



COMMUNITY DEVELOPMENT

MEMO

To: Affordable Housing Loan Committee Members

From: Sylvia D. Brown, Planner 

Date: February 2, 2017

CC: Ben Griffith, Community Development Director

Re: Affordable Housing Loan Committee Meeting

The Affordable Housing Loan Committee Meeting will be held on Wednesday, February 8, 2017 at **3:00 PM** at City Hall, 200 West 5th Street in the 3rd Floor City Council Chambers.

Please call (252) 329-4481 or e-mail cwallace@greenvillenc.gov by 5:00 PM, Tuesday, February 7, 2017 to confirm your attendance.

Thank you for your time and effort in helping to move our housing programs forward!



COMMUNITY DEVELOPMENT

Affordable Housing Loan Committee Meeting
Wednesday, February 8, 2017
City Hall Council Chambers 3rd floor
200 West 5th Street
3:00 PM

Agenda

- A. Roll Call**
- B. Approval of Agenda**
- C. Approval of meeting minutes from December 14, 2016**
- D. Old Business**
 - None
- E. New Business**
 - 1. Sub-recipient Funding Request Presentations (2017-2018)**
 - a. Boys and Girls Clubs of the Coastal Plain**
 - b. Community Crossroads Center**
 - c. Literacy Volunteers of America – Pitt County**
 - d. Pitt County Council on Aging**
 - e. ECU/LWG Intergenerational Community Center**
 - f. Center for Family Violence Prevention**
 - g. L.I.F.E. of NC, Inc. (STRIVE)**
 - 2. Election of Chairman**
 - 3. Election of Co-Chairman**
- F. Staff Report**
- G. Other**
- H. Adjournment**

**DRAFT OF MINUTES PROPOSED FOR ADOPTION
THE AFFORDABLE HOUSING LOAN COMMITTEE**

**Meeting Minutes
Wednesday, December 14, 2016
Greenville, North Carolina**

Present:

- | | | |
|---|---|--|
| <input type="checkbox"/> David Campbell | <input checked="" type="checkbox"/> Melinda Dixon | <input checked="" type="checkbox"/> Thomas Hines |
| <input checked="" type="checkbox"/> Kevin Fuell | <input checked="" type="checkbox"/> Ronita Jones | <input checked="" type="checkbox"/> Walt Kitchin |
| <input type="checkbox"/> Matt Smith | <input checked="" type="checkbox"/> Anne Fisher | |

Absent

- | | | |
|--|--|---------------------------------------|
| <input checked="" type="checkbox"/> David Campbell | <input type="checkbox"/> Melinda Dixon | <input type="checkbox"/> Thomas Hines |
| <input type="checkbox"/> Kevin Fuell | <input type="checkbox"/> Ronita Jones | <input type="checkbox"/> Walt Kitchin |
| <input checked="" type="checkbox"/> Matt Smith | <input type="checkbox"/> Anne Fisher | |

Staff:

- | | |
|--|---|
| <input type="checkbox"/> Merrill Flood | <input type="checkbox"/> Karen Gilkey |
| <input type="checkbox"/> Gloria Kesler | <input type="checkbox"/> Calvin Mercer (City Council Liaison) |
| <input checked="" type="checkbox"/> Sylvia Brown | <input checked="" type="checkbox"/> Christine Wallace |
| <input checked="" type="checkbox"/> Ben Griffith | |

A. Roll Call

B. Approval of Agenda

Motion was made by Ms. Jones and seconded by Ms. Dixon to approve the agenda as presented. Motion carried unanimously.

C. Approval of meeting minutes from October 19, 2016

Motion was made by Ms. Dixon and seconded by Ms. Jones to approve the meeting minutes from August 17, 2016 as presented. Motion carried unanimously.

D. Old Business

None

E. New Business

1. Sub-recipient Agreement

a. The Greenville Community Shelter DBA Community Crossroads Center

Mrs. Brown informed the committee of the Greenville Community Shelters DBA Community Crossroads Center funding in the amount of \$18,200. The funding is included in the 2016-2017 Annual Action Plan and the project will be a partnership between the City of Greenville, Pitt Community

College and Community Crossroads Center to provide a food service specialist program for students coming to Pitt Community College. The program will operate at the Community Crossroads Center where there will be specialized equipment, instructors to teach the students about food service prep, and how to manage a restaurant.

Mrs. Brown also stated that Pitt Community College Staff members informed her that the College does have local businesses in Greenville who are ready to employ students who come through the program.

Mr. Kitchin asked Mrs. Brown what is it that she is asking the committee to do.

Mrs. Brown replied that staff is recommending the Affordable Housing Loan Committee approve \$18,200.00 in Economic Development Activity funding be expended by execution of a partnership between the City, Pitt Community College and Community Crossroads Center for a Food Service Specialist Program.

Mr. Kitchin asked what is the source of our funds?

Mrs. Brown replied that it is CDBG and was a part of our Annual Action Plan.

Ms. Jones asked if the program will be located on Manhattan Street.

Mrs. Brown replied "yes".

Mr. Kitchin asked if this was recently called the Greenville Homeless Shelter.

Mrs. Brown replied "yes".

Motion was made by Ms. Jones and seconded by Mr. Hines to approve the request for \$18,200 in CDBG Economic Development funding, which will be expended by execution of a partnership between the City of Greenville, Pitt Community College, and Community Crossroads Center for a Food Service Specialist Program. Motion carried unanimously.

2. Update Board and Commission Policy

Mr. Griffith gave a recap on the City Council's revised Board and Commission Policy. Mr. Griffith stated that the key is attendance, appointments, and reappointments. Mr. Griffith also stated that the committee must turn in their signed acknowledgement forms and staff had them available at the meeting.

F. Staff Report

Mrs. Brown updated the committee on the following events:

Homeownership Education Workshop
Saturday, December 10, 2016
Gloria Kesler, 252-329-4226

2016 Financial Literacy Series
Sheppard Memorial Library (Room B)
December 19, 2016 – Financial Recovery
5:30 -7:30 PM
Sylvia Brown, 252-329-4509

Annual Report to City Council – Presentation by Mr. Walt Kitchin
Monday, January 9, 2017 at 6:00 p.m.

2017-2018 Sub-recipient Applications
Due Tuesday, January 10, 2017 at 3:00 p.m.
Sylvia Brown, 252-329-4509

Affordable Housing Loan Committee Meeting Dates
Wednesday, January 11, 2017
At 4:00 p.m.

Mr. Griffith advised the committee that January is when staff begins compiling the 2017-2018 Annual Action Plan. The first public hearing is scheduled for January, 12, 2017.

Mr. Griffith also advised the committee about the recent HUD mandated initiative of Affirmatively Furthering Fair Housing (AFFH). Our next Consolidated Plan (CP) will be developed in 2018 and the Assessment of Fair Housing (AFH) is an important part of the CP. The AFH was formerly known as the Analysis of Impediments to Fair Housing (AI) and it was a document designed to examine what impediments, issues, or hurdles existed that blocked citizens access to fair housing.

The AFH is now a major component of the CP and it must be submitted prior to submission of the CP. Our AFH is due in October 2017. To kick off the process, there will be a community participation meeting on Thursday, February 2nd, in the Council Chambers. The NC Human Relations Commission has been contracted by HUD to work with communities and they will be facilitating this meeting.

Mr. Griffith encouraged the committee members to help get the word out. Staff will be contacting organizations that work in the fair housing field.

G. Other

Mr. Hines stated that this would be his last meeting.

H. Adjournment

Motion was made by Ms. Dixon and seconded by Ms. Jones to adjourn the AHLC meeting. Motion carried unanimously.

Walt Kitchin, Chairman

Sylvia D. Brown, Staff Liaison

**Boys & Girls Clubs of the
Coastal Plain**

(B&GC)

\$30,000.00

RECEIVED
12-29-16

11:12

The City of Greenville, NC
Community Development Department
Housing Division

2017-2018 Fiscal Year

**Community Development Block Grant (CDBG)
Sub-recipient Program Funding Application**

Important Dates:

Mandatory Workshop: Wednesday, September 28, 2016

SESSION 1: 12:00 Noon-2:00 P.M.

SESSION 2: 6:00 P.M.-8:00 P.M.

(Only attend one session, not both.)

City of Greenville Municipal Building 201 West 5th Street
Third Floor Conference Room #329

Application Submission Deadline: Tuesday, January 10, 2017 – 3:00 PM

City of Greenville Municipal Building, 201 West 5th Street (3rd Floor)

Submit: (1) Original and (1) Copy – (Each must be in a separate bound folder or notebook)

Required Schedule of Agency Presentations and Workshops:

Affordable Housing Loan Committee Meeting

Agency Funding Requests

(Presentations to Committee) – Wednesday, February 8, 2017 – 3:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Affordable Housing Loan Committee Meeting

Agency Funding Recommendations

(Application Evaluation Workshop) – Wednesday, March 8, 2017 – 4:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Meetings and workshops are open public meetings

Contact information:

Sylvia D. Brown, Planner I

201 West 5th Street, 3rd Floor

Phone: (252) 329-4509 or (252) 329-4481

Fax: (252) 329-4631

Email: sbrown@greenvillenc.gov

B. PROPOSED PROGRAM SUMMARY:

The primary purpose of this program is to help: Homeless Needs Persons with HIV/AIDS Persons with Disabilities /Special Needs Youth Development Owner Occupied Housing Needs Employment Needs Economic Growth Activity Other (please explain) _____

AGENCY Name:	Boys & Girls Clubs of the Coastal Plain		
PROGRAM Title:	Club Academy	<input checked="" type="checkbox"/> Public Services <input type="checkbox"/> Economic Service	
PRIORITY NEED: (DETAILS - PG. 22)	INDICATE WITH (X)	PROGRAM OPERATION: (DETAILS - PG. 15)	
#1 – HOUSING NEEDS		PROGRAM LOCATION: 475 W. BELVOIR ROAD; GREENVILLE, NC 27834 (GRADY-WHITE BOATS/E.R. LEWIS FAMILY UNIT (GWBRL)) 510 S. WASHINGTON STREET; GREENVILLE, NC 27858 (JARVIS)	
#2 – SPECIAL NEEDS SERVICES			
#3 – PUBLIC SERVICES	X		
#4 – PUBLIC FACILITIES			
		TIME OF OPERATION: 2:30PM - 7:00PM MON – FRI (GWBRL - SCHOOL YEAR) 2:30PM - 6:00PM MON – FRI (JARVIS – SCHOOL YEAR) 7:00AM – 6:00PM MONDAY – FRIDAY (SUMMER)	
#5 – BUSINESSES & JOBS		New Program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Underway? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
#6 – INFRASTRUCTURE		Existing Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Underway? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
#7 – NEIGHBORHOOD SERVICES		Requested funding for program before?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HUD ELIGIBILITY DESIGNATION (NATIONAL OBJECTIVE CATEGORY): (DETAILS - PG. 22)	X	1. Provide a benefit to low and moderate income persons 2. Prevent or eliminate slums or blight 3. Meet an urgent community need that threatens health/welfare of citizens	
PROGRAM SUMMARY: (Must reference page(s) where details are provided)			
PROGRAM OBJECTIVE / DESCRIPTION: (DETAILS - PG. 8-9)		PROGRAM (NEED) RATIONALE: (DETAILS - PG. 13)	
(1) (DESCRIBE THE TARGET GROUP TO BE SERVED AND PROGRAM PURPOSE) Club Academy is a comprehensive academic success program that will target 793 children in grades K-12 and offer a broad array of specialized services, programs, and activities designed to reinforce and complement the regular academic school day. Club Academy is a year-long program featuring components that integrate technology into the learning process. In 2017-18, Club Academy will begin to include Digital Arts Club which will expose members to various careers in photography, videography, graphic design, broadcast journalism, video game design, and music production, while teaching fundamental skills through club-based projects. The Education Director at the Grady-White Boats/E.R. Lewis Family Unit will also increase services to Club members in the school setting. Currently, he works with Kindergarten – 2 nd grade members, and their teachers, in the classrooms to offer additional academic support. Next year, he will also work with members in grades 3-5 in their school settings.		(2) (JUSTIFY THE NEED FOR THE SERVICES BEING PROPOSED) Research indicates that children from low socioeconomic status (SES) households and communities develop academic skills more slowly compared to children from higher SES groups and that when enrolled in a program that encouraged adult support, students from low-SES groups reported higher levels of effort towards academics. A Report to the NC General Assembly shows that there was a 27.5% increase in the number of Pitt County high school students who dropped out of school from 2013-14 to 2014-15. The 2015 Pitt County Juvenile Delinquency Rate was 37.09 delinquent offences per 1,000 youth ages 6-15. The Club offers youth constructive academic and other programming during the afternoon/evening hours when juvenile crime escalates.	
SPECIFIC SERVICE(S) TO BE DELIVERED: (DETAILS - PG. 8)		PROGRAM OUTCOME MEASUREMENT: (DETAILS - PG.9-10)	
(3) (STATE THE SERVICES THAT WILL BE RENDERED TO THE TARGET GROUP) Programs that will be implemented include, but are not limited to: - Power Hour: Making Minutes Count - Passport to Manhood: Corporate Prep - Digital Arts Club - Career Launch - Diplomas to Degrees - KidzLit 101 - KidzMath101		(4) (DEFINE WHAT WILL BE A UNIT OF SERVICE) (HOW WILL THE TOTAL NUMBER SERVED BE DETERMINED?) Each member that participates in Club Academy will be counted as a unit of service. Total number served will be determined based on attendance and participation numbers documented in the Membership Tracking System.	

Funding Source	Proposed Outcomes		Prior Year Outcomes		How will requested funding be used (DETAILS - PG. 19) (5)
	(2017-18) Funding Requested	Units of Service TO BE PROVIDED (PG. 10)	(2015-16) Funding Allocated	Actual Units of Service Delivered	
CDBG	\$30,000.00	793	\$40,000.00	578	Labor - \$5,000.00
Other	\$44,833.75		\$35,500.00		Training - \$1,000.00
Total:	\$74,833.75		\$75,000.00		Supplies - \$8,000.00
					Audit - \$1,000.00
					Other - \$15,000.00

SPECIFIC PROGRAM SERVICES/ACTIVITIES:

1. List the specific activities/services that will be provided by the program:

Boys & Girls Clubs of the Coastal Plain will provide the following programs, as part of Club Academy, to 793 low income children at the Grady-White Boats/E.R. Lewis Family Unit and the Jarvis Unit.

Power Hour: Making Minutes Count – This comprehensive homework help and tutoring program is designed to raise the academic performance of Club members by providing incentives and recognition for achieving specific homework and study goals based on a point system. Through implementation of the comprehensive Power Hour model, youth extend their learning beyond the school day by participating in academic support (homework help); academic enrichment (fun, interactive high-yield learning activities); and academic remediation (tutoring for those youth who need more intensive help with specific subjects or skills).

KidzLit 101 – Afterschool KidzLit is an evidence-based after school literacy program that fosters members' motivation to read and helps them develop reading skills and competencies based upon the latest research that documents members' learning patterns.

KidzMath 101 – Afterschool KidzMath is a research-based enrichment curriculum designed to promote mathematical learning and social development. Closely aligned with the standards of the National Council of Teachers of Mathematics, the program includes cooperative games and literature-based story guide activities that give members opportunities to practice and build key mathematical skills and concepts in fun, engaging ways, and become confident math learners.

Diplomas to Degrees (d2D) – Boys & Girls Clubs of America's new college readiness program provides a range of services to guide Club members as they work toward high school graduation and prepare for post-secondary education and career success. Club leaders have access to a Facilitator's Guide with fun high-yield activities and a Teen College Guide, complete with tips on achieving academic success and planning for post-secondary education. Teens can access d2D information and resources at any time on BGCA's teen website, myclubmylife.com/d2D.

Career Launch – This program was developed to introduce young people to the "working world." The program provides a range of services to help Club members develop skills essential for workforce success. Additionally, it allows them the opportunity to explore various careers based on their interests and talents, and determine the corresponding educational path they would need to pursue. This program will also incorporate field trips and college tours.

Passport to Manhood: Corporate Prep - Passport to Manhood is a Boys & Girls Clubs of America curriculum for adolescent boys that addresses several key areas of development while stressing and promoting positive values and behaviors. Passport to Manhood promotes and teaches responsibility for male Club members ages 11-14. At a critical and transitional time in their adolescence, boys are encouraged to adopt the character virtues that will give them a positive head start in their journey to manhood.

On a local level, Boys & Girls Clubs of the Coastal Plain staff members have made adjustments and enhancements to the above noted curriculum to create Passport to Manhood: Corporate Prep. The goal of this program is to prepare young men, ages 14-18, with the essentials they need in order to function as

young professionals during and post-high school. Participants will earn their way through various levels of the program as they complete certain tasks and goals, starting off as “mail boys” and working their way up to “Board of Directors”. Tasks include, but are not limited to, planning a business meeting, greetings in three languages, learning to tie a tie, writing a cover letter, dinner etiquette, personal finance and credit, personal hygiene, and cultural awareness/diversity.

Digital Arts Club - The Digital Arts Club will pilot at the Grady-White Boats/E.R. Lewis Family Unit in January of 2017. The club will have various projects centered around the fields of photography, videography, graphic design, broadcast journalism, video game design, and music production. The goal of the program is to expose members to various careers while teaching fundamental skills through club-based projects throughout the calendar year.

2. List program goals to be achieved and project the number of people that will benefit from those achievements.

Goal I: To provide academic enrichment services and activities that enhance the overall academic performance of participants in core content areas of reading and math.

- A. To implement afterschool and summer programs that will increase the knowledge and skills of participants in the core content areas of reading, math, and science.
- B. To implement Diplomas to Degrees in order to guide Club members as they work toward high school graduation and prepare for post-secondary education and career success.
- C. To implement Career Launch in order to help members be better prepared for the work world and develop skills for workforce success.

Goal II: To prepare young men with the essentials they need in order to function as young professionals during and post-high school.

- A. To implement Passport to Manhood: Corporate Prep to promote and teach responsibility to male members.

Goal III: To expose members to various careers in photography, videography, graphic design, broadcast journalism, video game design, and music production, while teaching fundamental skills through club-based projects.

- A. 80% of members participating in Digital Arts Club will present a personal project they worked on in photography, video-game design, videography, graphic design, broadcast journalism, web-design, or music production.
- B. 90% of members participating in Digital Arts Club will participate in proficiency pre-tests and post-tests for one or more of the following areas: photography, video-game design, videography, graphic design, broadcast journalism, web-design, or music production.
- C. 25% of members participating in Digital Arts Club will create organization-wide video production.
- D. 25% of members participating in Digital Arts Club will create a music production for GWBERL Unit.

E. 25% of members participating in Digital Arts Club will send in artwork to Boys & Girls Clubs of America's Digital Arts Festival competition.

F. 90% of members participating in Digital Arts Club will research and write a one page paper on at least one career in photography, video-game design, videography, graphic design, broadcast journalism, or music production.

793 Boys & Girls Clubs members will benefit from services provided through Club Academy.

3. List the specific increase(s) in the level of service compared to your previous program (if applicable):

During the 2017-18 year, Club Academy will increase its level of service by providing a new Digital Arts Club that will teach members fundamental skills in photography, videography, graphic design, broadcast journalism, video game design, and music production, while introducing them to a variety of career options. Also, members in grades 3-5 will have an increase in academic support, as the Education Director will work with their teachers, observe and tutor them in the classroom, and have additional academic enrichment opportunities at the Club in addition to Power Hour. This service is currently offered to kindergarten through 2nd grade students.

PROGRAM RATIONALE:

4. Why is there a need for this program?

According to the American Psychological Association's Education and Socioeconomic Status Fact Sheet, research indicates that children from low Socioeconomic Status (SES) households and communities develop academic skills more slowly compared to children from higher SES groups (Morgan, Farkas, Hillemeier, & Maczuga, 2009). The school systems in low-SES communities are often underresourced, negatively affecting students' academic progress (Aikens & Barbarin, 2008). When enrolled in a program that encouraged adult support, students from low-SES groups reported higher levels of effort towards academics (Kaylor & Flores, 2008). Students from low-SES schools entered high school 3.3 grade levels behind students from higher SES schools. In addition, students from the low-SES groups learned less over 4 years than children from higher SES groups, graduating 4.3 grade levels behind those of higher SES groups (Palardy, 2008).

Boys & Girls Clubs traditionally serve youth from economically disadvantaged households located in low-income communities. Approximately 89% of members reside in low-to-moderate income households. At least 85% of members at the GWBERL Unit and the Jarvis Unit qualify for free/reduced lunch. 58% of members live in single parent households. Five of the six schools (83%) served by the Grady White Boats/E.R. Lewis Family Unit and five of the six schools (83%) served by the Jarvis Unit are Title 1 Schools.

A Report to the NC General Assembly shows that there was a 27.5% increase in the number of Pitt County high school students who dropped out of school from 2013-14 to 2014-15. The Juvenile Justice County Databook reports that the 2015 Pitt County Juvenile Delinquency Rate was 37.09 delinquent offences per 1,000 youth ages 6-15.

Boys & Girls Clubs of the Coastal Plain is uniquely positioned to reach students from low-to-moderate income families providing them with what they want and need most: staff members who are role models who respect and listen to them; a safe environment where they can be themselves and have fun; and constructive activities to channel their youthful energy. The Club operates during the time of day when juvenile crime escalates. Through participation in Club Academy programming, youth will be given the resources to fulfill the organization's goals for all members to be on track to graduate from high school with a plan for the future, demonstrate good character and citizenship, and live a healthy lifestyle.

5. Will this program assist an especially needy or underserved group? X yes ___no
If so, identify and explain.

Club members who attend the Grady-White Boats/E.R. Lewis (GWBRL) Family Unit live in an area of Pitt County where few services are provided for City residents. The Jarvis Unit, located at Jarvis Memorial United Methodist Church on South Washington Street, is an ideal Club location to serve youth, ages 6-18, living at Community Crossroads Center (formerly Greenville Community Shelter). Both Units serve a majority of youth who are from low-to-moderate income families (89%), qualify for free or reduced lunch (85%), and attend Title 1 schools. Of the 12 schools served by the GWBERL and Jarvis Units, 10 (83%) are Title 1 Schools.

6. Accessibility: What steps will be taken to ensure this program (as well as your overall program) is accessible to people with physical and other disabilities?

Inclusiveness is one of the organization's core values and provides an environment that encourages diversity on all levels. The Grady-White Boats/E.R. Lewis Family Unit meets all ADA requirements.

7. Are there any letters of support, letters of reference, news articles, thank you letters, letters of request for assistance, commitment letters, for the program being proposed?

If so, include copies in the "Attachment" section.

Yes. Please see attached.

C. PROGRAM BUDGET INFORMATION

Instructions: For each cost category enter the amount necessary to complete the program. Include requested CDBG funds under column two and all other sources (including program income, if applicable) under column three. Provide descriptions and justifications (calculations) for cost categories and identify other funding sources.

(1) COST CATEGORY	(2) CDBG FUNDING REQUESTED	(3) OTHER FUNDING	(4) TOTALS
A. Personnel	\$	\$	\$
1. <u>Education Director</u>	1. <u>\$5,000.00</u>	1. <u>\$23,000.00</u>	1. <u>\$28,000.00</u>
2. <u>Part-time Leader</u>	2. _____	2. <u>\$ 7,500.00</u>	2. <u>\$ 7,500.00</u>
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
B. Payroll Tax Expense	\$	\$	\$
1. <u>FICA – Education Director</u>	1. <u>\$382.00</u>	1. <u>\$1 760.00</u>	1. <u>\$2,142.00</u>
2. <u>FICA – PT Leader</u>	2. _____	2. <u>\$573.75</u>	2. <u>\$573.75</u>
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
C. Fringe Benefits	\$	\$	\$
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
D. Operating/Program	\$24,618.00	\$12,000.00	\$36,618.00
1. <u>Training/Travel</u>	<u>\$1,000.00</u>	<u>\$4,000.00</u>	<u>\$5,000.00</u>
2. <u>Equipment (lease/rental)</u>	<u>\$9,618.00</u>	<u>\$0</u>	<u>\$9,618.00</u>
3. <u>Printing/Copying</u>	<u>\$1,000.00</u>	<u>\$0</u>	<u>\$1,000.00</u>
4. <u>Supplies</u>	<u>\$8,000.00</u>	<u>\$0</u>	<u>\$8,000.00</u>
5. <u>Annual Audit</u>	<u>\$1,000.00</u>	<u>\$8,000.00</u>	<u>\$9,000.00</u>
6. <u>Other</u>	<u>\$4,000.00</u>	<u>\$0</u>	<u>\$4,000.00</u>

(1) Footnote Cost Descriptions/Justification(s):	(2) Other Funding Source (s):
<p>D2 – Equipment may include, but is not limited to, computers, Ipads, video cameras, speaker systems, DSLR camera, editing software, headphones, TV, and furniture.</p> <p>D4 – Supplies may include, but are not limited to, program materials (paper, pencils, etc), workbooks, and curriculum.</p> <p>D6 – Transportation is provided for field trips, college tours, and other off-site educational activities.</p>	<p>Boys & Girls Clubs will also utilize operational funding and funding from the Eddie & Jo Allison Smith Foundation to support this program.</p>

D. PROGRAM GOALS, PERFORMANCE, AND OUTCOMES

1. List program goals in detail.

Goal I: To provide academic enrichment services and activities that enhance the overall academic performance of participants in core content areas of reading and math.

- A. To implement afterschool and summer programs that will increase the knowledge and skills of participants in the core content areas of reading, math, and science.
- B. To implement Diplomas to Degrees in order to guide Club members as they work toward high school graduation and prepare for post-secondary education and career success.
- C. To implement Career Launch in order to help members be better prepared for the work world and develop skills for workforce success.

Goal II: To prepare young men with the essentials they need in order to function as young professionals during and post-high school.

- A. To implement Passport to Manhood: Corporate Prep to promote and teach responsibility to male members.

Goal III: To expose members to various careers in photography, videography, graphic design, broadcast journalism, video game design, and music production, while teaching fundamental skills through club-based projects.

- A. 80% of members participating in Digital Arts Club will present a personal project they worked on in photography, video-game design, videography, graphic design, broadcast journalism, web-design, or music production.
- B. 90% of members participating in Digital Arts Club will participate in proficiency pre-tests and post-tests for one or more of the following areas: photography, video-game design, videography, graphic design, broadcast journalism, web-design, or music production.
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- D. 25% of members participating in Digital Arts Club will create a music production for GWBERL Unit.
- E. 25% of members participating in Digital Arts Club will send in artwork to Boys & Girls Clubs of America's Digital Arts Festival competition.
- F. 90% of members participating in Digital Arts Club will research and write a one page paper on at least one career in photography, video-game design, videography, graphic design, broadcast journalism, or music production.

2. Estimated number of persons to be served: 793

What is a unit of service? Each member who participates in Club Academy will be considered a unit of service.

3. Select performance measurement indicators – (select all that apply):

- Housing units occupied by first time homebuyers;
- Number of target population served;
- Counseling/education /technical assistance provided;
- Jobs created/retained/job training;
- Low and moderate-income persons;
- Low and moderate-income businesses assisted;
- Number of persons with improved access, etc.
- Service/activity provided, please specify _____
- Other, please specify _____

4. List source(s) of information/documentation, techniques, and processes that will be used to measure performance.

Performance will be measured using tools such as report cards collected from Pitt County Schools and pre/post-tests that may be created for specific components/programs of Club Academy. Demographic information such as race, age, gender, household income, daily attendance, and program completion will be tracked in the Member Tracking System.

5. Indicate applicable program performance measurement outcomes.

- Creating Suitable Living Environments
 - _ Accessibility for the purpose of creating Suitable Living Environments
 - _ Affordability for the purpose of creating Suitable Living Environments
 - _ Sustainability for the purpose of creating Suitable Living Environments
- Providing Decent Affordable Housing
 - _ Accessibility for the purpose of providing Decent Housing
 - _ Affordability for the purpose of providing Decent Housing
 - _ Sustainability for the purpose of providing Decent Housing
- Creating Economic Opportunities
 - _ Accessibility for the purpose of creating Economic Opportunities
 - _ Affordability for the purpose of creating Economic Opportunities
 - _ Sustainability for the purpose of creating Economic Opportunities

SECTION III

SECTION III

A. AGENCY PROFILE

Briefly describe your agency.

Provide a brief history of the organization, the mission statement, vision, and the length of time the agency has been providing proposed services. Describe the agency's experience with federal program funding. Describe the agency's administrative structure.

The organization began in 1969 as a Boys' Club with a very modest operation at the Pitt County Fairgrounds. Since that time, the organization has experienced significant growth in membership, programs, and facilities.

In 1992 the Jack Minges Unit, a 40,000 square foot Club, was built in Winterville to accommodate the growing need for youth services and to include girls in the membership. Additional units were established in Ayden in 1993, Farmville in 1995, and Uptown Greenville in 2007. The Grady-White Boats/E.R. Lewis Family Unit, a 20,500 square foot Club, was opened in 2007. The Club in Ayden relocated in April of 2010 and was named the Dr. Ledyard E. Ross Unit. In 2010, the organization also assumed responsibility for the existing Club in Lenoir County. In 2013, it assumed responsibility for the two Units in Beaufort County and opened a new Club in Greene County. The organization's name was changed to Boys & Girls Clubs of the Coastal Plain in 2015. The first Club in Martin County opened in January 2016, with plans for a second Martin County Club to be opened in the near future. In 2015, 2,679 youth, ages 5-18, were served in our Clubs.

The mission of Boys & Girls Clubs of the Coastal Plain is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The vision of Boys & Girls Clubs of the Coastal Plain is to operate at full capacity, strategically expanding to meet the youth development needs of our region, ultimately achieving a zero dropout rate and safer, more prosperous communities.

Boys & Girls Clubs of the Coastal Plain has been in operation for over 45 years, and Club Academy has been provided to Club members since the 2013-14 school year. The organization has extensive experience managing federal program funding, including CDBG, Office of Justice Programs, and Department of Health and Human Services.

Boys & Girls Clubs of the Coastal Plain has a Board of Directors that employs the President & CEO, to carry out the administrative functions of the organization. The President & CEO employs an Executive Vice President, Vice President of Development & External Affairs, Director of Operations, Director of Training and Outcome Measurement, Director of Administrative Services, and Director of Facilities and Maintenance to oversee the operation of local Clubs. All Clubs are managed by a Unit Director and supported by part-time leaders.

B. MANAGEMENT STRATEGY

Instructions: Outline your agency's capacity to undertake the proposed program.

Provide evidence of your grant administration capabilities, including policies and procedures for financial grant management, staff's experience in working with CDBG programs and projects of this type. If agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnerships with other agencies and/or consultants.

Boys & Girls Clubs of the Coastal Plain has been in operation for over 45 years and has managed a variety of local, state, and federal grants over that time period. The organization has a Board approved Policies and Procedures Manual that details financial responsibilities, division of duties, and other procedures that ensure transparent and proper management of all income, including grant funding. Policies that pertain to grant funding include, but are not limited to the following:

- All funds received by Boys & Girls Clubs for each project will be segregated into separate project account number in the general ledger to avoid any possibility of commingling project monies with general operating funds.
- A full computerized ledger accounting system will be maintained. Monthly financial statements including balance sheet and statement of revenue and expenses will be produced for each project as a separate department.
- The services of a certified public accountant will be engaged to prepare a formal financial audit of the fiscal year-end.
- The Director of Administrative Services and Goodwill Financial Services, with the oversight by the Finance Committee, shall have the direct responsibility for ensuring the accuracy of the accounting records.
- Bank statements are to be received unopened by the administrative office. The President & CEO should review the contents for inconsistent check numbers, signatures, cash balances and payees and endorsements at a minimum. After the review is conducted, the President & CEO should initial and date the top, right hand corner of the first page of each bank statement reviewed. The reviewed bank statement should then be forwarded to the Director of Administrative Services (an individual without check signing rights) to forward to Goodwill Financial Services to reconcile the bank accounts using the approved reconciliation form.
- The President & CEO approves all vouchers, invoices, and checks. Designated Board Members must authorize any expenditures in excess of \$25,000, except for preapproved capital and/or grant expenditures.

A team of highly experienced professionals works together to implement and manage grants such as CDBG. Jamie Cooper, President & CEO, has been with Boys & Girls Clubs of the Coastal Plain for one year and was previously with another Boys & Girls Club organization for five years. Prior to joining Boys & Girls Clubs, he worked in non-profit youth development throughout North Carolina for six years, giving him a total of twelve years working with varying levels of grant funded programs, which include federal, state and local grant monies. Donyell Jones, Executive Vice President, has worked at Boys & Girls Clubs of the Coastal Plain for four years and was previously CPO for another Boys & Girls Club organization. He has conducted site visits to Boys & Girls Clubs throughout North Carolina to ensure compliance with Department of Health and Human Services grants under the North Carolina Director of Government Relations. Theresa Gilmore, VP of Development & External Affairs, is the former Executive Director of Literacy Volunteers – Pitt County and has over six years of direct experience with the CDBG grant process. Misty Powers, Director of Administrative Services, has over nine years of experience in preparing grant reports and maintaining proper documentation. Stephanie Reynolds, Director of Training and Outcome Measurement, has four years of experience in working with CDBG programs and is responsible for ensuring all grant compliance, while maintaining a close working relationship with all Unit Directors.

C. LEVERAGING

Describe specific resources (provide supporting documentation) your agency will bring to the program. Include and identify in-kind contributions, gifts, sweat equity, volunteer efforts, and all other resources.

Boys & Girls Clubs work annually with the Eddie and Jo Allison Smith Foundation to secure funding for Club Academy. Along with the Smith Foundation, operational funding from unrestricted funding sources (fundraising, contributions, etc.) is allocated to Club Academy to ensure continuation and success of the program.

Boys & Girls Clubs will continue to partner with the East Carolina University in order to secure volunteers for the program. Local businesses also support programming through Passport to Manhood: Corporate Prep, including Coffman's Mens Wear and the Hilton. Jarvis Memorial United Methodist Church provides a large in-kind donation of space for the Boys & Girls Clubs' Jarvis Unit annually, as well as a group of volunteers to support the Club.

Boys & Girls Clubs of the Coastal Plain has the resources to implement Club Academy, including curriculum, access to effective, research-based programs, and methods for measuring success and tracking student progress.

SECTION IV - SCORING CRITERIA

This scoring criterion is a primary tool in which grants awarded will be determined.

Agency Response is required: Your responses will be evaluated by Board members and Staff.

AGENCY:		Boys & Girls Clubs of the Coastal Plain				
PROGRAM:		Club Academy				
Evaluation Criteria:				AHLC Criteria:	AGENCY RESPONSE	
1.	NEED FOR THE SERVICE	Does the Program address a Priority Need in accordance with the City's Consolidated Plan to HUD (listed in column on the right)	#1 – Housing Needs	30	Board member scoring will not exceed 30 points	Yes. #3 – Public Service
			#2 – Special Needs	25		
			#3 – Public Services	20		
			#4 – Public Facilities	15		
			#5 – Businesses & Jobs	10		
			#6 – Infrastructure	5		
			#7 – Neighborhood Services	5		
2.	INTERNAL AND EXTERNAL CONSISTENCY	Can program strategies described in the proposal be reasonably implemented? Do the strategies make sense and appear achievable? Are expectations realistic?	Board member scoring 10 Maximum points		Yes. Proven by past experience running the program, the strategies can be reasonably implemented and expectations are realistic and can be achieved.	
3.	LEVERAGING	Will the agency utilize funds from other resources to implement program services or rely solely on the City's funding?	Board member scoring 15 Maximum points		The agency will use operational funds and support from the Smith Foundation, in addition to City funding, to implement the program.	
4.	SELF-SUFFICIENCY	Does the program services provide for empowering independence upon successful completion?	Board member scoring 10 Maximum points		Yes. When the program has been completed and achieves successes proposed it will be very marketable to other funding sources.	
5.	INNOVATION AND PARTNERSHIPS	Is the program a new or creative approach in meeting an established priority need? Does the program exhibit originality in its delivery and is not a duplication of any program implemented by another agency and/or serving the same neighborhood?	Board member scoring 10 Maximum points		Yes. The program combines several research-based activities to achieve desired outcomes to meet academic needs of low-income youth. There are very few services provided in these two neighborhoods, therefore no duplication is known.	
6.	FINANCIAL FEASIBILITY	Do program costs appear reasonable and necessary in delivering proposed services?	Board member scoring 5 Maximum points		Yes. To implement a year-round academic success program for \$147/youth (\$97,923/663 youth) appears reasonable.	
7.	PERFORMANCE	Did the agency submit the proposal in its entirety and were responses to questions thorough enough to ascertain program intentions, processes and target population?	Board member scoring 10 Maximum points		Yes. The proposal is complete and includes detailed responses that outline program intentions, processes, and target population.	
8.	DIRECT BENEFIT	Does the agency's proposed program and services benefit low income persons?	Board member scoring 10 Maximum points		Yes. 89% of the members are from low-to-moderate income households.	
Total				100		

**The Greenville Community
Shelters**

DBA

**Community Crossroads Center
(CCC)**

\$8,961.00

ORIGINAL

The City of Greenville, NC
Community Development Department
Housing Division

REC'D
JAN 05 2017
BY: gm 11:28

2017-2018 Fiscal Year

**Community Development Block Grant (CDBG)
Sub-recipient Program Funding Application**

Important Dates:

Mandatory Workshop: Wednesday, September 28, 2016

SESSION 1: 12:00 Noon-2:00 P.M.

SESSION 2: 6:00 P.M.-8:00 P.M.

(Only attend one session, not both.)

City of Greenville Municipal Building 201 West 5th Street
Third Floor Conference Room #329

Application Submission Deadline: Tuesday, January 10, 2017 – 3:00 PM

City of Greenville Municipal Building, 201 West 5th Street (3rd Floor)

Submit: (1) Original and (1) Copy – (Each must be in a separate bound folder or notebook)

Required Schedule of Agency Presentations and Workshops:

Affordable Housing Loan Committee Meeting

Agency Funding Requests

(Presentations to Committee) – Wednesday, February 8, 2017 – 3:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Affordable Housing Loan Committee Meeting

Agency Funding Recommendations

(Application Evaluation Workshop) – Wednesday, March 8, 2017 – 4:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Meetings and workshops are open public meetings

Contact information:

Sylvia D. Brown, Planner I

201 West 5th Street, 3rd Floor

Phone: (252) 329-4509 or (252) 329-4481

Fax: (252) 329-4631

Email: sbrown@greenvillenc.gov

AGENCY Name:	Community Crossroads Center		
PROGRAM Title:	Assessments/VI-SPDAT	<input checked="" type="checkbox"/> Public Services Economic Service	
PRIORITY NEED: (DETAILS - PG. __)	INDICATE WITH (X)	PROGRAM OPERATION: (DETAILS - PG. 11)	
#1 - HOUSING NEEDS	X	PROGRAM LOCATION:	
#2 - SPECIAL NEEDS SERVICES		TIME OF OPERATION:	
#3 - PUBLIC SERVICES			
#4 - PUBLIC FACILITIES			
#5 - BUSINESSES & JOBS		New Program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Underway? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
#6 - INFRASTRUCTURE		Existing Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Underway? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
#7 - NEIGHBORHOOD SERVICES		Requested funding for program before?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HUD ELIGIBILITY DESIGNATION (NATIONAL OBJECTIVE CATEGORY): (DETAILS - PG. __)	X	1. Provide a benefit to low and moderate income persons 2. Prevent or eliminate slums or blight 3. Meet an urgent community need that threatens health/welfare of citizens	

PROGRAM SUMMARY: (Must reference page(s) where details are provided)

PROGRAM OBJECTIVE / DESCRIPTION: (DETAILS - PG. 7)	PROGRAM (NEED) RATIONALE: (DETAILS - PG. 10)
(1) (DESCRIBE THE TARGET GROUP TO BE SERVED AND PROGRAM PURPOSE) The target group for our project are the homeless people that we serve. By administering and completing the assessments and VI-SPDATS, we will meet the HUD mandate, as well as the NCBoS requirement to have a coordinated assessment.	(2) (JUSTIFY THE NEED FOR THE SERVICES BEING PROPOSED) This is a HUD requirement, as well as, it is the best practice model to ascertain and prioritize homeless individuals.
SPECIFIC SERVICE(S) TO BE DELIVERED: (DETAILS - PG. 7)	PROGRAM OUTCOME MEASUREMENT: (DETAILS - PG. 20)
(3) (STATE THE SERVICES THAT WILL BE RENDERED TO THE TARGET GROUP) Each individual that has been at Community Crossroads Center for more than 14 days will receive an assessment and VI-SPDAT. This information is a part of the Coordinated Assessment process and will be used by the Housing Stabilization Committee and the Regional Committee.	(4) (DEFINE WHAT WILL BE A UNIT OF SERVICE) (HOW WILL THE TOTAL NUMBER SERVED BE DETERMINED?) A unit of service is an assessment and VI-SPDAT. The total number served will be determined by the number of unduplicated assessments and VI-SPDATs that are done.

Funding Source	Proposed Outcomes		Prior Year Outcomes		How will requested funding be used (DETAILS - PG. 15)
	(2017-18) Funding Requested	Units of Service TO BE PROVIDED (PG. 6)	(2015-16) Funding Allocated	Actual Units of Service Delivered	
CDBG	\$ 8961.00	Assessments/VI-SPDAT	\$		(5) Labor - \$ 8461.00 Training - \$ _____ Supplies - \$ _____ Audit - \$ 500.00 Other - \$ _____
Other	\$ N/A		\$		
Total:	\$		\$		

SPECIFIC PROGRAM SERVICES/ACTIVITIES:

1. List the specific activities/services that will be provided by the program:

The HEARTH Act of 2009 was enacted to provide assistance to people that are homeless. As part of that legislation, HUD was given 18 months to implement a plan of action. HUD devised a plan and part of that plan was a coordinated entry process by which each Continuum of Care in each state must accomplish. Attachment 16 delineates North Carolina's Coordinated Entry process.

Community Crossroads Center (CCC), being the only homeless entity in the City of Greenville (other than C4FVP) has been tasked with assessing the individuals that enter into this system for which CCC provides assistance to. A complete psycho-social assessment, attachment 13, as well as the VI-SPDAT, attachment 14 are used to determine the vulnerability index of each person entering the CCC system.

In order to comply with the HEARTH Act, HUD and the North Carolina Balance of State (NCBoS), these assessments must be completed on each person entering CCC.

At about the 14th day of entry into CCC, the Emergency Shelter Case Manager will complete an assessment as well as the VI-SPDAT. This will give each person entering CCC a score and ranking that can be used as required by HUD and NCBoS.

These scores and rankings will be utilized by CCC, the Housing Stabilization Committee and the Continuum of Care Regional Committee.

Last year we served over 550 unduplicated residents. This year, we have already seen an increase of about 3% of the adult population and over a 10% increase in children. With those statistics we are anticipating seeing over 600 unduplicated residents at the Center this year. Of those, we anticipate approximately 370 of them staying long enough for us to be able to obtain assessments and VI-SPDATs on.

2. List program goals to be achieved and project the number of people that will benefit from those achievements.

There are two goals that will be attained by this project. First, the mandate as set forth by HUD and BoS will be met. Secondly, by using the assessment and VI-SPDAT, we will have more consistent factual data that can and will be used to help allocate resources.

VI-SPDAT is a national tool comprised of two separate tools. The Vulnerability Index (VI), developed by Community Solutions, is a street outreach tool currently in use in more than 100 communities. Rooted in leading medical research, the VI helps determine the chronicity and medical vulnerability of homeless individuals.

The Service Prioritization Decision Assistance Tool (SPDAT), developed by OrgCode Consulting, is an intake and case management tool in use in more than 70 communities. Based on a wide body of social science research and extensive field testing, the tool helps service providers allocate resources in a logical, targeted way.

The average community currently allocates housing resources on a first come-first served basis. Individuals and families take their place at the bottom of endless waiting lists, regardless of their chronicity, medical vulnerability, acuity, or ability to address their own housing instability. Use of the assessment and VI-SPDAT will allow our community to better serve the homeless population in a tested, best practice model.

It is estimated that approximately 350 unduplicated people will be served by this project.

A unit of service would then be considered an assessment and VI-SPDAT that is accomplished on any unduplicated person.

3. List the specific increase(s) in the level of service compared to your previous program (if applicable):

With having assessments and VI-SPDATs done on everyone that stays more than 14 days, we will have a formal and tested method to evaluate each individual's need for housing.

PROGRAM RATIONALE:

4. Why is there a need for this program?

There are two needs – First, it is a HUD requirement. Secondly, it allows everyone entering the system (Coordinated assessment system) the same evaluation tool that is nationally recognized and required by the NCBOS. It also gives our community the opportunity to be on the cutting edge to end homelessness by having a systematic approach to using our very limited resources.

5. Will this program assist an especially needy or underserved group? X yes __no
If so, identify and explain.

This project serves the impoverished and homeless citizens of Greenville.

6. Accessibility: What steps will be taken to ensure this program (as well as your overall program) is accessible to people with physical and other disabilities?

Our new \$2.2 million facility, funded by private donors, is fully handicap accessible. We also do not deny entry to anyone (except sex offenders, people with outstanding warrants, and/or those that have been banned from the facility) as long as they can perform their own ADLs. We strive to help everyone no matter what their disability.

7. Are there any letters of support, letters of reference, news articles, thank you letters, letters of request for assistance, commitment letters, for the program being proposed?

If so, include copies in the "Attachment" section.

C. PROGRAM BUDGET INFORMATION

Instructions: For each cost category enter the amount necessary to complete the program. Include requested CDBG funds under column two and all other sources (including program income, if applicable) under column three. **Provide descriptions and justifications (calculations) for cost categories and identify other funding sources.**

(1) COST CATEGORY	(2) CDBG FUNDING REQUESTED	(3) OTHER FUNDING	(4) TOTALS
A. Personnel	\$	\$	\$
1. Case Manager	1. 6845.00	1.	1. 6845.00
2. Administrative Assistant	2. 1017.00	2.	2. 1017.00
B. Payroll Tax Expense	\$	\$	\$
1. Case Manager	1. 518.00	1.	1. 518.00
2. Administrative Assistant	2. 81.00	2.	2. 81.00
C. Fringe Benefits	\$	\$	\$
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
D. Operating/Program	\$	\$	\$
1. Training/Travel	\$	\$	\$
2. Equipment (lease/rental)	\$	\$	\$
3. Printing/Copying	\$	\$	\$
4. Supplies	\$	\$	\$
5. Annual Audit	\$	\$	\$ 500.00
6. Other			

(1) Footnote Cost Descriptions/Justification(s):	(2) Other Funding Source (s):
<p>It typically takes the Case Manager about 1 hour to perform the assessment and VI-SPDAT at an hourly rate of \$18.50/hr. The Administrative Assistant is able to perform scheduling, filing, and follow-up at the rate of about 4 clients per hour, which equates to 87.5 hours of work for the 350 clients anticipated at the pay rate of \$11/hr.</p>	<p>The cost of housing the employees, computers, paper, and other essentials to perform these duties will be absorbed by the Center as in-kind contributions to comply with HUD and NCBOS requirements.</p>

D. PROGRAM GOALS, PERFORMANCE, AND OUTCOMES

1. List program goals in detail.

The goal of this program is to first, meet the mandate set forth by HUD and monitored by the NCBoS. Each Regional Committee within the NCBoS, must have a Coordinated Assessment process that has been approved by the NCBoS. Our region has a written Coordinated Assessment plan that has been approved by the NCBoS. A part of that plan entails ensuring the people who enter the system have completed assessments and VI-SPDATs.

2. Estimated number of persons to be served: 370

What is a unit of service? Assessment/VI-SPDAT

3. Select performance measurement indicators – (select all that apply):

- Housing units occupied by first time homebuyers;
- Number of target population served**
- Counseling/education /technical assistance provided;
- Jobs created/retained/job training;
- Low and moderate-income persons**
- Low and moderate-income businesses assisted;
- Number of persons with improved access, etc.**
- Service/activity provided, please specify _____
- Other, please specify _____

4. List source(s) of information/documentation, techniques, and processes that will be used to measure performance.

The measure of performance will be the number of assessments and VI-SPDATs that are completed. These tools will become a part of the residents' records and will be made available to the Housing Stabilization Committee and Regional Committee.

5. Indicate applicable program performance measurement outcomes.

Creating Suitable Living Environments

- Accessibility for the purpose of creating Suitable Living Environments**
- Affordability for the purpose of creating Suitable Living Environments**
- Sustainability for the purpose of creating Suitable Living Environments**

Providing Decent Affordable Housing

- Accessibility for the purpose of providing Decent Housing**
- Affordability for the purpose of providing Decent Housing**
- Sustainability for the purpose of providing Decent Housing**

Creating Economic Opportunities

- Accessibility for the purpose of creating Economic Opportunities**
- Affordability for the purpose of creating Economic Opportunities**
- Sustainability for the purpose of creating Economic Opportunities**

SECTION III

A. AGENCY PROFILE

Briefly describe your agency.

Provide a brief history of the organization, the mission statement, vision, and the length of time the agency has been providing proposed services. Describe the agency's experience with federal program funding. Describe the agency's administrative structure.

Community Crossroads Center (formerly Greenville Community Shelters, Inc) has been in existence since 1988. Since that time the Center has been open every day to accommodate and serve the homeless population of Greenville, Pitt County and surrounding areas.

Over the years the Center has made great strides to be more than just a Center to house homeless people. We have partnered with other entities to provide counseling, education, job training, and spiritual guidance, just to name a few.

The Center most recently built a new energy efficient facility that can house up to 110 people and families. The new facility was funded by private donations and is owned and operated by the Community Crossroads Center Board of Directors.

Our mission is to "To serve the homeless and those at risk of homelessness by providing safe housing, and assisting them in developing a long term plan that leads to self-sufficiency" and our vision is "Transforming lives to end homelessness in our community one person at a time."

The Center has 28 years of experience working with federal grant programs. The current staff has about 3 years of experience working with federal grant programs. Our administrative structure is such that the Board of Directors oversees the general operations of the Center as prescribed by North Carolina General Statute 55A-15. The day to day operations are run by the Executive Director. Our Administrative Assistant is responsible for scheduling, accounts payable and receivable and other clerical duties.

B. MANAGEMENT STRATEGY

Instructions: Outline your agency's capacity to undertake the proposed program.

Provide evidence of your grant administration capabilities, including policies and procedures for financial grant management, staff's experience in working with CDBG programs and projects of this type. If agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnerships with other agencies and/or consultants.

Community Crossroads Center has experience working with grants such as CDBG. We currently have the Emergency Solutions Grant (funded by DHHS) program . In April of 2015, we had our assist visit by DHHS in regards to the ESG grant. We had no deficiencies during that visit. We also have several other grants from Vidant and United Way.

C. LEVERAGING

Describe specific resources (provide supporting documentation) your agency will bring to the program. Include and identify in-kind contributions, gifts, sweat equity, volunteer efforts, and all other resources.

Community Crossroads Center will be providing the space and tools (computer, internet, and paper supplies) for the Case Manager and Administrative Assistant to accomplish the program requirements. We will also be providing the through-put to get the information to the Housing Stabilization Committee, as well as, the Regional Committee in order for our part of the Coordinator Assessment to be fully operational, as required by HUD and NCBoS.

SECTION IV - SCORING CRITERIA

This scoring criterion is a primary tool in which grants awarded will be determined.

Agency Response is required: Your responses will be evaluated by Board members and Staff.

AGENCY:		Community Crossroads Center (Greenville Community Shelters)				
PROGRAM:		Assessments/VI-SPDAT				
Evaluation Criteria:			AHLC Criteria:		AGENCY RESPONSE	
1.	NEED FOR THE SERVICE	Does the Program address a Priority Need in accordance with the City's Consolidated Plan to HUD (listed in column on the right)	#1 – Housing Needs	30	Board member scoring will not exceed 30 points	This program addresses a priority need, as noted in the City's consolidated plan, AP-65.
			#2 – Special Needs	25		
			#3 – Public Services	20		
			#4 – Public Facilities	15		
			#5 – Businesses & Jobs	10		
			#6 – Infrastructure	5		
			#7 – Neighborhood Services	5		
2.	INTERNAL AND EXTERNAL CONSISTENCY	Can program strategies described in the proposal be reasonably implemented? Do the strategies make sense and appear achievable? Are expectations realistic?	Board member scoring 10 Maximum points		We are well versed on how to implement and execute homeless programs and especially ones such as this, that entail assessing individuals and families.	
3.	LEVERAGING	Will the agency utilize funds from other resources to implement program services or rely solely on the City's funding?	Board member scoring 15 Maximum points		The city funds for this special program will help offset, already decreasing funding, as well as, decreased donations to run the facility.	
4.	SELF-SUFFICIENCY	Does the program services provide for empowering independence upon successful completion?	Board member scoring 10 Maximum points		This program meets the HUD mandate, as well as, giving each person a consistent, factual score, to help them overcome homelessness.	
5.	INNOVATION AND PARTNERSHIPS	Is the program a new or creative approach in meeting an established priority need? Does the program exhibit originality in its delivery and is not a duplication of any program implemented by another agency and/or serving the same neighborhood?	Board member scoring 10 Maximum points		We have incorporated the assessment and VI-SPDAT into the day to day operations of the Case Manager and Administrative Assistant to meet the HUD mandate, and allow the Regional Committee to better serve the homeless population in a systematic approach.	
6.	FINANCIAL FEASIBILITY	Do program costs appear reasonable and necessary in delivering proposed services?	Board member scoring 5 Maximum points		These are very reasonable costs for accomplishing a HUD mandate that is a part of the consolidated plan.	
7.	PERFORMANCE	Did the agency submit the proposal in its entirety and were responses to questions thorough enough to ascertain program intentions, processes and target population?	Board member scoring 10 Maximum points		Yes	
8.	DIRECT BENEFIT	Does the agency's proposed program and services benefit low income persons?	Board member scoring 10 Maximum points		Yes – noted on page 8 of the application.	
Total			100			

Literacy Volunteers of America

Pitt County

(LVA-PC)

\$20,000.00

The City of Greenville, NC
Community Development Department
Housing Division

RECEIVED
4/9/2017
4:51 pm

2017-2018 Fiscal Year

Community Development Block Grant (CDBG) Sub-recipient Program Funding Application

Important Dates:

Mandatory Workshop: Wednesday, September 28, 2016

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Contact information:

Sylvia D. Brown, Planner I

201 West 5th Street, 3rd Floor

Phone: (252) 329-4509 or (252) 329-4481

Fax: (252) 329-4631

Email: sbrown@greenvillenc.gov

B. PROPOSED PROGRAM SUMMARY:

The primary purpose of this program is to help: Homeless Needs Persons with HIV/AIDS Persons with Disabilities
 Special Needs Youth Development Owner Occupied Housing Needs Employment Needs Economic Growth Activity
 Other (please explain) _____

AGENCY Name:		Literacy Volunteers - Pitt County			
PROGRAM Title:		Adult Literacy and Workforce Readiness		<input checked="" type="checkbox"/> Public Services <input type="checkbox"/> Economic Services	
PRIORITY NEED: (DETAILS - PG. __)		INDICATE WITH (X)	PROGRAM OPERATION: (DETAILS - PG. __)		
#1 - HOUSING NEEDS			PROGRAM LOCATION:		
#2 - SPECIAL NEEDS SERVICES		X			
#3 - PUBLIC SERVICES		X			
#4 - PUBLIC FACILITIES					
#5 - BUSINESSES & JOBS		X	New Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
#6 - INFRASTRUCTURE			Existing Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
#7 - NEIGHBORHOOD SERVICES			Requested funding for program before?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HUD ELIGIBILITY DESIGNATION (NATIONAL OBJECTIVE CATEGORY): (DETAILS - PG. __)		X	1. Provide a benefit to low and moderate income persons		
			2. Prevent or eliminate slums or blight		
			3. Meet an urgent community need that threatens health/welfare of citizens		
PROGRAM SUMMARY: (Must reference page(s) where details are provided)					
PROGRAM OBJECTIVE / DESCRIPTION: (DETAILS - PG. __)			PROGRAM (NEED) RATIONALE: (DETAILS - PG. __)		
(1) (DESCRIBE THE TARGET GROUP TO BE SERVED AND PROGRAM PURPOSE)			(2) (JUSTIFY THE NEED FOR THE SERVICES BEING PROPOSED)		
<p>Literacy Volunteers of Pitt County provides free educational programs to individuals who need assistance with reading, writing, basic math, searching for employment, obtaining career readiness certification (CRC), maintaining a job, entering educational institutions, and developing daily life skills. 80% of our students are below the moderate income scale. Along with moderate-low income students, we also serve special needs, disabled, and substance abuse learners.</p>			<p>Pitt County has a high rate of illiteracy rate (in excess of 24% of the population of Pitt County). 14 % of students read at or below 5th grade; 29% read at 8th grade; 43% of those who are at or below poverty level can not read. More and more companies (e.g., government jobs and larger industrial plants) are requiring the career readiness certification (CRC), which we offer in addition to the CRC pre-test, CRC remediation classes in all three subjects (math, reading for information, and locating information), and the final CRC test. Free for our students.</p>		
SPECIFIC SERVICE(S) TO BE DELIVERED: (DETAILS - PG. __)			PROGRAM OUTCOME MEASUREMENT: (DETAILS - PG. __)		
(3) (STATE THE SERVICES THAT WILL BE RENDERED TO THE TARGET GROUP)			(4) (DEFINE WHAT WILL BE A UNIT OF SERVICE)		
<p>One to one tutoring for Adult Basic Education (ABE), English as a second language (ESL), the CRC prep and testing, and computer classes. Students attend a three day orientation, and assessed before placed with a tutor for one to one tutoring or small classes (4-6 students). Students enrolled in the CRC classes will take the Work Keys pretest. Students who score a silver level are scheduled for the actual test. Students who score below a silver level will be put into remediation classes to increase scores. Students who demonstrate proficiency will be placed in a newly sub category program called "I Need a Job Now!" to help them gain all of the skills to secure a job. This is a pilot program which is partially funded.</p>			<p>(HOW WILL THE TOTAL NUMBER SERVED BE DETERMINED?)</p> <p>One and one half hour of instruction of one to one tutoring, online classes, and/ or remediation classes is considered one unit of service. Documentation of student hours are documented by roster and entered into a database along with the demographic information, assessment, Work Keys result and copy of the CRC. Files are maintained on each student with demographics and are kept in locked files by the program coordinator.</p>		
Funding Source	Proposed Outcomes		Prior Year Outcomes		How will requested funding be used (DETAILS - PG. __)
	(2017-18) Funding Requested	Units of Service TO BE PROVIDED (PG. __)	(2015-16) Funding Allocated	Actual Units of Service Delivered	
CDBG	\$ 20,000		\$ 17,250		(5) Labor - \$ 0 Training - \$ 5,000 Supplies - \$ 5,000 Audit - \$ 1,500 Other - \$ 8,500
Other	\$ 138,749.46		\$ 93,695.06		
Total:	\$ 158,749.46		\$ 110,945		



SPECIFIC PROGRAM SERVICES/ACTIVITIES:

1. List the specific activities/services that will be provided by the program:

"I Need A Job Now!" is designed to assist students who have not been employed, are underemployed and training for a future career. Upon completion of CRC, students are referred to our employability lab to search for jobs that they can work while enrolled in the program. The overall goal is to work with students to find long term careers and receive the education necessary for their chosen career.

Individuals are referred by various agencies for consideration for the program. Each individual is interviewed for enrollment in program. All applicants must attend 9 hours of orientation. During orientation, students set SMART goals for education and employment. Two entry assessments (mathematics and English) are completed. Work Keys Practice Test. Student will participate in workshops during orientation.

A student must have a grade level of 6.0 in order to be selected for this program. Students with a grade level below 6.0 will be enrolled in the Adult Basic Education Program. Enrollment in the program is based on completion of interview, orientation, and grade level at entry.

"I Need A Job Now!" has 12 components:

- (1) Interview (2) Mentoring
- (3) Orientation (4) Small remediation classes in mathematics
- (5) Assessment (6) Employ-ability Lab
- (7) S.M.A.R.T. Goal Setting (8) Referred to PCC for GED at no cost to student
- (9) CRC Certificate (10) Placed in career training program at PCC
- (11) One to one tutoring (12) Computer classes in Basic, Word, Excel, PowerPoint

2. List program goals to be achieved and project the number of people that will benefit from those achievements.

Currently working with four different organizations in recruiting.

Students will receive Silver or Gold CRC Certification

Increase English and mathematics levels

Develop goal setting skills

Enrolled to take GED at no cost

Enrolled in career program

Referred to jobs to help with finances while working on GED and career skills

Computer training is also available and certification awarded for intermediate and proficient levels.

Currently we have had 7 individuals placed in education programs and employment and 3 individuals enrolled in the program.

Pilot program projected student to complete was 7, but for 2017-2018, we project the number of completion to be 30-50 individuals.

PROGRAM RATIONALE:

4. Why is there a need for this program?

To improvement individuals work ethics and skills to meet the needs of business and industries to ensure quality employees and products. A large percent of our clients have not graduated, been employed or are underemployed. Companies demand high levels of skills for employment which our clients do not have. Improving potential employees education levels and job skills, will be an asset in bringing new employer to Pitt County.

5. Will this program assist an especially needy or underserved group? yes no
If so, identify and explain.

Populations who:
have never been employed.
have not been successful in maintaining a job.
are underemployed.
have learning disabilities.

6. Accessibility: What steps will be taken to ensure this program (as well as your overall program) is accessible to people with physical and other disabilities?

We offer our program to all who. Students are not require to inform us of learning disabilities. Equipment, materials to assist with learning are present. Testing time limits are removed for individuals who do have learning disabilities. Student are taught in small classes and one to one tutoring to ensure that student learn at their own pace.

A learning assessment is given to each student in orientation to find the appropriate to instruct the student. Tutor who have had experience are teamed with the students. Training sessions on working with learning disabilities are given 2X year. Online training is available to tutors. Individual Education Plans are done for students to ensure they reach their goals. Goal setting and evaluation is done quarterly with the student.

If individual request outside assessment to identify learning disabilities, referred to other agencies in the area.

7. Are there any letters of support, letters of reference, news articles, thank you letters, letters of request for assistance, commitment letters, for the program being proposed?

If so, include copies in the "Attachment" section.

C. PROGRAM BUDGET INFORMATION

Instructions: For each cost category enter the amount necessary to complete the program. Include requested CDBG funds under column two and all other sources (including program income, if applicable) under column three. Provide descriptions and justifications (calculations) for cost categories and identify other funding sources.

(1) COST CATEGORY	(2) CDBG FUNDING REQUESTED	(3) OTHER FUNDING	(4) TOTALS
A. Personnel	\$	\$	\$
1. \$82,499 (salaries)	1. \$0.00	1.	1. \$82,499
2. \$32,499 (Ed. Coordinator)	2.	2.	2.
3. \$50,000 (Executive Dir)	3.	3.	3.
4.	4.	4.	4.
B. Payroll Tax Expense	\$	\$	\$
1. \$0.00	1. \$0.00	1. \$0.00	1. \$0.00
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
C. Fringe Benefits	\$	\$	\$
1. \$0.00	1. \$0.00	1. \$0.00	1. \$0.00
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
D. Operating/Program	\$	\$	\$
1. Training/Travel	\$ \$5,000	\$	\$
2. Equipment (lease/rental)	\$ \$2,000	\$	\$
3. Printing/Copying	\$ \$2,000	\$ \$2,000	\$ \$4,000
4. Supplies	\$ \$4,000	\$	\$
5. Annual Audit	\$ \$1,500	\$ \$1,500	\$ \$3,000
6. Other	\$5,500		

(1) Footnote Cost Descriptions/Justification(s):	(2) Other Funding Source (s):
<p>Supplies = teaching manuals for remediation classes, electronic materials, testing supplies, online programs. Printing/copying = Teacher/student manuals, ink, paper. Software @ Microsoft, Assessment - GAINS, CASA, Work Keys and CRC Annual audit = one third of the total cost of audit Other = computer replacements and software update.</p>	<p>LVPC receives funding through The North Carolina Community College System. All funding is provided based on LACES data reported to the NRS. All funding from them will be outcome based.</p> <p>LVPC raises funds through our own appeals, sponsorships and special events.</p>

D. PROGRAM GOALS, PERFORMANCE, AND OUTCOMES

1. List program goals in detail.

Increase English and mathematics levels
Develop goal setting skills
Enrolled to take GED at no cost
Enrolled in career program
Referred to jobs to help with finances while working on GED and career skills
Computer training is also available and certification awarded for intermediate and proficient levels
Currently we have had 7 individuals placed in education programs and employment and 3 individuals enrolled in the program.
Pilot program projected student to complete was 7, but for 2017-2018, we project the number of completion to be 30-50 individuals.

2. Estimated number of persons to be served: 300

What is a unit of service? 1 1/2 hours per week

3. Select performance measurement indicators – (select all that apply):

- Housing units occupied by first time homebuyers;
- Number of target population served;
- Counseling/education /technical assistance provided;
- Jobs created/retained/job training;
- Low and moderate-income persons;
- Low and moderate-income businesses assisted;
- Number of persons with improved access, etc.
- Service/activity provided, please specify _____
- Other, please specify _____

4. List source(s) of information/documentation, techniques, and processes that will be used to measure performance.

Six hours of orientation.
Assessment during orientation – GAINS/CASA Test, Work Keys, Career Readiness Certification (CRC) assessment after 40 hours or 6 months
Student data and scores are entered into LACES database. File with all documentation is kept in Program coordinator's locked files.
Student sign a 6 month agreement and attendance policy. An Individual Lesson Plan is set up based on the assessment. Documentation is noted in database and student files. Tutor submitted hours, goals, materials and comments on a monthly form.
Student attend quarterly goal setting workshops. Indicate applicable program performance measurement outcomes.

5. Indicate applicable program performance measurement outcomes.

- Creating Suitable Living Environments
 - _ Accessibility for the purpose of creating Suitable Living Environments
 - _ Affordability for the purpose of creating Suitable Living Environments
 - _ Sustainability for the purpose of creating Suitable Living Environments
- Providing Decent Affordable Housing
 - _ Accessibility for the purpose of providing Decent Housing
 - _ Affordability for the purpose of providing Decent Housing
 - _ Sustainability for the purpose of providing Decent Housing
- Creating Economic Opportunities
 - _ Accessibility for the purpose of creating Economic Opportunities
 - _ Affordability for the purpose of creating Economic Opportunities
 - _ Sustainability for the purpose of creating Economic Opportunities

SECTION III

A. AGENCY PROFILE

Briefly describe your agency.

Provide a brief history of the organization, the mission statement, vision, and the length of time the agency has been providing proposed services. Describe the agency's experience with federal program funding. Describe the agency's administrative structure.

Literacy Volunteers of Pitt County was founded in 1986 and became a 501c(3) nonprofit organization in the state of North Carolina in 1987. Throughout the past 30 years, we have served thousands of adult learners in Pitt County who desire to become independent and contributing citizens,

We recruit and train highly skilled tutors who provide one on one and small group instruction in basic education, basic math, ASVAB preparation, GED preparation, ESL instruction, citizenship, computer classes, workforce Readiness/WorkKeys, Career Readiness Certificates, enter post-secondary education, enter a vocational program, find a job, keep a job, get a promotion, leave federal assistance and become an independent member of society. There are no other community based organizations of this kind in Pitt County. The 2017-2018 grant will be the 8th year that LVPC has utilized CDBG funds to create changes in the community.

Our organization employs an Executive Director and an Education Program Coordinator. All other position from tutors and office works are volunteers.

The Board of Directors is the governing body and is highly engaged in all aspects of this organization. There are 10 board members for the 2017 year. Board member recruitment remains high priority for community engagement and the leveraging of relationships.

We receive a portion of our funding, approximately 20%, from the North Carolina College System (NCCCS). However, the federal funding formula changed in 2013. We will now only receive compensatory funds for services provided the former fiscal year and those that show a measurable outcome for a student.

B. MANAGEMENT STRATEGY

Instructions: Outline your agency's capacity to undertake the proposed program.

Provide evidence of your grant administration capabilities, including policies and procedures for financial grant management, staff's experience in working with CDBG programs and projects of this type. If agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnerships with other agencies and/or consultants.

The 2017-2018 grant cycle would be the 8th year that LVPC has utilized CDBG funds to create positive changes in this community. The funds are closely monitored by the Executive Director and LVPC Finance Committee. The bank reconciliations are performed by our Treasurer. A separate CPA is contracted each year to perform our annual audit and ensure compliance with state and federal tax laws. The LVPC Executive Director is an experience manager in both large and small organizations.

C. LEVERAGING

Describe specific resources (provide supporting documentation) your agency will bring to the program. Include and identify in-kind contributions, gifts, sweat equity, volunteer efforts, and all other resources.

In kind contributions are received and recognized as part of the Literacy Partner Program. The Daily Reflector, Suddenlink, Inner Banks Media, igoe Advertising agency, Tyre Realty and Sheppard Memorial Library are our primary supporters.

Other Literacy Partners are Pitt Community College, BB&T, Hyster-Yale, Wells Fargo, Grady White Boats and the Community Foundation of NC East.

To date, LVPC has over 30 tutors and 20 volunteers serving learners of all ethnicity, skill levels, and levels of ability. Volunteers assist in the office, answering phones, making manuals, filing and tutoring.

To date, LVPC utilizes 6 interns from Miller Motte College and Pitt Community College to assist with administrative, receptionist, and tutoring duties.

SECTION IV - SCORING CRITERIA

This scoring criterion is a primary tool in which grants awarded will be determined.

Agency Response is required: Your responses will be evaluated by Board members and Staff.

AGENCY:		Literacy Volunteers Pitt County				
PROGRAM:		All services leading to the "I Need a Job Now!" Program, ABE, Computer, Workkeys, ESL				
Evaluation Criteria:			AHLC Criteria:		AGENCY RESPONSE	
1.	NEED FOR THE SERVICE	Does the Program address a Priority Need in accordance with the City's Consolidated Plan to HUD (listed in column on the right)	#1 – Housing Needs	30	Board member scoring will not exceed 30 points	Yes – the program addresses a dire need in the community for educational resources. We provide a free, flexible, confidential community service not available from any other organization in Pitt County. Our programs have grown substantially over the years and now include workforce readiness instruction and remediation classes for the Career Readiness Certification (CRC). We invest in our programs through technology and high quality learning materials and tutors.
			#2 – Special Needs	25		
			#3 – Public Services	20		
			#4 – Public Facilities	15		
			#5 – Businesses & Jobs	10		
			#6 – Infrastructure	5		
			#7 – Neighborhood Services	5		
2.	INTERNAL AND EXTERNAL CONSISTENCY	Can program strategies described in the proposal be reasonably implemented? Do the strategies make sense and appear achievable? Are expectations realistic?	Board member scoring 10 Maximum points		Yes – we have a track record of success and can demonstrate a steady increase of positive impact on our community due to our services. Our student measurable gains percentages increases year over year. We implement additional learning courses as needed to ensure adult students are successful. Yes-	
3.	LEVERAGING	Will the agency utilize funds from other resources to implement program services or rely solely on the City's funding?	Board member scoring 15 Maximum points		Yes – LVPC will utilize funds from other grants, special events, corporate sponsorship, individual gifts and pledges. LVPC has long standing relationships with individual donors and corporate sponsors.	
4.	SELF-SUFFICIENCY	Does the program services provide for empowering independence upon successful completion?	Board member scoring 10 Maximum points		Yes – the program is created to empower learners to become lifelong learners and be effective in their family, workplace, community, as well as gain employment to sustain their livelihood. The program in collaboration with another grant tracks progress beyond the program.	
5.	INNOVATION AND PARTNERSHIPS	Is the program a new or creative approach in meeting an established priority need? Does the program exhibit originality in its delivery and is not a duplication of any program implemented by another agency and/or serving the same neighborhood?	Board member scoring 10 Maximum points		Yes – LVPC is the only organization that provides this service to the community free of charge. Our services reach beyond basic adult education and directly impact quality of life and long life sustainable skills and certifications to be successful.	
6.	FINANCIAL FEASIBILITY	Do program costs appear reasonable and necessary in delivering proposed services?	Board member scoring 5 Maximum points		Yes – As the need for our services has grown, we have needed to increase our ability to sustain ourselves to continue to provide our services. Our budget process is lengthy and based not only on best practices in our industry, but is also very conservative and fiscally responsible.	
7.	PERFORMANCE	Did the agency submit the proposal in its entirety and were responses to questions thorough enough to ascertain program intentions, processes and target population?	Board member scoring 10 Maximum points		Yes – the proposal is very thorough. It provides clear purposes, goals, objectives, and measurable outcomes.	
8.	DIRECT BENEFIT	Does the agency's proposed program and services benefit low income persons?	Board member scoring 10 Maximum points		Yes – many of our students are low income. They generally desire to leave federal assistance and improve their lives by increasing their educations and getting better jobs. Many of our students move from subsidized housing to alternative, independent living as a result of their achievements in our programs.	
Total			100			

Pitt County Council on Aging

(PCCoA)

\$15,000.00

The City of Greenville, NC
Community Development Department
Housing Division

RECEIVED
11/10/17
11:44 am @

2017-2018 Fiscal Year

Community Development Block Grant (CDBG) Sub-recipient Program Funding Application

Important Dates:

Mandatory Workshop: Wednesday, September 28, 2016

SESSION 1: 12:00 Noon-2:00 P.M.

SESSION 2: 6:00 P.M.-8:00 P.M.

(Only attend one session, not both.)

City of Greenville Municipal Building 201 West 5th Street

Third Floor Conference Room #329

Application Submission Deadline: Tuesday, January 10, 2017 – 3:00 PM

City of Greenville Municipal Building, 201 West 5th Street (3rd Floor)

Submit: (1) Original and (1) Copy – (Each must be in a separate bound folder or notebook)

Required Schedule of Agency Presentations and Workshops:

Affordable Housing Loan Committee Meeting

Agency Funding Requests

(Presentations to Committee) – Wednesday, February 8, 2017 – 3:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Affordable Housing Loan Committee Meeting

Agency Funding Recommendations

(Application Evaluation Workshop) – Wednesday, March 8, 2017 – 4:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Meetings and workshops are open public meetings

Contact information:

Sylvia D. Brown, Planner I

201 West 5th Street, 3rd Floor

Phone: (252) 329-4509 or (252) 329-4481

Fax: (252) 329-4631

Email: sbrown@greenvillenc.gov

B. PROPOSED PROGRAM SUMMARY:

The primary purpose of this program is to help: Homeless Needs Persons with HIV/AIDS Persons with Disabilities /Special Needs Youth Development Owner Occupied Housing Needs Employment Needs Economic Growth Activity Other (please explain) _____

AGENCY Name:	Pitt County Council on Aging				
PROGRAM Title:	SAFE- Safe Aging For Everyone	X Public Services ____ Economic Services			
PRIORITY NEED: (DETAILS - PG. __)	INDICATE WITH (X)	PROGRAM OPERATION: (DETAILS - PG. __)			
#1 – HOUSING NEEDS		PROGRAM LOCATION:			
#2 – SPECIAL NEEDS SERVICES					
#3 – PUBLIC SERVICES	X			TIME OF OPERATION:	
#4 – PUBLIC FACILITIES					
#5 – BUSINESSES & JOBS		New Program?	____ Yes ___X___ No	Underway?	___X___ Yes ___ No
#6 – INFRASTRUCTURE		Existing Program?	___X___ Yes ___ No	Underway?	___X___ Yes ___ No
#7 – NEIGHBORHOOD SERVICES		Requested funding for program before?			___X___ Yes ___ No
HUD ELIGIBILITY DESIGNATION (NATIONAL OBJECTIVE CATEGORY): (DETAILS - PG. __)	X	1. Provide a benefit to low and moderate income persons 2. Prevent or eliminate slums or blight 3. Meet an urgent community need that threatens health/welfare of citizens			
PROGRAM SUMMARY: (Must reference page(s) where details are provided)					
PROGRAM OBJECTIVE / DESCRIPTION: (DETAILS - PG. __)			PROGRAM (NEED) RATIONALE: (DETAILS - PG. __)		
(1) (DESCRIBE THE TARGET GROUP TO BE SERVED AND PROGRAM PURPOSE)			(2) (JUSTIFY THE NEED FOR THE SERVICES BEING PROPOSED)		
<p>Target group: An underserved population consisting of low to moderate income adult homeowners age 55 and over residing in the city limits of Greenville, NC who are at risk for falls, are fearful of falling, or who have fallen.</p> <p>Program Purpose: To provide a health benefit to low income older adult homeowners to facilitate suitable living environments to enable them to live safer and more independently in their current home. This would be accomplished through the provision of a home safety assessment, falls prevention education, recommendations, safety equipment (e.g. night lights, tub mats, etc.), and referrals by an occupational therapist. Making minor changes in activity and safety in adults' homes would enable them to age in place, lessen their need to enter public housing, and ultimately <u>save HUD funds</u>.</p>			<p>This project aims to reduce this population's vulnerability to falls related injuries thus enabling them to age in their own homes more safely and independently. Keeping older adults safe, independent and in their homes, will significantly reduce the need for subsidized housing.</p> <p>Falls are a major health concern among adults age 65 and over and costs of fall related injuries are staggering. The NC Division of Public Health, Injury & Violence Prevention reported that in Pitt County unintentional falls were the 2nd most prevalent cause of injury death and the leading cause of emergency department (ED) visits (2007-2009). Falls are not a normal part of aging and are often preventable. A study in Lancet (2014) noted home safety modifications (avg. \$442.00) resulted in 26% fewer fall injuries and 29% fewer falls. The American Occupational Therapy Association notes strong evidence that home modifications and adaptive equipment by an occupational</p>		

	<p>therapist along with combined interventions improved safety, and reduced falls and functional decline.</p> <p>However, according to the NC Division of Aging & Adult Services, in 2012 over 50% of Pitt County adults 65 years and over were below poverty level. Additionally, insurance may not cover safety equipment such as grab bars, tub mats, night lights. This combination of increased falls risk and poverty unfortunately makes these older adults more vulnerable to falls related injuries, over utilization of health care resources (such as EMS), and a decreased ability to age safely in their own homes.</p>
<p>SPECIFIC SERVICE(S) TO BE DELIVERED: (DETAILS - PG. __)</p>	<p>PROGRAM OUTCOME MEASUREMENT: (DETAILS - PG. __)</p>
<p>(3) (STATE THE SERVICES THAT WILL BE RENDERED TO THE TARGET GROUP)</p>	<p>(4) (DEFINE WHAT WILL BE A UNIT OF SERVICE) (HOW WILL THE TOTAL NUMBER SERVED BE DETERMINED?)</p>
<p>Services to be provided are listed below:</p> <ul style="list-style-type: none"> • Education to referral sources and seniors about the program. • Falls risk home safety assessment, falls prevention and home safety education to individual older adult low income home owners. Each homeowner will also receive a 'home safety kit' (based on individual needs) containing items to reduce falls risk and improve safety. • Provision of needed durable medical equipment (shower chair, grab bars) through identification of other falls risk factors and/or possible referrals to agencies/organizations/medical professionals. • A follow up visit and/or phone call will be conducted after the services are provided to identify the effectiveness of the services. 	<p>1 unit of service=2 hour (avg. 2 hours of service anticipated per person—includes assessment, follow up, travel, and administrative time)</p> <ul style="list-style-type: none"> • Number of low to moderate income adults age 55 and over assessed and provided a 'home safety kit' (non-duplicated clients) • Results of a follow up survey (either through home visit or phone call) <p><u>Proposed outcomes (units of service to be provided)</u></p> <ul style="list-style-type: none"> • 150 units of service anticipated to serve 75 low to moderate income adult homeowners age 55 and over residing in the City of Greenville <p>Anticipated outcomes identified through follow up 30-60 day survey after services will note:</p> <p>At least 90 % of individuals served will state</p>

that the services improved their independence, safety, and happiness; improved their falls prevention knowledge, and decreased their fear of falling. At least 90% of individuals served will state they will regularly use the equipment.

Funding Source	Proposed Outcomes		Prior Year Outcomes		How will requested funding be used (DETAILS - PG. __) (5)
	(2017-18) Funding Requested	Units of Service TO BE PROVIDED (PG. __)	(2015-16) Funding Allocated	Actual Units of Service Delivered	
CDBG	\$ 15,000.00		\$		Labor - \$ 15,000.00
Other	\$		\$		Training - \$
Total:	\$ 15,000.00		\$		Supplies - \$
					Audit - \$
					Other - \$

SPECIFIC PROGRAM SERVICES/ACTIVITIES:

1. List the specific activities/services that will be provided by the program:

Services, to be provided by an occupational therapist employed or other qualified health care professional at the Pitt County Council on Aging, are listed below.

- Intake and screening by telephone to ensure criteria for program are met.
- Schedule appointment for initial visit with older adult.
- Conduct falls risk home safety assessment to identify falls risk factors and strategies to reduce fall risk through home safety modifications, activity modifications, and or referrals/recommendations to address falls risk factors and home safety.
- Provide falls prevention and home safety education to individual older adult homeowners to help them understand the primary evidence-based strategies to reduce fall risk and facilitate their ability to follow the recommendations.
- Based on homeowner's individual needs, they may receive a 'home safety kit' and instruction in the use of the items to decrease their falls risk. All supplies will be in a recycled bag that can also be used as a 'walker bag' and/or a hand-held bag to assist in carrying items safely around the home. Possible items in each 'home safety kit' may include:
 - Sensor night light
 - Reacher (to pick up light weight items from floor and above head safely)
 - Tub mat
 - Rubber backed bath rug/mat outside tub (to soak up water when exiting the shower/tub)
 - Small flashlight with batteries
 - Home exercise information
 - Falls prevention literature
 - Resources for low cost vision services which will help to reduce falls risk
- Make referrals to appropriate healthcare professionals and/or organizations to help further improve client's safety and decrease fall risk.
- Provision of durable medical equipment (e.g. shower chair, grab bars) through donated medical equipment program at PCCOA, or referrals to appropriate healthcare professionals and/or organizations to obtain needed equipment to improve safety.

- Conduct a follow up visit and/or phone call after the services are provided to identify the effectiveness of the services. The follow up visit/call may consist of additional training on home safety kit/equipment as needed.

2. List program goals to be achieved and project the number of people that will benefit from those achievements.

The program goals are to:

- Assess 75 low to moderate income adult homeowners age 55 and over in Greenville targeted areas
- Provide a 'home safety kit' (based on individual needs) based on requested funding to keep individuals safe and independent in their homes

Anticipated program goals are listed below as a result of a follow up survey (either through home visit or phone call):

- At least 90 % of individuals served will state the services made them safer
- At least 90% of individuals served will state the services enabled them to be more independent
- At least 90% of individuals served will state the services increased happiness and quality of life
- At least 90% of individuals served will state the services increased their falls prevention knowledge
- At least 90% of individuals served will state they regularly used the home safety items provided
- At least 90% of individuals served will state the services helped lower their fear of falling

PROGRAM RATIONALE:

4. Why is there a need for this program?

This project aims to reduce this population's vulnerability to falls related injuries thus enabling them to age in their own homes more safely and independently. Keeping older adults safe, independent and in their homes which will significantly reduce the need for subsidized housing.

Falls are a major health concern among adults age 65 and over and costs of fall related injuries are staggering. In the U.S., costs of fall related injuries are over \$34 billion a year (CDC, 2015). The CDC states that approximately 1 in 3 older adults age 65 and over fall each year. The most prevalent cause of emergency room visits for adults age 45 to 64 are falls (Consumer Product Safety Commission national survey). The NC Division of Public Health, Injury & Violence Prevention (Oct. 2013) noted that NC remained above the U. S. average for unintentional fall deaths between 1999 and 2010, with 84% of fall-related fatalities occurring among those over age 65, and falls being the 2nd leading cause of nonfatal injury hospitalization for people 65 and older in NC. The NC Division of Public Health, Injury & Violence Prevention reported that in Pitt County unintentional falls were the 2nd most prevalent cause of injury death and the leading cause of emergency department (ED) visits (2007-2009).

Falls are not a normal part of aging and are often preventable. Reducing unintentional falls mortality is an objective of Healthy NC 2020 (2011). A study in Lancet (2014) noted home safety modifications (avg. \$442.00) resulted in 26% fewer fall injuries and 29% fewer falls. The American Occupational Therapy Association notes strong evidence that home modifications/adaptive equipment by an occupational therapist and combined interventions improved safety and reduced falls and functional decline. Logan & Colleagues (2010) identified that exercises, home assessment, and medication/blood pressure check resulted in fewer EMS calls, reduced falls, improved ability to perform daily activities, and less fear of falling.

According to the NC Division of Aging & Adult Services, in 2012 over 50% of Pitt County adults 65 years and over were below poverty level. Unfortunately, insurance does not cover safety equipment such as grab bars, tub mats or night lights. This combination of increased falls risk and poverty makes these older adults more vulnerable to falls related injuries, over utilization of health care resources (such as EMS), a decreased ability to age safely in their own homes and increases the need for subsidized public housing.

This project aims to reduce this population's vulnerability to falls related injuries thus enabling them to age in place more safely and independently. This will be accomplished by using an occupational therapist to assess and reduce modifiable environmental falls risk factors. The average cost of our home safety/falls prevention services assessment is minimal compared to the average yearly cost of a nursing home, assisted living facility or the cost of public housing.

This program will help fill the gap in services to low and moderate income older adult homeowners in the City of Greenville and is anticipated to improve safety and independence in the home, reduce the fear of falling, and reduce activity restriction due to the fear of falling. This in turn will save health care dollars

while simultaneously improving the quality of life of vulnerable older adult homeowners in the City of Greenville. Additionally, it may also reduce the number of EMS calls from individuals who repeatedly fall and need EMS assistance to get up from the fall.

5. Will this program assist an especially needy or underserved group? **X** **yes** **no**
If so, identify and explain.

The program will provide services to an underserved population consisting of low to moderate income adult homeowners age 55 and over who have fallen, are at risk for falls, or are fearful of falling and reside within the city limits of Greenville. The program will help provide suitable living environments to enable older adult homeowners to live more safely in their own homes through the provision of a home safety assessment, falls prevention education, recommendations, safety equipment (e.g. night lights, tub mats, etc.), and referrals. Making adults' homes more suitable and safe to age in place would lessen the need to enter in public housing and save HUD funds.

6. Accessibility: What steps will be taken to ensure this program (as well as your overall program) is accessible to people with physical and other disabilities?

Since the services will be provided within the homeowner's dwelling, the services will be accessible to those that meet the qualifications for services.

7. Are there any letters of support, letters of reference, news articles, thank you letters, letters of request for assistance, commitment letters, for the program being proposed?

If so, include copies in the "Attachment" section.

Yes, letters of support are attached from:

Safe Communities Coalition of Pitt County
Eastern NC Falls Prevention Coalition
NC Falls Prevention Coalition
Pitt County Emergency Management Services
Remembering When Falls & Fire Prevention Program
(see attached pages 34-39)

9. PROGRAM HISTORY

- a) Has City of Greenville funding been requested for this program before? **yes** **no**
If yes, provide the most recent term of funding. FY2016-2017
- If no, is this a new program for your agency? **yes** **no**

The proposed program is a modification and expansion of a current Falls Prevention & Home Safety program.

- b) If this is not a new program, how long has it been in existence?

The Pitt County Council on Aging has provided award winning falls prevention and/or home safety services since approximately 2000. Awards received for their falls prevention efforts are as follows:

- **2007:** The *SPICE for Life* program (Senior Safety, Prevention, Intervention, Community Education (SPICE) received an award from the Falls Free Coalition Home Safety Council for being one of the 10 most creative programs and practices in home assessment and modification in the country. The program was also written up in a publication entitled: "The Creative Practices in Home Safety Assessment and Modification Study"
- **2008:** The SPICE for Life program (Senior Safety, Prevention, Intervention, Community Education (SPICE) was highlighted by the National Center for Injury Prevention & Control in "Preventing Falls: How to Develop Community-based Fall Prevention Programs for Older Adults"
- **2010:** The SPICE for Life program was included in a 2008 publication by the Centers for Disease Control titled "Preventing Falls: How to Develop Community-based Fall Prevention Programs for Older Adults."
- **2013:** The program was featured in the National Council on Aging's Falls Prevention Awareness Day "Preventing Falls - One Step at a Time; A Compendium of State and National Activities"
- **2015:** The current Falls Prevention & Home Safety program was recognized by the North Carolina Association on Aging on May 1, 2015, with a "Reaching for the Stars-Innovative Program Award" for its creativity and effectiveness in enhancing the lives of older adults.

- c) Give at least one example of collaborative efforts regarding this program.
Do not include relationships for client referrals only.

The Pitt County Council on Aging partners with numerous organizations, business, and faith-based groups to provide services to older adults in Pitt County. Similar to the hub of a wheel, the CoA is the central organization that houses and manages the Pitt County Falls Prevention & Home Safety program. The spokes of the wheel are its partnerships with diverse non-profit, for-profit, educational, governmental, and faith-based groups. Each of these spokes is necessary components which enable the program to provide a multifaceted approach to reducing the prevalence of falls and improving the quality of life of older adults in Pitt County (see attached page 40). One primary partner is the Safe Communities Coalition of Pitt County Inc., which is comprised of local businesses, organizations, and citizens who work together to improve the safety of Pitt County citizens, including reducing fall risk. This partnership previously has provided grant funds to enable the Falls Prevention & Home Safety program to purchase new durable medical equipment (DME) and grab bars, especially when donated equipment was unavailable.

Another key partner of the Falls Prevention & Home Safety program is the Eastern NC Falls Prevention Coalition (ENCFPC), comprised of the CoA and the following primary non-profit, for-profit, and educational organizations: Vidant Medical Center [Eastern Carolina Injury Prevention Program, Home Health (HH) & Hospice, Physical Therapy, Senior Services, Vidant Wellness Center]; East Carolina University (ECU) [Eastern Area Health Education Center, Nutrition Science, Occupational Therapy, Physical Therapy, Recreational Therapy]; Pitt Community College [Occupational Therapy Assistant Program]; Brain Injury Association of NC; Pitt County Community Schools & Recreation; Gentiva Home Health (HH); and Pitt County Emergency Management Services (EMS). In addition to providing guidance, assistance, and consultation for the Falls Prevention & Home Safety program, the ENCFPC assists the program with an annual falls prevention education and screening event. Multiple falls risk and health screenings, such as balance/walking, blood pressure, fracture risk, hearing, medication/pharmacy review, strength, and vision are offered from organizational partners. The ENCFPC recently developed a key partnership with the Pitt Aging Coalition (PAC) to expand this event to a more comprehensive annual healthy aging, resource, and screening event. The PAC is comprised of the CoA as well as leaders in the following types of non-profit, for-profit, and governmental organizations: home health & hospice, home care, recreation, adult day health, medicine, elder law, assisted living, and other aging service organizations.

Some members of the ENCFPC also have collaborated with the Falls Prevention & Home Safety program in other capacities. These agencies may refer older adults for services, including durable medical equipment (DME), installation of grab bars or handrails, and/or home safety assessments and/or they may donate DME to the program. (See attachment Program Partners)

d) Are client fees charged for this program? yes no
If yes, how are fees determined?

No fees will be charged for the proposed program.

e) Does this program require matching funds? yes no
If yes, what is the total match requirement \$ _____

C. PROGRAM BUDGET INFORMATION

Instructions: For each cost category enter the amount necessary to complete the program. Include requested CDBG funds under column two and all other sources (including program income, if applicable) under column three. Provide descriptions and justifications (calculations) for cost categories and identify other funding sources.

(1) COST CATEGORY	(2) CDBG FUNDING REQUESTED	(3) OTHER FUNDING	(4) TOTALS
A. Personnel	\$10,500	\$	\$10,500
1. \$10,500 _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
B. Payroll Tax Expense	\$3,000	\$	\$3,000
1. \$3,000 _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
C. Fringe Benefits	\$1,500	\$	\$1,500
1. \$1,500 _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
D. Operating/Program	\$	\$	\$
1. Training/Travel	\$	\$	\$
2. Equipment (lease/rental)	\$	\$	\$
3. Printing/Copying	\$	\$	\$
4. Supplies	\$	\$	\$
5. Annual Audit	\$	\$	\$
6. Other			

(1) Footnote Cost Descriptions/Justification(s):	(2) Other Funding Source (s):
<p>75 – 2 hour assessments 1 unit of service=2 hour (avg. 2 hours of service anticipated per person—includes assessment, follow up, travel, and administrative time)</p>	

D. PROGRAM GOALS, PERFORMANCE, AND OUTCOMES

1. List program goals in detail.

The program goals are to:

- Assess 75 low to moderate income adult homeowners age 55 and over in Greenville targeted areas
- Provide a “home safety kit” (based on individual needs) based on requested additional funding to keep individuals safe and independent in their homes

2. Estimated number of persons to be served: **75**_____

What is a unit of service? 1 unit of service=2 hours (avg. 2 hours of service anticipated per person—includes assessment, follow up, travel, and administrative time)

3. Select performance measurement indicators – (select all that apply):

- Housing units occupied by first time homebuyers;
- Number of target population served;
- Counseling/education /technical assistance provided;
- Jobs created/retained/job training;
- Low and moderate-income persons;
- Low and moderate-income businesses assisted;
- Number of persons with improved access, etc.
- Service/activity provided, please specify _____
- Other, please specify _____

4. List source(s) of information/documentation, techniques, and processes that will be used to measure performance.

The program uses specific forms: Homeowner’s Initial Assessment and Post Assessment Follow Up Survey which will result in determining program outcomes.

5. Indicate applicable program performance measurement outcomes.

Creating Suitable Living Environments

- Accessibility for the purpose of creating Suitable Living Environments
- Affordability for the purpose of creating Suitable Living Environments
- Sustainability for the purpose of creating Suitable Living Environments

Providing Decent Affordable Housing

- Accessibility for the purpose of providing Decent Housing
- Affordability for the purpose of providing Decent Housing
- Sustainability for the purpose of providing Decent Housing

Creating Economic Opportunities

- Accessibility for the purpose of creating Economic Opportunities

- _ Affordability for the purpose of creating Economic Opportunities
- _ Sustainability for the purpose of creating Economic Opportunities

PROGRAM OUTCOMES:

- o At least 68 or 90 % of individuals served will state the services made them safer
- o At least 68 or 90% of individuals served will state the services enabled them to be more independent
- o At least 68 or 90% of individuals served will state the services increased happiness and higher quality of life
- o At least 68 or 90% of individuals served will state the services increased their falls prevention knowledge
- o At least 68 or 90% of individuals served will state they regularly used the home safety items provided
- o At least 68 or 90% of individuals served will state the services helped lower their fear of falling

SECTION III

A. AGENCY PROFILE

Briefly describe your agency.

Provide a brief history of the organization, the mission statement, vision, and the length of time the agency has been providing proposed services. Describe the agency's experience with federal program funding. Describe the agency's administrative structure.

Mission: The Pitt County Council on Aging enhances the quality of life for adults by providing access to a continuum of services, programs, and resources that promote healthy living and independence.

Vision: The vision of the Pitt County Council on Aging is to become the premier Aging Agency leading North Carolina in services and programs for individuals 55 and older.

The Pitt County Council on Aging (CoA) is a private non-profit organization chartered in 1975 to assist older adults to live safely in their homes. We strive to be among the best senior centers in America through a commitment to excellence, constantly seeking new, creative and innovative approaches to service delivery.

Since year 2000, over 5,000 people were impacted with our falls prevention programs. Our former program, SPICE for Life, (expanded as the Falls Prevention/Home Safety Program), received a national award in 2007 from the Home Safety Council, was highlighted by the National Council on Aging (NCoA) in the Creative Practices in Home Safety Assessment and Modification Study in 2007, and was recognized by the National Center for Injury Prevention & Control in Preventing Falls: How to Develop Community-based Fall Prevention Programs for Older Adults in 2008.

The CoA is a key partner on the Eastern NC Falls Prevention Coalition and played a key role in implementing the Falls Prevention Screening & Education Fair, featured in NCoA's Falls Prevention Awareness Day 2013: Preventing Falls: One Step at a Time; A Compendium of State & National Activities. This yearly event, which the CoA assists with, has been expanded through partnerships with the Pitt Aging Coalition and the Eastern NC Falls Prevention Coalition and is now called the Healthy Aging and Wellness Expo.

The agency has many years of experience working with the North Carolina Department of Transportation, Mid-East Commission Area Agency on Aging-Home and Community Block Grant, United Way and FEMA.

The agency is provided oversight by a 20-member Board of Directors and daily operations by an Executive Director (see attached).

B. MANAGEMENT STRATEGY

Instructions: Outline your agency's capacity to undertake the proposed program.

Provide evidence of your grant administration capabilities, including policies and procedures for financial grant management, staff's experience in working with CDBG programs and projects of this type. If agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnerships with other agencies and/or consultants.

The agency has extensive experience and knowledge working with federal, state, county and local grants over the last 20 years in particular. Staff members will submit a grant proposal request to their immediate supervisor who in turn submits to the Executive Director for consideration based on the community's need for services and alignment of the agency's mission. The Executive Director will further assure that the application does not violate the agency's conflict of interest policy (see attached page 41) or fiduciary responsibilities (see attached pages 42-45). Upon initial approval by the Executive Director the member and supervisor will proceed with the grant application. Upon completion of the grant application the grant is reviewed by the appropriate staff and oversight is provided by the Executive Director. All applications are subject to the review and final approval by the appropriate Board Committee member.

C. LEVERAGING

Describe specific resources (provide supporting documentation) your agency will bring to the program. Include and identify in-kind contributions, gifts, sweat equity, volunteer efforts, and all other resources.

Our agency will rely on multiple funding sources to supplement this grant request. This grant request will only support the assessment process as the other funding sources will cover the supplies and equipment used for the home safety kits.

In-kind contributions include:

Consumer contributions: These are requested as appropriate based on client's income (see attached pages 46-47).

Partnerships: PCCoA will continue to partner with community organizations to provide minor home repairs and/or new or donated durable medical equipment for low income clients.

Other funds: The PCCoA anticipates applying for additional grants as needed to resupply the new durable medical equipment, safety equipment, and/or expand the program.

Volunteer/interns: The agency utilizes volunteers and/or intern to assist this program staff to assist in initial phone pre-assessments, the need for other community resources if needed, scheduling appointments and follow up survey documentation.

SECTION IV - SCORING CRITERIA

This scoring criterion is a primary tool in which grants awarded will be determined.

Agency Response is required: Your responses will be evaluated by Board members and Staff.

AGENCY:					
PROGRAM:					
Evaluation Criteria:			AHLC Criteria:		AGENCY RESPONSE
1.	NEED FOR THE SERVICE	Does the Program address a Priority Need in accordance with the City's Consolidated Plan to HUD (listed in column on the right)	#1 – Housing Needs	30	Board member scoring will not exceed 30 points
			#2 – Special Needs	25	
			#3 – Public Services	20	
			#4 – Public Facilities	15	
			#5 – Businesses & Jobs	10	
			#6 – Infrastructure	5	
			#7 – Neighborhood Services	5	
2.	INTERNAL AND EXTERNAL CONSISTENCY	Can program strategies described in the proposal be reasonably implemented? Do the strategies make sense and appear achievable? Are expectations realistic?	Board member scoring 10 Maximum points		
3.	LEVERAGING	Will the agency utilize funds from other resources to implement program services or rely solely on the City's funding?	Board member scoring 15 Maximum points		
4.	SELF-SUFFICIENCY	Does the program services provide for empowering independence upon successful completion?	Board member scoring 10 Maximum points		
5.	INNOVATION AND PARTNERSHIPS	Is the program a new or creative approach in meeting an established priority need? Does the program exhibit originality in its delivery and is not a duplication of any program implemented by another agency and/or serving the same neighborhood?	Board member scoring 10 Maximum points		
6.	FINANCIAL FEASIBILITY	Do program costs appear reasonable and necessary in delivering proposed services?	Board member scoring 5 Maximum points		
7.	PERFORMANCE	Did the agency submit the proposal in its entirety and were responses to questions thorough enough to ascertain program intentions, processes and target population?	Board member scoring 10 Maximum points		
8.	DIRECT BENEFIT	Does the agency's proposed program and services benefit low income persons?	Board member scoring 10 Maximum points		
Total			100		

East Carolina University
Lucille W. Gorham
Intergenerational Community
Center
(ECU/LWGIGCC)
\$25,000.00

SECTION I

A. AGENCY INFORMATION & AUTHORIZATION

AGENCY NAME: ECU Lucille W. Gorham Intergenerational Community Center (IGCC)

AGENCY MAILING ADDRESS: Office of Sponsored Programs, East Carolina University, Charles Blvd., Room 2906, Greenville, NC 27858

AGENCY CONTACT: Barbara Gray Title Director

TELEPHONE#: 252-328-9540 FAX #: 252-328-4363

E-MAIL ADDRESS: osp@ecu.edu FED. TAX ID#: 56-60000403 DUNS# 607579018

received
1/10/17 e 12:27pm
AP

Required Documents

All of the following required documents must be included with the original application and the copy.
(Insert required copies in section entitled "Attachments" at end)

1. Articles of Incorporation and Bylaws
2. Current list of Board of Directors with Contact Information (address/ph#) & Meeting Schedule
3. Board of Directors' authorization to submit request
4. Organizational Chart
5. CPA Audited Statement of financial position & financial audits (2014 & 2015 calendar years)
6. Total Agency Budget & Budget for this Proposed Project
7. IRS Form 990 (2014 & 2015 calendar years)
8. Federal Tax ID Number Verification
9. DUNS Number Verification
10. Resume and Duties (this program only) for program personnel and staff involved in the program for which these funds are requested
11. Current IRS Recognition of Exemption Letter
12. Liability, property, and fidelity bond insurance coverage documentation
13. Valid facility lease or deed (program location)

AMOUNT OF FUNDING BEING REQUESTED: \$ 25,000

AUTHORIZATION OF FUNDING REQUEST

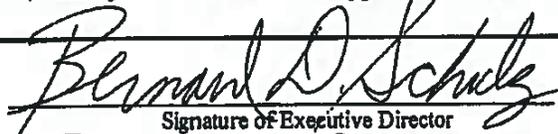
My signature below, affirms that the information provided in this application for funding and attachments are accurate and true to the best of my knowledge. I further certify that this funding request is consistent with our agency's Mission, Articles of Incorporation, and Bylaws and has been approved by a majority of our governing body.


Signature of Board Chair

Barbara H. Gray

Director of Sponsored Programs
Printed name of Board Chair

Date: 01/05/2017


Signature of Executive Director

BERNARD D. SCHULZ

Printed name of Executive Director

Date: 1/5/17

NOTE: The "Original" Proposal must contain an original signature and be marked original on the cover page.
Documents submitted to The City of Greenville are subject to public record requirements.

B. PROPOSED PROGRAM SUMMARY:

The primary purpose of this program is to help: Homeless Needs Persons with HIV/AIDS Persons with Disabilities /Special Needs Youth Development Owner Occupied Housing Needs Employment Needs Economic Growth Activity Other (please explain) _____

AGENCY Name:	ECU Lucille W. Gorham Intergenerational Community Center				
PROGRAM Title:	Youth Excelling for Success (YES)/IGCC Fit			X Public Services Economic Services	
PRIORITY NEED: (DETAILS - PG. __)	INDICATE WITH (X)	PROGRAM OPERATION: (DETAILS - PG. __)			
#1 – HOUSING NEEDS		PROGRAM LOCATION:			
#2 – SPECIAL NEEDS SERVICES					
#3 – PUBLIC SERVICES	X	TIME OF OPERATION:			
#4 – PUBLIC FACILITIES					
#5 – BUSINESSES & JOBS		New Program?	<input type="checkbox"/> Yes X <input type="checkbox"/> No	Underway?	<input type="checkbox"/> Yes <input type="checkbox"/> No
#6 – INFRASTRUCTURE		Existing Program?	X <input type="checkbox"/> Yes <input type="checkbox"/> No	Underway?	X <input type="checkbox"/> Yes <input type="checkbox"/> No
#7 – NEIGHBORHOOD SERVICES		Requested funding for program before?			X <input type="checkbox"/> Yes <input type="checkbox"/> No
HUD ELIGIBILITY DESIGNATION (NATIONAL OBJECTIVE CATEGORY): (DETAILS - PG. __)	X	1. Provide a benefit to low and moderate income persons			
		2. Prevent or eliminate slums or blight			
	X	3. Meet an urgent community need that threatens health/welfare of citizens			
PROGRAM SUMMARY: (Must reference page(s) where details are provided)					
PROGRAM OBJECTIVE / DESCRIPTION: (DETAILS - PG. __)			PROGRAM (NEED) RATIONALE: (DETAILS - PG. __)		
(1) (DESCRIBE THE TARGET GROUP TO BE SERVED AND PROGRAM PURPOSE) THE TARGET POPULATION IS LOW INCOME, AFRICAN AMERICAN YOUTH IN SECOND THROUGH SEVENTH GRADE IN THE WEST GREENVILLE COMMUNITY AND LOCAL HOMELESS SHELTER. CONTINUING TO PROMOTE HEALTHY COMMUNITY MENTORING RELATIONSHIPS, HEALTH & WELLNESS ACTIVITIES, AND EXPOSING YOUTH TO EDUCATIONAL AND CULTURAL ENRICHMENT EXPERIENCES ARE THREE PROVEN WAYS TO REDUCE RISK FACTORS FOR THESE LOW-INCOME YOUTH.			(2) (JUSTIFY THE NEED FOR THE SERVICES BEING PROPOSED) THE FUNDS WILL AFFORD AN OPPORTUNITY FOR THESE LOW INCOME, AT RISK AFRICAN AMERICAN YOUTH TO BE MENTORED, MOTIVATED, AND EXPOSED TO HEALTH & WELLNESS PROJECT, DIVERSE EDUCATIONAL AND CULTURAL EXPERIENCES, AND ARTS.		
SPECIFIC SERVICE(S) TO BE DELIVERED: (DETAILS - PG. __)			PROGRAM OUTCOME MEASUREMENT: (DETAILS - PG. __)		
(3) (STATE THE SERVICES THAT WILL BE RENDERED TO THE TARGET GROUP) THE FUNDS WILL PROMOTE POSTIVE MENTORING OPPORTUNITIES AND PURCHASE SUPPLIES, VENDORS, ADMISSION, AND TRANSPORTATION FOR LOW INCOME, AT RISK AFRICAN AMERICAN YOUTH TO VISIT OTHER COMMUNITY AGENCIES, UNIVERSITIES/COMMUNITY COLLEGES, PARKS/RECREATION EVENTS, THEATER OF ARTS/MOVIES, MUSICALS, PNC ARENA EVENTS, SPORTS EVENTS, MUSEUMS, FARMS, FOOD BANKS, CAMPING/FISHING, TALENT SHOW EVENTS, PUBLIC RELATION AND COMMUNITY EVENTS, FIRE/RESCUE DEPARTMENT, POLICE DEPARTMENTS, YOUTH EMPOWERMENT EVENTS, AND STUDENT LEARNING ACTIVITIES.			(4) (DEFINE WHAT WILL BE A UNIT OF SERVICE) (HOW WILL THE TOTAL NUMBER SERVED BE DETERMINED?) AN AVERAGE OF 85 YOUTH FROM (YES/IGCC FIT) AND 5 YOUTH FROM THE HOMELESS SHELTER WILL BE CONNECTED TO A POSITIVE MENTORING AND MOTIVATIONAL FACILITATORS IN THEIR COMMUNITY. A TOTAL OF 90 YOUTH WILL BE EXPOSED TO HEALTH AWARENESS, EDUCATIONAL AND AT LEAST THREE CULTURAL ENRICHMENT ACTIVITIES. THEY WILL HAVE AN OPPORTUNITY TO PARTICIPATE IN AT LEAST TWO PLANNED TRIPS OUTSIDE THE COMMUNITY. THESE TRIPS WILL PROVIDE AN OPPORTUNITY TO EXPOSE YOUTH TO SCIENCE TECHNOLOGY ENGINEERING ARTS & MATH IN DIVERSE SETTINGS.		
Funding Source	Proposed Outcomes		Prior Year Outcomes		How will requested funding be used (DETAILS - PG. __) (5) Admission \$8,000 Travel \$12,000 Supplies \$4000 Mentorship \$1,000 Other \$ _____
	(2017-18) Funding Requested	Units of Service TO BE PROVIDED (PG. __)	(2015-16) Funding Allocated	Actual Units of Service Delivered	
CDBG	\$ 25,000	90	\$12,000	80	
Other	\$ 400,000		\$		
Total:	\$		\$		

SPECIFIC PROGRAM SERVICES/ACTIVITIES:

1. List the specific activities/services that will be provided by the program:

MENTORSHIP

Mentoring in Youth Excelling for Success/IGCC Fit provides access to a support system during critical stages of youth growth through academics and cultural development. Research shows that a caring adult can make a significant difference in a child's future. Mentors serve as role models, advocates, motivators, and advisors. Various studies confirm that mentors help youth augment social skills and emotional well-being, improve cognitive skills, and plan for the future. Effective high quality of mentoring also positively impacts attendance at school, lowers dropout rates, and decrease involvement with drugs and violent behavior. Through our experience, mentoring works. Without the guidance and support from a caring mentor, youth can make choices that would undermine their future and ultimately, the economics and social well-being of our communities.

PARTICIPATION IN EDUCATIONAL AND CULTURAL OPPORTUNITIES

Key elements of successful interventions for at risk youth includes enrichment opportunities and accelerated learning, hands on learning, exposure to visual, and performing arts, field trips, character education, critical thinking skills, foreign languages, and technology. Participation in educational and cultural opportunities addresses several protective factors in the prevention of delinquency, including: ongoing presence of motivation and empowering adults, opportunities for achievement, opportunities for recognition, involvement in experiencing visual and physical pro-social events and activities, and exposure to diverse perspectives and experiences. This year, a Youth Health Fair, Service Learning, and Youth Expo will focus on hands on experiences and be incorporated in the programming. It will involve the youth going out into the community and local businesses to provide public services to: community gardens, the homeless shelters, the soup kitchen, river parks, city spring clean-up, neighborhood yard care, and youth day to serve seniors. Grant funds will assist in training, admissions, & transporting youth to various locations to continue building upon the cultivation of our future.

2. List program goals to be achieved and project the number of people that will benefit from those achievements.
 - a. 90 youth (5 of which will be from the local homeless shelter) will have an opportunity to be engaged in a positive learning environment, facilitated by mentors/trainers in their community
 - b. 90 youth (5 of which will be from the local homeless shelter) will be exposed to at least three health & wellness activities
 - c. 90 youth (5 of which will be from the local homeless shelter) will participate in at least three planned trips outside their community that embrace and shape creative educational and cultural enrichment development. The trips may include several destinations such as Zoo, Aquarium, Beaches, Musicals, Sport and Talent Show Events, PNC Arena Events, Museums, Theaters/Movies, Universities, Colleges, Amusement Parks, Battleship, Spirit of Norfolk, DC Monument, and Recreational Parks.

PROGRAM RATIONALE:

4. Why is there a need for this program? It has been shown mentorship, training/demonstrations, and participation in educational, health & wellness, and cultural enrichment opportunity extract positive outcomes. Currently the youth in the community spend most of their time traveling to and from school, causing them to lose an opportunity to build supportive relationships in their own community that can enhance healthy development. Research shows that students in high performing community schools outperformed non-community schools in math and reading by large ratios. To address some of those needs, IGCC fit & the Youth Excelling for Success is committed to providing projects and community events that will address low income, at risk African American youth through providing opportunities to participate in developing healthier thinking in areas of health awareness, science, technology, engineering, arts, and math and behavior modification. Recent evidence (Harris, 2006) suggests that the complex web of social relationships students experience—with peers, adults in the school, and family members—uses a much greater stimulus on their behavior than researchers had previously assumed. This process starts with youths' core relationships with parents or primary caregivers in their lives, which form a personality that is either secure and attached or insecure and unattached. Securely attached children typically behave better in school (Blair et al., 2008). Once students are in school, the dual factors of socialization and social status contribute significantly to behavior. The school socialization process typically pressures youth to be like their peers or risk social rejection, whereas the quest for high social status drives students to attempt to differentiate themselves in some areas—sports, personal style, sense of humor, or street skills, for example. Socioeconomic status forms a huge part of this equation. Children raised in poverty rarely choose to behave differently, but they are faced daily with overwhelming challenges that affluent children never have to confront, and their brains have adapted to suboptimal conditions in ways that undermine good school performance. Providing opportunities for recognition, involvement, empowerment, pro-social activities, and diverse perspectives and hands on experiences through performing arts, field trips, academic education and cultural enrichment will enhance positive growth and development.
5. Will this program assist an especially needy or underserved group? yes no
If so, identify and explain.
The youth involved in the projects at IGCC have been identified as belonging to extremely low income, at risk African American families, with lack of educational outing opportunities. It provide services to these families that would otherwise be unaffordable based on income, fees associated with service provided, and resources available. The ambition to find productive afterschool care is lessen with Youth Excelling for Success in the West Greenville community.
6. Accessibility: What steps will be taken to ensure this program (as well as your overall program) is accessible to people with physical and other disabilities? IGCC transportation, physical structure, and classrooms are handicap assessable. The program meets the needs of the community and adheres to local, state, and government guidelines. There are social aspects, such as non-discrimination in employment and service delivery, and equal treatment in all resources provided with and without disabilities. IGCC works diligently to insure issues of accessibility are raised with those who plan, design and/or build facilities, employers, and the community and society about the rights and needs of people with disabilities.
7. Are there any letters of support, letters of reference, news articles, thank you letters, letters of request for assistance, commitment letters, for the program being proposed? Yes, there are letters of support, and other items to demonstrate the success of project proposed.
If so, include copies in the "Attachment" section.

C. PROGRAM BUDGET INFORMATION

Instructions: For each cost category enter the amount necessary to complete the program. Include requested CDBG funds under column two and all other sources (including program income, if applicable) under column three. **Provide descriptions and justifications (calculations) for cost categories and identify other funding sources.**

(1) COST CATEGORY	(2) CDBG FUNDING REQUESTED	(3) OTHER FUNDING	(4) TOTALS
A. Personnel	\$	\$	\$
1. _____	1. _____	1. 52,800	1. 52,800
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
B. Payroll Tax Expense	\$	\$	\$
1. _____	1. _____	1. \$20,741	1. \$20,741
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
C. Fringe Benefits	\$	\$	\$
1. _____	1. _____	1. _____	1. _____
2. _____	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. _____	4. _____	4. _____	4. _____
D. Operating/Program	\$	\$	\$
1. Travel	\$10000	\$15,000	\$22,000
2. Equipment (lease/rental)	\$	\$2,000	\$2,000
3. Printing/Copying	\$2000	\$2,000	\$2,000
4. Supplies	\$3000	\$33,700	\$35,700
5. Mentorship/Training	\$ 5000	\$	\$
6. Other (Admissions)	\$5000		\$6,000

(1) Footnote Cost Descriptions/Justification(s):	(2) Other Funding Source (s):
Funding will be for contractual services, transportation, admission, and office/school supplies. The cost of the trips will depend on the number of participants, cost of gas, length of trip, and other variables.	NC Dept. of Public Instruction, East Carolina University, and City of Greenville

PROGRAM GOALS, PERFORMANCE, AND OUTCOMES

1. List program goals in detail.
90 participants (5 of which will be from the local homeless shelter) will have an opportunity to be engaged in a positive learning environment, facilitated by adult mentors in their community
90 participants (5 of which will be from the local homeless shelter) will be exposed to at least two cultural enrichment activities
90 participants (5 of which will be from the local homeless shelter) will participate in at least three planned trips outside their community that embrace and shape creative educational and cultural enrichment development. The trips may include several destinations such as Zoo, Aquarium, Beaches, Sport and Talent Show Events, Gardening/Farm, PNC Arena Events, Museums, Theaters/Movies, Musicals, Universities, Colleges, Amusement Parks, Battleship, Greenhouses, Spirit of Norfolk, DC Monument, and Recreational Parks.
2. Estimated number of persons to be served: 90

What is a unit of service? Number of youth
3. Select performance measurement indicators – (select all that apply):
 - Housing units occupied by first time homebuyers;
 - Number of target population served;
 - Counseling/education /technical assistance provided;
 - Jobs created/retained/job training;
 - Low and moderate-income persons;
 - Low and moderate-income businesses assisted;
 - Number of persons with improved access, etc.
 - Service/activity provided, please specify Food Demonstrations, Line Dancing, Training
 - Other, please specify _____
4. List source(s) of information/documentation, techniques, and processes that will be used to measure performance. Applications, Sign Consent Forms, Attendance Log, Sign In/Out Sheet, Participant Contact Log, Trip Check List, Facilitator Form, Training Agendas.
5. Indicate applicable program performance measurement outcomes.
 - Creating Suitable Living Environments
 - Accessibility for the purpose of creating Suitable Living Environments
 - Affordability for the purpose of creating Suitable Living Environments
 - Sustainability for the purpose of creating Suitable Living Environments
 - Providing Decent Affordable Housing
 - Accessibility for the purpose of providing Decent Housing
 - Affordability for the purpose of providing Decent Housing
 - Sustainability for the purpose of providing Decent Housing
 - Creating Economic Opportunities
 - Accessibility for the purpose of creating Economic Opportunities
 - Affordability for the purpose of creating Economic Opportunities
 - Sustainability for the purpose of creating Economic Opportunities

SECTION III

A. AGENCY PROFILE

Briefly describe your agency.

Provide a brief history of the organization, the mission statement, vision, and the length of time the agency has been providing proposed services. Describe the agency's experience with federal program funding. Describe the agency's administrative structure.

The Lucille W. Gorham Intergenerational Community Center evolved as a result of collaborations between the West Greenville Community, East Carolina University, with the College of Human Ecology serving as the lead entity, and the City of Greenville. As a result of these relationships, it was agreed that a community center would be the best vehicle to serve many of the self-identified needs of the community. The Center's purpose is to continue to provide services to the community in the areas of education, health and wellness, community engagement, partnership, resources, and economic development. The Mission is to provide quality services that empower positive changes across generations. IGCC opened its doors in January 5, 2007, after two years of collaboration and planning. East Carolina University (CHE) committed a fulltime senior faculty and Program Director to the Center, as well as funds for student interns and operational funds. The university committed funds for the rent payment to the city and a full-time administrative associate. The City of Greenville purchased the buildings where the Center is located and committed funds for renovation and maintenance. Since inception, the residents have actively identified the need for programs that: 1) assist their children academically including prevention and intervention in gang involvement, 2) provide programs to improve health and wellness, and 3) assist with their struggles to understand and cope in an environment of stress (e.g., domestic violence, criminal activity, grief, racial disparities, and unemployment). The Center also provides apprentice opportunities, educational opportunities, social activities, meeting facilities, health screenings, and a variety of programs for all ages.

The Center a department within the Division of Student Affairs at East Carolina University, is community oriented, and as a result, it has acquired an enthusiastic clientele. Since 2009, when tracking of usage started, the Center has served over 16,000 clients per year and has planned and delivered at least 15 continuing programs in collaboration with numerous community partners. The Center receives CDBG funding from the city. The Division of Student Affairs is led by Dr. Virginia Hardy, Vice Chancellor for Student Affairs, with the Center Director, Deborah Moody co-reporting to Dr. Hardy and Associate Vice Chancellor for Student Affairs Dr. Bernard Schulz. Shawan M. Barr is the Program Coordinator and Interim Business Officer. The Center also employs a Program Director, Family Coordinator, Office Manager, Early Childhood Development Instructors, and Human Services Associates. The Center is also assisted by several ECU interns, ECU Graduate Assistant, and other volunteers.

B. MANAGEMENT STRATEGY

Instructions: Outline your agency's capacity to undertake the proposed program.

Provide evidence of your grant administration capabilities, including policies and procedures for financial grant management, staff's experience in working with CDBG programs and projects of this type. If agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnerships with other agencies and/or consultants.

ECU provides several supportive policies and procedures to ensure financial grant management occurs through the Office of Sponsored Programs. Bernard Schulz, Associate Vice Chancellor for Student Affairs services as the Principle Investigator for all Center grants. He has written grant proposals and supported grants that have funded other programs and services within the Division of Student Affairs at ECU. Associate Vice Chancellor Schulz works with the ECU office of Sponsored Programs (OSP) who is responsible for issuing, negotiating, and executing subawards/subcontracts on sponsored projects. A subaward is a legal commitment by ECU and must be executed by a university official authorized by the President of the UNC system.

ECU currently manages a sub recipient agreement with the City for this program. Both ECU and the City have been cooperative on the development and execution of the contract.

C. LEVERAGING

Describe specific resources (provide supporting documentation) your agency will bring to the program. Include and identify in-kind contributions, gifts, sweat equity, volunteer efforts, and all other resources.

The Center will provide the following in-kind resources to provide leveraging for this project:

Personnel:

Deborah Moody, Director of IGCC

Shawan M. Barr, Program Coordinator, IGCC

Over 2000 internship and volunteer hours

Other Resources:

Office Supplies, Printing, Technology: computers, projectors, copier machine, telephones, internet, etc

SECTION IV - SCORING CRITERIA

This scoring criterion is a primary tool in which grants awarded will be determined.

Agency Response is required: Your responses will be evaluated by Board members and Staff.

AGENCY:		ECU Lucille W. Gorham Intergenerational Community Center (IGCC)			
PROGRAM:		Youth Excelling for Success/IGCC Fit			
Evaluation Criteria:			AHLC Criteria:		AGENCY RESPONSE
1.	NEED FOR THE SERVICE	Does the Program address a Priority Need in accordance with the City's Consolidated Plan to HUD (listed in column on the right)	#1 – Housing Needs	30	Board member scoring will not exceed 30 points
			#2 – Special Needs	25	
			#3 – Public Services	20	
			#4 – Public Facilities	15	
			#5 – Businesses & Jobs	10	
			#6 – Infrastructure	5	
			#7 – Neighborhood Services	5	
2.	INTERNAL AND EXTERNAL CONSISTENCY	Can program strategies described in the proposal be reasonably implemented? Do the strategies make sense and appear achievable? Are expectations realistic?	Board member scoring 10 Maximum points		
3.	LEVERAGING	Will the agency utilize funds from other resources to implement program services or rely solely on the City's funding?	Board member scoring 15 Maximum points		
4.	SELF-SUFFICIENCY	Does the program services provide for empowering independence upon successful completion?	Board member scoring 10 Maximum points		
5.	INNOVATION AND PARTNERSHIPS	Is the program a new or creative approach in meeting an established priority need? Does the program exhibit originality in its delivery and is not a duplication of any program implemented by another agency and/or serving the same neighborhood?	Board member scoring 10 Maximum points		
6.	FINANCIAL FEASIBILITY	Do program costs appear reasonable and necessary in delivering proposed services?	Board member scoring 5 Maximum points		
7.	PERFORMANCE	Did the agency submit the proposal in its entirety and were responses to questions thorough enough to ascertain program intentions, processes and target population?	Board member scoring 10 Maximum points		
8.	DIRECT BENEFIT	Does the agency's proposed program and services benefit low income persons?	Board member scoring 10 Maximum points		
			Total	100	

Center for Family Violence
Prevention

(CFVP)

\$28,000.00

The City of Greenville, NC
Community Development Department
Housing Division

RECEIVED
4/10/17
@ 1:37 p.m.

2017-2018 Fiscal Year

Community Development Block Grant (CDBG) Sub-recipient Program Funding Application

Important Dates:

Mandatory Workshop: Wednesday, September 28, 2016

SESSION 1: 12:00 Noon-2:00 P.M.

SESSION 2: 6:00 P.M.-8:00 P.M.

(Only attend one session, not both.)

City of Greenville Municipal Building 201 West 5th Street
Third Floor Conference Room #329

Application Submission Deadline: Tuesday, January 10, 2017 – 3:00 PM

City of Greenville Municipal Building, 201 West 5th Street (3rd Floor)

Submit: (1) Original and (1) Copy – (Each must be in a separate bound folder or notebook)

Required Schedule of Agency Presentations and Workshops:

Affordable Housing Loan Committee Meeting

Agency Funding Requests

(Presentations to Committee) – Wednesday, February 8, 2017 – 3:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Affordable Housing Loan Committee Meeting

Agency Funding Recommendations

(Application Evaluation Workshop) – Wednesday, March 8, 2017 – 4:00 P.M.

City of Greenville Council Chambers

200 West 5th Street, 3rd Floor

Meetings and workshops are open public meetings

Contact information:

Sylvia D. Brown, Planner I

201 West 5th Street, 3rd Floor

Phone: (252) 329-4509 or (252) 329-4481

Fax: (252) 329-4631

Email: sbrown@greenvillenc.gov

B. PROPOSED PROGRAM SUMMARY:

The primary purpose of this program is to help: Homeless Needs Persons with HIV/AIDS Persons with Disabilities /Special Needs Youth Development Owner Occupied Housing Needs Employment Needs Economic Growth Activity Other (please explain) Domestic Violence Victims

AGENCY Name:		Center for Family Violence Prevention			
PROGRAM Title:		Individual and Group Crisis Recovery Services		<input checked="" type="checkbox"/> Public Services <input type="checkbox"/> Economic Services	
PRIORITY NEED: (DETAILS - PG. 18)		INDICATE WITH (X)	PROGRAM OPERATION: (DETAILS - PG. 11)		
#1 – HOUSING NEEDS			PROGRAM LOCATION: 150 E. ARLINGTON, GREENVILLE, 755 JOINS HOPKINS DR., GREENVILLE, CONFIDENTIAL SHELTER, GREENVILLE TIME OF OPERATION: 8:30-5PM (MON.-FRI.); MONDAY-SUNDAY (AS NEEDED), 24 HOURS A DAY, 7 DAYS A WEEK		
#2 – SPECIAL NEEDS SERVICES		<input checked="" type="checkbox"/>			
#3 – PUBLIC SERVICES		<input checked="" type="checkbox"/>			
#4 – PUBLIC FACILITIES					
#5 – BUSINESSES & JOBS			New Program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Underway? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
#6 – INFRASTRUCTURE			Existing Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Underway? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
#7 – NEIGHBORHOOD SERVICES			Requested funding for program before?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HUD ELIGIBILITY DESIGNATION (NATIONAL OBJECTIVE CATEGORY): (DETAILS - PG. 18)		<input checked="" type="checkbox"/>	1. Provide a benefit to low and moderate income persons		
			2. Prevent or eliminate slums or blight		
		<input checked="" type="checkbox"/>	3. Meet an urgent community need that threatens health/welfare of citizens		
PROGRAM SUMMARY: (Must reference page(s) where details are provided)					
PROGRAM OBJECTIVE / DESCRIPTION: (DETAILS - PG. 7)			PROGRAM (NEED) RATIONALE: (DETAILS - PG. 10)		
(1) (DESCRIBE THE TARGET GROUP TO BE SERVED AND PROGRAM PURPOSE) <u>THIS PROGRAM WILL ASSIST BOTH ADULTS AND CHILDREN WHO ARE VICTIMS OF DOMESTIC VIOLENCE AND WHO NEED BOTH INDIVIDUAL AND GROUP CRISIS AND RECOVERY SERVICES TO HEAL FROM THE DOMESTIC VIOLENCE SITUATION. THIS PROGRAM WILL ALSO ASSIST LOW TO MODERATE INCOME RESIDENTS WHO WOULD BENEFIT FROM PARENTING INSTRUCTION.</u>			(2) (JUSTIFY THE NEED FOR THE SERVICES BEING PROPOSED) Low and moderate income clients who use our services have the need to receive counseling, parenting and group educational and support group services, case management and advocacy case management but do not have the funds to pay.		
SPECIFIC SERVICE(S) TO BE DELIVERED: (DETAILS - PG. 7)			PROGRAM OUTCOME MEASUREMENT: (DETAILS - PG. 20)		
(3) (STATE THE SERVICES THAT WILL BE RENDERED TO THE TARGET GROUP) Services will include agency adult and child counseling services, parenting classes, advocacy case management services, shelter case management services and group educational and support group services.			(4) (DEFINE WHAT WILL BE A UNIT OF SERVICE) (HOW WILL THE TOTAL NUMBER SERVED BE DETERMINED?) <u>1 HOUR OF COUNSELING/SHELTER CASE MANAGEMENT/ADVOCACY CASE MANAGEMENT/GROUP EDUCATIONAL SERVICES, GROUP SUPPORT SERVICES</u> <u>1 HOURS OF PARENTING SERVICES</u> <u>TOTAL NUMBER SERVED WILL BE DETERMINED BASED ON THE NUMBER OF QUALIFIED CLIENTS</u>		
Funding Source	Proposed Outcomes		Prior Year Outcomes		How will requested funding be used (DETAILS - PG. 15)
	(2017-18) Funding Requested	Units of Service TO BE PROVIDED (PG. 7)	(2015-16) Funding Allocated	Actual Units of Service Delivered	
CDBG	\$28,000.00	945	\$27,200.00	458	Labor - \$ 26,900.00
Other	\$149,857.59		\$112,432.60		Training - \$ 0
Total:	\$177,857.59		\$139,632.60		Supplies - \$ 600.00
					Audit - \$ 500.00
					Other - \$ 0

SPECIFIC PROGRAM SERVICES/ACTIVITIES:

1. List the specific activities/services that will be provided by the program:

Individual and Group Crisis Recovery Services for victims of domestic violence and their children are necessary for total independent living from abuse as well as parenting classes for other qualified clients to help prevent abuse. These services will include the continuation of parenting classes, counseling sessions, shelter case management and advocacy case management. A new feature of the program will be the addition of support group and other educational group activities.

2. List program goals to be achieved and project the number of people that will benefit from those achievements.

Goal #1: Equip parenting clients with the necessary parenting skills to provide safe and healthy environments for children.

Goal #2: Assure long term recovery and independence from abuse by providing counseling services during and after the crisis.

Goal # 3: Provide case management services to domestic violence victims.

Goal # 4: Provide advocacy case management services to domestic violence victims

Goal # 5: Provide group support and/or group educational sessions

5 units of parenting instruction for 25 participants.

4 units of counseling sessions for 60 participants.

2 units of shelter case management/advocacy case management for 50 participants

16 units of group support sessions/group educational sessions for 30 participants

3. List the specific increase(s) in the level of service compared to your previous program (if applicable):

The program will be adding group services including support group and educational classes, to our list of services provided.

PROGRAM RATIONALE:

4. Why is there a need for this program?

Domestic violence victims (both adults and children) need counseling in order to move past the trauma of abuse before they can move on with their lives. Parenting instruction is needed by many parents in order to prevent potential abusive situations in the home. Case management services helps to identify resources to help victims move beyond abuse. Group services provide an avenue where victims can learn from others to help them move on with their lives. Counseling services and parenting classes involve a fee. This funding would enable qualified clients to receive these services at no charge.

5. Will this program assist an especially needy or underserved group? **X** yes **no**
If so, identify and explain.

Low to moderate income domestic violence victims for the counseling services, case management, group services and other low to moderate income clients who would benefit from the preventative services of parenting classes.

6. Accessibility: What steps will be taken to ensure this program (as well as your overall program) is accessible to people with physical and other disabilities?

The staff has been trained on the Access for All guidelines to ensure that individuals with disabilities will receive the needed services. In addition, the staff has also been trained in using the relay system and receives periodic in-service training on disability issues by disability advocates. Our shelter is equipped with a handicapped accessible bedroom and bathroom for disabled clients.

7. Are there any letters of support, letters of reference, news articles, thank you letters, letters of request for assistance, commitment letters, for the program being proposed?

If so, include copies in the "Attachment" section. **See Attachment section.**

C. PROGRAM BUDGET INFORMATION

Instructions: For each cost category enter the amount necessary to complete the program. Include requested CDBG funds under column two and all other sources (including program income, if applicable) under column three. Provide descriptions and justifications (calculations) for cost categories and identify other funding sources.

(1) COST CATEGORY	(2) CDBG FUNDING REQUESTED	(3) OTHER FUNDING	(4) TOTALS
A. Personnel	\$	\$	\$
1. Transitions Coordinator	1. 8,000.00	1. 24,000.00	1. 32,000.00
2. Counselors	2. 18,900.00	2. 89,900.00	2. 108,800.00
3.	3. _____	3. _____	3. _____
4.	4. _____	4. _____	4. _____
B. Payroll Tax Expense	\$	\$	\$
1. FICA	1. _____	1. 8,713.35	1. 8,713.35
2. Worker's Comp.	2. _____	2. 3,098.08	2. 3,098.08
3. Unemployment	3. _____	3. 1,139.00	3. 1,139.00
4.	4. _____	4. _____	4. _____
C. Fringe Benefits	\$	\$	\$
1. Health Insurance	1. _____	1. 4,757.16	1. 4,757.16
2.	2. _____	2. _____	2. _____
3.	3. _____	3. _____	3. _____
4.	4. _____	4. _____	4. _____
D. Operating/Program	\$	\$	\$
1. Training/Travel	\$	\$	\$
2. Equipment (lease/rental)	\$	\$	\$
3. Printing/Copying	\$	\$	\$
4. Supplies	\$ 600.00	\$ 12,000.00	\$ 12,600.00
5. Annual Audit	\$ 500.00	\$ 6,250.00	\$ 6,750.00
6. Other			

(1) Footnote Cost Descriptions/Justification(s): 25% Transitions Coordinator labor <u>Operating/Program Costs:</u> Includes \$600 for program supplies <u>Annual Audit:</u> \$500.00 for audit	(2) Other Funding Source (s): NC Governor's Crime Commission NC Council for Women United Way of Pitt Co. Fundraising Fees from Services FEMA ESG
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D. PROGRAM GOALS, PERFORMANCE, AND OUTCOMES

1. List program goals in detail.
One program goal is to provide a total of 4 hours of therapeutic counseling for 60 qualified clients in order to deal with safety issues relating to domestic violence and work toward creating a suitable and sustainable quality of life. A second goal is to provide 5 hours of parenting instruction for 25 adult qualified clients during the funding period in order to create a better and more suitable and sustainable quality of life for themselves and their children. A third goal is to provide 4 advocacy case management services to 50 individuals in order to identify risk, resources and help them transition to an independent and safer life. A fourth goal is to provide 16 group educational programs/group support sessions for 30 clients in order for them to achieve an independent and safer life.
2. Estimated number of persons to be served: 160 (unduplicated)

What is a unit of service? 1 hour of counseling/case management/ group support and educational services and 1 hour of parenting class
3. Select performance measurement indicators – (select all that apply):
 - Housing units occupied by first time homebuyers;
 - Number of target population served;
 - Counseling/education /technical assistance provided;
 - Jobs created/retained/job training;
 - Low and moderate-income persons;
 - Low and moderate-income businesses assisted;
 - Number of persons with improved access, etc.
 - Service/activity provided, please specify: Parenting session, counseling, case management, group support and educational services
 - Other, please specify _____
4. List source(s) of information/documentation, techniques, and processes that will be used to measure performance.
Client case notes and client satisfaction surveys. Client data and services provided will be kept in agency database
5. Indicate applicable program performance measurement outcomes.
 - Creating Suitable Living Environments
 - Accessibility for the purpose of creating Suitable Living Environments
 - Affordability for the purpose of creating Suitable Living Environments
 - Sustainability for the purpose of creating Suitable Living Environments
 - Providing Decent Affordable Housing
 - Accessibility for the purpose of providing Decent Housing
 - Affordability for the purpose of providing Decent Housing
 - Sustainability for the purpose of providing Decent Housing
 - Creating Economic Opportunities
 - Accessibility for the purpose of creating Economic Opportunities
 - Affordability for the purpose of creating Economic Opportunities
 - Sustainability for the purpose of creating Economic Opportunities

SECTION III

A. AGENCY PROFILE

Briefly describe your agency.

Provide a brief history of the organization, the mission statement, vision, and the length of time the agency has been providing proposed services. Describe the agency's experience with federal program funding. Describe the agency's administrative structure.

The Family Violence Program was started in 1983 and was incorporated in 1986. A safe house, New Directions was established that year. The organization was established to provide safety and support services to victims of domestic violence and their children. Our program is the only domestic violence service provider in Pitt County recognized by the NC Council for Women/Domestic Violence Commission. In 2009, the organization changed its name to Center for Family Violence Prevention to better represent our services and service area as we added the counties of Beaufort, Martin and Washington. As the needs of victims of domestic violence have expanded through the years, our agency has added services to meet those needs. We now provide 24-hour safe shelter and crisis line, counseling for adults and children, court advocacy, parenting instruction, career counseling, abuse in later life services, abuser treatment services and a Family Center offering supervised visitation and monitored exchange services.

Our mission is to break the cycle of domestic violence while enhancing individual self-sufficiency and promoting health family relationships.

The agency is a current recipient of CDBG funds. In addition, the agency has received federal Victims of Crime Act (VOCA) and Violence Against Women Act (VAWA) grants through the North Carolina Governors Crime Commission as well as Family Violence Prevention Services Administration grant through the NC Council for Women/Domestic Violence Commission.

Agency's Administrative Structure – See attached Organizational Chart

B. MANAGEMENT STRATEGY

Instructions: Outline your agency's capacity to undertake the proposed program.

Provide evidence of your grant administration capabilities, including policies and procedures for financial grant management, staff's experience in working with CDBG programs and projects of this type. If agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnerships with other agencies and/or consultants.

- Grant financial management is through our accounting program, which is QuickBooks.
- The administrative assistant writes all checks, including payroll, posts all bills, makes all deposits, except those from the retail stores.
- All checks over \$600 require two signatures.
- An independent CPA firm does a yearly audit.
- Petty cash is kept at three locations: All receipts are turned into the main office.
- Bank reconciliations are done on a monthly basis by the administrative assistant and it is reviewed by the Board treasurer.
- Financial statements are prepared and reviewed by the Board of Directors at their regularly scheduled meetings.
- Management is given budget vs. actual data for each grant on a monthly basis.

C. LEVERAGING

Describe specific resources (provide supporting documentation) your agency will bring to the program. Include and identify in-kind contributions, gifts, sweat equity, volunteer efforts, and all other resources.

We will be providing staff and services for our clients at our program locations. We use interns from East Carolina University, Pitt Community College and other area colleges as well as volunteers to assist with the delivery of services.

We periodically get cash and material donations from the community of supplies such as toiletries, paper products, personal care products, food and other household items.

We are also seeking funding from other funders including the North Carolina Governors Crime Commission, the North Carolina Council for Women/Domestic Violence Commission and United Way of Pitt County for this project.

SECTION IV - SCORING CRITERIA

This scoring criterion is a primary tool in which grants awarded will be determined.

Agency Response is required: Your responses will be evaluated by Board members and Staff.

AGENCY:		Center for Family Violence Prevention				
PROGRAM:		Individual and Group Crisis Recovery Services				
Evaluation Criteria:			AHLC Criteria:	AGENCY RESPONSE		
1.	NEED FOR THE SERVICE	Does the Program address a Priority Need in accordance with the City's Consolidated Plan to HUD (listed in column on the right)	#1 – Housing Needs	30	Board member scoring will not exceed 30 points	Yes - The agency addresses the priority needs of housing services (#1) and public services (#3). The housing service needs are those of the target population of domestic violence victims in the shelter and the public services include parenting classes and other individual and group services for both residential and non-residential domestic violence victims and other qualified clients.
			#2 – Special Needs	25		
			#3 – Public Services	20		
			#4 – Public Facilities	15		
			#5 – Businesses & Jobs	10		
			#6 – Infrastructure	5		
			#7 – Neighborhood Services	5		
2.	INTERNAL AND EXTERNAL CONSISTENCY	Can program strategies described in the proposal be reasonably implemented? Do the strategies make sense and appear achievable? Are expectations realistic?	Board member scoring 10 Maximum points		Yes – Program strategies are already in place. These strategies are achievable and realistic as they are based on numbers and results with previous clients. We have reviewed our program strategies and have made adjustments in our services based on a review of past results.	
3.	LEVERAGING	Will the agency utilize funds from other resources to implement program services or rely solely on the City's funding?	Board member scoring 15 Maximum points		Yes – Other funds to implement program services are being sought from the NC Council for Women and the NC Governors Crime Commission and United Way of Pitt County.	
4.	SELF-SUFFICIENCY	Does the program services provide for empowering independence upon successful completion?	Board member scoring 10 Maximum points		Yes- Program services are designed to empower participants with tools to both identify risk/resources and move past abuse and/or to promote good parenting to prevent abuse.	
5.	INNOVATION AND PARTNERSHIPS	Is the program a new or creative approach in meeting an established priority need? Does the program exhibit originality in its delivery and is not a duplication of any program implemented by another agency and/or serving the same neighborhood?	Board member scoring 10 Maximum points		Yes –The program assists domestic violence victims and other qualified clients by empowering them to rebuild their lives through individual and group crisis recovery services. We continue to implement the LAP model that brings an evidence based partnership tool to the services. It is not a duplication of services as we are the only NC Council for Women recognized provider of domestic violence services in Pitt County.	

6.	FINANCIAL FEASIBILITY	Do program costs appear reasonable and necessary in delivering proposed services?	Board member scoring 5 Maximum points	Yes – CDBG funding is only supplying part of the cost of the program. Materials costs are based on actual costs.
7.	PERFORMANCE	Did the agency submit the proposal in its entirety and were responses to questions thorough enough to ascertain program intentions, processes and target population?	Board member scoring 10 Maximum points	Yes – This proposal was developed with the input of both program and administrative staff and reviewed by several staff before submission.
8.	DIRECT BENEFIT	Does the agency's proposed program and services benefit low income persons?	Board member scoring 10 Maximum points	Yes- This funding will enable low income victims of domestic violence and other qualified clients to access the individual and group crisis recovery services outlined in this proposal.
Total			100	

L.I.F.E. of NC, Inc.

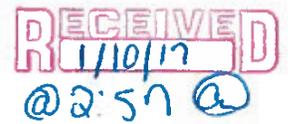
DBA

STRIVE

(STRIVE)

\$30,000.00

COPY



2017-2018 Fiscal Year
COMMUNITY DEVELOPMENT BLOCK GRAND (CDBG)
Sub-recipient Program Funding Application

Submitted

By

LIFE OF NC INC.

Joyce C. Jones, Executive Director

Post Office Box 30733

Greenville, NC 27833

(252) 752-9774

B. PROPOSED PROGRAM SUMMARY:

The primary purpose of this program is to help: Homeless Needs Persons with HIV/AIDS Persons with Disabilities /Special Needs Youth Development Owner Occupied Housing Needs Employment Needs Economic Growth Activity Other (please explain) _____

AGENCY Name:	LIFE of NC Inc.		
PROGRAM Title:	PROJECT CONNECT	<input type="checkbox"/> Public Services <input checked="" type="checkbox"/> Economic Services	
PRIORITY NEED: (DETAILS - PG. ___)	INDICATE WITH (X)	PROGRAM OPERATION: (DETAILS - PG. ___)	
#1 – HOUSING NEEDS		PROGRAM LOCATION: 600 WEST THIRD STREET, GREENVILLE, NC	
#2 – SPECIAL NEEDS SERVICES			
#3 – PUBLIC SERVICES			
#4 – PUBLIC FACILITIES			
#5 – BUSINESSES & JOBS	<input checked="" type="checkbox"/>	TIME OF OPERATION: 8AM TO 5PM	
#6 – INFRASTRUCTURE		New Program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Underway? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
#7 – NEIGHBORHOOD SERVICES		Existing Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No Underway? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HUD ELIGIBILITY DESIGNATION (NATIONAL OBJECTIVE CATEGORY): (DETAILS - PG. ___)	<input checked="" type="checkbox"/>	Requested funding for program before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		1. Provide a benefit to low and moderate income persons 2. Prevent or eliminate slums or blight 3. Meet an urgent community need that threatens health/welfare of citizens	
PROGRAM SUMMARY: (Must reference page(s) where details are provided)			
PROGRAM OBJECTIVE / DESCRIPTION: (DETAILS - PG. ___)		PROGRAM (NEED) RATIONALE: (DETAILS - PG. ___)	
(1) (DESCRIBE THE TARGET GROUP TO BE SERVED AND PROGRAM PURPOSE) Project CONNECT seeks to place "hard to employ" LIFE Program Participants with little or no work experience, in businesses for a set period of time, during which they will perform specific jobs within these respective companies. During a one year time period of this project, LIFE of NC proposes to place 20 individuals into the participating work places, with exact numbers per employer to be determined as the project proceeds. Work experiences will average 60 days/12 weeks in length. Project CONNECT proposes to pay a stipend to participants for the duration of the work experience at \$9.00 a hour. Also included as part of the demonstration, Project CONNECT proposes to hire a Work Navigator to serve as a point of contact between the participant, employer and LIFE of NC. The Work Navigator will be available to address participant-specific needs that may arise during the course of the paid work experience. In exchange for this contribution from LIFE of NC, the employers agree to consider hiring program participants at the completion of the paid work experience. Employers will also understand that while on the job, participants will have the opportunity to: explore a specific career field; develop skill levels; participate in an active learning environment; and learn how to work in a team. In addition, participants will have the opportunity to improve soft skills, like communication and customer service. There will also be the added benefit of learning to work within an organizational framework, where participants will receive both positive and negative feedback from their supervisor. Participants who participant in this project must complete a Job Readiness Training Program and enroll in some type of educational learning curriculum in order to enhance their education.		(2) (JUSTIFY THE NEED FOR THE SERVICES BEING PROPOSED) As outlined in the <u>State of the North Carolina Workforce 2011-2020</u> , "An examination of historical data finds that individuals with a baccalaureate degree were half as likely to be unemployed as the average worker, while individuals without a high school degree were twice as likely as the average worker to be unemployed," With 15 percent of local residents over the age of 25 not attaining a high school diploma or the equivalent, the need for The Pitt County Reentry Program and the broad array of services provided to 'difficult to employ' individuals will become increasingly important to this economy. The report warns that these areas must transition their economies and their workforce quickly or face the loss of employees to more urban areas where better paying jobs are more readily available.	
SPECIFIC SERVICE(S) TO BE DELIVERED: (DETAILS - PG. ___)		PROGRAM OUTCOME MEASUREMENT: (DETAILS - PG. ___)	

(3) (STATE THE SERVICES THAT WILL BE RENDERED TO THE TARGET GROUP)

Job Readiness skills and attitudinal training program, placement in paid work experience, assistance in enrollment into higher education , job search job placement ,Assessment and Case management services.

(4) (DEFINE WHAT WILL BE A UNIT OF SERVICE)

(HOW WILL THE TOTAL NUMBER SERVED BE DETERMINED?)
It will be determined by the number of individuals who attain an outcome.

Funding Source	Proposed Outcomes		Prior Year Outcomes		How will requested funding be used (DETAILS - PG. __) (5)
	(2017-18) Funding Requested	Units of Service TO BE PROVIDED (PG. __)	(2015-16) Funding Allocated	Actual Units of Service Delivered	
CDBG	\$30,000.00	20	\$		Labor - \$ 29,400.00
Other	\$120,000.00		\$		Training - \$
Total:	\$150,000.00		\$		Supplies - \$
					Audit - \$ 600.00
					Other - \$

SPECIFIC PROGRAM SERVICES/ACTIVITIES:

1. List the specific activities/services that will be provided by the program:

To address the challenges posed by this population, Project Connect will partner with employers to provide paid work experience for these participants. These efforts will create jobs and provide short-term paid work experience that will lead to full time employment. Project Connect Program will consist of four components designed to provide participants who are "difficult to employ" to low-skill and on to mid-skill employees.

Job Readiness skills and attitudinal training program

Enhanced Education and credentialing attainment

Paid work experience opportunities, job creation and full time placement

Assessment and case management services

2. List program goals to be achieved and project the number of people that will benefit from those achievements.

To engage at least 5 employers

Enroll 80 unemployed residents in Job Training.

Graduate at least 75% from the Job Training Program.

Place 20 in paid work experience

Improve the skill set of 20 participants to include credentials.

Place 15 participants in better or newly created jobs with the long term outcome of career success

PROGRAM RATIONALE:

4. Why is there a (need) for this program?

As outlined in the State of the North Carolina Workforce 2011-2020, "An examination of historical data finds that individuals with a baccalaureate degree were half as likely to be unemployed as the average worker, while individuals without a high school degree were twice as likely as the average worker to be unemployed," With 15 percent of local residents over the age of 25 not attaining a high school diploma or the equivalent, the need for the Pitt County Reentry Program and the broad array of services provided to 'difficult to employ' individuals will become increasingly important to this economy. The report warns that these areas must transition their economies and their workforce quickly or face the loss of employees to more urban areas where better paying jobs are more readily available

5. Will this program assist an especially needy or undeserved group? _x_ yes _no
If so, identify and explain.

Project Connect Program is specifically geared toward providing paid work experience, job training, educating, credentialing and creating jobs for persons who are deemed 'difficult to employ' ..

6. Accessibility: What steps will be taken to ensure this program (as well as your overall program) is accessible to people with physical and other disabilities?

This facility is handicap accessible. We have a partnership with Vocational Rehabilitation, and all efforts are made to ensure that the needs of this population are met.

7. Are there any letters of support, letters of references, news articles, thank you letters, letters of request for assistance, commitment letters, for the program being proposed? No

If so, include copies in "Attachment" section.

C. PROGRAM BUDGET INFORMATION

Instructions: For each cost category enter the amount necessary to complete the program. Include requested CDBG funds under column two and all other sources (including program income, if applicable) under column three. Provide descriptions and justifications (calculations) for cost categories and identify other funding sources.

(1) COST CATEGORY	(2) CDBG FUNDING REQUESTED	(3) OTHER FUNDING	(4) TOTALS
A. Personnel	\$ 30,000.00	\$120,000.00	\$120,000.00
1. Case Manager	1. _____	1. 43,000.00	1.43,000.00
2. Job Developer	2. _____	2. 35,000	2. 35,000.00
3. Substance Abuse Counselor	3. _____	3. _____	3. _____
4. Part-Time Instructor	4. _____	4. 13,992.00	4. 13,992.00
		5	
B. Payroll Tax Expense	\$	\$7,772.40	\$7,772.40
1. Case Manager	1. _____	1. _____	1. _____
2. Job Developer	2. _____	2. _____	2. _____
3. _____	3. _____	3. _____	3. _____
4. Part-Time Instructor	4. _____		4. _____
C. Fringe Benefits	\$	\$4,200.00	\$4,200.00
1. Case Manager	1. _____	1. _____	1. _____
2. Job Developer	2. _____	2. _____	
4. Part Time Instructor	3. _____	3. _____	3. _____
	4. _____		
D. Operating/Program	\$	\$	\$
1. Travel	\$	\$1,000.00	\$1,000.00
2. Equipment (lease/rental)	\$	\$	\$
3. Printing/Copying	\$	\$	\$
4. Supplies	\$ 2,000.00	\$3,500.00	\$3,500.00
5. Annual Audit	\$600.00		
6. Other – Contract Labor & Educational Assistance	\$29,200.00	\$31,500	\$31,500.00

(1) Footnote Cost Descriptions/Justification(s):	(3) Other Funding Source (s):
To contract paid work experience for participants ; Audit Supplies and materials needed for participants and program.. Staff transportation for recruitment and follow-up	United Way NC Department of Commerce Contract Services- Pitt DSS Fundraising Activities

D. PROGRAM GOALS, PERFORMANCE, AND OUTCOMES

1. List program goals in detail.

**To secure 8 Employer Worksites for Paid Work Experience
To place 20 participants in paid work experience sites**

Improve the education or credentials of 20 participant placed in jobs by at least one level to facilitate moving to a higher wage

Place 15 participants in better or newly created jobs with the long term outcome of career success.

2. Estimated number of persons to be served: 80

What is a unit of service? **Attained outcomes according to identified goals**

3. Select performance measurement indicators – (select all that apply):

- Housing units occupied by first time homebuyers;
- Number of target population served;
- Counseling/education /technical assistance provided;
- Jobs created/retained/job training;
- Low and moderate-income persons;
- Low and moderate-income businesses assisted;
- Number of persons with improved access, etc.
- Service/activity provided, please specify **Paid Work experience, credentialing, Job Training**
- Other, please specify _____

4. List source(s) of information/documentation, techniques, processes that will be used to measure performance.

Attendance Sheets, work evaluations, credentialing, references, employer verification

5. Indicate applicable program performance measurement outcomes.

- Creating Suitable Living Environments**
 - _ Accessibility for the purpose of creating Suitable Living Environments
 - _ Affordability for the purpose of creating Suitable Living Environments
 - _ Sustainability for the purpose of creating Suitable Living Environments
- Providing Decent Affordable Housing**
 - _ Accessibility for the purpose of providing Decent Housing
 - _ Affordability for the purpose of providing Decent Housing
 - _ Sustainability for the purpose of providing Decent Housing
- Creating Economic Opportunities**
 - _ Accessibility for the purpose of creating Economic Opportunities
 - _ Affordability for the purpose of creating Economic Opportunities
 - _ Sustainability for the purpose of creating Economic Opportunities

SECTION III

A. AGENCY PROFILE

Briefly describe your agency.

Provide a brief history of the organization, the mission statement, vision, and the length of time the agency has been providing said/like services. Describe the agency's experience with federal program funding. Describe the agency's administrative structure.

LIFE of NC Inc., dba STRIVE NC a non-profit 501(c) 3, was established in 1999, in an effort to revitalize the economic and community base of Eastern North Carolina. LIFE's mission is to enhance the quality of life for our citizens by motivating lifestyle changes for families and communities. Through promoting and providing innovative training and educational opportunities, individuals and areas are empowered toward positive development intellectually and spiritually, in health and wellness, as well as financial independence.

LIFE of NC is made up of a 19-member Board of Directors, who is business, civic and organizational leaders in Greenville, NC. The Executive Director acts as the Chief Executive Officer to the Board of Directors. Our staff brings extensive experience associated with job development, human resources management, and accounting, totaling over 100 years of aggregate service. Financial statements are reviewed monthly by the Finance Committee and subsequently by the Board. Budget changes and revisions require full Board approval. Financial management and fiscal activities are taken care of monthly by an independent CPA firm.

Representatives from the community at large form the full Board of Directors and a smaller subset form the Executive Committee. The Executive Director is the liaison between the staff and the Board and oversees the day to day operations of LIFE of NC Inc.

LIFE has a number of varied donors and supporters. Since the organization existence in May 2000 we have successfully garnered the support of groups, agencies and foundations locally, state-wide and nationally. Contracts and funding comes from places such as: Pitt/Greene County Department of Social Services, Department of Corrections, Weinberg Foundation, the Governor's Crime Commission, United Way and the Federal Bureau of Justice, to name a few. We are currently one of the possible recipients of intermediary funding through the Department of Public Safety's project on re-entry for ex-offenders. The reason that we seek funding from varied sources is because we know that while need is great, resources are limited even for the most well-endowed foundations and institutions. Our track record and reputation mean that we have been able to garner support and meet our mission of outreach even during the roughest times.

B. MANAGEMENT STRATEGY

Instructions: Outline your agency's capacity to undertake the proposed program.

Provide evidence of your grant administration capabilities, including policies and procedures for financial grant management, staff's experience in working with CDBG programs and projects of this type. If agency staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnerships with other agencies and/or consultants.

The Executive Director and Finance Committee are responsible for the oversight and controls of the financial operations. The financial management activities are conducted by our CPA Firm which prepares and reconciles our financials monthly. These reports are reviewed by the Executive Director and Treasurer of the board and presented to the Board of Directors monthly for review and approval. LIFE of NC Inc. also conducts an annual audit. STRIVE has been a recipient of CDBG funds from 2004-2011 and 2014-2015, 2016-2017

C. LEVERAGING

Describe specific resources (provide supporting documentation) your agency will bring to the program. Include and identify in-kind contributions, gifts, sweat equity, volunteer efforts, and all other resources.

LIFE resources consist of office space, utilities, computer and internet access and telephone usage, office equipment, administrative support, limited clothing assistance, limited transportation assistance, referral services, other wrap around services, and sweat equity from existing program staff.

We also receive interns, volunteers and work-study students from East Carolina University and Pitt Community College.

SECTION IV - SCORING CRITERIA

This scoring criterion is a primary tool in which grants awarded will be determined.

Agency Response is required: Your responses will be evaluated by Board members and Staff.

AGENCY:		LIFE of NC Inc. dba STRIVE				
PROGRAM:		Pitt County Reentry Program				
Evaluation Criteria:					AGENCY RESPONSE	
1.	NEED FOR THE SERVICE	Does the Program address a Priority Need in accordance with the City's Consolidated Plan to HUD (listed in column on the right)	#1 – Housing Services		Board member scoring will not exceed 30 points	Our program addresses the needs of the “hardest to serve”, individuals in this community such as former offenders, homeless, high school dropout and welfare recipients.
			#2 – Special Needs			
			#3 – Community Services	10		
			#4 – Community Facilities			
			#5 – Businesses & Jobs	20		
			#6 – Infrastructure			
			#7 – Neighborhood Services			
2.	INTERNAL AND EXTERNAL CONSISTENCY	Can program strategies described in the proposal be reasonably implemented? Do the strategies make sense and appear achievable? Are expectations realistic?	Board member scoring 10 Maximum points		Yes LIFE has a tract record since May 2000 of working with this population with a 75% placement rate and a 12.9% recidivism rate.	
3.	LEVERAGING	Will agency utilize funds from other resources to implement program services or rely solely on the City's funding?	Board member scoring 15 Maximum points		Yes LIFE is currently utilizing multiple funding streams. We are in partnership with the North Carolina Department of Public Safety.	
4.	SELF-SUFFICIENCY	Does the program services provide for empowering independence upon successful completion?	Board member scoring 10 Maximum points		Yes. LIFE teaches personal responsibility, accountability and financial independence.	
5.	INNOVATION AND PARTNERSHIPS	Is the program a new or creative approach in meeting an established priority need? Does the program exhibit originality in its delivery and is not a duplication of any program implemented by another agency and/or serving a same neighborhood?	Board member scoring 10 Maximum points		YES. We are partnering with two of other nonprofits to provide Facility & Grounds Maintenance and Construction.	
6.	FINANCIAL FEASIBILITY	Do program costs appear reasonable and necessary in delivering proposed services?	Board member scoring 5 Maximum points		YES	
7.	PERFORMANCE	Did the agency submit the proposal in its entirety and were responses to questions thorough enough to ascertain program intentions, processes and target population?	Board member scoring 10 Maximum points		YES	
8.	DIRECT BENEFIT	Did the agency proposed program services will benefit low income persons?	Board member scoring 10 Maximum points		YES	
Total			100			