



**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
COMMUNITY SERVICES BLOCK GRANT PROGRAM
2017 COMMUNITY ACTION PLAN (CAP) REQUIREMENTS**

**IN CORRELATION WITH THE
RESULTS ORIENTED MANAGEMENT AND ACCOUNTABILITY (ROMA) CYCLE**



Rev. 08-19-2016

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2017 COMMUNITY ACTION PLAN REQUIREMENTS

Submission Instructions:

Complete the submission forms below, and submit the 2017 CAP Plan through the following link at <https://tdhca.wufoo.com/forms/ca-document-submission-form/>

Due Date:

The completed 2017 CAP Plan is due to the Department by **October 1, 2016.**

The CAP plan sets the course for the CSBG Subrecipients' activities for the coming year. Therefore, sufficient time must be allotted to its preparation, and key agency staff must be included in the preparation. The Board's committee that is responsible for program issues must be consulted in the process and must provide input and direction in the development process. The Board must grant final approval.

Questions:

For questions, contact Rita D. Gonzales-Garza, CSBG Program Administrator at rita.garza@tdhca.state.tx.us, or at 512-475-3905.

Additional Information:

In an effort to guide Subrecipients through the full implementation of the ROMA cycle, the CAP Plan application sections indicate the corresponding section of the ROMA cycle that they support.



Who is Involved

Collecting and Analyzing: Governance, Leadership, Reporting Coordinator

Input: Frontline Staff, Primary and Secondary Customers/Partners, General Public, Elected Officials

Tools and Resources Available

[Community Needs Assessment Guide](#)

Sample Customer Satisfaction Survey ([Case Management Video Series: Follow Up & Case Closure](#))

Community Needs Assessment webinar ([Organizational Standards Resources, Category 3](#))

[Community Needs Assessment Online Tool](#)

Public Hearings, Focus Groups, Satisfaction Surveys

Other Assessments:

[Risk Assessment Tool](#)

www.communitycommons.org

Strategic Questioning

Who are my primary and supporting customers?

Has anything changed within your service area(s) that affect the needs from the previous year? (ex-fracking comes into service area: employment rises, housing becomes an issue)

From SWOT analysis what do you need to strengthen or abandon?
What resources need to be added?
What staffing adjustments? etc
Have I identified areas for scheduled services and expenditures?
How will data be compiled, stored, and safe-guarded?
Have I thoroughly assessed our community? (needs, resources, opportunities)

Verification of Thorough Assessment

EXAMPLES:

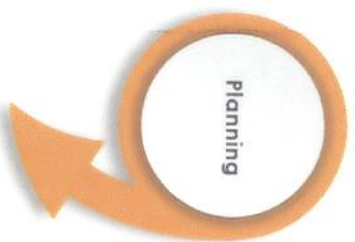
How do you collect information? (MEASUREMENT TOOL)

[Guidance on Reporting Persons Served](#)

Who compiles the information? (REPORTER)

How often do you report this information? (FREQUENCY- daily, weekly, client surveys, or outcomes from referrals). Examples:

- ❖ Quantitative Data
- ❖ Poverty Population/County/or zip code
- ❖ For Case Management:
 - ❖ Education Levels
 - ❖ Median Income
 - ❖ Healthcare Providers
- ❖ For Housing:
 - ❖ Median age (SHPO triggers)
 - ❖ Areas without plumbing
- ❖ Use graphs, charts for understanding service areas



Who is Involved

Governance, Leadership, Frontline Staff

Tools and Resources Available

Plan to TOP (CAP Plan- Attachment)

Organizational bylaws

Board policies and procedures

Personnel policies and procedures

[CSBG Best Practices](#)

Agency Budget/Audit

SWOT Analysis

Strategic Questioning

Are the processes being considered relevant and effective for meeting the agency's mission? Has the assessment data been accurately and thoroughly used to plan strategically?

Are people, processes, and finances appropriately accounted for in the planning? (include: partners and outside resources)

What are we trying to achieve?

What is our plan to achieve results?

What are the strengths, weaknesses, opportunities, and threats?

Are the results of the planning feasible based on staff and expectations?

Verification of Thorough Planning

Reviews monthly- staff, services, and expenditures (production cycles)

Addresses the identified needs

Has the resources and staff to achieve results

Planned → Achieved match

EXAMPLES:

- ❖ Using data to determine needs, resources, and gaps
- ❖ Staff talent analysis
 - ❖ Are staff members appropriately assigned?
 - ❖ Is staff adequately trained?
 - ❖ Are you over or under staffed to achieve your goals?
- ❖ Budget
 - ❖ Do you have a cost allocation plan?
 - ❖ Sample Cost Allocation Plan ([PDF](#)) ([DOC](#)) – 10.21.15
 - ❖ Do you need to procure?
 - <http://www.idhca.state.tx.us/community-affairs/procurement/index.htm>
- ❖ Use Poverty Population / county data for case manager locations and case loads. Use Community Commons data to determine areas where there may be more vulnerable households.
- ❖ Use education levels and median income to help determine employment strategies (GED programs; skills/certification courses, or college)



Who is Involved

Oversight: Governance, Leadership/Management
Task Driven: Management, Frontline Staff, Partners

Documents Required

Community Needs Assessment (review)
Training documentation

Tools and Resources Available

Dashboards for Board-Monthly Expenditure and Performance Reports
Service Delivery System form ([CAP Plan Attachment C](#))

[Online Question or Request for Training Tool](#)

[CSBG website](#)

ROMA lifecycle check sheet

[Community Needs Assessment](#)

The 5 Most Important Questions

Strategic Questioning

Have I followed through with the assessment based plan?

Am I monitoring spending in order to meet fiscal and reporting deadlines?

Do my activities comply with TAC, funding guidelines, CSBG Act, and funding resources?

Are we engaged in mission-based service and spending? Are clients satisfied?

Are we engaged in mission-based staff support? Are the staff overwhelmed?

Are we achieving targets and outcomes planned?

Do you need to request training?

<https://tdhca.wufoo.com/forms/request-for-ca-program-assistance/>

Are you a new manager or Executive Director?

<https://tdhca.wufoo.com/forms/executive-director-or-program-coordinator-training/>

Verification of Thorough Implementation

EXAMPLES:

Intake

- ❖ Unified Application: CSBG does all client initial intakes and then refers to other programs.
 - ❖ Obtain demographics
 - ❖ Track outcomes

- ❖ [Income Calculator \(XLS\)](#)

- ❖ Program Client file checklists

Case Managers and Provision of Services:

- ❖ Copy of Referral Organization list from CAP, Child Support Offices and Workforce Offices contacts/locations for each case manager and Workforce Offices contacts/locations for each case manager
- ❖ What data will you collect and how will you collect the data?

- ❖ Use Performance statement to populate MPR targets and populate CSBG Performance Dashboard.
- ❖ Assure reported NPIs address top 5 needs identified in CAP Plan. (ex: if employment is a need, are you reporting in 1.1's and 1.2A-C?)
- ❖ Verify enrolled and achieved for each NPI makes sense.
 - ❖ Case managers report off the Service Delivery Plan form used for goals with clients

For Managers: [CSBG Timeline \(PDF\)](#)



Who is Involved

Preparers: Frontline Staff (data in), Management (collection/analysis), Leadership (board dashboards)
Recipients of Reports: Leadership, Governance, Partners, Community

Documents Required

Monthly performance reports and expenditure reports
Programmatic and fiscal reports due to board
Employee evaluations

Tools and Resources Available

Reporting Systems:

- CAA software
- [THDCA Data Collection & Reporting Guidance](#)

[Reporting Webinar](#)

National Performance Indicators (NPIs)

Community Action Plan (compare actual to plan)

Strategic Plan (compare actual to plan)

[Online Question or Request for Training Tool](#)

Strategic Questioning

Are the processes being considered relevant and effective for meeting the agency's mission?

Has the assessment data been accurately and thoroughly used to plan strategically?

Are people, processes and finances in line with the mission?

Are we capturing the outcomes for services provided directly/indirectly?

Is our data collection software adequate?

What are our results, and how are they defined?

To what extent have we achieved our results?

Verification of thorough Achievement of results

EXAMPLES:

Quarterly- Check benchmarks are in alignment with performance targets and budgeted expenditures.

- ❖ Monthly reporting of performance and expenditures
- ❖ Monthly/Quarterly review: Use dashboards/Performance Tools. Use adaptation of the tools for Board Reports
 - ❖ Production Tools
 - ❖ Utility Assistance
 - ❖ Weatherization
 - ❖ CSBG Performance Dashboard
- ❖ Compare actuals to Performance Statement: Are you on target for what you planned?
- ❖ Will you fully expend for the year?
- ❖ What client services can you deliver that will meet the needs and performance planned?



Who is Involved

Leadership/Management, Governance

Documents Required

Organizational Standards for CEEs
Performance appraisal
Completed audit
Agency-wide budget

Tools and Resources Available

TDHCA Expectations for Boards

Agency Strategic Plan

CAP Plan Requirements: [CSBG Eligible Entities Webpage](#)

- Evaluation of Case Management Services and TOP Program:
CAP Plan Attachments H
 - Performance Statement: CAP Plan Attachment F
 - Strategic Plan Summary: Form 13
- Outcomes and program adjustments
National (IS) Survey

[Organizational Standards Resources](#) and Calendar

Organizational Standards Self-Assessment

Fiscal and Performance Dashboards

Strategic Questioning

- Did we follow our Plan?
- Did our agency meet the Organizational Standards?
- Does the data show consistency?
- Have I met the service, reporting and fiscal benchmarks appropriately?
- What changes are needed?
- What have we learned?
- What do we recommend?
- What do we need to do differently?

Verification of thorough Assessment

EXAMPLES:

Monthly/Quarterly

- Performance and fiscal reports
- Annually- Analysis of performance:

- staff, volunteers, resources, training
 - pre/post assessment
 - planned vs. implemented
 - areas/services to strengthen or abandon
- Every 3 years- Community needs assessment:
- Qualitative and Quantitative Data
 - Funding sources expectations
 - Delegation of assessment components

ATTACHMENT A: NEEDS ASSESSMENT ADDRESSING TOP FIVE NEEDS

2017 Community Action Plan



Subrecipient:

(1)	(2)	(3)	(4)	(5)	(6)	(7)
#	Top Five Needs	Need Addressed by Subrecipient through a Direct Service (excluding referrals)? Yes or No	Description of Direct Service (excluding referrals) Provided by Subrecipient	Need Addressed By Referral to Coordinating Partner Organizations? Yes or No	Name of Coordinating Partner Organizations (itemize each partner 1, 2, 3, etc.)	Description of Service Provided by Coordinating Partner Organizations (include the applicable item # referenced in column (7))
1	Coordination of efforts among social service agencies	Yes	HCCSA will host or attend quarterly meetings of various social service agency with the overall goal of increasing coordination of service offerings	Yes	<ol style="list-style-type: none"> 1. Equal Voice Network 2. Baylor University 3. Tropical Texas Center for MHMR/Veterans Outreach 4. Financial Literacy coalition 	<ol style="list-style-type: none"> 1. Coordination meetings held monthly 2. Community Partnership Program Coordination meetings 3. Monthly meetings of coalition members 4. Coordination of service offerings
2	Emergency services (food/housing/utility/medical appliance) assistance	Yes	HCCSA will offer services to residents in crisis situations. This will include but is not limited to utility assistance, food, shelter, and or personal essentials.	Yes	<ol style="list-style-type: none"> 1. American Red Cross 2. Hidalgo County Emergency Services 3. Catholic Charities 4. United Way 5. Salvation Army 6. Mujeres Unidas 7. Valley Aids Council 	<ol style="list-style-type: none"> 1. Disaster relief services 2. Referrals to HCCSA of families in need of services 3. Disaster relief services 4. Directory and coordination of social service agencies 5. Disaster relief services 6. Referrals of families in need of services 7. Referrals of families in need of services
3	Improved service offerings for veterans and single mother head of households	Yes	HCCSA will continue to target veteran populations via Bravo Zulu funding. In addition, the agency will identify female head of households and provide services to that population as well	Yes	<ol style="list-style-type: none"> 1. Texas Veterans Commission 2. Veterans Administration 3. Tropical Texas MHMR 4. WIC Program Hidalgo County 5. Mujeres Unidas 	<ol style="list-style-type: none"> 1. Funding source for Veterans Grant 2. Referrals of families in need of services 3. Coordination of coalition member services 4. Referrals of families in need of services

	Assistance to low income populations (Financial literacy/Fraud prevention)		HCCSA will continue to provide financial literacy classes at the main location. Special fraud prevention classes will target the elderly CEAP clients			5. Referrals of families in need of services
4		Yes		Yes	<ol style="list-style-type: none"> 1. Goodwill Industries 2. Texas Agri Life Program 3. Texas Attorney General 4. International Bank of Commerce 	<ol style="list-style-type: none"> 1. Financial literacy classes 2. Financial literacy classes 3. Fraud prevention resources 4. Financial literacy classes
5	Education/Literacy Program	No	Clients will be referred to various partner agencies for this type of services	Yes	<ol style="list-style-type: none"> 1. South Texas Literacy Coalition 2. HCCSA- RSVF – English Classes 3. UT- RGV 	<ol style="list-style-type: none"> 1. Coordination of services amongst members 2. English for non-native speakers 3. Support services

Background: Every 3 years, Subrecipients must conduct a Community Needs Assessment. CSBG eligible entities are expected to utilize CSBG funds to address the needs identified by the community. The needs can be addressed either directly by the Subrecipient or through coordination and referrals with partner organizations.

Guidance: The questions in the form distinguish between the need being met by the provision of a direct service by the Subrecipient or through a referral to a coordinating partner organization. If the need is addressed by a referral to another organization (referred to as "coordinating partner organization"), then complete columns (5)-(7). If the need is met by both a direct service from the Subrecipient and by a service provided by the coordinating partner organization, complete all columns.

Instructions: Limit responses to the counties in the CSBG service area. (2) List the top five needs for the service area based on results from the current Community Needs Assessment. (3) Indicate, with a yes or no, if the need will be addressed directly by the Subrecipient through the provision of a direct service (excluding referral). (4) Briefly describe the direct service that will be provided by Subrecipient to address the need. (5) Indicate with a Yes or No, whether the need is met by providing a referral to a coordinating partner. (6) Identify the names of the coordinating partner organization including, but not limited to, a city, county, educational institution, church, non-profit, or for profit organization. (7) Briefly describe the service that the coordinating partner organization(s) will provide to address the need.



ATTACHMENT B: PROVISION OF NUTRITIOUS FOODS AND INITIATIVES

2017 Community Action Plan

Subrecipient:

Provision of Nutritious Foods: Describe how the Subrecipient will provide, *on an emergency basis*, such supplies and services, nutritious foods, and related services, as may be necessary to counteract the conditions of starvation and malnutrition among low-income individuals.

HCCSA will stock essential items to be distributed on an emergency basis to person's determined to be in need of those items. The staple items may include rice, beans, canned food, juice etc. They will be secured via an agreement with the Rio Grande Valley Food Bank. In addition, HCCSA will maintain a predetermined amount of "emergency shopping cards" to be distributed to clients also determined to be in need of food items. Referrals to appropriate agencies will be made as well to ensure long term stability for the clients supply of nutritious food. Finally, HCCSA will work to identify and refer residents to one of the over 450 "summer feeding sites" located in and around Hidalgo County.

Reference: CSBG Act, Sec. 676(b)(4). The assistance only needs to be provided on an emergency basis, until the need is met. If a referral source can meet the need, that is acceptable; otherwise, CSBG funds must be used to meet the need.

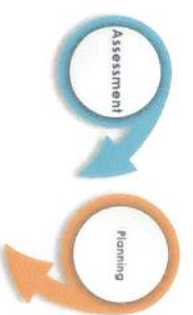
Initiatives: Describe the use of CSBG funds to "support innovative community and neighborhood-based initiatives related to the purposes of CSBG, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

HCCSA will continue to earmark funds toward transitioning families out of poverty while at the same time encouraging members to attend financial literacy and effective parenting classes. In addition, funding will be used to encourage the elderly to participate in fraud prevention and elder abuse sessions.

Guidance: Support means that either CSBG funds can directly fund such an initiative or support an organization that provides such. If CSBG funds do not currently support initiatives to strengthen families or encourage effective parenting, describe efforts that will be undertaken in the upcoming program year to either provide or support such efforts.

Reference: CSBG Act, Sec. 676 (b)(3)(D) requires CSBG funds be used for this purpose and that such efforts be described.

**ATTACHMENT C:
GAPS IN SERVICES & STRATEGY TO ADDRESS GAPS IN SERVICES
2017 Community Action Plan**



Subrecipient:

(1)	(2)	(3)	(4)
County	Describe Gaps in Services	Describe how the Subrecipient will address the gaps in services	Identify the Coordinating Partner Organization(s) and how they will help address the gaps in services.
Hidalgo	Rental Assistance	HCCSA will work with local non-profits and the faith based community to fill this gap.	Catholic Social Charities will identify local parishes assisting with rental payments. Independent Pharmacies Association will help identify programs within the community that can assist. HOPE clinic will assist in providing assistance to those families in need. America's Drug Card will provide discounts on prescriptions to families without healthcare insurance.
	Prescription Assistance	HCCSA will develop partnerships with local pharmacies and possibly pharmaceutical companies to provide discount programs for county residents.	Partnerships will be developed through BECC, NADBANK and Texas Water Development Board to identify and address those homes within Hidalgo County that have no indoor plumbing.
	Indoor Plumbing Assistance	HCCSA will develop partnerships to address this need.	

Reference: CSBG Act, Sec. 676(b)(3)(B)-(C) requires that eligible entities provide information on how linkages will be developed to fill identified gaps in the services through the provision of information, referrals, and follow-up consultation. CSBG Act, Sec. 676(b)(5)(6)(9) requires that CSBG eligible entities develop linkages with governmental and other social service programs to assure the effective delivery of services and requires that eligible entities establish linkages with other organizations to fill identified gaps in services through the provision of information, referrals, case management, and follow-up consultations.

Guidance: Gaps in Services are needs for services or assistance that have not been met or are not being sufficiently addressed in the community either by the Subrecipient or other service providers, due to lack of staff, funding, or resources. One of the key purposes of the CSBG grant is to establish linkages with other organizations to fill identified gaps in services. Subrecipients are to work with partner organizations to address gaps in services. For example, a gap in service may be insufficient ESL classes in the community. A strategy could be for the Subrecipient to meet with community organizations and develop strategy to provide additional ESL classes. The partner will provide the space and the Subrecipient will provide volunteers to conduct classes.

Instructions: Limit responses to the counties in the CSBG service area. (1) Identify the county (ies) where gaps in services have been identified. (2) Describe the gaps in services. (3) Describe how the Subrecipient will address the gap in service either through the provision of a direct service, referrals, or the development of a strategy to develop a plan to address the gap. (4) Identify the coordinating partner and how they will help address the gaps in services.



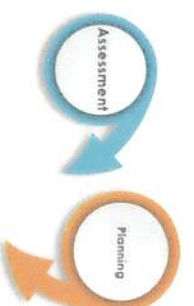
ATTACHMENT D: REFERRAL ORGANIZATIONS 2017 Community Action Plan

Subrecipient:

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Name of Referral Organization	City and County of Referral Organization	Referral Services Provided	Method of Referral (verbal, written, call, email)	Methods of Client Follow-Up (meeting, phone, e-mail, etc.)	Method of Follow-Up with Referral Organization (phone, e-mail, etc.)	Describe System Used to Obtain Enrollment & Outcome Data from Organizations (form, email, etc.)	Funding coordination partner? Yes or NO
Hidalgo County Indigent Program	Edinburg, Hidalgo	Health Services	Email	Phone	Email	Email to contact	No
American Red Cross	Harlingen, Cameron	Disaster Services	Email	Phone	Email	Email to contact	No
Boys and Girls Clubs of the Rio Grande Valley	County wide	Youth development	Email	Phone	Email	Email to contact	No
Catholic Social Charities	San Juan, Hidalgo	Disaster Services, clothing, rental Assistance, Utility Assistance	Email	Phone	Email	Email to contact	No
Hidalgo County Headstart	Edinburg, Hidalgo	Education	Email	Phone	Email	Email to contact	No
Hidalgo County WIC	Edinburg, Hidalgo	Child and mother nutrition	Email	Phone	Email	Email to contact	No
McAllen Careers	McAllen, Hidalgo	Vocational Education	Email	Phone	Email	Email to contact	No
Oley Foundation		Supplemental Nutrition	Email	Phone	Email	Email to contact	No

Instructions: Identify each county in the CSBG service area and identify the Workforce Investment Act/Texas Workforce Commission Office that serves the county. If a county has multiple office, identify each office. If a county does not have a TWC Office, then identify the closest office where client would seek assistance.

ATTACHMENT G: SOCIAL SERVICE COALITIONS 2017 Community Action Plan



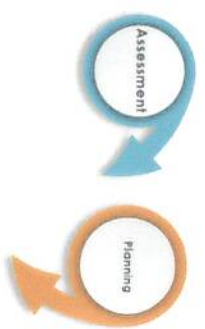
Subrecipient:

Name of Existing Coalitions in Service Area	Members/Organizations Represented	How does coalition coordinate services?	Is your agency a member? If not, explain why not.	City & County where coalition meets	How often does the Coalition meet?
Low Income Housing Coalition	Proyecto Azteca, LUPE, Project Arise, Texas Attorney General, Texas Secretary of State, Affordable Homes of South Texas	Meet to discuss their offerings and work to coordinate efforts.	Yes	Weslaco, Texas	Monthly
United Way of South Texas	Private Sector members of United Way	They coordinate volunteer services for agencies needing recruitment of program volunteers	Yes	McAllen, Texas	Monthly
Women Veteran Coalition	Hidalgo County, VFW, American Legion, Iraq War Veterans, Tropical Texas MHMR	They meet to discuss service gaps for female service members.	Yes	McAllen, Texas	Monthly
Texas Hunger Initiative	Recruitment in progress		Yes		Monthly
Healthy South Texas	Pharr ISD, Texas A&M, Texas Agri-Life, HHSC	Work to address the needs of a healthy population in South Texas	Yes	Edinburg, Texas	Monthly

Reference: The CSBG Act, Sec. 676 (b)(3)(A-C), (b)(5-6) requires CSBG eligible entities to coordinate services between anti-poverty programs and establish linkages.

Guidance: An effective avenue to coordinate services is through community coalitions such as the Community Resource Coordination Groups (CRCGs). CRCG information can be found at <http://www.hhsc.state.tx.us/creg/creg.htm>. Other coordinating coalitions that Subrecipients should participate in are local Continuum of Care homeless coalitions, coalition of social service providers, ministerial alliance organizations, etc.

ATTACHMENT H: CSBG SERVICE AREA, POPULATION, POVERTY & UNEMPLOYMENT RATES, AND SERVICE LOCATIONS 2017 Community Action Plan



Subrecipient:

Counties in CSBG Service Area

County	Number of Households in Poverty	Poverty Rate	Unemployment Rate	Address Of Facilities	Main Site Y or N	Service Center Y or N	Outreach Site Y or N
Hidalgo	100,000	33.5%	8.4%	2524 N. Clossner, Edinburg	Y	Y	N
				509 E. Earling, San Juan, Texas	N	N	Y
				2100 Fir Avenue, McAllen, Texas	N	N	Y
				2401 N. Moorefield Rd., Mission, Texas	N	N	Y
				230 N. 86 th Street, San Carlos, Texas	N	N	Y

Instructions: For data on Population and Poverty Population go to the Community Action Partnership website <http://www.communitycommons.org/register/> from the referenced website, select the data indicators "Population Profile" for population and poverty data and select "Employment" for the unemployment data and create the report. Utilize the data from the report to complete this attachment. The website is updated regularly and utilizes the most recently available data sets. Subrecipients should download data annually. The referenced website has other data indicators related to education, housing, income, nutrition, and health care, which may inform the development of the CAP Plan. **Resource: Community Commons- Community Maps and Population Data Reports:** <http://www.communitycommons.org/maps-data/>

Additional question:

How are services provided to persons that are unable to apply for services in person?
 On-line application Mail In Application Home Visit Other, explain

STAFF PROVIDING CASE MANAGEMENT SERVICES AND CASELOAD 2017 COMMUNITY ACTION PLAN



Guidance: Subrecipients are encouraged to establish evaluation systems. Part of the system is to review past performance data and determine the "success rate" and time period it takes to transition a person/household out of poverty and use this information to assign staff goals to meet TDHCA established targets. Then assign staff goals, monitor progress, and continually improve systems and services. For example, if the TOP goal is 10 persons and the success rate is that 25% of those working to TOP actually TOP annually, then at least 40 persons /16 households would need to be working to TOP to achieve the goal of 10 TOP.

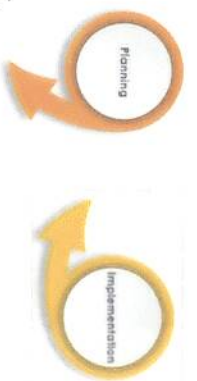
Additional question:

- 1. Have all of the case managers completed the case management training video series through the TDHCA website?**
<http://www.tdhca.state.tx.us/community-affairs/csbg/case-management-training-series.htm>
YES NO
- 2. Do the case managers have appropriate documentation of their case management process in their client files?**
YES NO
- 3. How often are the case managers evaluated, by supervisors, towards their TOP goals?** Weekly Monthly Quarterly Other:

For Attachment I (p. 2 of 2):

Instructions: (1)-(4) self-explanatory. (5) For caseworker staff, indicate the percentage of time paid with CSBG funds as per the CSBG budget. (6) Provide the approximate number of hours that the staff person will dedicate each month to provide case management to persons working to transition out of poverty (TOP). (7) Provide the number of persons that are projected to be working towards TOP that are assigned to the case worker. (8) Provide the number of households that are projected to be working towards TOP that are assigned to the case worker. (9) Provide the number of persons projected to TOP that are assigned to each case worker. (10) Provide the number of households projected to TOP that are assigned to each case worker.

ATTACHMENT I: (P. 2 OF 2)
STAFF PROVIDING CASE MANAGEMENT SERVICES AND CASELOAD
2017 COMMUNITY ACTION PLAN



Subrecipient:

(1)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Position	Case Management Duties	Location (city and county) and Contact Information (email, phone #)	% of Time Paid with CSBG Funds	Approximate Number of Hours Per Month Dedicated to Case Management	Number of Persons Projected to be Working towards TOP	Number of Households Projected to be Working towards TOP	Number Persons Projected to TOP	Number Households Projected to TOP
Rene Solis/ Case Manager	Interview client applicants, prepare case management assessments, develop individual case plans, monitor case progress, identify agency partners, respond to emergency situations, interact with partner agencies on behalf of clients, maintain case logs	Edinburg, Hidalgo 956-383-6240 Rene.Solis@co.hidalgo.tx.us	90.00%	144	35	15	30	9
Lita Leos/ Case Manager	Interview client applicants, prepare case management assessments, develop individual case plans, monitor case progress, identify agency partners, respond to emergency situations, interact with partner agencies on behalf of clients, maintain case logs	Edinburg, Hidalgo 956-383-6240 Lita.Leos@co.hidalgo.tx.us	90.00%	144	35	15	30	9
Mario Ramirez/ Case Manager	Interview client applicants, prepare case management assessments, develop individual case plans, monitor case progress, identify agency partners, respond to emergency situations, interact with partner agencies on behalf of clients, maintain case logs	Edinburg, Hidalgo 956-383-6240 Mario.ramirez@co.hidalgo.tx.us	90.00%	144	20	7	10	4

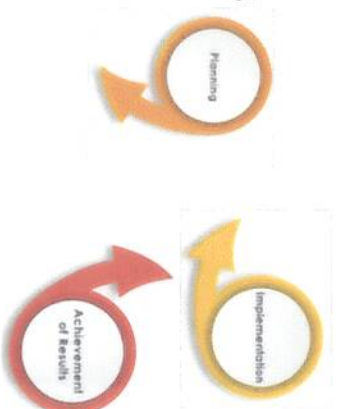
2017 Goals for TOP Program

#	Goal Criteria	ANSWER
1A	State assigned Top Goal PY 16	66
1B	Agency set Top Goal PY 16 (can be greater than state goal, or same as state goal, but not less than):	66
2	Number of case managers	3
3	Estimated Average # of persons Working Towards TOP assigned to each caseworker (divide #1 by #2)	22
4	Average household size	3
5	# of households per caseworker to meet TOP goal (divide #3 by #4)	8
6	Total # of households on caseworkers' caseloads (this includes those working towards TOP and those who will TOP in future years)	80

Reference: CSBG Act, Sec. 672 (1) one of the primary purposes of the CSBG grant is to empower low-income families and individuals to become fully self-sufficient.

Guidance: Subrecipients are highly encouraged to establish systems where the Subrecipients look at past performance data to determine the "success rate" and time period it takes to transition a person/household out of poverty and use this information take the TDHCA assigned goal and establish individual goals for each case worker. The purpose of the form is to assist in this process.

ATTACHMENT J: PERFORMANCE STATEMENT AND TARGETS 2017 Community Action Plan



Subrecipient:
Hidalgo County
Community
Service Agency

Instructions: USHHS is also strongly encouraging Subrecipients to use CSBG funds for community improvement and revitalization and to improve community quality of life and assets, the 2.1 and 2.2 NPI series along with self-sufficiency efforts. All Subrecipients are to establish and enter targets for 1.1A and 1.1B and those should align with TOP targets and consider having some targets for 1.1C-D. Targets must also be provided for 1.3B. Subrecipients are encouraged to establish targets for 1.3C and 1.3D and some targets in the 6.3 series.

Number the performance statements sequentially, that is, if the performance statements for NPI 1.1 series (1.1s) end at #3, begin with #4 in the 1.2 series, and continue numbering sequentially.

1.1s

EMPLOYMENT

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target
1	5	CSBG-USHHS	Assist persons to obtain employment	1.1A	10	8	33
2	5	CSBG-USHHS	Assist persons to maintain employment	1.1B	15	29	33
3	5	CSBG-USHHS	Assist persons to obtain an increase in employment, income, and or benefits	1.1C	5	30	33

4	5	CSBG-USHHS	Assist persons achieve a living wage	1.1D	1	34	33
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1.2s EMPLOYMENT SUPPORT (For services to persons who are able to work, whether employed or unemployed.)

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target
5		CSBG-USHHS	Provide financial assistance for persons enrolling in trade/vocational school or college. Assist with tuition, fees, certification expenses, etc.	1.2A			
6		CSBG-USHHS	Provide referrals to Head Start for child care programs.	1.2D			
7		CSBG-USHHS	Provide job readiness education such as resume writing/interviewing skills.	1.2A			
8		CSBG-USHHS	Provide referrals to Boys and Girls Club for after school programs.	1.2E			
9		CSBG-USHHS	Provide financial assistance with gas and minor car repairs. Provide bus passes to persons in case management TOP.	1.2F			
10		CSBG-USHHS	Provide transportation assistance to clients needing to get their children to after school programs (Boys and Girls Club).	1.2F			
11		CSBG-USHHS	Provide information and referrals to health care services.	1.2G			
12		CSBG-USHHS	Provide rental assistance and referrals to persons participating in case management TOP.	1.2H			
13		CSBG-USHHS	Provide referrals to food pantry and HHSC TANF programs.	1.2I			

14		CSBG-USHHS	Provide non-emergency utility assistance.	1.2J				
15		CSBG-USHHS	Provide referrals to weatherization program.	1.2K				

1.3s ECONOMIC ASSET ENHANCEMENT AND UTILIZATION

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target
16	3	CSBG-USHHS	Provide information and referral to OAG Child Support Division	1.3B	10	0	0
17	3	CSBG-USHHS	Assist persons enroll in lifeline program	1.3C	10	0	0
18	4	CSBG-USHHS	Provide referrals to personal finance and budgeting. Will develop retirement planning classes to clients.	1.3D	5	5	33

2.1s COMMUNITY IMPROVEMENT AND REVITALIZATION

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target
19		CSBG-USHHS	Assist in the development of colonia street lighting.	2.1C			

29		CSBG-USHHS	Referrals to the weatherization program.	2.1D				
20		CSBG-USHHS	Advocate for preservation of bus route to CPS, HHSC, and CSA Offices	2.1H				

2.2s COMMUNITY QUALITY OF LIFE AND ASSETS

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target

2.3s, 3.1s, 3.2s COMMUNITY ENGAGEMENT, ENHANCEMENT, AND EMPLOYMENT

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target
21	1	CSBG-USHHS	Recruit, train, and place volunteers in CSA Office.	2.3A			
22	1	CSBG-USHHS	Mobilize volunteers to participate in Make A Difference Day, Adopt a Family Day at Christmas and Thanksgiving.	2.3A			

23		CSBG-USHHS	Low income participation on CSA Board and Subcommittees.	3.1A				
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4.1s COMMUNITY WIDE PARTNERSHIPS

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target
24	1	CSBG-USHHS	Coordination of services with partner organizations	4.1A-M			

5.1s AGENCY DEVELOPMENT

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target
25		CSBG-USHHS	Number of staff attending training.	5.1E			
26		CSBG-USHHS	Number of Board members attending training.	5.1F			

27		CSBG-USHHS	Hours of staff training.	5.1G				
28		CSBG-USHHS	Hours of board members in training.	5.1H				

6.1s INDEPENDENT LIVING

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target
30	2	CSBG-CEAP	Referrals for utility assistance and emergency food assistance.	6.2A			

6.2s EMERGENCY ASSISTANCE (For crisis assistance.)

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target
31	2	CSBG	Emergency food to crisis victims.	6.2A			
32	2	CSBG	Emergency utility/fuel assistance LIHEAP/Private to crisis victims.	6.2B			
33	2	CSBG	Emergency car and home repair to crisis victims.	6.2D			
34	2	CSBG	Emergency rent and mortgage assistance to people facing eviction.	6.2C			
35	2	CSBG	Emergency disaster relief.	6.2J			

36	2	CSBG	Emergency clothing for disaster victims.	6.2K				
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6.3s CHILD AND FAMILY DEVELOPMENT

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target
37	3	CSBG	Assist Head Start in their back to school registration fairs etc.	6.3C	0	0	0
38	3	CSBG	Number of children who are developmentally ready to enter K	6.3D	0	0	0
39	3	CSBG	Number of children who obtain immunizations and medical and dental care.	6.3A	0	0	0
43	3	CSBG	Boys and Girls Club registrations	6.3E, 6.3G, 6.3I	0	0	0
			Parents learn and demonstrate improved parenting skills.	6.3J	3	31	5

6.4s FAMILY SUPPORTS (For services to persons that are unable to work, especially Seniors, Disabled, and Caregivers.)

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target
40	3	CSBG	Non-emergency LIHEAP	6.4G			
41	3	CSBG	Non-emergency WX	6.4H			

42	3	CSBG	Utility assistance for vulnerable populations (seniors, children under six, and disabled)	6.4G			
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6.5s SERVICE COUNTS (Service counts are to be reported in 6.5 and the persons served in related NPIs such as 1.2s, 6.2s, or 6.4s.)

Performance Statement #	Top Five Need Addressed	Grant Name	Service or Activity	NPIs (list all NPIs applicable to activity)	Target (for NPIs 1.1s, 1.1s 1.1s)	Previous Year's Outcomes (PY 2015) for NPIs Requiring Target	Current Year to Date Outcomes as of August 2016 for NPIs Requiring Target
44		CSBG	Food boxes	6.5A			
45		CSBG	Rides Provided	6.5D			
46		CSBG	Information and referral calls	6.5E			
47		CSBG					

**ATTACHMENT L:
STRATEGIC PLAN UPDATE**

Subrecipient:

Time Period (years) covered by the Strategic Plan:

PY 16 Strategic Planned Goals	Projected Outcome	Outcome Success Rate	PY 17 Strategic Plan Projected Outcome	Applicable Revisions to Outcome Measure
Expand the social services network	25 Community Organizations will sign MOU's with HCCSA	HCCSA hosted one major partnership event in 2016. The agency developed over twenty-five new partnerships via attendance at coalition meetings, in house trainings and off site events.	1. HCCSA will secure MOU's with all partnering agencies. 2. HCCSA will host four events per year with the goal of encouraging the coordination of services to families across Hidalgo County	
Increase access to nutritious foods	25 persons will be signed up for TANF Services 50 persons will be enrolled in Healthy Food Academy	The agency maintains staple food items on hand specifically to be distributed to those deemed eligible by agency staff. In addition, the agency routinely distributes emergency shopping cards to those persons deemed eligible and in need of food. Appropriate referrals are then made to partner agencies such as HHSC or the Rio Grande Valley Food Bank.	1. HCCSA will develop a referral tracking system that will allow the agency to document success stories 2. The agency will partner with Texas Agri-Life or a similar organization as it offers Health Food Choice classes 3. Fifty referrals from HCCSA will attend those classes described in #2 3. HCCSA will continue to participate in the Healthy South Texas Coalition sponsored by Texas Agri-Life	

<p>Help people earn a living wage and transition out of poverty</p>	<p>66 persons will Transition Out of Poverty</p>	<p>The agency has reported that it will transition the 62 persons out of poverty by December 31, 2016.</p>	<p>1. The agency will continue to meet the goal for TOP participants in PY 2017</p>	
<p>Educate the elderly about elder abuse and fraud</p>	<p>100 Seniors will report improved knowledge regarding abuse and fraud.</p>	<p>Residents received information regarding a variety of healthy living options during PY 2016</p>	<p>1. The agency will ensure that 100 seniors receive specific information regarding healthy aging and elder abuse prevention 2. Receipt of this information and training will be documented via an exit survey during PY 2017</p>	
<p>Provide assistance to low income families in times of crisis or emergency</p>	<p>Emergency services protocols will be developed</p>	<p>The agency demonstrated time and time again (Granjeno, house fires, flooding events, etc) that it has the capacity and the ability to respond immediately during times of crisis and emergency.</p>	<p>1. HCCSA will meet with Emergency Management personnel in an effort to further strengthen referral protocols 2. HCCSA will continue to respond to "emergencies" as deemed appropriate by Hidalgo County's Emergency Management Coordinators</p>	
<p>Provide financial literacy classes for low income families</p>	<p>200 low income individuals will attend financial literacy seminars with 75% reporting increased knowledge</p>	<p>The agency has hosted one such event (13 attendees) for case management clients and their families.</p>	<p>The agency will step up efforts to require mandatory participation in the financial literacy classes offered by Texas Agri-Life and or Goodwill Industries 1. The goal of 200 low income individuals will be reached during PY 2017 with 75% of them reporting increased proficiency in the area of</p>	

			personal finance	
Provide emergency utility assistance and case management for veterans and single females head of households	100 Veterans will receive utility assistance. 5 veterans will receive case management services	The agency secured a \$300,000 grant from Texas Veterans Commission. To date 138 veterans have been served via CEAP and BZ	1. The agency will continue to administer TVC funding for veterans during PY 2017 2. HCCSA will develop a working partnership with WIC in order to identify those clients in need of services	
Assist low income individuals enroll in affordable medical insurance	25 persons will be referred to ACA enrollment	Numerous referrals were made to ACA navigators but little to no documentation was secured.	1. An improved tracking system will be implemented that will allow for monthly reporting of those participants accessing ACA via agency efforts.	
Develop the knowledge base of board members with regards to their roles	90% of the Board will report increased knowledge and competencies regarding their roles and responsibilities.	Advisory board members have received numerous hours of training. They have completed modules 1-3 of CAPLAW Governance manual. In addition, two members attended the national CAP Convention in Austin, Texas	1. HCCSA advisory board, assistant district attorneys and commissioners court staff members will continue to receive CAPLAW (or similar) training regarding their roles and responsibilities. This training will include governance, ROMA, strategic planning and crisis management among other types 2. A board orientation handbook will be developed for incoming board members.	
Develop a HCCSA marketing campaign	Ten community access channels will air HCCSA PSA's	The agency maintains a good relationship with medias of all type and language. Numerous print and television interviews have been	1 HCCSA will develop an increased presence in Spanish print and television media with the goal of educating a larger percentage of the population regarding program service	1. Five public access channels will air HCCSA's PSA's 2. HCCSA will produce and distribute an "Annual Report" to the Community

		released with the purpose of informing the public about pertinent information. In addition, agency staff routinely appear at Commissioners Court with the purpose of keeping the Court and the general public up to date about particular events at the agency.	offerings.	for PY 2017
Provide CSBG and CEAP services to the geographically isolated populations of the county	Four strike forces will serve 100 clients in isolated portions of the county.	Various satellite locations were developed during the previous year. The temporary locations were located in southern Alamo, north San Juan, San Carlos, Palmview, Granjeno, Pueblo de Palmas and over 120 adult daycare centers around the county.	<ol style="list-style-type: none"> 1. An improved scheduling system for the satellite offices will be developed for PY 2017. 2. Rededicated efforts will be made towards opening temporary operations offices in the eastern portion of Hidalgo County. 	
Improve employee morale via training, cost of living adjustments and employee evaluations	Implement 3% COLA adjustment and evaluation system,	The agency successfully implemented the 3% COLA for PY 2016	<ol style="list-style-type: none"> 1. The agency will develop and implement an employee evaluation system. 2. The agency will adhere to Hidalgo County's Living Wage Policy 	
Improve the agency's fiscal and programmatic compliance record	Score 100% compliance in agency self assessment	The agency has undertaken the self-assessment process together with partner agencies across the	<ol style="list-style-type: none"> 1. The agency will continue to participate in CAP sponsored self evaluation process 2. The agency will procure the services of an outside 	

		<p>state. In addition, the agency has dedicated funding towards training fiscal staff in the use of Abilia software.</p>	<p>accounting firm for the purposes of improving fiscal operations beginning in PY 2017.</p>	
<p>Instructions: Populate the goals set in your strategic plan for program years 2016 and 2017. Enter outcomes you projected for each. Based upon your August performance report, what is your current success rate? Indicate the outcomes you projected for PY17 for each goal. Make any applicable revisions to the PY17 targets based upon your data analysis from this year.</p> <p>REQUIREMENT-Organizational Standards: 4.4 The governing board receives an annual update on the success of specific strategies included in the Community Action plan. 6.5 The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.</p>				

COMMUNITY SERVICES BLOCK GRANT PURPOSE, ASSURANCES AND GOALS

“For the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient and to accomplish the goals of (A) strengthening of community capabilities for planning and coordinating the use of a broad range of Federal, State, local, and other assistance (including private sector resources) related to the elimination of poverty, so that this assistance can be used in a manner responsive to local needs and conditions; (B) the organization of a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty in the community and may help the families and individuals achieve self-sufficiency; (C) the greater use of innovative and effective community-based approaches to attacking the causes and effects of poverty and of community breakdown; (D) the maximum participation of residents of low-income communities and members of the groups served by programs assisted through the block grants made under this subtitle to empower such resident and members to respond to the unique problems and needs within their communities; and (E) the broadening of the resource base of programs directed to the elimination of poverty so as to secure a more active role in the provision of services for—(i) private, religious, charitable, and neighborhood-based organizations; and (ii) individual citizens, and business, labor, and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.”

ASSURANCES

The CSBG Act requires that the Department provide assurance that CSBG funds are utilized for the following purposes. CSBG eligible entities must ensure that assurances are met and that CSBG funds are utilized for purpose and goals outlined in the CSBG Act. Below is a summary of the assurance and is not the complete language in the CSBG Act.

- To remove obstacles and solve problems that block the achievement of self-sufficiency
- To secure and retain meaningful employment
- To attain an adequate education, with particular attention toward improving literacy skills.
- To make better use of available income.
- To obtain and maintain adequate housing and a suitable living environment.
- To obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs.
- To achieve greater participation in the affairs of the communities involved, including development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners. This may include participation in activities such as neighborhood or community policing efforts.
- 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, and promote increased community coordination and collaboration. To support programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs) and after-school child care programs.
- To make more effective use of, and to coordinate with, other programs related to the purposes of CSBG.
- To 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;
- To coordinate, and establish linkages between, governmental and other social service programs to assure the effective delivery of services to low-income individuals and to avoid duplication of such services. And to coordinate the provision of employment and training activities with entities providing activities through local workforce investment programs under the Workforce Investment Act of 1998.

**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET**

FFY 2017

Please enter the requested information into the YELLOW cells on each page and sign the Summary Page below

Subrecipient:	Hidalgo County Community Service Agency
Service Area:	
CSBG ALLOCATION:	\$ 1,695,865.00

IMPORTANT! This "Summary Page" will self-populate as you complete each of the Budget Support Sheets (B1 - B6):

BUDGET CATEGORIES	AMOUNT
B.1 Personnel (Detailed on Budget Support Sheet B.1)	\$ 681,775.00
B.2 Fringe Benefits (Detailed on Budget Support Sheet B.2)	\$ 361,908.00
B.2 Travel (Detailed on Budget Support Sheet B.2)	\$ 22,800.00
B.2 Supplies (Detailed on Budget Support Sheet B.2)	\$ 21,000.00
B.3 Equipment (Detailed on Budget Support Sheet B.3)	\$ 15,000.00
B.4 Contractual (Detailed on Budget Support Sheet B.4)	\$ 13,200.00
B.5 Other (Detailed on Budget Support Sheet B.5)	\$ 410,595.00
B.6 TOP and Direct Customer Support (Detailed on Budget Support Sheet B.6)	\$ 169,587.00
B.7 Indirect Costs (Your agency has an approved Cost Allocation Plan? If "YES," enter detail on Budget Support Sheet B.7).	\$ -
TOTAL BUDGET*	\$ 1,695,865.00
TOTAL BUDGET must equal the "CSBG Allocation" above.	Diff: \$ -

Subrecipient Approval

<i>Signature of Preparer:</i>			
<i>Printed Name:</i>	<i>Jaime Longoria</i>	<i>Date:</i>	
<i>Signature of Approver:</i>			
<i>Printed Name</i>		<i>Date:</i>	

COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET

FFY 2017

Budget Support Sheet B.2

Subrecipient:

Hidalgo County Community Service Agency

FRINGE BENEFITS, TRAVEL, & SUPPLIES

CSBG FRINGE BENEFITS (EXCLUDING Direct Client Support Staff)

Items			AMOUNT
F.I.C.A			\$ 55,370.00
Unemployment			\$ 44,847.00
Workman's Comp. Insurance			\$ 10,000.00
Health Insurance			\$ 198,000.00
Dental Insurance			\$ -
Life Insurance			\$ 5,000.00
Retirement Contribution			\$ 48,691.00
Others (List):			\$ -
			\$ -
			\$ -
CSBG FRINGE BENEFITS:			\$ 361,908.00
OTHER PROGRAM(S) FRINGE BENEFITS:			\$ -
TOTAL FRINGE BENEFITS AMOUNT:			\$ 361,908.00
TRAVEL (all staff)			
	Miles	x Fed. Rate*	
Local Travel (*Rate cannot be higher than the Federal rate)	10,000	0.58	\$ 5,800.00
Per Diem			\$ 5,000.00
Non-Local Travel			\$ 12,000.00
Board Member Reimbursement			
TOTAL TRAVEL AMOUNT:			\$ 22,800.00
SUPPLIES			
Office Supplies			\$ 8,000.00
Maintenance Supplies			\$ 2,000.00
Program Supplies			\$ 1,000.00
Postage			
Others (List):			\$ 10,000.00
TOTAL SUPPLIES AMOUNT:			\$ 21,000.00

Note: "CSBG Budgeted Amount" must equal "Fringe Benefits," "Travel," & "Supplies" on the "Summary Page 1"

Scroll down to view tables on pages 2 to 3 (if needed)!

FRINGE BENEFITS for OTHER PROGRAM(S): List Fringe Benefits for other program(s) being supported by CSBG: *(Please use separate attachment if more space is needed, & transfer the totals from the separate attachments to a line on any of the available pages below) :*

PROGRAM:		
Items:		AMOUNT
F.I.C.A		
Unemployment		
Workman's Comp. Insurance		
Health Insurance		
Dental Insurance		
Life Insurance		
Retirement Contribution		
Others (List):		
CSBG BUDGETED AMOUNT:		\$ -

List Fringe Benefits items for next Program

PROGRAM:		
Items:		AMOUNT
F.I.C.A		
Unemployment		
Workman's Comp. Insurance		
Health Insurance		
Dental Insurance		
Life Insurance		
Retirement Contribution		
Others (List):		
CSBG BUDGETED AMOUNT:		\$ -

List Fringe Benefits items for next Program

PROGRAM:		
Items		AMOUNT
F.I.C.A		
Unemployment		
Workman's Comp. Insurance		
Health Insurance		
Dental Insurance		
Life Insurance		
Retirement Contribution		
Others (List):		
CSBG BUDGETED AMOUNT:		\$ -

List Fringe Benefits items for next program

PROGRAM:		
Items		AMOUNT
F.I.C.A		
Unemployment		
Workman's Comp. Insurance		
Health Insurance		
Dental Insurance		
Life Insurance		
Retirement Contribution		
Others (List):		
CSBG BUDGETED AMOUNT:		\$ -

List Fringe Benefits items for next Program

PROGRAM:		
Items		AMOUNT
F.I.C.A		
Unemployment		
Workman's Comp. Insurance		
Health Insurance		
Dental Insurance		
Life Insurance		
Retirement Contribution		
Others (List):		
CSBG BUDGETED AMOUNT:		\$ -

List Fringe Benefits items for next Program

PROGRAM:		
Items		AMOUNT
F.I.C.A		
Unemployment		
Workman's Comp. Insurance		
Health Insurance		
Dental Insurance		
Life Insurance		
Retirement Contribution		
Others (List):		
CSBG BUDGETED AMOUNT:		\$ -

CSBG Support For Other Program(s) - List all Programs being supported:

PROGRAM:						
EQUIPMENT DESCRIPTION	# OF UNIT	BRAND & MODEL	UNIT COST	TOTAL COST	% CHARGED TO CSBG	AMOUNT(\$) CHARGED TO CSBG
PURCHASES						
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
LEASES						
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
Sub-Total:						\$ -

Enter Next Program

PROGRAM:						
PURCHASES						
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
LEASES						
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -
				\$0.00		\$ -

Sub-Total:	\$ -
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COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET

FFY 2017

Budget Support Sheet B.4

Subrecipient:

Hidalgo County Community Service Agency

CONTRACTUAL

CSBG BUDGET ITEMS (CATEGORIES)	TOTAL COST	% CHARGED TO CSBG	AMOUNT CHARGED TO CSBG
Legal Services			\$ -
Audit Services	\$22,000.00	60%	\$ 13,200.00
Accounting Services			\$ -
List others:			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Sub-Total (CSBG):			\$ 13,200.00
Sub-Total (Other Program(s) supported by CSBG:			\$ -
TOTAL CONTRACTUAL AMOUNT:			\$ 13,200.00

Note: "TOTAL" on this page must equal "Contractual" line item on the "Summary Page 1"

CSBG Support For Other Program(s) - List all Program(s) being supported:			
PROGRAM:			
Legal Services			\$ -
Audit Services			\$ -
Accounting Services			\$ -
List others:			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Sub-Total:			\$ -

Scroll down to view tables on page 2 (if needed)!

Enter Next Program

PROGRAM:			
Legal Services			\$ -
Audit Services			\$ -
Accounting Services			\$ -
List others:			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Sub-Total:			\$ -

Enter Next Program

PROGRAM:			
Legal Services			\$ -
Audit Services			\$ -
Accounting Services			\$ -
List others:			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Sub-Total:			\$ -

Enter Next Program

PROGRAM:			
Legal Services			\$ -
Audit Services			\$ -
Accounting Services			\$ -
List others:			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Sub-Total:			\$ -

COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET

FFY 2017

Budget Support Sheet B.5

SUBRECIPIENT:

**Hidalgo County Community Service Agency
OTHER BUDGET CATEGORIES**

OTHER BUDGET CATEGORIES	TOTAL COSTS (\$)	% CHARGED TO CSBG	AMOUNT (\$) CHARGED TO CSBG
List the items below:			
Training and Meetings	\$12,000.00	55.0%	\$ 6,600.00
Permits	\$1,000.00	55.0%	\$ 550.00
Software Maint.	\$25,000.00	55.0%	\$ 13,750.00
Vehicle Rental	\$2,000.00	55.0%	\$ 1,100.00
Board Elections	\$2,000.00	100.0%	\$ 2,000.00
Liability Insurance	\$26,000.00	50.0%	\$ 13,000.00
Memberships	\$7,500.00	60.0%	\$ 4,500.00
Copies and Repro. Fees	\$6,000.00	50.0%	\$ 3,000.00
Printing	\$2,000.00	50.0%	\$ 1,000.00
Office Lease	\$165,000.00	55.0%	\$ 90,750.00
Storage Rental	\$4,000.00	55.0%	\$ 2,200.00
Advertisement	\$3,000.00	50.0%	\$ 1,500.00
Telephone and Internet	\$35,000.00	65.0%	\$ 22,750.00
Postage	\$8,000.00	55.0%	\$ 4,400.00
Utilities	\$55,000.00	65.0%	\$ 35,750.00
Janitorial Service	\$11,000.00	65.0%	\$ 7,150.00
Network/Hardware Maint.	\$10,000.00	65.0%	\$ 6,500.00
Other Direct Services	\$40,000.00	100.0%	\$ 40,000.00
Equipment Rental	\$5,000.00	55.0%	\$ 2,750.00
Emergency Services	\$151,345.00	100.0%	\$ 151,345.00
SUB-TOTAL (CSBG):			\$ 410,595.00
SUB-TOTAL (OTHER PROGRAM(S)):			\$ -
TOTAL OTHER AMOUNT:			\$ 410,595.00

Note: "TOTAL AMOUNT" must equal "Other" on the "Summary Page 1"

Scroll down to view tables on pages 2 to 3 (if needed)!

				\$	-
				\$	-
Sub-Total Direct Customer Support Staff (CSBG):				\$	-
BUDGET CATEGORIES					
FRINGE BENEFIT ITEMS FOR DIRECT CUSTOMER SUPPORT STAFF :					Fringe Amount
F.I.C.A				\$	-
Unemployment				\$	-
Workman's Comp. Insurance				\$	-

COMMUNITY SERVICES BLOCK GRANT PROPOSED BUDGET

FFY 2017

Budget Support Sheet B.7

Subrecipient:

Hidalgo County Community Service Agency

INDIRECT COSTS

BUDGET CATEGORIES			CSBG AMOUNT
Indirect Costs			
%	Base	CSBG Indirect Costs	\$0.00
		\$0.00	
<i>Space left blank intentionally</i>			
Sub-Total (CSBG):			\$ -
Sub-Totals (Program(s) Supported by CSBG):			\$ -
TOTAL INDIRECT COSTS AMOUNT:			\$ -

Note: This page "Total Amount" must equal "Indirect Costs" line item on the "Summary Page 1"

CSBG Support For Other Program(s) - List all Program(s) being supported:			
PROGRAM:			
BUDGET CATEGORIES			AMOUNT
Indirect Costs			
%	Base	Indirect Cost	\$0.00
		\$0.00	
Sub-Total (Other Program):			\$ -
<i>Enter Next Program</i>			
PROGRAM:			
BUDGET CATEGORIES			AMOUNT
Indirect Costs			
%	Base	Indirect Cost	\$0.00
		\$0.00	
Sub-Total (Other Program):			\$ -
<i>Enter Next Program</i>			
PROGRAM:			
BUDGET CATEGORIES			AMOUNT
Indirect Costs			
%	Base	Indirect Cost	\$0.00
		\$0.00	
Sub-Total (Other Program):			\$ -