x 4) \$3,200 <u>200 - Staff Per Diem Out of State</u> - Travel to CAP Law, CAP, NCAI, Other TA Conferences 3 staff x \$250/day x 3 \$2,250 3 trips x 2 staff x \$250/day x 4 \$6,000 <u>400 - Board Per Diem</u> 4 persons x \$250/day x 4 \$4,000 3 trips x 2 people x \$250/day x 4 \$6,000			

CSBG - FY 2013 - PUBLIC POLICY AND ADVOCACY

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

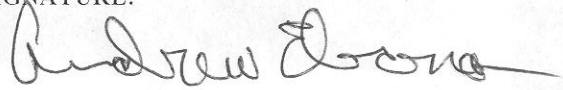
COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	Subtotal Per Diem \$24,650 <u>500 - Staff Travel in State</u> ▪ Airfare to/from villages and Anchorage (4 trips x \$450) \$1,800 ▪ Airfare to/from conferences and trainings (2 trips x 2 staff x \$450) \$1,800 <u>600 - Staff Travel out of State</u> Airfare to/from CAP Law, CAP, NCAI, other TA Conferences ▪ 3 trips x \$800 \$2,400 ▪ 3 trips x 2 staff x 800 \$4,800 <u>800 - Board Travel</u> Airfare to/from CAP Law, CAP, NCAI, other TA Conferences ▪ 4 members x \$800 \$3,200 ▪ 3 trips x 2 people x \$800 \$4,800 Subtotal Travel \$18,800 TOTAL COST OF TRAVEL \$43,450		
550	<u>550 GENERAL SUPPLIES</u> 100 - General Office Supplies \$40,000 TOTAL COST OF GENERAL SUPPLIES \$40,000		
560	<u>560 PROGRAM SUPPLIES</u> 500 - Training supplies \$12,000 TOTAL COST OF PROGRAM SUPPLIES \$12,000		

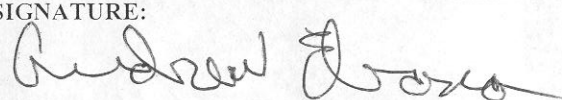
CSBG - FY 2013 - PUBLIC POLICY AND ADVOCACY

BUDGET SUPPORT SHEET (Budget Support Data)		
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT	DATE SUBMITTED: Mar-12

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
580	<u>580 COMMUNICATIONS COSTS</u> 102 - Postage, UPS, Fed Ex 300 - Printing and Distribution of Publications (Village Voices, Fact Sheets and other publications) TOTAL COMMUNICATION COSTS	\$ 5,400 \$21,000 \$ 26,400	 \$ 26,400
590	<u>590 OTHER COSTS:</u> Fees, Tuitions, and Registrations TOTAL OTHERS COSTS	\$16,675 \$16,675	 \$16,675
	Direct Cost of Component Administrative Costs of Component @ 22% Total Cost of Component	\$188,525 <u>\$41,475</u> \$230,000	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S) Sec 676 (A), (i); (v); (vii)		Component: Public Policy & Advocacy		
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>		Period: April 1, 2013 – June 30, 2014				
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>				
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 st	2 nd	3 rd	4 th					
<u>National CSBG Goal 2:</u> The Conditions in which Low-Income People Live are Improved. <u>National CSBG Goal 3:</u> Low-income People own a Stake in their Community. <u>National CSBG Goal 4:</u> Partnerships among Supporters and Providers of Services to Low-Income People are Achieved. <u>National CSBG Goal 5:</u> Agencies Increase their Capacity to Achieve Results.	<u>Component I – Public Policy and Advocacy</u> A. Develop and distribute the information and communications to keep constituents and the general public informed. B. Provide resources to sustain and grow partnerships to improve the lives of low income people. C. Develop and maintain databases of partners. D. Engage low-income people in activities that promote their well-being. E. Monitor judicial, legislative and regulatory activity regarding subsistence and tribal governmental issues. F. Provide opportunities to staff to increase their knowledge and skills to achieve family and community outcomes. G. Support work on subsistence halibut and other specific issues.	X	X	X	X	- Capacity Building for staff and constituents - Diversification of funding - Updates on Federal and State Regulations - Coordination with Alaska Native and affiliated organizations, community organizations, other national and statewide entities addressing the issues - Knowledge of agencies affiliated with the Alaska Native Subsistence Halibut Working Group and other subsistence issues.	\$ 100,000	12		On-Going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL	\$ 100,000			
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. ☒ Approved by the applicant's governing board. b. ☐ Reviewed by the applicant's administering board and approved by its governing officials.										
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD		SIGNATURE:				DATE:	DATE OF BOARD APPROVAL:			
Rural CAP Board President, Andrew Ebona						Feb. 16, 2012	Feb. 16, 2012			

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)					(5) GOAL STATUTORY AUTHORITY(S) Sec 676 (A), (i); (v); (vii)		Component: Public Policy & Advocacy			
(2) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(5) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(6) PHONE (Area Code) <i>(907) 279-2511</i>		Period: April 1, 2013 – June 30, 2014				
(7) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>					ZIP CODE <i>99520-0908</i>	
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 st	2 nd	3 rd	4 th					
<u>National CSBG Goal 2:</u> The Conditions in which Low-Income People Live are Improved. <u>National CSBG Goal 3:</u> Low-income People own a Stake in their Community. <u>National CSBG Goal 4 :</u> Partnerships among Supporters and Providers of Services to Low-Income People are Achieved. <u>National CSBG Goal 5:</u> Agencies Increase their Capacity to Achieve Results.	<u>II. Education & Information</u> A. Stay abreast of and incorporate innovative and improved ways of achieving results. B. Develop strategies for relationship building including quality written, electronic, and other communications that convey to rural Alaskans, partners, the general public, and funders our collective interests to achieve family and community outcomes. C. Production of a variety of print documents including the Village Voices newsletter for dissemination to stakeholders. D. Provide other support as needed for Public Policy and Advocacy activities to expand services to individuals, families, and communities.	X	X	X	X	- National Community Action Organizations - Federal and State Offices regarding early childhood education, energy, housing, community services, planning - Regional Corporations and non-profits, other Statewide entities, Alaska community organizations - Other funders and partners - RurAL CAP Board of Directors - Publications and effective communications	\$90,000	12		On-Going
TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)						GRAND TOTAL		\$ 100,000		
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board. B. () Reviewed by the applicant's administering board and approved by its governing officials.										
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD					SIGNATURE:		DATE:	DATE OF BOARD APPROVAL:		
RurAL CAP Board President, Andrew Ebona							Feb. 16, 2012	Feb. 16, 2012		

Community Services Block Grant FY 2013 Proposal

Supportive Housing Division

NARRATIVE

SUMMARY OF COMPONENTS

Component 1 – Supportive Housing Division

I. Supportive Housing Division Component -- CSBG provides matching funding for the nationally recognized, innovative Homeward Bound program which addresses the needs of the chronic, public inebriate, homeless population in Anchorage. With core funding from HUD (US Department of Housing and Urban Development), AHFC (Alaska Housing Finance Corporation) and CIHA (Cook Inlet Housing Authority), the Homeward Bound program is a partnership between RurAL CAP, the Municipality of Anchorage, Cook Inlet Tribal Council, and the Salvation Army Clitheroe Center. The program model includes outreach, detox, transitional housing in a 25-bed facility, and intensive case management designed to reintegrate the program residents into independent living. Additional components of Homeward Bound include: Community Bound, a housing and employment program targeting graduates of Homeward Bound; the Adult Homeless Outreach Program, an outreach program providing social service linkages, entry to Homeward Bound and emergency winter supplies to Anchorage's adult homeless population; ReBound, a social enterprise providing employment for chronically unemployed homeless persons; and the Homeward Bound Speaker's Bureau, an educational and advocacy forum for homeless persons to dialogue with the Alaskan community.

Component 2 – Affordable Housing

I. Affordable Housing - A persistent, continuing need exists for housing affordable to low-income persons. In particular, those who come to Anchorage from rural communities and formerly homeless persons and families have few housing options open to them. RurAL CAP will expand its inventory of affordable housing through acquisition and/or rehabilitation of additional rental housing units in Anchorage. In addition, RurAL CAP will develop new special needs housing, expanding the agency's capacity to provide much-needed permanent supportive housing for households "graduating" from transitional programs, such as Homeward Bound. RurAL CAP properties comply with prevailing HUD housing quality standards and, whenever possible, offer affordable rents without the support of additional public subsidies.

PROGRAM OUTCOME STATEMENT

The components within the Supportive Housing Division provide a range of services and activities which have a significant and measurable impact on the causes and conditions of poverty in Anchorage, particularly with traditionally difficult-to-serve populations. The common thread linking these programs is their shared outcome statement:

To create measurable improvements in the conditions and behaviors of low-income Alaskans which enhance their educational, social, physical, mental and spiritual quality of life.

This outcome represents the culmination of the following CSBG goals:

- 1) Low income people become more self sufficient.
- 2) The conditions in which low-income people live are improved.
- 3) Low in-come people own a stake in their community.
- 4) Partnerships and agreements will be made with organizations, both public and private to expand resources and opportunities for vulnerable populations.
- 6) Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

The outcome statements listed in the ROMA (Results Oriented Management and Accountability) model for the two components of the Supportive Housing Division are listed below:

I. Supportive Housing Division Component

1. All program participants with chronic alcoholism and homelessness will achieve self empowerment, measurable by improvements in independent living situations.
2. Program participants will achieve an increase in financial assets and financial skills as the result of budgeting assistance and will be measured by several components.
3. All program participants will achieve self empowerment, measurable by improvements in behaviors and conditions.
4. Participants for whom barriers or continuous employment are reduced or eliminated as a result of services received at Community Bound as measured by increase in income.
5. Program participants will achieve financial skills as the result of budgeting assistance.
6. All program participants with chronic homelessness and alcoholism shall be linked through expanded partnerships with organizations in order to improve their opportunities for success.
7. Persons engaged by AHOP personnel will receive emergency assistance.
8. All persons participating in a Speaker's Bureau presentation shall be engaged in advocacy through non-governance community activity that support and promote their well being and self image.

II. Affordable Housing Component

1. All low-income, disadvantaged families will find safe, decent, well-maintained and affordable housing enhancing their opportunity for employment stability.
2. All affordable housing properties will be well maintained or improved to increase the preservation of opportunities and community resources to low income people.

NEED FOR SERVICES

Program Customers

The target population for Supportive Housing Division programs is supported by CSBG includes a range of persons on the edge and mired in poverty. From the homeless, chronic alcoholic at Homeward Bound to the low-income people renting the affordable housing units, this Division serves people with the greatest need in Anchorage.

For Homeward Bound, the vast majority, approximately 88%, of residents are Alaska Native. The average Homeward Bound resident has spent 3-27 years homeless, an average of 29 years drinking to the point of disability, and is 45 years old with an annual income of less than \$5,000. These individuals have been spent an average of 116 nights in the past twelve months in the local Intoxication Sleep-off Center. Our Affordable Housing tenants have diverse backgrounds; Laoatian, Hmong, Caucasian, Alaska Native, African-American, and Latino. The opportunity afforded them by receiving reliable affordable and safe housing allows them to concentrate on employment, family and integration into the greater Anchorage community.

Program Products

The products of the Supportive Housing Division programs include **education, employment, job skills, training, independent living skills, improved housing, decreased substance abuse, and healthier families.**

Applying lofty intentions to the daunting task of changing conditions and behaviors of the chronic public inebriate homeless population in Anchorage, the ultimate goal of the Homeward Bound program is to guide its residents along a progressive path leading to independent living, stable housing and self-sufficiency. Homeward Bound applies an innovative approach to a population for whom nothing else has worked. The majority of program residents are Alaska Natives originally from rural communities who are now late-stage alcoholics, many of whom have already been through numerous treatment programs and have been living on the streets for more than a decade.

With a renewed commitment to reporting the measurable results that CSBG-supported programs have in building self-sufficiency and improving the conditions and behaviors of low-income people, the Supportive Housing Division has applied an outcome management model to evaluate its effectiveness. This model incorporates customer performance targets, milestones and verification indicators to evaluate not just program objectives and activities, but rather to

measure the outcomes or results of activities that move low-income people out of poverty and into increased involvement in their communities and self-sufficiency in their lives.

OUTCOME MANAGEMENT MODEL

The outcome management models for the Supportive Housing Division are formatted horizontally on the following pages. These pages complete the narrative section of this CSBG work plan for the following components:

Component 1 – Supportive Housing Division

Component 2 – Affordable Housing

Outcome Measures – Supportive Housing Division

Component I - Homeward Bound Program

Submitted by Melinda Freemon, Supportive Housing Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 6

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

National Performance Indicator #6.1

Independent living

RurAL CAP Strategic Plan

Dimension #4 – Decent and Affordable Housing

Outcome Statement #1-2

All program participants with chronic alcoholism and homelessness will achieve self empowerment, measurable by improvements in independent living situations.

Performance Target #1

Out of 40 new and returning individuals with disabilities, 5 will move into Phase 3. (6.1 - B)

Performance Target #2

Out of 40 new and returning individuals with disabilities, 10 will maintain an independent living situation as a result of services received at Homeward Bound. (6.1 – B)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound residents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.1 Homeward Bound resident completes Intake and Assessment	HUD data, DB Assessment	40	Case Management Specialist conducts interview.					
1.2 Homeward Bound resident makes first conscious decision about alcohol intake	Alcohol Management Plan OR Peer Review	40	Case Management Specialist guides and supports					
1.3 Homeward Bound resident completes 7-day in-house phase at facility	bed check records; progress note	30 (HUD 66%)	Case Management Specialist guides and supports					
1.4 Homeward Bound resident develops Independent Living Plan	Signed ILP in file; DP ILP	30	Case Management Specialist guides and supports					
1.5 Homeward Bound resident follows Alcohol Management Plan for 1 month	Bed check records and progress note	25	Case Management Specialist guides and supports					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound residents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.6 Homeward Bound resident follows Drinking Reduction Plan for 3 months	Bed check records and progress note	14	Case Management Specialist guides and supports					
1.7 Homeward Bound resident follows Drinking Reduction Plan for 6 months	Bed check records and progress note	6	Case Management Specialist guides and supports					
2.1 Homeward Bound resident resolves one major life issue (HB, CB, HF)	ILP, progress notes	30	Case Management Specialist guides and supports					
2.2 Homeward Bound resident resolves an issue in at least three of the major life areas as defined in ILP (HB, CB, HF)	ILP, progress notes	13 (HUD 22%)	Case Management Specialist guides and supports					
2.3 Homeward Bound resident attends 50 life skills classes (HB)	Certificate, DB attendance tracking	25 (HUD 40%)	Case Management Specialist guides and supports					
Performance Target #1: Homeward Bound resident moves into Phase 3 (HB)	Signed case review in file	5 (HUD 17%)	Case Management Specialist guides and supports					
Performance Target #2: Homeward Bound resident achieves independent living	Signed case review in file	10	Case Management Specialist follow-up.					

A box with the following symbol signifies:

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Supportive Housing Division

Component I - Homeward Bound Program

Submitted by Melinda Freemon, Supportive Housing Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 1

National Performance Indicator #1.3

RurAL CAP Strategic Plan

Outcome Statement #3-5

Performance Target #3

Performance Target #4

Performance Target #5

Low-income people become more self-sufficient

Economic asset enhancement and utilization

Dimension #3 – Education and Training

All program participants will achieve an increase in financial assets and financial skills as the result of budgeting assistance.

Out of 50 new and returning individuals, 18 will complete repayment of one full debt. (1.3 - B.1)

Out of 50 new and returning individuals, 5 will obtain official documentation of the expected annual aggregate dollar amount of payments owed to Child Support Enforcement Division. (1.3 - A.2)

Out of 40 new & returning individuals, 15 will track deposits, expenditures, & balances of their account with the HB Payee System. (1.3 - B.1)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound, CB and HF participants.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
3.1 Applies for benefits and services mainstream resources (HB, CB, HF, HA)	Progress note; notice of award in CB client file.	50 (HUD 66%)	Case Management Specialist (CMS) oversees.					
3.2 Opens an account with the HB Payee System or personal savings account (HB).	Account balance rpt & deposit receipt in resident account file.	20	CMS tracks with the resident.					
4.1 Completes a budget plan. (HB)	Signed plan in resident file	25	CMS tracks with the resident.					
Performance Target 3: Completes full repayment of one debt. (HB, CB, HF)	Receipt in file or progress note.	18	CMS oversees.					
Performance Target 4: Negotiates CSED payment plan. (HB, CB, HF)	Copy of CSED letter or statement in file.	5	CMS follow-up.					
Performance Target 5: Deposits at least 50% of income in HB or personal savings account.(HB, CB, HF)	Account ledger maintained by resident; verified by CM.	15	CMS tracks with the resident.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Supportive Housing Division

Component I - Homeward Bound Program

Submitted by Melinda Freemon, Supportive Housing Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 3

National Performance Indicator #3.2

RurAL CAP Strategic Plan

Outcome Statement #6

Performance Target #6

Low income people own a stake in their community

Community empowerment through maximum feasible participation

Dimension #1 –Advocacy and Communication

All program participants will achieve self empowerment.

Out of 40 new and returning individuals, 15 will contribute 10 or more hours as a volunteer in a community organization (other than RurAL CAP). (3.2 - A)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound residents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
6.1 Participates in four or more reintegration activities. (HB)	Attendance sheet or progress note.	30	Reintegration Coordinator plans, implements and reports.					
6.2 Contributes 1 or more volunteer hours to another organization (HB, CB, HF)	Organization contact reported in progress note.	30	Case Management Specialist tracks with the resident.					
Performance Target #6: Contributes 10 or more volunteer hours to another organization (HB, CB, HF)	Organization contact reported in progress note.	15	Case Management Specialist follow-up.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Supportive Housing Division

Component I - Homeward Bound Program - Employment

Submitted by Melinda Freemon, Supportive Housing Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 1 Low income people become more self sufficient

National Performance Indicator #1.2 Employment Supports

RurAL CAP Strategic Plan Dimension #2- Education and Training – Supportive Housing

Outcome Statement #7 All Homeward Bound participants that experience chronic unemployment will receive pre-employment support resulting in self sufficiency.

Performance Target #7 Out of 40 new and returning Homeward Bound participants, 5 will obtain pre-employment skills/competencies required for employment and receive a training program certificate or diploma. (1.2 – A)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound, CB & HF participants.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
7.1 Homeward Bound participant completes an employment plan (HB,CB)	Employment form completed and signed by client in HB file	25	Document employment plan with Case Manager					
7.2 Homeward Bound participant writes a resume and/or completes job applications (HB,CB,HF)	resume in HB client file; progress notes	20	Assisted and Documented by Case Manager					
7.3 Homeward Bound participant completes 12 Employment class and Employment Lab sessions (HB)	DB attendance tracking and progress notes	12	Documented by Case Manager					
7.4 Homeward Bound participant enters educational or vocational training program such as GED or DVR (HB, CB, HF)	Documented in progress notes; acceptance letter or application in HB client file	5	Documented by Case Manager					
Performance Target #7 Homeward Bound participant completes training receiving a program certificate or diploma. (HB, CB, HF)	Copy of certificate in HB client file; documented in progress notes	5	Case Management Specialist supports and documents					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Supportive Housing Division

Component I - Homeward Bound Program - Employment

Submitted by Melinda Freemon, Supportive Housing Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 1 Low income people become more self sufficient

National Performance Indicator #1.1 Employment

RurAL CAP Strategic Plan Dimension #3 – Education and Training

Outcome Statement #8-10 All program participants will become self-sufficient, measurable by improvements in behaviors and conditions.

Performance Target #8 Out of 40 new and returning unemployed individuals, 20 will obtain a job that is more than day labor. (#1.1 - A)

Performance Target #9 Out of 40 new and returning individuals, 10 will become employed and obtain an increase in employment income. (1.1 - B)

Performance Target #10 Out of 40 new and returning individuals, 5 will achieve “living wage” employment benefits. (1.1 - C)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound participants.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
8.1, 9.1, Non-disabled HB participant obtains access to transportation (bus pass), driver’s license and/or vehicle	Copies of passes; driver’s license; progress notes	20	Case Management Specialist supports and documents					
8.2 Non-disabled HB participant obtains food assistance (applies for food stamps, goes to food bank, etc.) (HB, CB)	Progress note; accounting department reports; copy of application	25	Case Management Specialist supports and documents					
8.3 Non-disabled HB participant obtains medical/dental/mental health care services (HB, CB)	Progress notes; medical records	30	Case Management Specialist supports and documents					
8.4 HB participant completes one employment project lasting five days or longer and deposit income into HB or personal savings account (HB, CB)	Progress note; copy of paycheck stub; account statement	20	Case Manager assists, supports, and documents					
8.5 HB participant maintains work/income for 1 month and deposits income into HB or approved personal savings account (HB, CB)	progress note; copy of paycheck stub; account statement	15	Case Manager trains, guides, supports and documents					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound, CB, & HF participants.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 09/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
9.2 Homeward Bound participant maintains work/income for 3 months and deposits income into HB account (HB, CB, HF)	deposit receipts in client account file; progress note	6	Case Manager trains, guides, supports and documents					
10.2 Homeward Bound participant maintains work/income for 6 months and deposits income into HB account. (HB, CB, HF)	deposit receipts in client account file; progress note	5	Case Manager trains, guides, supports and documents					
Performance Target #8: Homeward Bound participant obtains work or regular income (HB, CB)	Progress note	18	Case Management Specialist supports and documents					
Performance Target #9: Homeward Bound participant becomes employed and obtains an increase in employment income. (HB, CB)	Progress note	5	Case Management Specialist supports and documents					
Performance Target #10: Homeward Bound participant receives raise or obtains higher paying job achieving “living wage” employment benefits. (HB, CB)	Progress note; copy of paycheck stub	5	Case Management Specialist supports and documents					

A box with the following symbol signifies:

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Supportive Housing Division

Component I - Homeward Bound Program - Housing

Submitted by Melinda Freemon, Supportive Housing Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 6

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

National Performance Indicator #6.1

Independent Living

RurAL CAP Strategic Plan

Dimension #3 – Health and Wellness

Outcome Statement #11-12

All program participants will achieve self-empowerment, measurable by improvements in behaviors and conditions.

Performance Target #11

Out of 40 new and returning Homeward Bound program participants, 5 will maintain independent living for 6 months. (6.1 - B)

Performance Target #12

Out of 50 new and returning Homeward Bound program participants, 10 will participate in healthy social activities while in independent housing. (6.1 - B)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound, CB & HF participants.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
11.1 Completes Housing Assistance application (HB, CB, HF)	Copy of application; notice of award in client file; progress notes	15	Case Manager assists with paper work					
11.2 Completes Independent living plan (CB, HF)	Copy of signed and updated ILP in client file; progress notes	10	Case Manager assists with paper work					
11.3 Disabled participant obtains access to reliable transportation (bus pass), driver's license and/or vehicle (HB, CB, HF)	Copies of passes; driver's license; progress notes	10	Case Manager assists with and submits paper work					
11.4 Disabled participant obtains food assistance (applies for food stamps, goes to food bank, etc.) (HB, CB, HF)	Progress note; accounting department reports; copy of application	15	Case Manager provides support and guidance					
11.5 Disabled participant obtains medical/dental/mental health care services (disabled, not working) (HB, CB, HF)	Progress notes; medical records	15	Case manager supports and documents					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Community Bound residents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
11.6 Begins to acquire household furnishings (HB, CB, HF)	Progress note	14	Case Manager provides support and guidance					
11.7 Moves into permanent housing (HB, CB, HF, HA)	Copy of lease in CB client file	15 (HUD 20%)	Case Manager assists with and submits paper work					
11.8 Maintains stable living situation for 1 month (CB, HF)	contact with client and landlord	10	Case Manager contacts and documents					
11.9 Complies with tenant responsibilities listed in rental agreement in order to retain housing (CB, HF)	contact with client and landlord	9	Case Manager contacts and documents					
11.10 Follows drinking reduction plan in housing for 1 month (CB, HF)	contact with client and landlord	5	Case Manager contacts and documents					
11.11 Maintains stable living situation for 3 months (CB, HF)	contact with client and landlord	7	Case Manager contacts and documents					
11.12 Receives services from another service provider's program (CB, HF)	confirmation by service provider	10	Case Manager contacts and documents					
Performance Target #11: Maintains stable living situation for 6 months (CB, HF)	contact with client and landlord	5	Case Manager contacts and documents					
Performance Target #12: Participates in 4 healthy social activities while in permanent housing (CB, HF)	contact with client and landlord	10	Case Manager contacts and documents					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Supportive Housing Division

Component I - Homeward Bound Program -Housing

Submitted by Melinda Freemon, Supportive Housing Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 1

Low-income people become more self-sufficient

National Performance Indicator #1.3

Economic Asset Enhancement and Utilization

RurAL CAP Strategic Plan

Dimension #3 – Education and Training

Outcome Statement #13

All program participants will achieve financial skills as the results of housing budgeting assistance.

Performance Target #13

Out of 18 new and returning individuals, 5 will complete and manage a budget for six months. (1.3 - B)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Community Bound residents .	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does what to make milestone happen.	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
13.1 Opens a bank account or signs up with and Independent payee (CB, HF)	Account balance report; Progress note	10	Case Management Specialist tracks with the resident					
13.2 Completes a budget plan (CB, HF)	Class attendance sheet; progress note	10 (HUD 30%)	Case Manager assists with budget					
13.3 Meets monthly household bills and responsibilities for 3 months	Progress note; receipts if available	7 (HUD 14%)	Case Manager provides support and guidance					
Performance Target #13: Meets monthly household bills and responsibilities for 6 months (CB, HF)	Progress note; receipts if available	5	Case Manager provides support and guidance					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Supportive Housing Division Component I - Homeward Bound Program - AHOP

Submitted by Melinda Freemon, Supportive Housing Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal #6 Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

National Performance Indicator # 6.2 Emergency Assistance

RurAL CAP Strategic Plan Dimension #3 – Health and Wellness

Outcome Statement #14 All persons engaged by AHOP personnel will receive emergency assistance.

Performance Target #14 Of the 650 persons engaged by AHOP personnel, 100 people will receive emergency assistance in the form of emergency cold weather gear. (6.2 - H)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for AHOP Participants	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Steps: What staff member does to make milestone happen..	(4/1 - 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
14.1 Contact with AHOP personnel.	Outreach day log, referral forms.	650	Outreach Supervisor initiates contact.					
Performance Target #14 Of 650 persons engaged by AHOP personnel 100 will receive assistance in the form of emergency cold weather gear.	Outreach day log, referral forms.	100	Outreach Supervisor facilitates distribution and distributes.					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures - Supportive Housing Division

Component I – Homeward Bound - Speaker’s Bureau Program

Submitted by Melinda Freemon, Supportive Housing Division Director

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal #3
National Performance Indicator #3.2
RurAL CAP Strategic Plan

Low-Income People Own a Stake in Their Community
 Community Empowered through Maximum Feasible Participation
 Dimension #3 – Advocacy and Communication

Outcome Statement: #15

All Homeward Bound residents participating in a speaker’s bureau presentation shall be engaged in advocacy through non-governance community activity that support and promote their well being and self image.

Performance Target #15

Out of 40 Homeward Bound residents, 12 residents will be engaged in the Homeward Bound Speakers Bureau as presenters engaging in non-governance community activity. (3.2 - D)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for Homeward Bound Residents.	Verification: Tool or document used to verify that milestone was reached.	Projected # of people expected to participate.	Product Step : What staff member does to make milestone happen	(4/1- 6-30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1-12/31) Quarter 3	(1/1 – 3/31) Quarter 4	Total
15.1 Resident attains self-empowerment as a Speaker’s Bureau presentation (HB, CB, HF)	Progress note	12	Case Management Staff provide SB opportunities and guide and support					
Performance Target #15 5 residents participate in 3 community education activities (HB, CB, HF)	Speakers Bureau attendance Sheet.	5	Program Manager and Case Management provide SB opportunities and guide and support					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Supportive Housing Division

Component II – Affordable Housing

Submitted by Ken Scollan, Property Manager

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal # 6

Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

CSBG National Goal #1

Low income people become more self-sufficient

CSBG National Performance Indicator 1.2

Obtained safe and affordable housing in support of employment stability

RurAL CAP Strategic Plan

Dimension #4 – Decent and Affordable Housing

Outcome Statement #1

All low-income, disadvantaged families will find safe, decent, well-maintained and affordable housing.

Performance Target #1

Of the 118 low-income, disadvantaged heads of households living in RurAL CAP's affordable housing, 70 will remain in safe, decent, well-maintained and affordable housing for at least one year or move to equal or better stable housing. (1.2 - H)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for low-income heads of households.	Verification: Tool or document used to verify that milestone was reached.	Projected # of heads of household expected to participate	Product Steps: Who does what to make milestone happen	(4/1 – 6/30) Quarter 1	(7/1 - 9/30) Quarter 2	(10/1- 12/31 Quarter 3	(1/1 – 3/31) Quarter 4	Total
1.1 Low-income heads of households in Anchorage fill out rental applications for Affordable Housing units.	Rental records, rental applications.	100	Housing Manager processes and reviews applications					
1.2 Low-income heads of households in Anchorage move into affordable housing units.	Rental records, lease agreements	40	Property Manager processes rental paperwork.					
1.3 Of the low-income households, previously homeless individuals obtain permanent housing through affordable housing rental units	Rental records, lease agreements	35	Property Manager processes rental paperwork.					
1.4 Low-income heads of households in Anchorage remain in affordable housing units for 3 months.	Rental records, lease agreements	25	Property Manager assures that housing units are clean and well managed					
1.5 Low-income heads of households in Anchorage remain in affordable housing units for 6 months.	Rental records, lease agreements	45	Property Manager assures that housing units are clean and well managed					
1.6 Low-income heads of households in Anchorage remain in affordable housing units for 9 months.	Rental records, lease agreements	16	Property Manager assures that housing units are clean and well managed					

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Performance Target #1: 70 Low-income heads of households in Anchorage remain in affordable housing units for 12 months or move into housing that is equal or better.	Rental records, lease agreements	70	Property Manager assures that housing units are clean and well managed					
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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

Outcome Measures – Supportive Housing Division

Component II – Affordable Housing

Submitted by Ken Scollan, Property Manager

FY 2013 CSBG 4/1/13 to 3/31/14

CSBG National Goal #2
National Performance Indicator 2.1

The Conditions in Which Low-Income People Live are Improved
 Community Improvements and revitalization
 Safe and affordable housing units in the community are preserved or improved through construction,
 Weatherization or rehabilitation achieved by community action activity or advocacy
 Dimension #4 – Decent and Affordable Housing

RurAL CAP Strategic Plan

Outcome Statement #2:

All affordable housing properties will be well maintained.

Performance Target #2:

Of the 118 RurAL CAP's affordable housing properties, 60 will be improved this year through grants and partnerships with other profit or non-profit agencies. (2.1 – C)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for RurAL CAP Affordable Housing properties.	Verification: Tool or document used to verify that milestone was reached.	Projected # of properties	Product Steps: Who does what to make milestone happen.	(4/1 – 6/30) Quarter 1	(7/1 - 9/30) Quarter2	10/1- 12/31 Quarter 3	(1/1 – 3/31) Quarter 4	Total
2.1 Affordable Housing units are improved through renovations or energy efficiency upgrades	Reports to funders and Affordable Housing Management Team	60	Property Manager plans, finds funding for, and completes rehabilitation projects.					

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results have not been entered yet

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no program activity

zero (0)

no customers achieved milestone, even though there was program activity

whole number (5)

unduplicated customers that achieve milestone for the 1st time

<u>Budget Summary FY 2013</u> Community Services Block Grant		Rural Alaska Community Action Program, Inc.		<u>Component: SUPPORTIVE HOUSING DIVISION</u>	
GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)	ESTIMATED UNEXPENDED CSBG	
			Public Law 97-35	FUNDS AVAILABLE AT END OF CURRENT	
	Beginning Date	Ending Date	Section 675 ©, (A), (B)	FUNDING PERIOD (Attach most recent	
	April 1, 2013	June 30, 2014	(vi), (vii), (D), (E)	Monthly and/or Quarterly Financial Report):	

BUDGET SUMMARY (NEW APPLICATIONS – complete “TOTAL REQUESTED BUDGET” Column ONLY. CONTINUATIONS – Complete “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD” and “TOTAL REQUESTED BUDGET” Columns ONLY. AMENDMENTS – “CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD”, “REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and “TOTAL REQUESTED BUDGET” Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: <u>12</u>		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	\$150,668		\$0		\$150,668			
20	CONTRACTUAL	\$1,500		\$0		\$1,500			
30	TRAVEL	\$4,500		\$0		\$4,500			
40	BUILDING SPACE	\$10,200		\$0		\$10,200			
50	GENERAL SUPPLY	\$6,859		\$0		\$6,859			
60	PROGRAM SUPPLY	\$4,000		\$0		\$4,000			
70	EQUIPMENT	\$0		\$0		\$0			
80	COMMUNICATION	\$26,748		\$0		\$26,748			
90	OTHER	\$8,639		\$0		\$8,639			
	TOTAL DIRECT	\$213,114		-		\$213,114			
	ADMINISTRATIVE COSTS	\$46,886		-		\$46,886			
	TOTAL	<u>\$260,000</u>		<u>-</u>		<u>\$260,000</u>			

CSBG - FY 2013 - SUPPORTIVE HOUSING DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)				
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501		TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT		DATE SUBMITTED: Mar-12
BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)				
COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM		
		CSBG FEDERAL SHARE	NON FEDERAL SHARE	

Component 1 - SUPPORTIVE HOUSING DIVISION

510	<u>PERSONNEL:</u> 100 - 2 Operation Techs PT <i>Subtotal Personnel</i> 500 - Employee Fringe TOTAL COST OF PERSONNEL	 \$29,250 \$29,250 \$6,118 \$35,368	 \$35,368	
520	<u>CONTRACTUAL EXPENSE:</u> 100 - Professional Services TOTAL COST OF CONTRACTUAL	 \$1,500 \$1,500	 \$1,500	
530	<u>TRAVEL:</u> 100 - Per Diem in State 500 - Travel in State 900 - Mileage TOTAL COST OF TRAVEL	 \$1,000 \$1,500 \$1,500 \$4,000	 \$4,000	
540	<u>SPACE COSTS:</u> 100 - Building Rental 700 - Maintenance/Repairs TOTAL SPACE COST	 \$7,200 \$3,000 \$10,200	 \$10,200	
550	<u>GENERAL SUPPLIES:</u> 100 - Office Supplies GENERAL SUPPLIES	 \$6,859 \$6,859	 \$6,859	

CSBG - FY 2013 - SUPPORTIVE HOUSING DIVISION

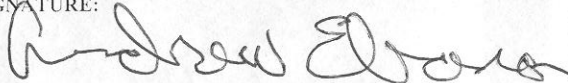
BUDGET SUPPORT SHEET (Budget Support Data)				
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501		TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT		DATE SUBMITTED: Mar-12
BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)				
COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM		
		CSBG FEDERAL SHARE	NON FEDERAL SHARE	
560	<u>PROGRAM SUPPLIES:</u> 100 - Program Supplies	\$4,000		
	PROGRAM SUPPLIES	\$4,000	\$4,000	
580	<u>COMMUNICATIONS:</u> 100 - Telephone/Fax 101 - Electronic Communications 600 - IT Services	\$9,672 \$5,076 \$12,000		
	TOTAL COMMUNICATIONS COST	\$26,748	\$26,748	
590	<u>OTHER DIRECT COSTS:</u> 700 - Fees/Tuitions	\$4,134		
	TOTAL COST OF OTHER	\$4,134	\$4,134	
	Direct Cost of Component		\$92,809	
	Administrative Costs of Component @ 22%		<u>\$20,419</u>	
	Total Cost of Component		\$113,228	

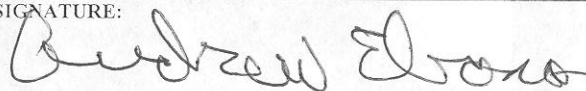
CSBG - FY 2013 - SUPPORTIVE HOUSING DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)				
NAME OF APPLICANT AGENCY: RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501		TYPE OF GRANT: ☒ NEW ☐ AMENDMENT ☐ CONTINUATION OF GRANT		DATE SUBMITTED: Mar-12
BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)				
COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM		
		CSBG FEDERAL SHARE	NON FEDERAL SHARE	

Component 2: AFFORDABLE HOUSING

510	<u>PERSONNEL:</u> 100 - Admin Assistant \$39,499 100 - Two .50 FTE Maintenance \$33,280 100 - Housing Supervisor <u>\$12,000</u> <i>Subtotal Personnel</i> <i>\$84,779</i> 500 - Employee Fringe \$30,521 TOTAL COST OF PERSONNEL \$115,300			
530	<u>TRAVEL:</u> 900 - Mileage \$500 TOTAL COST OF TRAVEL \$500			
590	<u>OTHER DIRECT COSTS:</u> 100 - Vehicle Expense \$2,821 105 - Vehicle Insurance \$1,684 TOTAL COST OF OTHER \$4,505			
	Direct Cost of Component Administrative Cost @ 22% TOTAL COST OF COMPONENT		\$120,305 <u>\$26,467</u> \$146,772	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S)				
(1) NAME OF APPLICANT AGENCY <i>Rural Alaska Community Action Program, Inc.</i>		(2) NAME/TITLE EXECUTIVE DIRECTOR <i>David Hardenbergh</i>		(3) PHONE (Area Code) <i>(907) 279-2511</i>		Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)				
(4) ADDRESS <i>P.O. Box 200908</i>		CITY <i>Anchorage</i>		STATE <i>Alaska</i>		ZIP CODE <i>99520-0908</i>		Period: April 1, 2013 to June 30, 2014		
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 st	2 nd	3 rd	4 th					
<u>National CSBG Goal #6:</u> Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.	<u>COMPONENT I – SUPPORTIVE HOUSING</u> 1. Maintain Partnerships and Linkages: a) Identify and collaborate with housing and alcohol treatment service providers b) Develop and maintain written agreements c) Coordinate regular meetings of partners d) Develop and support Advisory Council 2. Program Operations: a) Process and manage grants and contracts b) Recruit, train and supervise program staff c) Maintain Homeward Bound facility 3. Client/Resident Services a) Maintain program recruitment and outreach b) Provide detox services c) Provide transitional housing and meals d) Provide case management services e) Develop weekly living plans f) Follow weekly living plans g) Transition to independent living h) Maintain independent living 4. Provide operational support for Homeward Bound.	X	X	X	X	- Coordination with Homeward Bound program partners and funding sources: - Municipality of Anchorage – Safe City Program and Community Service Patrol - Cook Inlet Tribal Council - Salvation Army – Clitheroe Center - HUD Supportive Housing Program - Alaska Housing Finance Corporation - Cook Inlet Housing Authority	\$ 130,000	12	\$ 357,000 US Dept. of Housing and Urban Development \$ 149,750 Alaska Housing Finance Corporation	On-Going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL		\$ 130,000	\$ 506,750	
(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board. b. () Reviewed by the applicant's administering board and approved by its governing officials.										
(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD Rural CAP Board President, Andrew Ebona						SIGNATURE: 		DATE : Feb. 16, 2012		DATE OF BOARD APPROVAL: Feb. 16, 2012

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)						(5) GOAL STATUTORY AUTHORITY(S) Component II: AFFORDABLE HOUSING Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E) Period: April 1, 2013 to June 30, 2014				
(2) NAME OF APPLICANT AGENCY Rural Alaska Community Action Program, Inc.		(5) NAME/TITLE EXECUTIVE DIRECTOR David Hardenbergh		(6) PHONE (Area Code) (907) 279-2511						
(7) ADDRESS P.O. Box 200908		CITY Anchorage		STATE Alaska		ZIP CODE 99520-0908				
(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER				(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
		1 st	2 nd	3 rd	4 th					
National CSBG Goal #2: The conditions in which low-income people live are improved.	<u>COMPONENT II – AFFORDABLE HOUSING</u> 1. Housing Manager processes and reviews applications. 2. Property Manager processes rental paperwork. 3. Property Manager assures that housing units are clean and well managed. 4. Property Manager completes maintenance needs survey and collects assessments. 5. Property Manager plans, finds funding for, and completes rehabilitation projects. 6. Property Manager completes maintenance work identified in survey and emergency repairs. 7. Property Manager collects and compares property assessments. 8. Provide operational support for Affordable Housing activities and services	X	X	X	X	- Alaska Housing Finance Corporation - International Brotherhood of Electrical Workers - HUD Supportive Housing Program	\$130,000	12	\$ 332,160 Rental Income	On-Going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)					\$ 130,000		\$ 506,750	
		GRAND TOTAL					\$ 260,000		\$ 838,910	
(16) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate): a. (X) Approved by the applicant's governing board. b. () Reviewed by the applicant's administering board and approved by its governing officials.										
(17) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD RurAL CAP Board President, Andrew Ebona						SIGNATURE: 		DATE : Feb. 16, 2012		DATE OF BOARD APPROVAL: Feb. 16, 2012

Appendix C

Documentation of Public Hearing



STATE OF ALASKA
DEPARTMENT OF
COMMERCE
COMMUNITY AND
ECONOMIC DEVELOPMENT

Sean Parnell, Governor
Susan K. Bell, Commissioner
Scott Ruby, Director

Division of Community and Regional Affairs
Grants Section

July 10, 2012

To Whom it May Concern:

I certify that on May 16, 2012 a Public Hearing was held to accept public testimony on the contents of the Draft FFY 2013 State Plan for the Community Services Block Grant Program.

The hearing was advertised in all major newspapers across the State of Alaska. Copies of the Draft Plan were distributed in advance to interested parties including but not limited to: Rural Alaska Community Action Agency; offices of the Department of Commerce, Community, and Economic Development; and the State of Alaska Library. Notice was posted on the State's Online Public Notice System and the Draft State Plan was posted on the Department's website.

During the hearing, I provided an overview of the Community Services Block Grant program. Sarah Scanlan, RurAL CAP Deputy Director, provided an overview of RurAL CAP and its CSBG supported programs. David Hardenberg, RurAL CAP Executive Director, and Jill Davis, Grants Administration Manager, and Pauletta Bourne, Grants Administrator II with our Department, were available to answer questions. No other testimony was received. A transcript of the hearing is attached.

Signed and Certified by Janet Davis, DCRA Grants Administrator III

[Home](#)[Go Back](#)

[Public]

Online Public Notice

State of Alaska

Public Notices

FFY13 CSBG Draft State Plan

Submitted by: cabiesemeier/08

Date Submitted: 05/01/2012 01:06 PM

Date Modified:

Submission Mode: direct

Approve Prior To Post: n/a

Approved By: n/a

Approval Date: n/a

Attachments: No files attached

FFY13 CSBG Draft State Plan

Category: Grants**Publish Date:** 05/01/2012**Event/Deadline Date:****Department:** Commerce Community & Economic Development**Location:** Statewide**Coastal District:** N/A

Body of Notice:

FFY13 CSBG Draft State Plan

A Public Hearing to accept comments on the State of Alaska Federal Fiscal Year 2013 Draft State Plan for the Community Services Block Grant (CSBG) Program will be held on May 16, 2012 between 9:00 – 10:00 AM. Interested parties may participate or provide comment by calling 800-315-6338, access code 2746#. CSBG funds are allocated to the State for Alaska's only Community Action Program, RurAL CAP, Inc. The objective of the program is to impact the causes and conditions of poverty. The State Plan describes how the State administers the program and the activities to be undertaken during the federal fiscal year. Copies of the Plan may be requested by contacting Janet Davis, Department of Commerce, Community, and Economic Development, 211 Cushman, Fairbanks, AK 99701-4639. Phone 907-451-2746. The Plan is available online at: <http://www.commerce.state.ak.us/dca>. Written comments on the State Plan may be sent to the address above, but must be received on or before May 16, 2012.

Revision History:

05/01/2012 01:06:19 PM by cabiesemeier/08/State/Alaska/US

\$\$WebClient [Anon]

[Home Page](#) [Notices by: Department | Category | Publish Date](#)

Opening Comments for CSBG Public Hearing to be held May 16, 2012

My name is Janet Davis. I am a Grants Administrator III with the State of Alaska Department of Commerce, Community, and Economic Development. I am here today with Jill Davis, the Grants Administration Manager for our Department, and Pauletta Bourne, Grants Administrator with our Department administering the Community Services Block Grant.

We are pleased to participate in this Public Hearing concerning the Draft State Plan for the Community Services Block Grant Program for Federal Fiscal Year 2013.

The Department of Commerce, Community, and Economic Development would like to accept comments from the public on the proposed use and distribution of these funds.

Community Services Block Grant funds are allocated to the Department for distribution to the State's only Community Action Agency, RurAL CAP, more formally known as Rural Alaska Community Action Program, Incorporated. We anticipate receiving approximately \$2.5 Million in FFY 2013 although that number could increase or decrease slightly. The State is authorized to keep a maximum of 5% of the funds to cover administrative costs. The balance of funds is made available to RurAL CAP.

The purpose of the Community Services Block Grant is to impact the causes and conditions of poverty. The Draft State Plan, on which we are accepting comment today, outlines how the Department administers the CSBG program and the activities which RurAL CAP proposes to undertake during Federal Fiscal Year 2013. Because the State Plan is lengthy, I will briefly outline the major components which the Department and RurAL CAP have identified for the FFY 2013 program.

RurAL CAP will utilize CSBG funds to serve low-income people throughout the State in several program components. These include Administrative Services; Child Development; Community Development; Planning and Construction, Public Policy & Advocacy; and Supportive Housing. Each of these components are described in detail in the State Plan. Also included in this year's Plan are Outcome Measures for each of the program components. Program results are tracked and reported on a quarterly basis in terms of the number of clients who achieve a given milestone. Progress is reviewed by staff who use it to evaluate results and make changes when necessary.

Both the Department and RurAL CAP place a strong emphasis on promoting maximum participation by rural people in the elimination of the causes and conditions of poverty. While I am relatively new to working with RurAL CAP, Jill has personally worked with RurAL CAP in the delivery of CSBG programs for over 10 years. Pauletta is responsible for the daily administration of the CSBG grant. RurAL CAP has demonstrated a sincere interest in helping low income Alaskans and are recognized nationally as a leader in providing not only innovative programs which meet the needs of their clientele, but also in developing exemplary Outcome Measures. They are to be commended for their hard work and their success.

Thank you for your interest in the Community Services Block Grant program. Again, our purpose today is to educate the public about the program and to accept comment on the proposed use and distribution of funds. To that end, David Hardenbergh, the Executive Director and Sarah Scanlan, Deputy Director, of RurAL CAP are on line here in Anchorage. Good morning David and Sarah.....

Do you have anything you'd like to add to this introduction?

Public Hearing on the Community Services Block Grant

May 16, 2012

Testimony presented by Sarah Scanlan, Deputy Director
Rural Alaska Community Action Program, Inc.
731 E. 8th Avenue
Anchorage, AK 99501
(907) 279-2511

Good morning. My name is Sarah Scanlan and I am the Deputy Director for the Rural Alaska Community Action Program, also known as RurAL CAP. One of my responsibilities is oversight of the Community Services Block Grant. The goal of these federal funds to the State of Alaska is to reduce poverty through community-based activities which lead to a greater degree of self-sufficiency for low-income people.

The funding comes to the Division of Community and Regional Affairs of the Alaska Department of Commerce, Community and Economic Development and is administered by Grant Manager Jill Davis. RurAL CAP has had a long and healthy partnership with the State which is responsible for preparing and monitoring the State Plan.

As the only Community Action Agency in Alaska, RurAL CAP is the single eligible recipient for 95% of the state's CSBG funds. In FY 2013, RurAL CAP has applied for **\$2.5** million in CSBG funds to support programs and services for low-income people.

RurAL CAP is a private, statewide, non-profit organization with 501(c)(3) tax exempt status. It is one of more than 1,000 Community Action Agencies in the nation which all work to build self-sufficiency and empowerment among low-income people who desire to pull themselves up out of poverty.

RurAL CAP is governed by a 24-member Board of Directors representing every major region of the state. The tripartite board is a balance of target area village representatives, elected public officials and private sector organizations.

The board meets quarterly, identifies major issues affecting low-income people and sets agency policy. The staff implements board policy through a strategic plan and oversight of agency programs and services.

RurAL CAP will use this core funding from CSBG to leverage approximately **\$40** million in other public and private sector funds to benefit low-income Alaskans. The agency employs upwards of **400** people annually in **regular** positions in rural communities across Alaska through Head Start, Early Head Start, Parents as Teachers, Child

Development and Care, AmeriCorps, VISTA, Housing, Energy, and Weatherization programs. We actually employ over twice that number with the temporary Weatherization, Energy Wise, and other temp hires in the other program areas.

As an organization focused on alleviating poverty, RurAL CAP applies the majority of its resources to rural communities where poverty rates are typically three times higher than in urban Alaska. Yet as the only community action agency in Alaska, and one with a mandate to serve people statewide, RurAL CAP also provides:

- Head Start services to pre-school children and their parents in Ketchikan;
- Home weatherization to qualifying low-income residents in Juneau and Anchorage;
- Affordable housing opportunities to families in Anchorage and on the Kenai; and
- Community planning efforts staffed in Fairbanks.

The State Plan before you today contains detailed examples of outcome measures for each of RurAL CAP's CSBG-supported programs. This system of Results Oriented Management and Accountability, or ROMA, has received national recognition within the network of social service and community action agencies as a model of comprehensive outcome evaluation.

With attention focused on identifying and documenting measurable changes in the conditions and behaviors of the people we serve, RurAL CAP's system of program evaluation and accountability keeps both our human and financial resources focused on improving the lives of low-income Alaskans in ways that produce measurable results.

Here are samplings of the difference we made last year.

- Employed **977** Alaskans in **83** communities with a total payroll of over **\$14 million (\$14,366,446)**.
- CSBG funds leveraged **\$37** million for RurAL CAP programs.
- Completed the new **Toksook Bay** facility this year, one of the **29** communities where **1,589** children were served in all programs, birth through preschool.
- Through a private-public partnership funded primarily by NANA Regional Corporation, **550** homes and residents in **6** northwest Alaska rural communities received energy-efficiency upgrades and education in the first of a 3-year Energy Wise Program that employed **50** rural Alaskans with a minimum documented savings of **\$600** annually per home.

- Among the many healthy communities' initiatives, we began a **3-year partnership with Kawerak** to address underage and binge drinking through local wellness coalitions and completed a successful Rural Providers Conference in Dillingham with over 300 attendees.
- **488** homes were weatherized in **12** communities that increased the safety, energy-efficiency and comfort of the homes providing employment to over **250** locally hired carpenters and weatherization workers and field supervisors in two of the typically highest unemployment regions, Western and Northwest Alaska.
- The Weatherization Program grew from **\$1.7** million four years ago to **\$15** million this year with the addition of the Municipality of Anchorage's program and the addition of State funding for Weatherization services.
- **Nine** families in Kenai became home owners through the Self-Help Housing program, bringing the total to **27** homes constructed, with **18** more homes funded for the next several years.
- **46** affordable housing apartments were added to the **72** in Mountain View in December, 2011 with the opening of the Housing First Karluk Manor project in Anchorage's Fairview community to provide housing for residents who might otherwise be homeless.
- VISTA and AmeriCorps Members recruited nearly **4,400** volunteers who contributed over **25,000** hours of community service.

RurAL CAP strives to be a responsible steward of public funds. We run some of the most scrutinized federal and state programs in the nation including Head Start, Alaska Housing Finance Corporation programs, AmeriCorps, and CSBG. We pride ourselves on being a grantee in good standing for all of our programs and services. We place a high value on getting clean financial and program audits, and we strive to provide cost-effective services that get results.

This concludes our testimony for the FY 2013 Community Services Block Grant State Plan.

Thank you.

Anchorage Daily News Affidavit of Publication

1001 Northway Drive, Anchorage, AK 99508

AD #	DATE	PO	ACCOUNT	PRICE PER DAY	OTHER CHARGES	OTHER CHARGES #2	OTHER CHARGES #3	GRAND TOTAL
989320	05/04/2012	AO - 08-1	STOF0405	\$79.68				
	05/05/2012	AO - 08-1	STOF0405	\$79.68				
	05/06/2012	AO - 08-1	STOF0405	\$79.68				
				\$239.04	\$0.00	\$0.00	\$0.00	\$239.04

STATE OF ALASKA THIRD JUDICIAL DISTRICT

Jolessa Stepetin being first duly sworn on oath deposes and says that she is an advertising representative of the Anchorage Daily News, a daily newspaper.

That said newspaper has been approved by the Third Judicial Court, Anchorage, Alaska, and it now and has been published in the English language continually as a daily newspaper in Anchorage, Alaska, and it is now and during all said time was printed in an office maintained at the aforesaid place of publication of said newspaper. That the annexed is a copy of an advertisement as it was published in regular issues (and not in supplemental form) of said newspaper on the above dates and that such newspaper was regularly distributed to its subscribers during all of said period. That the full amount of the fee charged for the foregoing publication is not in excess of the rate charged private individuals.

Signed

Jolessa Stepetin

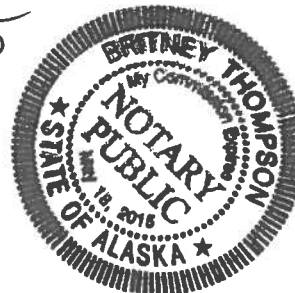
Subscribed and sworn to me before this date:

May 7, 2012

Notary Public in and for the State of Alaska.
Third Division. Anchorage, Alaska

MY COMMISSION EXPIRES: *May 18, 2015*

Britney Thompson



A Public Hearing to accept comments on the State of Alaska Federal Fiscal Year 2013 Draft State Plan for the Community Services Block Grant (CSBG) Program will be held on May 16, 2012 between 9:00 - 10:00 AM. Interested parties may participate or provide comment by calling 800-315-6338, access code 2746#. CSBG funds are allocated to the State for Alaska's only Community Action Program, Rural CAP, Inc. The objective of the program is to impact the causes and conditions of poverty. The State Plan describes how the State administers the program and the activities to be undertaken during the federal fiscal year. Copies of the Plan may be requested by contacting Janet Davis, Department of Commerce, Community, and Economic Development, 211 Cushman, Fairbanks, AK 99701-4639. Phone 907-451-2746. The Plan is available online at: <http://www.commerce.state.ak.us/dca>. Written comments on the State Plan may be sent to the address above, but must be received on or before May 16, 2012.

Published: May 4, 5, 6, 2012

ad 427117
AFFIDAVIT OF PUBLICATION

UNITED STATES OF AMERICA }
STATE OF ALASKA } SS.
FOURTH DISTRICT }

427117
A Public Hearing
to accept comments
on the State of Alaska
Federal Fiscal Year
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for the Community
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Copies of the Plan
may be requested by
contacting Janet
Davis, Department of
Commerce, Commu-
nity, and Economic
Development, 211
Cushman, Fairbanks,
AK 99701-4839.
Phone 907-451-2746.
The Plan is available
online at: <http://www.commerce.state.ak.us/dca>. Written com-
ments on the State
Plan may be sent to
the address above,
but must be received
on or before May 16,
2012. Publish: May 4,
5, 6, 2012

Before me, the undersigned, a notary public, this day personally appeared Bonnie Keenan, who, being first duly sworn, according to law, says that he/she is an Advertising Clerk of the Fairbanks Daily News-Miner, a newspaper (i) published in newspaper format, (ii) distributed daily more than 50 weeks per year, (iii) with a total circulation of more than 500 and more than 10% of the population of the Fourth Judicial District, (iv) holding a second class mailing permit from the United States Postal Service, (v) not published primarily to distribute advertising, and (vi) not intended for a particular professional or occupational group. The advertisement which is attached is a true copy of the advertisement published in said paper on the following day(s):

May 4, 2012
May 5, 2012
May 6, 2012

10-08-1598

and that the rate charged thereon is not excess of the rate charged private individuals, with the usual discounts.

Bonnie Keenan

Subscribed and sworn to before me on this 8 day
of May, 20 12

[Signature]
Notary Public in and for the State of Alaska.

My commission expires 10/25/2015

