

Community Action Board

June 24, 2020 Meeting

Documents for Agenda Item:

6. Action Items

A. CSBG Grant Modification

1. Letter to CSBG Grant Monitor
2. CSBG Work Program Report – Detail
3. CSBG Work Program Report - Summary

May 22, 2020

RE: 20-231042 CSBG Grant Modification- 1

Dear Kurt:

Please find enclosed all required documents for our modification request of the FY20 CSBG Grant Application.

The modification is budgeted at \$874,660 based on the notice of grant allocation modification for FY20 funding. Further details of the budget modification are detailed in Budget and Narrative attached in the STARS monitoring tool. Following are the primary changes:

- Increased personnel and fringe with addition of Housing Voucher Specialist, Housing Counselor, and additional Case Manager positions and increased the time allocations of the Director and Program Manager to support increased programming.
- Increased Direct Client assistance- added a work program to provide vehicle repair services and a work program to provide beds for homeless households transitioning to permanent housing.
- Added expenses of OCA approved CSBG Technology grant in the amount of \$25,000 and \$1,500 to support ROMA certified staff; reflected in WP 09.011 Agency Capacity Building.

The following is a summary of the proposed work program revisions:

- WP 02.061 Educational Financial Aid Assistance- Increased the projected number served from 4 to 8.
- WP 04.041 Housing Placement/Rapid Rehousing- Increased the projected number served from 50 to 150. Additional non-CSBG funds have been provided to increase the number of households to be provided assistance.
- WP 04.043 Housing Placement/Rapid Rehousing- Added new work program to address the basic needs of homeless households transitioning to permanent housing.
- WP 05.011 Health Services, Screening, and Assessments- Increased the projected number served from 30 to 40 due to a higher level of need observed in the 1<sup>st</sup> quarter.
- WP 07.011 Case Management- Increased the projected number served from 100 to 120. Providing additional case management services to address the supportive services needs of low-income families in Champaign County. Significant need and efforts to connect case management services for households transitioning from homelessness to permanent housing to promote ability to stabilize.
- WP 07.041 Transportation Services- New work program to address the needs for vehicle repairs.
- WP 07.101 Legal Assistance- Reduced the projected number served from 120 to 90 due to decreased program referrals due to COVID-19 pandemic.

If you have any questions or concerns, please contact me directly at 217-819-4062.

Warmly,



Lisa Benson  
Community Services Director

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	01.011 Skills Training and Opportunities for Experience (1)
<b>Program Category</b>	Employment
<b>Glossary Number</b>	01.011
<b>Total Persons Served</b>	15
<b>Total Outcome Target</b>	12

## Summary

Summer Youth Employment Program

## Objective

1. Provide coordinated youth employment plan for Champaign County youth.
2. Support youth to obtain employment to gain skills or income.

## Agency Activities

1. Recruitment of youth and employer sites.
2. Assist local school districts with curriculum development related to career planning, job search and job soft skills that will connect the employment opportunity with future career goals.

## Customer Steps

1. Call or write for application.
2. Complete application for employment.
3. Submit application.
4. Fulfill established worksite agreements.
5. Submit timesheets.

Outcome Measure(s):	Persons Served	Outcome Target Success
Unemployed youth who obtained employment to gain skills or income.	15	12

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

Application, I-9 Documentation, Worksite Agreement

## Other Funding Sources

Program Support	Client Assistance	Administration	Special	Total
\$ 10,789.00	\$ 23,000.00	\$ 2,517.00	\$ 0.00	\$ 36,306.00

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	01.012 Skills Training and Opportunities for Experience (2)
<b>Program Category</b>	Employment
<b>Glossary Number</b>	01.012
<b>Total Persons Served</b>	2
<b>Total Outcome Target</b>	2

## Summary

There are individuals in need of skills training and experience to support employment and income growth. Weatherization contractors are also in need of additional manpower, but have limited resources to support training and expansion efforts. CSBG will support on the job training of eligible individuals with seasoned contractors, who will hire the individuals by providing partial wage offset.

## Objective

Provide low income individuals with employment, career advancement, and/or increased wages.

## Agency Activities

- Link CSBG eligible individuals with interest in learning HVAC and/ or architectural work with Weatherization contractors.
- Complete on-the-job training (OJT) contracts.
- Monitor progress.
- Provide partial reimbursement of wages.

## Customer Steps

- Complete required application and paperwork for employment with contractor.
- Participate in development of on-the-job training contract.
- Attend work as scheduled.
- Participate in on-the-job training.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage	2	2

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

- OJT contract.
- Timesheets.
- Progress reports.

## Other Funding Sources

Private wages paid by employer.

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
\$ 25,177.00	\$ 30,000.00	\$ 5,873.00	\$ 0.00	\$ 61,050.00

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	02.061 Educational Financial Aid Assistance (1)
<b>Program Category</b>	Education and Cognitive Development
<b>Glossary Number</b>	02.061
<b>Total Persons Served</b>	8
<b>Total Outcome Target</b>	8

## Summary

Post-secondary Education Scholarships

## Objective

The scholarship program is designed to provide financial assistance to low-income and disadvantaged persons of high academic attainment or potential made available with CSBG discretionary funding.

1. The scholarship aids in funding for formal education or occupational training at an accredited Illinois Institution to CSBG eligible clients, with particular consideration given to fields of study in high technology areas or other growth occupations.
2. The education and training made possible through the scholarship includes either post-secondary education or short-term training (2 years or less) in growth occupation skills.
3. Documented fairness exists in the scholarship recipient selection process.
4. The scholarship program generates documented publicity for the agency, DCEO, and the CSBG program.
5. Where occupation training is involved, there is formal coordination with the local Workforce Innovation Area 17.

## Agency Activities

1. Advertising information is updated each December in preparation for the new Scholarship season.
2. Notices are published; posters and applications are mailed to schools, youth providers, and interagency (RPC) departments in February.
3. The Community Action Board establishes CAB Scholarship Committee.
4. Applications received and reviewed for completeness, including income verification (125% or less poverty line).
5. The CAB establishes scholarship dollar amounts and number of awards.
6. Eligible and complete applications are scored.
7. The CAB Sub-Committee selects awardees.
8. Applicants are notified of their award status.
9. Collect Fall semester grades to determine progress toward outcomes.

## Customer Steps

1. Call, write or visit website for scholarship application.
2. Complete application, attach all requested documentation, and submit to CAA.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Individuals who made progress to a post secondary degree	8	8

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

Scholarship application, school transcript, tax return, Community Action Board meeting minutes.

## Other Funding Sources

**Program Support**

**Client Assistance**

**Administration**

**Special**

**Total**

**\$ 5,394.00**

**\$ 10,000.00**

**\$ 1,258.00**

**\$ 0.00**

**\$ 16,652.00**

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	07.011 Case Management (1)
<b>Program Category</b>	Services Supporting Multiple Domains
<b>Glossary Number</b>	07.011
<b>Total Persons Served</b>	120
<b>Total Outcome Target</b>	72

## Summary

No Limits participants receive assistance identifying, planning and working towards goals related to financial stability and self-sufficiency. Participants meet with case managers on a weekly bases for up to 2 years and receive, help reducing vulnerability, hurdling barriers, increasing housing stability, and when necessary case managers provide crisis stabilization. Individuals within 125% of NPI and living Champaign County, are eligible to participate.

## Objective

Provide low income individuals will individualized, intensive supportive case management services to support increased stability and self sufficiency.

## Agency Activities

1. Provide intense, long-term case management services.
2. Assist with goal identification, planning and follow through.
3. Connect participants with other services providers as necessary.
4. Share knowledge and tools for success.
5. Provide match funds for IDAs.
6. Direct funding assistance to address transportation needs (bus tokens, bus passes, fee for driver's license, etc.); identification needs (birth certificate).

## Customer Steps

1. Client is referred to No Limits through participation in other CCRPC programs.
2. Complete program assessments.
3. Set and consistently work towards goals.
4. Attend scheduled appointments/meetings/classes.
5. Complete bi-annual assessments to track progress.
6. Notify agency of any changes in household/employment status.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains (Individuals)	120	72

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

Case Management is tracked via Intake Forms, Income Verification, Self-Sufficiency Assessment, Goal Plan, Budget Documentation, Class Attendance Roster, Case Notes;  
Direct client funding is tracked via Bus token logs, and client request for funds forms with attached receipts.

**Other Funding Sources**

DCFS, HUD Continuum of Care, Emergency Solutions grant, DCFS, HP, and United Way.

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
<b>\$ 194,864.00</b>	<b>\$ 7,747.00</b>	<b>\$ 45,457.00</b>	<b>\$ 0.00</b>	<b>\$ 248,068.00</b>



# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	07.012 Case Management (2)
<b>Program Category</b>	Services Supporting Multiple Domains
<b>Glossary Number</b>	07.012
<b>Total Persons Served</b>	150
<b>Total Outcome Target</b>	150

## Summary

The Senior Services Program assists seniors (60) and over with advocacy, linkage and assessment for seniors who reside in Champaign County.

## Objective

Provide seniors (60) years of age or older, residing in Champaign County with information, linkage and resources based on their need.

## Agency Activities

Assist seniors who reside in Champaign County by providing assessment of need, with linkage and resources to programs and services.

## Customer Steps

1. Complete telephone or face to face screening to assess need.
2. Provide in home or office appointment to determine eligibility for referral and or linkage to appropriate program or service.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage	150	150

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

Senior Service clients are tracked via intake forms and phone logs.

## Other Funding Sources

CSBG, City of Champaign, Ruth Hayward Mason, HUD, Victor Hoersch and Continuum of Care.

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
\$ 10,789.00	\$ 0.00	\$ 2,517.00	\$ 0.00	\$ 13,306.00

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	07.031 Referrals (1)
<b>Program Category</b>	Services Supporting Multiple Domains
<b>Glossary Number</b>	07.031
<b>Total Persons Served</b>	6000
<b>Total Outcome Target</b>	6000

## Summary

Provide information, counseling, referral and support to clients to link them with local resources. This includes providing walk-in screenings for homeless or at risk for homelessness at set locations throughout Champaign County.

## Objective

Low-income individuals will access community services to meet their needs through information about local community resources and agency services.

## Agency Activities

1. Provide assessment, information, counseling, referral and supportive services to individual client to assist them in coping with difficulties.
2. Provide information to other human services organizations and community agencies/businesses to assist their service provision to clients and constituents.
3. Refer all eligible households to local Child Support Enforcement Office.
4. Provide assistance to homeless households moving to permanent housing (bed sets within confines of funding).

## Customer Steps

Call or walk in for information, attend educational events or presentations.

Outcome Measure(s):	Persons Served	Outcome Target Success
Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage	6000	6000

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

Information and Referral Call Logs; CIH walk-in pre-screening database; CIH intakes for homeless prioritization list

## Other Funding Sources

Department of Housing Urban Development Continuum of Care; City of Urbana Consolidated Social Services

Program Support	Client Assistance	Administration	Special	Total
\$ 38,555.00	\$ 0.00	\$ 8,994.00	\$ 0.00	\$ 47,549.00

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	07.041 Transportation Services (1)
<b>Program Category</b>	Services Supporting Multiple Domains
<b>Glossary Number</b>	07.041
<b>Total Persons Served</b>	15
<b>Total Outcome Target</b>	13

## Summary

RPC's Community Services will provide CSBG eligible assistance for repairs to their vehicle to obtain and/or maintain work opportunity and/ or support full time student maintain ability to pursue education to support career pathway.

## Objective

Support low income households in Champaign County to maintain independent means of transportation to assist with employment and career pathways.

Households will be provided assistance to address vehicle repairs to maintain a functioning vehicle for transportation. The amount of assistance per household for vehicle repair will not exceed \$1,000. It is anticipated that at least 15 households will receive vehicle repair assistance.

## Agency Activities

1. Conduct an initial assessment of needs.
2. Verify eligibility for CSBG: proof of residence in Champaign County; documentation of income within 200% poverty level
3. Verify eligibility for Car Repair Program: proof of the following:
  - o Valid Driver's License of the Applicant
  - o Current/ Active Vehicle Registration
  - o Active Insurance/Insurance Card
  - o NOTE-Vehicle must be year 2000 or newer
4. Coordinate with applicant to obtain estimate of car repair.
5. Review car repair estimate. If estimate is beyond program maximum assistance, applicant must provide proof of payment of the difference between estimate and max assistance before approval of assistance may be provided.
6. Coordinate with vendor (car repair shop) to verify payment arrangements and obtain W9 from vendor.
7. Maintain client eligibility files.
8. Submit invoice/receipts to fiscal for processing payments.
9. Conduct a client survey on services received and client satisfaction.

## Customer Steps

1. Request assistance.
2. Complete intake/applications.
3. Provide required eligibility documentation as noted in "Agency Activities #2 and #3.
4. Complete client satisfaction survey.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Individuals engaged with the Community Action Agency who report improved financial well-being	15	13

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

Client data will tracked in STARS and client file.

### Other Funding Sources

Program Support	Client Assistance	Administration	Special	Total
\$ 1,953.00	\$ 15,000.00	\$ 810.00	\$ 0.00	\$ 17,763.00

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	07.101 Legal Assistance (1)
<b>Program Category</b>	Services Supporting Multiple Domains
<b>Glossary Number</b>	07.101
<b>Total Persons Served</b>	180
<b>Total Outcome Target</b>	158

## Summary

Youth throughout Champaign County exhibiting behavioral problems or issues related to delinquent behavior Youth learn additional skills for positive community participation.

## Objective

Youth (ages 14-17) with no recidivating event for 6 months.

## Agency Activities

1. Provide screening, referral and follow-ups through the Youth Assessment Center.
2. Manage Victim Offender Mediation program and Peer Court.
3. Support community service activities.
4. Collaborate with schools and social service providers.

## Customer Steps

1. Participate in screening through Youth Assessment & Screening Instrument (YASI).
2. Participate in mediation or Peer Court as assigned.
3. Contact community agencies when referred.
4. Work with case manager to fulfill terms of station adjustment.
5. Avoid activities that will lead to re-arrest.

Outcome Measure(s):	Persons Served	Outcome Target Success
Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage	90	90
Youth (ages 14-17) with no recidivating event for 6 months	90	68

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

Intake/referral forms, station adjustment results forms, case notes, YAC client data tracking spreadsheet.

## Other Funding Sources

Champaign County Quarter Cent Sales Tax; City of Urbana funds; Village of Rantoul CDBG funding; City of Champaign funds; Champaign County Mental Health Board funds.

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
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**\$ 25,277.00**

**\$ 0.00**

**\$ 5,896.00**

**\$ 0.00**

**\$ 31,173.00**

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	03.011 Training and Counseling Services (1)
<b>Program Category</b>	Income, Infrastructure, and Asset Building
<b>Glossary Number</b>	03.011
<b>Total Persons Served</b>	180
<b>Total Outcome Target</b>	75

## Summary

### 1. FINANCIAL LITERACY WORKSHOPS

Local banks and credit unions provide financial literacy workshops on a monthly basis for individuals within 125% of NPL.

### 2. All My Money Group Curriculum

## Objective

1. Clients budget effectively, live within their means and pay bills and debts on time, open bank accounts and establish savings goals.
2. Individual budget work, 1-to-1 sessions with Case Managers.

## Agency Activities

Agency arranges workshop, provides space and refreshments.

Participant stipends for those successfully completing All My Money curriculum.

## Customer Steps

Participation in Financial Literacy Workshops.

Outcome Measure(s):	Persons Served	Outcome Target Success
Individuals engaged with the Community Action Agency who report improved financial well-being	60	50
Individuals who improved their credit scores	60	10
Individuals who increased their savings	60	15

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

Sign in sheet, certificates of completion and number of accounts open.

## Other Funding Sources

Bank in kind facilitation of workshops

Program Support	Client Assistance	Administration	Special	Total
\$ 44,879.00	\$ 1,000.00	\$ 10,469.00	\$ 0.00	\$ 56,348.00

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	04.041 Housing Placement/Rapid Re-Housing (1)
<b>Program Category</b>	Housing
<b>Glossary Number</b>	04.041
<b>Total Persons Served</b>	300
<b>Total Outcome Target</b>	270

## Summary

Homeless prevention offers case management and/or rent payments to prevent homelessness due to non payment of rent. client's rent must not be more than 50% of their income.

## Objective

To prevent households from losing housing due to non payment of rent.

## Agency Activities

1. Assess need for rent assistance
2. Pay up to 3 months rent
3. Provide case management

## Customer Steps

1. Complete pre-screening to determine eligibility
2. Complete and submit application
3. Attend meeting with Homeless Prevention Coordinator
4. Follow through with case management as required

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Households who maintained safe and affordable housing for 90 days	150	120
Households who obtained safe and affordable housing	150	150

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

1. Intake packet
2. Case notes
3. Copy of check for rent payment

## Other Funding Sources

DHS Homeless Prevention

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
\$ 38,862.00	\$ 0.00	\$ 9,066.00	\$ 0.00	\$ 47,928.00



# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	04.042 Housing Placement/Rapid Re-Housing (2)
<b>Program Category</b>	Housing
<b>Glossary Number</b>	04.042
<b>Total Persons Served</b>	135
<b>Total Outcome Target</b>	135

## Summary

The Emergency Shelter for Families provides homeless families with children a private space to be sheltered together as an intact family. Program staff work with the families to identify their current needs, connect them with local resources and develop a plan to move to safe, stable housing within 30 days.

## Objective

To provide families safe shelter while they work towards establishing permanent housing.

## Agency Activities

1. Complete Intake
2. Complete Program Assessment Tool
3. Set and consistently work towards goals
4. Attend scheduled appointments/meetings/classes.
5. Complete quarterly assessment to track progress.
6. Notify agency of any changes in household/employment status.

## Customer Steps

1. Assessment with Centralized Intake for Homeless
2. Attend check in appointment
3. Abide by rules and participate in case management

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Households experiencing homelessness who obtained safe temporary shelter	135	135

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

1. Client List
2. Case notes and documents
3. Homeless Management Information System (HMIS) entry and exit assessments.

## Other Funding Sources

1. United Way
2. Emergency Solutions Grant
3. FEMA

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
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**\$ 63,732.00**

**\$ 4,547.00**

**\$ 14,867.00**

**\$ 0.00**

**\$ 83,146.00**

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	04.043 Housing Placement/Rapid Re-Housing (3)
<b>Program Category</b>	Housing
<b>Glossary Number</b>	04.043
<b>Total Persons Served</b>	50
<b>Total Outcome Target</b>	50

## Summary

Resale shops and donation centers in Champaign County are no longer permitted to distribute used beds due to bed bug issues. Homeless households transitioning from homelessness to permanent housing often lack resources to purchase a bed. RPC's Community Services will provide literally homeless persons who are moving from homelessness to permanent housing bed sets.

## Objective

Support homeless households in Champaign County to meet basic needs, promote health, and have improved living conditions.

Households who do not have means to purchase beds for the household members will be provided full or twin bed sets for household members in need of a bed. The bed sets will be delivered to the address where the household has established permanent housing. RPC has established relationships with local vendors. Based on the current average cost per bed set of \$350, it is anticipated that 50 individuals will be provided beds.

## Agency Activities

1. Conduct outreach to educate homeless service providers about the resource and referral process.
2. Accept referrals from homeless housing providers on behalf of homeless persons.
3. Verify eligibility for CSBG: proof of residence in Champaign County; current participation in homeless services evidenced by an active entry in the Homeless Management Information System (HMIS).
4. Maintain client eligibility files.
5. Coordinate purchase and delivery of beds.
6. Submit invoice/receipts to fiscal for processing payments.

## Customer Steps

1. Coordinate with homeless housing providers for a service referral.
2. Complete intake/applications.
3. Provide required eligibility documentation.
4. Coordinate with staff for bed delivery.
5. Complete paperwork acknowledging receipt of bed(s).

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Households who experienced improved living conditions	50	50

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

Client data will tracked in STARS and client file.

## Other Funding Sources

Program Support	Client Assistance	Administration	Special	Total
\$ 35,987.00	\$ 17,500.00	\$ 8,040.00	\$ 0.00	\$ 61,527.00

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	04.051 Housing Maintenance & Improvements (1)
<b>Program Category</b>	Housing
<b>Glossary Number</b>	04.051
<b>Total Persons Served</b>	3
<b>Total Outcome Target</b>	3

## Summary

Assistance to address situations that may prevent low income households from receiving the benefits of Weatherization and or Housing Rehab/Repair services.

## Objective

Households will have improved health and safety due to improvements within their home.

## Agency Activities

1. Publicize available services for housing improvements related to energy efficiency and safety.
2. Assist clients with applications, scheduling inspections and developing strategies for obtaining needed repairs.
3. Facilitate access to mini-grants for low-income persons who may not qualify for other resources due to age, geographic location, type of housing (mobile/modular homes) or other eligibility restrictions.
4. Arrange contractors/inspections for home repairs funded through our office and in the community with other resources.
5. Cooperate with other agencies to leverage emergency resources available to clients in the county.
6. Conduct outreach to educate the community about the resource and process to apply for services.

## Customer Steps

1. Apply for grants or other programs providing home safety assistance.
2. Provide verification of income/assets.
3. Work with contractors to get safety projects completed.

Outcome Measure(s):	Persons Served	Outcome Target Success
Households with improved energy efficiency and/or energy burden reduction in their homes	3	3

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

Client Assistance Request, House Deed, Income Verification, Housing Inspection

## Other Funding Sources

State, Federal and DOE Weatherization funds; City of Champaign and Village of Rantoul CDBG funds.

Program Support	Client Assistance	Administration	Special	Total
\$ 25,177.00	\$ 1,000.00	\$ 5,873.00	\$ 0.00	\$ 32,050.00

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	04.061 Weatherization Services (1)
<b>Program Category</b>	Housing
<b>Glossary Number</b>	04.061
<b>Total Persons Served</b>	25
<b>Total Outcome Target</b>	20

## Summary

Environmental hazards in homes impact the health of families. In 1999, in response to a Congressional Directive over concerns about child environmental health, the US Department of Housing and Urban Development (HUD) launched its Healthy Homes Initiative (HHI) to protect children and their families from housing-related health and safety hazards. HUD developed a Healthy Homes Strategic plan, taking a comprehensive approach to these activities by focusing on housing-related hazards in a coordinated fashion, rather than addressing a single hazard at a time. The HHI built upon HUD's successful Lead Hazard Control programs to expand its efforts to address a variety of environmental health and safety concerns including: mold, lead, allergens, asthma, carbon monoxide, home safety, pesticides, and radon.

The Champaign County Regional Planning Commission (CCRPC) will be partnering with the University of Illinois' Indoor Climate Research & Training Center and Carle to deliver a Healthy Home Initiative in Champaign County. The University of Illinois' Indoor Climate Research & Training Center will provide Healthy Home Evaluator trainings and trained evaluators. Carle, a primary healthcare provider in Champaign County, inclusive of Carle Hospital and Carle Physicians Group, will provide data to identify participants for the initiative and health outcome data to support performance analysis of the initiative. CCRPC will implement home retrofits that have been identified through a Healthy Home Evaluation as measures impacting household members' health. CCRPC will also provide eligible participants with case management services to identify and link participants to additional services that will positively impact the health of the household members.

## Objective

Improved health and safety due to improvements within participants' homes (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc

## Agency Activities

Home retrofits identified by a Healthy Home Evaluation

## Customer Steps

1. Complete intake, including necessary releases of information.
2. Participate in Healthy Home Evaluation.
3. Coordinate with program staff and contractors to complete home retrofit measures.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc	25	20

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

- Healthy Home Evaluation
- Retrofit work orders
- Pre and post safety inspections
- Pre and post health reports

**Other Funding Sources**

CSBG funding is primary funding source- primary contract with University of Illinois (RPC subcontract with U of I to deliver retrofits)

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
<b>\$ 15,106.00</b>	<b>\$ 0.00</b>	<b>\$ 3,524.00</b>	<b>\$ 0.00</b>	<b>\$ 18,630.00</b>

# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	05.011 Health Services, Screening and Assessments (1)
<b>Program Category</b>	Health and Social/Behavioral Development (includes nutrition)
<b>Glossary Number</b>	05.011
<b>Total Persons Served</b>	40
<b>Total Outcome Target</b>	38

## Summary

Individuals with intellectual/developmental disabilities receive support and linkage to community resources. Focus of services is on supporting individuals to maintain an independent living situation most appropriate to their level of support needs.

## Objective

Individuals with intellectual/developmental disabilities maintain the least restrictive, most independent living situation appropriate to their support needs as indicated in their Pre-Admission Screening (PAS) documentation.

## Agency Activities

1. Receive referrals for persons with intellectual/developmental disabilities who are at risk for abuse, neglect or homelessness or those for selected for State funding.
2. Complete eligibility determination.
3. Identification of services and supports to maintain appropriate level of independence.
4. Referral and linkage to services.

## Customer Steps

1. Contact agency to receive services.
2. Participate in assessment.
3. Provide medical, psychosocial and social histories and other required documentation and information as requested.
4. Participate in identification of services and supports.
5. Maintain community setting placement.

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Individuals with disabilities who maintained an independent living situation	40	38

## CSBG GOAL NUMBER

01

## CSBG GOAL

Individuals and Families with low incomes are stable and achieve economic security.

## Method Of Tracking

Pre-Admission Screening (PAS) documentation, case notes, client files.

## Other Funding Sources

Department of Human Services

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
\$ 38,180.00	\$ 0.00	\$ 8,907.00	\$ 0.00	\$ 47,087.00



# CSBG WORK PROGRAM DETAIL SHEET

2020

<b>Title</b>	09.011 Agency Capacity Building Activities (1)
<b>Program Category</b>	Agency Capacity Building
<b>Glossary Number</b>	09.011
<b>Total Persons Served</b>	60
<b>Total Outcome Target</b>	60

## Summary

Activities to support and advance Results Oriented Management and Accountability (ROMA), ongoing program and staff development.

## Objective

To provide guidance and training to enable agency compliance with CSBG standards. Support assessment based on data analysis.

## Agency Activities

Engage staff in training activities focused on both knowledge and skills to understand and comply with CSBG Reauthorization Act requirements and standards.  
Data compilation and analysis.

## Customer Steps

Not Applicable

<b>Outcome Measure(s):</b>	<b>Persons Served</b>	<b>Outcome Target Success</b>
Hours of Agency Staff in capacity building activities	60	60

## CSBG GOAL NUMBER

00

## CSBG GOAL

CSBG Eligible Entity Capacity Building

## Method Of Tracking

Hours of Agency Staff in capacity building activities.

## Other Funding Sources

<b>Program Support</b>	<b>Client Assistance</b>	<b>Administration</b>	<b>Special</b>	<b>Total</b>
\$ 25,199.00	\$ 0.00	\$ 5,878.00	\$ 25,000.00	\$ 56,077.00

[Return](#)

# CSBG WORK PROGRAM SUMMARY SHEET

2020

Name Of Agency Reporting : **Champaign County Regional Planning Commission**

Grant Number : <b>20-231042 CSBG</b>				
<b>Employment</b>			<b>Total Persons : 17</b> <b>Total Outcome : 14</b>	
<b>01.011 Skills Training and Opportunities for Experience (1)</b>				
Summer Youth Employment Program				
<b>Persons: 15</b>			<b>Outcome Target: 12</b>	
<b>CSBG Goal #: 01</b>			<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.	
<b>Outcome Measure(s):</b> 01.01 Unemployed youth who obtained employment to gain skills or income.				
<b>Program Support</b> \$ 10,789.00	<b>Client Assistance</b> \$ 23,000.00	<b>Administration</b> \$ 2,517.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 36,306.00
<b>01.012 Skills Training and Opportunities for Experience (2)</b>				
There are individuals in need of skills training and experience to support employment and income growth. Weatherization contractors are also in need of additional manpower, but have limited resources to support training and expansion efforts. CSBG will support on the job training of eligible individuals with seasoned contractors, who will hire the individuals by providing partial wage offset.				
<b>Persons: 2</b>			<b>Outcome Target: 2</b>	
<b>CSBG Goal #: 01</b>			<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.	
<b>Outcome Measure(s):</b> 06.01.C Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage				
<b>Program Support</b> \$ 25,177.00	<b>Client Assistance</b> \$ 30,000.00	<b>Administration</b> \$ 5,873.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 61,050.00

<b>Education and Cognitive Development</b>				<b>Total Persons : 8</b> <b>Total Outcome : 8</b>
<b>02.061 Educational Financial Aid Assistance (1)</b>				
Post-secondary Education Scholarships				
<b>Persons: 8</b>				<b>Outcome Target: 8</b>
<b>CSBG Goal #: 01</b>				<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.
<b>Outcome Measure(s):</b> 02.11 Individuals who made progress to a post secondary degree				
<b>Program Support</b> \$ 5,394.00	<b>Client Assistance</b> \$ 10,000.00	<b>Administration</b> \$ 1,258.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 16,652.00
<b>Income, Infrastructure, and Asset Building</b>				<b>Total Persons : 180</b> <b>Total Outcome : 75</b>
<b>03.011 Training and Counseling Services (1)</b>				
1. FINANCIAL LITERACY WORKSHOPS Local banks and credit unions provide financial literacy workshops on a monthly basis for individuals within 125% of NPL.				
2. All My Money Group Curriculum				
<b>Persons: 180</b>				<b>Outcome Target: 75</b>
<b>CSBG Goal #: 01</b>				<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.
<b>Outcome Measure(s):</b> 03.04 Individuals who increased their savings 03.06 Individuals who improved their credit scores 03.08 Individuals engaged with the Community Action Agency who report improved financial well-being				
<b>Program Support</b> \$ 44,879.00	<b>Client Assistance</b> \$ 1,000.00	<b>Administration</b> \$ 10,469.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 56,348.00

Housing				Total Persons : 513	Total Outcome : 478
<b>04.041 Housing Placement/Rapid Re-Housing (1)</b>					
Homeless prevention offers case management and/or rent payments to prevent homelessness due to non payment of rent. client's rent must not be more than 50% of their income.					
<b>Persons:</b> 300				<b>Outcome Target:</b> 270	
<b>CSBG Goal #:</b> 01				<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.	
<b>Outcome Measure(s):</b> 04.02 Households who obtained safe and affordable housing 04.02.A Households who maintained safe and affordable housing for 90 days					
<b>Program Support</b> \$ 38,862.00	<b>Client Assistance</b> \$ 0.00	<b>Administration</b> \$ 9,066.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 47,928.00	
<b>04.042 Housing Placement/Rapid Re-Housing (2)</b>					
The Emergency Shelter for Families provides homeless families with children a private space to be sheltered together as an intact family. Program staff work with the families to identify their current needs, connect them with local resources and develop a plan to move to safe, stable housing within 30 days.					
<b>Persons:</b> 135				<b>Outcome Target:</b> 135	
<b>CSBG Goal #:</b> 01				<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.	
<b>Outcome Measure(s):</b> 04.01 Households experiencing homelessness who obtained safe temporary shelter					
<b>Program Support</b> \$ 63,732.00	<b>Client Assistance</b> \$ 4,547.00	<b>Administration</b> \$ 14,867.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 83,146.00	
<b>04.043 Housing Placement/Rapid Re-Housing (3)</b>					
Resale shops and donation centers in Champaign County are no longer permitted to distribute used beds due to bed bug issues. Homeless households transitioning from homelessness to permanent housing often lack resources to purchase a bed. RPC's Community Services will provide literally homeless persons who are moving from homelessness to permanent housing bed sets.					
<b>Persons:</b> 50				<b>Outcome Target:</b> 50	
<b>CSBG Goal #:</b> 01				<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.	
<b>Outcome Measure(s):</b> 04.09 Households who experienced improved living conditions					

<b>Program Support</b> \$ 35,987.00	<b>Client Assistance</b> \$ 17,500.00	<b>Administration</b> \$ 8,040.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 61,527.00
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**04.051 Housing Maintenance & Improvements (1)**

Assistance to address situations that may prevent low income households from receiving the benefits of Weatherization and or Housing Rehab/Repair services.

<b>Persons:</b> 3	<b>Outcome Target:</b> 3
<b>CSBG Goal #:</b> 01	<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.

**Outcome Measure(s):**

04.08 Households with improved energy efficiency and/or energy burden reduction in their homes

<b>Program Support</b> \$ 25,177.00	<b>Client Assistance</b> \$ 1,000.00	<b>Administration</b> \$ 5,873.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 32,050.00
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**04.061 Weatherization Services (1)**

Environmental hazards in homes impact the health of families. In 1999, in response to a Congressional Directive over concerns about child environmental health, the US Department of Housing and Urban Development (HUD) launched its Healthy Homes Initiative (HHI) to protect children and their families from housing-related health and safety hazards. HUD developed a Healthy Homes Strategic plan, taking a comprehensive approach to these activities by focusing on housing-related hazards in a coordinated fashion, rather than addressing a single hazard at a time. The HHI built upon HUD's successful Lead Hazard Control programs to expand its efforts to address a variety of environmental health and safety concerns including: mold, lead, allergens, asthma, carbon monoxide, home safety, pesticides, and radon.

The Champaign County Regional Planning Commission (CCRPC) will be partnering with the University of Illinois' Indoor Climate Research & Training Center and Carle to deliver a Healthy Home Initiative in Champaign County. The University of Illinois' Indoor Climate Research & Training Center will provide Healthy Home Evaluator trainings and trained evaluators. Carle, a primary healthcare provider in Champaign County, inclusive of Carle Hospital and Carle Physicians Group, will provide data to identify participants for the initiative and health outcome data to support performance analysis of the initiative. CCRPC will implement home retrofits that have been identified through a Healthy Home Evaluation as measures impacting household members' health. CCRPC will also provide eligible participants with case management services to identify and link participants to additional services that will positively impact the health of the household members.

<b>Persons:</b> 25	<b>Outcome Target:</b> 20
<b>CSBG Goal #:</b> 01	<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.

**Outcome Measure(s):**

04.07 Households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issue

<b>Program Support</b> \$ 15,106.00	<b>Client Assistance</b> \$ 0.00	<b>Administration</b> \$ 3,524.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 18,630.00
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Health and Social/Behavioral Development (includes nutrition)				Total Persons : 40 Total Outcome : 38	
<b>05.011 Health Services, Screening and Assessments (1)</b>					
Individuals with intellectual/developmental disabilities receive support and linkage to community resources. Focus of services is on supporting individuals to maintain an independent living situation most appropriate to their level of support needs.					
<b>Persons:</b> 40				<b>Outcome Target:</b> 38	
<b>CSBG Goal #:</b> 01				<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.	
<b>Outcome Measure(s):</b> 05.07 Individuals with disabilities who maintained an independent living situation					
<b>Program Support</b> \$ 38,180.00	<b>Client Assistance</b> \$ 0.00	<b>Administration</b> \$ 8,907.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 47,087.00	
Services Supporting Multiple Domains				Total Persons : 6,465 Total Outcome : 6,393	
<b>07.011 Case Management (1)</b>					
No Limits participants receive assistance identifying, planning and working towards goals related to financial stability and self-sufficiency. Participants meet with case managers on a weekly bases for up to 2 years and receive, help reducing vulnerability, hurdling barriers, increasing housing stability, and when necessary case managers provide crisis stabilization. Individuals within 125% of NPI and living Champaign County, are eligible to participate.					
<b>Persons:</b> 120				<b>Outcome Target:</b> 72	
<b>CSBG Goal #:</b> 01				<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.	
<b>Outcome Measure(s):</b> 07.01.A Individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains (Individuals)					
<b>Program Support</b> \$ 194,864.00	<b>Client Assistance</b> \$ 7,747.00	<b>Administration</b> \$ 45,457.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 248,068.00	
<b>07.012 Case Management (2)</b>					
The Senior Services Program assists seniors (60) and over with advocacy, linkage and assessment for seniors who reside in Champaign County.					
<b>Persons:</b> 150				<b>Outcome Target:</b> 150	
<b>CSBG Goal #:</b> 01				<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.	
<b>Outcome Measure(s):</b> 06.01.C Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage					

<b>Program Support</b> \$ 10,789.00	<b>Client Assistance</b> \$ 0.00	<b>Administration</b> \$ 2,517.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 13,306.00
<b>07.031 Referrals (1)</b>				
Provide information, counseling, referral and support to clients to link them with local resources. This includes providing walk-in screenings for homeless or at risk for homelessness at set locations throughout Champaign County.				
<b>Persons:</b> 6000			<b>Outcome Target:</b> 6000	
<b>CSBG Goal #:</b> 01			<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.	
<b>Outcome Measure(s):</b> 06.01.C Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage				
<b>Program Support</b> \$ 38,555.00	<b>Client Assistance</b> \$ 0.00	<b>Administration</b> \$ 8,994.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 47,549.00
<b>07.041 Transportation Services (1)</b>				
RPC's Community Services will provide CSBG eligible assistance for repairs to their vehicle to obtain and/or maintain work opportunity and/ or support full time student maintain ability to pursue education to support career pathway.				
<b>Persons:</b> 15			<b>Outcome Target:</b> 13	
<b>CSBG Goal #:</b> 01			<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.	
<b>Outcome Measure(s):</b> 03.08 Individuals engaged with the Community Action Agency who report improved financial well-being				
<b>Program Support</b> \$ 1,953.00	<b>Client Assistance</b> \$ 15,000.00	<b>Administration</b> \$ 810.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 17,763.00
<b>07.101 Legal Assistance (1)</b>				
Youth throughout Champaign County exhibiting behavioral problems or issues related to delinquent behavior Youth learn additional skills for positive community participation.				
<b>Persons:</b> 180			<b>Outcome Target:</b> 158	
<b>CSBG Goal #:</b> 01			<b>CSBG Goal:</b> Individuals and Families with low incomes are stable and achieve economic security.	
<b>Outcome Measure(s):</b> 05.09.A Youth (ages 14-17) with no recidivating event for 6 months 06.01.C Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage				
<b>Program Support</b> \$ 25,277.00	<b>Client Assistance</b> \$ 0.00	<b>Administration</b> \$ 5,896.00	<b>Special</b> \$ 0.00	<b>Total</b> \$ 31,173.00

<b>Agency Capacity Building</b>				<b>Total Persons : 60</b> <b>Total Outcome : 60</b>	
<b>09.011 Agency Capacity Building Activities (1)</b>					
Activities to support and advance Results Oriented Management and Accountability (ROMA), ongoing program and staff development.					
<b>Persons: 60</b>				<b>Outcome Target: 60</b>	
<b>CSBG Goal #: 00</b>				<b>CSBG Goal: CSBG Eligible Entity Capacity Building</b>	
<b>Outcome Measure(s):</b> 00.02 Hours of Agency Staff in capacity building activities					
<b>Program Support</b> \$ 25,199.00	<b>Client Assistance</b> \$ 0.00	<b>Administration</b> \$ 5,878.00	<b>Special</b> \$ 25,000.00	<b>Total</b> \$ 56,077.00	
<b>Grant 20-231042 CSBG Work Program Totals</b>					
<b>Program Support</b> \$ 599,920.00	<b>Client Assistance</b> \$ 109,794.00	<b>Administration</b> \$ 139,946.00	<b>Special</b> \$ 25,000.00	<b>Total</b> \$ 874,660.00	