



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.1.

11/7/2019

Subject:

Granting Signature Authority, Re: The Florida Department of Economic Opportunity Community Services Block Grant Community Action Plan.

Fiscal Impact:

Fiscal Year 2019/2020 - There will be no impact to the General Fund.

Dept/Office:

Housing and Human Services

Requested Action:

It is requested that the Board of County Commissioners grant signature authority to the Board Chairperson to sign the Florida Department of Economic Opportunity Community Services Block Grant Community Action Plan. It is also requested to grant authorization for the Board Chairperson to sign all future subsequent Plans once approved by a Results Oriented Management and Accountability Trainer or Implementer, and Department Director.

Summary Explanation and Background:

Housing and Human Services receives funding from the Department of Economic Opportunity's Community Services Block Grant to assist low-income citizens to become self-sufficient. Under the block grant framework established in the Community Services Block Grant Act, States have both the authority and the responsibility for effective oversight of those entities receiving Community Services Block Grant funds. The Act requires State Community Services Block Grant Lead Agencies to establish performance goals, administrative standards, financial management requirements, and other requirements that ensure an appropriate level of accountability and quality among the receiving entities. The U.S. Department of Health and Human Services, with input from local, State and national partners, coordinated the development and dissemination of organizational standards for Community Action Agencies. The Department published Information Memorandum 138 requiring organizational standards as governance for Community Action Agencies receiving Community Services Block Grant Program funds. One of the required standards is to submit a Community Action Plan to the Department of Economic Opportunity which is reviewed and certified as compliant by a Results Oriented Management and Accountability Trainer or Implementer, Department Director and Board Chairperson. The Plan is to be submitted annually.

Clerk to the Board Instructions:

Please have the Board Chairperson sign the Community Action Plan on the first page.

Deborah Thomas

From: Tammy Rowe
Sent: Tuesday, November 12, 2019 9:39 AM
To: Heffernan, Shaunna P; Deborah Thomas
Cc: Ray, Brittany
Subject: RE: Signature Page of Community Action Plan

Thank you all for working together to get this done. Much appreciated ladies

From: Heffernan, Shaunna P [mailto:Shaunna.Heffernan@brevardfl.gov]
Sent: Tuesday, November 12, 2019 9:37 AM
To: Tammy Rowe; Deborah Thomas
Cc: Ray, Brittany
Subject: Signature Page of Community Action Plan

Ladies,

Well it is Tuesday, so we are well on our way.....

Attached, please find the signature page for the Florida DEO Community Services Block Grant Community Action Plan.

Thank you again for all of your help!

Have a fabulous week!

Shaunna Heffernan
Community Impact Manager
Housing and Human Services
2725 Judge Fran Jamieson Way
Viera, Florida 32940

Phone: 321-633-2007
Fax: 321-633-2170

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Telephone: (321) 637-2001
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Tammy.Rowe@brevardclerk.us

November 8, 2019

M E M O R A N D U M

TO: Ian Golden, Housing and Human Services Director

RE: Item F.1., Granting Signature Authority for the Florida Department of Economic Opportunity Community Services Block Grant Community Action Plan

The Board of County Commissioners, in regular session on November 7, 2019, granted signature authority to the Chair to sign the Florida Department of Economic Opportunity Community Services Block Grant Community Action Plan; and granted authorization for the Chair to sign all future subsequent Plans once approved by a Results Oriented Management and Accountability Trainer or Implementer, and Department Director. Enclosed is a fully-executed Action Plan.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

Encl. (1)



**FLORIDA DEPARTMENT of
ECONOMIC OPPORTUNITY**

Community Services Block Grant (CSBG)

Community Action Plan

Submission Date: November 2019 FFY: 2020

Agency Contact Person Regarding the Community Action Plan:

Name:	Jan Golden
Title:	Director of Brevard County Housing and Human Services
Phone:	321-633-2007
Email:	jan.golden@brevardfl.gov

Certification of Community Action Plan and Assurances

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this FFY 20 Community Action Plan (CAP) and the information in this CAP is correct and has been authorized by the governing body of this organization.

Bryan Andrew Lober 11/7/19
BRYAN ANDREW LOBER VICE CHAIR Date

Jan Golden 10/25/19
Jan Golden, Executive Director Date

Certification of ROMA Trainer or Implementer

The undersigned hereby certifies that this organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation).

Natalie Ruiz 10/18/2019
NCRT/NCRI Date

Florida CAP Template

Rev. 3.23.18

Scott Ellis
SCOTT ELLIS, CLERK

11/7/19 ✓
DATE

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Agency Information

Agency Name:	Brevard County Board of County Commissioners	
Address:	Housing and Human Services	
	2725 Judge Fran Jamieson Way, Viera, Florida 32940	
Phone:	321-633-2007	
Website:	http://www.brevardfl.gov/humanservices	
ED/CEO:	Ian Golden, Director	
Board Chair:	Kristine Isnardi	
Type of Agency:	Local Government	<input checked="" type="checkbox"/>
	Farmworker	<input type="checkbox"/>
	Nonprofit	<input type="checkbox"/>

Geographic Service Area

The Brevard County Housing and Human Services Department operates an anti-poverty program in accordance with the Community Services Block Grant Act through funds allocated by the Executive Director of the Florida Department of Economic Opportunity and the U.S. Department of Health and Human Services.

List all Counties Served through CSBG:

Brevard

Provide the location for all service centers, including the main office, below OR attach a listing of all service centers at **Attachment _N/A_____**.

<u>Office Type</u>	<u>Address</u>	<u>City, State, Zip Code</u>
Housing and Human Services	2725 Judge Fran Jamieson Way	Viera, Florida 32940
Community Action Agency	400 South Varr Avenue	Cocoa, Florida 32922
Satellite Office	601 East University Boulevard	Melbourne, Florida 32901
Satellite Office	611 North Singleton Avenue	Titusville, Florida 32796

Geographic Service Area map

Attach a map of the Agency's service area at **Attachment 1**

Brevard County is located on the East coast of Florida. The County and its sixteen municipalities share a county more than 72 miles long and averages 26.5 miles wide. Brevard County is also known as the Space Coast and is home to numerous high-tech industries. Several years ago, a national and local economic recession resulted in reduced federal and state funding and layoffs at the Kennedy Space Center complex which created demands on the local infrastructure and public services, which resulted in an increased demand for affordable housing. Brevard County is starting to feel effects of coming out of the recession and business opportunities, along with housing prospects are becoming more prevalent.

As of the 2010 U.S. Census Bureau, the population of Brevard County was 543, 376. According to Data USA/Brevard County, the population as of 2017 was 589,162. Data from the 2010 Census Bureau and 2017 Data USA/Brevard County revealed the following ethnic/race demographic composition:

<u>2010 U.S. Census Bureau</u>	<u>2017 Data USA/Brevard County</u>
➤ White (non-Hispanic) – 76%	74.3%
➤ Black or African American – 9.7%	9.5%
➤ Hispanic or Latino – 8.1%	10.4%
➤ Asian – 2.1%	2.4%
➤ Two or more races – 2.6%	2.34%
➤ American Indian or Alaska Native – 0.4%	.3%
➤ Native Hawaiian and Other Pacific Islander – 0.1%	.1%
➤ Other Races – 1.7%	.5%

Vision Statement

The Vision Statement describes a desired future based on your agency's values. The vision is broader than what any one agency can achieve; the agency collaborates with others in pursuit of the vision.

Date approved by Tripartite Board (most recent): _____ October 2018 _____
(For reference, refer to Organizational Standards Category 4: Organizational Leadership.)

Type your agency's Vision Statement below.

Brevard County's Community Services Block Grant Family Self-Sufficiency Program operates under the auspices of the Brevard County Board of County Commissioners and share the following vision statement:

- ❖ Providing for the Health, Safety, Education and Social Needs of our community

- ❖ Building a diverse, strong economic base with the needed infrastructure to support a quality lifestyle
- ❖ Protecting the environment and conserving our valuable natural resources
- ❖ Creating cooperative partnerships between government, business, community organizations and our residents
- ❖ Maximizing performance and communication to provide excellent service to our customers

Mission Statement

The Mission Statement describes the agency's reason for existence and may state its role in achieving its vision.

Date last reviewed and approved by Tripartite Board (most recent): July 2018
 (For reference, refer to Organizational Standard 4.1.)

Type your agency's Mission Statement below.

"To ensure the health and economic security of Brevard County through outreach, advocacy and support"

Community Needs Assessment (CNA)

(For reference, refer to Organizational Standards 1.1, 1.2, 2.2, and Category 3: Community Assessment.)

Date of the most recently completed CNA: October 2019

Timeframe: 2020 - 2022
 (enter the timeframe the CNA covers)

Date approved by Tripartite Board (most recent): October 2019
 (For reference, refer to Organizational Standard 3.5)

The narrative description provided for the needs assessment serves as the basis for the agency's goals, problem statements, and program delivery strategies of the CSBG/National Performance Indicators. The needs assessment should describe local poverty-related needs and prioritize eligible activities to be funded by CSBG.

Agency needs assessments shall identify the processes used to collect the most applicable information. In particular, describe how the agency ensures that the needs assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the community action plan.

Please note which combination of activities to perform needs assessments were used, including when and how these activities occurred in the spaces below. If the activity was not used, please type N/A or Not Used.

Focus Groups	Housing and Human Services staff conducted several meetings/focus groups with concerned citizens within identified Neighborhood Strategy Areas in 2018 and 2019. The topics included issues needing to be resolved, problem areas and specific areas of need and concern.
Asset Mapping	Maps of the county were used for visual guidance and perspective.
Surveys	In 2019, Community Needs Assessment Surveys were disseminated to determine the needs of the community.
Community Dialogue	Community dialogues occurred and are ongoing with members within the community, community partners, educational institutions, not for profit agencies, for-profit agencies, faith-based organizations and the public/private sector. The public is noticed and invited to attend any of the Community Action Board meetings to provide input.
Interviews	Interviews with members of the community occurred and are ongoing as to specific needs.
Public Records	Public records were utilized to obtain geographic and demographic data.

Define Your Community Needs Assessment (CNA) Process

1. Describe your agency's approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 1.1)

The Low-Income Home Energy Assistance Program, Community Services Block Grant and Emergency Services Programs are under the umbrella of the Community Action Agency. A Customer Satisfaction Survey is distributed to all customers receiving or denied services from the Community Action Agency. Additionally, surveys are left on the counter in the event others would like to provide feedback in regard to their experience while in the office. Although we ask for anonymity, some individuals provide their names.

Surveys are collected and given to the Supervisor and subsequently, Program Manager. Should there be issues requiring follow up, or areas of concern, the Supervisor and/or Program Manager will address the particular issue(s). Survey results are given yearly to the Community Action Board and discussion may ensue.

Currently, we are working on setting up an on-line survey, such as Survey Monkey, with hopes of rolling it out at the beginning of the new year (2020) while also offering the survey in hard copy form.

2. Describe how the agency analyzes information collected from low income individuals as part of the community needs assessment process (methodology). (Organizational Standard 1.2)

Brevard County Housing and Human Services Department staff work collaboratively with the Community Action Board, community-based organizations, private sector, public sector, faith-based organizations, law enforcement and educational institutions to identify community needs. Target populations include low income families, seniors, youth and the homeless. Community Services Block Grant funds, along with other grant and general funds received by the Housing and Human Services Department were used to staff positions that were actively involved in the planning, developing and managing of programs. Various efforts were made to reach out to the community. These efforts include, but are not limited to the following:

- ❖ Discussions were and are continuously held with low income-based households to solicit information regarding community and specific needs.
- ❖ Meetings with public agencies were and are conducted to determine needs and cooperative efforts to benefit low income needs.
- ❖ Staff participated in several community outreach events coordinated with other service providers targeting specifically for the low income, youth and elderly populations. The following are locations of the events:
 - Asbury Arms Apartments, Cocoa
 - Saturn Elementary School, Cocoa
 - Endeavour Elementary School, Cocoa
 - Children's Home Society, Melbourne
 - Hickory Pointe Apartments, Melbourne
 - Macedonia Baptist Church, Melbourne
 - Ascension Manor Apartments, Melbourne
 - Hispanic Exposition, Palm Bay
 - CareerSource Brevard, Rockledge
 - Isaac Campbell Park, Titusville
- ❖ Staff attended several community meetings/focus groups in the identified Neighborhood Strategy Areas to ascertain the needs, issues and areas of concern within those areas. The following are locations of these events:
 - West Canaveral Groves Homeowner's Association, Canaveral Groves
 - WLC Neighborhood Association, Cocoa
 - Clearlake Neighborhood Association, Cocoa
 - Tropical Park Civic Lead, Merritt Island
 - Micco Homeowner Associations, Micco
 - East Mims Civic League, Mims
 - North Cocoa Civic League, Sharpes
- ❖ A Housing and Human Services Community Action Agency Needs Assessment Survey was distributed to clients/applicants/employees, service provider representatives, faith-

based representatives, business community representatives, teachers/educators and public safety personnel.

The Community Needs Assessment (CNA) data is available throughout the entire agency/department which serves the entire county through a variety of services. Brevard County conducted its 5-year Consolidated Plan in 2016 as well and was the lead agency for the consortium which included the cities of Titusville, Cocoa, Melbourne and Palm Bay. The plan encompasses the entire county and those municipalities. Information from the CNA was and is available and considered during the process and creation of the Plan.

In addition to the efforts made during the need's assessment process, the Brevard County Housing and Human Services Department continues to coordinate and provide support to various groups and Advisory Boards. Focus remains on the needs of homeless individuals and their families, the elderly, issues related to youth and their families, affordable, decent and safe housing needs of low-income populations and neighborhood revitalization efforts for those neighborhoods experiencing prevalent slum and blight.

Although a variety of services and providers exist within the community, the available services continue to fall short of meeting the needs of the low-income residents of Brevard County. Additionally, a lack of knowledge and access to these services continues to be evidenced in our discussions and interviews.

The Community Action Agency, under the direction of the Housing and Human Services Department, regularly analyzes the services which it provides to ensure the relevancy in the community. The following programs are available to the low-income community and their necessity has been identified in the results of the CNA:

- ❖ The Low-Income Home Energy Assistance Program (LIHEAP), which helps low-income households assist with their heating and cooling expenses, is the most identified need (assistance with utility bills) in the community as recognized by the most recent CNA. Funding is received from a LIHEAP grant. Income eligible residents can get assistance three times a year: Winter Crisis (October-March), Sumer Crisis (April-September) and one Home Energy Credit anytime during the year.
- ❖ Emergency Services is supported by both general funds and Community Service Block Grant (CSBG) funds assist with the prevention of eviction by paying mortgage or rent, thereby assisting people within the community who are at risk for homelessness. Additionally, general funds from Emergency Services ensure water for drinking, cooking and bathing, as well as, prescription/medical/dental payment assistance for low-income families.
- ❖ The Family Self-Sufficiency Program utilizes CSBG funds. It is designed to help families with multi-dimensional problems help themselves to be independent of public assistance. Barriers often include: lack of education, employment/training, vocational training, work experience, transportation, and child care. Community Action Agency staff works intensively with each family to overcome these barriers by providing counseling, advocacy, and reinforcement of self-esteem. Program participants must be motivated toward becoming self-sufficient. Local agencies work cooperatively to ensure that participants in this program receive appropriate

services during their transition toward becoming independent families. Depending upon the participant's need(s), those services might include payment assistance with the following: job skills/training, childcare, youth programs, car repairs and education.

3. For each key sector of the community listed below, summarize the information gathered from each sector and how it was used to assess needs and resources during the needs assessment process (or other planning process throughout the year). (Organizational Standard 2.2)

Community-Based Organizations	Various Brevard County community-based organizations were sent our Community Needs Assessment Survey to complete. Also, one on one conversations/interviews occurred between associated individuals and staff. Additionally, members of these organizations also sit on advisory boards providing valuable input. Information received was used to determine if there were duplication or similarities in services, as well as to identify potential gaps in the delivery system. Input received was included in the overall findings of the CNA. Results were compiled and reported to the Community Action Board.
Faith-Based Organizations	Each Brevard County church was sent our Community Needs Assessment Survey to complete. Also, one on one conversations/interviews occurred between faith-based individuals and staff. Additionally, members of these organizations also sit on advisory boards providing valuable input. It was noted that while some of these organizations aid by way of clothing, cash assistance or food, others do not provide the same support. The greatest need identified by these organizations was lack of affordable housing and the homeless. Input received was included in the overall findings of the CNA. Results were compiled and reported to the Community Action Board.
Private Sector	Our Community Needs Assessment survey was sent to CareerSource and to our private sector partners. Housing and Human Services has a good relationship with them and staff has conversations with their staff on a regular basis as to the needs, opportunities and funding resources available. Referrals are made on a continuous basis to them and from them. The common view is that many of the available jobs are low paying and/or do not provide benefits. Many low-income persons have gainful employment, but are not provided a living wage to support themselves or their family. Input received was included in the overall findings of the CNA. Results were compiled and reported to the Community Action Board.

Public Sector	Housing and Human Services is a public organization operated under the direction of the Brevard County Board of County Commissioners. As a public Community Action Agency, it is required to have an advisory board (the Community Action Board) which identifies the needs and programs needed to serve the low-income communities of Brevard County. Additionally, five of the advisory board members are County Commissioners or their representatives providing a direct link to the commission. As the advisory board is composed of citizens across multiple sectors, agencies and backgrounds, their input is a reflection from other sectors such as the need for employment, youth programs and neighborhood improvements. Additionally, the advisory board members were provided the Community Needs Assessment survey as were Housing and Human Services staff. Input received was included in the overall findings of the CNA. Results were compiled and reported to the Community Action Board.
Educational Institutions	Each Brevard County educational institution (public and private) was sent our Community Needs Assessment Survey to complete. Also, one on one conversations/interviews occurred between various individuals and staff. The greatest needs identified by this group were education and job training. Input received was included in the overall findings of the CNA. Results were compiled and reported to the Community Action Board.

4. For each data point listed below, provide the information from the CNA that was collected as part of the process and a brief summary of how it was used. (Organizational Standard 3.2)

Poverty and Gender	Data Collected from the Community Needs Assessment surveys revealed 42% of the respondents requesting assistance were single parent females with the average income of \$21,000. Additionally, the average single parent male respondent comprised 14% with an average income of \$23,000. Programs were developed by Housing and Human Services staff to assist with basic needs for power and utilities, education, job skills/training, child care, programs for youth, etc. Programs were created or maintained as a response to services or needs desired to assist these families to obtain a decent living wage while assisting with basic needs and supporting families while parents are at school or at their employment. It should be noted that 67% of the respondents were female while 26% were male.
Poverty and Age	Data collected from the Community Needs Assessment surveys revealed that 7% of the respondents were from the ages of 18-23,

	56% were from the ages of 24-44, 22% were from the ages of 45-54 and 15% were over the age of 65. The information revealed that 62% of the respondents had children in their homes. Data collected helped Housing and Human Services staff develop or maintain programs to assist those low-income families with children, which includes grandparents raising children, as well as the elderly population.
Poverty and Race/Ethnicity	Data collected from the Community Needs Assessment surveys revealed that 47% of the respondents were black/African American, 31% were white, 17% were multi-race and 5% were Asian or other. Data was used to develop comparisons against data collected from interviews, etc. to create a clearer picture of the needs of individuals and families in Brevard County. Additionally, data collected helped Housing and Human Services staff develop and maintain community outreach programs in specific neighborhood strategy areas or areas designated in need.

5. Briefly summarize the type of both qualitative and quantitative data collected and analyzed as part of the needs assessment process. (Organizational Standard 3.3)

Qualitative	Qualitative data was collected from meetings/focus groups and interviews. Most prevalently heard throughout the community was the need for assistance with payment for power bills due to higher than normal demands because of the Florida heat. Additionally, the need for job training, education, programs for our youth and assistance with blighted communities were reported as the top priority needs.
Quantitative	Quantitative data was collected and analyzed from census data and surveys. The information retrieved from Data USA/Brevard County reported Brevard County's poverty rate was at 13.4% as of 2017. Key sectors through our CNA revealed similarities from our last CNA conducted in the following breakdown and concerns: 88% of responses received from community-based organizations stated services were most important; 72% of faith-based organizations reported basic needs were most needed, while the majority other responses were divided between services and homelessness. 95% of respondents from the private sector reported life skills were mostly needed; 75% of the public sector responded that life skills were needed while 18% responded basic needs were most important; 96% of those responding from educational institutions responded life skills were most important; and, 94% of the community as a whole responded basic need were most important. The data collected was analyzed and utilized in the planning and implementation of Brevard County's Strategic Plan.

Describe the findings and results of your Community Needs Assessment

Top Five Needs	Agency Priority (Yes/No)	Description of programs/services /activities	Coordination
1. Utility Bill Assistance	Yes	The Brevard County Community Action Agency will provide direct electric and gas (for heating the home) bill assistance utilizing funding from the Low-Income Home Energy Assistance Program and by referring clients directly to the Emergency Home Energy Assistance Program. Funding from the Family Self Sufficiency Program (Community Service Block Grant funds) and the Emergency Services Program (general fund dollars) will assist with direct water bill payment assistance.	Partner with and continue outreach events in, low-income neighborhood areas, faith based and educational organizations to educate citizens regarding available programs and aid through available funding resources
2.Job/Skills Training	Yes	The Brevard County Community Action Agency Family Self Sufficiency Program will provide direct assistance and leverage funds from local agencies to assist program participants with acquiring job training and skills necessary for employment.	Partner with educational institutions, CareerSource and other employment placement agencies to aid program participants with development of skills necessary for employment

3.Youth Programs	Yes	The Brevard County Community Action Agency Family Self Sufficiency Program will work with local agencies to provide direct assistance for youth involved programs to help build social, academic and athletic skills.	Partner/contract with community agencies to provide youth with successful before and after school programs and summer camps
4.Education	Yes	The Brevard County Family Self Sufficiency Program will provide direct assistance and leverage other funds from local agencies to assist program participants completing post-secondary education	Partner with educational institutions and provide financial support to aid program participants with completing post-secondary education programs to obtain certificates, diplomas and degrees
5.Neighborhood Improvements	Yes	The Brevard County Housing and Human Services Department will continue to work directly with low income neighborhoods to alleviate slum and blighted conditions through the improvements of infrastructure and sustaining of safe and affordable housing.	Partner with local groups, law enforcement and neighborhood associations to reduce blight conditions and address infrastructure needs to assist with debris clean-ups, etc.

Top Five needs: List the top five needs from your most recent Needs Assessment

Agency Priority: Enter a Yes or No in the box, to indicate if the need will be addressed in the current year either directly or indirectly. If the need will not be met please provide explanation in narrative section.

Description of programs/services/activities: Briefly describe the program, service or activity that your entity will directly provide.

Coordination: If your agency will address the need through coordination, describe what organizations and/or coalitions you will work with to meet the need, including the roles of each party.

Service Delivery System

Describe the overall Service Delivery System for services provided with CSBG funds and describe how the CAAs services enhance and/or differ from those offered by other providers, i.e. bundled services– please include specific examples.

1. Describe the agency's service delivery system for services provided using CSBG funds. Please include when and how clients enter into your program.

The Community Action Agency utilizes CSBG funds to support the Family Self Sufficiency Program (FSSP). It is designed to help low-income individuals improve their employability skills, obtain education and training, and, secure higher wage jobs. As clients are improving themselves, CSBG funds are utilized to provide supportive services (assistance with youth programs, childcare, car repair, rental assistance, utility assistance, etc.). Clients are able to access the program year-round by making an appointment to meet with the CSBG Coordinator at one of the four office locations.

The Community Action Agency Family Self-Sufficiency Program Coordinator is responsible for:

- ❖ Receiving and processing referrals and applications and assessments
- ❖ Interviewing, ranking and conducting assessments
- ❖ Notifying families of acceptance or denial
- ❖ Assisting families with developing family self-sufficiency plans
- ❖ Reviewing self-sufficiency plans with families and updating
- ❖ Scheduling periodic plan reviews with families to evaluate progress and to ensure timely completion of activities and updates to the Community Action Board
- ❖ Conducting training for the Community Action Board
- ❖ Submitting quarterly status and statistical reports to upper management and the Community Action Board
- ❖ Developing and coordinating services and linkages

2. Provide a copy of your agency's most current CSBG Workplan at **Attachment ___2___**.
3. How do your services/programs differ from those of other providers?

Brevard County Housing and Human Services provides comprehensive services to the low-income community. While there are city governments and nonprofits within Brevard County that provide social and emergency assistance to low-income citizens, Brevard County Housing and Human Services is recognized throughout the community as the largest entity with the most financial resources to help alleviate poverty and provide emergency services. By utilizing direct services and those of collaborative partners, low-income citizens are able to make the transition from poverty to self-sufficiency.

4. List your agencies programs/services/activities funded by CSBG, including a brief description, why these were chosen, how they relate to the CNA, and indicate the specific type of costs that CSBG dollars will support (examples: staff salary, program support, case mgmt., T/TA, etc.).

The Housing and Human Services Department utilizes CSBG funds for staff compensation/fringe benefits, case management, program support and direct client services as approved by the Florida Department of Economic Opportunity and the Community Action Board.

Direct client services supported by CSBG dollars are as follows:

- ✓ Tuition, registration fees, books and educational supplies needed to obtain competencies/skills for employment
- ✓ Tuition, registration fees, books and educational supplies needed to obtain ABE/GED
- ✓ Tuition, registration fees, books and educational supplies needed to complete post-secondary education and receive certificate/diploma
- ✓ Assistance with before and after school programs for youth needed to assist with educational and cognitive development
- ✓ Child care assistance needed so that clients may obtain full time or better jobs
- ✓ Assistance with emergency fuel or utility payments needed to reduce financial energy burdens
- ✓ Assistance with rent/mortgage assistance needed to avoid eviction/foreclosure
- ✓ Assistance with car repairs needed to ensure transportation to employment and job trainings
- ✓ Assistance with children and youth before and after school programs needed to increase academic, social and athletic skills

All of the above direct client services were identified as a need in the community.

Strategic Plan (or Comparable Planning Document for Public CAAs)

(For reference, refer to Organizational Standards 4.3 and Category 6.)

Date approved by Tripartite Board (most recent): March 2016

(For reference, refer to Organizational Standard 6.1.)

1. Describe your agency's strategic planning process, including how the agency used ROMA in completing the plan. (Organizational Standard 4.3)

Every three years, Housing and Human Services composes a new Community Needs Assessment. which is provided to the Community Action Board for approval. Every five years, a new Strategic Plan is presented to the Board for their approval as well. A certified ROMA (Results Oriented Management and Accountability) Trainer must confirm that the department's Community Action Plan and Strategic Plan document the continuous use of the ROMA cycle or comparable system.

When developing Brevard County's Community Action Agency Family Self-Sufficiency Program Strategic Plan, the mission, vision and needs assessment were thoroughly considered. Strategic planning goals were, and will be, reviewed by staff and the Community Action Board at least annually to ensure positive program progress.

Partnerships exist, and will continue to exist moving forward, thereby providing for the needs of our community. Changes and adjustments can be made in our Plan as needed to ensure services are responsive to the needs of the community. Brevard County has focused, and will remain focused on good customer service through strong program delivery, even as financial resources are limited.

2. Describe how the strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient. (Organizational Standard 6.2)

Based on interviews/discussions and data retrieved from our Community Needs Assessment surveys and Data Usa/Brevard County, Brevard County citizens who are most vulnerable are families with single female heads of households and children under the age of eighteen. The Plan categorizes issues into the focus areas of agency, family and community. It specifically identifies goals, objectives, strategies and outcome indicators to reduce poverty for our most vulnerable populations. The Family Self-Sufficiency Program and other targeted programs are utilized to address low-income individuals and families residing in Brevard County needing assistance in achieving self-sufficiency.

3. Describe the family, agency and/or community goals contained in the strategic plan. (Organizational Standard 6.3)

Family: The Housing and Human Services Department is committed to providing obtainable services to alleviate poverty barriers and improve socio-economic variables for individual households to obtain self-sufficiency. The department will continue to serve families via a variety of services either provided in-house or through identified partnerships. Based upon the Strategic Plan and ROMA, the focus will be:

- Assisting households to obtain their GED/ABE; post-secondary education; and/or certification/diploma, by assisting with the associated expenses of training, tuition, registration fees, books and educational supplies to acquire gainful employment
- Assisting households to obtain or maintain employment by assisting with child care costs to alleviate financial worries and burdens
- Assisting children and youth in households to achieve academic, social and other school successes by engaging in before and after school programs needed to assist with educational and cognitive development
- Assisting households experiencing an emergency such as potential homelessness, utility disconnection, or other crisis, to alleviate such an event from occurring which would only lead to additional barriers and poverty which these households would have to overcome

Community: The Housing and Human Services Department is focused on improving the overall well-being of the community for low-income individuals. By continuing to work directly with low income neighborhoods to alleviate slum and blighted conditions through the improvements of infrastructure and sustaining of safe and affordable housing, those individuals will gain interest and ownership of their communities. Based upon the Strategic Plan and ROMA, the focus will be:

- Assisting communities obtain safe and affordable housing units; and, maintain or improve safe and affordable housing units through weatherization or housing rehabilitation efforts

Agency: The Housing and Human Services Department will continue to work to maximize its service delivery to diverse populations by partnering with various sectors to leverage individual and community resources to help create conditions that would sustain economic independence. Additionally, training opportunities will be enhanced and increased.

4. Describe the customer satisfaction data and customer input contained in the strategic plan along with a brief explanation of how this data was used. (Organizational Standard 6.4)

Customer satisfaction data was collected via, surveys, interviews and meetings/focus groups. The Strategic Plan makes note that this data will be presented to the Community Action Board at a minimum, annually. While the Community Action Agency took appointments, mail in applications and the first fifteen walk-ins that arrived for our highest in demand program, the Low-Income Home Energy Program, respondents were clear being one of the first fifteen to arrive was a hardship for many and for various reasons. As some citizens reported they would arrive early to ensure service (4:30 a.m. was noted) safety, transportation, arrival time and uncertainty of service (not being one of the first fifteen) were recognized concerns. In the latter part of 2019, the Community Action Agency alleviated the category of walk-in clients, expanding the hours of appointment times while still accepting mail in applications. This has been met with positive responses.

Linkages and Funding Coordination

(For reference, refer to Organizational Standard 2.1.)

1. Describe the process utilized by your agency to link services and coordinate funding in your service area.
 - a. Indicate how staff was involved, i.e. attended community meetings, I&R, etc.

The Community Action Agency manager, supervisor, coordinator and various staff attended outreach events and meetings/focus groups throughout the year. The purpose was to educate the community about available services and also to listen to concerns and needs of the community. Additionally, clients were assisted with the application process for services. Furthermore, the agency partnered with not-for-profit and for-profit agencies for education, training, youth programs, child care, car repair and rental/mortgage assistance for clients while in the Family Self Sufficiency Program.

- b. Describe how services are targeted to low income individuals and families.

The Community Action Agency operates an office in the north, central and south areas of Brevard County: Titusville, Cocoa and Melbourne. Currently, appointments are scheduled for all three locations for all services. Also, clients have the choice to mail in applications. If a client is experiencing a hardship and cannot come to an appointment, staff will go to their residence and assist with the application process.

- c. Describe how linkages will be developed to fill identified gaps in services.

The manager, supervisor and coordinator will continue to reach out into the community finding partners to deliver services to our citizens in need. In addition, staff will continue to attend meetings with agencies to become familiar with available and innovative services being offered in the community so that partnerships can be created and continued.

2. Explain if there is a formalized coalition of social service providers in your service area. If so list the coalitions by name, describe the mission of the coalition, who participates, and methods used by the coalition to coordinate services/funding.

Brevard County does not have a formalized coalition of social service providers. There are groups, or informal coalitions that meet, however, trying to assist targeted populations for services.

3. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding.

- Brevard County Housing and Human Services has a Memorandum of Understanding to partner with CareerSource Brevard (Workforce Innovation and Opportunity Act) where CareerSource will refer their clients and vice versa. Additionally, the Act insures a one-stop delivery system in which there is cooperative workforce training, employment and economic development efforts through the coordination of efforts.
- Brevard County Housing and Human Services has an agreement with Elder Affairs to process Home Energy Assistance for the Elderly Program (EHEAP).
- Brevard County Housing and Human Services has agreements to make payments on behalf of the clients with Florida Power & Light for electric utility service, and with Amerigas Propane, Discount Propane, Inc., Florida City Gas and Suburban Propane for heating households
- Brevard County Housing and Human Services Community Action Agency has a Memorandum of Understanding with the Weatherization Assistance Program to refer homeowner clients seeking utility assistance to determine if they would be a candidate for their program.

Tripartite Board of Directors

(For reference, refer to Organizational Standards Category 5: Board Governance.)

1. What is the total number of Board members as stated by your Bylaws? 15
2. Vacancy Resolution Plan – Does your board currently have any vacancies? Yes No
If yes, please complete the table below for each vacant seat.

Position	Date Vacancy Occurred	Estimated Date to be Filled	Reason for Vacancy	Steps taken to fill Vacancy
North Area Low Income Sector	October 2018	December 2019	Representative became ill - Resignation	Advertisement in newspaper for recruitment; Staff and the Community Action Board revised the By-Laws allowing for a broader range of potential representatives to fill this position
South Area Low Income Sector	February 2017	November 2019	Representative's schedule changed and conflicted with Board meetings, etc. - Resignation	Advertisement in newspaper for recruitment; Staff and the Community Action Board revised the By-Laws allowing for a broader range of potential representatives to fill this position

Agency Bylaws

Date Approved by Tripartite Board (Most Recent): ___May 2019_____

(For reference, refer to Organizational Standards Category 5.)

Date Reviewed by an Attorney (Most Recent): ___N/A – County Government_____

(For reference, refer to Organizational Standard 5.3.)

Date Bylaws Last Distributed to Board Members (Most Recent): ___May 2019_____

(For reference, refer to Organizational Standard 5.4.)

Agency-Wide (or Department-Wide) Organizational Chart

Does your agency have an agency-wide organizational chart? Yes No

If not, what document does your agency and board use to identify positions within your agency?

(For reference, refer to Organizational Standard 7.3.)

Agency-Wide (or Department-Wide) Budget

Does your agency have an agency-wide budget? Yes No

If not, what document does your agency and board use track annual funding?

(For reference, refer to Organizational Standards 8.7 and 8.9.)

Agency Succession Plan

Does your agency have an agency succession plan? Yes No

If not, what policies are in place in the event of an unplanned emergency absence by key staff members?

Does the plan cover unplanned short-term absences? Yes No

Does the plan cover long-term (planned or not) absences? Yes No

Date Approved by Tripartite Board (Most Recent): _____N/A – County Government_____

(For reference, refer to Organizational Standard 4.5.)

Agency-Wide (or Department-Wide) Comprehensive Risk Assessment

Does your agency have a comprehensive risk assessment? Yes No

If not, what policies are in place to ensure the agency does not put itself at risk?

The Department complies with the Brevard County risk assessment policies and procedures.

Date Reported to the Tripartite Board (Most Recent): ___N/A – County Government_____

(For reference, refer to Organizational Standard 4.6.)

Annual Analysis of the Agency's Outcomes

Does your agency provide an annual analysis or report to the governing board to include the following:

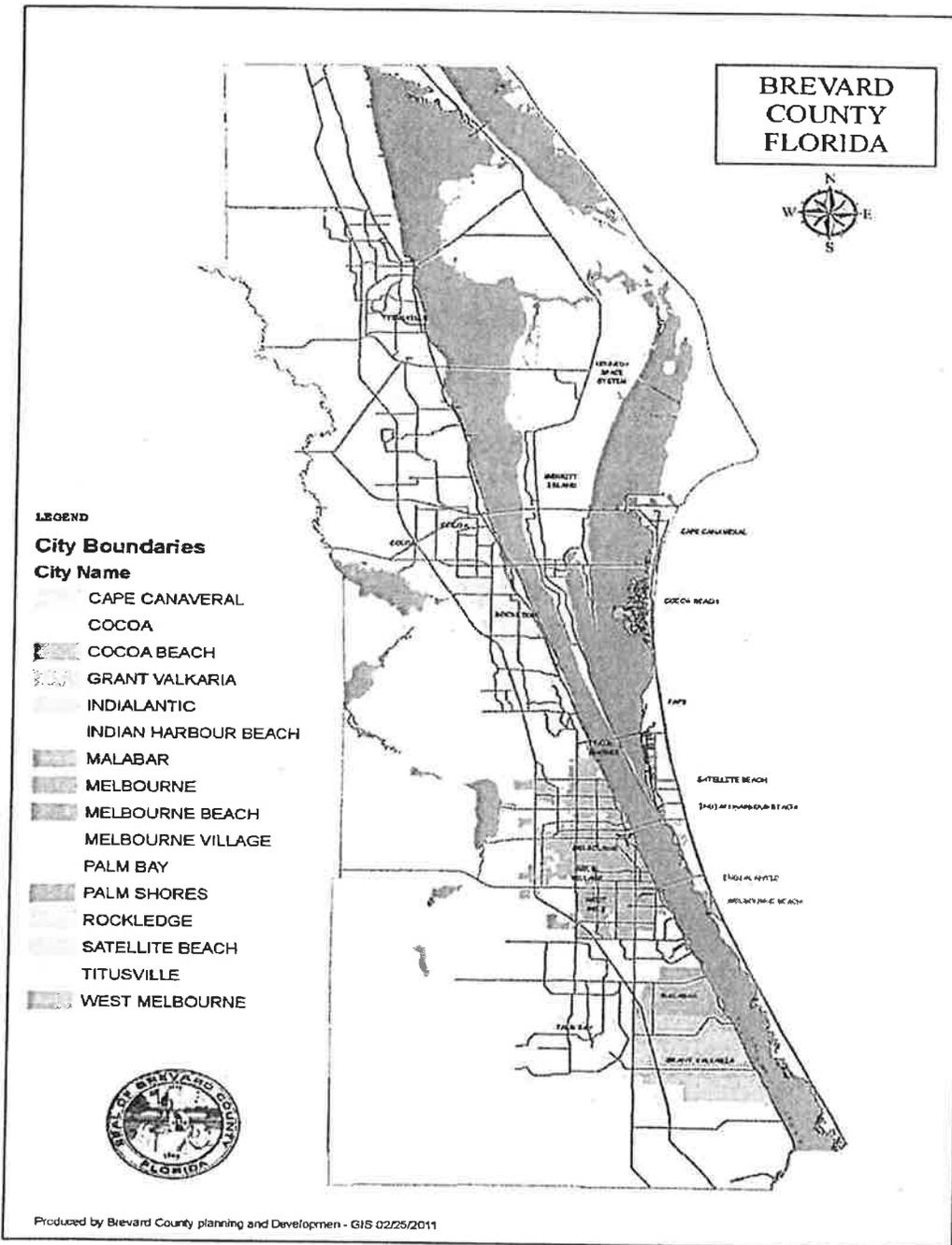
Report Type	Yes	No	Date Provided to the Board (Most Recent)
Update on the success of the specific strategies include in this Community Action Plan	X		October 2019
Update on the progress of meeting the goals of the strategic plan	X		October 2019
An analysis of the agency's outcomes and any operational or program adjustment and improvements identified	X		October 2019

(For reference, refer to Organizational Standards 4.4, 6.5, 9.3)

Federal Assurances and Certification

Public Law 105-285, s. 676 (b) establishes federal assurances eligible entities are to comply with. DEO, in its state plan submission, provides a narrative describing how the eligible entities in Florida will comply with the assurances. By completing and submitting this Community Action Plan, your agency certifies that it will comply with all Federal Assurances, the annual DEO Federally Funded Subgrant Agreement, and any other laws, rules, and statutes in the performance of the activities funded through this grant.

Brevard County Municipal Location Map



Attachment 2

2019 CSBG BUDGET FORMS
BUDGET DETAIL

Subrecipient: Brevard, County of

17SB-0D-06-15-01-102

Budget Summary Line Item Number	National Performance Indicator (Direct Client Assistance Only)	EXPENDITURE DETAIL Round UP line item totals to dollars. Do NOT use cents and decimals in totals.	Amount of CSBG Funds Budgeted	
6	FNPI 2h	<u>Employment Supports</u> Tuition, registration fees, books, and educational supplies needed to obtain skills/competencies required for employment. Approx. 28 clients @ \$2,257/client	\$63,196	
	FNPI 2g	Tuition, registration fees, books, and educational supplies needed to complete ABE/GED and receive certificate or diploma. Approx. 5 clients @ \$300/client	\$1,500	
	FNPI 2i	Tuition, registration fees, books, and educational supplies needed to complete post-secondary education program and receive certificate/diploma. Approx. 10 clients @ \$1,609/client	\$16,090	
	FNPI 2c2	Clients will be provided assistance with before and after school programs. Approx. 14 clients @ \$400/client	\$5,600	
	FNPI 2c1	Child Care Assistance - Clients will be provided with child care assistance to help obtain full time or better jobs. Approx. 12 clients @ \$1,000/client	\$12,000	
	FNPI 4h	Emergency Fuel or Utility Payments. Approx. 12 clients @ \$400/client	\$4,800	
	FNPI 4e 4f	Rent/Mortgage Assistance. Approx. 17 clients @ \$657/client	\$11,169	
	FNPI 1z1	Clients will be assisted with car repairs to ensure transportation to employment and job training activities. Approx. 8 clients @ \$700/client	\$5,600	
	FNPI 2d	Youth increase academic, athletic or social skills by participating in before or after school programs. Approx. 40 clients @ \$853/client	\$34,120	
			TOTAL DIRECT CLIENT EXPENSES	\$154,075
			<u>Recipient Other Expenses</u>	
			FNPI 2c2, 2i, 2g FNPI 4h, 4e, 4f, 1z1 CSBG Program Coordinator 100% CSBG Direct (2080 hrs x \$29.66/hour x 100% = \$61,693)	\$61,693
		TOTAL DIRECT FUNDING LEVEL	\$215,768	
		TOTAL BUDGET DIFFERENCE	\$253,633	
		TOTAL BUDGET DIFFERENCE	\$0	

**2019 CSBG BUDGET FORMS
CSBG WORKPLAN**

Subrecipient: Brevard, County of

Agreement #: 17SB-00-06-15-01-102

Reporting Period: April 1, 2019 - March 31, 2020

Module 2, Section A: CSBG Expenditures by CSBG Eligible Entity

A2 CSBG Expenditures Domains		Estimated CSBG Funds
A2a	Employment	\$5,600.00
A2b	Education and Cognitive Development	\$80,786.00
A2c	Income, Infrastructure, and Asset Building	\$0.00
A2d	Housing	\$11,169.00
A2e	Health and Social/Behavioral Development (includes nutrition)	\$0.00
A2f	Civic Engagement and Community Involvement	\$0.00
A2g	Services Supporting Multiple Domains	\$56,520.00
A2h	Linkages (e.g. partnerships that support multiple domains)	\$61,693.00
A2i	Agency Capacity Building (detailed below in Table A.4)	\$12,839.00
A2j	Other (e.g. emergency management/disaster relief)	\$25,026.00
A2k	Total CSBG Expenditures	\$253,633.00

A3	Of the CSBG funds reported above, report the estimated amount to be used for Administration.	\$37,865.00
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A4 Details on Agency Capacity Building Activities Funded by CSBG:	
<i>Please identify which activities that will be funded by CSBG under Agency Capacity in Table B (above). Please check all that apply ("X").</i>	
Community Needs Assessment	X
Strategic Planning	X
Data Management & Reporting	X
Training & Technical Assistance	
*Other (Please specify others below):	
*	
*	
*	

Module 2, Section B: CSBG Eligible Entity Capacity Building

B2 Hours of Agency Capacity Building (e.g. training, planning, assessment):		Estimated Hours
B2a	Hours of Board Members in capacity building activities	144
B2b	Hours of Agency Staff in capacity building activities	179

B3 Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):		Estimated Hours
B3a	Total number of volunteer hours donated to the agency	0
B3a 1	Of the above, the total number of volunteer hours donated by individuals with low-incomes	0

B4 The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:		Number
B4a	Number of Nationally Certified ROMA Trainers	0
B4b	Number of Nationally Certified ROMA Implementers	0
B4c	Number of Certified Community Action Professionals (CCAP)	0
B4d	Number of Staff with a child development certification	0
B4e	Number of Staff with a family development certification	0
B4f	Number of Pathways Reviewers	0
B4g	Number of Staff with Home Energy Professional Certifications	0
B4g 1	Number of Energy Auditors	0
B4g 2	Number of Retrofit Installer Technicians	0
B4g 3	Number of Crew Leaders	0
B4g 4	Number of Quality Control Inspectors (QCI)	0
B4h	Number of LEED Risk Certified assessors	0
B4i	Number of Building Performance Institute (BPI) certified professionals	0
B4j	Number of Classroom Assessment Scoring System (CLASS) certified professionals	0
B4k	Number of Certified Housing Quality Standards (HQS) Inspectors	0
B4l	Number of American Institute of Certified Planners (AICP)	0
B4m	*Other (Please specify others below):	
*		0
*		0

B5 Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:		Unduplicated Number of Organizations
B5a	Non-Profit	21
B5b	Faith Based	13
B5c	Local Government	3
B5d	State Government	3
B5e	Federal Government	1
B5f	For-Profit Business or Corporation	5
B5g	Consortiums/Collaborations	3
B5h	School Districts	1
B5i	Institutions of Post-Secondary Education/Training	6
B5j	Financial/Banking Institutions	0
B5k	Health Service Organizations	2
B5l	Statewide Associations or Collaborations	1

Module 2, Section C: Allocated Resources per CSBG Eligible Entity

C2 Amount of FY 2018 CSBG allocated to reporting entity		\$250,908.00
C3 Federal Resources Allocated (Other than CSBG)		Non-CSBG Funds
C3a Weatherization (DOE) (include oil overcharge \$\$)		\$57,178.00
C3b Health and Human Services (HHS)		
C3b 1	LIHEAP - Fuel Assistance (include oil overcharge \$\$)	\$1,676,578.00
C3b 2	LIHEAP - Weatherization (include oil overcharge \$\$)	\$392,605.00
C3b 3	Head Start	\$0.00
C3b 4	Early Head Start	\$0.00
C3b 5	Older Americans Act	\$0.00
C3b 6	Social Services Block Grant (SSBG)	\$0.00
C3b 7	Medicare/Medicaid	\$0.00
C3b 8	Assets for Independence (AFI)	\$0.00
C3b 9	Temporary Assistance for Needy Families (TANF)	\$0.00
C3b 10	Child Care Development Block Grant (CCDBG)	\$0.00
C3b 11	Community Economic Development (CED)	\$0.00
C3b 12	Other HHS Resources	\$0.00
C3b 12.i		CFDA#
C3b 12.ii		CFDA#
C3b 12.iii		CFDA#
C3b 12.iv		CFDA#
C3b 13	Total Other HHS Resources	\$0.00
C3c Department of Agriculture (USDA)		
C3c 1	Special Supplemental Nutrition for Women, Infants, and Children (WIC)	\$0.00
C3c 2	All USDA Non-Food programs (e.g. rural development)	\$0.00
C3c 3	All other USDA Food programs	\$0.00
C3d Department of Housing and Urban Development (HUD)		
C3d 1	Community Development Block Grant (CDBG) - Federal, State, and Local	\$1,384,316.00
C3d 2	Section 8	\$0.00
C3d 3	Section 202	\$0.00
C3d 4	Home Tenant-Based Rental Assistance (HOME TBRA)	\$0.00
C3d 5	HOPE for Homeowners Program (H4H)	\$0.00
C3d 6	Emergency Solutions Grant (ESG)	\$0.00
C3d 7	Continuum of Care (CoC)	\$0.00
C3d 8	All other HUD programs, including homeless programs	\$1,272,414.00
C3e Department of Agriculture (USDA)		
C3e 1	Workforce Innovation and Opportunity Act (WIOA) *previously WIA	\$0.00
C3e 2	Other DOL Employment and Training programs	\$0.00
C3e 3	All other DOL programs	\$0.00
C3f	Corporation for National and Community Service (CNCS) programs	\$0.00
C3g	Federal Emergency Management Agency (FEMA)	\$0.00
C3h	Department of Transportation	\$0.00
C3i	Department of Education	\$0.00

C3j	Department of Justice		\$0.00
C3k	Department of Treasury		\$0.00
C3l	Other Federal Resources		
	C3l.i	CFDA#	\$0.00
	C3l.ii	CFDA#	\$0.00
	C3l.iii	CFDA#	\$0.00
	C3l.iv	CFDA#	\$0.00
C3m	Total Other Federal Resources		\$0.00
C3n	Total: Non-CSBG Federal Resources Allocated		\$4,783,091.00
C4	State Resources Allocated		State Funds
C4a	State appropriated funds used for the same purpose as Federal CSBG funds		\$0.00
C4b	State Housing and Homeless programs (Include housing tax credits)		\$4,216,123.00
C4c	State Nutrition programs		\$0.00
C4d	State Early Childhood Programs (e.g. Head Start, Day Care)		\$0.00
C4e	State Energy programs		\$0.00
C4f	State Health programs		\$0.00
C4g	State Youth Development programs		\$0.00
C4h	State Employment and Training programs		\$0.00
C4i	State Senior programs		\$0.00
C4j	State Transportation programs		\$0.00
C4k	State Education programs		\$0.00
C4l	State Community, Rural and Economic Development programs		\$0.00
C4m	State Family Development programs		\$0.00
C4n	Other State Resources		
	C4n.i		\$0.00
	C4n.ii		\$0.00
	C4n.iii		\$0.00
	C4n.iv		\$0.00
C4o	Total Other State Resources		\$0.00
C4p	Total: State Resources Allocated		\$4,216,123.00
C4q	If any of these resources were also reported under Item C.3n. (Federal Resources), please estimate the amount.		\$0.00
C5	Local Resources Allocated		Local Funds
C5a	Amount of unrestricted funds appropriated by local government		\$393,119.00
C5b	Amount of restricted funds appropriated by local government		\$0.00
C5c	Value of Contract Services		\$0.00
C5d	Value of in-kind goods/services received from local government		\$0.00
C5e	Total: Local Resources Allocated		\$393,119.00
C5f	If any of these resources were also reported under Item C.3n. or C.4p. (Federal or State Resources), please estimate the amount.		\$0.00
C6	Private Sector Resources Allocated		Estimated Local Funds
C6a	Funds from foundations, corporations, United Way, other nonprofits		\$0.00
C6b	Other donated funds		\$0.00
C6c	Value of other donated items, food, clothing, furniture, etc.		\$0.00
C6d	Value of in-kind services received from businesses		\$0.00
C6e	Payments by clients for services		\$0.00
C6f	Payments by private entities for goods or services for low income clients or communities		\$0.00
C6g	Total: Private Sector Resources Allocated		\$0.00
C6h	If any of these resources were also reported under Item C.3n., C.4p. or C.5e. (Federal, State or Local Resources), please estimate the amount.		\$0.00
C7	Total Non-CSBG Resources Allocated: (Federal, State, Local & Private)		\$9,392,333.00
C8	Total Resources in CSBG Eligible Entity (Including CSBG)		\$9,643,241.00

**2019 CSBG BUDGET FORMS
CSBG WORKPLAN**

Subrecipient: Brevard, County of

Agreement #: 175B-00-06-15-01-102

Reporting Period: April 1, 2019 - March 31, 2020

Module 3, Section A: Community Initiative Status Form

1	Initiative Name	Summer Youth Employment Training Program
2	Initiative Year	1-7+ years
3	Problem Identification	<p align="center">Narrative (Provide a narrative on the scope of the problem)</p> <p>Low-income youth in Brevard County do not have sufficient skills or employment training to seek and obtain employment.</p>
4	Goal/Agenda	<p align="center">Narrative (Provide a narrative on the goal/agenda)</p> <p>To increase skills and training for low-income youth in Brevard County.</p>
5	Issue/CSBG Community Domains	<p>Employment; Education and Cognitive Development; Income, Infrastructure, and Asset Building; Housing; Health and Social/Behavioral Development; or Civic Engagement and Community Involvement</p> <p>Employment, Education</p>
6	Ultimate Expected Outcome	<p align="center">Community Level National Performance Indicators (NPIs) (Reference the Community NPIs listed in Section B)</p> <p>CNPI 2z1 The number of youth participating in before and after school programs increasing skills.</p>
7	Identified Community	<p>Neighborhood, City, School District, County, Service Area, State, Region, or Other</p> <p>County</p>
8	Expected Duration	<p align="center">Narrative (Provide the range in years, e.g. 1-3 years)</p> <p>1-3 years</p>
9	Partnership Type	Independent CAA Initiative, CAA is the core organizer of multi-partner Initiative, or CAA is one of multiple active investors and partners

CAA is the core organizer of this multi-partner initiative.

10	Partners	Narrative (Provide a narrative on the key 1-3 partners)
Alliance for Neighborhood Restoration, Club Esteem		

11	Strategy(ies)	Select from the Community Level Strategies listed in Section C below
STR6 g3a		

12	Progress on Outcomes/Indicators	No Outcomes to Report, Interim Outcomes, Final Outcomes
No outcomes to report.		

13	Impact of Outcomes	Narrative (Provide additional information on the scope of the impact of these outcomes. e.g. If an initiative created a health clinic, please describe how many individuals and families are expected to be impacted.)
Approximately 35 Brevard County youth will receive employment training and skills necessary to enter the workforce, which will also empower them.		

14	Outcomes/Indicators to Report	Record the data for the CNPIs listed above in #6, in Section B below
----	-------------------------------	----------------------------------------------------------------------

15	Final Status	Initiative Active, Initiative Ended Early, Initiative Ended as Planned, Completed Still Delivering Value
Initiative Active		

16	Lessons Learned	Narrative
There are eager and willing low-income Brevard County youth who are hungry for knowledge and wanting to obtain employment.		

Module 3, Section B: Community National Performance Indicators (CNPIs)

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

----- Employment Indicators -----

CNPI 1	Counts of Change for Employment Indicators	Target (#)
CNPI 1a	Number of jobs <u>created</u> to increase opportunities for people with low incomes in the identified community.	0
CNPI 1b	Number of job opportunities <u>maintained</u> in the identified community.	0
CNPI 1c	Number of "living wage" jobs <u>created</u> in the identified community*.	0
CNPI 1d	Number of "living wage" jobs <u>maintained</u> in the identified community*.	0

CNPI 1e	Number of jobs <u>created</u> in the identified community with a benefit package.	0
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* When reporting on indicators related to living wage, agencies can provide their own definition or select from national or locally-defined models. Please Indicate the living wage definition used in the General Comment box.

CNPI 1z Other Counts of Change for Employment Indicators - Please specify below.		Target (#)
CNPI 1z1	Clients will be assisted with car repairs to ensure transportation to employment and and job training activities	8
CNPI 1z2		0
CNPI 1z3		0

CNPI 1 Rates of Change for Employment Indicators		Target (%)
CNPI 1f	Percent decrease of the <u>unemployment rate</u> .	0.00%
CNPI 1g	Percent decrease of the <u>youth unemployment rate</u> .	0.00%
CNPI 1h	Percent decrease of the <u>underemployment rate</u> .	0.00%

CNPI 1z Other Rates of Change for Employment Indicators - Please specify below.		Target (%)
CNPI 1z4		0.00%
CNPI 1z5		0.00%
CNPI 1z6		0.00%

General Comments:

----- Education and Cognitive Development Indicators -----

CNPI 2 Counts of Change for Education and Cognitive Development Indicators		Target (#)
CNPI 2a	Number of accessible and affordable <u>early childhood or pre-school education</u> assets or resources added to the identified community.	0
CNPI 2b	Number of accredited or licensed <u>affordable child care facilities</u> added in the identified community.	0
CNPI 2c	Number of new <u>Early Childhood Screenings</u> offered to children (ages 0-5) of families with low-incomes in the identified community.	0
CNPI 2d	Number of accessible and affordable education assets or resources added for <u>school age children</u> in the identified community. (e.g., academic, enrichment activities, before/after school care, summer programs)	14
CNPI 2e	Number of accessible and affordable <u>post secondary education</u> assets or resources added for newly graduating youth in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)	10
CNPI 2f	Number of accessible and affordable <u>basic or secondary education</u> assets or resources added for adults in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)	28

CNPI 2z Other Counts of Change for Education and Cognitive Development Indicators (CNPI 2z) - Please specify below.		Target (#)
CNPI 2z1	Youth increase academic, athletic or social skills by participating in before or after school programs	40
CNPI 2z2		0
CNPI 2z3		0

CNPI 2 Rates of Change for Education and Cognitive Development Indicators		Target (%)
CNPI 2g	Percent Increase of children in the identified community who are <u>kindergarten ready</u> .	0.00%
CNPI 2h	Percent increase of children in the identified community at (or above) the <u>basic reading level</u> .	0.00%
CNPI 2i	Percent increase of children in the identified community at (or above) the <u>basic math level</u> .	0.00%
CNPI 2j	Percent Increase in high school (or high school equivalency) <u>graduation rate</u> in the identified community.	0.00%
CNPI 2k	Percent increase of the rate of youth in the identified community who <u>attend post-secondary education</u> .	0.00%
CNPI 2l	Percent increase of the rate of youth in the identified community who <u>graduate from post-secondary education</u> .	0.00%
CNPI 2m	Percent increase of adults in the identified community who <u>attend post-secondary education</u> .	0.00%
CNPI 2n	Percent increase of adults in the identified community who <u>graduate from post-secondary education</u> .	0.00%
CNPI 2o	Percent increase in the <u>adult literacy rate</u> in the identified community.	0.00%

CNPI 2z Other Rates of Change for Education and Cognitive Development Indicators - Please specify below.		Target (%)
CNPI 2z4		0.00%
CNPI 2z5		0.00%
CNPI 2z6		0.00%

General Comments:

----- Infrastructure and Asset Building Indicators -----

CNPI 3 Counts of Change for Infrastructure and Asset Building Indicators		Target (#)
CNPI 3a	Number of <u>new</u> accessible assets/resources <u>created</u> in the identified community:	
CNPI 3a1	Commercial	0
CNPI 3a2	Financial	0
CNPI 3a3	Technological/ Communications (e.g. broadband)	0
CNPI 3a4	Transportation	0
CNPI 3a5	Recreational (e.g. parks, gardens, libraries)	0
CNPI 3a6	Other Public Assets/Physical Improvements	0
CNPI 3b	Number of <u>existing</u> assets/resources <u>made accessible</u> to the identified community:	
CNPI 3b1	Commercial	0
CNPI 3b2	Financial	0
CNPI 3b3	Technological/ Communications (e.g. broadband)	0
CNPI 3b4	Transportation	0
CNPI 3b5	Recreational (e.g. parks, gardens, libraries)	0
CNPI 3b6	Other Public Assets/Physical Improvements	0
CNPI 3z Other Counts of Change for Infrastructure and Asset Building Indicators - Please specify below.		Target (#)
CNPI 3z1		0
CNPI 3z2		0
CNPI 3z3		0

CNPI 3 Rates of Change for Infrastructure and Asset Building Indicators		Target (%)
CNPI 3c	Percent decrease of <u>abandoned or neglected buildings</u> in the identified community.	0.00%
CNPI 3d	Percent decrease in <u>emergency response time</u> measured in minutes in the identified community. (EMT, Police, Fire, etc.).	0.00%
CNPI 3e	Percent decrease of <u>predatory lenders and/or lending practices</u> in the identified community.	0.00%
CNPI 3f	Percent decrease of <u>environmental threats</u> to households (toxic soil, radon, lead, air quality, quality of drinking water, etc.) in the identified community.	0.00%
CNPI 3g	Percent increase of <u>transportation services</u> in the identified community.	0.00%
CNPI 3z Other Rates of Change for Infrastructure and Asset Building Indicators - Please specify below.		Target (%)
CNPI 3z4		0.00%
CNPI 3z5		0.00%
CNPI 3z6		0.00%

General Comments:

----- Housing Indicators -----

CNPI 4 Counts of Change for Housing Indicators		Target (#)
CNPI 4a	Number of safe and affordable housing units <u>developed</u> in the identified community (e.g. built or set aside units for people with low incomes).	4
CNPI 4b	Number of safe and affordable housing units <u>maintained</u> and/or <u>improved</u> through WAP or other rehabilitation efforts in the identified community.	17
CNPI 4c	Number of shelter beds <u>created</u> in the identified community.	0
CNPI 4d	Number of shelter beds <u>maintained</u> in the identified community.	0
CNPI 4z Other Counts of Change for Housing Indicators - Please specify below.		Target (#)
CNPI 4z1	Provide <u>rent/mortgage</u> assistance	17
CNPI 4z2	Provide <u>emergency fuel</u> or utility payments	12
CNPI 4z3		0

CNPI 4 Rates of Change for Housing Indicators		Target (%)
CNPI 4e	Percent decrease in the <u>rate of homelessness</u> in the identified community.	0.00%
CNPI 4f	Percent decrease in the <u>foreclosure rate</u> in the identified community.	0.00%
CNPI 4g	Percent increase in the <u>rate of home ownership</u> of people with low incomes in the identified community.	0.00%
CNPI 4h	Percent increase of <u>affordable housing</u> in the identified community.	0.00%
CNPI 4i	Percent increase of <u>shelter beds</u> in the identified community.	0.00%

CNPI 4z Other Rates of Change for Housing Indicators - Please specify below.		Target (%)
CNPI 4z4		0.00%
CNPI 4z5		0.00%
CNPI 4z6		0.00%

General Comments:

----- Health and Social/Behavioral Indicators -----

CNPI 5 Counts of Change for Health and Social/Behavioral Indicators		Target (#)
CNPI 5a	Number of accessible and affordable <u>physical health</u> assets or resources created in the identified community.	0
CNPI 5b	Number of accessible and affordable <u>behavioral and mental health</u> assets or resources created in the identified community.	0
CNPI 5c	Number of <u>public safety</u> assets and resources created in the identified community.	0
CNPI 5d	Number of accessible and affordable healthy <u>food resources</u> created in the identified community.	0
CNPI 5e	Number of activities designed to <u>improve police and community relations</u> within the identified community.	0

CNPI 5z Other Counts of Change for Health and Social/Behavioral Indicators - Please specify below.		Target (#)
CNPI 5z1		0
CNPI 5z2		0
CNPI 5z3		0

CNPI 5 Rates of Change for Physical Health, Wellbeing, and Development Indicators		Target (%)
CNPI 5f	Percent decrease in <u>infant mortality rate</u> in the identified community.	0.00%
CNPI 5g	Percent decrease in <u>childhood obesity rate</u> in the identified community.	0.00%
CNPI 5h	Percent decrease in <u>adult obesity rate</u> in the identified community.	0.00%
CNPI 5i	Percent Increase in <u>child immunization rate</u> in the identified community.	0.00%
CNPI 5j	Percent decrease in <u>uninsured families</u> in the identified community.	0.00%

CNPI 5 Rates of Change for Behavioral and Mental health, Emotional Wellbeing, and Development Indicators		Target (%)
CNPI 5k	Percent decrease in the <u>teen pregnancy rate</u> in the identified community.	0.00%
CNPI 5l	Percent decrease in <u>unplanned pregnancies</u> in the identified community.	0.00%
CNPI 5m	Percent decrease in <u>substance abuse rate</u> in the identified community. (e.g. cigarettes, prescription drugs, narcotics, alcohol)	0.00%
CNPI 5n	Percent decrease in <u>domestic violence rate</u> in the identified community.	0.00%
CNPI 5o	Percent decrease in the <u>child abuse rate</u> in the identified community.	0.00%
CNPI 5p	Percent decrease in the <u>child neglect rate</u> in the identified community.	0.00%
CNPI 5q	Percent decrease in the <u>elder abuse rate</u> in the identified community.	0.00%
CNPI 5r	Percent decrease in the <u>elder neglect rate</u> in the identified community.	0.00%

CNPI 5 Rates of Change for Public Safety Indicators		Target (%)
CNPI 5s	Percent decrease in <u>recidivism rate</u> in the identified community.	0.00%
CNPI 5t	Percent decrease in <u>non-violent crime rate</u> in the identified community.	0.00%
CNPI 5u	Percent decrease in <u>violent crime rate</u> in the identified community.	0.00%
CNPI 5v	Percent decrease in <u>teens involved with the juvenile court system</u> in the identified community.	0.00%

CNPI 5z Other Rates of Change for Health and Social/Behavioral Indicators		Target (%)
CNPI 5z4		0.00%
CNPI 5z5		0.00%
CNPI 5z6		0.00%

General Comments:

----- Civic Engagement and Community Involvement Indicators -----

CNPI 6 G2 Rates of Change for Civic Engagement and Community Involvement Indicators		Target (%)
CNPI 6 G2a	Percent increase of <u>donated time</u> to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.	0.00%

CNPI 6 G2b	Percent increase of donated resources to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.	0.00%
CNPI 6 G2c	Percent increase of people participating in public hearings, policy forums, community planning, or other advisory boards related to the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.	0.00%
CNPI 6 G2z	Other Rates of Change for Civic Engagement and Community Involvement Indicators - Please specify below.	Target (%)
CNPI 6 G2z 1		0.00%
CNPI 6 G2z 2		0.00%
CNPI 6 G2z 3		0.00%

General Comments:

Goal 3: People with low-incomes are engaged and active in building opportunities in communities.

----- **Civic Engagement and Community Involvement Indicators** -----

CNPI 6 G3	Rates of Change for Civic Engagement and Community Involvement Indicators	Target (%)
CNPI 6 G3a	Percent increase of people with low incomes who support the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.	0.00%
CNPI 6 G3b	CNPI 6 G3b Percent increase of people with low incomes who acquire and maintain leadership roles with the CSBG Eligible Entity or other organizations within the identified community.	0.00%
CNPI 6 G3z	Other Rates of Change for Civic Engagement and Community Involvement Indicators - Please specify below.	Target (%)
CNPI 6 G3z 1		0.00%
CNPI 6 G3z 2		0.00%
CNPI 6 G3z 3		0.00%

General Comments:

Module 3, Section C: Community Strategies List

This section is for reference, and is for use with the Initiative Status Form (Section A)

Employment Strategies (STR 1)	
STR 1a	Minimum/Living Wage Campaign
STR 1b	Job Creation/Employment Generation
STR 1c	Job Fairs
STR 1d	Earned Income Tax Credit (EITC) Promotion
STR 1e	Commercial Space Development
STR 1f	Employer Education
STR 1g	Employment Policy Changes
STR 1h	Employment Legislative Changes
STR 1i	Other Employment Strategy: (please specify)

Education and Cognitive Development Strategies (STR 2)	
STR 2a	Preschool for All Campaign
STR 2b	Charter School Development
STR 2c	After School Enrichment Activities Promotion
STR 2d	Pre K-College/Community College Support
STR 2e	Children's Trust Fund Creation
STR 2f	Scholarship Creation
STR 2g	Child Tax Credit (CTC) Promotion
STR 2h	Adoption Child Care Quality Rating
STR 2i	Adult Education Establishment
STR 2j	Education and Cognitive Development Policy Changes
STR 2k	Education and Cognitive Development Legislative Changes
STR 2l	Other Education and Cognitive Development Strategy: (please specify)

Infrastructure and Asset Building Strategies (STR 3)	
STR 3a	Cultural Asset Creation

STR 3b	Police/Community Relations Campaign
STR 3c	Neighborhood Safety Watch Programs
STR 3d	Anti-Predatory Lending Campaign
STR 3e	Asset Building and Savings Promotion
STR 3f	Develop/Build/Rehab Spaces
STR 3g	Maintain or Host Income Tax Preparation Sites
STR 3h	Community-Wide Data Collection Systems Development
STR 3i	Local 211 or Resource/Referral System Development
STR 3j	Water/Sewer System Development
STR 3k	Community Financial Institution Creation
STR 3l	Infrastructure Planning Coalition
STR 3m	Park or Recreation Creation and Maintenance
STR 3n	Rehabilitation/Weatherization of Housing Stock
STR 3o	Community Center/Community Facility Establishment
STR 3p	Asset Limit Barriers for Benefits Policy Changes
STR 3q	Infrastructure and Asset Building Policy Changes
STR 3r	Infrastructure and Asset Building Legislative Changes
STR 3s	Other Infrastructure and Asset Building Strategy: (please specify)

Housing Strategies (STR 4)	
STR 4a	End Chronic Homelessness Campaign
STR 4b	New Affordable Single Unit Housing Creation
STR 4c	New Affordable Multi- Unit Housing Creation (Single Resident Occupancy (SRO), temporary housing, transitional housing)
STR 4d	Tenants' Rights Campaign
STR 4e	New Shelters Creation (including day shelters and domestic violence shelters)
STR 4f	Housing or Land Trust Creation
STR 4g	Building Codes Campaign
STR 4h	Housing Policy Changes
STR 4i	Housing Legislative Changes
STR 4j	Other Housing Strategy: (please specify)

Health and Social/Behavioral Development Strategies (STR 5)	
STR 5a	Health Specific Campaign
STR 5b	Farmers Market or Community Garden Development
STR 5c	Grocery Store Development
STR 5d	Gun Safety/Control Campaign
STR 5e	Healthy Food Campaign
STR 5f	Nutrition Education Collaborative
STR 5g	Food Bank Development
STR 5h	Domestic Violence Court Development
STR 5i	Drug Court Development
STR 5j	Alternative Energy Source Development
STR 5k	Develop or Maintain a Health Clinic
STR 5l	Health and Social/Behavioral Development Policy Changes
STR 5m	Health and Social/Behavioral Development Legislative Changes
STR 5n	Other Health and Social/Behavioral Development Strategy: (please specify)

Civic Engagement and Community Involvement Strategies - Goal 2 (STR 6 G2)	
STR 6 G2a	Development of Health and Social Service Provider Partnerships
STR 6 G2b	Recruiting and Coordinating Community Volunteers
STR 6 G2c	Poverty Simulations
STR 6 G2d	Attract Capital Investments
STR 6 G2e	Build/Support Increased Equity
STR 6 G2f	Equity Awareness Campaign
STR 6 G2g	Coordinated Community-wide Needs Assessment
STR 6 G2h	Civic Engagement and Community Involvement in Advocacy Efforts
STR 6 G2i	Civic Engagement Policy Changes
STR 6 G2j	Civic Engagement Legislative Changes
STR 6 G2k	Other Civic Engagement and Community Involvement Strategy: (please specify)

Civic Engagement and Community Involvement Strategies - Goal 3 (STR 6 G3)	
STR 6 G3a	Empowerment of Individuals/Families with Low-Incomes
STR 6 G3b	Campaign to Ensure Individuals with Low-Incomes are Represented on Local Governing Bodies
STR 6 G3c	Social Capital Building Campaign for Individuals/Families with Low-Incomes
STR 6 G3d	Campaign for Volunteer Placement and Coordination
STR 6 G3e	Civic Engagement Policy Changes

STR 6 G3f	Civic Engagement Legislative Changes
STR 6 G3g	Other Civic Engagement and Community Involvement Strategy: (please specify)

Community Support Strategies (STR 7)	
STR 7a	Off-Hours (Non-Traditional Hours) Child Care Development
STR 7b	Transportation System Development
STR 7c	Transportation Services Coordination and Support
STR 7d	Community Support Policy Changes
STR 7e	Community Support Legislative Changes
STR 7f	Other Community Support Strategy: (please specify)

Emergency Management Strategies (STR 8)	
STR 8a	State or Local Emergency Management Board Enhancement
STR 8b	Community wide Emergency Disaster Relief Service Creation
STR 8c	Disaster Preparation Planning
STR 8d	Emergency Management Policy Changes
STR 8e	Emergency Management Legislative Changes
STR 8f	Other Emergency Management Strategy: (please specify)