

Oregon Housing and Community Services

Community Services Block Grant(CSBG)

2014-2015 State Plan and Application

Administered By:

The State of Oregon
Governor John A. Kitzhaber

Oregon Housing and Community Services
Margaret Van Vliet, Director

Program Delivery Division
Julie Cody, Administrator

2013

Oregon Housing and Community Services

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I. Federal Fiscal Year or Years Covered by this State Plan and Application

This state plan and application covers Federal Fiscal Years 2014- 2015. Oregon's CSBG Program year begins January 1st and ends December 31st.

II. Letter of Transmittal (*attached separately*)

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III. Executive Summary

A. CSBG State Legislation

The designation and Statutory Authority for Oregon Housing and Community Services Department to act as the Lead Agency to administer and appropriate funds in the CSBG program is referenced in the Oregon Revised Statutes (ORS) Chapter 458.505 (Appendix A)

B. Designation of Lead State Agency to Administer the CSBG Program

Section 676(a) of the Community Services Block Grant Act requires the Chief Executive of each State designate an appropriate State agency to act as the lead agency for administration of the Community Services Block Grant.

Oregon Housing and Community Services (OHCS) has been designated as the lead agency in Oregon for the administration of the Community Services Block Grant. Margaret Van Vliet, Director of OHCS, is the state official designated to sign assurances and receive the grant award. The letter of designation from Oregon's Governor John Kitzhaber follows this text.

C. Public Hearing Requirements

1. Public Hearing: A notice of public hearing was placed in all major newspapers in the state. (Appendix B) The public hearing was held on August 16th, 2013, from 10:30am to 11:30am at Oregon Housing and Community Services in Salem, Oregon. Public comments were received through August 23rd, 2013.

2. Legislative Hearing: The last CSBG legislative hearing was held as a part of the total department budget hearings during the month of June 2013. Oregon's legislature met every other year on odd years, until, effective January 2011, the schedule adjusted to annually. (Appendix C)

3. Public Inspection of State Plan: A public hearing notice was sent to the major newspapers in the region. (See Appendix B(b) for affidavits) Additionally, all of the Community Action Agencies throughout the State as well as the Community Action Partnership of Oregon (CAPO) were notified of the public hearing, and informed that the proposed plan was available August 9th, 2013 on the Oregon Housing and Community Services website. The website address was advertised in the public hearing notice as well. Public comments were received through August 23rd, 2013. (See Appendix B(c) for comments received via mail and email)

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IV. Statement of Federal and CSBG Assurances

As part of the annual or biannual application and plan required by Section 676 of the Community Services Block Grant Act, as amended, (42 U.S. C. 9901 et seq.) (The Act), the designee of the chief executive of the State hereby agrees to the Assurances in Section 676 of the Act.

A. Programmatic Assurances

1. Funds made available through this grant or allotment will be used:

- a. To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable the families and individuals to:
 - i. remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - ii. secure and retain meaningful employment;
 - iii. attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - iv. make better use of available income;
 - v. to obtain and maintain adequate housing and a suitable living environment;
 - vi. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - vii. achieve greater participation in the affairs of the communities involved, 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, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
- 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, and 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, such as programs for the establishment of violence-free zones that would involve youth development and

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intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

- c. To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). ['676(b)(1)]
2. To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; ['676(b)(2)]
3. To provide information by eligible entities in the State, including:
 - a. a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, 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, referrals, case management, and follow-up consultations;
 - c. a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,
 - d. a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]
4. To ensure that eligible entities in the State 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.['676(b)(4)]
5. That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]

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6. To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities. ['676(b)(6)]
7. To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]
8. That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity 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 as provided in Section 678C(b) of the Act. ['676(b)(8)]
9. That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]
10. To require each eligible entity in the State 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 board (or other mechanism) of the eligible entity to petition for adequate representation. ['676(b)(10)]
11. To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community- needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]
12. That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act .['676(b)(12)]
13. To provide information describing how the State will carry out these assurances. ['676(b)(13)] (This is the Narrative CSBG State Plan)

B. ADMINISTRATIVE ASSURANCES

The State further agrees to the following, as required under the Act:

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1. To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. ['675A(b)]
2. To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. ['675C(a)(1) and (2)]
3. In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute 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 community services block grant program. ['675C (a)(3)]
4. To spend no more than the greater of \$55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. ['675C(b)(2)]
5. In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) 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 United States 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. ['675(c)]
6. That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or '675B for the period covered by the State plan. ['676(a)(2)(B)]
7. That the chief executive officer of the State will designate an appropriate State agency for purposes of carrying out State community services block grant program activities. ['676(a)(1)]
8. To hold at least one legislative hearing every three years in conjunction with the development of the State plan.['676(a)(3)]

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9. To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. [‘676(e)(2)]
10. To conduct the following reviews of eligible entities:
 - a. full onsite review of each such entity at least once during each three-year period;
 - b. an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
 - c. 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;
 - d. 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 community services block grant program) terminated for cause. [‘678B(a)]
11. 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 community services block grant program 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:
 - a. inform the entity of the deficiency to be corrected;
 - b. require the entity to correct the deficiency;
 - c. 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;
 - d. 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;
 - e. 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. [‘678(C)(a)]
12. To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
13. 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 community services block grant program. [‘678D(a)(3)]

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14. To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System [’678E(a)(1)].
15. To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under ’678E(a)(2) of the Act.
16. To comply with the prohibition against use of community services block grant 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 Section 678F(a) of the Act.
17. To ensure that programs assisted by community services block grant 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. [’678F(b)]
18. 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 community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 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. [’678F(c)]
19. Section 678. Operational Rule
 - (a) *Religious Organizations Included as Nongovernmental Providers.* –For any program carried out by the Federal Government, or by a State or local government under this subtitle, the government shall consider, on the same basis as other nongovernmental organizations, religious organizations to provide the assistance under the program, so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment of the Constitution. Neither the Federal Government nor a State or local government receiving funds under this subtitle shall discriminate against an organization that provides assistance under, or applies to provide assistance under, this subtitle, on the basis that the organization has a religious character.
 - (b) *Religious Character and Independence.*
 - (1) *In General.* ---A religious organization that provides assistance under a program described in subsection (a) shall retain its religious

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character and control over the definition, development, practice, and expression of its religious beliefs.

(2) Additional Safeguards. ---Neither the Federal Government nor a State or a local government shall require a religious organization--

A. To alter its form of internal governance, except (for purposes of administration of the community services block grant program) as provided in section (a).

B. To remove religious art, icons, scripture, or other symbols; in order to be eligible to provide assistance under a program described in subsection (a).

(3) Employment Practices. ---A religious organization's exemption provided under section 702 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1) regarding employment practices shall not be affected by its participation in, or receipt of funds from, program described in subsection (a).

(c) Limitations on Use of Funds for Certain Purposes. ---

No funds provided directly to a religious organization to provide assistance under any program described in subsection (a) shall be expended for sectarian worship, instruction, or proselytization.

(d) Fiscal Accountability. ---

(1) In General.---Except as provided in paragraph (2), any religious organization providing assistance under any program described in subsection (a) shall be subject to the same regulations as other nongovernmental organizations to account in accord with generally accepted accounting principles for the use of such funds provided under such program.

(2) Limited Audit.--- Such organization shall segregate government funds provided under such program into a separate account. Only the government funds shall be subject to audit by the government.

(e) Treatment of Eligible Entities and Other Intermediate Organizations.---If an eligible entity or other organization (referred to in this subsection as an "intermediate organization"), action under a contract, or a grant or other agreement with the Federal Government or a State or local government, is given the authority under the contract or agreement to select nongovernmental organizations to provide assistance under the programs described in subsection (a), the intermediate organization shall have the same duties under this section as the government."

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C. OTHER ADMINISTRATIVE CERTIFICATIONS

The State also certifies the following

1. 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 Community Services Block Grant program funds.
2. 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.

Margaret Van Vliet, Director
Oregon Housing and Community Services

Date

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V. THE NARRATIVE STATE PLAN

A. Administrative Structure

(1) State Administrative Agency

(a) Oregon Housing & Community Services (OHCS) mission:

OHCS's mission is to "Provide leadership that enables Oregonians to gain housing, become self-sufficient and achieve prosperity." Our vision is to ensure all Oregonians have housing and services that meets their need.

OHCS is the State's housing finance agency and community services program administrator. The Department provides financial and program support to develop and preserve opportunities for quality, affordable housing for Oregonians of lower and moderate income, and administers federal and state antipoverty, homeless and energy assistance, and community service programs.

The current agency was created in 1991, when the legislature merged the Oregon Housing Agency with the Department of Human Resources State Community Services. The coordination between housing and services creates a continuum of programs that can assist and empower lower-income individuals and families in their efforts to become self-sufficient. OHCS also assists in the financing of single-family homes, the new construction or rehabilitation of multifamily, affordable housing developments, as well as grants and tax credits to promote affordable housing.

Under the leadership of Director Margaret Van Vliet, appointed by Governor Kitzhaber in 2011, OHCS began its first stage of transformation and analysis to further enhance the agency's ability to:

- Set and implement policy in transparent ways
- Incorporate meaningful input from partners
- Have clear decision-making processes
- Become a lean, high-performing agency accountable for results
- Better serve Oregon's most vulnerable citizens

To lay the groundwork to achieve these goals, OHCS leadership embarked on a series of discussions with both agency staff and community stakeholders. As a result of these discussions, and with the focus of meeting the goals of the Governor's 10-Year-Plan for Oregon, OHCS has developed a preliminary guiding document, *Envisioning Our Future*. This plan will also guide any transformative changes to our administrative structure in the next two years.

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(b) Oregon Housing & Community Services(OHCS) Goals & Strategic Outcomes

OHCS continues to focus on developing and aligning its goals and strategies with the two guiding plans for Oregon: the 10-Year Plan to End Homelessness and the 10-Year Plan for Oregon.

The 10-Year Plan to End Homelessness, adopted in 2005, encourages local communities to create their own 10-Year Plan. Many counties across Oregon have either completed their plans or are in the process of creating or adopting plans.

The 10-Year Plan for Oregon Initiative, created in August 2011, provides a long-term framework for the state's budget decisions. It seeks to create a statewide strategic plan for state government services with defined outcomes for delivering programs and services efficiently within available resources. This vision will be achieved through the following guiding principles:

- *Common Vision*: Develop a common statewide vision for the state investment now and in the future.
- *Defined Outcomes*: Define specific outcomes with clear accountability to Oregon's citizens.
- *Fiscal Sustainability*: Deliver programs and services efficiently within available resources.
- *Innovative Solutions*: Prioritize investments in areas of change and innovation.
- *Informed Decision Making*: Rely on evidenced-based information to inform policy decisions and decision makers.

This new approach requires the state to set clear budget limits, expectations and criteria for investment. It seeks to deliver critical public services more efficiently and effectively by integrating, streamlining and reducing redundancy. It changes the focus of the biennial budget from balancing the bottom line to budgeting to meet long term outcomes. And it directly involves Oregonians from outside government in recommending program investment levels with accountability measures to track progress over time.

By emphasizing fiscal sustainability in program delivery, this new approach ensures state government can provide consistent services to Oregonians regardless of the economic climate of the state. It requires consideration of the long term fiscal impact of policy decisions and prioritizes saving in good economic times to cover shortfalls during downturns. (*source: www.oregon.gov/COO/Ten/Pages/*)

The 10-Year-Plan for Oregon defines desired strategic priorities and outcomes, rather than existing programs, and it aims to achieve ambitious goals over the next decade. The plan shifts away from stand-alone agency initiatives, instead emphasizing five cross-cutting priorities that Oregonians have identified as critical to securing a prosperous future:

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- Education
- Jobs and Innovation
- Healthy People
- Safety
- Healthy Environment

With those goals and strategies in mind, and with a focus on ensuring that OHCS continues to provide services that makes it possible for greater numbers to achieve prosperity, OHCS guiding strategic document, *Envisioning Our Future*, was developed. *Envisioning Our Future* lays the groundwork to ground ourselves and our key stakeholders and policy makers in a shared vision, and to turn our values and principles in to criteria by which we will evaluate possible scenarios for changes in service delivery in order to align with the 10-Year-Plan. It complements the data collection, research and ideas work that OHCS has completed over the last year.

Below are the agency's current strategies and goals and progress in working towards them:

Goal 1: Secure an end to hunger and homelessness for all Oregonians.

Strategies:

- Develop policies, resources, and partnerships that provide Oregonians experiencing homelessness with permanent supportive housing.
- Improve the integration of OHCS programs to better facilitate serving low-income Oregonians.

Oregon has integrated its state and federally funded homeless programs to better address HUD national goals and priorities to end homelessness. Emphasis has been placed upon more quickly moving homeless households to permanent housing, utilizing promising practices demonstrated in Rapid-Rehousing and Housing First service models. Additionally, homeless definitions, service categories and performance measures have been aligned to better allow for the implementation and evaluation of homeless programs as a comprehensive, coordinated delivery system.

Goal 2: Ensure an ongoing inventory of energy efficient and affordable housing that meets community needs.

Strategies:

- Seek out opportunities to preserve and promote affordable homeownership in Oregon.
- Support ongoing efforts and create new opportunities to preserve federally subsidized housing projects at risk of expiring.
- Create a new manufactured park purchase program(s) to preserve parks.

Foreclosure mitigation efforts continue, and with the Oregon Legislature's recent passage of Senate Bill 1552 and 558, we have several new tools to help struggling homeowners avoid foreclosure. These bills provide homeowners the opportunity to sit

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down, face-to-face with their lenders, looking for an alternative to foreclosure through mediation. OHCS is working closely with partner counseling agencies, housing advocates, and other State agencies (Department of Justice and Department of Consumer and Business Services) to help ensure that homeowners are aware of this new resource. The legislature also appropriated funds specifically for OHCS to administer Legal Assistance, Housing Counseling, and Outreach programs, all in support of the Foreclosure Mediation Program.

Additional legislation that was recently passed includes bills that provide more housing opportunities and assistance to veterans, and also protect Section 8 renters from discrimination.

Goal 3: Help ensure that our partners have sufficient capacity to use OHCS resources effectively.

Strategies:

- Propose a redesigned performance measurement system that demonstrates partner and the department's results, and shows progress in meeting long-term goals.

OHCS has continued to make progress towards this goal. In the last year, OHCS contracted with the City of Portland to develop reports in Service Point, enabling agencies to expand their data collection and reporting methods. This will improve the accuracy of data collection, enable agencies to show a more accurate picture of their services and progresses and allow for agencies to more effectively track their efforts towards meeting performance goals. OHCS has also continued to put a priority on expanding technical and training resources. These efforts will be seen in the additional trainings developed and presented by the statewide association in the coming year.

In the last year, OHCS has also made progress in its goal to centralize monitoring processes. A field monitor position has been developed, monitoring duties have shifted to the Compliance Department and program coordinators are working in conjunction with the Safety Net Compliance Specialist to ensure all monitoring requirements are met.

Goal 4: Create an agency culture that enables our staff to deliver the best possible programs and services.

Strategies:

- Identify specific strategies that promote agency core values and support the overall agency goals.
- Implement a process to meet new goals and objectives that identifies, eliminates or reduces activities that do not add value, or are unproductive, and manages agency risk.

In 2012, OHCS leadership implemented a new organizational structure. Rather than having a large executive team, leadership shifted to a small, unified group of leaders

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with complementary skills and strengths in the areas of Policy/Community Engagement, Business Operations and Program Delivery. This more streamlined structure was created to add accountability and to provide staff development opportunities as we worked towards new ways of doing business. Within this realignment process, the CSBG program has been placed under the Program Delivery Division, under the supervision of Administrator Julie Cody.

With this new leadership in place, efforts have continued to identify strategies and processes that promote and support the agency's core values and goals. Utilizing internal focus groups, surveys and research teams, leadership has begun development of a Transition Plan work plan that will guide the organization for the future.

Goal 5: Secure the long-term financial stability of critical OHCS programs.

Strategies:

- Develop thorough analyses that identify costs and revenues for all agency programs.
- Develop detailed prioritizations that identify which programs play the most vital roles in contributing to the long-term outcomes Governor Kitzhaber's 10-year plan for Oregon calls for.
- Identify and recommend strategies for program or operational changes that will ensure the financial sustainability of the programs most critical to vulnerable Oregonians.

Pursuant to Governor Kitzhaber's Balanced Budget (GBB) for 2013-2015, OHCS is launching a planning effort to develop a new service delivery system for its housing finance and community service programs. This plan will be presented to the Governor and legislature no later than February 2014. Upon acceptance of the plan, second year biennial funding for programs and administration can be approved, and implementation of proposed changes can begin. It is expected that programs will be transitioned by the beginning of the 2015-2017 biennium, if not sooner.

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Oregon Housing and Community Services Core Values

Communication: *We value transparent, honest, and respectful communication among all staff and with our partners.*

Partnerships: *We value our partners and our common expectation for excellence.*

Customer Service: *We value our customers by honoring our commitments to them.*

Leadership: *We value visionary leadership among all, encouraging innovative solutions to secure future opportunities.*

Teamwork: *We value teamwork, interdependence, and cohesiveness as fundamental to achieving our mission.*

Workforce: *We value the expertise and diversity of our workforce and provide support through teamwork, training, and respect.*

Innovation: *We value entrepreneurial thinking, creative actions, the results of lessons learned, and the celebration of success.*

Stewardship: *We value practices that optimize the benefits of current and future resources entrusted to us.*

(2) Eligible Entities

Oregon Administrative Rules Chapter 813, Division 210 (Appendix D) stipulates that anti-poverty funds, administered by OHCS, shall be distributed to established Community Action Agencies across the state. These funds include: nutrition, rental assistance, homeless, low-income energy assistance, weatherization, CSBG and other funding as it becomes available to OHCS.

1. Aging Community Coordinated Enterprises & Support Services

Private Community Action Agency

Service Area: Jackson County

Total 2013 CSBG Budget: \$256,276

Total unduplicated number of clients served: 43,593

Total unduplicated number of families served: 18,267

2. Community Action Organization

Private Community Action Agency

Service Area: Washington County

Total 2013 CSBG Budget: \$385,449

Total unduplicated number of clients served: 26,307

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Total unduplicated number of families served: 9,546

3. Community Action Program of East Central Oregon

Private Community Action Agency

Service Area: Gilliam, Morrow, Umatilla and Wheeler Counties

Total 2013 CSBG Budget: \$156,557

Total unduplicated number of clients served: 13,479

Total unduplicated number of families served: 4,729

4. Community Action Team

Private Community Action Agency

Service Area: Clatsop, Columbia and Tillamook Counties

Total 2013 CSBG Budget: \$155,322

Total unduplicated number of clients served: 12,263

Total unduplicated number of families served: 10,618

5. Community Connection of Northeast Oregon

Private Community Action Agency

Service Area: Baker, Grant, Union and Wallowa Counties

Total 2013 CSBG Budget: \$155,322

Total unduplicated number of clients served: 892

Total unduplicated number of families served: 363

6. Clackamas County Social Services Division

Local Government Community Action Agency

Service Area: Clackamas County

Total 2013 CSBG Budget: \$367,270

Total unduplicated number of clients served: 19,110

Total unduplicated number of families served: 7,058

7. Community Services Consortium

Local Government Community Action Agency

Service Area: Benton, Lincoln and Linn Counties

Total 2013 CSBG Budget: \$242,553

Total unduplicated number of clients served: 27,514

Total unduplicated number of families served: 10,326

8. Community in Action

Private Community Action Agency

Service Area: Harney and Malheur Counties

Total 2013 CSBG Budget: \$164,817

Total unduplicated number of clients served: 15,253

Total unduplicated number of families served: 8,540

9. Klamath Lake Community Action Services

Private Community Action Agency

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Service Area: Klamath and Lake Counties
Total 2013 CSBG Budget: \$155,322
Total unduplicated number of clients served: 13,763
Total unduplicated number of families served: 6,552

10. Lane County

Local Government Community Action Agency
Service Area: Lane County
Total 2013 CSBG Budget: \$444,225
Total unduplicated number of clients served: 73,675
Total unduplicated number of families served: 44,801

11. Mid-Columbia Community Action Council

Private Community Action Agency
Service Area: Hood River, Sherman and Wasco Counties
Total 2013 CSBG Budget: \$116,664
Total unduplicated number of clients served: 6,165
Total unduplicated number of families served: 2,348

12. Multnomah County Department of County Human Services

Local Government Community Action Agency
Service Area: Multnomah County
Total 2013 CSBG Budget: \$752,013
Total unduplicated number of clients served: 80,259
Total unduplicated number of families served: 40,985

13. Mid-Willamette Valley Community Action Agency

Private Community Action Agency
Service Area: Marion and Polk Counties
Total 2013 CSBG Budget: \$473,918
Total unduplicated number of clients served: 57,755
Total unduplicated number of families served: 15,951

14. NeighborImpact

Private Community Action Agency
Service Area: Crook, Deschutes and Jefferson Counties
Total 2013 CSBG Budget: \$237,786
Total unduplicated number of clients served: 21,741
Total unduplicated number of families served: 8,690

15. Oregon Human Development Corporation

Statewide Farm Worker Organization
Total 2013 CSBG Budget: \$152,528
Total unduplicated number of clients served: 4,286
Total unduplicated number of families served: 1,354

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16. Oregon Coast Community Action

Private Community Action Agency

Service Area: Coos and Curry Counties

Total 2013 CSBG Budget: \$156,557

Total unduplicated number of clients served: 13,251

Total unduplicated number of families served: 5,707

17. United Community Action Network

Private Community Action Agency

Service Area: Douglas and Josephine Counties

Total 2013 CSBG Budget: \$282,643

Total unduplicated number of clients served: 20,193

Total unduplicated number of families served: 7,923

18. Yamhill Community Action Partnership

Private Community Action Agency

Service Area: Yamhill County

Total 2013 CSBG Budget: \$155,322

Total unduplicated number of clients served: 12,871

Total unduplicated number of families served: 2,612

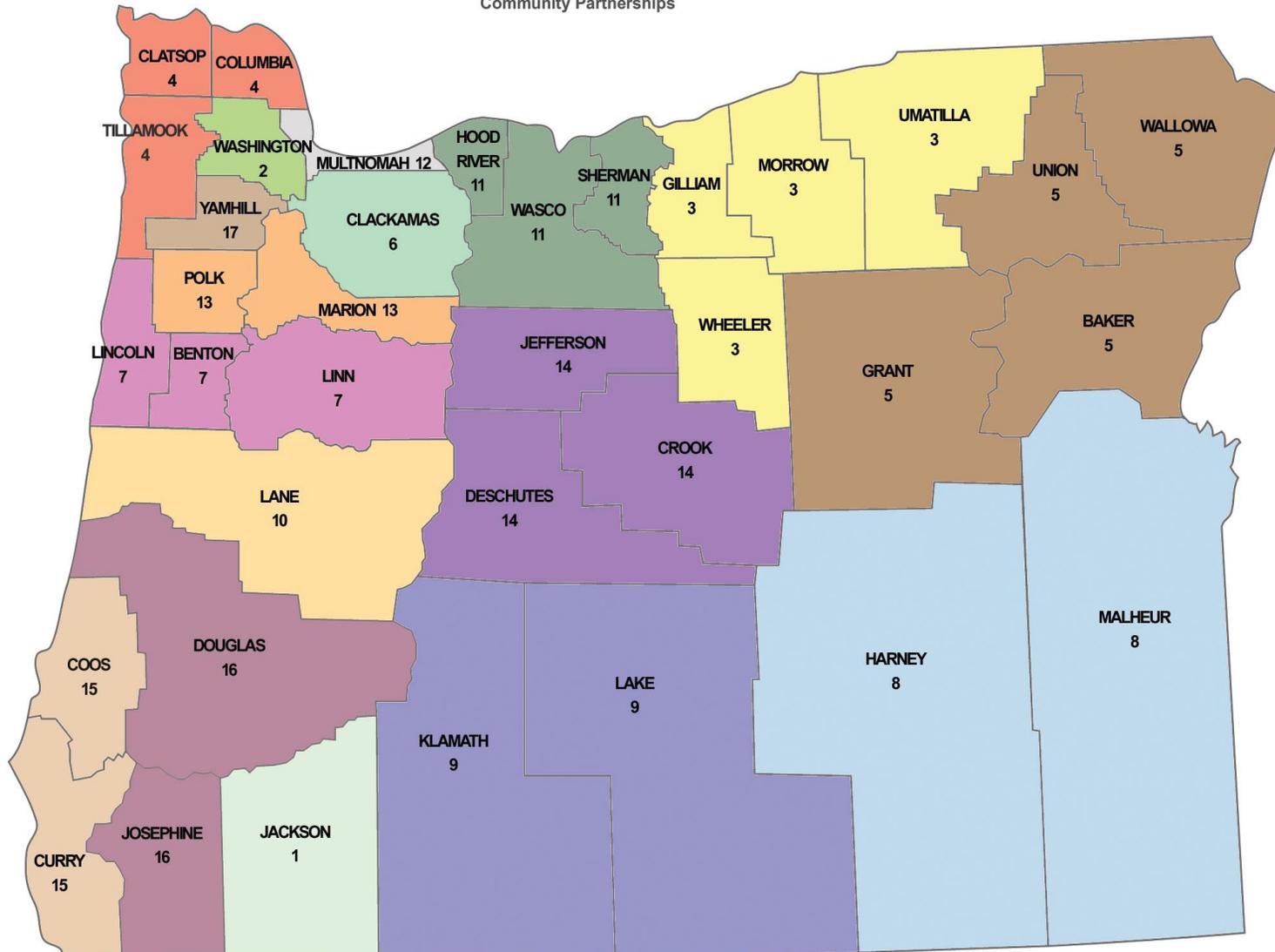
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# OF CAAS	CAA	GEOGRAPHICAL COVERAGE	ADDRESS/CITY	WEB SITE ADDRESS
1	Aging Community Coordinated Enterprises & Support Services	Jackson County	3630 Aviation Way Medford, OR 97501	www.accesshelps.org
2	Community Action Organization	Washington County	1001 SW Baseline Street Hillsboro, OR 97123	www.caowash.org
3	Community Action Program of East Central Oregon	Gilliam, Morrow, Umatilla and Wheeler Counties	721 SE Third Suite D Pendleton, OR 97801	www.capeco-works.org
4	Community Action Team	Clatsop, Columbia and Tillamook Counties	125 North 17 th St. St. Helens, OR 97051	www.columbia-center.org/cat
5	Community Connection of Northeast Oregon	Baker, Grant, Union and Wallowa Counties	104 Elm Street La Grande, OR 97850	www.ccn.org
6	Clackamas County Social Services Division	Clackamas County	2051 Kaen Road Oregon City, OR 97045	www.co.clackamas.or.us/socialservices/
7	Community Services Consortium	Benton, Lincoln and Linn Counties	545 SW 2nd Street Suite A Corvallis, OR 97333	www.communityservices.us
8	Community in Action	Harney and Malheur Counties	49 NW 1 st St., #6 Ontario, OR 97914	www.communityinaction.info
9	Klamath Lake Community Action Services	Klamath and Lake Counties	1803 Main Street Klamath Falls, OR 97601	www.klccas.org
10	Lane County	Lane County	125 E 8th Avenue Eugene, OR 97401	www.lanecounty.org/hsc
11	Mid-Columbia Community Action Council	Hood River, Sherman and Wasco Counties	312 E. 4th Street The Dalles, OR 97058	www.mccac.com
12	Multnomah County Department of County Human Services	Multnomah County	501 SW Hawthorne Blvd. Portland, OR 97214	www.multco.us
13	Mid-Willamette Valley Community Action Agency	Marion and Polk Counties	2475 Center Street NE Salem, OR 97301	www.mwvcaa.org
14	NeighborImpact	Crook, Deschutes and Jefferson Counties	2303 SW First Street Redmond, OR 97756	www.neighborimpact.org/
15	Oregon Coast Community Action	Coos and Curry Counties	2110 Newmark Coos Bay, OR 97420	www.orcca.us
16	United Community Action Network	Douglas and Josephine Counties	280 Kenneth Ford Dr. Roseburg, OR 97470	www.ucancap.org
17	Yamhill Community Action Partnership	Yamhill County	800 NE 2nd Street McMinnville, OR 97128	www.yamhillcap.org
18	Oregon Human Development Corporation	Statewide farm worker organization, not located on CAA MAP	9600 SW Oak. Ste. 565 Tigard, OR 97223	www.ohdc.org/

Oregon Community Action Agencies

LISTED ALPHABETICALLY

- | | | |
|--|---|--|
| 1 ACCESS, Aging Community Coordinated Enterprises & Support Services | 7 CSC, Community Services Consortium | 13 MWVCAA, Mid-Willamette Valley Community Action Agency |
| 2 CAO, Community Action Organization | 8 HMCAA, Harney-Malheur County Community Action Agency | 14 NIMPACT, NeighborImpact |
| 3 CAPECO, Community Action Program of East Central Oregon | 9 KLCAS, Klamath-Lake Community Action Services | 15 ORCCA, Oregon Coast Community Action |
| 4 CAT, Community Action Team, Inc. | 10 LCHSC, Lane County Human Services Commission | 16 UCAN, Umpqua Community Action Network |
| 5 CCN, Community Connection of Northeast Oregon | 11 MCCAC, Mid-Columbia Community Action Council | 17 YCAP, Yamhill Community Action Programs |
| 6 CCSSD, Clackamas County Social Services Division | 12 MCDSCP, Multnomah County Department of School & Community Partnerships | |



Oregon Housing and Community Services

(3) Distribution and Allocation of Funds

(a) Planned Distribution of Funds for FFY2014-FFY2015, based on FFY 2013 allocation*

Eligible Entities	2013 CSBG Funds
ACCESS	\$235,926
Clackamas County Social Services Division	\$251,981
Community Action Organization	\$328,692
Community Action Program of East Central Oregon	\$150,000
Community Action Team	\$150,000
Community Connection of Northeast Oregon	\$150,000
Community in Action	\$150,000
Community Services Consortium	\$278,348
Klamath Lake Community Action Services	\$150,000
Lane County	\$413,053
Mid-Columbia Community Action Council	\$150,000
Mid-Willamette Valley Community Action	\$440,165
Multnomah County Department of Human Services	\$796,885
NeighborImpact	\$222,996
Oregon Human Development Corporation	\$150,000
Oregon Coast Community Action Agency	\$150,000
United Community Action Network	\$258,439
Yamhill Community Action Programs	\$150,000

* OHCS will consider usage of discretionary funds to mitigate the impacts of decreases for floor agencies.

B. Description of Criteria and Distribution Formula

Oregon allots 90 % of the funds provided to the State for grants to local eligible entities that meet the requirements of Section 675 c (2)(A)(I) of the Community Services Block Grant Act. Oregon utilizes a base + formula allocation method. In June 2010, Oregon revised the current CSBG funding formula based on poverty (50%), SNAP/Food Stamps (40%) and

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Poverty Rate Index (10). The formula is updated each fiscal year. This process included analyzing the old indicators used (i.e. census poverty population) against new indicators to ensure that the distribution of CSBG reflects the needs of low-income individuals and families in each community. For FFY 2014 the floor allocation will be \$150,000. If there are increases in CSBG appropriations, all eligible entities would benefit from the increase. If there are decreases, no floor agency would fall below the \$150,000 and if possible, OHCS will consider usage of discretionary funds to mitigate the impacts of decreases for floor agencies.

C. Description of Distribution and Use of Restricted funds

OHCS distributes 90% of our CSBG allocation, based on the criteria and distribution formula listed above, to eighteen eligible entities across Oregon. Of the eighteen entities there are four local government CAAs, thirteen private CAAs, and one statewide farmworker organization. These eligible entities are required to complete a CSBG work plan application for each new biennium. (Appendix E) The CSBG Workplan Application is part of OHCS's master grant agreement (MGA), which ensures the eligible entities are in compliance with Federal and State CSBG assurances and regulations. The application requires a submission of a planning budget detailing program areas served and linkages, their tripartite board roster and bylaws, a list of subrecipients that will receive CSBG funding from the subgrantee, ROMA and NPI data collected and a description of the agencies' data collection methods and data review processes.

Agencies also agree to complete a community needs assessment in their agency-level Master Grant Agreement. (Appendix F) Agencies use a variety of tools to collect information on their service area and the needs of the community, including, but not limited to, partner agencies' health and education surveys, ROMA data, community forums, interviews, customer satisfaction surveys and focus groups. Contracts for the biennium are drawn up after the CSBG Program Analyst approves the work plan application. OHCS allocates the funds only after the contract has been approved and signed by all parties involved. The fiscal compliance auditor for OHCS will then visit the eligible entities no less than once every three years to ensure that they are spending their CSBG in the manner that they had stated in their contract. Community action agencies are monitored by the agency's Compliance Specialist once every three years to review organizational processes, ensure tripartite board and community assessment requirements are met and to do a review of client files in instances where CSBG funds are provided through direct services. The CSBG Monitoring Assessment Tool to be used by the program coordinator is attached separately as Appendix G.

D. Description of Distribution and Use of Discretionary Funds

OHCS plans to spend CSBG discretionary in the following ways:

Administration and Communication:

- Supporting Community Action Partnership of Oregon (CAPO), a statewide organization comprised of the executive directors of Oregon's Community Action Agencies. CAPO provides statewide coordination and communication between eligible entities and coordinates and develops training opportunities for the CAA network.

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Emergency Assistance:

- Making funds available for specific community emergencies that may arise due to extreme weather conditions or other emergency/disaster situations.
- OHCS' current focus is using discretionary to mitigate funding cuts, therefore emergency fund usage is dependent on available discretionary.

Training and Technical Assistance:

- Training and Technical Assistance for the CAA network, including ROMA, Family Development, fiscal management, organizational capacity-building and other trainings or projects deemed beneficial and/or innovative.
- OHCS is working with CAPO to expand the training and technical assistance offerings to the network. Development is occurring to include additional technical assistance for topics including: ROMA, CSBG 101 and community needs assessments.
- Beginning in 2014, CAPO may assist OHCS in the data collection and reporting for the annual CSBG-IS report.

Information Systems Management and Development:

- Supporting partners to incorporate other data tracking through Service Point for the collection of ROMA and NPI data and sub-grantees' outcomes and results.

E. Description of Use of Administrative Funds

Section 675(b)(2) of the Act specifies that no State may use more than the greater of \$55,000, or 5% of its grant or allotment for administrative expenses, including monitoring activities.

OHCS plans to use the 5% of administrative funding in the following manner:

Budgeted staff costs:

The administration of the CSBG grant, maintenance of OPUS, (Oregon's multi-program reporting mechanism), implementation of Service Point, providing direct support services to partners through a staff help desk for OPUS and Service Point users, program monitoring, training and technical assistance to Community Action Agencies and their sub-grantees, support staff activities in the areas of financial services, administration, and other indirect staff costs.

Staff Development:

Attendance to conferences and training for CSBG Staff directly involved with the Program (may include program coordinator, fiscal staff and monitoring staff and other OHCS staff who directly benefit community action program service delivery).

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Budgeted other costs:

Travel, training, equipment, supplies, meeting expense, printing postage, telephone and other miscellaneous costs associated with the processes listed above.

*Estimated 5% administrative funding based on 2013 Award

Administrative Costs	*FFY 2013 & 2014 combined
Personnel	\$ 283,475
Benefits	\$ 159,645
Staff Development	\$ 8,000
Other Costs	\$ 118,925

F. State Community Services Program Implementation

(1) Program Overview:

(a) The Service Delivery System

In Oregon, as in other states, local community action agencies set policies, design programs, and evaluate services intended to reduce or eliminate the causes and conditions of poverty. Community action agencies' (CAAs) roots lie in President Johnson's "War on Poverty" and the adoption of the Economic Opportunity Act of 1964, which saw the creation of many innovative anti-poverty efforts.

Each agency utilizes a community-based needs assessment to target services based on local needs. Activities and services vary by agency, depending on the needs of the community, local resources, and the opportunities for collaboration and partnership with business, private non-profit organizations and state and local government. Currently Oregon has eighteen eligible entities which cover every county in the state.

Community Action Agencies in Oregon are the primary delivery mechanisms for Oregon Housing and Community Services' programs to low-income Oregonians. Oregon Administrative Rules Chapter 813, Division 210 (Appendix D) stipulates that federal anti-poverty funds, administered by OHCS, shall be distributed to established CAAs across the state. These funds include: nutrition, rental assistance, homeless, low-income energy assistance, weatherization, CSBG and other funding as it becomes available to OHCS. These programs include:

Federal Funds

- Community Services Block Grant
- Home Tenant-Based Assistance
- Emergency Solutions Grant
- Housing Stabilization Program
- Low Income Weatherization and Energy Assistance
- Low Income Weatherization Programs
- USDA Food & Nutrition Service

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Non-Federal Funds

- Emergency Housing Account Fund
- State Homeless Assistance Program
- Oregon Energy Assistance Program
- General Fund Food Program
- Energy Conservation Helping Oregonians (ECHO)

Eligible entities and geographical areas:

- **Aging Community Coordinated Enterprises & Support Services** (Jackson County)
- **Clackamas County Social Services Division** (Clackamas County)
- **Community Action Organization** (Washington County)
- **Community Action Program of East Central Oregon** (Gilliam, Morrow Umatilla and Wheeler Counties)
- **Community Action Team** (Clatsop, Columbia and Tillamook Counties)
- **Community Connection of Northeast Oregon** (Baker, Grant, Union and Wallowa Counties)
- **Community in Action** (Harney and Malheur)
- **Community Services Consortium** (Benton, Lincoln and Linn Counties)
- **Klamath Lake Community Action Services** (Klamath and Lake Counties)
- **Lane County** (Lane County)
- **Mid-Columbia Community Action Council** (Hood River, Sherman and Wasco Counties)
- **Multnomah County Department of Human Services** (Multnomah County)
- **Mid-Willamette Valley Community Action Agency** (Marion and Polk Counties)
- **NeighborImpact** (Crook, Deschutes and Jefferson Counties)
- **Oregon Coast Community Action** (Coos and Curry Counties)
- **Oregon Human Development Corporation** (Statewide Farm Worker Organization)
- **United Community Action Network** (Douglas and Josephine Counties)
- **Yamhill Community Action Partnership** (Yamhill County)

(b) Linkages

10-Year Plan for Oregon Initiative

Oregon's Governor Kitzhaber has created the 10-Year Plan for Oregon Initiative to develop a strategic planning process that makes state spending decisions more transparent and results-focused. The plan defines desired strategic priorities and outcomes, rather than existing programs, and it aims to achieve ambitious goals over the next decade. The plan shifts away from stand-alone agency initiatives, instead emphasizing five cross-cutting priorities that Oregonians have identified as critical to

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securing a prosperous future. The long-term planning framework combined with a citizen informed, outcome-based budget process is intended to deliver results in these areas:

- **Education:** Oregonians are prepared for lifelong learning, rewarding work and engaged citizenship.
- **Healthy People:** Oregonians are healthy and have the best possible quality of life at all ages.
- **Economy and Jobs:** Oregon has a diverse and dynamic economy that provides jobs and prosperity for all Oregonians.
- **Healthy Environment:** Manage Oregon's air, water, land and wildlife resources to support a healthy environment that sustains Oregon communities, Oregon's economy and the places Oregonians treasure.
- **Safety:** Oregonians will be safe where they live, work and play.

The Governor's innovative process to determine funding investments and strategies requires each outcome area to be looked at through the lenses of fiscal sustainability, service quality and affordability; opportunity for prosperity for all Oregonians and equity for all Oregonians.

To support this strategic shift, the 2013-15 Governor's Balanced Budget marks a significant departure from previous biennial budgets. It was prepared with a long-term framework to guide it. It is built on strategic priorities and outcomes, rather than existing programs, and it aims to achieve ambitious goals over the next decade. This budget shifts away from stand-alone agency initiatives, instead emphasizing five cross-cutting priorities that Oregonians have identified as critical to securing a prosperous future: Education, Jobs and Innovation, Healthy People, Safety and Healthy Environment.

This outcomes-based budget targets investments to meet specific 10-year goals. It is driven by five guiding principles:

- **Common Vision:** Develop a statewide vision for the state investment now and in the future.
- **Defined Outcomes:** Define specific outcomes with clear accountability to Oregon's citizens.
- **Fiscal Sustainability:** Deliver programs and services efficiently within available resources.
- **Innovative Solutions:** Prioritize investments in areas of change and innovation.
- **Informed Decision Making:** Rely on evidence-based information to inform policy decisions and decision makers.

This new approach requires the state to set clear budget limits, expectations and criteria for investment. It seeks to deliver critical public services more efficiently and effectively by integrating, streamlining and reducing redundancy. It changes the focus of the biennial budget from balancing the bottom line to budgeting to meet long term outcomes. And it directly involves Oregonians from outside government in

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recommending program investment levels with accountability measures to track progress over time.

By emphasizing fiscal sustainability in program delivery, this new approach ensures state government can provide consistent services to Oregonians regardless of the economic climate of the state. It requires consideration of the long term fiscal impact of policy decisions and prioritizes saving in good economic times to cover shortfalls during downturns.

Ultimately, this budget is a tool to improve the lives of Oregonians and rebuild a strong, secure middle class. Using that tool effectively over the next decade means not only responding to the acute impacts of economic hardship, but also working to address the root causes of poverty. It means investing in proven poverty reduction strategies, from better education and career training to expanded access to health care and quality housing. Additionally, it means elevating a diversity and inclusion agenda to ensure all communities share in new economic opportunities and prosperity.

This approach creates the opportunity to view poverty holistically recognizing that the needs of poor Oregonians cross agency and service boundaries. The potential for expanding linkages within and outside of the human service, housing and health systems offers the opportunity to better understand how other policies (e.g. transportation, natural resources, justice) impact poverty. Ultimately, poverty in Oregon will be addressed within a broader systemic context resulting in improved service delivery, increased preventative measures, and shared accountability for results. These efforts are being directed through an innovative Prosperity Initiative which, for the first time, analyzes barriers to prosperity and sets system-wide strategies and goals to addressing them. Oregon Housing and Community Services and representatives from community action agencies have a key role in the development of the initiative's Prosperity Plan.

Oregon Prosperity Initiative

The Oregon Prosperity Initiative takes a comprehensive systems based approach to preventing poverty which includes systemic reforms in education, economic and workforce development, healthcare, public safety, healthy environments, and system delivery redesign. Key to these reforms include educating people about the real-world challenges and socio-economic costs of poverty, developing strategic partnerships throughout Oregon communities, and alignment of anti-poverty efforts with the 10-Year Plan for Oregon, which provides long-term outcome based benchmarks to get our great state back on the trail to prosperity.

The recent recession demonstrated the inherent instability of our economic system. Despite several decades of economic growth, personal income has remained stagnant and the number of Oregonians living in poverty has continued to rise to 17.5%. The recent recession hit many hard working families especially hard. Many Oregon communities continue to struggle, and record numbers of people continue to require assistance for food, housing, and healthcare while our state budgets are

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struggling to maintain services under increased demand. While Oregon's network of low-income service providers is making a tremendous effort to meet the need, the resources are proving simply inadequate.

The Oregon Prosperity Initiative is actively pursuing new approaches of both meeting the needs of people currently in poverty as well as seeking long-term solutions that help prevent poverty in the first place. Some of these efforts include:

- Development of the first comprehensive plan to fight poverty in Oregon's history, the Oregon Prosperity Plan is currently scheduled to be presented as a launching point for statewide community engagement in the fall of 2013.
- Development of a state Oregon Prosperity Initiative website (www.oregonprospers.org) and other social media tools such as Facebook (<https://www.facebook.com/OregonProspers>).
- Implementation of an Opportunity Community model through the work of local community groups and renowned poverty expert Dr. Donna Beegle. Through this work, community members are able to become Navigators and commit to working with other community members currently struggling in poverty (known as Neighbors). Prosperity Summits and Opportunity Conferences serve Neighbors by providing education on systemic barriers to overcoming poverty and connecting members of the community.
- Introduction and implementation of alternative economic and workforce development efforts (i.e.: micro-enterprise investments through partners such as Kiva Zip Oregon.)
- Implementation of workforce and economic development pilot projects. Through the generous assistance of the North West Area Foundation, Oregon Business Council and Oregon Solutions, two Oregon communities will be targeted for assistance. Analysis of the poverty characteristics and mapping of community assets and opportunities will be conducted. Then the Oregon Solutions process will be applied to working strategically within the community to implement best-practice strategies to target and reduce poverty.
- Targeted economic and workforce research. ECONorthwest is a leading economic consulting firm based in Portland, OR with significant experience in researching social and workforce development issues. Through the generous support and assistance of the Oregon Business Council, we have taken the first steps toward identifying trends and opportunities to developing new pathways towards prosperity.

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Oregon's Continuums of Care (COC)

Oregon has seven Continuums of Care located throughout the state comprised of multiple organizations and stakeholders who are addressing issues of homelessness through collaborative planning and implementation of a coordinated delivery system.

COC membership is diverse and includes such representation as faith-based organizations, business, education, HOPWA, Department of Human Services, Mental Health, Department of Corrections, law enforcement, Veterans' Assistance, community action agencies, nonprofit providers, and homeless/formerly homeless people. As providers of OHCS homeless funded programs, the CAA network plays a critical role in the operations of their regional or balance of state COC including leadership as a COC lead in five of the seven Continuums.

OHCS is currently establishing an on-going process for consultation with the COCs to address three primary areas of work:

- Allocation of resources/funding;
- Development of performance standards and;
- Development of funding, policies and procedures for operating and administering the state's Homeless Management Information System.

COC consultation creates the opportunity for stronger accountability and collaborative efforts to prevent and reduce homelessness. It also links three separate planning efforts (State 10 Year Homeless Plan, local/regional 10 Year Homeless Plans and State Consolidated Plan) into a coordinated approach to addressing homelessness.

The Tenant Readiness Program (TRP)

The Tenant Readiness Program is another example of a coordinated effort – many community-based organizations provide life skills training to low-income persons with past credit or tenant performance problems, and hard to place individuals such as the homeless or ex-offenders. Tenant readiness course curriculums include personal budgeting, tenant / landlord relationships, expectations and legal options, how to improve credit records and other relevant matters. After individuals successfully complete training, the community-based organization may offer a landlord a rent guarantee, providing additional assurance that the individual will be a responsible tenant. OHCS provides funds to community-based programs enabling rent guarantees up to \$2000 for program participants

Community-based organizations can use CSBG funds to support their tenant readiness programs. CSBG funding has provided CAAs the ability to coordinate and collaborate with other partner agencies and communities to develop, replicate, and implement programs that benefit low income Oregonians. With CSBG funding, local agencies can develop and submit grant applications to public and private funders for the purpose of securing resources for programs not historically funded or have been under funded through department grants. Our subgrantee network can attend trainings as well as local, regional and statewide meetings to improve programs to better meet local needs.

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Housing Stabilization Program

The Housing Stabilization Program was created in 1999 to assist households with children who are homeless or at risk of becoming homeless. The program is a partnership between local lead agencies, Children Adults and Families Division of Oregon Department of Human Services and Oregon Housing and Community Services. The program assists low- and very-low-income homeless or at-risk households with children. The local public service agency determines eligibility based upon income, legal status and other criteria. Eligible applicants may receive payment for one or more of the following services:

Shelter Costs

- Rent, mortgage and utility costs
- Costs for room and board at a domestic violence shelter, emergency shelter or “safe home”
- Moving costs
- Property taxes for up to one year, if necessary to avoid foreclosure
- Transportation costs to another area or residence
- Cost of repairs necessary to make the applicant's housing habitable.

Medical care costs not covered by another source that are:

- For a medical problem that appeared to be life-threatening at the time of occurrence
- Necessary to prevent a medical problem from becoming life-threatening or deemed necessary by the community action agency.

Costs incurred for necessary support services including, but not limited to:

- Food
- Child care
- Transportation
- Counseling
- Job training
- Education
- Life skills training
- Case management costs

(c) Coordination with Other Public and Private resources

Representatives from the community action network coordinate with multiple public and private resources to support anti-poverty, homeless and housing services. CSBG funds also support CAA network participation in efforts such as the Hunger Relief Task Force, Health Care for the Homeless, Advisory Committee on Energy, Governor’s Task Force on Veterans’ Services and other related meetings. Below are descriptions of some of the work being done through multi-disciplinary taskforces and partner organizations:

Oregon Housing and Community Services

The Hunger Relief Task Force

The Oregon Hunger Task Force was created by the State Legislature in 1989 to collaborate with state agencies, businesses, non-profits, public officials and local communities to end hunger in Oregon. Through these collaborative partnerships, the Task Force promotes community awareness, compiles research, develops proposals for government action and conducts outreach to expand participation in Federal Nutrition Programs. Task Force membership includes private and public sector organizations including Community Action Partners of Oregon representing the statewide network of community action agencies. The Task Force makes recommendations to the Governor, Legislative Assembly, Oregon Housing and Community Services and other state government agencies to ensure adequate, effective and efficient delivery of programs for hungry persons.

Oregon's 2010-2015 statewide plan to prevent and address hunger issues, *Ending Hunger Before it Begins, Oregon's Call to Action*, guides the current work of the Task Force. The plan contains recommendations and strategies directed toward reaching three goals:

- Increase economic stability for people, communities, and the state
- Cultivate a strong regional food system in Oregon
- Improve the food assistance safety net

The Task Force has engaged multiple community partners in the development and implementation of the plan through field hearings, statewide Hunger Summit, and other opportunities. A new partnership with the national anti-hunger organization, Share Our Strength, has been developed to leverage support from multiple sectors to address hunger, particularly childhood hunger.

In the last year, the HRTF has secured grants \$118,200 in grants to help leverage resources for anti-hunger work and services. The taskforce continues its work to provide nutrition outreach across the state, working with over 20 statewide partners to open child nutrition sites and operate sustainable programs.

Oregon Food Bank Network

OHCS works collaboratively with Oregon Food Bank (OFB) for the statewide distribution of emergency food boxes. OFB collects and distributes food to people who are hungry through a cooperative statewide network, Oregon Food Bank Network of Regional Food Banks.

The Network of Regional Food Banks is a cooperative statewide coalition of 20 regional food banks working to eliminate hunger and its root causes. OFB equitably distributes food from farms, manufacturers, wholesalers, retailers, individuals and

Oregon Housing and Community Services

government sources throughout this Network. The Network serves a large geographic area that covers diverse urban and rural communities. Each presents challenges and opportunities for organizations that serve people with low incomes. The statewide Network allows food bankers to ensure efficient and equitable distribution of emergency food boxes across Oregon and Clark County, Washington State. OFB distributes food to 20 regional food banks, which, in turn, distribute food to 947 local agencies and programs, such as food pantries, soup kitchens and shelters and more. These local programs provide food directly to people who are hungry in the form of boxes of food for people to take home or prepared meals. For the second year in a row, the OFB Network distributed more than 1 million emergency food boxes in Oregon and Clark County, Washington State. Statewide emergency food box distribution increased 9 percent over the previous year, and has increased 41 percent since the beginning of the Great Recession in 2008.

Currently, the Oregon Food Bank Network receives a state general fund allocation of \$2 million. The Oregon Hunger Response (OHRF) fund is included in Oregon Housing and Community Services Department budget.

The state has been a strong partner in the fight against hunger in Oregon. For example, the 2007 Legislature increased the biennial funding for the Oregon's non-profit food banking efforts from \$771,000 to \$2,000,000. The historical funding support of \$771,000 is used for repacking donated and purchased bulk food and for linkage efforts to connect food bank clients with food and other community resources.

The additional funds, designated for use in capacity building, played a key role expanding the Oregon Food Bank Network's ability to meet increasing food assistance needs across the state. These capacity building funds enhance the ability of regional food banks to address the food assistance needs of their service areas. There are 20 regional food banks in the Oregon Food Bank Network and more than 900 local agencies, which house emergency food box and meal sites.

The Oregon Food Bank Network agreed at the outset to divide the \$1.2 million in capacity dollars equally among the 20 regional food banks. This allocation allowed targeting of the smaller, more rural regional food banks in recognition of the challenges faced in areas with fewer food and community resources.

OHRF, state funding source, supports food banks throughout Oregon in number of key ways. Funds are used to purchase and store bulk foods, both frozen and dry, and help offset cold storage and transportation costs. These foods, such as rice, beans, and frozen vegetables, are shipped to regional food banks throughout Oregon and become the building blocks of nutrition in emergency food boxes. OHRF provides capacity-building resources to each of the 20 regional food banks to support efforts to leverage more food donations, funds, equipment, and volunteers. The capacity-building funds provides sufficient staffing in the network to manage operation, recruit volunteers, provide nutrition education organize food drives, and transport food.

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Oregonians' need for emergency food has remained at a high level since the passage of the 2011-2013 state budgets. USDA decline in federal food commodities in 2012, Oregon Food Bank tapped \$2.5 million of its financial reserves to purchase, pack, and transport more food. The network distributed 81 million pounds of food in the first year of the biennium, the most in the history of the Oregon Food Bank Network.

Overview:

- 978,440 emergency food boxes distributed statewide
- 260,000 families served monthly with emergency food boxes (33 percent children, 17 percent seniors).
- 2,075,175 lbs. of food acquired through purchase and donations.
- 59,466 volunteer hours leveraged

OHRF supported the following:

- Rural mobile food pantry programs
- Nutrition education and gardening classes
- Fundraising

Community Action Partnership of Oregon (CAPO)

Community Action Partnership of Oregon (CAPO) is a non-profit association that serves the agencies that serve Oregonians in need. These agencies are Community Action Agencies (CAAs), part of a nationwide poverty-fighting network. CAPO comprises 18 member organizations (17 CAAs and Oregon Human Development Corporation), serving Oregonians in every county in the state.

Together, the CAAs provide services to eradicate poverty in the state of Oregon. We work in collaboration with a variety of partners, representing local, state and federal governments as well as community and advocacy groups, policymakers and low-income leaders. CAPO's work and goals include:

- Advocating for public policies that serve our members and the low-income population of Oregon;
- Raising public awareness of the problems of those struggling with poverty and the good works of local Community Action Agencies by actively promoting the value of the CA Network and its member services and programs;
- Building partnerships that advance the Community Action Agencies, the CA Network and those who share common concerns;
- Maximizing resources to address the causes and conditions of poverty;
- Educating and informing the membership, stakeholders and general public about issues that affect their communities;

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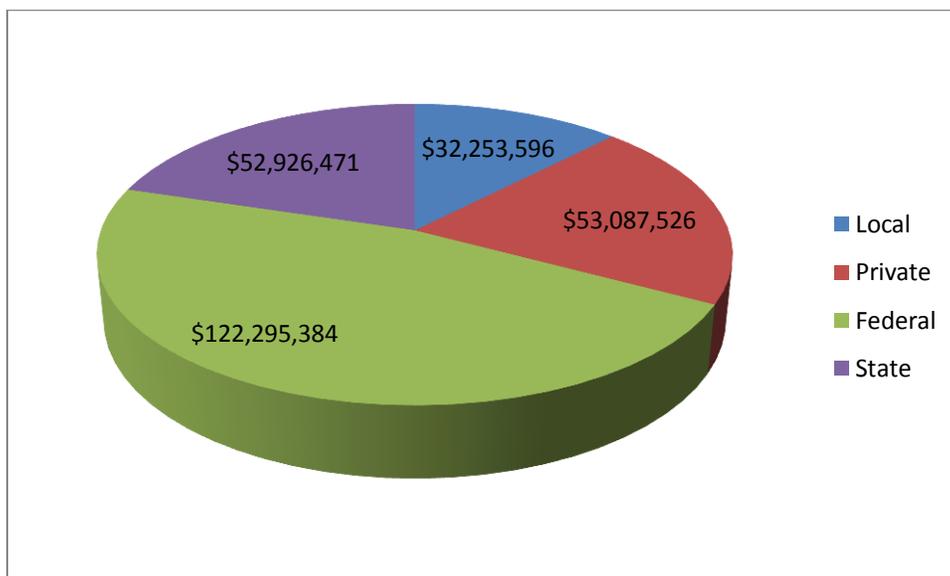
- Providing timely, relevant and reliable information on vital issues that impact members and stakeholders; and
- Increasing the capacity and effectiveness of Community Action Agencies through providing the tools, training and support they need to be effective and successful.

Oregon Housing and Community Services

The chart below shows how the CAAs in Oregon use CSBG by Service Category.

Service Category	2012 CSBG Funds
1. Employment	\$30,268
2. Education	\$197,779
3. Income Management	\$23,679
4. Housing	\$284,276
5. Emergency Services	\$810,371
6. Nutrition	\$441,126
7. Linkages	\$1,463,239
8 Self Sufficiency	\$1,390,723
9. Health	\$112,236
TOTALS	\$4,840.800

The chart below illustrates the funds that pass through our CAAs. (FFY 2012)
Other Resources Administered by the CSBG Network



2013 CSBG-IS Report: Oregon State Fact Sheet

2013 CSBG HIGHLIGHTS

From the OR FY 2012 Community Services Block Grant Information System Survey

Oregon

CSBG NETWORK PARTICIPANTS

Oregon administers CSBG to
18 agencies in
100% of OR counties

70% of OR families served were in poverty, and
33% of OR families served were in severe poverty

OR CSBG agencies provided services to
628,433 low-income individuals in
208,043 families

Vulnerable populations served by OR CSBG agencies included:

185,807 children	52,811 people with disabilities	61,128 seniors	104,496 people who lacked health insurance
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Nationally, CSBG agencies provided services to 18.7 million low-income individuals in 7.6 million families.

Out of the 47 million Americans in poverty, the CSBG Network served 22% nationally.

CSBG NETWORK RESOURCES

For every \$1 of CSBG, the OR Network leveraged \$30.54 from state, local, and private sources, including the value of volunteer hours

\$11.00 State
\$6.70 Local
\$11.04 Private
\$1.80 Value of
Volunteer Hours
\$30.54

\$5,375,818 CSBG funds
supported the core activities of the
OR CSBG Network

The OR CSBG Network's funding totaled
\$271,453,721

Including all federal sources, the
OR CSBG Network leveraged
\$58.22 per \$1 of CSBG

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Printed On: 7/31/2013

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(d) Innovative Community and Neighborhood Based Initiatives

Below are examples of how local entities in Oregon have and will continue to use the funds to support innovative community and neighborhood-based initiatives related to the purposes of CSBG:

United Community Action Network (UCAN) Douglas and Josephine Counties ***Eagle Landing Affordable Housing***

Seeing the need for affordable housing for Veterans, UCAN worked in cooperation with the Veteran's Administration to develop Eagle Landing Affordable Housing for Homeless Veterans and their Families. This project is a first of its kind in the nation and will provide housing for 65 homeless veterans and their families for at least 60 years. Located on federal land on the Roseburg Oregon Veterans Administration (VA) campus, the project was made possible through combined VA funding, state funding and federal housing tax credits.

The development work required to bring all of the partners together was unique and challenging. The project also includes an ongoing case management component for the tenants that will help address their personal needs, connect them with VA benefits, and work with them to become self-sufficient.

CSBG funds were used to cover staff costs in the development process, in the gathering of data, and in the working with partner organizations in design and funding of the project. It will also play a role in the ongoing case management of the tenants. Veteran's Administration provided project development support and funding of over \$1,000,000 in direct funding and an additional in-kind contribution of the land, NeighborWorks Umpqua provided development expertise especially in the area of housing tax credits, local veteran groups provided input into project design, local Housing Authority worked to obtain VASH vouchers for the project.

Clackamas County Social Services Division(CCSSD) ***Russian Youth Leadership Conference***

For this unique event, Clackamas County's Social Services Division partnered with the 2012 16th Annual Russian-Speaking Youth Leadership Conference planning committee to bring the event to Clackamas Community College. The Russian-speaking population in the Portland-metro area has grown rapidly since 1989 and is now estimated to number 150,000 residents.

This population growth has brought with it many challenges for newly arrived Russian-speaking immigrants and refugees – a need for culturally appropriate services, a lack of awareness about community's norms and laws, and consequently an increased number of other problems as a direct outcome of these challenges. Over the last sixteen years the conference has served an instrumental role in bringing the Russian-speaking youth together to discuss these challenges and develop meaningful opportunities and ways to

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address them on the community wide level via youth, parent, school and other community involvement.

Social Services Division was represented by the Volunteer Connection programs. Other partners included local school districts, AT&T, Impact NW, OHSU, Clackamas Community College and Portland State University. Contributions from partners ranged from in-kind to financial support, presentations and table displays, PR and collective advocacy for better access to services needed to engage diverse youth in leadership opportunities, college readiness programs and meaningful careers.

Bringing this event to Clackamas County and their Russian-speaking community members provides an opportunity for teens to develop leadership skills and connections to last a lifetime.

ACCESS, Jackson County ***ACCESS Food Share Gardens***

ACCESS' Food Share Gardens keep emergency food assistance pantries and other food distribution sites supplied with sustainably grown vegetables to meet the nutritional needs of low-income seniors, families and individuals. Each Food Share Garden is managed and supervised by community volunteers who are knowledgeable about vegetable growing and can share that knowledge with garden helpers.

This ingenious idea came about when ACCESS worked to develop a plan to create produce gardens on donated land. ACCESS provided soil testing, installed drip irrigation systems, provided tools and equipment, and acquired seeds or starter plants. Each garden is planted and tended by volunteers. Though volunteers are permitted to take home small quantities of ripe fruits and vegetables for personal use, the primary, innovative purpose of these gardens is to supply local food pantries with fresh, nutritious produce during the growing season.

Garden helpers are asked to give at least one to two hours a week to tend the garden and may take home organic produce for their own consumption. Garden supervisors typically give 3 or more hours a week, depending upon their availability. In addition to raising needed fresh produce, everyone who volunteers in the gardens acquires valuable growing skills and cooking ideas, along with taking home and enjoying tasty fresh vegetables. Last year, 57,967 pounds of organic vegetables was distributed to over 5,600 low income families through 24 emergency pantries in Jackson County.

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(2) Community Needs Assessments

The Program Delivery section of the Oregon Housing and Community Services has developed a system that uses a consolidated contract for programs provided through community action agencies. By combining our contracts in one overarching instrument we have been able to ensure programmatic linkages throughout all of the programs that exist in the Program Delivery Division. Each program, from LIHEAP to CSBG must complete a work plan narrative, which describes how the CAAs will use the money allocated to them to serve clients. It is through this process that we satisfy assurance '676(b)(11) "The State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which are to be coordinated with the community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs." The process is structured around four main concepts:

- (a) Using a community-based planning process which involves community members (particularly low-income community members) in the identification of community needs and development of strategies to meet those needs;
- (b) Coordinating resources to fund strategies designed to address needs;
- (c) Providing a continuum of services that assist community members to deal with emergency needs, stabilize thorough maintenance services and move toward self-sufficiency;
- (d) Determine the effectiveness of strategies included in the CSBG Reporting Forms through use of outcome-based objectives, which are based on the six national goals for ROMA.

In completing their work plan narrative, an applicant must demonstrate that these four concepts are utilized. (Appendix E-F)

(3) Tripartite Boards:

Section 676B of the Act requires that, in order for a private non-profit entity or public organization to be considered to be an eligible entity for the purposes of the community services block grant program, it must administer the community services block grant through a tripartite board or another mechanism specified by the state whose members are chosen in accordance with democratic selection procedures to assure that not fewer than 1/3 of its members are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and are able to participate actively in the development, planning, implementation, and evaluation of the program to serve low-income communities.

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Section 458.505 (4)(A)(B)(C) of the Oregon Revised Statutes (located in Appendix A) governing CSBG details board composition requirements for private nonprofit and public Community Action Agencies.

It specifies that the governing board of a private nonprofit Community Action Agency shall be constituted so that:

- A.** One-third of the members of the board are elected public officials, holding office on the date of selection, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership, membership on the board of appointive public officials, or their representatives, may be counted in meeting such one-third requirement;
- B.**
 - (1) No fewer than one third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members are representative of low-income individuals and families in the neighborhood served; and
 - (2) Each representative of low-income individuals and families selected to represent a specific neighborhood within a community under clause (1) resides in the neighborhood represented by the member; and
- C.** The remainder of the members are officials or members of business, industry, labor, religious, welfare, education or other major groups and interests in the community

It specifies that the governing board of a public Community Action Agency shall be constituted so that:

- (1) A tripartite board, which shall have members selected by the organization and shall be composed so as to assure that not fewer than one third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that these members -
 - (A) Are representative of low-income individuals and families in the neighborhood served;
 - (B) Reside in the neighborhood served;
 - (C) Are able to participate actively in the development, planning, implementation and evaluation of programs funded under this chapter; or
- (2) Another mechanism specified by the State to assure decision making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs funded.

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The Program Delivery Division reviews this structure through its monitoring process, which ensures that all board representation requirements are met. Community action agencies are monitored at a minimum of once every three years. The monitor reviews: tripartite board roster, board bylaws, board minutes and agendas and conducts board member interviews.

(4) State Charity Tax Program: This is not applicable for the State of Oregon.

(5) Programmatic Assurances:

(a) Assurance ‘676(b)(1):

(1). To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families to enable the families and individuals to:

- i. remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);*
- vii. secure and retain meaningful employment;*
- viii. attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;*
- ix. make better use of available income;*
- x. obtain and maintain adequate housing and a suitable living environment;*
- xi. obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and*
- vii. achieve greater participation in the affairs of the communities involved, 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, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;*

Section 813-210-0010 of the Oregon Administrative Rules (Appendix D) provide guidelines for eligible activities funded by CSBG. All grantees are free to customize strategic approaches to reduce or eliminate one or more of these poverty conditions. They may include a range of services, both direct and/or indirect, and activities, all of which must have a measurable and potentially major impact on causes of poverty in Oregon communities. The Program Delivery Division follows this Rule provision in approving CSBG-funded programs. Under those Rules, funds made available under the

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Community Services Block Grant may be used for programs to assist low-income participants including the elderly poor.

CAAs provide a broad range of services utilizing CSBG dollars. The following services, by category, are examples of some of the programs typically seen in our partner agencies:

- Employment - Links with Children, Adult and Family Services Division of Oregon's Department of Human Services to help stabilize individuals and families and provide job counseling and life skills training
- Economic Development - Training in money management, budgeting, and naturalization for immigrant populations
- Income Management - Tenant readiness training where many work with local and state landlord groups, to provide courses on how to be a good tenant, including improving credit ratings and paying rent, and household budgeting
- Housing Assistance - Farmworker assistance, tenant readiness training, case management housing assistance in partnership with other state service agencies
- Nutrition - Many of the CAAs provide food assistance
- Health - Prevention programs and emergency assistance (including pre-natal care and emergency dental assistance)
- Emergency Assistance - All sub-grantee work plan narratives contain a strategy for unforeseen emergencies. The Department also has several discretionary sources of funding for unexpected emergencies.
- Energy Assistance - Many local communities have established emergency energy assistance programs. Our statewide fuel fund organization, Oregon Heat, also works with families in crisis.
- Linkages and Coordination with Other Local Entities - Coordination with Habitat for Humanity, religious organizations and other nonprofits to better coordinate services. Examples of partnerships at the local level are with schools, churches, banks and landlord groups.

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Below are programs and services offered by Community Action Agencies in Oregon:*



Programs/Services Offered By Community Action Agencies

	ACCESS	Community Action	Community Action Program of East Central Oregon	Community Action Team, Inc.	Community Connection of NE Oregon	Clackamas Social Services	Community Services Consortium	Community In Action	Klamath/Lahe Community Action Services	Lane County Human Services Commission	Mid-Columbia Community Action Council	Multnomah Dept. of County Human Services	Mid-Willamette Valley Community Action Agency	Neighborhood Impact	Oregon Coast Community Action	United Community Action Network	Yamhill Community Action Partnership	Oregon Human Development Corporation
Advocacy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Child Care		✓		✓	✓				✓				✓	✓	✓	✓		✓
Community/Economic Development		✓	✓	✓	✓		✓					✓			✓			
Domestic Violence Victims Assistance								✓	✓			✓						
Employment Training			✓				✓		✓			✓						✓
Energy Assistance (LIHEAP)/Weatherization	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Family/Homeless Shelters	✓			✓				✓	✓			✓		✓	✓		✓	
Food	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Programs for home buyers, owners and renters	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		
Head Start		✓		✓			✓						✓	✓	✓	✓		✓
Housing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Information and Referral Service	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
In-Home Care/Lifespan Respite Care			✓		✓	✓												
Life Skills/Parent Training/Self-Sufficiency Programs	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Migrant/Farmworker Services		✓											✓					✓
Transportation		✓	✓	✓	✓	✓	✓	✓	✓	✓						✓		✓
Senior/Youth Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Veterans Services		✓		✓	✓	✓	✓		✓	✓						✓		✓
Volunteer Services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**Source: Community Action Partnership of Oregon (CAPO)*

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- (2). *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 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, such as 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;*

Many of the CAAs in Oregon have programs specifically for youth. These include child care, before and after school youth programs, and runaway and/or homeless youth programs. Below are a few examples of the services being provided for youth in Oregon:

Multnomah County

Housing Stabilization

Through CSBG and School Housing Stabilization Funds (SHSF), Multnomah County subgrantee Human Solutions is able to provide services geared toward helping youth at high risk of dropping out of school or falling behind in school. The program includes achieving housing stabilization as a means to promoting school attendance and academic success. In this program, families at high risk receive assistance from one of several programs. Human Solutions staff obtains referrals from the SUN Community School coordinators at six different high-poverty schools, and families can also call Human Solutions directly if they are more comfortable. By keeping these families housed, youth at these schools hardest hit by poverty are able to continue with their education uninterrupted by homelessness or the possibility of having to move in the middle of an academic year. CSBG funds are used to deliver the services to families who were homeless or at risk of homelessness in these schools. Families are able to maintain their housing or obtain housing if they are homeless. Families meet with a Family Advocate who learns about their needs and obstacles and then provides resources or gives referrals or information, as well as sets goals, action plans, or assists them in other ways on a personalized basis.

NeighborImpact

Head Start Dental Home Initiative

NeighborImpact addresses youth health issues through their Head Start Dental Home Initiative. To reduce barriers to dental services for very low income pre-school age children, NeighborImpact collaborated with local foundations, dental professionals and schools to ensure children receive dental care, see improved oral health, increase parent engagement in the child's oral health care and increase school readiness. This is an ongoing partnership that will assist approximately 450 children annually. Each year 448 low income pre-school children and their families in Crook and Deschutes counties will benefit from this program. Advantage Dental provides free dental services to program

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children who do not have health insurance. Local foundations have supported the oral health program with funds to purchase home dental hygiene kits and to support training and family engagement in the children's oral health.

Oregon Human Development Corporation (OHDC)

Young Parents Program

Oregon Human Development Corporation in 2012 started a new program to serve teen parents who are on public assistance in Washington County. This initiative targets parenting or pregnant teens who are on Temporary Assistance for Needy Families (TANF) and focuses efforts to keep that teen in school to finish their high school diploma or transition them to a General Equivalency Diploma (GED) program. Parenthood is cited as a major contributor to dropping out among teen girls, 36% report that pregnancy/parenthood is a key reason. Further data shows that 34% of teen mothers neither earn a diploma or a GED compared to six percent of young women who are not teen mothers. The funding secured for this program originates as part of a state block grant under the Temporary Assistance for Needy Families issued by United States Department of Health and Human Services. In Oregon those funds are administered by the Department of Human Services (DHS).

Case managers use a variety of methods to keep teen parents engaged. Case managers are equipped with laptops to provide mobility to meet the teen parents at their convenience and utilize texting services as most teens use this as a main communication tool. Since starting this program in July of 2012, 64% of the teen parents have been able to stay in school, reengage back into high school, have entered a GED program, or have graduated! This important program allows OHDC to work with this vulnerable and impressionable population and assist them in achieving their educational goals. CSBG funds allow the Operations Director to work with DHS counterparts to ensure goals are being met and improvements can be made across agencies to the benefit of these teen parents.

(3)To make more effective use of, and coordinate with, other programs (including State welfare reform efforts.)

OHCS partners with a network of agencies and organizations to demonstrate effective use of CSBG. These partnerships include community action agencies, lead agencies for OHCS funding, the Employment Department and many more initiatives that have evolved to support the work of the 10-year Plan to End Homelessness and the Governor's 10-year-Plan for Oregon.

The State of Oregon has put a priority on education, both youth and adult. The Oregon Education Investment Board was created to oversee two new child-focused councils: The Early Learning Council and The Youth Development Council. The councils are charged with developing and coordinating an aligned statewide continuum of services for children and youth. The OEIB oversees the many services available, including prevention of abuse, early childhood development, skill development, and the educational and

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workforce opportunities for youth. This streamlining of services is aimed to make the most effective use of funds, in a time when many agencies have had to reduce early childhood and youth programming. CSBG funds support community action agencies' efforts in developing supportive programming.

The State of Oregon Employment Department's JOBS for Oregon's Future (JOBS) serves community members on public assistance. The program aims to help low-income families avoid the need for welfare. For people who are TANF recipients, JOBS provides additional employment assessment, training in workplace basics, job training, work-search assistance and family-stability services such as alcohol and drug treatment and domestic-violence intervention. The program underwent significant funding cuts in 2011, but continues to assist with job searching, work experience, subsidized employment and GED assistance.

JOBS services are provided by DHS and a network of local partners that include community colleges, the Employment Department, the business community, faith-based organizations and Community Action Agencies.

WorkSource Oregon provides an extensive online database of resources and skill-building tools to assist job seekers, including special-focus sections such as: Veterans Priority of Service, job seekers of limited English, job seekers with disabilities, youth, ex-offender (reentry) and Trade Act programs. The Oregon Workforce Investment Board oversees committees on communications, manufacturing and youth and education. The Youth and Education Committee advises the board on policy issues dealing with youth, the emerging workforce and education. These recommended policies coordinate the delivery of services to youth and identify barriers and solutions to the delivery of these services.

Welfare to Work programs through the Department of Employment are linked in local services areas through direct partnerships with Community Action Agencies and other partners.

(b) Assurance '676(b)(4) Eligible entities in the State 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.

Oregon CAAs will:

1. Coordinate existing private and public food assistance resources, whenever such coordination is determined to be inadequate, to better serve low-income populations;
2. Assist low-income communities to identify potential sponsors of child nutrition programs and to initiate new programs in underserved or unserved areas; and
3. Develop innovative approaches at the State and local level to meet the nutrition needs of low-income people.

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4. Work to make sure that everyone shall have the capacity for ready access to an ample, nutritious, affordable and appropriate food supply through traditional, non-emergency channels.

In addition to the above purposes of the grant, activities funded through this award will include: outreach and public education activities designed to inform low-income, unemployed individuals of the nutrition services available under various federally-assisted programs, to eliminate hunger and its root causes.

These efforts will include:

- Document the extent of hunger in Oregon
- Help coordinate, implement and publicize existing services
- Advocate for programs and policies that serve the low-income population of Oregon and eliminate hunger
- Child nutrition outreach efforts to expand participation in summer food programs, childcare, and after-school snack and meals programs
- Expand education and outreach regarding statewide food stamp programs: enroll more eligible Oregonians in the program by reducing barriers and simplifying the application process.
- Promote the need for improved state and local data collection and methods of measurement to find out who is hungry and how to meet the nutritional needs of all Oregonians
- Streamline services and improve accessibility to existing programs
- Develop strategies to ensure adequate social supports for low-income Oregonians at the state and federal level to promote stable families

“Working together to end hunger in Oregon”

(c)Assurance '676(b)(5): and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

Oregon CAAs are required to submit work plan applications in which they state that they will coordinate and establish linkages to other social service agencies (private, local, federal or faith-based). They are also required to report on how many partnerships they have helped establish and/or maintain in Oregon’s CSBG-IS Annual Report. Oregon provides one-stop shopping for jobs, workers and training. Oregon businesses that are searching for skilled workers, as well as workers searching for training appropriate to the needs of Oregon business can access this information through the job resource database and informational website called WorkSource Oregon.

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(d) Assurance '676(b)(6) To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities.

Community action agencies in Oregon are the primary delivery mechanisms for Oregon Housing and Community Services programs to low-income Oregonians. The history of coordination of the CSBG, LIHEAP, and Weatherization programs has provided a model that we will continue to strengthen. At this time our CAAs also coordinate other low-income grants such as food, childcare assistance and other programs offered through various funders including other state agencies. State statute and Oregon Housing and Community Services policy will have CAAs continue in that role.

(e) That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. [676(b)(9)]

OHCS and our CAAs are committed to coordinate programs and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. For example, our CAAs have contracted and will continue to contract with faith-based organizations. (Appendix H)

G. Fiscal Controls and Monitoring

(1) State Program Monitoring

OAR 813-230-015 states the monitoring responsibilities of Oregon's CSBG eligible entities. (Appendix I)

- (a) A full onsite review of each entity at least once during each 3-year period;
- An agency that contracts with the Department under an antipoverty program subject to this Division is subject to periodic monitoring by the Department as stipulated by the funding source for the agency. (OAR 813-230-015-1)
 - Monitoring shall include, but is not limited to: Pre-monitoring questionnaire, entrance Interview, inspection of client files, program records and reports, fiscal records including original receipts for expenditures, compliance with contact provisions, compliance with state and federal regulations and an exit interview. (OAR 813-230-015-2)

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(b) An onsite review of each newly designated entity immediately after the completion of the first year in which such an entity receives funding through the Community Services Block Grant.

- There is no state rule governing the frequency of monitoring newly designated eligible agencies beyond that which has already been stated. However, the policy and practice of the Program Delivery Division is to provide monitoring and onsite technical training and assistance as often as necessary to assure program compliance.

(c) 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 subgrantee shall be advised within 30 days after the monitoring conclusion of problem finding resulting from the monitoring of its program. If the monitor believes that the subgrantee's record keeping or reporting system is deficient, that the program is out of compliance with contract provisions or that the program is out of compliance with state or federal regulations, the Program Manager shall issue preliminary findings which provide specific examples of each such issue, request corrective action on each deficiency and offer assistance to the subgrantee in developing a corrective action plan. (OAR 813-230-0015-3)
- Sub-grantees shall respond to preliminary finding corrective action request within 30 days from receipt of the request. The responses either shall include a corrective action plan that specifically addresses identified deficiencies or explain why the preliminary findings were in error. (OAR 813-230-0015-4)
- The Administrator shall notify the subgrantee within ten days of the Division's acceptance or rejection of all or parts of the subgrantee's response. The subgrantee shall be given an additional 20 days from the receipt of the Administrator's notification to provide an acceptable corrective action plan for any remaining unresolved deficiencies. (OAR 813-230-0015-4)
- If unresolved deficiencies remain, the Administrator shall transmit to the subgrantee a finding of facts detailing the specific deficiencies, required corrective actions and establishing a 30-day time period for corrective action to take place. (OAR 813-230-0015-5)
- If at the end of that 30-day period, specific corrective actions have not been effected; the sanctions shall be applied due to non-compliance. Such sanctions shall include withholding of funds, disallowance of costs, suspension of contract, or termination of contract. The Administrator shall inform the subgrantee of any appeal rights and procedures to state and federal authorities in the sanction transmittal. (OAR 813-230-0015-6)

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- (a) 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 Community Services Block Grant Program) terminated for cause.

OAR 813-210-0050(d)

- An annual audit shall be made of operations of the Subgrantee Agency funded by the Program, including delegated funds, as part of the Subgrantee Agency's normal audit cycle. An Audit report of the Subgrantee Agency's program year just ended shall be submitted by the Subgrantee Agency to the Department within six months after the close of that program year. The audit shall be conducted by a qualified and independent certified public accountant and shall meet the standards established by the Comptroller General of the United States and published in the "Standards for Audits of Governmental Organizations, Programs, Activities and Functions" (USGOP Stock No. 2000-00110), "Guidelines for Financial and Compliance's Audits of Federally Assisted Program" (USGOP Stock No. 020-000-081-0) published by the United States General Accounting Office and the Audit Standards supplements series of publications. These publications are available from the Superintendent of Documents, U.S. Government Printing Office, Washington D.C. 20402

Oregon's monitoring procedures are based on materials available through the Standard Monitoring Principles and Practices guide created by the National Association of State Community Services Programs (NASCS). Oregon combines desk monitoring and on-site visits in their monitoring processes.

The CSBG Program Coordinator provides training and technical assistance to the agencies, sharing best practices and providing guidance to meet requirements. The Fiscal Monitor and the Safety Net Compliance Officer complete the desk review and onsite monitoring processes. While the Fiscal Monitor visits subgrantees to monitor the fiscal processes, the Safety Net Compliance Officer performs site visits to review organizational processes, community needs assessments, tripartite board requirements and to monitor client file procedures, income eligibility and other requirements. Rather than one monitor go out to agencies for each fund, the Safety Net Compliance Officer monitors for several funds. This practice, begun in early 2013, consolidates visits to the agencies, resulting in less travel costs and time involvement and more efficient monitoring practices. This change has been received positively by subgrantees.

Per OHCS and CSBG requirements, a three-year monitoring cycle is maintained. The chart below illustrates the past and future monitoring cycle from 2010-2015.

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CSBG Program Monitoring Schedule (as of July 2013)						
Agency	2010	2011	2012	2013	2014	2015
ACCESS	June 23, 2010	July 14-15, 2011			TBC	
CAO		January 20, 2011			TBC	
CAPECO			November 20th, 2012			TBC
CAT	May 3, 2010			October, 2013		
CCNO		June 27-29, 2011			TBC	
CCSSD	April 12, 2010			May 29, 2013		
CINA	August 9, 2010			September 26-27, 2013		
CSC	April 14, 2010			October, 2013		
KLCAS	July 14, 2010			October, 2013		
LANE CO	May 10, 2010			October, 2013		
MCCAC			November 27, 2012			TBC
MULT CO	May 17, 2010	July 26, 2011			TBC	
MWVCAA	June 11, 2010	Oct 11, 2011			TBC	
NIMPACT	June 15, 2010			July 22, 2013		
OHDC	August 5, 2010	Sept 27, 2011			TBC	
ORCCA	June 22, 2010			August 14, 2013		
UCAN	July 15, 2010	July 13, 2011			TBC	
YCAP		January 25, 2011		November, 2013	TBC	

**To Be Calendared*

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OHCS Fiscal Monitoring Schedule

Agency	Location	2011	2012	2013	2013
ACCESS	Medford	Jul 13-14	Aug 21-23		
CAPO	Salem		Apr 24-25		Jul 29 & 31
CAO	Hillsboro	Jan 20-21	Jan 24-25		Jul 16-18
CAPECO	Pendleton	May 24-25	Oct 2-4		Jul 22-25
CAT	St Helens	Jul 19 & 21	14-Nov		
CCN	LaGrande	Jun 28-29	Aug 28-29	May 12-15	
CCSSD	Oregon City	Nov 29, Dec 1	Oct 30-Nov 1		
CSC	Albany	Dec 6-7		Mar 13-14	
CinA	Ontario	Sep 7-8	Aug 7-9	Mar 18-21	
Hunger Relief Task Force	Portland			Jan 23	
KLCAS	Kfalls	Apr 7-8	Sep 11-12		Aug 13-15
LANE CO	Eugene	Nov 15-16	Sep 25-26		
MCCAC	The Dalles	Aug 22-23	Oct 23-24		Aug 7-9
MULT CO	Portland	Jul 26	Oct 9-10		
MWVCAA	Salem	Oct 11		May 21-22	
Neighbor Impact	Redmond	Aug 9-10	Jul 9-12	Jun 24-27	
OHDC	Portland	Sep 27-28	Nov 27-28		Sep 17-19
ORCCA	Coos Bay	Oct 4-5	Jul 16-19	Jun 3-6	
UCAN	Roseburg	Oct 18-19	Jul 31-Aug 2	Jun 17-20	
YCAP	McMinnville	Jan 25	Jan 18-19		Aug 20-22

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(2) Corrective Action, Termination and Reduction of Funding

Section 678C of the Act requires states to comply with certain requirements 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 Community Services Block Grant Program or to meet appropriate standards, goals, and other requirements established by the State, including performance objectives.

OAR 813-210-0060 Reduction of Termination of Funding

- (1) No Migrant and Seasonal Farmworker Organization which received CSBG funding in the previous federal fiscal year shall have its present or future CSBG funding terminated or reduced below the proportional share of funding it received in the previous federal fiscal year unless, after notice and opportunity for hearing on the record, the Department determines that cause existed for such termination or reduction, subject to the procedures and review by the Director and Secretary for the United States Department of Health and Human Resources.
- (2) For purposes of making a determination with respect to CSBG funding reduction or termination, the term "cause" includes but is not limited to:
 - (a) A statewide redistribution of CSBG funds to respond to:
 - A. The results of the most recently available census or other appropriate data;
 - B. The establishment of a new Migrant and Seasonal Farmworker Organization;
or
 - C. Severe economic dislocation; and
 - (b) The failure of a Migrant and Seasonal Farmworker Organization to comply with the terms of its CSBG contract with the Department or the Community Services Block Grant Act as amended by Public Law 101-501.

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 community services block grant program 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

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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. [678(C)(a)]

(3) Fiscal Control, Audit and Withholding:

An SOS CSBG audit was completed for the period through 6/30/12.

In compliance with Sections 678D(a)(1) and 678D(a)(2) of the Act, the Program Delivery Division works closely with the Finance Section of Oregon Housing and Community Services to monitor subgrantees compliance with their submitted financial plans on a weekly/monthly basis. To meet the standard stated herein, the “Management Letter” will be required as part of the audit. The audit report must agree with the final financial statements submitted to OHCS. The auditor, or subgrantee, must furnish reconciling information if the Audit Statements and Final Quarterly Financial Statements are in disagreement. Audit adjustments must be made to the financial reports for the second quarter following the period of the audit report and detailed explanation of the adjustments made; Audit reports received by OHCS will be examined and a timely response made by OHCS (Compliance Monitor/Program Analyst).

The monitoring response will address the auditor’s statements contained in the report along with any other problems reflected in the audit report, i.e., differences between the audit report financial statements and the reports submitted to OHCS. It will be the subgrantee’s responsibility to correct all audit deficiencies. The subgrantee’s corrective actions must be made promptly. Subgrantees must attempt to complete corrective actions and audit closure process within 90 days of date OHCS monitoring letter.

(a) In compliance with assurance 676(b)(7) OHCS and CAAs in Oregon have agreed to participate fully in cooperation with federal investigations.

(b) In compliance with assurance 676(b)(8) no CAA or Migrant and Seasonal Farmworker Organization which received CSBG funding in the previous federal fiscal year shall have its present or future CSBG funding terminated or reduced below the proportional share of funding it received in the previous federal fiscal year unless, after notice and opportunity for hearing on the record, the Department determines that cause existed for such termination or reduction, subject to the procedures and review by the Director and Secretary for the United States Department of Health and Human Resources.

- 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 community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance

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objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:

- 1) inform the entity of the deficiency to be corrected;
 - 2) require the entity to correct the deficiency;
 - 3) 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;
 - 4) 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;
 - 5) 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.
- [678(C)(a)]

(c) In compliance with assurance 676(b)(10); Oregon requires eligible entities to establish procedures under which low-income individual, community organization, or religious organization, or representation of low-income individuals that considers its organization, or low-income individuals to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.

H. Accountability and Reporting Requirements

(1) Results Oriented Management Accountability (ROMA)

Within the CAA network, there is 1 certified ROMA trainer and 3 that are in progress of attaining their certification. These trainers serve as a resource for the network by providing technical assistance and training to CAA staff. ROMA trainings are held at a minimum of twice a year and are coordinated through the statewide CAA association, Community Action Partnership of Oregon (CAPO).

CAPO utilizes the ROMA trainers and a ROMA consultant to educate attendees on the philosophy and implementation of ROMA. In addition to the stated goals, OHCS, in partnership with CAPO, will begin a collaborative effort to further develop statewide reporting measures for community action agencies. These goals will incorporate existing ROMA data collection to enhance the reporting of unique measures for Oregon. This project is due to begin in the Fall of 2013 and will also include research, analysis and development support through Oregon State University's Rural Studies department.

The CSBG Program Coordinator and CAPO also actively participate in the ongoing ROMA Next Generation efforts. CAPO serves as the lead for the Region 10 workgroup for the ROMA Next Generation Project. The mission of the workgroup is to provide

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feedback and supply input into the larger ROMA workgroup's efforts. OHCS staff participates in all scheduled meetings and conference calls. Additionally, the CSBG Program Coordinator, CAPO staff and three community action agencies (*ACCESS, MWVCAA and Multnomah County*) recently participated in the national CAP association's Pilot Project for Organizational Standards. This involved each CAA completing a self-assessment for the standards, with a follow-up review and an assessment by the CSBG Program Coordinator. In addition to providing feedback to CAPO, all partners involved submitted direct feedback to the national association.

OHCS staff has also volunteered to serve on future workgroups and committees being formed by the Center of Excellence to discuss reporting changes to measure the impact of CSBG funding.

The Office of Community Services developed a series of Goals and Measures to achieve compliance with the Government Performance and Results Acts of 1993. Each state is to respond as to the measures under specific goals (listed below with accompanying table) that local grantees will address.

- Goal 1:** Low-income people become more self-sufficient
- Goal 2:** The conditions in which low-income peoples life are improved
- Goal 3:** Low-income people own a stake in their community
- Goal 4:** Partnerships among supporters and providers of service to low-income people are achieved
- Goal 5:** Agencies increase their capacity to achieve results
- Goal 6:** Low-income people, especially vulnerable populations achieve their potential by strengthening family and other supportive systems

As part of the Master Grant Agreement (MGA) and CSBG Workplan Application, Oregon's CAA's are required to complete a National Performance Indicator Checklist each biennium with their CSBG Work Plan. The programs and services provided by the agency are matched with the applicable National CSBG Performance Indicators/ROMA Goals.

For each of the six national CSBG/ROMA goals agencies should identify:

- The national performance indicator(s) and all other ROMA goals to be tracked
- The specific intervention or service to be delivered
- The unit that will be used to measure intervention/service delivery
- The number of units expected to achieve the target indicator
- The method and frequency of data collection

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Goal #	# Agencies Reporting	2013 CSBG-IS Annual Report
Goal 1		Low-Income People Become More Self-Sufficient
1.1	11	Employment
1.1A	10	Unemployed and obtained a job
1.1B	10	Employed and maintained a job for at least 90 days
1.1C	10	Employed and obtained an increase in employment income and/or benefits
1.1D	8	Achieved “living wage” employment and/or benefits
1.2	16	Employment Supports
1.2A	11	Obtained skills/competencies required for employment
1.2B	9	Completed ABE/GED and received certificate or diploma
1.2C	7	Completed post-secondary education program and obtained certificate or diploma
1.2D	10	Enrolled children in before or after school programs
1.2E	11	Obtained care for child or other dependent
1.2F	10	Obtained access to reliable transportation and/or driver's license
1.2G	13	Obtained health care services for themselves or a family member
1.2H	14	Obtained and/or maintained safe and affordable housing
1.2I	15	Obtained food assistance
1.2J	13	Obtained non-emergency LIHEAP energy assistance
1.2K	11	Obtained non-emergency WX energy assistance
1.2L	14	Obtained other non-emergency energy assistance
1.3	11	Economic Asset Enhancement & Utilization
		<i>Enhancement</i>
1.3A	3	Number and percent of participants in tax preparations programs who identify any type of federal or state tax credit and the aggregated dollar amount of credits
1.3B	3	Number and percent of obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments
1.3C	2	Number and percent enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings
1.3D	12	<i>Utilization</i>
1.3	10	Number and percent demonstrating ability to complete and maintain budget for over 90 days

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1.3E	7	Number and percent opening an IDA or other savings account
1.3F	8	Number and percent of participants who increased their savings through IDA or other savings accounts
1.3G	1	Number and percent capitalizing a small business due to accumulated savings
1.3H	3	Number and percent of participants pursuing post-secondary education with accumulated savings
1.3I	4	Number and percent purchasing a home with accumulated savings
1.3J	2	Number and percent of participants purchasing other assets with accumulated savings
Goal 2		The Conditions in Which Low-Income People's Lives are Improved
2.1		Community Improvement and Revitalization
2.1A	3	Jobs created, or saved, from reduction or elimination in the community
2.1B	3	Accessible “living wage” jobs created, or saved, from reduction or elimination
2.1C	2	Safe and affordable housing units in the community
2.1D	13	Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation
2.1E	2	Accessible safe and affordable health-care services/facilities for low-income people created or saved from reduction or elimination
2.1F	5	Accessible safe and affordable child care or child development placement opportunities for low-income families created or saved from reduction or elimination
2.1G	3	Accessible before and after school program placement opportunities for low-income families created or saved from reduction or elimination
2.1 H	2	Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation
2.1I	7	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 skill training, ABE/GED and post-secondary education
2.2		Community Quality of Life Assets
2.2A	2	Increases in community assets as a result of a change in law, regulation policy, which results in improvements in quality of life assets
2.2B	1	Increase in the availability or preservation of community facilities

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2.2C	3	Increase in the availability or preservation of community facilities to improve public health and safety
2.2D	0	Increase in the availability or preservation of commercial services within low-income neighborhoods
2.2E	2	Increase or preservation of neighborhood quality-of-life resources
2.3		Community Engagement
2.3A	15	Number of community members mobilized by Community Action that participate in community revitalization and the anti-poverty initiatives
2.3B	18	Number of volunteer hours donated to the agency
2.4		Employment Growth from ARRA Funds
2.4A	1	Jobs created at least in part by ARRA funds
2.4B	3	Jobs saved at least in part by ARRA funds
Goal 3		Low-Income People Own a Stake in Their Community
3.1		Community Enhancement through Maximum Feasible Participation
3.1	16	The number of volunteer hours donated to Community Action by low income volunteers
3.2		Community Empowerment through Maximum Feasible Participation
3.2A	17	Number 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
3.2B	1	Number of low-income people acquiring businesses in their community as a result of community action assistance
3.2C	5	Number of low-income people purchasing their own homes in their community as a result of community action assistance
3.2D	12	Number of low-income people engaged in non-governance community activities or groups created or supported by community action
Goal 4		Partnerships Among Supporters and Providers of Service to Low-Income People are Achieved
4.1A	16	Non-Profit
4.1B	17	Faith-Based
4.1C	16	Local Government
4.1D	17	State Government
4.1E	16	Federal Government
4.1F	15	For-Profit Businesses or Corporations
4.1G	14	Consortiums/Collaborations

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4.1H	14	Housing Consortiums
4.1I	15	School Districts
4.1J	15	Institutions of Post-Secondary Education
4.1K	14	Financial/Banking Institutions
4.1L	16	Health Service Institutions
4.1M	16	Statewide associations or collaborations
Goal 5	17	Agencies Increase Their Capacity to Achieve Results
5.1A	17	Various Measures Reported
Goal 6		Low-Income People, Especially Vulnerable Populations, Achieve their Potential by Strengthening
6.1		Independent Living
6.1A	13	Senior Citizens
6.1B	15	Individuals with Disabilities
6.2		Emergency Assistance
6.2A	16	Emergency Food
6.2B	16	Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources
6.2C	15	Emergency rent or mortgage assistance
6.2D	7	Emergency car or home repair
6.2E	12	Emergency temporary shelter
6.2F	6	Emergency medical care
6.2G	11	Emergency protection from violence
6.2H	4	Emergency legal assistance
6.2I	9	Emergency transportation
6.2J	1	Emergency disaster relief
6.2K	10	Emergency clothing
6.3	15	Child and Family Development
6.3A		<i>Infants and Children</i>
6.3A1	7	Infants and children obtain age appropriate immunizations, medical and dental care
6.3A2	9	Infant and child health and physical development are improved as a result of adequate nutrition
6.3A3	10	Children participate in pre-school activities to develop school readiness skills
6.3A4	7	Children who participate in pre-school activities are developmentally ready to enter kindergarten or 1st grade
6.3B	15	<i>Youth</i>
6.3B1	8	Youth improve physical health and development
6.3B2	8	Youth improve social/emotional development

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6.3B3	8	Youth avoid risk-taking behavior for a defined period of time
6.3B4	7	Youth have reduced involvement with criminal justice system
6.3B5	8	Youth increase academic, Athletic or social skills for school success by participating in before or after school programs
6.3C	15	<i>Parents and Other Adults</i>
6.3C1	9	Parents and other adults learn and exhibit improved parenting skills
6.3C2	8	Parents and other adults learn and exhibit improved family functioning skills
6.4	14	Family Supports (Seniors, Disabled and Caregivers)
6.4A	3	Enrolled children in before and after school programs
6.4B	3	Obtained care for child or other dependent
6.4C	7	Obtained access to reliable transportation and/or driver's license
6.4D	6	Obtained health care services for themselves or family member
6.4E	12	Obtained and/or maintained safe and affordable housing
6.4F	11	Obtained food assistance
6.4G	11	Obtained non-emergency LIHEAP energy assistance
6.4H	9	Obtained non-emergency WX energy assistance
6.4I	9	Obtained other non-emergency assistance (State/local/private energy programs)
6.5	17	Service Counts
6.5A	16	Food boxes
6.5B	15	Pounds of food
6.5C	6	Units of clothing
6.5D	6	Rides provided
6.5E	15	Informational and referral calls

Family Goals

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

- Income Scale
- % of Poverty Scale
- Employment Scale
- Transportation Scale
- Child Care Scale

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Goal 6: Low-income people, especially vulnerable populations, achieving their potential by strengthening family and other supportive systems

- Housing Situation Scale
- Educational Scale
- Nutrition Scale
- Health Care Scale

Community Goals

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

- LIEAP Measures
- Energy Measures

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

- Amount of "community investment" brought into the community by the Network and targeted to low-income people.
 - Volunteer Hours
 - #'s of food donated
 - Other in-kind donations
 - Other in-kind services

Agency Goals

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

- Partnership Survey, which has a column that designates whether or not it is a Faith Based Organization

Goal 5: Agencies increase their capacity to achieve results

- Total dollars mobilized by the agency
- Leveraged Resources
 - Ratio of CSBG \$'s to all non-CSBG \$'s
 - Ratio of CSBG \$'s to Federal \$'s
 - Ratio of CSBG \$'s to State \$'s
 - Ratio of CSBG \$'s to Local \$'s
 - Ratio of CSBG \$'s to Private \$'s
 - Agency Scale, which would be modified from the National Agency Self-Assessment Scale

(2) Annual Report:

Oregon has submitted an Annual Report in accordance with Section 678E(a)(2) of the Federal Assurances for CSBG. A copy of the FY 2013 CSBG Information Survey was submitted within the established deadline.

(a) Performance Objectives:

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Provide core funding to local agencies to reduce poverty, revitalize low-income communities and to empower low-income families to become self-sufficient.

(b) Program Accomplishments and Activities:

Below are just a few of the examples of the projects, programs and accomplishments provided by the Oregon Community Action Agencies that are supported by CSBG Funds:

ACCESS

Hearts with a Mission

ACCESS began a partnership to increase the availability of services to homeless youth. Jackson County has one of the highest populations of homeless youth in Oregon. Though ACCESS does not provide direct homeless shelter services, others in the community do. ACCESS used its allocation of SHAP (State Housing Assistance Program) dollars to subcontract with Hearts with a Mission, a local homeless shelter for teenagers, for services to this population. Specifically, ACCESS supported operating expenses of the transitional shelter itself.

Through this subcontract, ACCESS provided \$120,949 to Hearts with a Mission for its shelter program. The organization provides shelter, counseling, clothing, and skills development programs. Its goals are to reunite youth with their families whenever possible, and to support the youth in independent living when necessary. This relationship proved so successful in its first year that in 2012, ACCESS expanded the program to include the Maslow Project, another Jackson County organization that does street outreach and provides both in-school and independent services to homeless youth. In the case of the Maslow Project, ACCESS is subcontracting with that agency to conduct street outreach using Emergency Solutions Grant (ESG) dollars. Maslow staff will do street outreach to identify and build relationships with unsheltered children, teens and families. The goal is to provide case management and support, and to connect youth with mainstream services and housing programs.

Hearts with a Mission housed 46 youth in its Medford facility. CSBG dollars supported community planning and needs assessment work that identified homeless youth as a high-priority constituency in need of increased services within our community.

Oregon Human Development Corporation (OHDC)

Youth Farm

OHDC's YouthSource program significantly expanded its entrepreneurial endeavor, the "Youth Farm," serving disadvantaged high school youth in Washington County. Using 4 1/2 acres of land donated by the Tigard Tualatin School District and private landowners, and funding from WorkSystems Inc. and others, students transformed a vacant, overgrown space into a vibrant, productive farm. 2010 was the first growing season where 38 youth grew vegetables and flowers and consequently sold their yields at the Tualatin Farmers' Market.

In 2011, OHDC had a full growing year, with students learning to complete a business plan, develop customer service skills, and learn about cultivation techniques required for a successful

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large scale garden. In 2011, 50 youth participated in the farm, learning about farming practices such as organic farming. Some students completed internships with area nurseries. Students also conducted fundraising projects to purchase gardening supplies. In 2012, the Farm expanded to an additional 4 acre lot located on the Tualatin River. Because of the additional land and program income generated by the land, OHDC was able to increase the program enrollment number from 74 to 120 youth served.

OHDC's Youth Farm is very successful at facilitating student participation and community involvement. It also provides unique work and volunteer experience that strengthens student resumes and helps meet student summer learning graduation requirements. Durham elementary school donated use of land, and individual and community donations provided seeds, fertilizer and other supplies. CSBG funds supported planning and collaboration to establish the Youth Farm project and to coordinate the supply of volunteers and donations that make the program a success.

Multnomah County

Supplemental Nutrition Assistance Program (SNAP)

In October of 2012, Impact NorthWest's Housing and Safety Net (HSN) Department hired an outreach coordinator to perform SNAP (Supplemental Nutrition Assistance Program, formerly known as food stamps) outreach to eligible Oregonians who are not receiving benefits. This initiative is intended to be focused on seniors and people with disabilities.

Since October of 2012, the coordinator has performed outreach at senior-focused Meals on Wheels sites and low-income senior housing complexes. The coordinator has also joined the Older Oregonian Hunger Coalition to help address the issue of hunger in Oregonians age 50 and older. Through Meals on Wheels senior centers, Reach CDC, and Home Forward, Impact NW was able to complete 25 new SNAP applications for senior-led households struggling with hunger in Multnomah County. In addition to community outreach, the Impact NW inter-departmental community also took advantage of the new resource for seniors. Seniors from all departments were referred to the outreach coordinator to sign up for SNAP, and this helped 10 more senior-led households supplement their food budgets.

Mid-Willamette Valley Community Action Agency (MWVCAA)

DeMuniz Pine Street Center and Community Action Re-Entry Services Program

The goals of the reentry program are to reduce crime and recidivism in the justice system through housing and transportation assistance; family strengthening, support groups and employment assistance. This successful program assisted 807 individuals through the De Muniz Pine St. Resource Center in 2012. A need for this type of support system was identified over a year ago after reviewing the number of individuals released to Marion County from Marion County Corrections and the lack of specific services for previously incarcerated individuals. In addition, Marion County was also identified as having a proportionally higher recidivism rate compared to other Oregon counties.

Through all parts of this initiative recidivism has reduced from 26% in 2009 to 17% in 2012. Employment increased from 42% to 47% between 2011 and 2012 of those clients served by

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reentry services. Of these 312 individuals received employment assistance from the De Muniz Center. 61 workshops were conducted at the De Muniz center in 2012. 5,093 hours of computer use in resume building, cover letter composition and job search were utilized in 2012 at the center. 267 individuals were assisted with “basic needs,” and 195 individuals were help in getting identification.

CSBG funds supported the Executive Director who is the Vice-Chair of the Marion County Reentry Council. This council has planning and monitoring oversight of the various components of the Marion County Reentry Initiative.

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(c) Comparison of Planned and Actual Expenditures for FY 2012

(1) Planned Distribution of Funds to eligible entities vs. actual expenditures

Planned	Actual
\$4,838,236	\$4,913,052.33

(2) Planned Distribution of Funds for Discretionary Purposes

Planned	Actual
\$241,912	\$302,941.21

(3) Planned Distribution of Funds for State Administrative vs. actual

Planned	Actual
\$241,912	\$249,302.79

(d) Profile of Participants Served

(Number and Characteristics of clients served)

GENDER	
Male	198049
Female	243922

AGE	
0-5	57161
6-11	64288
12-17	64274
18-23	35573
24-44	111322
45-54	43863
55-69	42013
70+	19115
TOTAL	454703

ETHNICITY	
Hispanic or Latino	101611
Not Hispanic or Latino	342954

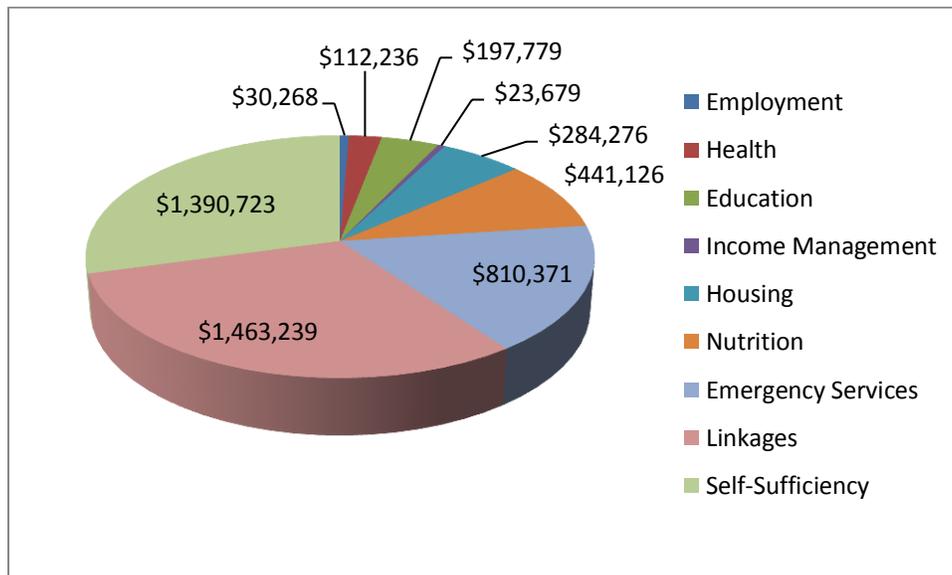
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EDUCATION levels of adults 24 and Older	
0-8	18218
9-12 / non-graduates	33982
high school graduate / GED	69566
12+ some post-secondary	30835
2-4 year college graduate	17551

FAMILY TYPE	
single parent / female	39982
single parent / male	6631
two parent household	49740
single person	65567
two adults / no children	21993
other	8173

*Also see document titled Section G Report Totals (Appendix J)

(e) Statistical Report on CSBG Program Services



*Also see document titled Section E Services Report (Appendix K)

(f) Training and Technical Assistance:

OHCS provides discretionary funding to the Community Action Partnership of Oregon. This discretionary funding is utilized to provide training and technical assistance to the community action network. CAPO keeps an updated resource website, distributes critical information to the community action network and annually surveys the network to identify training needs.

Resources:

Community Action Agencies can access multiple resources through the CAPO website. CAPO keeps a library of organizational newsletters, publications, reports and resources. Visitors can find information regarding the latest Poverty Report, Energy Assistance Snapshots, resources on technology tools, best practices and a database of regional and national resources on poverty and poverty-related topics. CAPO also keeps an active training calendar of their own training dates as well as those of regional, local and national organizations.

Trainings and Technical Assistance:

CAPO annually provides trainings on ROMA, Family Development Specialist Certification, Finance, Technology, as well as communications and energy workshops. Staff of Community Action Agencies have 2-3 opportunities a year to learn about ROMA best practices and implementation. OHCS and CAPO are also currently collaborating on ways to incorporate more usage of a variety of training modes including webinars, go-to meetings and self-guided training tours, in an effort to increase accessibility.

Training Document for 2012-2013 separately attached. (Appendix L)

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Appendix*

- A. CSBG State Legislation: ORS 485.505
- B. Public Hearing Notice
 - a. Public Hearing Report
 - b. Affidavits
 - c. Comments
- C. Legislative Hearing
- D. OAR Ch.813, Div. 210
- E. CSBG Work Plan Packet (*separately attached*)
- F. Agency-Level Master Grant Agreement (*separately attached*)
- G. State Monitoring Assessment Tool (*separately attached*)
- H. Faith-Based Partnerships
- I. OAR 813-230-015
- J. Section G Totals Report (*separately attached*)
- K. Section E Services Report (*separately attached*)
- L. CAPO 2013 Training Document

Additional Separate Attachments:

- Certification Regarding Lobbying
- Certification Regarding Drug-Free Workplace
- Certification Regarding Debarment/Suspension
- Certification Regarding Environmental Tobacco Smoke