



SUMMARY OF

THE PROPOSED USE OF

2014 AND 2015

COMMUNITY SERVICES BLOCK GRANT

FUNDS

JANUARY 2013

Prepared for the Public Legislative Hearing
Before The
Senate Appropriations Committee
January 18, 2013
8:30 AM
Harvest Room, State Capitol

"We lead North Dakota's efforts to attract, retain and expand wealth."

TABLE OF CONTENTS

I. Program Description	
A. Origin of the Program	1
B. Purpose	2
C. State Responsibilities	3
D. Subgrantee Responsibilities	8
II. Distribution and Use of FY 2014 and FY 2015 CSBG Funds	
A. Authorization	9
B. Allocation	10
C. Distribution	11
D. CAA's Use of Pass-through Funds	12
E. Program Statistics	13
F. Use of Administrative and Discretionary Spending Authority	21

COMMUNITY SERVICES BLOCK GRANT LEGISLATIVE REVIEW REPORT FY 2014-2015

I. Program Description

A. Origin of the Program

The Community Services Block Grant (CSBG) represents the third generation of community-based anti-poverty programs, which began with the Economic Opportunity Act of 1964 which created a vehicle for local anti-poverty initiatives: nonprofit, private corporations called Community Action Agencies (CAAs). The CAA board of directors, which govern CAA activities, is required to consist of one-third elected public officials, currently holding office or their designated representative; at least one-third democratically-selected representatives of low-income persons; and the remainder of the members to be representatives of business, industry, labor, law enforcement, religious, educational groups or other major groups or interests in the service area.

CAAs were established throughout the country, serving jurisdictions of various sizes and populations. Urban CAAs often were confined to municipal boundaries; while rural CAAs encompassed multi-county areas. Initial CAA funding in North Dakota permitted the establishment of four tribal CAAs and the Southeastern North Dakota Community Action Agency, which served Steele, Traill, Cass, Richland, Ransom, and Sargent Counties. In 1973, a second regional CAA was established in Devils Lake to serve Benson, Cavalier, Eddy, Ramsey, Rolette and Towner Counties.

The Community Services Act of 1974 replaced the federal Office of Economic Opportunity (OEO) with the Community Services Administration (CSA). Subsequent changes in the national allocation formula increased North Dakota's share of CAA funds, permitting the establishment of five new CAAs. By 1976, all of the counties in the state, except the three counties in Region I, were served by a CAA.

Except for a brief period in the late 1970s, CAAs were directly funded and supervised by the federal government through the OEO and later the CSA. North Dakota's state economic opportunity office, also funded by OEO and CSA, had limited administrative authority and little influence on CAA activities within the state.

The Omnibus Budget Reconciliation Act of 1981 (OBRA) radically altered the relationship between the state and the CAAs. Categorical block grants, to be administered by the states, replaced many federally-administered, grant-in-aid programs. OBRA eliminated the Community Services Administration, substituting the CSBG.

North Dakota assumed the administration of the CSBG in 1982, with the Office of Intergovernmental Assistance (OIA), within the Office of Management and Budget, being delegated responsibility for administering several block grants created by OBRA, including the CSBG. OIA has now become the Division of Community Services (DCS), and the division was made a part of the ND Department of Commerce when that department was created in 2001.

When the North Dakota State Legislature reviewed the proposed CSBG State Plan in 1981, they requested that all 53 counties be served by a CAA, since the 3 counties in Region I continued to remain an unserved area. Following the procedures outlined in the CSBG Act at that time, the CAAs in Region II and Region VIII, at the request of the State, made presentations to the three county commissions in Divide, McKenzie and Williams Counties which make up Region I. The counties were given the choice to become part of either of the CAAs in Region II or Region VIII. In April of 1983, Divide, McKenzie and Williams Counties elected to become a part of the Region VIII CAA service area, thus enlarging the service area of Community Action Partnership from the eight counties in Region VIII to eleven counties in Regions I and VIII.

Initially CAA funding under the CSBG allocation to North Dakota was significantly smaller than CSA funding levels had been. As a result, staff levels at the CAAs were reduced substantially. However, the state managed to retain CAAs in all regions of the state without committing any state funds to the program.

B. Purpose

Subtitle B of OBRA, referred to as the Community Services Block Grant Act, authorized the CSBG program. In the 1998 reauthorization of the CSBG Act, the purpose of the CSBG is defined as providing assistance to states and communities, working through community action agencies and other neighborhood-based organizations, to reduce poverty, revitalize low-income communities and empower low-income families and individuals to become self-sufficient. To accomplish that, the objectives established by the Act are:

- To strengthen community capabilities for planning and coordinating all resources, including federal, state, local, private and other resources that support efforts to eliminate poverty, in order to respond to local needs and conditions;
- To organize a range of services to address the needs of low-income families and individuals, so they have a major impact on the causes of poverty in the community and help families and individuals in becoming self-sufficient;
- To strengthen innovative and effective community-based approaches to attack the causes and effects of poverty and of community breakdown;
- To maximize the participation of low-income community residents and members of groups served through the Act, to empower them to respond to the problems and needs in their communities;
- To broaden the resource base of programs that address the elimination of poverty to secure a more active role by private, religious, charitable and neighborhood-based organizations as well as individual citizens, and business, labor and professional groups who can influence the number and quality of opportunities and services for low-income people.

C. State Responsibilities

The CSBG program does not require state or local matching funds. To receive its CSBG award each year, the State must submit a plan for the use and distribution of CSBG funds and provide an annual report which includes information on statewide activities that were performed, program outcomes, services that were provided, and demographic information on the individuals and families served. The State plan must be accompanied by a statement of assurances, signed by the Governor or his designee, that the State and subgrantees will meet. The assurances include:

1. Information to show that the CSBG funds made available through the grant will be used:
 - a. To support activities that are designed to assist low-income families and individuals, including those receiving assistance under Part A of Title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families to enable the families and individuals:
 - (1) To remove obstacles and solve problems that block the achievement of self-sufficiency;
 - (2) To secure and retain meaningful employment;
 - (3) To attain an adequate education, with emphasis on improving literacy skills of the low-income family;
 - (4) To make better use of available income;
 - (5) To obtain and maintain adequate housing and a suitable living environment;
 - (6) To obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and
 - (7) To achieve greater participation in the affairs of the communities, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations and other public and private partners to document best practices based on successful grassroots intervention in urban areas and develop methodologies for widespread replication, and to strengthen and improve relations with local law enforcement agencies.
 - b. To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, promote increased community coordination and collaboration in meeting the needs of youth and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime.

- c. To make more effective use of, and to coordinate with, other programs related to the purposes of CSBG, including state welfare reform efforts.
2. A description of how the State plans to use discretionary funds made available from the remainder of the CSBG grant, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of CSBG.
3. Information provided by the eligible entities in the State, including:
 - a. A description of the service delivery system for services provided or coordinated with CSBG funds, and how they are targeted to low-income individuals and families in communities within the State;
 - b. A description of how linkages will be developed to fill identified gaps in services, through the provision of information, referral, case management, and follow-up consultations;
 - c. A description of how CSBG funds made available will be coordinated with other public and private resources; and
 - d. A description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the CSBG, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.
4. Assurance that the eligible entities will provide on an emergency basis for the provision of such supplies and services, nutritious foods and related services as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.
5. A description of how coordination will be carried out and linkages established between governmental and other social services programs to assure the effective delivery of services to low-income individuals and families, to avoid duplication of services, and to coordinate employment and training activities with other entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.
6. Encouragement of coordination efforts between antipoverty programs to ensure, where appropriate, that emergency energy crisis intervention programs under Title XXVI relating to low-income home energy assistance are conducted in each community.
7. A willingness to permit and cooperate with Federal investigations undertaken in accordance with the CSBG Act.

8. An assurance that any CAA that received pass-through CSBG funding in the previous fiscal year will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the CAA received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary of Health and Human Services as provided in Section 678C(b) of the CSBG Act.
9. Coordination of programs and formation of partnerships with other organizations serving low-income residents and members of the groups served by the State, including religious organizations, charitable groups and community organizations.
10. An assurance that the State will require each CAA to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the CAA board, to petition for adequate representation.
11. Each CAA, as a condition of receiving funding under the CSBG allotment, must submit to the State a community action plan that includes a community needs assessment.
12. An assurance that the State and the CAAs will participate in the Results Oriented Management and Accountability System or another performance measure system allowed by the Secretary of Health and Human Services.
13. Information describing how the State will carry out the assurances described in the law.
14. The State also must agree to certain Administrative Assurances:
 - a. To submit a CSBG application to the Secretary which contains the required information and provisions.
 - b. To make not less than 90 percent of the annual CSBG allocation available to the officially designated CAAs for use in carrying out their approved CSBG workplan.
 - c. If the State elects to recapture and redistribute funds to an eligible entity through a grant when unobligated funds exceed 20 percent of the amount distributed to that entity for a fiscal year, the State would redistribute the recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the CSBG.

- d. To spend no more than the greater of \$55,000 or 5 percent of its CSBG grant received for State administrative expenses, including monitoring activities.
- e. If the State has a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the US to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families.
- f. To hold at least one public hearing in the state to provide the public with an opportunity to comment on the proposed use and distribution of funds to be provided through the CSBG grant for the period covered by the State plan.
- g. The chief executive officer of the State is to designate an appropriate State agency for the purposes of carrying out the State CSBG program activities.
- h. To hold at least one legislative hearing every three years in conjunction with the development of the State plan.
- i. To make available each plan or revised State plan for public inspection in such a manner as will facilitate review of and comment on the plan.
- j. To conduct a full on-site review of each eligible entity at least once during each three-year period, with follow-up reviews, including prompt return visits to eligible entities and their programs that fail to meet the goals, standards, and requirements established by the State. Each newly designated entity is to have a full on-site review immediately after the completion of the first year in which they have received CSBG funds. The State should conduct other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the CSBG) terminated for cause.
- k. In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the CSBG or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to inform the entity of the deficiency to be corrected; require the entity to correct the deficiency; offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate; at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality

improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved; after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency.

- l. To establish fiscal controls, procedures, audits and inspections, as required under the Act.
- m. To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the CSBG.
- n. To participate, and ensure that all eligible entities in the State participate in, the Results-Oriented Management and Accountability (ROMA) System.
- o. To prepare and submit to the Secretary the required annual report on the measured performance of the State and its eligible entities.
- p. To comply with the prohibition against use of CSBG funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in the Act.
- q. To ensure that programs assisted by CSBG funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity.
- r. To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with CSBG program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity.
- s. To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the CSBG

program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the Community Services Block Grant program.

- t. To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of CSBG program funds.
- u. To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee.

The State further agrees that it will require the language of this certification be included in any subawards, which contain provisions for children's services and that all subgrantees shall certify accordingly.

D. Subgrantee Responsibilities

By Federal CSBG law, DCS must pass through a minimum of 90 percent of each year's CSBG award to the seven CAAs which have been designated as the State's eligible entities under the CSBG Act. The CSBG Act and DCS policies delineate the principle responsibilities of the CAAs as follows:

1. Maintain a tripartite board of directors composed of 1/3 elected public officials or their designees; at least 1/3 democratically selected representatives of low income persons in the area served by the agency; and the remainder of the board should be officials or members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the area served;
2. Submit a Community Action Plan which includes: a) a community needs assessment (including food needs); b) a description of the service delivery system targeted to low-income individuals and families in the service area; c) a description of how linkages will be developed to fill identified gaps in service through information, referral, case management, and follow-up consultations; d) a description of how the CSBG funding will be coordinated with other public and private resources; e) a description of how the CSBG funds will be used to support innovative community and neighborhood-based initiatives related to the purpose of CSBG; and f) a description of the outcome measures to be used to monitor success in promoting self-sufficiency, family stability and community revitalization;

3. Submit a line item CSBG budget with specific references to any planned expenditures for equipment (in excess of \$5,000) and out-of-state travel;
4. Maintain records on clients served by CSBG-funded activity, including income eligibility documentation and the nature of services provided;
5. Submit required financial status reports on CSBG expenditures, quarterly performance reports indicating the extent of progress towards quarterly and annual performance objectives, and annual performance outcome reports;
6. Submit required CSBG reports for annual reporting to the Office of Community Services, Department of Health and Human Services;
7. Submit an annual audit of all funds received and disbursed by the CAA, prepared by an independent private auditing firm.

II. Distribution and Use of FY 2014 and FY 2015 Funds

A. Authorization

CSBG funds are allocated among the 50 states, the District of Columbia and other U.S. territories in proportion to each jurisdiction's low-income population. However, the CSBG Act provides for a minimum funding level to less populated states. Originally North Dakota, as a minimum funding level state, received one-quarter of 1 percent (.0025) of the annual federal CSBG appropriation. Reauthorization legislation increased the amount to one-half of 1 percent (.005) for small states.

For FY 2013 we are currently under a Continuing Resolution as no appropriations have yet been determined by the Congress. The FY 2013 appropriation is expected to be the same as FY 2012 funding based on the initial FY 2013 Continuing Resolution. The projected amount for the FY 2013 grant year, as explained on the Continuing Resolution, is \$3,257,579.00. We do not know if there will be increases or decreases in funding for FY 2014 and FY 2015. The CSBG Act was to be reauthorized in 2003; however, it has not yet been reauthorized, so we do not know if there will be additional or different requirements that would affect the current status of the program in the future. We are estimating that the appropriations for FY 2014 and FY 2015 will remain at about the same level as the amount indicated for FY 2013. Table I illustrates the history of CSBG funding that was anticipated to be received and actually allocated since FY 2005.

TABLE I CSBG FUNDING LEVELS		
FY	Anticipated Funding Level	Actual Appropriation
2005	3,140,000	3,070,286
2006	3,140,000	3,040,153
2007	3,040,153	3,040,151
2008	3,040,153	3,169,978
2009	3,040,153	3,411,789
2010	3,169,978	3,411,789
2011	3,169,978	3,208,702
2012	3,208,702	3,257,579
2013	3,257,579	
NOTE: The net CSBG award to the state is reduced by the amount of CSBG awards to tribal governments, which are funded directly by the federal Department of Health & Human Services.		

B. Allocation of Funds

In accordance with the CSBG Act, DCS must award at least 90 percent of North Dakota's annual CSBG allotment to officially designated CAAs. The State cannot expend more than the greater of \$55,000 or 5 percent of each Fiscal year's CSBG allotment for CSBG administrative expenses incurred at the state level. The remaining 5 percent can be applied towards special projects within the limits established by the CSBG Act, including training and technical assistance in support of local programs, support of services and programs for low income individuals and families, support of statewide coordination and communication among eligible entities and support of other activities consistent with the CSBG law.

In 2012, the State, in coordination with the seven CAAs, revised the funding formula for distribution of CSBG funds to the CAAs. That funding formula incorporates 2010 census data, provides a 91 percent pass-through award to the seven CAAs, with the greater of \$55,000 or 4 percent of the funds utilized for State administrative expenses and the remaining 5 percent for special projects. The formula will be implemented for 2014 funds.

Table II, below, lists the allocation of North Dakota's projected FY 2014 and FY 2015 CSBG allotments based on the State CSBG funding formula and anticipated funding levels.

TABLE II PROJECTED ALLOCATION OF FISCAL YEARS 2014 AND 2015 COMMUNITY SERVICES BLOCK GRANT FUNDS		
	FY 2014	FY 2015
CAA Funding (91%)	2,964,397	2,964,397
State Administration (4%)	130,303	130,303
Special Projects/Discretionary Funds (5%)	162,879	162,879
TOTAL	3,257,579	3,257,579

C. Distribution of Funds to Eligible Entities

The CAAs in North Dakota rely heavily on the CSBG pass-through funds to provide services within their respective regions. Most local governments and counties do not contribute towards CAA operations. The CAAs operate in multi-county jurisdictions, differing in size and population. In FY 2012 DCS, in coordination with the seven CAAs, revised the formula for distributing pass-through monies among the CAAs which reflects the distribution of the low income population based on the 2010 U.S. Census, the relative size of areas served and a minimum base funding level for each agency.

The funding formula provides a base funding level equal to 37.78 percent of the pass-through funds, which is divided equally among the eight regions. Although there are eight geographical regions in the State, there are seven CAAs, since the Community Action Partnership Program serves both Regions I and VIII. The remaining pass-through funds are distributed in direct proportion to each CAA service area's share of the State's low income population using the 2012 census data. The formula will be for 2014. After that, the CSBG law requires that eligible entities funded through CSBG funds cannot have their CSBG funds reduced below the proportional share of CSBG funding the agency received in the previous year. That process will be followed until a new funding formula is devised.

A minimum pass-through level of \$1,120,000 is required by the distribution formula in order to provide base funding under the new funding formula. A total State allotment of \$1,230,769 would be required to provide a pass-through funding level of \$1,120,000. In the event that the State's FY 2014 or FY 2015 allotments would be less than \$1,230,769 each year, DCS will reduce or eliminate the 5 percent Discretionary fund set-aside and pass-through up to 96 percent of the CSBG funds received.

The State may utilize a portion of State CSBG Administrative and/or Discretionary funds to alleviate some of the impact on the CAAs for the decrease in CSBG funding, the shift in population within the State, and the decrease in funds the CAAs have also had from other funding sources.

CAAs receiving supplemental funding is contingent upon adequate State administrative and/or discretionary CSBG funding and CAAs having CSBG carryover of 20 percent or less from the previous grant year.

Projected CSBG distributions to the seven CAAs for FY 2014 and FY 2015, based on the funding formula, can be found in Table III. We will be considering the amount of CSBG carryover available to the agency from the previous year in considering if any bonus/supplemental funds are awarded to eligible agencies.

TABLE III POTENTIAL CSBG DISTRIBUTIONS FOR FY2014 & FY2015		
Region	% of Allocation	Allocation
II	13.06%	387,389
III	11.30%	335,175
IV	14.06%	416,745
V	20.70%	613,511
VI	9.54%	282,667
VII	16.50%	488,998
VIII & I	14.84%	439,912
TOTALS	100.00%	2,964,397
Proportional share of CSBG pass-through based on projected FY13 CSBG allocation - funding formula used to derive the % - based on a base allocation for each region and percentage of low income people residing in the service area.		

D. CAA’s Use of Pass-Through Funds and Supplemental CSBG Funds

CSBG-funded services are intended for lower income persons and families. The CSBG Act restricts eligibility for CSBG services to persons or families with income levels falling at or below 125 percent of the poverty level as established by the United States Office of Management and Budget.

The CSBG Act requires that each subgrantee receiving CSBG funds must develop and submit to the State a community action plan that outlines the programs and services that will be provided through the CSBG funding. The plan must include needs assessment data to document the needs of the low income population in the service area. The CAAs utilize updated statewide needs assessment data on low income needs which was last completed in 2006 through the ND Community Action Partnership, in addition to other needs assessments available through other entities within their regions.

CSBG-funded services may include any of the following activities:

Client Services: CSBG funds may be used to provide outreach, referral, direct counseling, advocacy, or technical assistance services to low income clients, relating to employment, education, housing, money management/budget counseling, community participation, etc.

Self Reliance and Other Self Sufficiency Services: CSBG funds may be used to assist low income persons in attaining a greater degree of economic self-sufficiency. Each CSBG subgrantee is required to reserve 1.5 FTE within its CSBG budget for self-sufficiency services including Self Reliance. Allowable expenditures include training expenses for staff, office space, materials, travel, supplies and personnel costs.

Program Coordination: CSBG funds may be used in combination with other federal, state or private funds to implement the various low income assistance programs administered by the CSBG subgrantees. These include but are not limited to programs such as low income home Weatherization programs, Head Start, emergency assistance under the Federal Emergency Management Act (FEMA), and surplus commodity distributions. Such expenditures are supported by appropriate source documentation to assure that the costs are allocated properly among the funding sources.

Emergency Assistance: CSBG funds may be applied toward the cost of organizing and/or operating emergency assistance services or facilities, such as food pantries or food banks, temporary housing and abuse shelters, energy emergency loan and grant funds, and general emergency loan and grant funds.

CAAs may also use CSBG funds to cover the costs associated with the development and implementation of new services to low income clients and general agency administrative costs, such as bookkeeping, clerical services and supervisory activities. Expenditures are supported by appropriate source documentation.

E. Program Statistics

1. Performance Objectives

Each CAA develops its own community action plan for the use of the CSBG funds that are allocated to them. Annual, measurable performance objectives are established in the workplan, and the agency's progress in meeting the objectives is reported to DCS on a quarterly basis.

2. CSBG Outcomes/National Indicators

Since 1995, the ND CSBG program has developed and reported on outcomes within the federally mandated Results Oriented Management and Accountability (ROMA) standards. In 2003 the Office of Community Services, within the US Department of Health and Human Services, expanded ROMA to include reporting on selected National Indicators to provide some additional consistency within national CSBG reporting.

We began tracking results through the National Indicators in 2004. The following is a list of the National Indicators and our statewide results for 2011, which is our most recent data:

National Goal 1: Low income people become more self-sufficient.

Employment - National Performance Indicator 1.1 - the number and percentage of low income participants in community action employment initiatives who get a job or become self-employed as measured by the following:

<i>Indicator</i>	<i>Participants Enrolled in Programs</i>	<i># Expected to Achieve Outcome</i>	<i># Achieving Outcome</i>	<i>% Achieving Outcome in 2011</i>
A. Unemployed and obtained a job	451	151	86	56.95%
B. Employed and maintained a job for at least 90 days	335	253	260	102.77%
C. Employed and obtained an increase in employment income and/or benefits	368	228	41	17.98%

Employment Supports - National Performance Indicator 1.2 - the number of low income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by one or more of the following:

<i>Indicator</i>	<i>Participants Enrolled in Programs</i>	<i>Participants Achieving Outcome in 2011</i>
A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma	187	105
B. Completed ABE/GED and received certificate or diploma	205	140
C. Completed post-secondary education program and obtained certificate or diploma.	158	107
D. Obtained care for child or other dependent in order to gain or maintain employment.	270	270
E. Obtained access to reliable transportation and/or driver's license in order to gain or maintain employment.	365	280
F. Obtained health care services for themselves or a family member in support of family stability needed to gain or retain employment.	328	309
G. Obtained safe and affordable housing in support of family stability needed to gain or retain employment.	826	598
H. Obtained food assistance in support of family stability needed to gain or retain employment.	3529	3382

Economic Asset Enhancement and Utilization - National Performance Indicator 1.3 - the number and percentage of low income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

Indicator	Participants Enrolled in Programs	Participants Expected to Achieve Outcome	Participants Achieving Outcome	Aggregated Dollar Amounts (Payments, Credits, Savings)	% Achieving Outcome in 2011
A. # and % of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits	772	854	708	\$1,002,424	82.90%
B. # and % demonstrating ability to complete and maintain a budget for over 90 days	595	540	492		91.11%
C. # and % opening an Individual Development Account (IDA) or other savings account	288	236	218		92.37%
D. # and % who increased their savings through IDA or other savings accounts and the aggregated amount of savings	284	263	244	\$80,580	92.78%
E. # and % capitalizing a small business with accumulated savings	12	9	4	\$13,205	44.44%
F. # and % pursuing post-secondary education with savings	48	41	33	\$47,057	80.49%
G. # and % purchasing a home with accumulated savings	25	19	15	\$25,387	78.95%

Goal 2: The conditions in which low income people live are improved.

Community Improvement and Revitalization - National Performance Indicator 2.1 - An increase in, or preservation of, opportunities and community resources or services for low income people in the community as a result of community action projects/ initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

<i>Indicator</i>	<i># of Projects or Initiatives</i>	<i># of Opportunities and/or Community Resources Preserved or Increased</i>
A. Safe and affordable housing units created in the community.	1	4
B. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy.	28	1,950
C. Accessible and affordable health care services/facilities for low income people created or saved from reduction or elimination.	10	128
D. Accessible safe and affordable child care or child development placement opportunities for low income families created or saved from reduction or elimination.	4	417
E. Accessible before and after school program placement opportunities for low income families created or saved from reduction or elimination.	3	234
F. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low income people in the community, including vocational, literacy, and life skills.	7	45

Community Quality of Life and Assets - National Performance Indicator 2.2 -The quality of life and assets in low income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

<i>Indicator</i>	<i># of Program Initiatives or Advocacy Efforts</i>	<i># of Community Assets, Services or Facilities Preserved or Increased</i>
A. Increase in the availability or preservation of community facilities.	3	3
B. Increase in the availability or preservation of community services to improve public health and safety.	12	69

Civic Investment - National Performance Indicator 2.3 - The total number of volunteer hours donated to Community Action.

<i>Indicator</i>	<i># of Volunteer Hours</i>	<i>Value of Volunteer Hours Based on Minimum Wage (\$7.25/hr)</i>
# of volunteer hours donated to Community Action Agencies statewide	70,105	\$508,261

Goal 3: Low income people own a stake in their community.

Community Enhancement through Maximum Feasible Participation 3.1 - The total number of volunteer hours **donated by low income individuals** to Community Action.

<i>Indicator</i>	<i># of Volunteer Hours</i>
# of volunteer hours donated by low income individuals to Community Action Agencies statewide	42,081

Community Empowerment Through Maximum Feasible Participation - National Performance Indicator 3.2 - The number of low income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of the community as measured by one or more of the following:

<i>Indicator</i>	<i># of Low Income People</i>
A. # of low income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through community action efforts.	178
B. # of low income people acquiring businesses in their community as a result of community action assistance.	4
C. # of low income people purchasing their own homes in their community as a result of community action assistance.	8

Goal 4: Partnerships among supporters and providers of services to low income people are achieved.

Expanding Opportunities Through Community-wide Partnerships - National Performance Indicator 4.1 - The number of organizations, both public and private, Community Action Agencies work with to promote family and community outcomes.

<i>Indicator</i>	<i># of Organizational Partnerships</i>
# of Organizations Community Action Agencies Work with to Promote Family and Community Outcomes	1,000

Goal 5: Agencies increase their capacity to achieve results.

Broadening the Resource Base - National Performance Indicator 5.1 - The number of human capital resources available to Community Action that increase capacity.

<i>Indicator</i>	<i>Resources in CAAs</i>
A. Number of Nationally Certified ROMA Trainers	1
B. Number of staff attending trainings	346
C. Number of board members attending trainings	31
D. Number of Certified Family Development Specialist staff	31

Goal 6: Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

Independent Living - National Performance Indicator 6.1 - The number of vulnerable individuals receiving services from Community Action that maintain an independent living situation as a result of those services.

<i>Indicator</i>	<i># of Vulnerable Individuals Living Independently</i>
A. Senior Citizens	5,193
B. Individuals with Disabilities	2,461

Emergency Assistance - National Performance Indicator 6.2 - The number and percentage of low income individuals served by Community Action that sought and were provided with needed emergency assistance, including:

<i>Indicator</i>	<i># Seeking Assistance</i>	<i># Receiving Assistance</i>
A. Emergency Food	31,462	31,462
B. Emergency fuel or utility bills	5,083	3,708
C. Emergency rent or mortgage assistance	4,308	2,526
D. Emergency car or home repair	580	562
E. Emergency Temporary Shelter	282	274
F. Emergency Medical Care	292	142
G. Emergency Legal Assistance	85	67
H. Emergency Transportation	1,506	1,369
I. Emergency Disaster Relief	10	10
J. Emergency Clothing	1,371	1,371

Child and Family Development - National Performance Indicator 6.3 - The number and percentage of infants, children, youth, parents and other adults participating in developmental or enrichment programs that achieve program goals as measured by one or more of the following:

<i>Infant & Child Indicators</i>	<i>Participants Enrolled in Programs</i>	<i>Participants Expected to Achieve Outcome in 2011</i>	<i>Participants Achieving Outcome in 2011</i>	<i>% Achieving Outcome in 2011</i>
1. Infants and children obtain age appropriate immunizations, medical and dental care.	872	836	829	99.16%
2. Infant and child health and physical development are improved as a result of	3,830	3,809	3,799	99.74%
3. Children participate in pre-school activities to develop school readiness skills.	981	887	953	107.44%
4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or first grade.	786	599	616	102.84%

<i>Indicators</i>	<i>Participants Enrolled in Programs</i>	<i>Participants Expected to Achieve Outcome in 2009</i>	<i>Participants Achieving Outcome in 2009</i>	<i>% Achieving Outcome in 2009</i>
<i>Youth Indicators</i>				
1. Youth improve social/emotional development.	6	3	5	166.67%
2. Youth avoid risk-taking behavior for a defined period of time.	36	36	36	100%
3. Youth have reduced involvement with criminal justice system.	36	36	36	100%
4. Youth increase academic, athletic or social skills for school success by participating in before or after school programs.	50	51	50	98.04%
<i>Adult Indicators</i>				
1. Parents and other adults learn and exhibit improved parenting skills.	1,475	1,261	1,229	97.46%
2. Parents and other adults learn and exhibit improved family functioning skills.	1,080	719	734	102.09%

Family Supports (Seniors, Disabled and Caregivers) - National Performance

Indicator 6.4 - Low income people who are unable to work, especially seniors, adults with disabilities and caregivers, for whom barriers to family stability are reduced or eliminated as measured by one or more of the following:

<i>Indicators</i>	<i># of Participants Enrolled in Programs</i>	<i># of Participants Achieving Outcome in 2011</i>
A. Obtained care for child or other dependent	291	65
B. Obtained access to reliable transportation and/or driver's license	343	64
C. Obtained health care services for themselves or family member	3,061	2,810
D. Obtained and/or maintained safe and affordable housing	832	515
E. Obtained food assistance	3,819	3,495
F. Obtained non-emergency Low Income Home Energy Assistance (LIHEAP) energy assistance	265	125
G. Obtained non-emergency Weatherization energy assistance	1,475	1,300
H. Obtained other non-emergency energy assistance	327	327

Some services provided to low income individuals and/or families - National Performance Indicator 6.5 -

The CAAs distributed 3,153,216 pounds of food in 2011. This amount includes 201 deer and 148 elk donated by hunters to the Sportsmen Against Hunger program, Food Fellowship program that redistributes food from grocery stores, school cafeterias and restaurants, and other food distributed by the CAAs.

The CAAs provided 12,662 rides to individuals and families in need of transportation to get to work, school, day care, medical appointments etc.

The CAAs provided Information and/or Referral services to 24,593 individuals who contacted the agencies for assistance.

F. Use of Administrative and Discretionary Spending Authority

The CSBG Act permits the State to retain the greater of 5 percent of the State allocation, or \$55,000, for program administration, and up to 5 percent for discretionary expenditures related to the CSBG program.

In the CSBG funding formula that was developed in FY 2002 for use beginning in FY 2003, DCS decreased the amount of CSBG State Administration funds it will retain under the funding formula to 4 percent of the allocation. This provides additional CSBG dollars to the local level to address the needs of the low income population. DCS utilizes the administration set-aside from each year's CSBG award to cover its costs in the implementation of the CSBG program. Administrative functions include program planning, financial management, technical assistance, programmatic and fiscal monitoring, reporting and evaluation.

The discretionary set-aside is utilized for special projects within the limits established by the CSBG Act, including training and technical assistance in support of local programs and the statewide Community Action Association.