

**Lee County Board Of County Commissioners  
Agenda Item Summary**

Blue Sheet No. 2005-00077

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve a Contract Amendment between the Board of County Commissioners and Florida Department of Community Affairs for Lee County to receive an additional \$10,353 in Community Services Block Grant (CSBG) funds; approve a budget resolution amendment

**WHY ACTION IS NECESSARY:** To execute an agreement to receive additional CSBG funding and to establish an increase in budget.

**WHAT ACTION ACCOMPLISHES:** Provides an additional \$10,353 for education, employment and emergency assistance for eligible Lee County households for a total allocation of \$183,613

**2. DEPARTMENTAL CATEGORY:**

COMMISSION DISTRICT # Countywide CW **05** **C5A**

**3. MEETING DATE:**

**03-15-2005**

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:**  
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER N/A
- B. DEPARTMENT Human Services
- C. DIVISION N/A
- BY: Susan Oliver, Program Manager

**7. BACKGROUND:** On August 10, 2004 the BoCC approved a contract with the Department of Community Affairs to receive \$173,260 in Community Services Block Grant (CSBG) funds. CSBG funds will provide low income households with case management and supportive services to facilitate economic self-sufficiency. To qualify the household must have income levels below 125% of the federal poverty level and be willing to engage in vocational training and placement activities or need emergency services. This contract amendment will allow the original allocation to be increased by \$10,353 from unexpended FY 2004 CSBG funds. The contract requires 20% match, of which at least two percent must be cash. Existing salaries and fringe benefits will be used for the in-kind match. A cash match of \$3,673 was approved for the Department of Human Services during the FY05 budget process.

Attachments: Amended Agreement (3 originals)  
Budget Amendment Resolution

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	QM	Risk	GC	
<i>[Signature]</i>	N/A	N/A	N/A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: <i>[Signature]</i>
Time: <i>[Signature]</i>
Forwarded To: County Mgr. <i>[Signature]</i>

RECEIVED BY COUNTY ADMIN: <i>[Signature]</i>
<i>[Signature]</i>
COUNTY ADMIN FORWARDED TO: <i>[Signature]</i>
<i>[Signature]</i>
<i>[Signature]</i>

# RESOLUTION #

Amending the General Fund #00100 Budget for unanticipated receipts into Estimated Revenues and Appropriations for Fiscal Year 2004-2005.

**WHEREAS**, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend the General Fund #00100 budget for \$10,353 of unanticipated receipts from CSBG reimbursement proceeds and an appropriation of a like amount for other grants and aid;

**WHEREAS**, the General Fund #00100 budget shall be amended to include the following amounts which were previously not included.

## ESTIMATED REVENUES

Prior Total:		\$371,673,056
Additions		
11076200100.331540.9013	CSBG Reimbursement	\$10,353
Amended Total Estimated Revenues		\$371,683,409

## APPROPRIATIONS

Prior Total:		\$371,673,056
Additions		
11076200100.508309.130	Other Grants and Aid	\$10,353
Amended Total Appropriations		\$371,683,409

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lee County, Florida, that the General Fund #00100 budget is hereby amended to show the above additions to its Estimated Revenue and Appropriation accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this \_\_\_\_ day of \_\_\_\_\_, 2005.

ATTEST:  
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS  
LEE COUNTY, FLORIDA

BY: \_\_\_\_\_  
DEPUTY CLERK

\_\_\_\_\_  
CHAIRMAN

APPROVED AS TO FORM

\_\_\_\_\_  
OFFICE OF COUNTY ATTORNEY

DOC TYPE YA  
LEDGER TYPE BA

MODIFICATION OF AGREEMENT  
BETWEEN  
FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS  
AND  
Lee County Board of County Commissioners

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, ("the Department"), and the Lee County Board of County Commissioners, ("Recipient") to modify DCA Contract Number 05SB-4N-09-46-01-015, ("the Agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department provided a sub-grant of \$173,260, to Recipient; and

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

- 1. Paragraph (16)(a) Funding/Consideration is hereby modified to read as follows:

This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$183,613 subject to the availability of funds and appropriate budget authority.

A. \$ 173,260 Current FFY 2004-2005 CSBG contract allocation

B. + \$10,353 Carryover funds from FFY 2003-2004

- 2. If applicable, Attachment A, Recipient Information, Attachment B, CSBG Workplan , Attachment C-1, Budget Summary, Attachment C-2, Sub-Recipient Information, Attachment C-3 , Budget Detail and Attachment C-4, Secondary Administration are hereby deleted in their entirety and replaced with Amended Attachment A, Recipient Information, Amended Attachment B, CSBG Workplan, Amended Attachment C-1, Budget Summary, Amended Attachment C-2, Sub-Recipient Information , Amended Attachment C-3 , Budget Detail, Amended Attachment C-4, Secondary Administration as attached hereto and incorporated herein by reference.
- 3. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.
- 4. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

RECIPIENT

STATE OF FLORIDA

By: \_\_\_\_\_  
Name

By: \_\_\_\_\_

\_\_\_\_\_  
Title

Janice Browning, Director  
Division of Housing and Community Development

Date: \_\_\_\_\_

Date: \_\_\_\_\_

59-6000702  
Federal Identification Number

**AMENDED  
ATTACHMENT A  
RECIPIENT INFORMATION**

**FEDERAL FISCAL YEAR: 2004-2005 CONTRACT PERIOD: September 30, 2004 to September 30, 2005**

**FOR DCA USE ONLY**

**DATE RECEIVED: \_\_\_\_\_ REVISION(S) RCVD: \_\_\_\_/\_\_\_\_/\_\_\_\_ DCA CONSULTANT: \_\_\_\_\_**

**I. RECIPIENT CATEGORY: ( ) Non-Profit (X) Local Government ( ) Tribal Government**

**II. RECIPIENT FISCAL YEAR: From 10/1/04 to 9/30/05**

**III. COUNTIES TO BE SERVED WITH THESE FUNDS:**

1. Lee 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_  
6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_ 10. \_\_\_\_\_

**IV. GENERAL ADMINISTRATIVE INFORMATION**

a. Name of Recipient: Lee County Board of County Commissioners

b. Address: Department of Human Services, 2440 Thompson Street

City: Fort Myers, FL Zip Code 33901 County: Lee

Telephone: (239) 652-7930 Fax: (239) 652-7960

E-Mail Address: olivers1@leegov.com

c. Mailing Address (if different from above):

Address: \_\_\_\_\_

City: \_\_\_\_\_, FL Zip Code \_\_\_\_\_ County: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

d. Chief Elected Official (for local governments) or President/ Chairman of Board (corporations):

Name: Douglas St. Cerny Title: Chairman

City: Fort Myers, FL Zip Code 33902 County: Lee

Telephone: (239) 335-2227 Fax: (239) 335-2599

E-Mail Address: Dist2@leegov.com

e. Official to Receive State Warrant:

Name: Barbara Hollis Title: Fiscal Manager

City: Fort Myers, FL Zip Code 33901 County: Lee

Telephone: (239) 65207923 Fax: (239) 652-7960

E-Mail Address: hollisbj@leegov.com

f. Contact Person:

Name: Susan Oliver Title: Program Manager

City: Fort Myers, FL Zip Code 33901 County: Lee

Telephone: (239) 652-7916 Fax: (239) 652-7960

E-Mail Address: olivers1@leegov.com

g. Name and title of person(s) authorized to sign fiscal reports:

Name Barbara Hollis Title Fiscal Manager

Name Susan Oliver Title Program Manager

f. Federal Identification Number: 59-6000702

**V. SUB-RECIPIENT INFORMATION**

These funds will be transferred to one or more Sub-Recipients: Yes ( ) No (X)

For each Sub-Recipient, attach a copy of Attachment H-2, Sub-Recipient Information.

**CSBG MODIFICATION  
AMENDED ATTACHMENT C-1  
BUDGET SUMMARY**

Recipient: Lee County Board of County Commissioners

REVENUE SOURCES		PERCENT	MATCH	TOTAL AMOUNT	NOTES:	
1. CSBG Grant Funds				\$183,613	Round all figures up to the nearest dollar.  Provide a minimum of 2% - Cash Match 20% - Total Match  Do not under match. 1.99% Cash Match is unacceptable.  Match amounts must agree with the amended totals reflected on the Modification Cover Page.	
2. Cash Match		2.00%	\$3,673			
3. In-Kind Match		18.00%	\$33,057			
4. TOTAL MATCH (Line 2 + Line 3)		20.00%		\$36,730		
5. TOTAL FUNDS (Line 1 + Line 4)				\$220,343		
A	B	C	D	E	F	
CSBG FUNDS ONLY EXPENSE CATEGORY	Last Approved CSBG Budget	Proposed Budget** Amount	2003-04 Carryover Amount	Total CSBG Funds (Col. C+D)	Cash and in-kind Match	
TOTAL CSBG FUNDS	\$173,260	\$173,260	\$10,353	\$183,613	\$36,730	
<b>ADMINISTRATIVE</b>						
6. RECIPIENT (Salaries+Fringe,Rent, Utilities, Travel, Other)						
7. SUB-RECIPIENT (Salaries+Fringe,Rent, Utilities, Travel, Other)						
8. TOTAL ADMINISTRATIVE (Line 6 + Line 7) See footnote*		\$0	\$0	\$0	\$0	
9. ADMINISTRATIVE EXPENSE PERCENT [(Cell 8C divided by cell 16C) x 100]				VALUE IN CELL 8C MAY NOT EXCEED 15% OF CELL 18C		
<b>PROGRAM</b>						
10. RECIPIENT DIRECT CLIENT ASSISTANCE		\$131,025	\$131,025	\$10,353	\$141,378	\$3,673
11. RECIPIENT OTHER PROGRAM EXPENSES (Salaries+Fringe,Rent, Utilities, Travel, Other)		\$42,235	\$42,235	\$0	\$42,235	\$33,057
12. SUBTOTAL RECIPIENT PROGRAM EXPENSES (Line 10 + 12)		\$173,260	\$173,260	\$10,353	\$183,613	\$36,730
13. SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES		\$0	\$0	\$0	\$0	\$0
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES (Salaries+Fringe,Rent, Utilities, Travel, Other)		\$0	\$0	\$0	\$0	\$0
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES (Line 14 + Line 15)		\$0	\$0	\$0	\$0	\$0
16. TOTAL PROGRAM (Line 12 + Line 15)		\$173,260	\$173,260	\$10,353	\$183,613	\$36,730
17. SECONDARY ADMINISTRATIVE EXPENSES		\$0	\$0	\$0	\$0	\$0
18. GRAND TOTAL EXPENSE: (Line 8 + Line 16 + Line 17)		\$173,260	\$173,260	\$10,353	\$183,613	\$36,730

\*THE AMOUNT IN CELL 8D CANNOT EXCEED THE UNSPENT ADMINISTRATIVE BALANCE FROM YOUR FY2003-2004 CONTRACT CLOSE-OUT

\*\*ADJUSTMENTS TO LAST APPROVED CSBG MAY BE MADE IN COLUMN C.

**AMENDED  
CSBG  
ATTACHMENT C-2  
SUB-RECIPIENT INFORMATION  
(Complete this page for each sub-recipient)**

RECIPIENT: Lee County Board of County Commissioners

SUB-RECIPIENT INFORMATION: NOT APPLICABLE

NAME OF ENTITY \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ ,FL ZIPCODE \_\_\_\_\_

STREET ADDRESS (IF DIFFERENT): \_\_\_\_\_ ,FL ZIPCODE \_\_\_\_\_

CONTACT PERSON'S NAME AND TITLE: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

NOTE: The following line items (7, 13, 14 and 15) must correspond to Attachment C-1, Budget Summary. If there is more than one sub-recipient, it is the Recipient's responsibility to ensure that the total of all sub-recipient budgets add correctly. Expenditures must be detailed in Attachment C-3.

CSBG FUNDED PROGRAMS ONLY EXPENSE CATEGORY	(A) CSBG FUNDS	(B) CASH MATCH	(C) IN-KIND MATCH	(D) TOTAL
<b>SUB-RECIPIENT ADMINISTRATIVE EXPENSES:</b>				
7. SUB-RECIPIENT EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, Other)</i>				
<b>SUB-RECIPIENT PROGRAM EXPENSES:</b>				
13. SUB-RECIPIENT DIRECT CLIENT ASSISTANCE EXPENSES				
14. SUB-RECIPIENT OTHER PROGRAM EXPENSES <i>(Salaries + Fringe, Rent, Utilities, Travel, etc)</i>				
15. SUBTOTAL SUB-RECIPIENT PROGRAM EXPENSES <i>(Line 13 + Line 14)</i>				
<b>TOTAL EXPENSES: <i>(Line 7 + Line 15)</i></b>				

The Recipient must have a written agreement with all subrecipients. The agreement must meet the requirements of section C (12) of this agreement. A copy of the unsigned agreement with the subrecipient must be forwarded to the Department for review and approval along with this agreement. See enclosed OMB Circular A-133.210, Subrecipient and vendor determination.

**AMENDED  
ATTACHMENT C-4  
SECONDARY ADMINISTRATIVE EXPENSES**

Secondary Administrative Expense requested: Yes  No

Name of Recipient: Lee County Board of County Commissioners

**INSTRUCTIONS:** If requesting Secondary Administrative Expenses, you must supply the following information for each secondary program for which administrative expenses are being requested. A "secondary program source" is the non-CSBG program that will receive administrative support from the use of CSBG funds. See Attachment G, Section D(13) for additional information.

BUDGET INFORMATION		NAME OF SECONDARY PROGRAM:	NAME OF SECONDARY PROGRAM:	NAME OF SECONDARY PROGRAM:	TOTAL OF ALL PROGRAMS
		GRANT START DATE: END DATE:	GRANT START DATE: END DATE:	GRANT START DATE: END DATE:	
1. Total cash budget for secondary program:	\$			\$	
2. Maximum percent administrative expense including indirect cost allowed by secondary program:	%			%	
3. Total administrative expense approved by secondary program funding sources: <sup>1</sup>	\$			\$	
4. CSBG secondary administrative expense requested: <sup>2</sup>	\$			\$	\$
5. Total administrative expense (Line 3 + Line 4):	\$			\$	
6. Percent of total administrative expense to total budget (Line 5 divided by Line 1). This total cannot exceed 15% of Line 1.	%			%	
7. CAP Plan Goals Supported by secondary program.	Goal # _____ Goal # _____	Goal # _____ Goal # _____	Goal # _____ Goal # _____	Goal # _____ Goal # _____	
8. Work Plan actions that address secondary programs activities:	Goal # _____ Outcome # _____	Goal # _____ Outcome # _____	Goal # _____ Outcome # _____	Goal # _____ Outcome # _____	

<sup>1</sup> The recipient must take full advantage of all administrative and indirect dollars allowed by the secondary program's funding source before CSBG secondary administrative expenses are requested. For each secondary administrative program, provide documentation of the maximum administrative limits of the secondary program and a copy of the contract budget detailing the amount of the contract and the administration funds provided by the secondary source.

<sup>2</sup> You are required to provide budget detail in Attachment C-3 for the amount on line 4 for each program above.

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 1 (Family) – Low-Income People Become More Self-Sufficient  
FY 2004-2005**

1 – CAA Outcomes Catalog	2		3				4			5		6		7		8		9		10		
	WORKPLAN Total Number of People who will Achieve Outcome	Number of People at or Below 125% of Poverty	Number of People Above 125% of Poverty				Number of People whom no Income Information was Obtained		Number of People Above 125% of Poverty		Number of People whom no Income Information was Obtained		Number of People Above 125% of Poverty		Number of People whom no Income Information was Obtained		Number of People Above 125% of Poverty		Number of People whom no Income Information was Obtained			
			Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome				
<b>Goal 1: Low-Income People Become Self-Sufficient</b> 1. Obtained Employment/Self-Employment for Unemployed Persons. 2. Obtained Employment/Self-Employment for Employed Persons. 3. Maintained Employment for at Least 90 days. 4. Increased Earned Income from the Previous Reporting Period. 5. Increased Total Household Resources from Non-Employment Sources. 6. Increased Ability to Manage Income and Use Assets to Achieve Self-Sufficiency. 7. Obtained Adequate, Safe, Affordable, Unsubsidized, Permanent Housing 8. Eliminated/Reduced Barriers to Employment and Self-Sufficiency.	<b>5</b>																					
<b>Outcomes with Indicators</b>																						
<b>1) Obtained Employment/Self-Employment for Unemployed Persons.</b>																						
a) Obtained part-time employment – less than 25 hours per week, at minimum wage or above (or its equivalent if employment includes tips/etc.), w/o health insurance benefits.																						
b) Obtained part-time employment – equal to or greater than 25 hours per week, at minimum wage or above (or its equivalent if employment includes tips/etc.), w/o health insurance benefits.																						
c) Obtained full-time employment – number of hours as defined by employer; at least minimum wage, without benefits.																						
d) Obtained full-time employment – number of hours defined by employer, above minimum wage and could include benefits.																						
e) Became self-employed – and earned the equivalent of at least part-time employment.																						
<b>2) Obtained Employment/Self-Employment for Employed Persons.</b>	<b>20</b>																					
a) Obtained part-time employment – less than 25 hours per week, at minimum wage or above (or its equivalent if employment includes tips/etc.), w/o health insurance benefits.																						



**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 1 (Family) – Low-Income People Become More Self-Sufficient  
FY 2004-2005**

1 – CAA Outcomes Catalog	2	3				4			9	10
		WORKPLAN				Number of People at or Below 125% of Poverty				
	Total Number of People who will Achieve Outcome	Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	Received Services	Achieved Outcome	
<b>Goal 1: Low-Income People Become Self-Sufficient</b>										
1. Obtained Employment/Self-Employment for Unemployed Persons.										
2. Obtained Employment/Self-Employment for Employed Persons.										
3. Maintained Employment for at Least 90 days.										
4. Increased Earned Income from the Previous Reporting Period.										
5. Increased Total Household Resources from Non-Employment Sources.										
6. Increased Ability to Manage Income and Use Assets to Achieve Self-Sufficiency.										
7. Obtained Adequate, Safe, Affordable, Unsubsidized, Permanent Housing										
8. Eliminated/Reduced Barriers to Employment and Self-Sufficiency.										
<b>Outcomes with Indicators (2 continued)</b>										
b) Obtained part-time employment – equal to or greater than 25 hours per week, at minimum wage or above (or its equivalent if employment includes tips/etc.), w/o health insurance benefits.										
c) Obtained full-time employment – number of hours as defined by employer, at least minimum wage, without benefits.										
d) Obtained full-time employment – number of hours defined by employer, above minimum wage and could include benefits.										
e) Became self-employed – and earned the equivalent of at least part-time employment.										
<b>3) Maintained Employment for at Least 90 days.</b>	15									
<b>4) Increased Earned Income from the Previous Reporting Period.</b>	20									
<b>5) Increased Total Household Resources from Non-Employment Sources.</b>	0									
a) Obtained Federal Earned Income Tax Credit.										
b) Obtained Federal Child Tax Credit.										
c) Homeowners realize an increase in assessed value of their home as a result of rehabilitation.										
d) Obtained other non-employment income (example: child support, SSI, disability, etc.)										

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 1 (Family) - Low-Income People Become More Self-Sufficient  
FY 2004-2005**

1 - CAA Outcomes Catalog	2 WORKPLAN Total Number of People who will Achieve Outcome	3 Number of People at or Below 125% of Poverty				4 Number of People Above 125% of Poverty		9 Number of People for whom no income Information was Obtained	10
		5 Received Services	6 Achieved Outcome	7 Still Progressing Toward Outcome	8 Exited Program Prior to Achieved Outcome	9 Received Services	10 Achieved Outcome		
<b>Goal 1: Low-Income People Become Self-Sufficient</b> 1. Obtained Employment/Self-Employment for Unemployed Persons. 2. Obtained Employment/Self-Employment for Employed Persons. 3. Maintained Employment for at Least 90 days. 4. Increased Earned Income from the Previous Reporting Period. 5. Increased Total Household Resources from Non-Employment Sources. 6. Increased Ability to Manage Income and Use Assets to Achieve Self-Sufficiency. 7. Obtained Adequate, Safe, Affordable, Unsubsidized, Permanent Housing 8. Eliminated/Reduced Barriers to Employment and Self-Sufficiency.	0								
<b>Outcomes with Indicators</b>									
<b>6) Increased Ability to Manage Income and Use Assets to Achieve Self-Sufficiency.</b>									
a) Demonstrated ability to complete and maintain a budget for over 90 days.									
b) Opened IDA or other savings account and increased savings.									
c) Decreased debt and maintained budget and savings plans for over one year.									
d) Capitalized small business.									
e) Began post-secondary education due to accumulated savings.									
f) Other outcome or indicator may be used with the approval of DCA.									
<b>7) Obtained Adequate, Safe, Affordable, Unsubsidized, Permanent Housing.</b>									
a) Purchased home, mobile home or condominium.									
b) Obtained permanent rental housing of choice.									

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 1 (Family) – Low-Income People Become More Self-Sufficient  
FY 2004-2005**

1 – CAA Outcomes Catalog	2 WORKPLAN Total Number of People who will Achieve Outcome	3 Number of People at or Below 125% of Poverty				4 Number of People Above 125% of Poverty		9 Number of People for whom no income Information was Obtained	10
		5 Received Services	6 Achieved Outcome	7 Still Progressing Toward Outcome	8 Exited Program Prior to Achieved Outcome	9 Received Services	10 Achieved Outcome		
<b>Goal 1: Low-Income People Become Self-Sufficient</b> 1. Obtained Employment/Self-Employment for Unemployed Persons. 2. Obtained Employment/Self-Employment for Employed Persons. 3. Maintained Employment for at Least 90 days. 4. Increased Earned Income from the Previous Reporting Period. 5. Increased Total Household Resources from Non-Employment Sources. 6. Increased Ability to Manage Income and Use Assets to Achieve Self-Sufficiency. 7. Obtained Adequate, Safe, Affordable, Unsubsidized, Permanent Housing 8. Eliminated/Reduced Barriers to Employment and Self-Sufficiency.	30								
<b>Outcomes with Indicators</b>									
8) Eliminated/Reduced Barriers to Employment and Self-Sufficiency.									
a) Obtained work experience as a non-paid volunteer and developed measurable identified skill(s).									
b) Demonstrated a measurable increase in identified skills/competencies required for employment									
c) Completed training program and received certificate or diploma required for employment.									
d) Completed ABE/GED and obtained certificate or diploma in order to acquire or maintain employment.									
e) Completed post-secondary education program, and obtained certificate or diploma in order to acquire or maintain employment.									
f) Enrolled children in "before/after" school program, in order to acquire/maintain employment.									
g) Obtained care for child or other dependant, in order to acquire/maintain employment.									
h) Obtained reliable transportation and/or driver's license in order to acquire/maintain employment.									
i) Obtained identification required for employment.									
j) Youth obtained emancipation.									

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 1 (Family) – Low-Income People Become More Self-Sufficient  
FY 2004-2005**

Goal 1: Low-Income People Become Self-Sufficient	WORKPLAN Total Number of People who will Achieve Outcome	Number of People at or Below 125% of Poverty				Number of People Above 125% of Poverty		Number of People for whom no income information was Obtained
		Received Services	Achieved Outcome	Still Progressing Toward Outcome	Exited Program Prior to Achieved Outcome	Received Services	Achieved Outcome	
<b>Outcomes with Indicators</b>								
k) Moved toward self-sufficiency by "moving up" at least one step on an outcome scale. (Attach a copy of scale used.)								
l) Completed goals on their case management plan in order to move toward self-sufficiency.								
m) Maintained independence, etc. You may define the nature of the increased stability, or identify the specific area of concern, such as "remain drug free", in narrative comment below. Also, you may break out individuals by age or other characteristics in the Narrative Comments.								
n) Resolved other barrier to employment. Provide outcome, indicator and a description in Narrative Comments below.								

**Definitions:**

**Increased Total Household Resources from Non-Employment Sources** – this could refer to such things as: a move of a job to one closer to home which reduces travel costs; securing benefits such as tax credits, child support, SSI; or other increases which you may wish to define.

**Completed goals on their case management plan in order to move toward self-sufficiency** – this should refer specifically to the individual/family movement toward employment and self sufficiency, and not to their increased potential or to strengthen supportive systems.

**Maintained independence** – this could refer to a range of outcomes for individuals of various ages, characteristics, or circumstances. Outcomes associated with participation in treatment programs, alternatives to incarceration or institutionalization, Family Care Giver programs or other programs that enable families/individuals to achieve a measure of self-sufficiency should be reported here. Provide outcome, indicator and description in narrative comments.



**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
2004-2005 WORKPLAN**

**Community Action Goal 2 (Community) – The Conditions in Which Low-Income People Live Are Improved**

1 – CAA Outcomes Catalog				
Goal 2: The Conditions in Which Low-Income People Are Improved	2	3	4	5
	Efforts Maintained from 2003-2004	Efforts That are New in 2004-2005	Estimated Number of People Benefiting From the Outcome in 2004-2005	Estimated \$ Value of Outcome in 2004-2005
	Enter # 1 for Achievement of Outcome	Enter # 1 for Achievement of Outcome	Number of People	Dollars
<p><b>Outcomes with Indicators</b></p> <p>1) <b>Low-income People Have Improved Access to Employment, Housing, Capital, and Essential Services Due to Expanded Capacity.</b></p> <p>a) Access to jobs/employment is increased. <i>Describe in Narrative Comments below. (Include transportation, micro-enterprise, or job development efforts.)</i></p> <p>b) Access to adequate and affordable housing is increased. <i>Describe in Narrative Comments below. (Include increases in Section 8, T-RAP, RAP, housing placement programs and security deposit programs.)</i></p> <p>c) Access to services is improved. <i>Describe in Narrative Comments below. (Pull out data on new community-wide referral, new service coordination, etc.)</i></p> <p>d) Services are available in languages other than English to low-income residents in the community. <i>Describe in Narrative Comments below. (Pull out data on services such as child care, health clinics, substance abuse, homeless shelters, etc.)</i></p> <p>e) Other outcome or indicator may be used with the approval of DCA.</p> <p>2) <b>The Supply of Jobs, Adequate and Affordable Housing, Community Facilities, Capital and Lending Programs or Essential Services Is Increased.</b></p> <p>a) The number of jobs available to low income people has increased.</p> <p>b) The number of housing units available to low income people has increased.</p> <p>c) The number of childcare slots available to low-income families has increased.</p> <p>d) Bank loans are available to low-income people.</p> <p>e) Public/Private financing to support economic development in communities of low-income people has increased.</p> <p>f) Federal Earned Income and Child Tax Credit receipts into the state have increased.</p> <p>g) Investment in community resources and facilities has increased. <i>(Include specific types such as childcare, health clinics, recreation centers, substance abuse, homeless shelters, etc.)</i></p>	1		50	\$ 8,000

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
2004-2005 WORKPLAN**

**Community Action Goal 2 (Community) – The Conditions in Which Low-Income People Live Are Improved**

1 – CAA Outcomes Catalog				
Goal 2: The Conditions in Which Low-Income People Are Improved	2	3	4	5
	Efforts Maintained from 2003-2004	Efforts That are New in 2004-2005	Estimated Number of People Benefiting From the Outcome in 2004-2005	Estimated \$ Value of Outcome in 2004-2005
<p>1. Low-Income People Have Improved Access to Employment, Housing, Capital, and Essential Services Due to Expanded Capacity.</p> <p>2. The Supply of Jobs, Adequate and Affordable Housing, Community Facilities, Capital and Lending Programs or Essential Services is Increased.</p> <p>3. CAA Resources Expand Capacity of Other Agencies to Serve Low-Income People.</p> <p>4. The Quality of Life in Low-Income Neighborhoods is Improved.</p> <p><b>Outcomes with Indicators</b></p>	Enter # 1 for Achievement of Outcome	Enter # 1 for Achievement of Outcome	Number of People	Dollars
<p><b>3) CAA Resources Expand Capacity of Other Agencies to Serve Low-Income People.</b></p> <p>a) CAA staff provides in-kind services to agencies serving low-income people.</p> <p>b) CAA provides in-kind office space and other resources to agencies serving low-income people.</p>	1		45	\$250,000
<p><b>4) The Quality of Life in Low-Income Neighborhoods is Improved.</b></p> <p>a) The assessed value of homes in the community has increased as a result of rehabilitation projects.</p> <p>b) The number of homes in the community that are weatherized for fuel efficiency is increased.</p> <p>c) The number of homes or rental units in the community that meet building codes or standards of quality is increased.</p> <p>d) Access to community facilities (schools, libraries, community centers) is increased through expanded hours and programming.</p> <p>e) Early childhood and childcare centers that are available to low-income residents receive accreditation.</p> <p>f) <b>Other outcome or indicator may be used with the approval of DCA.</b></p>	1		65	\$350,000

**Narrative Comments:**

The Department of Human Services initiated helping low income people with security deposits for safe, affordable housing in FY04. This will be continued and should expand in FY05.

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
2004-2005 WORKPLAN**

**Community Action Goal 3 (Community) – Low-Income People Own a Stake in their Community**

1 – CAA Outcomes Catalog		2	3	4	5
Goal 3 – Low-Income People Own a Stake in Their Community		Efforts Maintained from 2003-2004	Efforts That are New in 2004-2005	Estimated Number of People to Participate in Activity during 2004-2005	(Optional) Estimated \$ Value of Outcome in 2004-2005
1. Low-Income People Participate in Formal Community Organizations, Government, Boards or Councils that Provide Input to Decision-Making and Policy Setting Through CAA Efforts. 2. Low-Income People Participate in Advocacy Activities. 3. Low-Income People Participate in Social or Volunteer Activities. 4. Low-Income People Own Businesses or Homes in Their Communities.					
<b>Outcomes with Indicators</b>		<b>Number of Units</b>	<b>Number of Units</b>	<b>Number of Low-Income People</b>	<b>Dollars</b>
<b>1) Low-income People Participate in Formal Community Organizations, Government, Boards or Councils that Provide Input to Decision-Making and Policy Setting Through CAA Efforts.</b>					
a)	Low-income people serve on the CAA Board of Directors.			3	
b)	Low-income people serve on Head Start Policy Councils.				
c)	Low-income people serve on Family Center/ Parent Councils.				
d)	Low-income people serve on senior citizen councils.				
e)	Low-income people serve on school boards.				
f)	Low-income people serve on housing tenant groups.				
g)	Low-income people serve on non-profit agency and/or community organization boards.			35	
h)	Low-income people serve on other local governmental Boards and Commissions (such as Planning and Zoning, Economic Development, Enterprise Zones, etc.).				
i)	Other outcome or indicator may be used with the approval of DCA.				
<b>2) Low-income People Participate in Advocacy Activities.</b>					
a)	Low-income people attend meetings of governmental policy makers and make their views known.				
b)	Low-income people participate in the establishment/maintenance of "grass-roots"/community led organizations.				



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**Community Action Goal 3 (Community) – Low-Income People Own a Stake in their Community**

1 – CAA Outcomes Catalog				
Goal 3 – Low-Income People Own a Stake in Their Community	2	3	4	5
	Efforts Maintained from 2003-2004	Efforts That are New in 2004-2005	Estimated Number of People to Participate in Activity during 2004-2005	(Optional) Estimated \$ Value of Outcome in 2004-2005
Outcomes with Indicators	Number of Units	Number of Units	Number of Low-Income People	Dollars
<b>3) Low-Income People Participate in Social or Volunteer Activities.</b> 1. Low-Income People Participate in Formal Community Organizations, Government, Boards or Councils that Provide Input to Decision-Making and Policy Setting Through CAA Efforts. 2. Low-Income People Participate in Advocacy Activities. 3. Low-Income People Participate in Social or Volunteer Activities. 4. Low-Income People Own Businesses or Homes in Their Communities.				
a) Low-income people participate in recreational, cultural, or socialization activities.	1		20	
b) Low-income people volunteer their services to help others through community agencies or community-oriented activities.				
c) Low-income seniors volunteer their services to help others through community-oriented programs.				
d) Other outcome or indicator may be used with the approval of DCA.				
<b>4) Low-Income People Own Businesses or Homes in Their Communities.</b> a) Business ownership increased from previous period. b) Home ownership increased from previous period. c) Other outcome or indicator may be used with the approval of DCA.				

**Narrative Comments:** Low income children will be given the opportunity for summer camps and/or other recreational programs as funding allows.

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
2004-2005 WORKPLAN**

**Community Action Goal 4 (Agency) – Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved**

1 – CAA Outcomes Catalog		2	3	4
Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved		Partnerships or Collaborations to be Maintained from 2003-2004	Partnerships or Collaborations to be Secured 2004-2005	Type of Partnership or Collaboration (See Footnote)
<p>(A partnership or collaboration is defined as a formal relationship documented by a written agreement such as a Memorandum of Understanding or formal membership in an organization.)</p> <p>1. Partnerships or Collaborations to Coordinate Service Delivery, Improve Program Efficiency, Streamline Administration and/or Eliminate the Duplication of Services.</p> <p>2. Partnerships or Collaborations to Improve Community Planning.</p> <p>3. Partnerships or Collaborations to Achieve Specific Family Outcomes.</p> <p>4. Other Types of Partnerships or Collaborations.</p>				
<p><b>1. Partnerships or Collaborations to Coordinate Service Delivery, Improve Program Efficiency, Streamline Administration and/or Eliminate the Duplication of Services.</b></p>				
a) Non-Profit		23	3	a, b, e
b) Faith Based		2		e
c) Local Government		5		o
d) State Government Entity		2		g, o
e) Federal Government Entity		1		o
f) For-Profit Business or Corporation		3		d, m
g) Coalition or collaborative (3 or more groups)		2		o
<p><b>2. Partnerships or Collaborations to Improve Community Planning.</b></p>				
a) Non-Profit				
b) Faith Based				
c) Local Government				
d) State Government Entity				
e) Federal Government Entity				
f) For-Profit Business or Corporation				
g) Coalition or collaborative (3 or more groups)		2		o
<p><b>3. Partnerships or Collaborations to Achieve Specific Family Outcomes (please identify family outcomes in the Narrative Comments).</b></p>				
a) Non-Profit				
b) Faith Based				
c) Local Government				
d) State Government Entity				
e) Federal Government Entity				
f) For-Profit Business or Corporation				
g) Coalition or collaborative (3 or more groups)				

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
2004-2005 WORKPLAN**

**Community Action Goal 4 (Agency) – Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved**

<b>1 – CAA Outcomes Catalog</b>			
1	2	3	4
<b>Goal 4: Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved</b>			
<i>(A partnership or collaboration is defined as a formal relationship documented by a written agreement such as a Memorandum of Understanding or formal membership in an organization.)</i>			
1.	Partnerships or Collaborations to Coordinate Service Delivery, Improve Program Efficiency, Streamline Administration and/or Eliminate the Duplication of Services.	Partnerships or Collaborations to be Secured 2004-2005	Type of Partnership or Collaboration (See Footnote)
2.	Partnerships or Collaborations to Improve Community Planning.		
3.	Partnerships or Collaborations to Achieve Specific Family Outcomes.		
4.	Other Types of Partnerships or Collaborations.		
<b>4.</b>	<b>Other Types of Partnerships or Collaborations (please identify in the Narrative Comments).</b>		
a)	Non-Profit		
b)	Faith Based		
c)	Local Government		
d)	State Government Entity		
e)	Federal Government Entity		
f)	For-Profit Business or Corporation		
g)	Coalition or collaborative (3 or more groups)		

**Instructions:**

- Columns 2 and 3: Enter the number of partnerships or collaborations achieved.
- Column 4: Identify the type of organization with whom you partnered or collaborated from the list below. You may identify more than one type of organization.
  - a. One-Stop Centers, Workforce Development Board, Agency for Workforce Innovation and other Career Link operating partnerships.
  - b. Community Development Corporations.
  - c. Economic development agencies.
  - d. Education/training providers.
  - e. Family Service Agencies/Family Centers.
  - f. Food bank pantries or other food and nutrition agencies.
  - g. Health care service agencies.
  - h. Housing.
  - i. Public libraries.
  - j. School districts.
  - k. Transportation service agencies.
  - l. Financial services company
  - m. Utility vendor.
  - n. Legal services
  - o. Other; Please identify in the Narrative Comments.

**Narrative Comments: 1.c: O = Cities**

- 1.d: O=DCA; 1.e: O=HUD; 1.g: O = Human Services Information Network and Lee County Homeless Coalition
- 2.g: O= Human Services Council and a Collaborative effort to “Chart the Future of Older Adults in Lee Cty.

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
2004-2005 WORKPLAN**

**Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

Table 1 – Agencies Leverage External Resources to Increase Their Capacity to Serve Low-Income People			
1 – CAA Outcomes Catalog			
Funding Sources	2 Number of Funding Sources in 2003-2004	3 Number of Funding Sources in 2004-2005	4 Planned Increased in Dollars
a) CSBG	1	1	8,877
b) Federal Government – non-CSBG.	5	5	Unknown*
c) State Government (includes federal dollars passed through a state agency) non-CSBG.	10	6	Unknown*
d) Other Government entity (municipality, etc.).			
e) Local (list source). <b>Ad valorem tax dollars</b>	1	1	1,621,290
f) Private (list source).			
g) Cash donors			
h) Other (please identify).			
<b>Totals (lines a-h)</b>	17	13	
<b>Total Agency Budget (if different please explain in Narrative Comments below)</b>	\$ 17,387,636		

**Narrative Comments:**

Application has been made for HUD’s Supportive Housing Program funds for 2005. However, this is a competitive bid and certainty of funding is not known at this time. The same is true for the State Challenge grant and Homeless Assistance Funding. We no longer have LEHRP funding nor a grant from the Department of Justice.

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
2004-2005 WORKPLAN**

**Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

<b>Table 2 – Agencies Leverage External In-Kind and Donated Resources to Increase Their Capacity to Serve Low-Income People.</b>						
1 – CAA Outcomes Catalog	2		3		4	
	Sources of In-Kind and Donated Resources		Estimated Number of Hours	Estimated Average Value of Single Hour	Total Estimated Value (Enter Column 2 x Column 3 Below)	
	2003-2004	2004-2005	2003-2004	2004-2005	2003-2004	2004-2005
<b>1. Volunteer or Donated Staff Hours</b>						
a) In your agency or agency supported activities from the <i>general public</i> .						
b) In your agency or agency supported activities from your <i>clients</i> .						
c) In your agency or agency supported activities from your <i>board members</i> .						
d) In your agency or agency supported activities from <i>other non-profit or government agencies</i> .						
e) In your agency or agency supported activities from the <i>business community</i> .						
f) Other (please identify).						
<b>Total 1:</b>						
<b>2. Donated or In-Kind Space</b>						
a) Space in the community for CAA supported programs, services or activities.						
b) Other (please identify).						
<b>Total 2:</b>						
<b>3. Other Non-Cash Donations</b>						
a) Equipment.						
b) Materials and supplies.						
c) Food.						
d) Other (please identify).						
<b>Total 3:</b>						
<b>Total of In-Kind and Donated Resources (Column 4: Sum of Total 1, Total 2, Total 3)</b>						

Narrative Comments: Volunteer or Donated Staff Hours  
 Narrative Comments: Donated or In-Kind Space  
 Narrative Comments: Other Non-Cash Donations

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
2004-2005 WORKPLAN  
Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

Table 3 – Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes		2
1 – CAA Outcomes Catalog		
Goal 5: Agencies Increase Their Capacity to Achieve Results		
1. Agency has the Capacity to Measure Client Progress Towards Self-Sufficiency.		1
<b>Outcomes with Indicators</b>		
1. Agency has the Capacity to Measure Client/Customer Progress Towards Self-Sufficiency.		
a) CAAs are organized in different ways depending on their configuration of programs and services. Please identify the <u>one</u> statement below that <u>best</u> describes how your CAA is organized:		
1.1a A common in-take process and common ID# is used for <u>all</u> clients of the CAA.		
1.2a A common in-take process and common ID# is used for <u>some</u> clients of the CAA.		
1.3a A separate in-take process and/or separate ID# is used for <u>each</u> program administered by the CAA.		
b) CAAs are organized in different ways depending on their configuration of programs and services: Please identify the <u>one</u> statement below that <u>best</u> describes how your CAA is organized:		
1.1b Agency utilizes a relational database for <u>all</u> clients of the agency for use in intake and assessment and provision of services.		
1.2b Agency utilizes a relational database for <u>some</u> clients of the agency for use in intake and assessment and provision of services.		
1.3b Agency utilizes a relational database for <u>all</u> clients of the agency for use in intake, assessment, provision of services and measurement of outcomes.		1
1.4b Agency utilizes a relational database for <u>some</u> clients of the agency for use in intake, assessment, provision of services and measurement of outcomes.		

**Instructions:**

**For question 1a) first select the statement that best represents your CAA: 1.1a, 1.2a, 1.3a. Go to the list below for Column 2 and identify one or more of the responses (1, 2, 3, and 4) that characterizes your CAA and enter in Column 2. Repeat this for question 1b) by selecting the statement that best represents your CAA: 1.1b, 1.2b, 1.3b, 1.4b. Enter the appropriate numbers in Column 2 from the list below.**

**Column 2 List:**

- The CAA administers programs that do not require separate intake, assessment or reporting forms or use of proprietary software.
- The CAA administers programs that require separate intake, assessment or reporting forms or use of proprietary software resulting in barriers to a common intake, assessment or ID#. The CAA would have to double enter client data in order to manage a common in-take and assessment process and use a common ID# for all clients of the CAA.
- The CAA administers programs that require separate intake, assessment or reporting forms or use of proprietary software. The CAA double enters client data in order to transcend the barriers to a common in-take and assessment process and a use of a common ID# for all clients of the CAA.
- The CAA is able to group together various programs that do not have required separate intake, assessment or reporting forms or use of proprietary software resulting in a common in-take and assessment process and use of a common ID# for some clients of the CAA.

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
2004-2005 WORKPLAN**

**Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

<b>Table 4 – Agency Organizes and Operates its Programs, Services, and Activities Toward Accomplishing Family and Community Outcomes</b>	
<b>1 – CAA Outcomes Catalog</b>	<b>2</b>
<b>Goal 5: Agencies Increase Their Capacity to Achieve Results</b>	<b>Agency will Achieve Implementation of Activity</b>
<ol style="list-style-type: none"> <li>1. Agency has the Capacity to Report Client Progress Towards Self-Sufficiency.</li> <li>2. Agency has Provided Results-Oriented Management and Accountability Training.</li> <li>3. Agency Programs Achieved Accreditation Demonstrating That Program Meets or Exceeds Nationally Recognized Standards.</li> <li>4. Agency Obtained a Level of Excellence in Organizational Quality.</li> </ol>	
<b>Outcomes with Indicators</b>	
<b>1. Agency has the Capacity to Report Client/Customer Progress Towards Self-Sufficiency. (Choose all that apply.)</b>	<b>Enter "1" Only</b>
a) Agency can report outcomes that measure progress towards self-sufficiency without use of an outcome scale.	
b) Agency utilizes outcome scales to measure client movement toward self-sufficiency.	1
c) Agency has capacity to derive unit cost statistics for efficiency: cost per service delivered or cost of service per client.	1
d) Agency has capacity to derive unit cost statistics for effectiveness: cost per outcome delivered.	
<b>2. Agency has Provided Results-Oriented Management and Accountability Training. (Choose all that apply.)</b>	
a) Agency board has received Introduction to ROMA training.	1
b) Agency management staff has received Introduction to ROMA training.	1
c) Agency supervisory staff has received Introduction to ROMA training.	1
d) Agency line staff has received Introduction to ROMA training.	1
<b>3. Agency Programs Achieved Accreditation Demonstrating That Program Meets or Exceeds Nationally Recognized Standards.</b>	<b># of Sites Accredited</b>
a) Early childhood care and education sites receive NAEYC or other recognized form of accreditation.	
b) Programs achieve other form of recognized accreditation. (Please describe in the Narrative Comments below.)	
<b>4. Agency Demonstrates a Level of Excellence in Organizational Quality. (Please describe in Narrative Comments.)</b>	<b>Enter "1" Only</b>
a) Board and Governance	1
b) Operational Management & Organizational Structure	1
c) Planning, Marketing, Fundraising, Community Investment	1
d) Information Technology	1
e) Human Resources	1
f) Finance and Budget	1
<b>Narrative Comments:</b>	

**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
2004-2005 WORKPLAN**

**Community Action Goal 5 (Agency) – Agencies Increase Their Capacity to Achieve Results**

Table 5 – Agency Staff Obtains Credentials that Improve Their Capacity to Achieve Results			
1 – CAA Outcomes Catalog			
Goal 5: Agencies Increase Their Capacity to Achieve Results	2	3	4
	Number of Staff Who Have Credentials	Number of Staff Who Will Receive Credentials During the Year	Number of Staff Who Will Work Toward Credentials but Will Not Complete Process During the Year
<b>Outcomes with Indicators</b>			
<b>1. Agency Staff Obtained Credentials That Improve Their Capacity to Achieve Results.</b>			
a) Staff who work with families obtain the Family Development Specialist credential.			
b) Staff who work with children obtain the Child Development Associate credential or higher form of credential/degree.			
c) Staff obtain G.E.D.			
d) Staff who received CCAP credentials.			
e) Staff who received Associates Degree.	1		
f) Staff who received Bachelors Degree.	13		2
g) Staff who received Masters Degree.	12		1
h) Staff who received Doctorate Degree.			
i) Agency staff obtained other credentials that increase their capacity to achieve results. (Please describe in the Narrative Comments below.)			

**Narrative Comments:**



**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 6 (Family) – Low-Income People Especially Vulnerable Populations,  
Achieve Their Potential by Strengthening Family and Other Supportive Systems  
FY 2004-2005**

1 – CAA Outcomes Catalog	2 WORKPLAN Total Number of People who will Achieve Outcome	3 Number of People at or Below 125% of Poverty				4 Number of People Above 125% of Poverty		5 Number of People for whom no income Information was Obtained
		6 Received Services	7 Achieved Outcome	8 Still Progressing Toward Outcome	9 Exited Program Prior to Achieved Outcome	10 Received Services	11 Achieved Outcome	
<b>Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems</b> 1. Increased Education and/or Skills. 2. Increased Families Skills and Strengthened Families. 3. Increased Ability to Manage Income. 4. Obtained, Maintained, or Improved Housing Arrangements. 5. Reduced or Eliminated an Emergency Need. 6. Improved or Maintained Nutrition. 7. Obtained Access or Links to Services. 8. Improved or Maintained Physical or Behavioral Health. 9. Children and Youth Participate in Services that Support Their Growth and Development. 10. Seniors Participate in Services that Support Independent Living. 11. Increased Other Supports to Eliminate Causes of Poverty.								
<b>Outcomes with Indicators (Outcome 2 continued.)</b>								
d) Child(ren) at-risk of DCF placement remain with family due to improved family functioning.								
e) Non-custodial fathers increase time spent with child.								
f) Non-custodial fathers who are behind in child support payments make payments against new payment schedule.								
g) Other outcome or indicator may be used with the approval of DCA.								
<b>3) Increased Ability to Manage Income.</b>	0							
a) Operate within established budget for at least 90 days.								
b) Households/individuals decrease energy usage due to Weatherization services.								
c) Households/individuals decrease debt.								
d) Other outcome or indicator may be used with the approval of DCA.								
<b>4) Obtained, Maintained or Improved Housing Arrangements.</b>	0							
a) Households/individuals in temporary or transitional housing arrangements obtain safe, stable housing.								
b) Households/individuals maintain safe/stable housing for at least 90 days.								
c) Households have home safety hazards ameliorated.								









**AMENDED - ATTACHMENT B - FLORIDA Community Services Block Grant (CSBG)  
Community Action Goal 6 (Family) – Low-Income People Especially Vulnerable Populations,  
Achieve Their Potential by Strengthening Family and Other Supportive Systems  
FY 2004-2005**

1 – CAA Outcomes Catalog	2 WORKPLAN Total Number of People who will Achieve Outcome	3			4			5			6			7			8			9			10					
		Number of People at or Below 125% of Poverty			Number of People Above 125% of Poverty			Number of People whom no Income Information was Obtained			Received Services			Achieved Outcome			Received Services			Achieved Outcome			Received Services			Achieved Outcome		
<p><b>Goal 6: Low-Income People Especially Vulnerable Populations Achieve Their Potential by Strengthening Family and Other Supportive Systems</b></p> <p>1. Increased Education and/or Skills. 2. Increased Families Skills and Strengthened Families. 3. Increased Ability to Manage Income. 4. Obtained, Maintained, or Improved Housing Arrangements. 5. Reduced or Eliminated an Emergency Need 6. Improved or Maintained Nutrition (Proxy). 7. Obtained Access or Links to Services. 8. Improved or Maintained Physical or Behavioral Health 9. Children and Youth Participate in Services that Support Their Growth and Development. 10. Seniors Participate in Services that Support Independent Living. 11. Increased Other Supports to Eliminate Causes of Poverty</p>	0																											
<b>Outcomes with Indicators</b>																												
<b>10) Seniors Participate in Services that Support Active, Independent Living.</b>	0																											
a) Senior Citizens remain active in their communities by participating in community-oriented programs (include Senior Centers, RSVP, Senior Employment, Foster Grandparent etc.)																												
b) Senior Citizens maintain independent living status for 90 days through support services (including home delivered meals, home health or homemaker services, etc.)																												
c) Senior Citizens avoid institutionalization through support services for at least six months after receiving services.																												
d) Other outcome or indicator may be used with the approval of DCA.																												
<b>11) Increased Other Supports to Eliminate Causes of Poverty. Other outcome or indicator may be used with the approval of DCA.</b>	0																											

**Narrative Comments: Please attach a separate sheet if necessary.**