

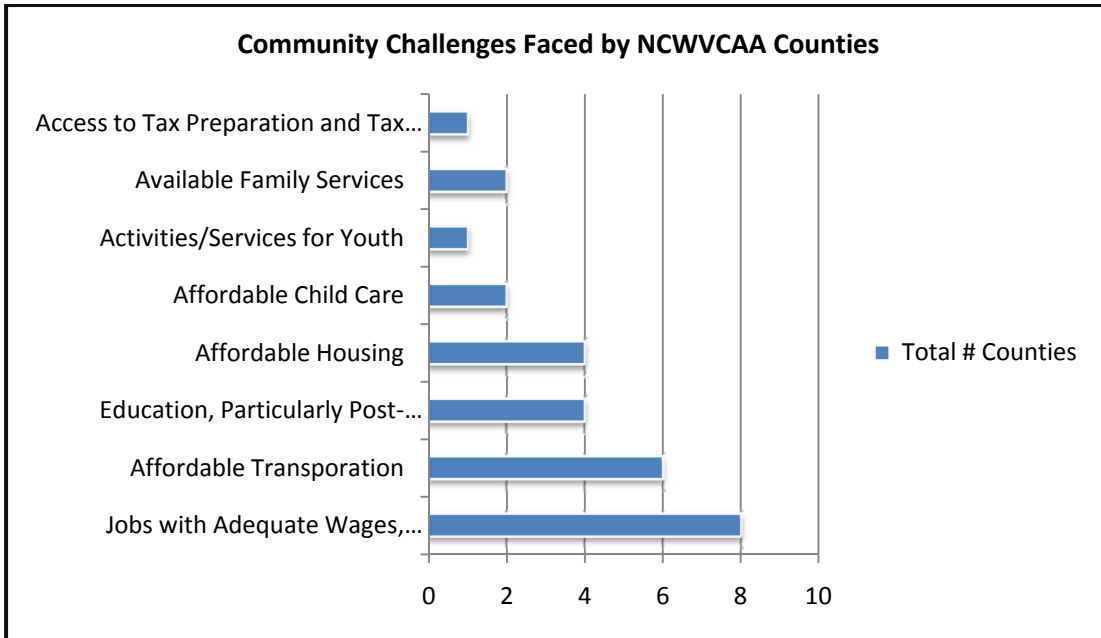
North Central WV Community Action Association
CSBG American Recovery and Reinvestment Act (ARRA) Program Plan
5/14/09

Executive Summary

Reviewing the community needs matrix in North Central WV Community Action’s 2009 Community Needs Assessment please refer to pages 71-74 of the Community Needs Assessment: [NCWVCAA 2009 Community Needs Assessment Link](#), North Central WV Community Association, Inc. identified several acute needs across our nine-county area of responsibility.

The top 4 needs cited were:

1. Jobs with adequate wages and benefits.
2. Affordable Transportation.
3. Education, Particularly Post-Secondary.
4. Affordable Housing.



Utilizing these top community needs and the ROMA goals as guidance North Central WV Community Action has designed a recovery response plan for CSBG ARRA that primarily address the needs of (1) Employment; (2) Education; and (3) Affordable Housing by providing an opportunity for unemployed workers to access training, skills, and support services to access better, or available employment, through North Central’s new **Employment Stabilization and Skill Enhancement Program**. Also, homeless or potentially homeless individuals will be able to access NCWVCAA’s new **Homeless Prevention and Rapid Re-Housing Program**. Both programs mark a new direction in North Central WV Community Action’s efforts to provide dedicated case management services to families across all nine counties.

1. Employment Stabilization and Skill Enhancement Program:

Staff	9 Community Case Managers. 1 Skill Enhancement Coordinator.
ROMA Goals	Goals 1, 2, 3, 4, and 6.
Impact Area	Barbour, Greenbrier, Marion, Monongalia, Pocahontas, Preston, Randolph, Taylor, and Tucker Counties.

Community Case Management Services

North Central WV Community Action Association Inc. will provide short-term assistance needed to stabilize crisis situations while also offering critical linkages to other mainstream community resources. The result of these efforts is to promote pathways to self-sufficiency in Barbour, Greenbrier, Marion, Monongalia, Pocahontas, Preston, Randolph, Taylor, and Tucker Counties. This will be accomplished through the tasking of full-time CSBG ARRA Case Managers throughout all of NCWVCAA’s nine counties. These Community Case Managers will work closely with the Supervisors of each county office to identify and assess low-income clients up to 200% of the Federal Poverty guidelines in:

- Meeting immediate emergency needs.
- Removing barriers to employment.
- Accessing program services within NCWVCAA’s menu of programs (Head Start/Early Head Start, Weatherization, LIHEAP, Homebuyer Education, Affordable Housing, etc.)
- Accessing additional support services through linkages with collaborators.
- Accessing direct employment referrals as established by the Community Case Managers.

Particular effort will be made by Community Case Managers and County Supervisors to maintain ongoing linkages with local employers toward the goals of (1) Becoming immediately informed when a local business is laying off, relocating, or closing down and; (2) Becoming immediately informed when new job opportunities exist. Through the maintenance of these relationships, Community Case Managers and County Supervisors will have an immediate line of communication that will allow immediate referrals of unemployed workers to NCWVCAA’s Employment Stabilization and Skill Enhancement Program and the immediate referral of participants currently utilizing the program into existing job opportunities.

All nine Community Case Managers will have a caseload of approximately 15-20 participants and will utilize the resources of local County Offices, as well as an array of CSBG ARRA support services opportunities in order to move low-income families, as quickly as possible, from In-Crisis or Vulnerable to Stable, Safe, and Thriving self-sufficiency.

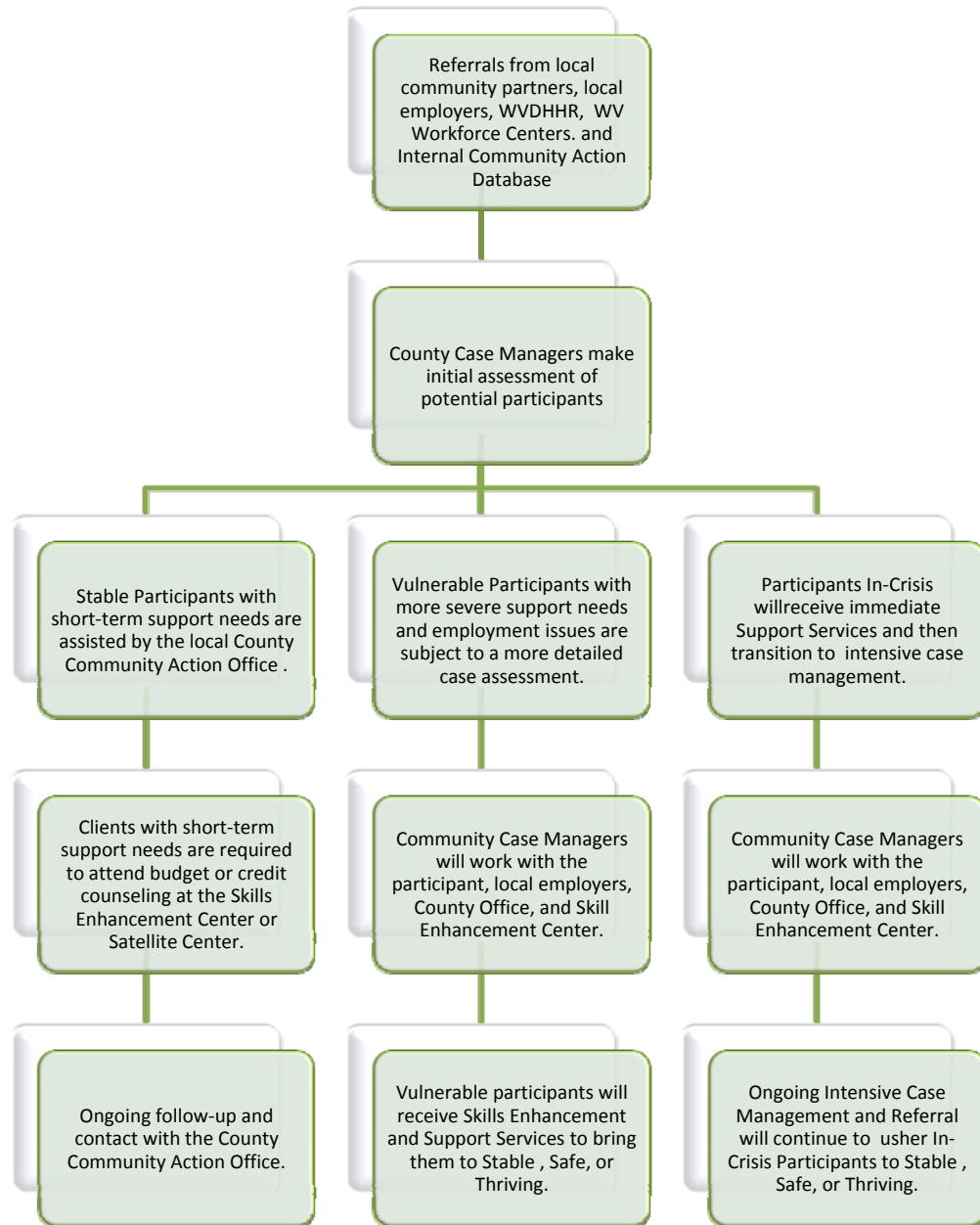
Support Services

An array of support services will be available to Community Case Managers and County Supervisors via the CSBG ARRA resources including rental assistance, mortgage assistance, limited car repair, limited dental and visions services, gardening and canning supplies, employment-related clothing and equipment, and employment or skills enhancement-related transportation assistance. Each case will be assessed individually and support service vouchers will only be used in a manner that supports the ultimate goal of the participant becoming employed, or gaining the skills and materials to become employed, or to help meet emergency needs and foster stability during the search for employment. All support services will be directly

tied to a case management plan within DBA FacsPro and will clearly state the need for the participant, as appropriate, to enroll in one of the financial literacy, asset-development, or other life skills classes offered through North Central WV Community Action’s Skill Enhancement Center or Satellite Centers.

Action Plan

Employment Stabilization and Skill Enhancement Program



Skill Enhancement Center and Satellite Classrooms

The foundation of successfully gaining and maintaining employment is the development of both employment and life skills that enable the low-income family or individual to affect a positive change in personal, behavioral, educational, and familial skills. It is with this in mind that the cornerstone of NCWVCAA's Employment Stabilization and Skill Enhancement Program is the new Skill Enhancement Center (SEC) and Satellite Classrooms.

The Skill Enhancement Center will be located in North Central's Taylor County Office in Grafton, WV. It is easily accessible by public transportation and is conveniently located to the main population centers in NCWVCAA's area of responsibility. The Skill Enhancement Center will contain state of the art classroom and distance-learning equipment that will enable customers, participants, and the low-income community at-large to attend important life skills and employment enhancement training such as:

- Financial Literacy, Asset Development, and Household Budgeting.
- Homebuyer Education.
- Job Preparation, Interview, and Resume Skills.
- Preparatory Classes for Post-Secondary Education.
- Canning, Gardening, and other practical self-sufficiency instruction.
- Literacy Classes.
- GED classes and testing.
- Child Care Certification Education.
- Construction and Trades Education.
- Green Building Practices.
- Computer Skills.
- Other Life Skills and Educational Classes as appropriate.

The Skill Enhancement Center will also be open to other community partners to use for participant instruction such as Family Resource Networks, WV Workforce and Workforce Investment Boards, United Ways, WVU Extension, WV Healthy Families/Healthy Children Coalitions, EITC/VITA Coalitions, Consumer Credit Counseling, Local Colleges and Technical Centers, Local Family and Consumer Sciences Programs, and other partners as applicable.

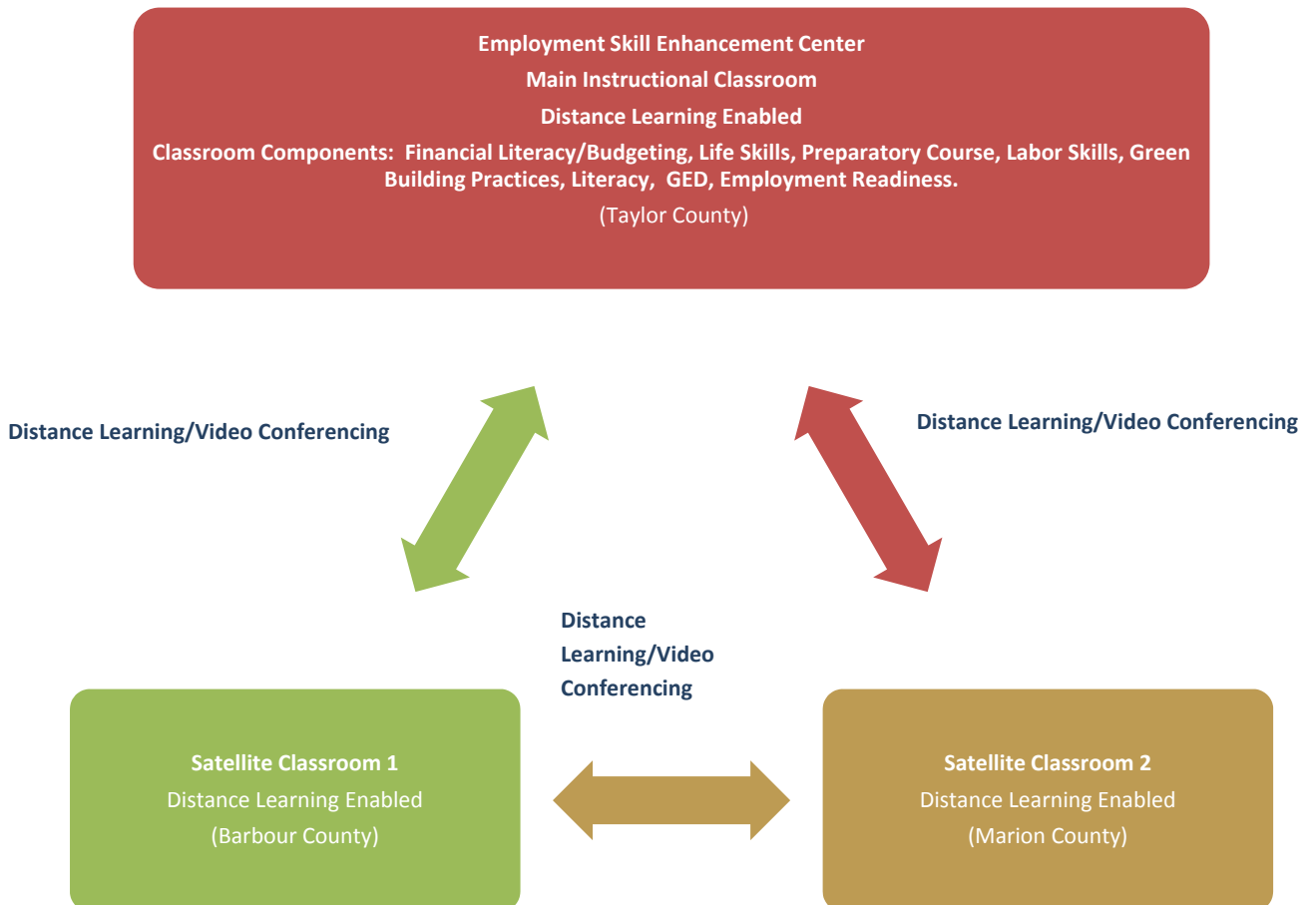
The Skill Enhancement Center will serve as a comprehensive, state of the art classroom to which the Community Case Managers and other partners can refer low-income clients and families seeking employment assistance, skill enhancement, life skills, and family development activities. The SEC will employ distance-learning technology to allow participants in other counties to also benefit from the class schedule, in Marion and Barbour Counties. One satellite classroom at NCWVCAA's Administrative Office will be open to participants in Marion and Monongalia counties, and one satellite classroom in NCWVCAA's Barbour County Office will be open to participants in Barbour, Randolph, and Tucker counties. The technology to be employed will allow the classes to take place at the SEC in Taylor County and participants in the Marion and Barbour County Satellite Classrooms will be able to receive the same instruction, interaction, and assistance as those participants physically attending the class in Taylor County. This alleviates both the need for transportation to the Taylor County SEC and enables all of the classes and enhancement activities to reach a wider participant audience on a regular basis. The SEC will keep a full schedule of classes and will be available to the public and maintain evening

hours for the convenience of participants with children or who are working. Child care arrangements will also be made by all sites as appropriate.

The SEC will have one full time Skills Enhancement Coordinator who will coordinate the classroom and work with the Community Case Managers, local partners, non-profits, and educational institutions, and participants to schedule, monitor, and oversee the various instructional components of the concept, as well as perform outreach to the community as to the availability and offerings of the SEC. The goal will be to maintain a full class schedule, year-round, to assist and reach as many low-income individuals and families as possible.

Through both the Skill Enhancement Center and the work of the Community Case Managers, North Central will develop a true continuum of services and assistance that focuses on low-income individuals and families who need employment assistance, skills enhancement, support services, and retraining to maximize their ability to re-enter to work force or maintain employment in higher-wage positions with benefits, thus building a foundation for an overall thriving economic situation and ultimately, self-sufficiency. The SEC will enable participants to strengthen their skills and abilities to explore a varied array of employment opportunities and prepare themselves to be part of the 21st century work force that demands technical prowess. As the SEC concept progresses, North Central will also examine the feasibility of expanding the satellite classrooms to other counties as appropriate.

Employment Skill Enhancement Center and Satellite Classrooms



2. Partnering with the HUD Homeless Prevention and Rapid Re-Housing Program (HPRP)

Staff	3 Housing Case Managers.
ROMA Goals	Goals 1, 3, 4, and 6.
Impact Area	Barbour, Greenbrier, Marion, Monongalia, Pocahontas, Preston, Randolph, Taylor, and Tucker Counties.

A portion of CSBG ARRA funds will be used to provide matching dollars to the HUD ARRA Homeless Prevention and Rapid Re-Housing Program. CSBG ARRA will help provide this program with start-up costs and case manager/housing locator salary support in the first year of operations. This program will affect approximately 300 participants over a three year period.

North Central has designed an innovative program approach that best meets the needs of the population to be served by the HPRP program. North Central desires to braid the HPRP funding with Community Service Block Grant (CSBG) ARRA funding to create a comprehensive case management structure for low-income individuals and families who are in danger of becoming homeless or are considered sheltered or unsheltered homeless. HPRP case management services would be made available throughout Monongalia, Marion, Preston, Taylor, Barbour, Tucker, Randolph, Greenbrier, and Pocahontas Counties by providing three (3) Case Managers who would also act as Housing Locators for persons and families in danger of becoming homeless. The Case Managers would assist participants via three program vehicles:

- Flexible Client Financial Assistance: Assistance to meet immediate emergency needs of participants who are homeless or are in immediate danger of becoming homeless. This would include rent or utilities that are in arrears, or the provision of vouchers for motel/hotel accommodations until suitable rental arrangements can be made. These dollars would be made available to North Central WV Community Action’s County Office for immediate assistance to clients meeting the criteria. All payments would be made directly to landlords and motel/hotels.
- Short-term rental assistance: Assistance to families and individuals with rent up to 3 months. Case Manager/Housing Locators would administer these funds directly to landlords and utility companies.
- Medium-term rental assistance: Assistance to families and individuals with rent from 4 to 18 months. Case Manager/Housing Locators would administer these funds directly to landlords and utility companies.

Case Management

Case Manager/Housing Locators would maintain ongoing relationships with local Housing Authorities. Housing Authorities would approve all new landlords and provide Case Manager/Housing Locators with Housing Authority-approved landlords via a letter of agreement with North Central WV Community Action Association. Case Manager/Housing Locators would initiate the first contact with potential participants and determine their specific needs in terms of housing and case management and coordinate with appropriate Community Action and Housing Authority staff once the determination has been made.

Participants for the HPRP Program would be drawn from 3 main sources:

- All clients currently in Emergency Shelter in Scott Place Homeless Shelter and the Randolph County Homeless Shelter who might be eligible for housing. Approximately 15 total clients at any given time.
- All clients in the Community Action Client Tracking Database (DBA FacsPro) who indicated they were “living with friends or family” and “receiving no government assistance with rental payments”. Currently this number is 307 people.
- All referrals from local Housing Authorities of people who are currently homeless and need immediate housing/shelter. This number is currently undetermined.
- Referrals from collaborative partners with a signed Letter of Agreement.
Case Manager/Housing Locators would provide housing or rapid re-housing initially and then would put into place an intensive case management plan for each participant which would include employment assistance, life skills instruction (money management, parenting, computers, employment assistance), substance abuse and addiction referral, mental health referral, child care and/or Head Start/Early Head Start referral and case management, and referral to other Community Action Programs (Financial Literacy/Asset Development/Credit Repair, Homebuyer Education, Garden Program, Free Tax Preparation). Case Managers would be equipped with mobile technology (wireless broadband, laptops, and cell phones) and would therefore essentially not have an office location, but would have access to all of North Central WV Community Action’s nine county office locations as needed.

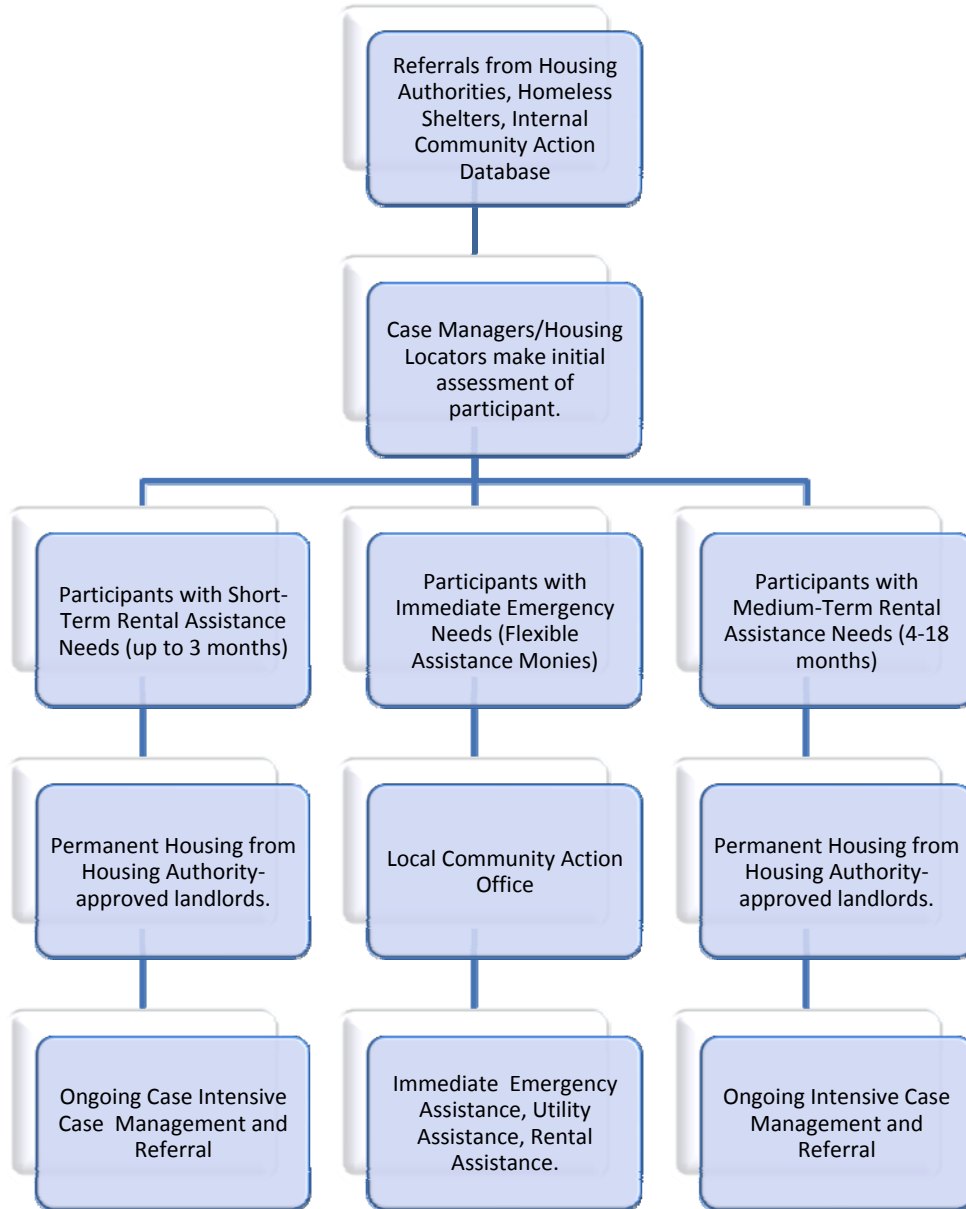
Risk Factors for Eligibility

Per the HUD Notice of Funding Availability (NOFA) the following risk factors will be taken into account when identifying possible participants:

- Eviction within 2 weeks from a private dwelling (including housing provided by family or friends);
- Discharge within 2 weeks from an institution in which the person has been a resident for more than 180 days (including prisons, mental health institutions, hospitals);
- Residency in housing that has been condemned by housing officials and is no longer meant for human habitation;
- Sudden and significant loss of income;
- Sudden and significant increase in utility costs;
- Mental health and substance abuse issues;
- Physical disabilities and other chronic health issues, including HIV/AIDS;
- Severe housing cost burden (greater than 50 percent of income for housing costs);
- Homeless in last 12 months;
- Young head of household (under 25 with children or pregnant);
- Current or past involvement with child welfare, including foster care;
- Pending foreclosure of rental housing;
- Extremely low income (less than 30 percent of Area Median Income);
- High overcrowding (the number of persons exceeds health and/or safety standards for the housing unit size);
- Past institutional care (prison, treatment facility, hospital);
- Recent traumatic life event, such as death of a spouse or primary care provider, or recent health crisis that prevented the household from meeting its financial responsibilities;
- Credit problems that preclude obtaining of housing; or
- Significant amount of medical debt.

Action Plan

HUD Homeless Prevention and Rapid Re-Housing/CSBG ARRA



Potential Partners

Potential Partners and Collaborators would include The Fairmont/Morgantown Housing Authority, The Randolph County Housing Authority, The Grafton Housing Authority, The Greenbrier County Housing Authority, The North Central Earned Income Tax Credit Coalition, The Southern Earned Income Tax Credit Coalition, Bartlett House Shelter, North Central WV Community Action Head Start/Early Head Start Program, Monongalia County Head Start/Early Head Start, Caritas House, WVU Extension Service, HOPE Domestic Violence Shelter, Women’s Aid In Crisis and other Rape and Domestic Violence Centers, WV 211, Local Mental Health Providers, Local Hospice Organizations.

Coordination

Housing Case Managers operating through the HUD ARRA HPRP Program will also coordinate closely with the CSBG ARRA Community Case Managers and North Central’s Skill Enhancement Coordinator and Center to cross-refer clients to ensure that both employment and housing supports exist for all low-income families and individuals served by both programs. In this way, a true continuum of services can be established, optimizing the resources available from both ARRA programs and assisting as many families and individuals as possible over the fifteen month (CSBG ARRA) and three year (HUD ARRA HPRP) periods as possible.

New Participants up to 200% of Poverty

As mentioned in narratives for both the CSBG ARRA, and HUD HPRP Program models, both initiatives take into account the new influx of participants who will potentially be above the usual poverty parameters for assistance that is normally given. It is, however, important to note that both programs make particular effort to (a) ensure that Housing and Community Case Managers, County Supervisors, and the Skill Enhancement Coordinator keep particularly in-tune with all local community in terms of declining business and employment opportunities (layoffs and business closures) and (b) ensure that both programs are adequately publicized on an ongoing basis, ensuring that proper outreach and information is available to the public-at-large. It will be essential that North Central continue to monitor the local business and financial climate to effectively and quickly refer “new” customers to these opportunities. Special care must also be taken to properly address this “new” segment of clients in an informed way that takes into account that many families are experiencing a level of need that may be entirely foreign to them and their way of thinking.

3. ARRA Financial Support

Staff	1 ARRA Accountant
ROMA Goals	Goal 5
Impact Area	Barbour, Greenbrier, Marion, Monongalia, Pocahontas, Preston, Randolph, Taylor, and Tucker Counties.

One of the crucial concerns with the use of all American Recovery and Reinvestment Act Funds is the proper tracking and financial accountability of all funds used across program boundaries. For this reason, North Central will proactively seek a skilled accountant to manage and track the financial aspects of all ARRA program monies including:

- CSBG ARRA.
- Weatherization ARRA.
- HUD HPRP ARRA.

This prudent measure will ensure that all ARRA financial resources are tracked accurately and separately per the guidance and instructions of GOEO and OCS. The ARRA Accountant will be directly supervised and monitored by the Director of Finance, Lisa Sharpe, MPA, CPA for the duration of expenditures of all ARRA monies.