

FY2018 Community Action Plan

**Michigan Department of Health and
Human Services**

**Bureau of Community Action &
Economic Opportunity**

Community Services Block Grant

PURPOSE

The Community Action Plan (CAP) serves as a roadmap demonstrating how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency.

Community Action Plans must adhere to the following federal and state laws:

COMPLIANCE WITH FEDERAL LAW

To comply with the Community Services Block Grant (CSBG) Act, [Public Law 105-285](#), Section 678B (11) eligible entities must complete a CAP, as a condition to receive funding through a Community Services Block Grant. Federal law mandates the eligible entities to include a community-needs assessment in the CAP for the community served.

COMPLIANCE WITH STATE COMMUNITY SERVICES POLICY MANUAL (CSPM)

To comply with Bureau of Community Action and Economic Opportunity's (BCAEO) [CSPM item 301](#) pertaining to the Community Services Block Grant Program, Community Action Plans are to be developed using a processes that assess poverty-related needs, available resources, feasible goals and strategies, and that yield program priorities consistent with standards of effectiveness established for the CSBG program. The CAP should identify eligible activities to be funded in the program service areas and the needs that each activity is designed to meet.

COMPLIANCE WITH CSBG ORGANIZATIONAL STANDARDS

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138, dated January 26, 2015](#), CSBG eligible entities will comply with implementation of the Organizational Standards effective January 1, 2016. Additionally, States reported on the development and implementation of the Standards to OCS beginning January 1, 2016.

STATE PLAN AND APPLICATION REQUIREMENTS

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by eligible entities is included in [Michigan's State Plan](#).

STATE ACCOUNTABILITY MEASURES

Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and improve program performance. Information provided in the CAP may be used to meet the requirements of the measures.



STATE OF MICHIGAN
**Department of
Health and Human
Services**

**Community Services
Block Grant
Planning Application for
FY 2018**

**Bureau of Community Action and
Economic Opportunity**
Grand Tower Building
235 S. Grand Ave, Suite 202
Lansing, MI 48909
(517)241-4871
Fax: (517)335-5042

Submission Date: _____ Grant Term: **October 1, 2017 to September 30, 2018**

Submit the CAP electronically to the MDHHS-BCAEO@michigan.gov mailbox.
Use current forms. Documents must be submitted in their original format.

Contract Number:	CSBG14-41016	Yr 5 (FY18)	Federal ID:	38-2631431
Agency Name:	ACSET/Kent County Community Action Agency			
Agency Address:	121 Franklin SE Suite 110, Grand Rapids, MI 49507			
Contact Name	Susan E. Cervantes	Title:	Associate Director	
Regarding Plan:				
Email:	scervantes@acset.org	Phone:	(616) 336-4121	
Geographic Area to be served:	Kent County			

Certification (Check A,B, or C as appropriate)		Authority: PA 230 of 1981 Completion: Mandatory Penalty: No Funds Released
A.	<input type="checkbox"/> Approved by the Agency's Governing Board	
B.	<input type="checkbox"/> Approved by the Agency's Advisory Board	
C.	<input checked="" type="checkbox"/> Will be approved by the Agency's Board on: 8/28/2017	
The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, genetic information, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your county.		

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this FY 2018 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization. Per Organizational Performance Standards the Community Assessment, which is part of the CAP, must be formerly accepted by the governing board.

Board Chairperson

Date

CSBG Planning Application Coversheet and Checklist:

Page	Name of Document	Attachments	Yes	No
3.	Community Action Agency (CAA) Identification and Contact Information		X	
4.	Completed Checklist		X	
5.	Tri-Partite Board		X	
6.	Community Assessment	Most recent copy should be uploaded in FACSPRO	X	
7.-8.	Service Delivery System	Complete & Attach the Excel form titled <i>Programs and NPIs (Service Delivery Q.2)</i>	Will submit on 8/30	
8.	Assurance of Funds		Will submit on 8/30	
9.	Linkages		X	
10.	Coordination & Collaboration	Partners must be entered in FACSPRO	X	
11.	Coordination with Employment & Training Activities		X	
12.	Specific Assistance		X	
13.	Notice of Public Hearing/Public Comment Period	Attach Copy of Notices (Required)	X	
14.	New Program Questions		Not Applicable	
Attachment	CSBG Expenditure Plan Spreadsheet (With required Service Categories)	Complete Template	X	
Attachment	Programs and NPIs Excel Sheet	Complete Template	Will submit on 8/30	

	Logic Models	Complete in FACSPRO	Will submit on 8/30	
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Tripartite Board Information (*Section 676(b) of the CSBG Act*):

Section 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations administer their CSBG program through tripartite boards that **“fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities.”**

Note: Also see CSBG Information Memorandum #82

Please explain below how the individuals on your board are involved in the decision-making process and participate in the development, planning, implementation and evaluation of programs funded under CSBG to meet the requirements listed above.

NOTE: Please place emphasis on the *low-income individuals* on your board.

Governing Board:

The CAA Governing Board will have the final approval of the CAP Plan. This board consists of three Kent County commissioners and two City of Grand Rapids commissioners. This board was reconstituted in 2015 under the Municipal Partnership Act (PA8).

Advisory Board:

The CAA Advisory Governing Board which includes individuals with low income took part in a the CAP plan discussion on July 20, 2017 to discuss the funding amount, the development of the plan in alignment with the Community Needs Assessment and the Strategic Plan, how the plan would be implemented especially in light of the pending transition to Kent County and then on the historical nature of the program operations. The Advisory Governing Board decided that due to the transition to the county, the expenses should remain in alignment with the programs that have been identified within the Community Needs Assessment with particular emphasis on linkages with the homeless service providers for homeless prevention/diversion services due to the lack of affordable housing. The Advisory Governing Board also agreed for a set aside amount to hire a consultant to conduct the Community Needs Assessment in 2017-2018. Lastly, they felt that expenses needed to be identified for the new branding and needs of the transition. The voting for the plan was unanimous.

Community Assessment (*Section 676(b)(11) of the CSBG Act*):

A Community Assessment is defined as a comprehensive assessment of community needs and resources as defined in the CSBG Act. **Regular assessment of needs and resources at the community level is the foundation of Community Action and a vital management and leadership tool that is used across the organization and utilized by the community to set the course for both CSBG and all agency resources.**

1. As part of the CA, please explain how the agency collected and included current data specific to the following for the service area? (Check all that apply) (related to Org Std 3.2)

- Data on Poverty Data on Gender Data on Age Data on Race/Ethnicity

How did you collect this data?

- Focus Groups Client Interviews Parent Surveys Questionnaires (both clients and partners)

- Data Sources: Census, American Community Surveys, Voice GR Other: Federal Resources such as National Center for Law and Justice, Community Services Policy Manual, FACSPRO, national guide from the partnership, _____

2. Describe how your agency collected and analyzed both qualitative and quantitative data on the geographic service area(s) for the CA? (Related to Org Std 3.3)

ACSET staff both collected and analyzed the data. Qualitative and quantitative data on Kent County was collected and analyzed by research with other resources, in comparison with census data and evaluated with CSBG IS information. Other resources included annual CSBG IS data from FacsPro, area survey results from Voice GR, 2-1-1 data, and national data as indicated in the assessment report. The Advisory Board viewed the draft results in September 2014 and formally adopted the study in January of 2015.

3. List and summarize any other community needs assessments and other client and community needs studies your agency is currently using for annual and long-range strategic planning:

Currently, ACSET is using the Community Needs Assessment information, census data, Vocies GR data, Area Agency of Aging data and Essential Needs Task Force information for annual and long-range strategic planning. Agency staff is assisting clients to participate in the Voices Kent survey which was the Voices GR survey but has expanded to include the entire Kent County. This survey is occurring until the end of October 2017. All outcomes of the assessment were reviewed and included. There was a summary of results with analysis in the conclusion portion of the assessment. Due to the transition which is potentially occurring, ACSET has been in initial meetings with other departments of the Kent County such as the Health Department to ascertain the

possibility of combining all of the required needs into a major community needs assessment with the assistance of consultants. The data acquired when the VoicesKent is completed will be extremely helpful and current to include in the upcoming Community Needs Assessment.

4. From the community assessments and client and community needs studies currently being used by your agency for annual and long range strategic planning:

- Describe the top three emerging needs your agency plans to address (directly or through coordination/linkages):

#	Top Three Needs	Program to Address Top Need	List your agency or a partner agency (or both) providing the program or service to address the need?	If need is not addressed by your agency, choose an option why:
1.	Increase in Poverty Rate	Emergency Services	ACSET/Kent County CAA, The Salvation Army, United Way 211,	Choose an item.
2.	Transportation	RideLink/ITP	ACSET, Hope Network, the Rapid, Senior Neighbors	Choose an item.
3.	Affordable Wages	Information and Referral	West MiWorks!	Another agency providing Service

Service Delivery System: (*Section 676(b)(5) of the CSBG Act*)

Describe the OVERALL Service Delivery System for services provided or coordinated with CSBG funds, targeted to low-income families in the state– please include specific examples.

Describe the agency’s service delivery system for services provided with or coordinated with CSBG funds.

Please include:

1. Where do the clients enter into your agency’s system? (Check all that apply)

- Main Office (Not Administrative Office)
- Centralized Call Center
- Field Offices/Neighborhood Centers County(ies): **Kent**
- Mobile Site
- On-line Application
- Other: **Home Visits**

2. List the services provided by your agency, the funding source(s), and the NPI(s) used to report it:

NOTE: Fill out and attach the Excel form titled *Programs and NPIs (Service Delivery Q.2)*

3. Describe the intake process utilized for clients seeking services and assistance. Please note if the process is the same at all locations.

The intake process utilized for clients seeking services and assistance is performed in an one-on-one, in-person setting with staff. Some of the programs allow for intake to be performed at home visits if the client’s situation necessitates it. For the program which require income eligibility, a pre-screening is performed in order that the customer can be informed on a preliminary basis if they might be eligible for the service. All intakes and eligibility determinations are performed in Spanish when necessary. All processes are the same as the intake process is generated at the main office.

4. Describe the method used to refer clients to programs operated by your agency **and** to refer clients to services and assistance from outside entities.

The method used to refer clients to programs operated by ACSET is that once the intake is completed in FACSPRO, the system guides staff with programs that the customer would be eligible for internally. Also, during the intake process, the customers and staff interact for over an hour and staff learn what other services that they may have a need for. The method to refer clients to services and assistance from outside entities is gathering the information during the intake interview and making the appropriate referral to an outside entity. Staff also utilize the 211 online database and the Resource Guide if there is an identified need that they are unfamiliar with. Those customers in case management services are also followed up on as to whether they utilized their referrals.

5. If you do not use FACSPRO for real-time data for some programs, explain how you gather and report the data to the main administrative office to roll up into the Annual Report. If no field offices/neighborhood centers, write N/A:

ACSET utilizes FACSPRO for real time data. ACSET does not operate field offices/neighborhood centers. Intake workers who perform home visits have Surface tablets and wi-fi hot spots so that FACSPRO is accessible to them at all times.

6. Identify which counties, if any, in the CSBG service area **do not** have a neighborhood (county) center and explain how services are delivered to residents of those counties:

Not applicable

7. How does your agency avoid duplication of services in your service area?

ACSET avoids duplication of services by coordinating with the different service agencies that provide the same service. For example, our utility assistance programs utilize ORA and CE PASS to determine if a client has received assistance from another agency. In Kent County, with the exception of True North, each agency providing utility assistance is geographic and/or programmatic in their intentions. For additional assistance programs, each agency has a tendency to focus their resources on a specific issue which naturally avoids duplication of service. ACSET attends monthly meetings of the Essential Needs Task Force which focuses attention on the five major issues of food/nutrition, workforce development, transportation, energy efficiency, and homelessness. At these monthly meetings discussion takes place about agency resources and programs which lends to increased knowledge of service provision which leads to avoiding duplication of services. Lastly, since ACSET is the largest agency in Kent County fighting the causes of poverty, other agencies look to ACSET first before expending their limited resources.

8. How does your agency use the ROMA cycle to improve service delivery?

ACSET utilizes the ROMA cycle to improve service delivery by acknowledging each cycle in the evaluation of our service delivery. During the **Assessment** phase, ACSET staff utilize the CSBG IS, the customer satisfaction survey, the Community Needs Assessment and expenditure reports from FACSPRO to the programs' strengths and weaknesses. Once this information is assessed then staff **plan** for the service delivery in the next program year, making adjustments, suggestions and/or corrections so that the service delivery will be enhanced. Taking into consideration any changes, staff then **implement** the new service delivery and programs so as to provide services that produce the desired results. Once a year, staff calculates and reports out the progress and the **achievement of results** as they relate to programs and service delivery, although these results are presented monthly and bi-monthly to staff and Advisory Governing Board members respectfully. The results are **evaluated**, analyzed and utilized to compare

program expectations to actual results. The ROMA cycle is the guiding force behind the success of our service delivery.

9. If your agency provides case management, how is this service provided?

ACSET provides case management to over 200 senior individuals and/or families. Each family is assessed as to their needs upon initial meeting, and is given referrals to internal and external programs to meet their needs. The individual/family is followed by our Community Service Assistant II's until our service is no longer needed. Each family receives at least one contact a month although most see staff semi-monthly. Our primary focus is those seniors who are monolingual in Spanish, which is a barrier to their ability to be independent. Although, this year we were approached to provide the Outreach and Assistance to Native American seniors so this will be a new aspect in which we will focus our service delivery.

CSBG Federal Assurances: *Sections 676(b)(1)(A)&(B) and 676(b)(4) of the CSBG Act*

Public Law 105-285 establishes programmatic assurances for the State and eligible entities as a condition of receiving CSBG funds.

Note: *Because CSBG funds support the CAA as a whole, please include all services and programs.*

This section will be covered by filling out the attached Programs and NPIs Excel sheet.

Linkages: (*Section 676(b)(3)(B) of the CSBG Act*)

Gaps in services are needs (for services or assistance) of low-income persons that have not been met or is not being sufficiently met by either the CAA or other service providers, usually due to lack of staff, funding, or resources. The gaps in services may correspond to the Top Three Needs in the Community Needs Assessment and/or can also be identified by the CAA or a coordinating organization. Describe how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

1. Identify, by county, the gaps in services which still exist:

The gaps in service within the Kent County area are due to:

1. Funding reductions to most emergency programs which limits assistance:

- There has been considerable funding reduction which decreases the number of households being served and/or reduces the amount of assistance that a family can receive. With an increase of poverty rate and population in Kent County, this gap is widening daily.

2. Eligibility guidelines have changed:

- The guidelines are more restrictive in obtaining the documentation necessary to establish eligibility, i.e. Assets Liability. The decrease of eligibility of households that fall between the levels of 151% to 200% of poverty has been a prominent barrier for the last three years as those families that were assisted in the past are no longer eligible. This especially affects those families that would be considered the “working poor”.

3. Policy changes

- There are now guidelines which require persons applying for cash grants through the Michigan Department of Health and Human Services must participate in daily scheduled meetings, training etc. for 30 days before a grant will be authorized. These families will face hardships that may be new and different from what agencies have seen in the past and as community agencies are not sure the resources through other service providers will be able to assist.
- The Department of Health and Human Services has now adopted a policy that states that heating assistance will only occur during the heating season which is November 1st to May 31st. This causes a hardship for those clients that cannot apply for assistance during this timeframe even though they are in need. It also creates a hardship for the agencies that may be able to assist with heating costs but due to the heavy load of requests for assistance the agency may not be able to get to the person in need or may run out of funds before assisting the person.

These changes affect the services provided and those identified to be affected are:

- Employment where a person can earn an affordable living wage
- Transportation Services (to get to work & medical appointments)
- Affordable, safe housing
- Food Assistance
- Emergency Utility/Heating Assistance to prevent homelessness

The Community Needs Assessment conducted by ACSET found additional gaps in service:

- The single-female headed household needs special programs to increase their earnings/resourcefulness as they are the primary family type that requests assistance;(this is also confirmed on the annual CSBG-IS report)
- Families with children are in need of substantial information, referrals and community connections
- ACSET clients need to be evaluated to ensure that they are receiving the public benefits that they are entitled to
- ACSET clients need to be evaluated as to their need for medical insurance and obtaining or applying for it as possible

2. How were gaps in service identified (Check all that apply)

- Community Needs Assessment
- Customer Surveys
- Focus Group
- Anecdotal information from customers, partner agencies, etc.
- Other Metrics Study and ENTF partnerships

3. Explain how your agency plans to meet these unmet needs or coordinate services and funding with other organizations.

ACSET will utilize all types of services to address identified gaps in service. ACSET maintains strong information linkages through staff monthly participation on all the primary sub-committees of the KCENTF. Each sub-committee works in a specific “Basic Need” area: Housing; Food; Transportation; Employment; Energy Efficiency. Thereby, keeping current on

information and ensuring that all applicable referrals are made. Annually, over two thousand issue specific referrals are given out to customers. In addition, ACSET is a partner with United Way 2-1-1. Follow-up services are provided to all customers. Case Management at ACSET is provided to the elderly population through the Outreach and Assistance efforts. Each customer is formally assessed annually and assisted in meeting their identified needs through case management activities. Follow-up services are provided to all customers to ascertain whether the assistance that they required was helpful and if there is anything else that they may need.

ACSET utilizes linkages with other community resources to fill the gaps in service in many ways. ACSET has just performed a review and revision of media resources including our website, brochures and 2-1-1 data; including establishing new media contacts for more exposure on television. ACSET has also established a public relations calendar per Organizational Standard 2.3. ACSET remains a Community Navigator for the Department of Health and Human Services and has assisted customers to apply for their benefits on-line with staff assistance. Recent involvement with the new “Consumer Energy - EASE program enables staff to work with customers using Energy Education to help the customer to review their utility usage, develop plans on ways they can reduce usage and track results through their account. Additionally, ACSET serves on every committee of the Essential Needs Task Force of Kent County and is able to garner and disseminate information in committee format.

4. Explain any gaps in service that your agency does not plan on addressing this fiscal year.

CAA will not directly address the affordable wage issue. This gap in service is better offered by the Michigan Works! agency that has the expertise and funding to address it. CAA will make referrals to Michigan Works! for those customers that are evaluated to be underemployed or unemployed. In addition, CAA staff have been ensuring that when they are working with an able bodied adult that receives food stamps, that adult is referred to the program in Kent County that assists in job skills development.

5. What is the reason behind those gaps identified in question 4?

- Federal Rules
- State Rules
- Lack of Funding
- Lack of resources, staff, etc.
- Other

Please provide a narrative if needed

Coordination & Collaboration: (Sections 676(b)(9) and 676(b)(3)(C) of the CSBG Act.)

It is a requirement of the CSBG Act that CAAs explain how they will coordinate funds/services by collaborating and partnering with other public and private organizations, including faith-based organizations, charitable groups, and community organizations. This information must be entered into FACSPRO, which rolls up into the CSBG Annual report – see your system admin.

1. Please explain **how** your agency will coordinate services with other organizations within your geographical service area:

ACSET coordinates services with other public and private resources through partnerships, affiliations, MOUs, and formal agreements. Primary coordination takes place on the Kent County Essential Needs Task Force. It is within this task force that public and private resources are utilized to identify trends, needs and resources in the community. On an individual basis, coordination of resources may take place to assist a customer in fully meeting their need.

2. Please provide your agency's sustainability plan to leverage other funding sources and increase programmatic and/or organizational capacity

ACSET's sustainability plan aligns with the transition process that is occurring where ACSET CAA will be part of Kent County starting on October 1, 2017, if all actions are approved. The transition is the result of evaluating the need for ACSET CAA to increase and/or maintain their organizational capacity in light of the fact that ACSET MWA had regionalized to seven counties. The transition was also proposed so that the Community Development Department of the county with which the transition will take place would remain solvent. The transition is seen as a potential opportunity for the Kent County community. The goals as they relate to the sustainability of both agencies are:

- a. An opportunity to improve services to customers by braiding resources to fully address customer's needs, coordinate services to avoid duplication and to be dependent on each agency's expertise
- b. An opportunity to maintain federal funding by decreasing the risk of recapture due to lack of spending
- c. An opportunity to address administrative realities that federal funds require significant activities but funds are not keeping pace with costs, aligning necessary staff to ensure quality services to customers within the funding restrictions, and shared leadership roles which will decrease administrative costs
- d. An opportunity to relocate the Community Development staff to the building already occupied by ACSET CAA but owned by Kent County to ensure customer friendly, ADA compliant, accessibility with free parking
- e. An opportunity to intentionally brand with community outreach and effective messaging about the services that are provided.

3. Please list any new partnerships created in this fiscal year to stimulate coordination and linkages within the community action network.

Godwin Heights Public Schools-National Honor Society, Better Wiser=Stronger

4. Public Resources – has your agency entered their public partnerships, affiliations, MOUs and Formal Agreements into FACSPRO?

Yes No If no, why not?

5. Private Resources - has your agency entered their private partnerships, affiliations, MOUs and Formal Agreements into FACSPRO?

Yes No If no, why not?

Coordination with Employment & Training (E&T) Activities: (*Section 676(b)(5) of the CSBG Act*)

If the agency provides E&T activities with Workforce Investment Act funds, the agency must describe how it will coordinate the provision of employment and training activities in communities with entities providing activities through statewide and local workforce investment systems. If the agency provides supportive services to Work First or Welfare-to-Work program participants with non-Workforce Investment Act funds, describe the services provided.

Note: The CSBG Act, Sec. 676 (b)(5) requires that CAAs coordinate the provision of employment and training activities with Workforce Investment Act programs. The Workforce Innovation and Opportunity Act (WIOA), which was signed into law on July 22, 2014, supersedes the Workforce Investment Act of 1998 (WIA).

WIOA requires priority be given to public benefits recipients, other low-income individuals, and individuals who are basic skills deficient when providing career and training services using WIOA Title I Adult funds.

1. Does the agency coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, with entities providing activities through statewide and local workforce development systems under such Act?

Yes If Yes, describe how the agency will coordinate the provision of Employment & Training Activities under the **WIOA**. (For example, workforce services for out-of-school youth and career pathways approaches and bundled service strategies that support postsecondary education and training for adults, priority given to low-income individuals, etc.)

No

If No, does the agency provide supportive services (such as extended day care, transportation, skills enhancement, etc.) to **Work First** or **Welfare-to-Work** program participants **with non-WIOA funds**?

Yes No If yes, please list the fund source and services provided:

2. If No to all above, please explain why:

ACSET CAA does not coordinate the provision of employment and training activities or provide supportive services to Work First/Welfare to Work program participants. With ACSET having a division of Michigan Works! associated with the agency, and with ample funding to provide the services themselves, it was not necessary for ACSET CAA to do so. ACSET CAA does provide referrals to customers that are determined to be underemployed or unemployed.

Specific Assistance to Individuals:

Please explain if CSBG funds will provide specific assistance. If so, please explain how. Specific Assistance is considered to be anything of monetary value that is given to the client, i.e., cash, tokens, clothing, transportation, food, shelter, medical care, gas cards, etc. If specific assistance will be provided, it should also be listed in the budget on the Specific Assistance page.

1. Please list any Specific Assistance, a description of it and the need for CSBG funding:

ACSET provides specific assistance to persons with low income who are experiencing homeless situations due to an eviction notice, residing in a homeless shelter, or behind on their house payment. The funding is necessary to offer due to the lack of funding for this activity in the community because federal funds have been designated to other activities such as Rapid Re-housing. Additionally, if a community can commit federal funding to homeless prevention/diversion funding, the community can receive additional federal match dollars to provide assistance. This commitment of funds is a positive for Kent County residents, especially in this time of the lack of affordable housing.

2. Please enter all CSBG-funded specific assistance programs being recorded in FACSPRO (Please include the CSBG Program Title, the FACSPRO System Name, and the FACSPRO Program Name:

CSBG Program Title: ACSET CSBG Homeless Prevention

FACSPRO System Name: CSBG

FACSPRO Program Name: ACSET CSBG Homeless Prevention

Public Hearing/Public Comment Period:

A summary of the agency’s proposed plan must be published and made available locally for review and comment by officials and other residents within the service area. The agency shall conduct at least one **public hearing** or provide for a **public comment period**.

1. The agency has made (or will make) the plan available for review using the following process:

Public Hearing

Date of Public Hearing was/will be: _____

Place of Public Hearing was/will be: _____

Public Comment Period

Inclusive Dates for Comment: August 8, 2017 through August 22, 2017

2. When and where was/will be the Notice(s) published or posted? List the dates and where below

Date	Where (name of newspaper, website, or public place posted)
8/8/2017	Communityactionkent.org - website
8/8/2017	1550 Leonard NE – ACSET Administrative Offices - posted
8/8/2017	121 Leonard NE – CAA Operations Office - posted
8/8/2017	@communityactionkent - Facebook

***Submit a pdf copy of proof of the published notice(s) with the CAP Application.**

New Programs (Optional): Please answer the following questions for any new programs your agency may have reservations about: Not applicable

1. Name of Program:
2. How does your Community Needs Assessment Support this initiative? (How is it helping the community?):
3. How did you pick this group or initiative over others:
4. How does this meet one of the CSBG Assurances (Section 676(b)(1) of the act):
5. How is this helping move clients out of poverty:
6. How will you determine eligibility:
7. Is this a reasonable use of funds:
8. Are there any possible conflicts of interests with CAA staff or board members:
9. What is the breakdown of the cost:
10. If this is a subcontract, how will you monitor funds?