January 6, 2020 7:00 pm
JONES COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING
JONES COUNTY AGRICULTURAL BUILDING, 110 MARKET STREET
TRENTON, NC 28585
MINUTES

COMMISSIONERS PRESENT:
Frank Emory, Chairman
Charlie Dunn Jr., Vice-Chairman
Sondra Ipock-Riggs, Commissioner
James Harper, Commissioner
April Aycock, Commissioner
Charlie Gray, Commissioner
Mike Haddock, Commissioner

OFFICIALS PRESENT:
Franky J. Howard, County Manager
Brenda Reece, Finance Officer
Angelica Hall, Clerk
Ross Hardeman, County Attorney
Archie Hargett, Veterans Service Officer

COMMISSIONERS ABSENT:

The Chairperson called the meeting to order and Commissioner Mike Haddock gave the invocation. **MOTION** was made by Commissioner Sondra Ipock-Riggs, seconded by James Harper and unanimously carried **THAT** the agenda be **APPROVED** as presented.

MOTION made by Commissioner Sondra Ipock-Riggs seconded by Commissioner Charlie Dunn Jr. and unanimously carried **THAT** the minutes for the Regular Meeting Minutes on December 2, 2019 be **APPROVED** as presented.

PUBLIC COMMENT PERIOD:

None

1. ARCHIE HARGETT, VETERANS SERVICE OFFICER

Mr. Archie Hargett, Veterans Service Officer, provided the Board an update on the Department.

2. TAX COLLECTION REPORT

Mr. Franky Howard, County Manager, provided the Board with the Tax Collection Report for the month of November. Information Only. A copy of the report is marked **EXHIBIT A** and is hereby incorporated and made a part of the minutes.

3. UPDATED INCLEMENT WEATHER POLICY

Mr. Franky Howard, County Manager, presented the Board with the updated Inclement Weather Policy. The policy has been updated according to the Board's request after discussion on how employees are paid during inclement weather and the County offices being closed. **MOTION** made by Commissioner Mike Haddock, seconded by Commissioner Charlie Dunn Jr., and unanimously carried **THAT** the updated Inclement Weather Policy be **APPROVED** as presented. A copy of the policy is marked **EXHIBIT B** and is hereby incorporated and made a part of the minutes.

4. CAPITAL REQUEST-SHERIFF SERVER

Mr. Franky Howard, County Manager, presented the Board with a Capital Request from the Sheriff's Office. The request is for an updated server that will allow the Sheriff's Office to stay compliant with the windows operating system. Mr. Howard informed the Board that this would be covered under the Computer Budget. **MOTION** made by Commissioner Sondra Ipock-Riggs, seconded by Commissioner James Harper, and unanimously carried **THAT** the capital request in the amount of $2,672.86 to update the Sheriff's Office server be **APPROVED** as presented. A copy of the request is marked **EXHIBIT C** and is hereby incorporated and made a part of the minutes.

5. CAPITAL REQUEST-JAIL SERVER

Mr. Franky Howard, County Manager, presented the Board with a Capital Request from the Sheriff's Office. The request is for an updated server for the jail to stay compliant with the windows operating system. Mr. Howard informed the Board that this would be covered under the Computer Budget. **MOTION** made by Commissioner Sondra Ipock-Riggs, seconded by Commissioner James Harper, and unanimously carried **THAT** the capital request in the amount of $2,672.86 to update the jail's server be **APPROVED** as presented. A copy of the request is marked **EXHIBIT D** and is hereby incorporated and made a part of the minutes.

6. ENTERPRISE VEHICLE UPDATE

Mr. Franky Howard, County Manager, provided the Board an update on the Lease Agreement and reminded the Board of the changes. Mr. Howard stated that the Dodge Chargers would be replaced with two Dodge Challengers due to the lack of supply but hopes the Chargers will be available next year. This is information only.

7. 2020-2021 CSBG APPLICATION/EXECUTIVE SUMMARY FOR COASTAL COMMUNITY ACTION, INC.

Mr. Franky Howard, provided the Board with the 2020-2021 CSBG Application/Executive Summary for Coastal Community Action, Inc. Mr. Howard informed the Board that this was for review and that a representative from Coastal Community Action would attend the next

meeting to answer any questions they may have pertaining to the application. A copy of the application is marked **EXHIBIT E** and is hereby incorporated and made a part of the minutes.

8. RECREATION AGREEMENT- WEAR AND TEAR CLAUSE

Mr. Franky Howard, provided the Board with the amended Recreation Joint Use Agreement with the Schools. Mr. Howard stated that the agreement shows the Wear and Tear language that the County Attorney recommended. **MOTION** made by Commissioner April Aycock, seconded by Commissioner Charlie Dunn, Jr., and carried **THAT** the Recreation Agreement be **APPROVED** as presented. Commissioner Sondra Ipock-Riggs voted no. A copy of the Agreement is marked **EXHIBIT F** and is hereby incorporated and made a part of the minutes.

9. SURPLUS ITEMS

Mr. Franky Howard, presented the Board with a list of surplus items that are planned to be taken to the Trenton VFD Auction. **MOTION** made by Commissioner Mike Haddock, seconded by Commissioner April Aycock, and unanimously carried **THAT** the items listed be **APPROVED** to be auctioned. A copy of the request is marked **EXHIBIT G** and is hereby incorporated and made a part of the minutes.

10. CLOSED SESSION UNDER NCGS 143.318.119(a)(3)

MOTION made by Commissioner April Aycock, seconded by Commissioner James Harper, and unanimously carried **THAT** the meeting go into **CLOSED** session pursuant to NCGS 143.318.119(a)(3), attorney/client matters.

MOTION made by Commissioner James Harper, seconded by Commissioner Sondra Ipock Riggs and unanimously carried to go out of Closed Session.

COUNTY MANAGER'S REPORT

- Requested a workshop for January 13, 2020
- Next Regular Board Meeting will be Tuesday, January 21, 2020, due to the holiday on Monday.

COMMISSIONER'S REPORTS

Commissioner Charlie Gray requested an update on the lady that came before the Board about her door being damaged by the Sheriff's Office.

Commissioner James Harper inquired about several items he had requested from a previous meeting: briefing from Economic Development and Recreation Department, advertisement for Audit Firm and consideration for an internal audit.

Commissioner Mike Haddock stated he heard from a landowner from the Beaver Creek section of the county that stated he was amazed to see how clean the creeks were and whoever was cleaning out the creeks and rivers were doing a good job.

Commissioner Sondra Ipock-Riggs inquired about the keys for the school and if the locks had been changed.

Commissioner Charlie Dunn Jr. stated he received a phone call in reference to the landfill and the amount of money that it is losing and requested an update on the issues with the scales.

Commissioner April Aycock inquired about the number of FEMA trailers that are left in the county due to the deadline approaching and questioned where we were at with the buyouts. Commissioner Aycock also requested there be quarterly meetings set-up between the Commissioners and the School Board moving forward.

PUBLIC COMMENT

Mr. Milton Gardner requested someone speak with DOT about adding a guardrail on Hwy 17 in the area of Lee's Chapel Road business section due to several accidents at that location.

MOTION made by Commissioner April Aycock, seconded by Commissioner James Harper and unanimously carried **THAT** the meeting be **ADJOURNED** at 8:15 p.m.

Frank Emory
Chairman

Angelica Hall
Clerk to the Board

EXHIBIT A

COUNTY OF JONES

Hope Avery
Tax Administrator/Assessor

JONES COUNTY TAX OFFICE
P.O. BOX 87
Trenton, NC 28585-0087

Susan Riggs
Tax Collector

December 6, 2019

Jones County Tax Collector:

For the Month of November:

2019 Levy Collection by Tax Office:	**$ 1,047,823.61**
2019 Levy Collection by NCVTS:	**72,784.46**
2010 - 2018 Levy Collection:	**10,128.74**
Total Levy Collection:	**$ 1,130,736.81**

Susan B. Riggs
Jones County Tax Collector

2019 Levy as of 11/30/2019:		**$ 6,423,382.59**
Collected on 2019 Levy as of 11/30/2019:	**2,705,974.61**	
Other Levy Reduction:		
Refunds:	**-**	
Write-Offs:	**0.01**	
Total Levy Reduction:		**$ 2,705,974.62**

Percent (%) of Levy Reduced as of 11/30/2019:	**42.13%**
Percent (%) of Levy Reduced as of 11/30/2018:	**42.78%**

EXHIBIT B

Jones County Inclement Weather Policy Update

Proposed Adoption Date: July 1, 2020

Inclement Weather

All county offices and departments will be open at regularly scheduled time, regardless of conditions or circumstances unless there is prior notification. The County Manager may at his discretion close county offices to the community for the safety of the employees and the public. Announcements concerning office closings or a delay in opening will be made by the County Manager. Department Heads/Supervisors will be responsible for notifying their employees of delays or closures.

Should an employee find weather conditions so severe in his or her particular area as to make conditions hazardous, arrangements for late arrival or absence should be made with the Department Head. Such time out of work will be charged to vacation leave or deducted from salary if leave is not available. Employees who leave work before an official early closing time, as well as those employees who report for work late or who do not report at all, will be required to use vacation or compensatory time. Depending upon the circumstances and negative impact upon department operations, employees who leave without approval from their Supervisor/Department Head may be subject to disciplinary action up to and including termination.

Administrative Weather Pay

The County Manager may declare periods of administrative leave during which eligible employees may receive administrative weather pay for any time they were unable to work during their regularly scheduled work hours due to the closing. Full-time employees will receive three (3) administrative weather days per year to be used when the county office closes due to inclement weather. Administrative weather days will be for full day (8 hr) closings only.

Weather pay only covers the employee's regular hours of work on those days the employee is scheduled to work. Weather pay does not cover the periods of unscheduled or overtime work

performed in relation to an emergency. Employees in an approved leave status (sick, personal, leave without pay) that is scheduled shall not be eligible for administrative leave.

Employees will be expected to use accrued vacation or accrued compensatory time to cover additional days (4th day of County office closure) that the county may be closed to ensure they continue to receive their pay. If none of the above options are available to the employee, the hours not worked will be classified as leave without pay and the employee will not receive compensation for those hours.

The County Human Resources Department will work with any employee that has been employed less than one (1) month to make sure they have adequate leave time.

Administrative weather pay does not count as hours worked for overtime purposes.

Proposed Adoption of this policy, July 1, 2020

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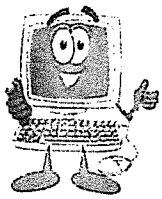
Chairperson, Jones County
Board of Commissioners

EXHIBIT C



JNB Tek LLC

73 Main Street
Maysville, NC 28555

Date 10/28/2019

Estimate # 2222

Name / Address

County of Jones
Attn: Franky Howard
418 Highway 58 North, Unit A
Trenton, NC 28585

Item	Description	Qty	Rate	Total
JNB-Server-2019	Sheriff Server E3-1230 v6 32GB DDR4 1TB SSD x2 in Raid 1 Silent Define C Case 500W PSU External DVD	1	1,599.00	1,599.00T
Server 2016 Stand...	Server 2016 Standard	1	899.00	899.00T
	Installation/Setup Billed hourly			

Thanks for your consideration
I authorize the work
on this quote to begin.

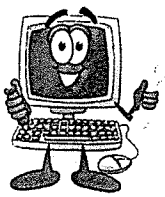
_____

JNB Tek LLC

Subtotal	$2,498.00
Sales Tax (7.0%)	$174.86
Total	$2,672.86

Phone # 910-375-5292 Fax # 910-375-1297 regina@jnbtek.com www.jnbtek.com

EXHIBIT D



JNB Tek LLC

73 Main Street
Maysville, NC 28555

Date 9/9/2019
Estimate # 2152

Name / Address

County of Jones
Attn: Franky Howard
418 Highway 58 North, Unit A
Trenton, NC 28585

Item	Description	Qty	Rate	Total
JNB-Server-2019	Jail Server E3-1230 v6 32GB DDR4 1TB SSD x2 in Raid 1 Silent Define C Case 500W PSU External DVD	1	1,599.00	1,599.00T
Server 2016 Stand...	Server 2016 Standard Installation/Setup Billed hourly	1	899.00	899.00T

Thanks for your consideration
I authorize the work
on this quote to begin.

_____

Subtotal	$2,498.00
Sales Tax (7.0%)	$174.86
Total	$2,672.86

JNB Tek LLC

Phone # 910-375-5292 Fax # 910-375-1297 regina@jnbtek.com www.jnbtek.com

Executive Summary

Community Services Block Grant Application FY 2020-2021
Coastal Community Action, Inc.
303 McQueen Avenue · Newport, NC

Purpose of the Community Services Block Grant

The Community Services Block Grant (CSBG) mission is *to provide a range of services and activities having a measurable and potentially major impact on the causes of poverty in the community or those areas of the community where poverty is a particularly acute problem. CSBG funding is purposed for ameliorating the causes of poverty and removing obstacles that block the achievement of self-sufficiency.* (Source: CSBG Act)

Anticipated Allocation

Coastal Community Action, Inc. anticipates an allocation of $347,443.00 for Fiscal Year 2020-2021 for the Community Services Block Grant (CSBG). The North Carolina Department of Health and Human Services (NCDHHS) Office of Economic Opportunity provides the Community Services Block Grant funding annually to Coastal Community Action, Inc. to implement services and activities for low-income families and individuals living in Carteret, Craven, Jones and Pamlico counties.

Program Planning

To ensure that funds are maximized for program use the Family Development Services team conducted a Community Needs Assessment in the four-county service areas to determine the needs of low-income families beginning July 2019 through August 2019. Additionally, public planning meetings for the grant application were held for citizens in each county as follows: November 12, 2019 (Jones); November 13, 2019 (Pamlico); November 19, 2019 (Carteret); November 20, 2019 (Craven). CCA Board members, staff and volunteers were also involved in these

planning meetings. Public Hearings for Coastal Community Action, Inc.'s intentions of applying for the CSBG grant will be held on January 2, 2020 (Carteret); January 3, 2020 (Craven & Jones); January 6, 2020 (Pamlico)

The program will operate on a three-year plan which is scheduled to begin July 1, 2020 thru June 30, 2023. Services will be provided to individuals and families who are eligible based on the Federal Poverty Guidelines and comprehensive
services planning. Through comprehensive services planning, the ultimate program goal is to help families to work towards economic stability.

Family Development Services Team

At CCA, the Family Development Services team consists of two, well-qualified Case Managers and the CSBG Program Director. The CSBG Program Director reports to the Executive Director. Other support staff within the organization consists of the Chief Financial Officer, Assistant Comptroller, Accounting Technicians, Human Resources Director, Executive Secretary and Receptionists. Each of these positions is funded through Indirect Costs, of which 21.58% (federal indirect cost rate) of total salaries for CSBG are charged to this program. Approximately 30% of salaries for Family Development Services staff are charged to the Head Start program. The Family Development Services program also provides Self-Sufficiency opportunities to Head Start families.

CCA employs approximately 184 individuals that operate on a daily basis through a variety of federal, local and state programs. These programs are: Weatherization, Single Family Rehabilitation, Head Start/Early Head Start, Retired Senior Volunteers, Senior Companions, Foster Grandparent Volunteers, Section 8 HUD Rental Assistance and HUD Family Self-Sufficiency.

Family Development Services CSBG Program

Self-Sufficiency Family Development

The Self-Sufficiency Family Development Services CSBG project provides comprehensive financial assistance to individuals who desire to rise above poverty by setting attainable goals, and by striving to play a key role in reaching their economic solvency. Services are comprehensive and include assistance with tuition, books, transportation, child care, employment resources, uniforms, materials for work, clothing for employment interviews, housing related expenses, food, referrals for mental health counseling, family crises, homelessness, medical health, and other assistance as related to participants achieving their goals. Family Development Specialists and heads of households jointly establish specific responsibilities and timelines during initial planning. Family Development Specialists have the ability to assess the performance of their participants and determine if the individual is providing solid effort into their engagement with the program. Any individual who is non-compliant with the requirements and expectations of the CSBG Self-Sufficiency program Family Development Specialist will staff their concern with the CSBG Program Director, ensure that there is a descriptive timeline of attempts to make contact with the non-compliant participant, then proceed with the termination by sending a certified letter to the participant informing them of their termination along with a Notice of Right to Appeal form if they feel that they have been wrongfully terminated from the program. All participants that are terminated from the program due to non-compliance is ineligible to reapply for the Family Development Services CSBG Program for ten program years from the date of their termination.

Long-Range Goal of the Program:

To move at least 30% (30) out of 100 individuals/families participating in the Self-Sufficiency program above the Federal Poverty Guidelines by June 30, 2023.

One-Year Objective:

To provide comprehensive self-sufficiency services to 100 families/individuals for Fiscal Year 2020-2021.

Participant Services and Activities:

Seventy-five (75) community families will be targeted for self-sufficiency participation to receive comprehensive services with direct financial assistance to achieve their long-range goals during this three year grant cycle. Direct financial assistance will be utilized at an average of $1200 per participant family for this funding cycle. Collaborative efforts with other agencies will be coupled with these funds to help stabilize each family to ensure that they are healthy and safe. In addition to the financial aspect of the self-sufficiency program, families will have the opportunity to gain knowledge, support and learn best practices on how to successfully deal with the Opioid epidemic in our community. Families that are in the recovery stage and do not possess adequate insurance to support their rehabilitation, will be able to receive temporary assistance with medications until they are connected with the proper resource(s) to fully stabilize their recovery. (Budget Projection: $90,000 for the year).

Fifty (50) individuals who are either elderly, disabled, recently unemployed and/or have experienced loss due to natural disaster or from a home fire may be able to obtain emergency assistance once in a lifetime to maintain the stability of their self-sufficiency . Upon determined eligibility for the program, individuals may be able to receive temporary assistance to stabilize themselves as they partner with other local community entities to obtain additional assistance and resources to obtain safe and standard housing for themselves and their families. There can be possible assistance with deposits for rent and utilities if they are moving into safe, subsidized housing, as well as food, and clothing support. This component of the program will enable persons in this category to set goals and participate in activities designed to help them move toward their self-sufficiency. Direct financial assistance will be expended at an average of $500.00 per family. Collaborative efforts with other agencies will be coupled with these funds to help stabilize the family. (Budget Projection: $25,000 for the year)

Thirty (30) families with children enrolled in Early Head Start/Head Start will be able to receive assistance to eradicate crises along with an intervention plan to prepare them for involvement in self-sufficiency activities.

Parents/guardians with children enrolled in Early Head Start/Head Start who express the desire to participate in goal-setting through the Family Development Services CSBG Self-Sufficiency Program to help them meet the immediate needs of their families will be assessed and accepted onto the program, paired with a Case Manager, and will begin the process of their goal achievement. Direct financial assistance will be expended at an average of $500 per family to alleviate barriers that arise that prevents the participants from achieving their established goals. Collaborative efforts with other agencies will be coupled with these funds to help stabilize the family. While our Head Start/Early Head Start programs provide adequate hours for many of our families to obtain their education and employment, the hours of operation are often times still not long enough for our families that are working full-time. Coastal Community Action, Inc. will work effortlessly with families to obtain quality after care for their children that is supported through the voucher system of the local Department of Social Services. Families that qualify for childcare vouchers can potentially receive assistance with temporary affordable childcare until their vouchers becomes available for use. The CSBG program will also utilize recruitment and promotion for the Head Start/Early Head Start program through CCA, Inc. to offer safe and healthy learning environments within the four county service areas Jones, Craven, Pamlico, and Carteret. Families within the community who are in need of quality childcare for their children who are between the ages 0 to 5 years old will be given information on how and where to apply for childcare. (Budget projection: $15,000 for the year)

Strategies for Achieving Long-Range Goal:

- Identify needs of target population on a continuum
- Identify level of need per household by using family surveys and needs assessments
- Manage families on a case-by-case basis
- Create a network of service delivery
- Operate consistently on a self-sufficiency plan for family development
- Coordinate existing services in each county base
- Empower individuals with necessary skills to become self-sufficient
- Establish network with faith communities
- Maintain advocacy for low-income residents to sustain employment

- Create partnerships with businesses in search of employers
- Plan and participate in Career Fairs to show support of participants in their search for employment
- Collaborate with employers and JobLink Career Centers to encourage on-the-job-training for individuals with limited job skills
- Educate clients through workshops, seminars, and community activities and resources

Projected Expenses for Program Operations

Expense Line Item	FY2020-2021	FY2019-2020
Salaries	$94,051.96	$92,209.00
Fringe Benefits	$33,788.00	$34,026.64
Communications	$7,000.00	$5,807.00
Travel/Staff Development Expense (local/out of area)	$25,000.00	$14,000.00
Office Supplies & Materials	$15,000.00	$11,442.00
Equipment	$21,836.63	$0
Contracts	$3,500.00	$3,500.00
Client Services	$125,000.00	$110,000.00
Space/Rental	$8,970.00	$12,496.00
Other/Miscellaneous	$20,000.00	$3,214.00
Indirect Costs	$20,296.41	$19,899.00
Total Grant Award	**$374,443.00**	**$307,807.00**

Program History

CCA, Inc. has received annually an allocation to assist low-income families with reaching their economic solvency. Funding provided through the Office of Economic Opportunity has allowed many entities such as, migrant and seasonal farm worker organizations, local governments, and Community Action Agencies to service families that fall within the most present DHHS Poverty Guidelines to support services and activities for low income families to alleviate the causes and conditions of poverty in local communities. Since 1964, thousands of families have received much needed assistance and have successfully achieved their goals of higher education, transportation obtainment, better employment with benefits, home ownership, entrepreneurship ventures, and moving themselves and their family out of poverty. CSBG continues to experience critical times, with obtaining the support that it needs. While the appropriations were good CSBG still falls below other higher priority programs through the Labor – HHS appropriation bills. However, the vision for CSBG will continue to remain consistent and committed to helping our families become and remain in a stabilized state. Through our advocacy and vision, we will continue to be a leading force in improving the lives of those we serve. In efforts to continue this legacy we plan to put forth the same drive and determination with the provided funding that we have to fully support the mission of CSBG. Despite recent cuts and changes in the federal budget, we will move forward with empowering our target population to become responsible for increasing their income to move above the poverty level.

Coordination of existing services through partnerships will assist with participants helping themselves to meet their goals. Existing services are made available through various community and faith-based collaborations which include, but are not limited to:

- Beaufort Housing Authority
- Carteret County Domestic Violence Shelter
- Catholic Charities in Craven County
- Coastal Women's Shelter, serving Craven, Jones & Pamlico counties
- Community Colleges in all four counties
- Consumer Credit Counseling Services, Inc.
- Cooperative Extensions in all four counties
- Criminal Justice Partnership

- Departments of Social Services in all four counties
- Eastern Carolina Regional Housing Authority
- Eastern Carolina Workforce Development Board
- Easter Seals UCP Transitional Program
- Employment Security Commission in Carteret, Craven and Onslow counties
- Fraternal Order of Police, Carteret and Craven Counties
- Garber United Methodist Church
- Habitat for Humanity, (Carteret and Craven counties)
- Health Departments in all four counties
- Homeless Shelters (Carteret, Craven and Onslow counties)
- Hope Mission/Carteret Christian Ministries
- Job Link Career Centers in all four counties
- Legal Aid of North Carolina
- Martha's Mission
- Matthew 25
- New Bern Housing Authority
- New Choices Program/Coastal Women's Shelter
- Onslow-Carteret Behavioral Health Services
- Partnership for Children, Carteret, Craven, Jones and Pamlico counties
- PORT Human Services
- Public Schools in all four counties
- Religious Community Services
- Salvation Army, Carteret and Craven counties
- Second Blessings
- Shelter-Plus Care
- Soup Kitchens, Food Pantries, Meals on Wheels programs
- USDA Rural Development
- United States Marine Corps for Toys for Tots
- Vocational Rehabilitation
- White Oak Ecumenical
- Workforce Investment Act Programs

The CSBG program at CCA, Inc. is committed and dedicated to meeting the needs of the low-income population that it serves. Sensitivity and dedication to these needs pilot the efforts of the organization in developing courses of action designed to address both the needs of the client population and accountability to the CCA Board of Directors and its funding source the North Carolina Department of Health and Human Services - Office of Economic Opportunity.

Public Hearing

A Public Hearing will be held on January 2, 2020 at the CCA, Inc. Administrative Office at 9:00 am. The public is invited to comment and ask questions regarding the grant application prior to its submission to NCDHHS-OEO by February 14, 2020.

Questions/Comments

Questions or comments regarding the CSBG Application for 2020-2021 may be directed to:

Stephanie Cox - CSBG Program Director
Coastal Community Action, Inc.
PO Box 729 · 303 McQueen Avenue
Newport, NC 28570-0729
252.223.1670 (Office Telephone)
252.223.1689 (Facsimile)
252.503.0833 (Mobile Telephone)
E-mail: stephanie.cox@coastalca.org
Website: www.coastalcommunityaction.com

Executive Director

Catissa Head is the Executive Director of Coastal Community Action, Inc.

North Carolina Department of Health and Human Services

OFFICE of ECONOMIC OPPORTUNITY

Community Services Block Grant Program

Fiscal Year 2020-21 Application for Funding
Project Period July 1, 2020 – June 30, 2021
Application Due Date: February 14, 2020

Agency Information			
Agency:	Coastal Community Action, Inc.		
Federal I.D.	56-607-5606		
DUNS Number:	052770950		
Administrative Office Address:	303 McQueen Avenue Newport, NC 28570		
Mailing Address (include the 4-digit zip code extension):	PO Box 729 Newport, NC 28570-0729		
Telephone Number:	(252) 223-1630		
Fax Number:	(252) 223-1689		
Proposed Funding:	**CSBG: $374,443.00**	**Additional Resources: $**	**Agency Total Budget: $**
Application Period:	**Beginning:** July 1, 2020	**Ending:** June 30, 2021	
Board Chairperson:	Charles Dudley		
Board Chairperson's Address: (where communications should be sent)	1922 Ferry Road Havelock, NC 28532		
Board Chairperson's Term of Office (enter beginning and end dates):	January 2018 through June 2021		
Executive Director:	Catissa Head		
Executive Director Email Address:	Catissa.head@coastalca.org		
Agency Fiscal Officer:	Keith Fiaschetti		
Fiscal Officer Email Address:	keith.fiaschetti@coastalca.org		
CSBG Program Director:	Stephanie Cox		
CSBG Program Director Email Address:	Stephanie.cox@coastalca.org		
Counties Served with CSBG funds:	Carteret, Craven, Jones, and Pamlico		
Agency Operational Fiscal Year:	October 1 – September 30		

North Carolina Department of Health and Human Services
Office of Economic Opportunity –
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Proposed Funding

CSBG: Enter the proposed amount of CSBG funds allocated for FY 2021.

Additional Resources: Enter the amount of other resources the agency expects to receive during the 2021 program year. If an exact figure is not known at this time, the best possible estimate.

Agency Total Budget: Enter the sum of CSBG and Additional Resources for the period of July 1, 2020 - June 30, 2021.

Checklist to Submit a Complete Community Services Block Grant (CSBG) Application

Please put a check mark in the appropriate box to show that you have included the completed document with your application. All documents are required with the exception of those that say "if applicable."

Item	Included (√)
Signed Application Certification (blue ink only)	
Signed Board Membership Roster (blue ink only)	
Board of Directors Officers and Committees	
Board of Directors Community Needs Assurance	
Planning Process Narrative	
Form 210 – Agency Strategy for Eliminating Poverty	
Form 212 – One-Year Work Program	
Monitoring, Assessment and Evaluation Plan	
Form 212A – CSBG Administrative Support Worksheet (if applicable)	
Form 6844S – Agency Budget Information	
Form 6844N-Budget Narrative	
Appendices (to be attached by the Applicant):	
• Organizational Chart (do not include names)	
• Job Description and Resume for the Agency's Executive Director	
• Job Description and Resume for the Agency's Chief Financial Officer	
• Job Descriptions for all CSBG employees (do not include names)	
• Affirmative Action Plan	
• Documentation of Public Hearings for Initial Planning Process:	
Copy of Public Notice(s) from Newspaper(s)	
Agenda of Public Meeting(s)	
Copy of Attendance Sheet(s)	
Minutes of Public Meeting(s)	
• Documentation for Notice of Intent to Apply:	
Copy of advertisement(s)	
• Documentation of Submission to County Commissioners:	
Notarized document from county clerk	
Commissioners' comments or minutes (if applicable)	
• Cognizant-Approved Indirect Cost Agreement	
• Copy of the Proposal Application submitted to the cognizant agency for approval of the Indirect Cost Rate	
• Cost Allocation Plan (if applicable)	
• Vehicle Registrations (*must be up-to-date*)	
• State Certification-No Overdue Tax Debts	
• State Certification-Contractor Certification required by N.C. Law	
• Federal Certifications	
• Cost Allocation Plan Certification	
• Federal Funding Accountability and Transparency Act (FFATA)	
• Central Contractor Registration (CCR) (*must be up-to-date*)	

Checklist to Submit a Complete Community Services Block Grant (CSBG) Application (continued)

Item	Included (√)
• IRS Tax Exemption Verification- verifies the agency's 501 (c) (3) status *(must be dated after July 1, 2014)*	
• Conflict of Interest Policy *(must have been approved within the past 5 years and must be notarized)*	
• Contractual Agreements/leases *(must be current within contract period)*	

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
Certification and Assurances

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on (dates are listed below for each county) for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
November 12, 2019	Jones	January 2, 2020	Carteret
November 13, 2019	Pamlico	January 3, 2020	Jones/Craven
November 19, 2019	Carteret	January 6, 2020	
November 20, 2019	Craven		

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on _____ as required by 10A NCAC 97C .0111(b)(1)(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
January 2, 2020	Pamlico	January 6, 2020	
January 2, 2020	Jones	January 20, 2020	
January 2, 2020	Craven	January 21, 2020	
January 2, 2020	Carteret	January 27, 2020	

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: _____

Board Chairperson: _____
(Signature) (Date)

Finance Committee Chairperson: _____
(Signature) (Date)

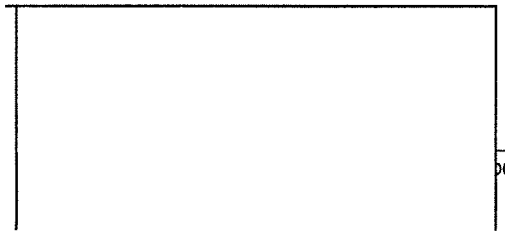
Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	15	Total Current Vacant Seats	02

Total Number of Seats Reserved for Each Sector	Poor	05	Public	05	Private	05
Total Number of Vacant Seats Per Each Sector	Poor	01	Public	01	Private	0

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor					
1. Mr. Bernard White	Craven	CONB Alderman	June 2016	3	June 2023
2. Mr. Bobby Lowery	Carteret	Second Blessings	May 2016	3	June 2023
3. .Vacant		Policy Council	July 2019	0	September 2019
4. Ms. Gwendolyn DeKoning	Carteret	Section 8 HUD Advisory Council	July 2018	1	June 2021
5. Ms. LaQuitta Williams	Craven	Former Policy Council Parent	February 2018	1	June 2021
6.					
Public Elected Officials					
1.Vacant				0	
2.Vacant				0	
3. Ms. Terri Sharp	Craven	Craven Clerk of Court	June 2014	5	June 2020
4. Ms. Peggie Garner	Onslow	Onslow County Cooperative Ext	July 2018	1	June 2021
5. Mr. Theron McCabe	Craven	Craven County Commissioners	January 2018	1	June 2021
6.					
Representatives of Private Organizations					
1. Rev. Charles Dudley	Craven	New Beginnings Ministry of Faith	March 2016	3	June 2019
2. Ms. Dawn Gibson	Craven	Peletah Academic Center	October 2017	2	June 2020
3. Ms. Ruzalia Davis	Pamlico	Coastal Women's Shelter	October 2019	0	June 2022
4. Ms. Ann Savage	Pamlico	Coastal Women's Shelter	March 2016	3	June 2019
5. Mr. Jerol Bryant	Jones	Retired FRC	October 2018	1	June 2021
6. Ms. Bonnie Gould	Craven	Craven County Smart Start	June 2018	1	June 2022

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.



Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Charles Dudley	1922 Ferry RD Havelock, NC 28532	pastor.dudley@yahoo.com
Peggie Garner	4024 Richland's Highway Jacksonville, NC 28540	peggie_garner@ncsu.edu
Bobby Lowery	2703 Mayberry Loop RD Morehead City, NC 28557	secondblessings@earthlink.net
Bernard White	1811 Durham Street New Bern, NC 28560	whitebw@newbern-nc.org
Terri Sharp	3306 Hedgegrow Circle New Bern, NC 28562	rtsharp@embarqmail.com
Gwendolyn DeKoning	4609 Country Club RD, #B-4 Morehead City, NC 28557	gdekoning36@gmail.com
Ann Savage	PO Box 202 Grantsboro, NC 28529	annbsavage@yahoo.com
Ruzalia Davis	2344 Brown Creek Rd Merrit, NC 28556	cwspamlico@ccoastalwomensshelter.net
Dawn Gibson	354 Fisher RD PO Box 55 Merritt, NC 28556	dawngibson@peletahacademics.org
Theron McCabe	521 Ferry RD Havelock, NC 28532	crystal1001@centurylink.net
LaQuitta Williams	812 Pecan Court New Bern, NC 28562	quittalmw@gmail.com
Jerol Bryant	509 Greenetown RD Trenton, NC 28585	jeroljean509@embarqmail.com
Vacant		

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board -			
Charles Dudley	Chairperson	Private	Craven
Peggie Garner	Peggie Garner	Public	Onslow
Bobby Lowery	Bobby Lowery	Poor	Carteret
Committee Name: By-Laws			
Terri Sharp	Chairperson	Public	Craven
Dawn Baldwin Gibson	Terri Sharp	Private	Craven
Vacant		Poor	Craven
Vacant		Public	Pamlico
Committee Name: Finance			
Charles Dudley	Chairperson	Public	Onslow
Keith Fiaschetti	(CFO-Staff Representative)		
Committee Name: Nominating			
Charles Dudley	Chairperson	Private	Craven
Bernard White		Public	Craven
Bobby Lowery		Poor	Carteret
Committee Name:			
Charles Dudley	Chairperson	Private	Craven
Terri Sharp		Public	Craven
Ann Savage		Private	Pamlico
Gwen DeKoning		Poor	Carteret
Committee Name:			
Charles Dudley	Chairperson	Private	Craven
Peggie Garner		Public	Onslow
Bobby Lowery		Poor	Carteret
Catissa Head	(Executive Director)		
Committee Name:			
Charles Dudley	Chairperson	Private	Craven
Theron McCabe		Public	Craven
Jerol Bryant		Private	Jones

*To be completed by agencies serving multiple counties.

Community Service Block Grant

Board of Directors Contractual Certifications

I, _____ (board chairperson name and name of applicant) certify the information in the following categories by initialing each certification and signing below:

☐ **A. Conflict of Interest:** I certify that a Conflict of Interest Policy in place and that a copy of the policy can be found in the Employee Policy Manual and in the Board Member Handbook. I also certify that all members of the Board of Directors and all staff annually sign "Conflict of Interest" forms and that copies of Board member signatures are kept in the Board Minutes Book while copies of employee signatures are retained in the personnel files.

☐ **B. Board of Director Orientation/Training:** I certify that a Board Member Orientation Policy is in place and that it is utilized as new Board members are assigned to the Board. I also certify that all Board members attend an annual Board Training each year and record of such is reflected in the Board minutes. The most recent Board Training occurred on *(11/21/2019)*

☐ **C. Agency-wide Audit:** I certify that *(Petway, Mills & Pearson, CPA)* performs an audit annually. The audit is completed each year and submitted for review by the Board. The most recent audit for program year *(October 1, 2018 through September 30, 2019)* was submitted and accepted by the Board at the *()* meeting and is on record in said minutes.

Certification (Original Signature)

_____ _____

Signature of Chairperson/President Date

Community Service Block Grant

Certification of Community Assessment

The _____ Coastal Community Action, Inc _____(applicant) has conducted a Community Assessment of its service area within the past three (3) years utilizing the following method(s):

(Check one or more of the following methods)

- ☐ Surveys of the community(s) - door to door, telephone, etc.
- ✓ Review of Records - agency intake forms, program participant records, etc. (may be used with at least one other type of needs assessment; will not meet compliance on its own)
- ✓ Review of demographical information - U.S. Census, welfare statistics, unemployment statistics, etc.
- ✓ Discussions/information/testimony provided by individuals and community members - social service professionals, agency staff, program participants, etc.
- ✓ Public meetings to solicit input on community needs
- ☐ Other (Describe) _____

_____

The most recent Community Assessment was completed on: ___July through August 2019_____
(date)

The Community Assessment was completed by: __Heartland Solutions_____
(agency or contractor)

It is expressly understood that this Community Assessment should include community and consumer input. It is to be used as a basis for prioritizing the needs of the low-income population in the service area and for planning the applicant's projects to meet those needs.

It is further understood that documentation validating that a Community Assessment was completed and is to be retained by the applicant and is subject to review by the Office of Economic Opportunity.

Please provide a 4-5 sentence summary of your most recent Community Needs Assessment:

The latest Community Assessment completed reflected that there is still major chronic levels of poverty as the service areas supported by Coastal Community Action, Inc. have unevenly distributed levels of poverty. Jones County's poverty rate for families that have children under the age of five exceeds poverty by 49%. Poverty rates in other counties are at 32% (Pamlico), 25.3% Craven County, and 20.6% for Carteret County. The Community Assessment also reflected that there are approximately 33% of Head Start families who fall in the category of having no working person living in the home, which far exceeds the unemployment rate in the service area counties, even the unemployment rate for those in poverty. In contrast to national trends unemployment is on the rise in all counties except for Pamlico. Data captured in the most recent Community Assessment reflects that population numbers in both Craven and Carteret Counties have increased, while numbers in Jones County has decreased by 5%.

Numbers in Pamlico has remained the same however, differing numbers in populations of three of the four counties affect employment for families drastically. Jones County's numbers are continuously decreasing which in turn affects the educational attainment for the individuals that are currently residing in the county and also minimizing the attention that is paid to the county by new employers. In Carteret and Craven Counties, job growth has not matched the increase in population and growth has outpaced the new job opportunities, which has made it difficult for individuals with low skills to progress with gaining employment. In addition to the Community Assessment, additional data was collected through community surveys were completed in October 2019 and November 2019 to reassess the aftermath of Hurricane Florence and Hurricane Dorian. A review of statistics from the U.S. Census Bureau by county in our service area, participant pre-screening intake information and assessment tracking through ROMA scales were used to identify the most prevalent needs of low-income individuals and families. After the forming of a Multi-disciplinary forum, surveys completed reflected that there were still many families recovering from the devastation of both Hurricane Florence and Hurricane Dorian. Many families have resulted in evacuating the area permanently and/or temporarily due to the lack of housing present in the area available to families of the low-income status. The results of the surveys completed during public planning meetings by Head Start families, community families, and community partners also reflected that affordable housing, stable employment, education attainment, transportation, food support, affordable childcare, emergency assistance resources and homelessness are still major barriers that families within Head Start/Early Head Start and the community are still struggling with. There are many applicants that are still being wait listed for services of childcare, housing, and education attainment. Due to severe homelessness due to losing homes during Hurricane Florence, some families are currently living with one another in small spaces, living in campers, temporary shelters, cars, and/or renting rooms from local hotels because of the severe housing crisis in the areas served. Families that have nowhere else to go have made the decision to remain in their damaged homes that have visible mold, sink holes in the flooring, roof damages, and homes that desperately need rehabilitation that makes the home unsafe and inhabitable. Many homes are in need of repairs due to not having insurance. This is also a major hardship as many families do not have the substantial income available to have the needed repairs completed. Many families are not eligible for supports that are offered by many programs that provide assistance due to eligibility requirements. Many families are also struggling with finding descent employment that increases their income to assist with moving themselves above poverty due to the lack of education, and employment/training skills.

(continue to next page)

The following is a list of needs as prioritized, with community input, through the needs assessment process.

1. Employment opportunities	4. Quality, affordable child care
2. Safe, affordable housing	5. Services and resources for persons who are disabled/elderly and who struggle with mental health challenges
3. Transportation, public transportation services	6. Temporary Shelter for the homeless

Certification (Original Signature)

Signature of Chairperson/President

Date

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
Planning Process Narrative

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

a. Low-Income Community: Within the CCA, Inc. service areas members of the low-income community were involved in the planning and development of this three-year strategic plan during Public Planning Meetings in each county serviced for CSBG. These four counties are Carteret, Craven, Jones and Pamlico. These meetings were sponsored by staff from Coastal Community Action, Inc. (CCA) in partnership with other human service organizations that serve a segment of the population also targeted for participation in the CSBG program. This is important as low-income individuals and families are integral to the success of planning for services and programming to identify barriers and to meet the most critical needs in the four-county service area: Carteret, Craven, Jones, and Pamlico counties. At each planning meeting citizens from the low-income community in each of the four counties were provided a historical overview of the Economic Opportunity Act of 1964, presented program outcomes and success stories of the program from the previous three years, and a proposed model for the three-year plan for fiscal years 2020-2023. For the initial planning period, low-income citizens were given the opportunity to provide input, ask questions, and share testimonials of past experiences when receiving assistance through CSBG/Family Development Services at CCA. Attendees of each planning meeting also completed surveys for the county that they reside in and/or represent. Surveys were constructed to fit the services available to residents of each county.

b. Agency Staff: These public meetings were held in each of the four counties as follows:

Jones County: November 12, 2019 6:30 PM
Maysville Town Hall

Pamlico County: November 13, 2019 11:00 AM
Pamlico Child Development Center

Carteret County: November 19, 2019 11:00 AM
CCA, Inc. Administrative Office

Craven County: November 20, 2019 11:00 AM
Duffyfield Child Development Center

Locations for public planning meetings were selected for their centrality and accessibility for low-income residents and the community at-large. Program participants, past and present were invited by Family Development Specialists, CSBG Director, Center Director's, and Community Partners to attend public planning meetings in their respective communities to describe their

barriers and persistent needs to provide input regarding the plan. Additionally, representatives of the low-income community were given the opportunity to describe unmet needs in the areas of housing, transportation, child care, income management, employment, education and all other areas that block the achievement of economic stability for families and individuals living at or below poverty. Beginning year one of the three-year plan for 2020-2023, low-income citizens were notified that the grant application was available for public review and comment by announcements posted in English and Spanish in the main office in Newport, at the six Head Start/Early Head Start Child Development Centers in Beaufort and Newport (Carteret); New Bern and Havelock (three sites in Craven), and Grantsboro (Pamlico). Notices also were posted at Carteret County Department of Social Services, Craven County Department of Social Services, Jones County Department of Social Services, Jones County Partnership for Children, Jones County Senior Center and Lenoir Community College Jones Education Center (Jones County); Pamlico County Department of Social Services and Pamlico Senior Citizens Center (Pamlico). Public Notices were also published in the following local newspapers: The Jacksonville Daily News, which covers all four counties; The Sun Journal, covers Craven, Jones and Pamlico counties; News-Times, covers Carteret County; and Pamlico News covers Pamlico County and surrounding areas. Newspaper publications allow us to reach a wide audience, which also targets low-income populations with the greatest needs.

Comprehensive services provided to families through Family Development Services are funded through the Community Services Block Grant. A description of services provided during previous program years were presented and discussed at each Public Planning Meeting. Roundtable discussions about individual cases have been held to determine how best to meet the needs of the families living in some of the highest rated poverty areas. The major focus is how services that we provide impact our customers, and the best practices for collaboratively providing comprehensive services with interagency services and our partners. The OEO Year-End Report, CSBG/IS Report and information and data in Accountable Results for Community Action (AR4CA) are most relevant mechanisms for assessing and meeting the needs of program participants. Family Development Services team members also serve on several committees that focus on poverty issues in our service area. Community involvement has given staff the opportunity to collect information from JobLink Centers in Carteret, Craven, Jones and Pamlico Counties, Departments of Social Services, Head Start/Early Head Start, Section 8 HUD Rental Assistance, Onslow-Carteret Behavioral Health Center, the Health Department in all four counties, and other committees and area-wide collaborations.

The Community Assessment for the agency was completed in July – August 2019 for Family and Children's Services. Family and Children's Services includes Family Development Services, Head Start and Early Head Start programs. The Family and Children's Services Program (FCSP) Director developed electronic surveys for participants, partners, governing bodies and staff that were distributed and collected by Family Development Specialists, Head Start/Early Head Start Center Managers and the Community Initiatives Coordinator. The CSBG Director and Family Development Specialists conducted focus groups such as Multidisciplinary Forum involving community partners to distinguish and classify the most pervasive of needs for the low-income population in Carteret, Craven, Jones and Pamlico counties. Family Development Specialists, the Community Initiatives Coordinator, Center Managers in Craven County and the Executive Director also participated in the Choice Neighborhoods Initiatives sponsored by the New Bern

Housing Authority and contributed to the education, housing and employment assessment for the Greater Five-Points area in New Bern (Craven County). Information contributed was based on the family surveys, CSBG-IS Report results, and CSBG Year-End Reports for the last three years. The CSBG director researched local poverty statistics and data contained in this grant application. There are several other programs within the agency that share program participants with both CSBG and Head Start/Early Head Start programs. At CCA, CSBG and Head Start/Early Head Start operates as a collaborated program: Family and Children's Services. This approach has afforded even more services with a comprehensive base, providing heightened effectiveness with meeting the needs of families in our service area. Family Development Specialists have firsthand knowledge of families expressing the greatest need for goal-setting to work towards self-sufficiency. Teachers collect Family Survey of Needs at the beginning of the Head Start program year (September) and submit results to the appropriate Family Development Specialist when notated services are expressed to be needed for supports from the Family Development Services through the CSBG program. Concentrated efforts between Head Start Teachers, Teacher Assistants, Operations Manager, FCSP Director, Health and Nutrition Managers, Education Staff, the Parent, Family and Community Engagement Manager, Family Service Workers, CSBG Director, Center Managers and Family Development Specialists provide multiple opportunities for staff to determine greatest needs to block barriers and help heads of households to work towards self-sufficiency. Family Development Specialists are stationed at Head Start centers and other satellite offices for customer accessibility. The strategic plan serves as a guide to meeting the goals and objectives for the program. The Family Development Services Model defines roles and responsibilities. With available services for Head Start/Early Head Start families through the CSBG program, family accomplishments are included in an annual report for public review. Family Development Specialists are currently contributing to the development and implementation of the Family and Children's Services Procedure Manual and the Family Development Services Standard Operating Procedures Manual for providing a guide to Self-Sufficiency (CSBG) and Head Start Case Management.

Partner agency representatives that serve low-income individuals and families were invited to each of the initial Public Planning Meetings by e-mails and personal invitations from the Family Development Services team. Representatives that attended contributed to the discussion and provided feedback regarding the needs of low-income populations specific to their service areas. These invitations resulted in successful planning meetings that consisted of an average attendance of 15 individuals from the community, representatives from partner organizations, CSBG/Family Development Specialists, Head Start, Senior Services and Weatherization programs under the umbrella of Coastal Community Action, Inc., as well as the Executive Director. Family Development Specialists presented success stories about participants during each meeting.

The CSBG Program Director, Family Development Specialists and other Head Start Component Managers annually use a multidisciplinary approach to review the files of all children enrolled in the Head Start/Early Head Start program to determine the highest level of need for families, to assess families in crisis and connect them to Case Management to alleviate their crisis situation, and also to develop a list of families for potential Self-Sufficiency participation. From this information, support services in the four-county service area are needed to help families maintain standard housing, secure employment with health benefits and transportation, good nutrition, and

affordable child care outside of Head Start/Early Head Start service hours. With full enrollment at approximately 759 children for Head Start and Early Head Start children, more than 600 families are evaluated for needed services at a minimum of two times per year.

Family Development Specialists attend regular focus meetings with community partners designed to help members of our targeted population and to assess ongoing needs. Workshops are presented at Head Start Parent Meetings, In-Service Trainings for staff, NC Works agencies, Community Collaborative meetings, Multidisciplinary Meetings, Foster Grandparent Volunteers In-service Trainings and Consumer Meetings at area Mental Health agencies. Within the last year, the team presented and collaborated with other agencies with workshops, seminars, and other activities purposed to provide self-help information and assistance to families to help them meet their needs.

September 2019 Hurricane Dorian brought more devastation to Eastern North Carolina. Though the aftermath of Hurricane Dorian was not as severe as Hurricane Florence's devastation in September of 2018, many families still felt the impacts mentally and emotionally due to still being either in the midst of having their lives and homes recovered or still living in the same conditions that Hurricane Florence left them in. Still to date many families are living displaced, still waiting for affordable and available housing, living in inhabitable homes due to landlord's failure to provide needed repairs to the home, living in local shelters, sleeping in vehicles, or residing temporarily with family and/or friends.

Board Members: Each year, board members attend the annual Celebration of Success to meet and greet program participants who have overcome obstacles to rise above poverty. This allows board members an occasion to share with staff and participants in one setting. Looking at the trends of poverty in our service areas, the Board of Directors continue developing several fundraising activities by involving businesses and faith-based organizations to help provide additional resources to encourage the low-income community. The Board has completed the process of reviewing and updating the strategic plan, which will include the idea for CSBG to continue integration with agencies that promote one-stop assistance throughout our service area. The most recent Celebration of Success was held in Craven County in June 2019. Board members attended this event.

The Self-Sufficiency program, along with collaborative efforts from other agencies will allow the CSBG team to concentrate on providing the best management of services for individuals/families who are motivated to work for economic independence. The board will continue to play a significant role in the governance of all legal, programmatic and financial aspects of the program. All activities are reported to the Board during regular board meetings and through correspondence. Local program policies are reviewed and approved by the Board. We will continue to utilize a total self-sufficiency approach by providing educational assistance, job training and placement, transportation assistance, workshops and seminars for money management, life skills and homeownership, assistance to ex-offenders who show commitment to self-improvement, and referrals for crises interventions. Partnerships and linkages will enable us to meet the needs of eligible, low-income populations seeking enrollment in the program. The Board will continue to ensure that Coastal Community Action, Inc. has a strong network of assistance with proper representation.

2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency's service area:

Community-based organizations: Inquiries for assistance are received on a daily basis. There are some that are unable to be assisted using Community Services Block Grant funds due to income limits. Community-based organizations such as the Elks Lodge and Salvation Army are partnerships that are cultivated to assist those whom we cannot help, as well as, those for whom the crisis situation is more than allowed for one agency.

Faith-Based Organizations: Food distribution data is provided to nonprofit organizations. Partnerships with faith-based organizations are continuous. Contacts with faith-based organizations that provide services such as emergency utility assistance and food provisions are continually updated in order to leverage funds expended for these purposes. As an example, one faith-based resource in Craven County has increased their food distribution from one Saturday per month to two Saturdays in order to meet increased demand. The Word of God Christian Center reports distributing more than 200 boxes of food per month.

Private Sector: Provides data for the homeless. After Hurricane Florence, numerous individuals within the four counties serviced by Community Service Block Grant were identified as displaced and forced to live in hotels, cars or shelters. One privately-owned hotel in Carteret county lowered the daily rate and agreed to extend a monthly rate to help families continue to work and get children to school without having to worry about housing on a daily basis. This arrangement was secured by advocacy efforts of agency staff. Staff members continually involve private sector businesses to conduct informational workshops and to coordinate in-kind or financial donations to the agency.

Public Sector: Data for housing, employment, and health needs of individuals. Post-Hurricane Florence a focus group was formed with Craven County Department of Social Services and CCA. Lead by the Head Start-Work First Collaboration Team, data was collected by Family Development Specialists and DSS Social Workers, which resulted in defining community strengths, challenges and opportunities for growth or improvement for families affected by the storm. Many agencies and their staff were negatively impacted causing delays in restoring services to areas prior to, during and after the storm.

At least twice per year, the Head Start Advisory Services Council (HSAC) meet to address the identified health and mental health needs of children and adults in the community. The council consists of CCA staff, medical and dental professionals, DSS social workers and administrators, health department staff, mental health case managers, therapists, and counselors, Head Start parents, and local education agency representatives.

Educational Sector: Quarterly School Readiness Team meetings 2017-2018 consisting of local partners from public schools, Smart Start, and literacy councils from all four counties discussed

and analyzed child outcomes, family needs concerning children with disabilities, and homeless families for children transitioning to kindergarten.

3. Describe your agency's method and criteria for identifying poverty causes including how the agency collected and analyzed qualitative and quantitative data in identifying those causes.

The method and criteria used by the agency for identifying poverty causes was determined by the collecting of statistical data from variety of sources. Internal program data was retrieved from Section 8 HUD, Weatherization, Senior Services, Head Start/Early Head Start PIR, ROMA assessments in AR4CA, family surveys, CSBG-IS Reports, as well as information from the most recent United States Census Bureau, Kids Count, USDA, local economic development councils, health departments and county departments of social services. The participant intake process for all program areas reveal data from each county to assess needs and determine causes of poverty in all four counties. Needs assessments were conducted by the agency in September 2018, following Hurricane Florence. The annual agency outcome measures reported in the Community Services Block Grant/Information Survey (CSBG/IS) provide specific data gathered throughout the year regarding households with zero income. An assessment of services delivered to help individuals find employment presents a snapshot of more services needed to help families to move toward economic stability. Additional data was obtained from Family Development Services program records, information from the Departments of Social Services in Carteret, Craven, Jones, and Pamlico counties, Onslow Carteret Behavioral Health Center, Hope Mission in Carteret County, Religious Community Services in Craven County, Carolina Regional Housing Authority, Beaufort Housing Authority, local Section 8 HUD programs, and New Bern Housing Authority. To determine priority and selection of strategies to be implemented were developed from an analysis of recent needs assessments. Reported assessments reveal that the needs for low-income families result in continuous barriers to achieving self-sufficiency. More than 300 families/individuals were assessed, and more than 70% reported their barriers to self-sufficiency are from low wages, insufficient transportation creating difficulties to finding and keeping a job, and the lack of affordable quality child care, including child care for extended hours. The lack of higher education and job skills prohibit many household heads from obtaining a job that pays above minimum wage. Likewise, the inability to find and keep employment, the high cost of living with limited finances, lack of money management and budgeting skills coupled with all other barriers are the most crucial issues in helping low-income individuals and especially for those who are struggling with the transition from welfare dependency. With over 600 families with children served through the Early Head Start/Head Start and NC Pre-K programs at CCA, less than five percent of these households actually acquire enough resources available to help them move out of poverty within a five-year period.

In September 2018, Hurricane Florence resulted in a steep rise in the number of persons unemployed in our service area. Last year, NC Works, also known as Employment Security, identified low wages from seasonal work and unemployment rates at an average of 4.35% of the working population in the four-county service area. Most recently, the unemployment rate for the state of North Carolina is approximately 4.0%. However, our research has indicated the causes of poverty for individuals and families in our communities are due to on-going periods of unemployment, under-employment and seasonal employment. Essentially, the impact of

Hurricane Florence moved low-income families further below poverty. Individuals depending on seasonal work experienced a decrease in income overall as businesses were closed for extensive periods of time in the aftermath of the storm. Still, construction and general contract work has increased with the number of businesses and public and private housing areas in need of repair from the storm.

4. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

The agency has undertaken numerous activities to advocate for and empower low-income individuals and families to achieve economic independence and security. Some of these advocacy and empowering activities consist of accompanying participants to court hearings, multidisciplinary services meetings, home buyer education workshops, and home buyer ribbon-cutting ceremonies. Moreover, by developing relationships with families through home visits, attending graduations and offering support for employment readiness (i.e. appropriate attire, mock interviews and providing transportation). Additionally, the Family Development Services program provides self-help workshops for families and individuals enrolled in Self-Sufficiency and for the community at-large, at least six times per year. Additional workshops are co-sponsored with partner agencies to reach individuals participating in goal-setting programs with Craven County Departments of Social Services (Head Start-Work First Collaboration), Workforce Innovation and Opportunity Act (WIOA), Legal Aid of North Carolina, and local attorneys with an interest in helping low-income populations. Workshop subjects include financial literacy (series), basic money management, debt reduction and elimination, managing credit, education resources, foreclosure prevention, housing options, family law, career development (series), employment retention, stress management, positive parenting, family safety, healthy relationships, and health and wellness. Workshops are held in locations that are nearest our target population and our Head Start centers.

Low-income individuals are given the opportunity for selection to serve on our Board of Directors when vacancies occur. Head Start parents serve on the Policy Council, and one member from the Policy Council is appointed to serve as a voting member on the Board. Parents of Head Start children are encouraged to volunteer at Head Start centers to acquire skills and to actively serve on Parent Councils and sub-committees. Parents vote democratically for officers to represent in governing roles at each of our Head Start centers. Parent Committee Officers vote democratically for officers of the Policy Council.

Section 8 HUD Rental Assistance and HUD Family Self-Sufficiency (FSS) programs have a Section 8 HUD Advisory Council, which is comprised of low-income Section 8 HUD recipients who also are HUD program participants. The program at CCA serves only Carteret County, and provides subsidized payments for rent on behalf of individuals enrolled in the Rental Assistance program at CCA. Approximately 40 individuals participate in FSS with the goal of increasing their annual income to accumulate savings in an escrow account. Upon graduation from the program, savings may be withdrawn by the participant. The primary goal for participants are to use funds for down payments to close on a new home, purchase reliable vehicles, or to pay off debts.

Senior services programs at CCA provide volunteer opportunities for senior citizens, along with incentives and stipends to help supplement their income, and utilize their knowledge and skill sets. The programs at CCA are: Foster Grandparent Volunteer Program, Senior Companion Program and Retired and Senior Volunteer Program (RSVP). Individuals meeting criteria to participate in each of the programs vary. RSVP participants are assigned as first responders with our local fire and police departments. Senior Companions are senior citizens who serve as assistants to frail and elderly persons. Foster Grandparents are assigned to public schools and Head Start centers serving in classrooms reading to children and assisting teaching staff to help nurture and provide safe environments for children. All three volunteer programs have provided paid employment opportunities to seniors interested in re-joining the workforce. Volunteers also, have the opportunity to serve on the local Aging Planning Board and Senior Services Advisory Council.

5. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

The agency plans to make more effective use of and coordinate with other programs, including State Welfare Reform efforts by continuing strong relationships with local departments of social services and other programs that strive to assist low-income persons to attain a level of self-sufficiency, ultimately to help them to help themselves to move above the poverty level. Family Development Specialists serve as contributing members with Craven County Department of Social Services' Work First/Retention. The collaboration between CCA and Craven DSS was formed in 2014 as a pilot project, funded by the NC Head Start State Collaboration Office (NCHSSCO). The Head Start-Work First Collaboration Team increased cross-agency referrals by joining forces to establish goal-setting priorities with families, and meeting with a plethora of service providers for multidisciplinary meetings for families at-risk of homelessness, in need of mental health interventions, loss of employment or in need of employment, or children possibly being placed in foster care. Members of the agency also serve on advisory councils for nonprofits, housing coalitions, and Child Fatality Task Force in our service areas. Each of these councils and committees consists of representatives from NC Works, Eastern Carolina Behavioral Health, Trillium Mental Health, county health departments, public schools, community colleges, and local churches. Family Development Specialists (FDS) work closely with local JobLink Career Centers, WIOA, and other employment coaches, counselors and coordinators to assist with meeting the needs of clients enrolled in these programs. FDSs works with partner agencies such as Carteret County DSS, Pamlico County DSS, Jones County DSS, and Lenoir Community College in Jones County to strengthen and build on existing and new resources to ensure families have access to Self-Sufficiency services.

The private sector is integral to the success of our program participants, and we encourage involvement at this level to eliminate the causes of poverty through branding and marketing in the community for heightened awareness of our agency and the services. Accompanying this effort of "local giving" has been devised, with service organizations, businesses, corporations and individuals contributing to CCA programs and services aimed at reducing poverty and enhancing the quality of life for our poorest citizens. By acting as advocates for our participants, we feel it is important to allow participants, if he or she desires, to share his or her story with

business owners in the private sector, hopefully to show business owners the causes, effects, and ways they can help us with solutions to helping our participants reach a level of self-sufficiency. Television and newspaper interviews are being used as vehicles to achieve wider community awareness. Businesses are asked to donate merchandise for door prizes during special events and during holidays throughout the year. This allows businesses to become involved in our efforts, as well as assist us in generating resources for participants in need of other types of assistance. Retail stores and private businesses are contacted to donate clothing and accessories for participants preparing for job interviews and/or receiving employment.

6. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

In addition to the description of planned and on-going agency coordination activities described, careful examination is given to participant service contracts in terms of "gaps", or their unmet (provision of) needs. Limited resources result in a large volume of outside referrals. Aside from our interagency referral system, our collaborations for Head Start-Work First families has proven both effective and efficient with eliminating service gaps. This model is designed to strengthen the partnership between local programs under the umbrella of community action and the local department of social services. This initiative engages family services professionals from both agencies to identify families participating in both programs, and allows professionals to combine forces to jointly work together to maximize services without duplication. Staff from both agencies jointly participate in meetings, cross-trainings and assessments/goal-settings with families on a continuum. Additionally, staff also is involved in meetings and discussions with other agencies to encourage a strong network of service delivery, plus a system of best practices for the program. Our involvement with the Eastern Carolina Workforce Development Professional Association also brings various organizations together to share the progress of their programs and introduce any new services. This has proven beneficial to us, because it gives us the opportunity to promote the scope of our services and broaden our networking channels. Memorandums of Understanding/Agreements and informal partner agreements assist with filling identified gaps for services, as well as to avoid service duplication. CCA continuously is working to develop more appropriate mechanisms for referral, management, and follow-up. Family Development Specialists conduct individual intake applications on standard computerized forms for participants seeking assistance. Each specialist is assigned to manage families or individuals to assess and determine service needs, handle referrals, track/monitor, and follow-up with face-to-face consultations from acceptance to termination.

7. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

The agency is committed to supporting innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant with the goal of strengthening families and encouraging effective parenting. The Family and Children's Services

Program within the agency provides Parent, Family and Community Engagement initiatives that are designed to meet goals of strengthening families. Family Development Specialists are involved in every aspect of the Head Start/Early Head Start program, and take an active role with families to promote Fatherhood and Male Involvement Initiatives, family literacy projects, health and dental services, Family Fun Day, and community events sponsored by the local health departments (health fairs and expos). Additionally, Partnerships for Children (back-to-school events, parent education) and county Cooperative Extensions (community health, nutrition and budgeting events) also, are included in the scheduling for male-focused projects. Fatherhood initiatives currently are driven through regular male involvement meetings with fathers who have children enrolled in Head Start/Early Head Start. Family and Children's Services male staff members have made concerted efforts to engage male family members to increase their visibility in the program. During the 2018-2019 program year, approximately 166 males donated more than 3,700 hours of in-kind time in the classrooms at Head Start centers.

Approximately 220 males participated in activities at all six Head Start/Early Head Start centers at CCA, and also about 70 males participated in the Man Up! Luncheon Conference in April 2017, sponsored by Family and Children's Services. The conference consisted of male participants from other Community Action agencies and partner agencies. Family Development Specialists assist with the facilitation of these activities to involve males in our program. Aside from monthly meetings, guest speakers are invited for special breakfasts, luncheons, and dinners to train and educate men to become involved with their children. The results have increased the number of males becoming involved in parent committees, classroom activities, and other social activities for families in our service area. Involvement with other initiatives with goals of strengthening families and encouraging effective parenting are through partnerships with programs that promote healthy marriages, positive parenting, teen pregnancy prevention and family support classes sponsored by local churches, public schools, local social services and mental health agencies, and winter and spring community events for families.

Additionally, middle school and high school students receive credit for reading to children enrolled in Head Start. Foster Grandparent Volunteers serve in Head Start/Early Head Start classrooms to provide additional nurturing to children in early education settings. The public schools' English-as-a-Second Language project provides services to families through workshops, information and referrals, and a strong support base for the Latino/Hispanic population in all four counties. Family Development Specialists actively participate in ESL projects in Carteret and Craven Counties Interfaith Refugee Ministries partners with Family and Children's Services staff to assist Asian populations in the community to obtain housing, food, employment and language classes. These types of support contribute to strengthening families while struggling to adjust to the cultural norms of a new life. Currently, community colleges, and bilingual advocacy groups provide a strong support base for Limited English-Proficient (LEP) families and individuals. Head Start offers workshops to the families of the children they serve, and Family and Children's Services' clients with children in the Head Start program are encouraged to attend these classes as well. Head Start provides a Bilingual Support Coordinator to assist LEP parents to access needed services.

8. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

Since Hurricane Florence the agency is involved with a variety of programs to address issues pertaining to hunger and proper nutrition throughout the four-county service area. We encourage program participants to apply for SNAP Benefits at the Department of Social Services in their county of residence. Estimated SNAP Benefits cases reported as of January 2019 for the four-county service area were reported as follows:

County	Carteret	Craven	Jones	Pamlico
# of Cases	3,484	6,397	1,200	1,904

We also inform women in the community with small children or pregnant, to enroll in the Women, Infants and Children (WIC) program to supplement nutritional needs and prevent anemia and nutritional deficiencies for children 0-5 years-old. Electronic benefits are provided for parents or guardians to purchase milk, cheese, eggs and natural fruit juices from local supermarkets. Families are also able to use benefits at local farmer's markets to purchase fresh fruit and vegetables. Data for the 2017-2019 fiscal year for health departments in the program's service areas reported estimated numbers of WIC cases as follows:

County	Carteret	Craven	Jones	Pamlico
# of Cases	1,305	2,700	172	284

We will continue to help meet the food needs of the families seeking to enroll in our program by continuing to collaborate with Soup Kitchens, food pantry services local church food drives, the NC Food Bank and through collaborative efforts with the following programs and their services:

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Head Start/Early Head Start/North Carolina Pre-Kindergarten (NC Pre-K) programs provide two hot meals and nutritious snacks over 750 children 0-5 years participating in kindergarten preparation and early developmental programs in six Head Start Child Development Centers in Carteret, Craven, and Pamlico counties five days per week. All three counties, plus Jones County, provide home-based education and development options for children. Home Visitors educate parents and children about proper nutrition. Approximately 28 Foster Grandparent Volunteers assigned to Head Start Child Development Centers receive nutritious meals during their hours of volunteer service.

Boys' and Girls' Clubs of Coastal Carolina during the after school hours provides nutritious snacks five days per week to 140 students through Kids Café in Morehead City, 50 students in the Beaufort Club, and 50 students in the Havelock Club. During the summer, youth receive at least one full-course meal, once per day, along with nutrition education projects to approximately 200 school age participants in all three locations.

Senior Nutrition Food Program, sponsored by the NC Division of Aging and Adult Services ensures that well-balanced meals consistent with the nutritional requirements set forth by the USDA are provided in congregate settings or home-delivered to elderly clients on a daily basis.

The Salvation Army in Carteret and Craven counties distributes food to an average of 500 families per month with a referral from a human services agency. Families must be experiencing a crisis.

St. Andrews Episcopal Church in New Bern serves one daily meal, four days per week to approximately 400 individuals per month

Martha's Missions in Carteret County provides non-perishable foods to the community from a food pantry

Salvation Army and Religious Community Services in Craven County provide non-perishable foods to the community from a food pantry

Hope Mission provides meals from their Soup Kitchen seven days per week in Carteret County. Hope Mission also prepares meals that are distributed by Meals on Wheels. The Mission distributes emergency food boxes for shelter and recovery houseguests and is available for financial assistance on Tuesday and Thursday.

Additional Food Banks are sponsored by the following faith-based organizations in Craven County: Religious Community Services, Faith United Methodist Church, Ephesus Church, Abundant Life Miracle Center, and Word of God Christian Center.

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Food distributions sponsored by an unspecified number of unreported ministries and organizations in Carteret, Craven, Jones and Pamlico counties.

St. Peter the Fisherman sponsors a food pantry for Pamlico County residents serving approximately 150 families per month. The organization couples Food Bank packages with food from The Emergency Food Assistance Program (TEFAP).

Carteret County Cooperative Extension sponsors (TEFAP) The Emergency Food Assistance Program. Average number of families served not reported.

Food distributions and mobile food pantries from the Food Bank of North Carolina are sponsored in Carteret County as follows:

God's City of Refuge serves an average of 175 families per month
St. James United Methodist Church serves approximately 170 families per month
White Oak Ecumenical Outreach Ministry serves approximately 170 families per month
Wildwood Baptist Church serves an average of 150 families/individuals per month
Community Baptist Church serves an average of 40 families per month

Also, services are provided to low-income families by the Head Start Nutrition Manager, training them to shop for nutritious foods, preparing foods to receive the highest nutritional value, and creating healthy meals on a limited budget. The Nutrition Manager also plans menus in accordance with the USDA Child and Adult Care Food Program (CACFP), and distributes helpful tips to families on how to store food and help children to make healthy food choices.

9. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. Provide the dollar amount of your allocation that will go towards employment training.

The agency will continue to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services through involvement in the establishment of JobLink Career Centers in Carteret Craven, and Pamlico Counties, a collaboration of various agencies to develop housing resources, a continuous relationship with local Departments of Social Services for Families At-Risk, coordination of services available through mental health organizations, Vocational Rehabilitation, and involvement with Section 8 HUD Family Self-Sufficiency Advisory Committees. Family Development Specialists and other staff are actively involved in the Eastern Carolina Workforce Development Professional Association and meet with WIOA staff from nine counties on a monthly basis. Meetings are designed for cross training and updates of trends and issues to share resources to help low-income individuals with finding

and maintaining employment. The agency has an established Memorandum of Understanding with the community colleges and Workforce Solutions/Employment Security Commission that sponsor local WIOA programs.

Duplication of services will be avoided through active referrals, gathering of information about new and existing programs, and by creating a strong networking system with other organizations. The agency will coordinate the provision of employment and training activities with entities providing activities through colleges in our service area to avoid the duplication of services. Self-Sufficiency and emergency assistance often require other agency cooperation and coordination. Direct written referrals including intake-application information and any direct services are quickly routed to other agencies. Follow-up phone calls are made to verify receipt and to answer questions.

10. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance). Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

Funding will be coordinated with the emergency energy crisis intervention program under title XXVI in relation to the Low-Income Home Energy Assistance Program through the establishment of effective inter-agency linkage, and continued network support with programs and agencies throughout this service area.

Generally, if clients come to CCA, Inc. for home utility (fuel), heating equipment and other utility services (deposits, payments for terminations) we refer them to (depending on their county of residence) DSS, Salvation Army, Hope Mission/Christian Ministries, Vanceboro Christian Help, Religious Community Services, Christian Aid Society, and in some cases, our Weatherization program. All of these programs are designed to assist families or individuals to alleviate and/or prevent crises. During initial intake, an assessment of needs is conducted, after determining income eligibility.

Following the initial screening, interviewing, and reviewing of program policies, the Self-Sufficiency Family Contract Agreement is reviewed, signed by all parties (participant(s) and Family development Specialist) and implemented. Active referrals are made as necessary, for customers in need of repairs to conserve home energy and to reduce utility costs. All referrals are tracked and followed-up by Family Development Specialists. The agreement also involves Mental Health services, Carteret Community College (CCC), CCA HUD (Section 8 Housing), the County Department of Health, and perhaps service organizations. The Low-Income Home Energy Assistance Program (LIHEAP) is provided at CCA through the Heating and Air Repair and Replacement Programs (HARRP). HARRP and the Weatherization programs are conveniently accessible for those entering the CSBG program. Active referrals are made within the agency Weatherization and HARRP Programs are available and advantageous for low-income residents living in Carteret, Duplin, New Hanover and Onslow counties. Continuous coordination and communication is achieved primarily by sharing intake application information, and by informing other human service agencies of LIHEAP availability throughout the service area.

11. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

Low-income youth in our service area are in need of programs that are incorporated into existing programs that will provide effective adolescent pregnancy prevention programs, anti-violence initiatives, college resources, and volunteer and employment opportunities. Specialized mentoring programs are needed to train youth academically, to teach them good decision making and life skills in preparation for education and careers to break the cycle of poverty. The efforts of the agency to meet the needs of youth continue to be initiated through collaborations with local county health departments and faith-based organizations to promote teen pregnancy prevention. The efforts of the agency to promote increased community coordination and collaboration in meeting the needs of low-income youth are focused primarily through the Boys' and Girls' Clubs of Coastal Carolina and the public school system in the CCA service area. The Boys' and Girls' Clubs utilizes six sites, five of which are public school facilities, throughout Carteret and Craven Counties. Currently, the Boys' and Girls' Clubs of Coastal Carolina hosts more than 400 youth ages 6-18 in five cities within the two counties, which includes programming during summer months. The local Boys' and Girls' Clubs of Coastal Carolina is in the process of expanding into other areas in Craven County. In addition to partnerships with the Boys' and Girls' Clubs, other collaborations include: North Carolina Cooperative Extensions in our service areas (youth and staff training), Eastern Carolina Behavioral Health Services, community colleges (sponsors volunteers), city and county parks & recreation, Foster Grandparents Program (Senior Tutors/Mentors), Arts Councils, and faith-based organizations.

The Family and Children's Services team meets periodically with high school guidance counselors and social workers to assist with providing resources, recruiting, or making referrals for students and their families. The program also is a resource for local Workforce Investment Act Youth programs, Guardian Ad Litem advocates and recipients, and community colleges. The staff will continue to actively encourage and assist students living in public housing by offering workshops on teenage pregnancy prevention, developing healthy relationships, job readiness, college resources and college preparedness.

12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office(s)

The agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services is carried out through community outreach and education. The Self-Sufficiency program is committed to empowering low-income individuals to help them to navigate available resources to improve their and enrich their lives. Since 2011, Family Development Specialists have partnered with Legal Aid of North Carolina and Child Support Enforcement of Craven County to provide free legal advice to low-income individuals, which includes several persons who are elderly and/or disabled raising their grandchildren. With the success of these partnerships, the Family Development Services team

will continue to make legal assistance an integral component of the program's family and community outreach services.

The method for referring eligible parents to the Child Support Office is through an active referral system. During the intake process, case managers discuss with applicants their options to seek financial support from non-custodial parents. Applicants are provided a referral form from the agency, which is to be presented during their initial visit to meet with a child support officer. Family Development Specialists will transport participants if necessary, and will also assist participants with conducting follow-up regarding their case.

13. Describe activities that your agency has undertaken or plans to undertake, to address the Department's priorities which includes:

a. Combat the Opioid Crisis by focusing on policies and practices that prevent opioid misuse, addiction and overdose

Coastal Community Action, Inc. has recognized during the most recent community assessment that Opioid use and abuse is still a widely spread epidemic within the counties that are serviced through our agency. The community assessment also reflects that opioid deaths have risen dramatically in our service area, closely mirroring the current nationwide opioid epidemic in or country. Coastal Community Action, Inc. has given this raised issue very careful attention and has implemented strategies to ensure that all staff are receiving the necessary supports and trainings needed to become more aware of the present needs within our community and families. Coastal Community Action, Inc. strives to maintain consistency with our engagement of each family to also make them aware of the major barrier of substance abuse that exists amongst their peers, community, and families. Providing educational trainings to parents during parent meetings, comprehensive service trainings provided by the Family Development Services CSBG Self-Sufficiency Program to all program and non-program participants through partner agencies such as the local Health Department, local Police Departments, Sheriff's Departments, Trillium Health Services, and other prominent agencies that have firsthand knowledge of the Opioid epidemic. It is the goal of the Family Development Services CSBG Program to provide ongoing training to all CSBG staff to equip them with the necessary knowledge and skill that will support all clients within Head Start/Early Head Start, NC Pre K, and the community and give in-depth, ongoing support to families who are personally struggling with the challenges that come as a current user of or in the recovery state of Opioid abuse. Within the last two years, Coastal Community Action, Inc. has incorporated substance abuse training during all staff in-services. Substance abuse trainings that gave equal focus to Opioid use and abuse have been presented holistically to not only programmatic staff employed with Coastal Community Action, Inc., but also to the members of the governing board. Trainings presented by the Carteret Sheriff's Department and Carteret Police Department expounded on recognizing the signs of substance abuse users and staff on the various substance abuse drugs that are being used and abused on a daily basis.in many of the services areas supported by programs within the Coastal Community Action, Inc. umbrella. Family Development Specialists and the CSBG Director have made it a priority to continue in our efforts to ensure that trainings and supports for both staff and participants will remain consistent and in accordance with the current needs to work towards minimizing the present barrier of Opioid use and abuse.

b. Expand **NCCARE360**, a statewide database that provides resource information for medical providers and human services professionals in response to social determinants of health like housing stability, food security, transportation access and interpersonal safety.

Coastal Community Action, Inc. will begin incorporating the use of NCCARE360 as a supportive way of enhancing and promoting the services that are provided through the CSBG program. We will begin by actively gaining more extensive knowledge of strategical ways to incorporate this new tool and in turn increase recruitment for the Family Development Services Self-Sufficiency program. We will solicit support from local entities that have begun the process of NCCARE360 to build partnerships and contribute information to the data base tool to help users become fully aware of the many services that fall under the umbrella of Coastal Community Action, Inc. Coastal Community Action, Inc. will strive to implement the very best practices for this new data base tool and will seek out qualified professionals to thoroughly train, and prepare CSBG staff accordingly. CSBG staff will obtain the necessary tools to begin the incorporation of NCCARE360 and gain insight on how to successfully support families who are in need of services, which in turn will move themselves and their families into the right direction of gaining their economic solvency.

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Agency Strategy for Eliminating Poverty

Planning Period: _____

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

(A) Explain why the problem exists.

(B) Identify the segment of the population and give the number of people experiencing the problem.

(C) Provide demographic information of those adversely effected inclusive of:

(a) Gender
(b) Age
(c) Race/Ethnicity for the agency's service area

Demographic information of those adversely affected in the service area is described from the 2018 Community Services Block Grant/Information Survey for Coastal Community Action, Inc. (CCA). As a poverty fighting organization, data was collected from all programs under the umbrella of CCA, including households at 200% of poverty and below:

There were 3,841 individuals that received one or more services, directed for low-income citizens. Gender identification revealed services were provided to 1,273 males, and 2,568 females. Age groups for children and adults were between 0-70 years-old. This data is also inconclusive with programs at CCA that do not track specific demographics for all household members. These individuals represented 2,159 families. Of those households, 889 were headed by single females, and just 385 represented two-parent households. In the last year, only 48 single fathers raising their children participated in our programs. An alarming number of 1,454 program participants reported having no health insurance. Racial breakdown consisted of 1,401 Caucasian, 1,557 African American, 483 Hispanic/Latino, 165 Multi-racial, 37 Other, 183 Asian, 11 Native American or Alaska Native, 4 Native Hawaiian/Pacific Islander. Of the 2,159 households, 84 reported being homeless, 1,569 rent their homes, only 347 own their homes, and 159 reported living in either a mobile home, tent or in an overcrowded substandard house with others.

Capitalizing on families who express the sincerest desire to rise above poverty will require careful planning for family development to produce outcomes. Direct assistance with transportation, child care, finding and keeping employment, landing employment with benefits, obtaining affordable housing, earning basic academic and higher education degrees will increase the likelihood of families managing through critical times. Based on family intake information

from programs within the agency such as Early Head Start/Head Start, Section 8 HUD, Weatherization, Single Family Rehabilitation and the variety of senior services programs, eradication of barriers in our service area will require "one-stop" service to assist qualified individuals and families toward establishing a meaningful plan of action to guide them out of poverty and into economic self-sufficiency. With an aggregated number slightly at 750 children enrolled in our Head Start/Early Head Start and NC Pre-K programs, a great deal of attention will be focused on case management for Head Start families to help them meet their basic needs to seek self-sufficiency as an option for improving their economic situations.

On-going planning and assessments, collaborative efforts, periodic home visits, mentoring, self-help seminars/workshops and strong family support initiatives to build relationships and earn participants' trust will be utilized to provide intense case management. Partnerships with agencies and the faith community are necessary for leading families toward successful family management. CCA will provide financial assistance, support services, counseling, referrals, workshops, seminars, and advocacy for those who demonstrate the most acute need in keeping employment, managing finances, dealing with crisis, and most of all becoming self-sufficient, while at the same time, demonstrate the greatest desire to improve their lives. Teaching families to manage resources for crises by offering self-help workshops, seminars and community events will allow greater anticipation of expected outcomes.

(D) Explain how the persons are adversely affected.

Low-income citizens in the service area are adversely affected, as the results of the Community Assessment demonstrate perspectives that reflect low-to-moderately low socioeconomic households, the need and importance of better employment and employability resources, affordable child care, safe, adequate and affordable housing, transportation and services and supports to achieve economic stability. There is no local bus service in the four-county area. Two local providers, Craven Area Rural Transit System (CARTS) and Carteret County Area Transportation System (CCATS) offer local transit. CARTS services target the general public with special emphasis on the elderly and/or handicapped residents of Craven, Jones and Pamlico counties and operates from 5 AM to 6 PM Monday thru Friday. Scheduled routes are based on the requirements of the Human Service Agencies served by the system (i.e. Social Services (DSS), Coastal County Enterprises (CCE), Port Human Services, Senior Citizen's Centers, Work First, etc.). The general public may access the service on a space available basis for fares ranging from $1.00 to $6.75 according to zoned distances. CARTS fleet consists of 32 vehicles, including 19 specially modified vans to accommodate the elderly and/or handicapped, 5 standard vans, 5 mini-buses and 3 sedans.

The prohibitive cost of housing for low-income families leads to frequent evictions, moving, multiple families living cramped into one house, and homelessness. Low wages, WFFA and TANF often is not enough to make ends meet. The waiting list for HUD and other subsidized housing developments average nine months-to-3 years from the date of the initial application. Additionally, childcare is needed during non-traditional work hours to help low-income working parents sustain employment. Agencies are encouraging quality childcare providers to extend services for weekend and night hours to help parents in need of assistance while they work and

try to educate themselves for higher paying jobs. Records at local Departments of Social Services state that there are an estimated 6,200 children under the age of 18 living below poverty in our service areas. Over 2,000 households are headed by single female-households who live below poverty while trying to make ends meet to provide for their children. A percentage of these families receive Food Stamps, Medicaid or NCCHIP (North Carolina Children's Health Insurance Plan), WFFA (Work First Family Assistance) or TANF (Temporary Assistance to Needy Families) and child care payment assistance. While some may live in subsidized housing and receive supplemental payments for utilities, with the rising cost of living, these types of assistance still are not enough to cover all household expenses, particularly those who may not be eligible.

The stakes are high in rural communities for low-income individuals and families striving to attain greater opportunities to move out of poverty. Breadwinners need various means to be successful in retaining employment and attending school beyond high school to earn wages higher than minimum wage.

Section II: Resource Analysis (use additional sheets if necessary)

(E) Resources Available:

a. Agency Resources:

Head Start/Early Head Start Program provides comprehensive early education, health, dental, nutrition and family support and family development services for children and their families enrolled in the program.

NC Pre-K Program provides early education services to four-year-olds in Head Start classrooms. Agency participation is in partnership with local education agencies in Carteret, Craven and Pamlico Counties through sub-contractual agreements.

Head Start/Work First Collaboration provides cross referrals between Head Start and Craven County DSS Work First and Retention Program to target families with children and parents in need of Work First services. The project is designed to strengthen the partnership between agencies, leverage resources for families, and recruit participants for both programs to increase the number of individuals served.

Weatherization provides assessments and repairs to make homes more energy efficient, and replaces home appliances, and repairs or replaces heating and air systems for housing units. Services are prioritized for homes with family members who are disabled, elderly, and or have young children. Program supplements costs for eligible repairs with Heating and Air Replacement and Repair funding and Blue Cross/Blue Shield Healthy Homes Initiative.

Single Family Rehabilitation provides assessments and repairs to bring homes up to housing codes for the home owner.

Urgent Repair Program provides housing repairs, wheel chair ramps other housing enhancement services to accommodate elderly and/or disabled persons to live independently.

HUD Section 8 Rental Assistance Program provides housing rental assistance, Family Self-Sufficiency (FSS) project, and home ownership education to low-income persons and/or families in Carteret County.

Retired Senior Volunteer Program (RSVP) provides volunteer opportunities for retired senior citizens. Also provides transportation services for seniors and disabled veterans for medical appointments.

Senior Companion Program provides volunteer opportunities for senior citizens to assist and support disabled, frail seniors.

Foster Grandparent Volunteer Program provides volunteer opportunities for senior citizens to work with children in public schools, Head Start/Early Head Start classrooms and other educational settings. Travel, training, meals and stipends are offered as incentives to volunteer participants.

b. Community Resources:

Hope Mission/Christian Ministries is an association of churches in Carteret County providing emergency assistance for food, utilities, rent, etc. on a limited basis; provides emergency shelter and life skills training.

Salvation Army is a national service-oriented organization providing crisis assistance for clothing, shelter, fuel, and utilities to families living in Carteret, Craven, Jones and Pamlico counties

White Oak Ecumenical Outreach Ministries provides assistance for food, clothing, shelter, utilities, life skills classes, job training, and counseling to residents in parts of Carteret County. Also operates a thrift store and provides clothing and furniture at no cost to families and individuals in need.

Matthew 25/St. James Ministries is a local church in Carteret County that is part of the nationally recognized United Methodist Church, and provides crisis assistance to residents in Newport. The church also operates a thrift store, and provides attire for participants seeking employment.

Second Blessings operates a thrift store and outreach ministry by providing crisis assistance, counseling, and clothing for participants seeking employment in Carteret County.

Religious Community Services provides emergency shelter and assistance for food, utilities, rent, etc. on a limited basis to residents in Craven, Jones and Pamlico counties.

Vanceboro Christian Help provides emergency assistance for food, utilities, rent, etc. on a limited basis to residents in Vanceboro.

Faith Tabernacle of Praise provides crisis assistance and counseling to residents in Carteret and

Craven Counties.

Interfaith Refugee Ministries provides food, clothing, transportation, language assistance, education and other resources for Asian populations resettling in Craven County

Department of Social Services provides TANF, Food Stamps, crisis assistance, transportation, Medicaid, child and adult services, and subsidized payments for child care to eligible applicants in Carteret, Craven, Jones and Pamlico Counties.

Caroline's House Domestic Violence Shelter provides temporary shelter, food, clothing, counseling, and supportive services for abused and battered women and children in Carteret County.

Coastal Women's Shelter provides temporary shelter, food, clothing, counseling, and supportive services for abused and battered women and children in Craven, Jones and Pamlico Counties.

Carteret County Area Transit System (CCATS) provides limited transportation services available for Carteret County residents at a reduced rate per trip.

Craven Area Rural Transit System (CARTS) provides limited transportation services at a reduced rate for eligible individuals in Craven, Jones, and Pamlico Counties.

NC Works provides information and referrals for employment, job counseling, job readiness and employment services; provides services for the employable disabled persons; sponsors JobLink Career Centers in Carteret County, and Craven County serves Jones and Pamlico Counties. JobLink Centers in Jones and Pamlico Counties are sponsored by the local community college system.

Vocational Rehabilitation provides counseling, evaluation, job training, and job placement in Carteret, Craven, Jones and Pamlico counties.

Community Colleges provide two-year degree college programs and employment training and human resources, specialized career certifications, scholarships, GED and Adult High School, literacy campaigns, basic skills training, continuing education, technical training, online learning, and satellite four-year university programs; Carteret Community College, Craven Community College, Pamlico Community College, and Lenoir Community College, which provides an education site in Jones County; JobLink Career Centers also, are available within community colleges.

Onslow Carteret Behavioral Health Care provides counseling, therapy, evaluations, substance abuse services, and employment/support programs for low-functioning individuals and mentally disabled men, women, and children.

Port Human Services, Inc. provides counseling, therapy, evaluations, substance abuse services, and employment/support programs for low-functioning individuals and mentally disabled men, women, and children.

Re-Entry Council offers support and services to individuals recently released from incarceration to avoid recidivism in Carteret, Craven, Jones, and Pamlico Counties.

Promise Place provides temporary shelter, education, support and awareness for families experiencing domestic violence.

Trillium Health provides health and mental health initiatives, education, mentoring, counseling, therapy, evaluations, substance abuse services, and employment/support programs for low-functioning individuals and mentally disabled men, women, and children.

Habitat for Humanity assists with community improvement and provides education, counseling and home ownership opportunities for eligible families.

Legal Aid of North Carolina provides education, guidance, counseling, and legal assistance to on behalf of low-income individuals.

(F) Resources Needed:

c. Agency Resources:

Coastal Community Action, Inc.-$374,443.00 allocated for FY 2020-2021 from the North Carolina Department of Health and Human Services, Office of Economic Opportunity to provide comprehensive services for families and individuals enrolled in the Self-Sufficiency Family Development Program. Funding is specific for operating the Community Services Block Grant.

d. Community Resources:

1. Funds in the amount of $500,000 per year are needed to provide temporary shelter to 300 displaced persons/families for at least 90 days or less. This estimate is based on the operating costs of local shelters created to provide a place for individuals and families to sleep in the aftermath of Hurricane Florence. Devastation from the storm determined that homelessness in Carteret, Craven, Jones and Pamlico Counties increased because of displacements. In Carteret County approximately 120 elderly/disabled persons were forced to move from their housing units that sustained damages resulting from the storm. In Craven County two public housing units were flooded leaving nearly 200 men, women and children without a place to go.

2. Rental assistance funds needed in the amount of $120,000 per year to provide assistance for deposits (including water, fuel, and electricity) for applicants who are qualified at the time of their application for rental assistance.

3. Funds needed in the amount of $45,000 per year to provide supplemental funding to single parents for day care services for approximately 28 children, so that parents can attend full-time education and training programs, including job counseling and placement services.

4. Funds needed to provide transportation to work and educational training sites for ten (10) individuals per year at a cost of $14,000.

5. Funding needed in the amount of $500,000 annually from HUD to develop an employment project targeting high school drop-outs residing in public housing communities.

6. Grant funds needed at $20,000 per year for the next five years, to operate an asset building project to educate participants and the community in financial literacy in preparation for homeownership.

   An additional $100,000 needed to assist 25 individuals to avoid foreclosure of their homes, to provide matching-funds in down payment assistance for low-income individuals purchasing a home for the first time, and to become a certified HUD Housing Counseling Agency.

Section III: Objective and Strategy

(G) Objective Statement:

Strategies for Objective:

(A) Objective Statement:

To move at least 30 individuals/families participating in the Self-Sufficiency Family Development program above the Federal Poverty Income Guidelines by June 30, 2023.

Strategies for Objectives:

Identify needs of target population on a continuum

Identify level of need per household by using family surveys and needs assessments

Manage families on a case-by-case basis

Create a network of service delivery

Operate consistently on a self-sufficiency plan for family development

Coordinate existing services in each county base

Empower individuals with necessary skills to become self-sufficient

Establish network with faith communities

Maintain advocacy for low-income residents to sustain employment

Create partnerships with businesses in search of employers

Plan and participate in Career Fairs to help participants find employment

Collaborate with employers and JobLink Career Centers to encourage on-the-job-training for individuals with limited job skills

Educate clients through workshops, seminars, and community activities and resources

OEO Form 210 (continued)

OEO Form 210 (continued)

Section IV: Results Oriented Management and Accountability Cycle (use additional sheets if necessary)

Organizational Standard 4.3 requires that an agency's strategic plan and Community Action Plan document the continuous use of the ROMA cycle and use the services of a ROMA trainer.

(B) Community Needs Assessment: Please summarize the primary needs of your community as determined through the Community Needs Assessment, and explain which of those are Family, Agency, or Community Needs, and why.

Community residents, parents and the most current unemployment and education data show a need for additional employment opportunities and job training. More support services are needed to assist low-income families with meeting their basic needs. Currently, CCA is providing a limited amount of services in Jones and Pamlico counties. Family Development Specialists have enrolled less than 10 families in each of these counties to participate in goal-setting strategies within the last three years. This is a family and community need, to stimulate economic growth for families to own a stake in the communities where they live.

Since Hurricane Florence in September 2018, homelessness has become a serious issue in the four-county service area. Moreover, securing safe, standard housing is challenging, specifically with the number of structural damages to single family housing units, public housing apartments, modulars, and trailers. Finding standard, affordable housing for families is an identified need. The need for new or renovated housing developments and improvements within the community are both a family need and community need.

Transportation continues to be a community and programmatic concern in each of the counties served. Priorities (including financial priorities) will need to be developed so that a plan for addressing the vast transportation needs for the most vulnerable children and families can be developed, which includes determining the areas with the most dire needs and potential procurement of new buses. This is necessary to ensure that children with the greatest need receive services and to ensure that the program reaches and maintains funded enrollment as well as attendance mandates.

Our data reflects a serious need for transportation and after care services for Head Start is still a great need. Community residents in almost every county point to affordable child care as a need, as well as employment opportunities.
week model for Head Start and Early Head Start. In addition, parents
overwhelmingly reported the desire and need for additional hours of programming.

(C) Achievement of Results and Evaluation: Please discuss your agency's achievemer last year. What were the successes and why were those areas successful? What a meet targets or expectations and why were those areas not as successful? What Ir changes will be made for this year's work plan to achieve desired results and bette needs of the community?

2018-2019 Outcome Measures for CSBG/ Family Development Services	Target (Expected to achieve the outcome in reporting period)	
The number of participant families served.	200	
The number of low-income participant families rising above the poverty level.	10	
The number of participant families obtaining employment.	50	
The number of participant families who are employed and obtained better employment.	08	
The number of jobs with medical benefits obtained.	6	
The number of participant families completing educational/training programs.	15	
The number of participant families securing standard housing.	20	
The number of participant families provided emergency assistance.	100	
The number of participant families provided employment supports.	100	
The number of participant families provided educational supports.	25	**18**

Successes:

- Nearly doubled the number of families rising above poverty
- Nearly doubled the number of individuals obtaining better employment, and those gaining employment with benefits
- Addressed the needs of low-income individuals including persons who are homeless, migrant, disabled and/or elderly, thus served 185 more families/individuals than planned
- Assisted individuals/families to alleviate crisis situations through intervention, securing standard housing, and provided referrals for access to emergency services, and health/mental health care

Target Not Met as Expected:

- Did not adequately provide services, supports and resources for targeted

number of individuals to achieve employment and education

Improvements or Changes Planned

- Incorporate multidisciplinary meetings on a continuum to share data with other service providers, and streamline services and supports per family, case-by-case.
- Ensure equity of services and resources through CSBG for residents in underserved communities in the targeted customer service area.
- Provide additional training and one-on-one mentoring with staff to address all dynamics and needs for individuals/families.

(D) Please name the ROMA trainer who provided services used in developing this community Action Plan and describe what specific services were provided.

CCA did not use the services of a certified ROMA trainer in the development of the 2020-2021 Community Action Plan. Executive Director for CCA, Inc., Catissa Head is currently in the ROMA Certification Training.

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212

Section I: Project Identification				
1. Project Name:	Self-Sufficiency Family Development			
2. Mission Statement:	Through advocacy, education, support and services we will empower individuals, families, and communities toward a better quality of life.			
4. Objective Statement:	To move at least 30 individuals/families participating in the Self-Sufficiency Family Development program above the Federal Poverty Guidelines by June 30, 2023.			
5. Project Period:	July 1, 2020 to June 30, 2021			
6. CSBG Funds Requested for this Project:	July 1, 2020	To	June 30, 2021	
7. Total Number Expected to Be Served:	150			
a. Expected Number of New Clients	70			
b. Expected Number of Carryover Clients	80			

One-Year Work Program
OEO Form 212 (continued)

Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Coordinate services, resources and provide payments as needed and allowable to assist families with removing barriers to achieve employment and other streams of income to move above poverty.	At least nine (30) families move above poverty by June 30, 2023.	1b 1c 1e 3a	Family Development Specialist, CSBG Director
Provide human resource development training and counseling to program participants to facilitate job advancement and/or better employment paying higher than minimum wages.	At least five or more participants earn wages that will increase their household income with benefits by June 30, 2021.	1h 1h.1 1h.2 1h.3 3a 3d	Family Development Specialist
Collaborate with Salvation Army, civic organizations, and local churches to provide temporary shelter, funds to supplement costs for lodging, food, clothing, shoes, health and hygiene supplies for families in crises and experiencing homeless.	Provide financial assistance for 12 individuals/families with security and/or utility deposits to housing by June 30, 2021	4a	Family Development Specialist, CSBG Program Director
Partner with Section 8 HUD programs, public housing authorities and landlords, lenders/banks to help families secure safe, standard housing	Provide deposits for at least 40 elderly/disabled individuals families to move into safe, affordable housing by June 30, 2021.	4a 4b 4c 4d 4e 4f	Family Development Specialist, CSBG Program Director

Assist participants with support, referrals and assistance to locate low-cost educational programs with growth potential.	20 individuals and/or families will be provided educational supports by June 30, 2021.	2g 2h 2j	Family Development Specialist
Assist participants with researching and gaining access to educational institutions, colleges, universities and other institutions of higher learning and specialized skills training.	At least 3 individuals will enroll and/or complete two-year degrees or higher, from an accredited institution of higher education.	2e 2h 2i 2j	Family Development Specialist
Coordinate with private sector businesses and public sector programs to assist with skills development and training to gain employment	9 persons will gain employment by June 30, 2021.	1b 1c 1d 1e	Family Development Specialist
Research, counsel, and assist 50 participants to purchase needed items to gain and maintain employment	50 persons will be provided employment supports as listed by June 30, 2021.	1a 1b 1c	Family Development Specialist
Interview, counsel and assist individuals and/or families to prevent eviction, disconnection of utilities. Conduct one-on-one financial budgeting and provide access to group financial literacy training.	75 persons will be provided financial and education assistance to maintain a basic household budget.	3a 3b 3f 3h	Family Development Specialist, CSBG Program Director

One-Year Work Program
OEO Form 212 (continued)

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Lack of comprehensive resources and services for individuals/families to achieve self-sufficiency and move above poverty.	Coordinate services, resources and provide payments as needed and allowable to assist families with removing barriers to achieve employment and other streams of income to move above poverty.	At least nine (30) families move above poverty by June 30, 2023.	1b 1c 1e 3a	Family Development Specialist, Family and Community Administrator, PFCE Manager
Lack of employment opportunities and resources within the community to earn higher wages with benefits.	Provide human resource development training and counseling to program participants to facilitate job advancement and/or better employment paying higher than minimum wages.	At least five or more participants earn wages that will increase their household income with benefits by June 30, 2020.	1h 1h.1 1h.2 1h.3 3a 3d	Family Development Specialist
Lack of temporary shelters and programs to assist homeless families with financial assistance and support services for stabilization.	Collaborate with Salvation Army, civic organizations, and local churches to provide temporary shelter, funds to supplement costs for lodging, food, clothing, shoes, health and hygiene supplies for families in crises and experiencing homeless.	Provide financial assistance for 12 individuals/families with security and/or utility deposits to housing by June 30, 2020.	4a	Family Development Specialist, CSBG Program Director
Lack of safe, affordable housing units for low-income elderly/disabled individuals and families.	Partner with Section 8 HUD programs, public housing authorities and landlords, lenders/banks to help families secure safe, standard housing.	Provide deposits for at least 40 elderly/disabled individuals families to move into safe, affordable housing by June 30, 2020.	4a 4b 4c 4d 4e 4f	Family Development Specialist, CSBG Program Director
Identified Problem	**Service or Activity**	**Outcome**	**NPIs**	**Position Title(s)**

		Expected	(List all NPIs applicable to activity)	
Lack of funding for individuals and/or families to complete educational programs without incurring debt through student loans.	Assist participants with support, referrals and assistance to locate low-cost educational programs with growth potential.	20 individuals and/or families will be provided educational supports by June 30, 2020.	2g 2h 2j	Family Development Specialist
Limited education programs and institutions available for residents in rural communities to achieve a degree higher than two-year programs.	Assist participants with researching and gaining access to educational institutions, colleges, universities and other institutions of higher learning and specialized skills training.	At least 3 individuals will enroll and/or complete two-year degrees or higher, from an accredited institution of higher education.	2e 2h 2i 2j	Family Development Specialist

One-Year Work Program
OEO Form 212 (continued)

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Unemployed individuals and/or families are unable to meet their basic needs.	Coordinate with private sector businesses and public sector programs to assist with skills development and training to gain employment	9 persons will gain employment by June 30, 2021.	1b 1c 1d 1e	Family Development Specialist
Unemployed individuals and/or families are unable to afford needed equipment, clothing, shoes, child care and transportation to begin and maintain employment.	Research, counsel, and assist 50 participants to purchase needed items to gain and maintain employment.	50 persons will be provided employment supports as li sted by June 30, 2021.	1a 1b 1c	Family Development Specialist
Lack of living wage employment and financial literacy to consistently maintain household budget.	Interview, counsel and assist individuals and/or families to prevent eviction, disconnection of utilities. Conduct one-on-one financial budgeting and provide access to group financial literacy training.	75 persons will be provided financial and education assistance to maintain a basic household budget.	3a 3b 3f 3h	Family Development Specialist, CSBG Program Director

One-Year Work Program

OEO Form 212 (continued)

Section III: Program Administration and Operations					
Administration, Services, Operations Outcome Expected	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Objective: Provide comprehensive self-sufficiency family development services for 150 families and/or individuals for fiscal year 2020-2021.	Family Development Specialists, CSBG Program Director	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020
Operate program in Carteret, Craven, Jones and Pamlico Counties to provide support services and financial assistance to 150 qualified families to prepare them for economic enhancement and self-sufficiency.	Family Development Specialists, CSBG Program Director	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020
Assist participants with developing an action plan as a guide to utilize services outside of CSBG Family Services and other CCA programs to achieve their established goals.	Family Development Specialists, CSBG Program Director	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020
Continue to establish linkages between county agencies, community, private and faith-based organizations to expand program assistance.	Family Development Specialists, CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Screen applicants, assess needs, determine eligibility, and enroll 70 new individuals/families for program participation, and work collaboratively with the participant family to establish goals, develop an action plan and sign Family Contract Agreement.	Family Development Specialists, CSBG Program Director	10 7/1/2020-6/30/2021 9/2020	+30 (40) 7/1/2020-6/30/2021 12/2020	+20 (60) 7/1/2020-6/30/2021 03/2020	+10 (70) 7/1/2020-6/30/2021 06/2020
Send letter of enrollment to new participants with an effective date, with a five-year time limit for active, compliant participation to move above poverty and achieve self-sufficiency.	Family Development Specialists, CSBG Program Director	10 7/1/2020-6/30/2021 9/2020	+30 (40) 7/1/2020-6/30/2021 12/2020	+20 (50) 7/1/2020-6/30/2021 03/2020	+10 (70) 7/1/2020-6/30/2021 06/2020
Conduct assessments and renew enrollment for existing participants. July 1st-August 31st. Send letter of re-enrollment.	Family Development Specialists	80 7/1/2020-6/30/2021 9/2020	80 7/1/2020-6/30/2021 12/2020	80 7/1/2020-6/30/2021 03/2020	80 7/1/2020-6/30/2021 06/2020
Schedule and conduct at least two home visits annually with participant families.	Family Development Specialists	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020
Provide program orientation as needed for all participants.	Family Development Specialists	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020

One-Year Work Program
OEO Form 212 (continued)

Section III: Program Administration and Operations					
Administration, Services, Operations Outcome Expected	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Employment Coordinate with community colleges, NC Works, and Departments of Social Services in all four counties to provide employment workshops for job readiness, employment/career counseling, training information, human resource development, and/or Career Fairs. Participants seeking employment must attend at least one employment readiness workshop during the program year, and provide proof of attendance, with the agenda and signature of the workshop trainer to the FDS, if training is not sponsored or co-sponsored with FCSP/CCA.	Family Development Specialists, CSBG Program Director	50 7/1/2020-6/30/2021 9/2020	50 7/1/2020-6/30/2021 12/2020	50 7/1/2020-6/30/2021 03/2020	50 7/1/2020-6/30/2021 06/2020
Work with partners and local business to provide appropriate attire and shoes for participants for job search and job interviews. Participants must submit a job search form listing all businesses where applications and/or interviews were completed, including the date and signature of authorizing official at least once per week during the job search process.	Family Development Specialists, CSBG Program Director	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020
Education and Support Services Assist participants with researching appropriate educational institutions for Basic Skills Training, GED Programs, remedial education, literacy, colleges, universities and other institutions of higher learning and training.	Family Development Specialists, CSBG Program Director	75 7/1/2020-6/30/2021 9/2020	+25 (100) 7/1/2020-6/30/2021 12/2020	+25 (125) 7/1/2020-6/30/2021 03/2020	+25 (150) 7/1/2020-6/30/2021 06/2020
Seek out additional assistance for tuition, books, materials, and fees on an "as needed" basis for participants and approve case-by-case depending participant's status of compliance with the program.	Family Development Specialists, CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2020 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Transportation Provide assistance and support for participants needing valid driver's license to operate a motor vehicle to attend school, work or medical appointments as approved by the CSBG Director.	Family Development Specialists, CSBG Program Director	02 7/1/2020-6/30/2021 9/2020	+02 (04) 7/1/2020-6/30/2021 12/2020	+02 (06) 7/1/2020-6/30/2021 03/2020	+0 (06) 7/1/2020-6/30/2021 06/2020
Purchase tickets as needed through county transportation services for participants not eligible for transportation vouchers through DSS.	Family Development Specialists, CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Advocate on behalf of participants with local car dealers to ensure participants purchase vehicles at	Family Development	50 7/1/2020-6/30/2021	50 7/1/2020-6/30/2021	50 7/1/2020-6/30/2021	50 7/1/2020-

affordable rates.	Specialists	9/2020	12/2020	03/2020	6/30/2021 06/2020
Transportation Refer participants to certified, reputable mechanics to have vehicles evaluated to ensure that vehicle purchases are deemed good investments.	Family Development Specialists	5 7/1/2020-6/30/2021 9/2020	+5 (10) 7/1/2020-6/30/2021 12/2020	+5 (15) 7/1/2019-6/30/2020 03/2020	+5 (20) 7/1/2020-6/30/2021 06/2020
Housing Partner with Section 8 HUD programs, public housing authorities, landlords, lenders/banks to help families secure safe, standard housing that is affordable.	Family Development Specialists	10 7/1/2020-6/30/2021 9/2020	+10 (20) 7/1/2020-6/30/2021 12/2020	+15 (35) 7/1/2020-6/30/2021 03/2020	+5 (40) 7/1/2020-6/30/2021 06/2020
Housing Stabilization and Support Services Provide payments for housing and utility deposits, rental assistance to avoid evictions, and mortgage payments to avoid foreclosures for individuals/families living in Carteret, Craven, Jones and Pamlico counties experiencing loss of employment, a disability, or other hardship.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Assist families to avoid a crisis situation by working with other agencies to provide food, clothing, shelter and utilities, medical, dental, and prescribed medications.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Partner with HUD, public housing authorities, community development corporations, Habitat for Humanity, Self-Help Credit Union, Single Family Rehabilitation, and other available housing resources and options to provide housing and home repair program and home ownership preparation information.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Work with Weatherization programs to provide outreach for energy efficiency education, assessments, and inspections for participants and the community at-large.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Involve services of Legal Aid, Self-Help, lending institutions, mortgage companies and real estate agents to provide additional supports to assist families to maintain safe, affordable housing.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Outreach Provide workshops and invite guest speakers to motivate participants with self-help in the areas of legal issues, financial management, credit counseling, career/employment readiness, conflict resolution and crisis intervention strategies.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Operate satellite sites for staff availability to	Family	7/1/2020-6/30/2021	7/1/2020-6/30/2021	7/1/2020-6/30/2021	7/1/2020-

provide services and to recruit eligible families and individuals throughout the four county service area at Head Start Centers, JobLink Career Centers, Jones County DSS, NC Works and community colleges.	Development Specialists	9/2020	12/2020	03/2020	6/30/2021 06/2020
Attend meetings, councils, and events related to the improvement of agency networking, family services and other related activities to help families and the community.	Family Development Specialists, CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Information & Referral Develop a system for coordinating a variety of services with other agencies and organizations in the service area.	Family Development Specialists, CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Refer participants on an "as needed" basis for medical and mental health counseling and therapy services.	Family Development Specialists	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Conduct follow-up on all referrals for participants.	Family Development Specialists,	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 12/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Provide payments for 30 Head Start/Early Head Start families with children enrolled in the program at CCA.Services will be provided using a self-sufficiency approach to support, stabilize and promote the well-being of families with children.	Family Development Specialists, CSBG Program Director	5 7/1/2020-6/30/2021 9/2020	+5 (10) 7/1/2020-6/30/2021 12/2020	+10(20) 7/1/2020-6/30/2021 03/2020	+10(30) 7/1/2020-6/30/2021 06/2020
Manage each family case-by-case, provide support in goal-setting, guidance and direct financial assistance with available funds on an as needed basis.	Family Development Specialists, CSBG Program Director	10 7/1/2020-6/30/2021 9/2020	+10 (20) 7/1/2020-6/30/2021 12/2020	+5(25) 7/1/2020-6/30/2021 03/2020	+5(30) 7/1/2020-6/30/2021 06/2020
Provide information and arrange for participants to attend workshops and seminars for Life Skills Training, Acquiring Positive Parenting Skills, Healthy Relationships, money management, tutoring, counseling, and other events related to helping individuals and families to help themselves.	Family Development Specialists, CSBG Program Director	10 7/1/2020-6/30/2021 9/2020	+10 (20) 7/1/2020-6/30/2021 12/2020	+5(25) 7/1/2020-6/30/2021 03/2020	+5(30) 7/1/2020-6/30/2021 06/2020
Participant Direct Financial Support Provide comprehensive services and payments, including incentives for at least 75 families/ individuals participating in goal-setting to work towards self-sufficiency on an "as needed" basis at an average of $1,200.00 per family/individual per year, FY2020-2021. Fund level varies according to each family need. Subject to approval by the CSBG Director.	Family Development Specialists, CSBG Program Director	75 7/1/2020-6/30/2021 9/2020	75 7/1/2020-6/30/2021 12/2020	75 7/1/2020-6/30/2021 03/2020	75 7/1/2020-6/30/2021 06/2020

Budget:$90,000					
Provide payments for direct supportive services for crisis intervention to 30 families with children who are enrolled in the CCA Head Start/Early Head Start program at an average of $500.00 per family/ individual per year, FY2020-2021. Services to include alleviation of crisis situations by providing deposits for housing/utilities, avoiding evictions, utility terminations, providing assistance for transportation and child care, crisis assistance for housing, work-related expenses and other needs as approved by the CSBG Director. Fund level varies according to each family need. Budget: $15,000	Family Development Specialists, CSBG Program Director	10 7/1/2020- 6/30/2021 9/2020	+10 (20) 7/1/2020- 6/30/2021 12/2020	+5(25) 7/1/2020- 6/30/2021 03/2020	+5(30) 7/1/2020- 6/30/2021 06/2020
Provide payments for direct supportive services to stabilize 50 individuals who are experiencing hardship as a result of disability and/or job loss at an average of $300.00 per family/individual per year, FY2020-2021. Support stabilization services to include deposits for housing and utilities for families moving into affordable or subsidized/public housing and/or participating in the HUD rental assistance program. Additional support services to include transportation costs, child care, crisis intervention, education, work-related expenses and other needs as approved by the CSBG Director. Fund level varies according to needs of each family. Budget: $15,000	Family Development Specialists, CSBG Program Director	10 7/1/2020- 6/30/2021 9/2020	+10 (20) 7/1/2020- 6/30/2021 12/2020	+15(35) 7/1/2020- 6/30/2021 03/2020	+15(50) 7/1/2020- 6/30/2021 06/2020
Approve expenditures for participant services, incentives, stipends and other necessary fees related to promoting the safety, stability and well-being of individuals/families, case-by-case.	CSBG Program Director, CFO, Executive Director	7/1/2020- 6/30/2021 9/2020	7/1/2020- 6/30/2021 9/2020	7/1/2020- 6/30/2021 03/2020	7/1/2020- 6/30/2021 06/2020
Internal Compliance Monitoring Conduct site visits at satellite sites and Meet with FDSs to ensure quality program services, participant eligibility based on income and household size in accordance with OEO requirements, NCAC Title 10A and other state and federal Regulations.	CSBG Program Director	7/1/2020- 6/30/2020 9/2020	7/1/2020- 6/30/2020 9/2020	7/1/2020- 6/30/2020 03/2020	7/1/2020- 6/30/2021 03/2020
Monitor AR4CA, reconcile services using spread-sheets and requisitions submitted for payments to	CSBG Program Director	7/1/2020- 6/30/2021	7/1/2020- 6/30/2021	7/1/2020- 6/30/2021	

vendors, and original receipts are properly filed at least every 60 days.		9/2020	9/2020	3/2020	7/1/2020-6/30/2021 6/2020
Review case files and use checklists to ensure completed applications, income calculations, certification of waivers, release of information and all other sensitive forms are documented and secured for participant confidentiality.	CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Develop reporting form for findings during internal monitoring and submit reports to the manager for review every 30 days, with corrective action plans if needed, to be submitted to ED.	CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Consistently evaluate local policies and procedures for personnel, fiscal, and program activities to ensure all standards and regulations align with federal and state requirements.	CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Complete all reports as scheduled for timely submission and organize and maintain records.	CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 03/2020	7/1/2020-6/30/2021 06/2020
Track and maintain inventory of all equipment purchased with CSBG/OEO funds..	CSBG Program Director	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 9/2020	7/1/2020-6/30/2021 3/2020	7/1/2020-6/30/2021 06/2020

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

9. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2020-21 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	**Expected to Achieve the Outcome in Reporting Period (Target)**
The number of participant families served.	**150**
The number of low-income participant families rising above the poverty level.	**10**
The number of participant families obtaining employment.	**9**
The number of participant families who are employed and obtain better employment.	**5**
The number of jobs with medical benefits obtained.	**5**
The number of participant families completing education/training programs.	**12**
The number of participant families securing standard housing.	**10**
The number of participant families provided emergency assistance.	**50**
The number of participant families provided employment supports.	**50**
The number of participant families provided educational supports.	**20**
The average change in the annual income per participant family experiencing a change.	This measure does not require a target but must be reported.
The average wage rate of employed participant families.	This measure does not require a target but must be reported.

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

Table 2 Outcome Measures for Project 2 (enter project name)	
Measure	**Expected to Achieve the Outcome in Reporting Period (Target)**
The number of participant families served.	

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

CSBG Expenditure by Service Category					
A.2. CSBG Expenditures Domains	**Target CSBG Funds**	**Actual Q1**	**Actual Q2**	**Actual Q3**	**Final**
A.2a. Employment					
A.2b. Education and Cognitive Development					
A.2c. Income, Infrastructure, and Asset Building					
A.2d. Housing					
A.2e. Health and Social/Behavioral Development *(includes nutrition)*					
A.2f. Civic Engagement and Community Involvement					
A.2g. Services Supporting Multiple Domains					
A.2h. Linkages *(e.g. partnerships that support multiple domains)*					
A.2i. Agency Capacity Building					
A.2j. Other *(e.g. emergency management/disaster relief)*					
A.2k. Total CSBG Expenditures (auto calculated)					

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

10. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total *number of persons served* in the table.

Number of Families to be Served Per County											
Agency Name:											
Project Name:											
County	**40**	**90**	**10**	**10**							**Total**
Total Planned											**150**
Project Name:											
County											**Total**
Total Planned											

Community Services Block Grant Program
Fiscal Year 2020-21 Application for Funding
Monitoring, Assessment and Evaluation Plan

Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

Low-Income Community:
The role and responsibilities of the low-income community are to provide negative and positive feedback concerning their reaction of the programs offered in the community. The poor are encouraged to attend open sessions of all board meetings, participate in needs assessments and evaluations, and to contribute to policy-making and decisions that reflect community needs and values. The low-income community is always welcome to attend and participate in public hearings, planning meetings, board elections for low-income representation and volunteer for projects sponsored by the agency. Members of the low-income population also serve on advisory boards for Section 8 HUD, Senior Services Programs, coordinating committees and the Head Start Policy Council, all of which are programs offered at CCA. With plans to establish a Family Development Services Advisory Council, the low-income community will be given an opportunity to engage in evaluating the Self-Sufficiency program to measure its effectiveness in reaching the target population and achieving program goals.

Program Participants:
The role and responsibilities of program participants require that individuals maintain compliance and meet obligations related to the program. Program participants are allowed to measure their own progress
by meeting with their assigned Family Development Specialist on a regular basis to complete assessments, track progress, and update the Action Plan. The program participant is responsible for demonstrating a commitment to achieving his or her goal, allow scheduling of home visits, meet program requirements by submitting pertinent documents pertaining to work and school and informing the staff of any changes. The participant is required to communicate his or her needs to
the assigned Family Development Specialist. Each year, the participant is required to review and renew
the Family Contract Agreement during an annual assessment. All participants must attend, and prove attendance at workshops and seminars related to the improvement of themselves and their economic status. The Family Services staff and partner sponsor these workshops
agencies. Program participants also will have the opportunity to actively participate in multi-Disciplinary meetings with various service providers to receive a broader range of services to help them to attain stability and increase their chances to thrive during their journey to self-sufficiency. This further allows participants to become involved in their own processes. The staff ensures follow-up for all program participants by making home-visits, visiting clients' job sites, and /or by telephone.
The staff is committed to operating the program and its activities by complying with the rules, regulations, and codes of the agency and funding source. The program director works closely

with the staff to assist with promoting programs and providing assistance in researching poverty statistics and expanding the program.

Community Services Block Grant Program
Fiscal Year 2020-2021 Application for Funding
Monitoring, Assessment and Evaluation Plan

Others:
The role and responsibilities of others, such as CCA, Inc. staff focus on using information from the needs assessment to educate the poor, program participants, and local supporters about the needs of the community, as well as the efforts of the agency. The staff meets regularly to measure overall effectiveness and efficiency of service delivery to program participants. The Family Development Services team consists of the CSBG Program Director, and Family Development Specialists work collaboratively with various partners to continuously implement the Family Development Services Model with a collaborative function to provide comprehensives services for community Self-Sufficiency and Head Start families. Since the initial phase of this model in 2007, planning and training are on-going to improve the quality of service delivery. Checklist forms are the monitoring tools most commonly
used to evaluate program efficiency and effectiveness. It is an on-going process for staff to stay up to date on training, new initiatives, programmatic policies and changes in state and federal legislation for serving families. The Family and Children's Services program also conducts an annual self-assessment of all areas of the program, including planning, operations and financial management and governance requirements.

Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

The systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors is reported by the executive director annually. Currently, an electronic survey has been created for access by program participants following agency contact and service delivery. Hard copy surveys are issued
to all Family and Children's Services program participants each year and the data is used for planning for
the next program year.

Describe how administrative policies and procedures are monitored by the Board of Directors.

Administrative policies and procedures are monitored by the Board of Directors on a continuum. All
revisions, updates and newly added policies, procedures and program requirements are presented to the

board for programmatic, fiscal, human resources and all other operational functions within the agency. All documents are revised as needed and submitted for review by the Board of Directors in draft form, and is
not authorized for completion until the Board issues final approval for implementation.

Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board of Directors act on monitoring, assessment and evaluation reports members, first by reviewing monthly and quarterly reports submitted by various department heads within the agency, as well as a synopsis of those reports presented at regular Board meetings by the agency's Executive Director. An audit is performed each year by a team of Certified Public Accountants from Petway, Mills and Pearson, PA. This is the most effective tool used by the Board to evaluate the programmatic and administrative aspects of the agency. Also, monitoring and measuring assessments performed by analysts of funding sources, and planning and implementation by Board Committees are key factors to determining and maintaining compliance.

Describe the Board's procedure for conducting the agency self-evaluation.

The Board's procedure for conducting an agency self-evaluation is implemented through the use of the annual audit and an analysis of accomplishments per program, through the examination reports and documents provided for each program. The Board is involved in the planning process for all of the agency's programs and requires program accomplishments and measures progress through reports. During regular Board meetings, program policies, financial reports, and personnel procedures are reviewed, discussed and approved or disapproved. These reports are then used to determine the agency's progress toward meeting stated goals and whether or not goals are being met on a timely basis, their relative success in impacting causes of poverty, and making any recommendations effecting policy to the Executive Director. In June 2018, the Board received orientation and training of their responsibilities, and also evaluated and updated the agency's strategic plan for the next five years. The Board also utilizes the Agency Risk Assessment provided through the Office of Economic measuring the processes and systems of Community Action Agencies in North Carolina. Organizational Standards, Governance, Leadership and Capacity Screener, Self-Assessment.

Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

Within the past year, several new members have been inducted into the tri-partite Board of Directors for CCA. The Board's most recent self-evaluation was conducted in March 27, 2019 at Coastal Community Action. Board members, along with the Executive Director

assessed the strengths and weaknesses of the functions of the Board. Results of the most recent evaluation indicated that with several Board members being new to community action, on-going training is needed regarding programs within the agency. It was also determined that weaknesses exist with the Board regarding the roles and responsibilities of Board Committees. Board members agreed to attend trainings pertinent to their board positions by attending community action training conferences such as the North Carolina Community Action Association (NCCAA) Spring Conference, Annual CAPLAW (Community Action Partnership Legal Association), Annual Community Action Partnership (CAP) and the South Eastern Association of Community Action Agencies (SEACAA) to strengthen their knowledge base and skills as board members.

The next evaluation for the Board is planned for March 2020. Evaluation for the Board will be based on the overall effectiveness of the agency in serving families, agency capacity, and community responsiveness.

The Board will focus on the following:

1) Monitoring the agency's performance and outcomes using the Six ROMA National Goals
2) Staying well-informed in the operational and provisional aspects of the agency
3) Training to maintain strength as the governing body of a community action agency
4) Responsibilities for shared governance with the Head Start Policy Council
5) Becoming more familiar with eligibility and administrative requirements for all CCA programs

Community Services Block Grant Program

Fiscal Year 2020-21 Application for Funding
CSBG Administrative Support Worksheet
OEO Form 212A

1. Administrative Support requested for (Name of Grant):		
2. Total amount of Administrative Support requested: $		
3. Brief description of grant including the name of the funding source:		
4. Total Grant Amount:	$	
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices)		
6. How will the agency track the CSBG funds used for Administrative Support?		
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.)		
Indirect Costs		
Indirect Cost Base:		
Indirect Cost Rate %:	%	
Indirect cost base amount for this grant:	$	
Percent indirect allowed by funding source for this grant:	%	
Dollar amount indirect allowed by funding source for this grant:	$	
Cost Allocation		
Percent of administrative costs allowed by funding source for this grant %:	%	
Dollar amount of administrative costs allowed by funding source for this grant:	$	
8. Actual numerical calculation used to determine Administrative Support needed:		
9. Administrative Support to be applied: (choose one)	Monthly	
	Quarterly	
	Annually	

CONTRACT BUDGET NARRATIVE
STATE OF NORTH CAROLINA DIVISION OF SOCIAL SERVICES
OFFICE OF ECONOMIC OPPORTUNITY
Form 6844N

Name of Agency:

Section A – Salaries and Wages

Staff Names and Positions: $94,051.96 (Annual salaries charged to CSBG; differences charged to Head Start)

Stephanie Cox-CSBG Program Director $43,183.04 @ 90% = $38,865.57
Diane McMillian-Family Development Specialist $36,335.64 @ 70% = $25,434.00
Cheryl Swann-Family Development Specialist $36,335.64 @ 70% = $25,434.00

Section B – Fringe Benefits

Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: _____

County: _____

Date of Application Submission: _____
[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 14, 2020.**

Clerk to the Board should initial all items below.

____ The agency submitted a complete grant application for Commissioner review.

____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

____ Commissioners' comments provided those to the agency. (If applicable)

_____ _____
Clerk to the Board Date

_____ _____
Notary Date

EXHIBIT F

JOINT USE AGREEMENT

This Agreement is for the joint use of certain school facilities (hereinafter referred to as "Agreement") made and entered as of the ____ day of _____ 2019, (the "Effective Date") by and between the **COUNTY OF JONES** (hereinafter referred to as "County"), and the **JONES COUNTY BOARD OF EDUCATION** (hereinafter referred to as "Board").

WITNESSETH

THAT WHEREAS, the parties recognize that joint cooperation and action between the County and the Board shall ensure that the best facilities and services are provided to the citizens of Jones County with the least expenditure of public funds; and

WHEREAS, County and the Board are mutually interested in quality education and recreation programs for Jones County students and citizens; and

WHEREAS, County and the Board are authorized to enter into agreements with each other to do any and all things necessary or convenient to aid and cooperate in the cultivation of citizenship by providing quality programs and facilities; and

WHEREAS, County and the Board desire to enter into an agreement for the use of Board Property; and

WHEREAS, Board owns certain real property listed on Attachment A hereinafter referred to as Board Property; and

WHEREAS, County and the Board desire to jointly use the Board Property for the benefit of the school and community; and

WHEREAS, County desires, to the extent of this Agreement, to assist the Board in the maintenance of the Board Property; and

WHEREAS, Board has determined that the areas to be jointly used are not necessary at all times after normal school hours for public school purposes during the term of this Agreement;

and

WHEREAS, Board desires to permit the County use of the Board Property, when such is not scheduled or being used by the Board; and

WHEREAS, County and Board are authorized to enter into this Agreement pursuant to the provisions of N.C.G.S. 115C, Article 13; N.C.G.S. 115C-518; N.C.G.S. 115C-524(b); and N.C.G.S. 160A-274:

NOW, THEREFORE, pursuant to N.C.G.S. 115C, Article 13, N.C.G.S. 115C-524(b), and N.C.G.S. 160A-274 and in consideration of the above-stated desires of the parties and such other mutual promises and covenants as are hereinafter set forth, County and Board do hereby agree as follows:

1. **Property Description.** See Attachment A.

2. **Liability**.

   County agree(s) that Board is authorizing the use of its property pursuant to this Agreement only to the extent permitted by N.C.G.S. 115C-524(b), and that the Board does not incur any liability to the County or any member of the public for permitting this use. No liability shall attach to the Board of Education, individually or collectively, for any injury suffered by reason of any County use or maintenance of Board Property pursuant to this Agreement.

3. **Enhancements, Modifications, Renovation, or New Construction on Board Property by County and Board.**

The Board may make any enhancements, modifications, renovations, or new construction on Board Property necessary for educational programming needs. The Board may make such enhancements, modifications, renovations, or new construction in its sole discretion and without approval from the County. The County shall be responsible for any enhancements, modifications, renovations, or new construction for County needs; however, no such improvements may be made by the County without the Board or Board designee's prior written approval. After the Board approves the plans and schedule for such improvements proposed by the County, the County shall proceed with such improvements at its expense. The County shall plan and coordinate such improvements with the Board to ensure that said improvements pursuant to this Agreement are completed with minimal impact on school system operations. County will be responsible for and shall repair at its sole expense any damage to drive accesses, parking areas or other Board Property, proximately caused by County use of Board Property pursuant to this Agreement, normal wear and tear excepted.

4. County Licensed Area(s) and Yearly Fee.

The Board hereby gives and grants to the County permission to use areas on Board Property defined pursuant to this Agreement as the County Licensed Areas on Attachment A of Board Property. For use of the County Licensed Areas as provided in this Agreement, the County shall pay to the Board a yearly fee beginning July 1, 2020, to be negotiated by the parties prior to that date. Such fee shall include payment for use of all facilities listed on Attachment A, including wear and tear of the facilities, maintenance, and utilities, including usage of lights for outdoor facilities. The measure of wear and tear and any amount owed for required maintenance attributable to each party shall be measured and allocated using a

method that is mutually agreeable to both parties to this Agreement prior to any fee being due from the County.

5. Ownership.

All improvements made to or upon Board Property shall be the property of the Board.

6. Appropriate Use.

No use of the Board Property shall be inconsistent with the proper care and preservation of public-school property.

7. Joint Use and Scheduling of County Licensed Area(s).

The County and Board agree that use of County Licensed Areas as shown on Attachment A shall be in accordance with the following conditions and provisions:

A. Administrative Control.

The Superintendent of the Jones County School System or designee shall have administrative control of the Board Property at all times.

1. Normal school hours are defined as daily student and teacher workdays from 7 a.m.-6 p.m. From time to time, specific school activities, events, or games may end before or extend beyond normal school hours.
2. Non-school hours are defined as daily after normal school hours, including Saturdays but excluding Sundays and all school holidays, spring break and winter break.

B. Use and Scheduling.

Use of the Board Property shall be in accordance with the following conditions and provisions:

1. County and Board agree that as the schedule is developed and approved the Board

shall have first priority of use at all times on Board Property. Once the schedule is approved there may be no change without the consent of both parties, such consent shall not be unreasonably withheld. A copy of the Schedule is attached hereto as Attachment B.

2. For purposes of this Agreement, County use shall be defined as those programs that the County conducts through the County Recreation Department. The County shall not allow any other entity or group to use Board property. This Agreement does not grant the right of any other entity to use Board property for any purpose.

3. For purposes of this Agreement, time periods shall be defined as:

   (1) After school hours: (6 p.m.-10 p.m.)

   (2) Saturday, or non-school days: (8 a.m.-10 p.m.).

4. County use shall not be permitted on Sundays, school holidays, spring break, and winter break except for scheduled basketball games and other such events scheduled by the parties.

5. County and Board agree to have their designees meet as needed but a minimum of 2 times per year to inspect County Licensed Areas and coordinate usage and maintenance schedules. These meetings shall be attended by two members of the Board of Education and up to three members of the County Commissioners .

6. The County shall manage the schedule for the time periods designated for County program use.

   A. The County may not allow another agency, group or individual to use its time period(s).

   B. County shall provide usage/team schedule to the Board designee for

security purposes.

8. The County Recreation Director or another non-volunteer employee of the County Recreation Department shall be onsite during all County events on Board property.
9. The Jones County Recreation Department shall supply all equipment for County events on Board property.

A. Inclement Weather.

The Board in its sole discretion will make decisions on when to close its school campuses due to inclement weather. The County agree(s) to comply with the Board's inclement weather determinations.

B. Income from County Program.

County and Board agree that the income from County programs and events operated on County Licensed Area(s) that are subject to this Agreement shall go to the County. Income from concessions shall be controlled by paragraph F.3.

C. Income from School Program.

County agree(s) that the income from Board programs and events, such as receipts from school ball games or fundraisers, shall go to the school. Income from concessions shall be controlled by paragraph F.3. Income from joint County and Board events shall be split according to a ratio agreed upon by the County and the Board.

D. Third Party Use.

This Agreement and the approved schedule attached hereto does not preclude the Board from allowing other individuals or groups to use Board Property on unscheduled days during the term of this Agreement.

E. Supervision and Security of County Licensed Areas.

1. The County shall select and provide adult supervision of participants, parents, staff, invitees, and visitors to ensure their safety and well-being during County activities, events, and programs.
2. In accordance with County policy the County shall conduct state- and national level criminal background checks on all individuals who work or volunteer in activities conducted during County use of the Board Property.
3. County, in its sole judgment shall be responsible for providing sufficient and appropriate security for County activities, events, and programs.
4. No County officials or employees shall be provided keys to Board property, unless no Jones County School employee is available to open a facility for County use. If no Jones County School employee is available to open a facility for County use, a key to the facility shall be provided to a full-time employee of the County, who must return the key to Jones County Schools immediately after the scheduled County event (and in no event more than 24 hours after the scheduled County event). The County shall indemnify Jones County Schools for any loss proximately caused by the County employee's unauthorized use of the key.

F. Concession Operations.

1. The Board or its program agent has the right to operate and retain the proceeds from concessions on Board Property for both school and non-school events.
2. If the Board or its program agent chooses not to operate a concession, then the County may operate concessions on County Licensed Areas when those areas are used for County purposes pursuant to this Agreement. In such an event, County is responsible for supplying all concession supplies and equipment and may not use

the supplies and/or equipment of the Board. No private concessions will be allowed.

3. Proceeds from concessions shall:

   a. Go to the Board or its designee when the Board operates the concessions.

   b. Go to the County when the County operates the concessions for a particular event.

   c. Be shared by the Board and County based upon a mutually agreed upon percentages when operated for a jointly planned event or when Board and County events are simultaneously scheduled.

8. School System Personnel On-Site

A. The County will pay a school official (typically a school custodian) for all hours needed to open the facility and monitor school property while the County is using such property and to oversee cleanup and trash disposal at an hourly rate not to exceed $15 per hour. If a Board employee is not available the County will supply appropriate staff. The County will pay the direct cost associated with running the County programs in the schools (i.e., the custodian's salary for extra pay, etc.), including all costs incurred by the County necessary to comply with state and federal law.

9. Housekeeping, Routine/Preventive Maintenance, and Major Repair or Life-Cycle Replacement

A. General Guidelines

   1. The Board reserves the right to take any action at any time on the Board Property that the Board in its sole discretion deems necessary for school purposes.

2. Board shall provide all routine and preventive maintenance on the County Licensed Areas.

   a. Maintenance work shall be coordinated between the Board and County.

   b. Maintenance shall be scheduled to ensure:

      (1) Minimal disruption of the school day.

      (2) Necessary maintenance resources are available.

      (3) Maintenance area(s) are secured for safety until completion.

B. Repair or Life-Cycle Replacement

After written Notice to the County, the Board shall contract for and provide all needed repairs to the County Licensed Areas and shall bill the County for repairs for damages proximately caused by the County's use of the areas ordinary wear and tear excepted. The County's liability for such repairs shall be limited only to the amount necessary to return the damaged property to the condition that existed prior to the damage caused by the County.

10. Insurance.

A. County shall maintain at all times during the term of this Agreement and during any and every extension thereof liability insurance in the amount of $1,000,000, or the minimum required by North Carolina State Law, covering personal injury for each accident or occurrence growing out of the County use or maintenance of the said County Licensed Areas and at least $1,000,000 or the minimum required by North Carolina State Law to cover property damage growing out of each accident or occurrence. The Board shall be named as an additional insured on all insurance policies. The County shall furnish the Board with evidence of such insurance and of its renewal as the premiums become due.

The County shall provide the Board with thirty days prior written notice of any reduction in coverage or cancellation of such insurance. County agrees to obtain fire and hazard insurance in the amount equal to the replacement value of the insurable structure and areas.

B. Board and County are each responsible for insuring replacement value of their respective personal property.

11. Preservation and Care of Public-School Property.

County agrees to regulate the use of the Board Property consistent with the Board's understanding of how to best maintain the property and to prevent deterioration of the property. The County may only use the Board Property so long as its use is consistent with the proper care and preservation of the public-school property.

12. Use and Care.

The County acknowledges that use pursuant to this Agreement will take place on a school site at which children, school employees, and members of the public are present. The County further agree(s) to keep the County Licensed Areas in a clean and safe condition at all times and to ensure that any equipment, materials, or supplies brought onto the County Licensed Areas by County are removed when the areas are not in use by the County.

13. Nondiscrimination.

It is the policy of the County to not discriminate against any employee or applicant for employment because of race, color, creed, sex, age, religion, or national origin. It is the policy of the County that neither the County or their employees shall discriminate against any person or organization on the basis of race, color, creed, sex, age, religion, or national origin, or athletic ability by refusing to furnish such person or organization services for

privileges offered to or enjoyed by residents of Jones County nor shall the County or their employees publicize the facilities provided hereunder in any manner that would directly or inferentially reflect negatively on any person because of race, color, creed, sex, religion, or national origin or athletic ability.

14. Nonperformance.

In the event either party should fail to keep, perform or abide by any term, condition or covenant of this Agreement for a period of thirty days after written notice of such failure by the non-breaching party, then in addition to any other remedies available at law or equity, the non-breaching party shall have the right to remedy such nonperformance. If the Board is the non-breaching party, it may suspend County use of its property until the County demonstrates to the Board's satisfaction that County has corrected its breach and is fully performing its obligations under the terms, conditions, and covenants of this Agreement.

15. Default/Termination.

In the event either party should fail to keep, perform or abide by the terms, conditions or covenants of this Agreement for a period of thirty days after written notice of such failure by the non-breaching party, then the non-breaching party may elect to terminate this Agreement upon an additional thirty days written notice. If County is the breaching party and Board should exercise this right of termination, then and in that event, County shall relinquish any interest in any of the improvements made to Board Property under this Agreement and no reimbursement shall be due County. The County shall leave Board Property in a condition approved by the Board.

16. Right to Terminate.

A. The Board reserves the right to terminate this Agreement at any time that the Board in its

sole discretion deems the property necessary for school purposes. The Board shall give the County at least a ninety-day notice of termination. If the Board should exercise this right of termination during the term of this Agreement, then the Board shall reimburse the County for a pro rata portion of the County initial land costs and construction costs for improvements completed on the Board Property. Costs shall be amortized over the term of this Agreement except that the County shall not be entitled to reimbursement for maintenance or improvements to parking areas or entrance drives or maintenance to County Licensed Areas.

B. If the County terminates this Agreement at any time during the term of this Agreement, then and in that event, County shall complete any improvements begun on the Board Property and leave the Board Property in a condition that is safe and acceptable to the Board. The County shall relinquish any interest it may have in any of the improvements it has made to Board Property under this Agreement, and no reimbursement shall be due the County.

17. Notices.

All notices, requests, approvals, or consents required to be given hereunder shall be in writing and hand delivered or sent by certified mail, return receipt requested, postage prepaid, and addressed as follows:

Board: Chair
The Board of Education

County: Chair
Board of County
Commissioners

or to such other address as either party may specify in the manner hereinabove prescribed.

18. Severability.

In the event any term or provision of this Agreement shall be adjudged to be partially or completely invalid or unenforceable, then such term or provision shall be severed from this Agreement, and the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

19. Non-Assignment.

The County may not assign this Agreement. County may use Board Property only as provided in this Agreement and the County shall not allow any other person, organization, or corporation to use Board Property without the express written permission of the Board.

20. Entire Agreement.

The County agrees that this document and its Attachments listed below constitute the entire agreement between the parties and may only be modified by a written mutual agreement signed by the parties. To the extent that there is any conflict between the terms of this Agreement and any prior understanding or agreement between the parties, as well as any applicable Interlocal Agreement, the terms of this Agreement shall control.

Attachment A – List of Licensed Areas and Designated Uses

21. Agreement in Counterparts.

This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Jones County Board of Education has caused this Agreement to be signed by its Chairman, attested by its Secretary, and sealed with its seal, and the County has caused this Agreement to be signed by its Chair, attested to by the Clerk to the Board, and sealed with its seal, by order of the respective governing boards duly given on the Effective Date first written above.

JONES COUNTY
BOARD OF EDUCATION

ATTEST:

By: _____ (SEAL)
Chair

By: _____ (SEAL)
Superintendent/Secretary

BOARD OF COUNTY COMMISSIONERS
JONES COUNTY

ATTEST:

By: (SEAL) By: (SEAL)
Chair Clerk to the Board

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

_____
Jones County Finance Officer

Date: _____

NORTH CAROLINA
JONES COUNTY

The undersigned, a Notary Public of the County and State aforesaid, hereby certified that _____ personally appeared before me this day, and being duly sworn by me, acknowledged that he/she is Superintendent/Secretary of the Jones County Schools, and that by authority duly given and as the act of the Board the forgoing instrument was signed by its chairman, sealed with its corporate seal and attested by him/her as its Superintendent/Secretary.

Witness my hand and notary seal this _____ day of 2019.

My Commission expires:

_____
Notary Public

(SEAL)

The undersigned, a Notary Public of the County and State aforesaid hereby certified that personally appeared before me this day, and being duly sworn by me acknowledged that he/she is the Clerk of the Jones County Board of Commissioners, and that by authority duly given and as the act of the Board, the forgoing instrument was signed by its Chair, sealed with its corporate seal and attested by him/her as its Clerk.

Witness my hand and notary seal this ____day of 2019.

My Commission expires:

_____
Notary Public

(SEAL)

ATTACHMENT A

Properties Subject to Agreement:

1. Maysville Elementary School Gymnasium
2. Comfort Elementary School Gymnasium
3. Pollocksville Elementary School Practice Field
4. Harry Brown Gymnatorium, Jones Senior High Fields, Track, and Tennis Courts

ATTACHMENT B – SCHEDULE

EXHIBIT G

County Equipment Sale List for Auction

1. 2006 Ford Focus ZX4 4door sedan
   Vehicle ID# 1FAHP34N06W214004

2. Convertamatic 200E Floor Scrubber
   model # 324004 serial # 1087982

3. Clark US2000 Floor buffer
   model # US 2000 serial # EA2362 CO sticker 03730

4. 1 set of stock 2012 F-150 truck rims

5. Stand alone printer Kyocera
   model # KM-4050 Machine # 9754199

6. Printers
   A. HP officejet J4680 All in One
      serial # CN9AGD61TV

   B. Canon MB2320 Maxify
      serial # AEHC37827

   C Canon MB 2320 Maxify
      serial # ADSM30443

   D. Canon Super G3
      serial # DTG45630

E. Canon ImageClass D1120
serial# GSS 04034

F. HP Laserjet 8100
Model# C4214A Serial# USDC004341

G. Brother Fax machine Intelifax 2820
Model# FAX-2820 serial# U61325G8J977789

7. Computer Monitors

A. Dell Serial# MX02Y3114760542242ZD

B. Planar PT191mu-BK
serial# A595952A0A31K0051

C. Planar PT191mu-BK
serial# A595847S0A21K0096

8. 1000 gallon water storage tank (round plastic)