

NOTICES

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

2000 and 2001 State Block Grant Program

The Department of Community and Economic Development (Department) publishes its Community Services Block Grant State Plan to the Department of Health and Human Services for the 2000 and 2001 program years.

Comments will be received at a public hearing to be held at 10 a.m., Wednesday, October 13, 1999, in Room 321 of the Forum Building, Commonwealth Avenue and Walnut Street, Harrisburg, PA 17120.

Written comments may be submitted to Dennis Darling, Director of the Community Empowerment Office, Department of Community and Economic Development, Room 352 Forum Building, Harrisburg, PA 17120, until 5 p.m. on October 13, 1999.

Persons with a disability who wish to attend this hearing and require an auxiliary aid, service or other accommodations to participate in the proceedings should contact Dennis Darling at (717) 787-1984 to discuss how the Department may accommodate their needs.

Copies of the State Plan are available in the Community Empowerment Office, Room 352 Forum Building, Harrisburg, PA 17120 or by calling (717) 787-1984.

SAMUEL A. MCCULLOUGH,
Secretary

Community Services Block Grant State Plan Community Food and Nutrition Application

Federal Fiscal Years Covered by this State Plan

This State Plan is for the Federal fiscal years of 2000 and 2001.

Letter of Transmittal to the Office of Community Services

The Department of Community and Economic Development (Department) has been designated by the Governor of Pennsylvania to act as the lead agency for the administration of CSBG. This letter can be found as Attachment 1. The current secretary is Samuel A. McCullough.

Executive Summary

CSBG State Legislation

As a result of the Omnibus Budget Reconciliation Act of 1981, the Commonwealth of Pennsylvania accepted the Community Services Block Grant (CSBG) for the purpose of providing a full range of services and activities having a measurable and potentially major impact on the causes of poverty in a community or those areas of a community where poverty is a particularly acute problem.

Recognizing the importance of a commitment by the State, the Pennsylvania General Assembly, as a matter of public policy, affirmed the commitment of the Commonwealth to eliminating the causes and effects of poverty by enacting and subsequently amending the Community Services Act of July 10, 1986 (act) (P.L. 1263, No. 116). The act is also intended to stimulate a better focusing of human and financial resources on the goal of eliminating poverty by providing for the continuity of programs which

presently exist throughout the Commonwealth for this purpose, and delineates the activities for which the Federal funds can be used.

Designation of Lead Agency

As stated previously, the Department has been designated by the Governor of Pennsylvania to act as the lead agency for the administration of CSBG.

Public Hearing Requirements

Public Hearing

A public hearing was held on October 7, 1999. Minutes of this hearing will be submitted when they are received.

Legislative Hearing

A legislative hearing was held for FFY 1999 in February, 1998. In accordance with section 676(a)(2)(B) of the act, the next legislative hearing will be held for the FFY 2002 State Plan.

Public Inspection of State Plan

The State Plan was published in the *Pennsylvania Bulletin* on September 25, 1999. Copies were sent to each Community Action Agency (CAA) for their comments and to the Department's Regional Offices where it is available for public inspection. A copy follows.

Statement of Federal and CSBG Assurances

Programmatic Assurances

(1) Funds made available through this grant of 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.A. § 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;

(vii) obtain and maintain adequate housing and a suitable living environment;

(viii) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and

(ix) 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 rela-

tionships 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 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 provided 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 the 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)]

(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 partnership 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 under 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)]

Administrative Assurances

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

(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% 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 as follows. [§ 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% of the amount so distributed to such 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% 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 675C 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% of the poverty line to prevent or alleviate poverty among these individuals and families. [§ 675C]

(6) That the lead agency will hold at least one hearing in the State with sufficient time and Statewide distribution of notice of the 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 3 years in conjunction with the development of the State plan. [§ 676(a)(3)]

(9) To make available for 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 entity at least once during each 3-year period;

(b) an onsite review of each newly designated entity immediately after the completion of the first year in which the 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. [§ 678C(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 these amounts against any other amount to which the State is or may become entitled under the community services block grant program. [§ 678D(a)(3)]

(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 section 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 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 these 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 (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 19734 (29 U.S.C.A. § 12131 et seq.) shall also apply to any such program or activity. [§ 678F C]

(19) To consider religious organizations on the same basis as other nongovernmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the community service block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under section 678B or to remove religious art, icons, scripture or other symbols to provide assistance under the community services block grant program. [§ 679]

B. 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.

Signature

Administrator/Director of Designated Lead Agency Date

The Narrative State Plan

Administrative Structure

State Administrative Agency

The mission of the Department is to foster opportunities for businesses and communities to succeed and thrive in a global economy, thereby enabling Pennsylvanians to achieve a superior quality of life.

The Community Empowerment Office's (CEO) mission is to improve the quality of life for low-income Pennsylvanians. The CSBG Program lies within the CEO.

Eligible Entities

CSBG funds are allocated to 42 Community Action Agencies and two Limited Purpose Agencies which provide services to all 67 counties in Pennsylvania (Attachment 2).

Distribution and Allocation of Funds

Ninety percent of the CSBG funds will be distributed to 44 eligible entities, 5% will be used as discretionary funds and 5% will be used for administration. Allocations to eligible entities for each of the 2 years will be based on a formula as described within this notice.

Description of Criteria and Distribution Formula

Allocations to eligible entities for each of the 2 years will be based on a formula comprised of two factors: the number of persons with incomes below 125% of poverty in each service area (1990 U.S. Census Data) on which 75% of the allocation will be based; and the number of unemployed persons in each service area (Pennsylvania Office of Employment Security, Pennsylvania Civilian Labor Force Data by County of Residence, 1998 Annual Average) on which 25% of the allocation will be based. All agencies receive a minimum base level allocation which currently is \$205,000.

Agencies which do not use all of their allocated funds in one State fiscal year are allowed to roll the funds over into the next fiscal year.

Description of Distribution and Use of Restricted Funds

CSBG funds will be allocated to 42 Community Action Agencies and two Limited Purpose Agencies. (A list of grantees and their geographic areas follows.) The entire State will receive CSBG services through these 44 agencies. Agencies having fund balances at the end of the State fiscal year may roll these funds into the next fiscal year.

Eligible entities will use CSBG funds to increase the availability of low cost housing and to promote economic development, employment and training initiatives, and education programs to increase literacy skills and other activities that can lead to economic self-sufficiency of low-income individuals and the chronically unemployed including Temporary Assistance for Needy Families (TANF) and General Assistance recipients. No funds have been recaptured and redistributed, as agencies are allowed to carry over balances.

Description of Distribution and Use of Discretionary Funds

For FFY 2000 and FFY 2001, CSBG Discretionary funds will be used:

to implement a technical assistance project on Fatherhood programs by the National Fatherhood Initiative;

to provide funding for a television advertising campaign targeted to absentee and noncustodial fathers; as incentive funding for individual CAAs to develop and implement microenterprise projects based upon a successful project developed by another CAA in Pennsylvania; and

to update the information technology capacity of individual CAAs.

Description of Use of Administrative Funds

For FY 2000 and FY 2001, CSBG administrative funds are projected to be used as follows:

	FY 2000	FY 2001
Personnel	\$230,000	250,000
Fringe Benefits	65,000	68,000
Indirect Costs	165,000	167,000
Travel	13,000	15,000
Operating Costs	125,000	127,000
Grants	100,000	150,000
Total	\$698,000	\$777,500

The State's Charity Tax Credit Program is called the Neighborhood Assistance Program which is designed to help improve distress neighborhoods through the creation of effective partnerships between community based organizations and the business community. No CSBG funds are utilized in this effort.

State Community Services Program Implementation

Program Overview

The Service Delivery System

CSBG funds will be allocated to 44 eligible agencies. The entire State will receive CSBG services through these 44 agencies. These agencies will provide services to low-income persons throughout the State which will result in alleviating temporary emergencies as well as providing services which will lead to self-sufficiency. In addition to emergency and self-sufficiency services, these agencies will also provide employment, education, income management, housing, nutrition and health services.

Linkages

CAAs are strongly encouraged to develop partnerships and linkages with other social service providers in their service area that allows them to fill identified gaps of services. Seven hundred and twenty-six documented partnerships were developed with social service providers, religious organizations and local governments among Pennsylvania's CAAs during the 1998-99 program year.

Coordination with Other Public and Private Resources

During the 1998-99 program year, 726 documented partnerships were developed with social service providers, religious organizations and local governments. These partnerships resulted in \$106,825,968 of additional funding for the CAAs.

Innovative Community and Neighborhood Based Initiatives

Agencies are using a variety of innovative initiatives to strengthen families. Among them are:

The Community Action Program of Lancaster County administers a Fatherhood Program that focuses on ensuring that fathers (especially noncustodial fathers) become and stay involved in the parenting of their children. Fathers attend classes dealing with child discipline, anger management, financial issues and economic self-sufficiency.

Mercer County Community Action Agency administers a Silent Partners Program. Under this Program, both corporations and individuals pledge an amount of money to be used by low-income individuals. When the CAA encounters a situation for which they cannot provide support, a silent friend is called to fulfill their pledge.

Armstrong County Community Action Agency has become a certified Driver Education Training agency and provides drivers education for their low-income clients not having a drivers license.

Bucks County Opportunity Council operates an Auto Works Program that provides transportation to and from a job for low-income clients. In addition, each client is assigned one driver, and this person also provides mentoring to the client.

The Trehab Center has developed a Microenterprise Program that provides technical assistance and follow-up support services for low-income people wanting to start their own business.

Community Needs Assessments

A community needs assessment is required from all eligible entities as part of their application for funding. Each entity is responsible for conducting their own needs assessment. The needs assessment must describe how the assessment was conducted and provide results. Goals and objectives must be based upon the findings in the assessment. Agencies may use the findings from Pennsylvania's Poverty Dialog 2000 as part of their needs assessment.

Tripartite Boards

Included with the submission of grantee applications is a breakout of the composition of the board, which is reviewed for compliance with section 676 (B) of the act. Agencies also include an updated list of board members containing names and addresses of the tripartite board members, and delineates which segment they represent. Additionally, as part of the monitoring process, board composition is reviewed. The Community Empowerment Office has two directives (directives are designed to provide additional guidance to subgrantees on a particular subject, and are included in the contract by reference) related to board composition: CSBG Directive 98-2: Administrative Procedures, requires a tripartite board for private nonprofit CSBG grantees; and CSBG Directive 98-4: CSBG Advisory Committees requires a tripartite advisory board for grantees that are units of local governments. All public community action agencies have advisory boards having the required tripartite division. They also must submit the information mentioned above in their application for funding.

State Charity Tax Credit Program

The Community Empowerment Office administers the Neighborhood Assistance Tax Credit Program which is the oldest and largest State supported tax credit program in the country. Tax credits are awarded to businesses that contribute to nonprofit agencies to provide services to low-income persons. CSBG funds are not used to offset any revenue losses incurred by the State, or for any aspect of the program.

Programmatic Assurances

Assurance 676(b)(1)

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

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.A. § 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:

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);

secure and retain meaningful employment;

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;

make better use of available income;

obtain and maintain adequate housing and a suitable living environment;

obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and

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;

To address the needs of low-income communities through 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; and

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

Implementation of Assurance 676(b)(1)

Activities eligible for funding consideration out of the 90% grant moneys allocated to CAAs/LPAs, are those designed to assist TANF recipients, homeless families and individuals, migrant or seasonal farmworkers and elderly low-income individuals to:

attain self-sufficiency through intensive case management services;

secure and retain employment, through employment and training programs and necessary support services;

attain an adequate education, through education initiatives and referrals that will enable low-income, chronically unemployed individuals to participate in job training programs which can include locally initiated Private Industry Council or JTPA Service Delivery Area sponsored job training programs;

make better use of available income through budget counseling, consumer education, credit counseling and weatherization services;

obtain and maintain adequate housing and a suitable living environment by providing home repair services, housing counseling and housing rehabilitation.

obtain emergency assistance through loans and grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing and employment related assistance;

achieve greater participation in the affairs of the community through the development of linkages and partnerships with local law enforcement agencies, local housing authorities, governmental employment and training agencies, educational institutions and other public and private resources in the community.

Several CAAs administer youth development programs that give priority to the prevention of youth problems and crime and provide for increased community involvement. These programs include:

The Community Action Agency of Delaware County administers a "Summer Youth Career Exploration Program" in which low-income tenth, eleventh and twelfth grade students are placed into private sector employment that most closely matches their career interest. The program also employs 12 college students who function as program mentors and monitors.

This agency also operates a training program that provides training in the construction industry for 10 low-income adjudicated youth during the summer months.

Lycoming-Clinton Counties for Community Action administers an "Educational Mentoring Partnership Program" in coordination with a local school district that provides services in teen fatherhood issues. Included in this program are both the prevention of teen fatherhood for at risk youth and ongoing support of identified teen fathers so they may continue their education and graduate from high school.

The Economic Opportunity Cabinet of Schuylkill County operates a summer drug and alcohol education program in low-income housing developments throughout the county. Financial support is provided by the Pottsville and Schuylkill Housing Authorities.

Westmoreland Human Opportunities provides the FAST Program to 17 school districts in Westmoreland County. This delinquency prevention program provides intensive in-home and in-school services that address the root causes of delinquent behavior at the middle school level, before it escalates to more aggressive, delinquent behavior.

The Community Action Commission supports families and youth through its "Community That Cares" (CTC) Program. CTC coordinates programs that promote education and prevention of youth violence, delinquency and drug use.

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.

Implementation of Assurance 676(b)(4)

All of the State's eligible entities either operate food pantries or know of food pantries in their service area in which to refer low-income individuals.

Assurance 676(b)(5)

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 these services to low-income individuals and to avoid duplication of these services, and the State and the eligible entities will coordinate the provision of employment and training activities in this State and in communities with entities providing activities through Statewide and local workforce investment systems under the Workforce Investment Act of 1998.

Implementation of Assurance 676(b)(5)

All CAAs are required to describe how they coordinate services and establish linkages with other social service agencies and local governments to assure the effective delivery of services to low-income individuals and avoid duplication of services. Seven hundred and twenty-six documented partnerships were established during the FY 1998-99 program year, as reported in Goal 5 of the annual report.

In 1996, in coordination with the Pennsylvania Department of Public Welfare (DPW), the Department initiated the Supported Work Program (SWP). In FY 1997-98, \$1,925,000 of Department's money was matched with \$1,900,000 from DPW to provide employment and training services for TANF recipients. Forty-two CAAs/LPAs provide these services Statewide.

In addition, the CEO's Director, Dennis Darling, is a member of Pennsylvania's Workforce Investment Task Force and the Executive Directors of the CAAs sit on local Workforce Investment Committees.

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 these communities.

Implementation of Assurance 676(b)(6)

Some CAAs receive LIHEAP funds from DPW to provide energy crisis intervention programs. Also, CAAs that are weatherization providers receive LIHEAP funds that are coordinated with weatherization funds to provide weatherization services.

Assurance 676(b)(9)

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.

Implementation of Assurance 676(b)(9)

In the year-end CSBG Report, eligible entities are required to report the number of partnerships their agency has established with other organizations serving low-income residents in their service area. All of the

State's eligible entities have established these partnerships within their service area. Seven-hundred and twenty-six partnerships were formed during the last program year.

*Fiscal Controls and Monitoring**State Program Monitoring*

During FY 2000-2001, 15 of the State's eligible entities will receive a full onsite review. An additional 15 will receive an onsite review during FY 2001-2002 (see Attachment 3).

Monitoring procedures shall include an onsite monitoring visit conducted for the following purposes:

- to ensure programmatic and contractual compliance through the review of agency records and interviews with agency personnel, board members and clients;
- to clarify discrepancies that cannot be resolved from the program report review;
- to follow-up on program and personnel complaints, made directly or indirectly; and
- to comply with an agency's request for an onsite visit.

Following the onsite visit a report of the monitoring review shall be given to the agency during the exit interview. It shall identify strengths and weaknesses of the program and any required remedial actions.

The agency may request a conference with the Department's Community Empowerment Office (CEO) to discuss the report and/or the Office may request a conference with the agency to discuss the report and provide technical assistance.

The Department has no newly designated agencies, nor is it anticipating any during the FFYs 2000 and 2001.

If, after receiving technical assistance and implementing corrective action procedures, any agency that continues to fail to meet the State's goals, standards and requirements as determined during an onsite monitoring visit will receive an onsite follow-up review.

Upon notification, the Department will review entities that have other Federal, State or local grants (other than CSBG) terminated for cause.

The following are the dates of the last audit conducted and the period covered by the audit for each eligible entity.

<i>Agency</i>	<i>Time Period Covered</i>	<i>Date Completed</i>
Allegheny County Department of Federal Programs	1/1/97-12/31/97	3/23/98
Pittsburgh Community Services	1/1/98-12/31/98	2/9/99
Armstrong County Community Action Agency	7/1/97-6/30/98	2/99
County of Beaver, Community Services Programs	7/1/96-6/30/97	10/1/98
Berks Community Action Program	7/1/97-6/30/98	11/98
Blair County Community Action Program	7/1/97-6/30/98	1/99
Butler County Community Action and Development	1/1/98-12/31/98	1/99
Bucks County Opportunity Council	7/1/97-6/30/98	6/30/99
Cambria County Community Action Council	7/1/97-6/30/98	9/4/98
Carbon County Action Committee for Human Services	7/1/97-6/30/98	12/10/98
Central PA Community Action	7/1/97-6/30/98	9/4/98

<i>Agency</i>	<i>Time Period Covered</i>	<i>Date Completed</i>
Chester County Office of Housing and Community Development	1/1/98-12/31/98	5/24/99
Community Action Commission	7/1/97-6/30/98	9/98
Community Progress Council	7/1/97-6/30/98	6/30/98
Community Action Agency of Delaware County	7/1/97-6/30/98	12/23/98
Greater Erie Community Action Committee	10/1/96-9/30/97	6/26/98
Fayette County Community Action Agency	7/1/97-6/30/98	12/14/98
Indiana County Community Action Program	7/1/97-6/30/98	11/18/98
Jefferson/Clarion County Economic Opportunity Association	7/1/97-6/30/98	10/9/98
Keystone Community Action Program	10/1/97-9/30/98	12/28/98
Community Action Program of Lancaster County	7/1/97-6/30/98	12/28/98
Lawrence County Social Services	7/1/97-6/30/98	10-98
Lebanon County Human Services	1/1/97-12/31/97	10/98
Community Action Committee of the Lehigh Valley	7/1/97-6/30/98	10/5/98
Commission of Economic Opportunity of Luzerne County	7/1/97-6/30/98	4/13/99
Lycoming-Clinton Counties for Community Action	7/1/97-6/30/98	2/99
Mercer County Community Action Agency	7/1/97-6/30/98	11/24/98
Monroe County Commissioners	1/1/97-12/31/98	10/2/98
Montgomery County Community Action Development Commission	7/1/95-6/30/96	12/98
Northumberland County Board of Commissioners	7/1/96-6/30/97	12/97
Northern Tier Community Action Commission	7/1/97-6/30/98	3/20/99
Mayor's Office of Community Services	1/1/97-12/31/98	10/98
Economic Opportunity Cabinet of Schuylkill County	7/1/97-6/30/98	11/19/98
Scranton/Lackawanna Human Development Agency	7/1/97-6/30/98	11/24/98
South Central Community Action Program	7/1/97-6/30/98	10/98
Community Action Southwest	7/1/97-6/30/98	1/99
Tableland Services	7/1/97-6/30/98	12/20/98
The Trehab Center	7/1/97-6/30/98	11/98
Venango/Crawford Counties Office of Economic Opportunity	1/1/97-12/31/98	8/13/98
Union-Snyder Office of Human Resources Agency	7/1/97-6/30/98	11/98
Warren-Forest Counties Economic Opportunity Council	7/1/97-6/30/98	12/98
Westmoreland Human Opportunities	7/1/97-6/30/98	9/98
Community Action Agency of Pennsylvania	7/1/96-6/30/97	12/23/98
Rural Opportunities, Inc.	7/1/97-6/30/98	5/20/99
Butler County Community Action and Development	1/1/98-12/31/98	1/99

Corrective Action, Termination and Reduction of Funding

In the case of violations or discrepancies of Federal and State laws governing CSBG programs discovered through the Department's monitoring and auditing activities, the agency shall be notified of the violation or discrepancy immediately. The agency shall respond in writing to the notice of violation or discrepancy within 2 weeks of receipt of the notice. If necessary, a follow-up monitoring visit will be conducted to ensure that corrective action has been taken.

Agency Noncompliance—Noncompliance may result in probation until compliance is attained. Probationary status may include intensified monitoring, increased reporting requirements, provision of technical assistance by the Department or its designee and/or temporary suspension of grant payments.

Agency Violation—A violation with willful disregard of Federal and State laws governing CSBG programs may result in suspension of grant payments for a designated period of time. The agency will be required to rectify the violation and reestablish itself as competent to carry out the responsibilities governing CSBG programs, as deter-

mined by the Department of Community and Economic Development (DCED).

Termination for cause:

Termination for cause shall result when the Commonwealth determines that the agency has failed to comply with the conditions of the contract and/or Federal and State laws governing CSBG programs.

When the Department proposes to terminate a CSBG program, it will notify the agency, in writing, of the actions to be taken, the reasons for these actions, and the appeals procedure, including an opportunity for a hearing on the record. This notice shall be forwarded to the agency by certified mail.

Appeal Procedure:

If the agency wishes to appeal the determination, it must submit a written request by certified mail to the Secretary of the Department addressing the reasons for the proposed termination, and any corrective actions that has been or will be taken.

This request must be made within 20 calendar days of receipt of the termination notice.

The appeal may also include a request by the agency that the Secretary, or his/her designee, hold a public hearing before making a decision, in which case a public hearing shall be held.

The Secretary shall make one of the following decisions on the agency's appeal, and shall so notify the agency of the decision in writing within 30 calendar days following the appeal or following a hearing on the appeal:

- The Secretary may uphold the appeal and remove the notice of intent to terminate.
- The Secretary may remove the notice of intent to terminate but provide the agency with notice of specific corrective actions that must be taken.

If the agency subsequently fails to take corrective actions, the Secretary may reinstate the proposed termination procedures.

- The Secretary may deny the appeal, in which case the agency shall be notified of the effective date of termination. This date shall be either the date contained in the original notice of intent to terminate or a specified date at least 30 days after the Secretary sends the decision, whichever is later. The notice of the decision shall also contain all requirements pertaining to termination of CSBG related activities and return of CSBG funds.

The agency may appeal the Department's final determination to the Secretary of the United States Department of Health and Human Services in accordance with the Community Services Block Grant Act, Section 676 A (amended).

When an agency's contract is terminated for cause, the agency shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Department shall allow full credit to the grantee for any completed work that the Department deems satisfactory.

Fiscal Controls, Audits and Withholding

Assurance 676(b)(7)

The State will permit and cooperate with Federal investigations undertaken in accordance with section 678D of the act.

Implementation of Assurance 676(b)(7)

Pennsylvania agrees that it will permit and cooperate with any Federal investigations conducted in accordance with the Reauthorization Act.

Assurance 676(b)(8)

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 the termination or the reduction, subject to review by the Secretary as provided in section 678C(b) of the act.

Implementation of Assurance 676(b)(8)

Pennsylvania Act 116 (amended) provides that:

As established by the formula...determination of annual funding levels shall be made by the Secretary based on input from local agencies and the CSBG Advisory Task Force. Any Community Action Agency or migrant and seasonal farm workers organization which received funding in the previous fiscal year under this Act will not have its present or future funding terminated under this Act or reduced below the proportional share of funding it received in the previous fiscal year unless, after notice and opportunity for hearing on the record, the Commonwealth determines that cause existed for such termination or such reduction, subject however to review under section 676 A of the Omnibus Budget Reconciliation Act of 1981 (Public Law 97-35, Stat. 357).

For purposes of making a determination with respect to a funding reduction, the term "cause" includes:

- a Statewide redistribution of funds under this Act to respond to the results of the most recently available census or other appropriate data;
- the establishment of a new eligible entity;
- severe economic dislocation; and
- the failure of an eligible entity to comply with the terms of its agreement to provide services under this act.

Assurance 676(b)(10)

The State will 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.

Implementation of Assurance 676(b)(10)

The State will require each of its eligible entities to establish procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals, can petition the agency for adequate board representation. All eligible entities will be required to have these procedures in their by-laws.

Accountability and Reporting Requirements

Results Oriented Management and Accountability

Assurance 676(b)(12)

The State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability (ROMA) System or another performance measure system for which the Secretary facilitated development under section 678(E)(b) of the act.

Implementation of Assurance 676(b)(12)

During the 1998-99 program year, Pennsylvania required all of its eligible entities to collect data to report on the six National Goals. Also, during that year, a ROMA Task Force was developed consisting of represen-

tatives from nine CAAs the Executive Director of the Community Action Association of Pennsylvania, a consultant and CEO staff to develop a ROMA reporting format.

This format was implemented beginning in State Fiscal Year 1998-99 (July 1, 1998-June 30, 1999). All eligible entities were required to report on this new format (see Attachment 4). This report is modeled after the National Association for State Community Services Program's Information Systems Survey (CSBG/IS) and includes the six National goals and selected outcome measures. It also includes a section for: service counts by service category; client characteristics; outcome measures and results and program and management accomplishments. This report is submitted twice a year, January 20th, and July 20th.

Annual Report

Performance Objectives

OUTCOME MEASURES AND RESULTS (1998-99)

1. Family Goals: Low-income people become more self-sufficient

<i>Measure</i>	<i>Definition of the units to which this measure applies</i>	<i>Total # of units under 125% of poverty receiving services</i>	<i>Total # of units below 125% of poverty achieving this result</i>
A. The number of participants which enrolled in agency's employment programs and obtained employment	a participant who was unemployed at the time of enrollment acquires a job that is continuously available, receives actual pay of the minimum wage or above, and works at least 20 hours per week	7,994	4,762
B. The number of participants which maintained the employment at least 90 days	a participant who was unemployed at the time of enrollment acquires a job that is continuously available, receives actual pay of the minimum wage or above, and works at least 20 hours per week and keeps that job (or an equal or better one) for at least 90 days	5,107	2,549
C. The number of participants which enhanced or maintained their employment as a result of the agency's employment services	a participant who was employed at the time of service provision keeps their continuously available job or improves their conditions of employment by gaining more hours, a better shift schedule, benefits, a raise or a promotion	4,870	3,903

2. Community Goals: The conditions in which low-income people live are improved.

<i>Measure</i>	<i>Definition of the units to which this measure applies</i>	<i># of such communities</i>	<i># of communities achieving this result</i>	<i>\$ value of increase</i>
A. The number of communities which realized an increase in assessed value of homes as a result of rehabilitation projects	a total dollar amount of materials and labor (including in-kind contributions) installed in residences in targeted communities	208	128	2,828,080
B. The number of communities which realized an increase in low-income people's access to community services and resources	identified communities are targeted for an increase in available activities and resources that improve the condition in which people at or below 125% of poverty live	223	199	

3. Community Goals: Low-income people own a stake in their community.

<i>Measure</i>	<i>Definition of the units to which this measure applies</i>	<i># of such targeted communities</i>	<i># of targeted communities achieving this result</i>
A. The number of communities which increased or maintained the participation of low-income people in advocacy and intervention activities regarding funding levels, distribution procedures for programs and funding streams for their community	in identified communities, the involvement of people at or below 125% of poverty who demonstrated positive, constructive activities of serving across a range of projects and purposes increased or remained the same	142	140
B. The number of communities which realized an increase in low-income people's participation in community service groups	in identified communities, the involvement increased of people at or below 125% of poverty level who participated in organizations which provide services or interventions that improve the conditions in which low-income people live	113	104

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

<i>Measure</i>	<i>Definition of the units to which this measure applies</i>	<i># of such targeted communities</i>	<i># of targeted communities achieving this result</i>
A. The number of communities which increased or maintained the participation of low-income people in advocacy and intervention activities regarding funding levels, distribution procedures for programs and funding streams for their community	In such targeted communities, the involvement of people at or below 125% of poverty who demonstrated positive, constructive activities of serving across a range of projects and purposes increased or remained the same	1168	1140
B. The number of communities which realized an increase in low-income people's participation in community service groups	In such communities, the involvement increased of people at or below 125% of poverty who participated in organizations which provide services or interventions that improve the conditions in which low-income people live	801	488

5. Agency Goals: Agencies increase their capacity to achieve results.

<i>Measure</i>	<i>Definition</i>	<i>\$</i>	
A. The number of partnerships which mobilized nonCSBG resources.	documented agreements among related parties make nonCSBG resources available to support the activities of the agency	106,825,968	

<i>Measure</i>	<i>Total # funding sources</i>	<i># new funding sources this year</i>	<i>Level of funding</i>	<i>Last Year</i>	<i>This Year</i>
B. The number of new funding sources which effect the total agency funding	726	99	1. Increased from	\$156,909,014 to	\$173,231,576

<i>Measure</i>	<i>Definition</i>	<i>Total # of programs</i>	<i># programs targeted to meet special needs</i>
C. The number of programs which are targeted to meet needs of special populations	activities and strategies designed to ameliorate the problems of non-dominant society members under 125% of poverty	426	159

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

<i>Measure</i>	<i>Definition of the units to which this measure applies</i>	<i>Total # of units under 125% of poverty receiving services</i>	<i># of units below 125% of poverty achieving this result</i>
A. The number of households which have their emergency needs ameliorated	a solution is reached for any problem determined to be threatening individual and family stability at the time service is sought by a representative of/for the household	51,890	50,295
B. The number of households which acquire stable housing	households that are homeless or living in transitional housing gain or obtain the rights for occupancy of a safe permanent residence where the length of residency is determined by the client without limitations	12,652	11,245
C. The number of participants which achieve educational goals	the actual person undertaking activities in an agency's instructional programs demonstrates success in completing their individual goals	14,849	13,988
D. The number of elderly residents which maintain independent living for at least 90 days	persons aged 55 or older who undertake activities in the agency's senior service programs are able to remain in the residence of their choice for at least 90 days	22,078	22,065
E. The number of participants that maintained or improved their desired health status	the actual person in the agency's health or wellness program demonstrated the amelioration of a physical or mental health condition, took steps to prevent or avoid a future health crisis, or kept current physical or mental health conditions from deteriorating	36,741	35,349

Program Accomplishments and Activities

The Department also continued its efforts to have Community Action Agencies increase the provision of comprehensive family development/case management services so that families served have a greater opportunity to achieve self-sufficiency. During the 1998 program year, family development/case management services remained a top Statewide priority.

For the 1998 program year, other Statewide priorities included increased agency participation at higher levels in outcome based management, to implement a ROMA reporting document, to continue and expand CAA participation in Pennsylvania's Welfare Reform activities, to increase CAA participation in case management programs utilizing a holistic approach to move low-income families and individuals toward self-sufficiency, to build upon and increase participation in Pennsylvania's Individual Development Account (IDA)/Family Savings Account Program, to increase CAA involvement in comprehensive community building programs and projects such as Pennsylvania's Comprehensive Services Program and to ensure compliance with all State and Federal regulations and directives through Statewide monitoring activities. Approximately 22 agencies were projected to be monitored.

Objective 1

To increase agency participation, at higher levels, in Outcome-Based Management (OBM), that is, to increase the number of agencies at the basic and intermediate levels of progress in transition to OBM. Included in this objective is the implementation of a data collection sys-

tem that requires the Community Action Agencies to provide data on designated outcome measures for each of the six National goals. To accomplish this, the Department, through a contract with the State CAP Association, provides ongoing training to the CAAs in the area of basic and intermediate levels of OBM, and is developing scales to measure their improvement.

Results

The Department through a subcontract with the Community Action Association of Pennsylvania, provided a range of training and technical assistance services to the Community Action Agencies (CAAs) during the 1998 program year. A new survey is planned to be taken by the Association in September, 1999. Following are the results from the 1998 survey. All CAAs have implemented ROMA and are reporting outcomes based on the six National goals. Approximately 26 CAAs have developed and are using scales.

	<i>Ranking From 1997 Assessment Process</i>	<i>Ranking From 1998 Assessment Process</i>
Advanced	0	0
Intermediate	2 Agencies, 5%	6 Agencies, 15%
Basic	16 Agencies, 42%	26 Agencies, 64%
Elementary	19 Agencies, 50%	7 Agencies, 17%
Baseline	1 Agency, 3%	1 Agency, 3%

Objective 2

To implement a ROMA Reporting document to be used by all CAAs that reports progress on the six National goals. Working in conjunction with the State CAP Asso-

ciation and the Office of Community Services, it is projected that 60% of the CAAs will develop scales for measuring outcomes during 1999.

Results

A ROMA reporting document was implemented and will continue to be refined. Through training provided by the State CAP Association 26 agencies have developed and are using some form of scaling.

Objective 3

To continue and expand CAA participation in Pennsylvania's Welfare Reform activities. CAAs will continue to participate in joint Department of Public Welfare/ Department of Community and Economic Development Welfare Reform initiative, the Supported Work Program. The objective of this partnership is to facilitate the quick transition into the workforce of TANF recipients.

Results

During the 1998-99 program year, the Department of Public Welfare contributed approximately \$2,000,000 that was matched by \$2,000,000 from the Department of Community and Economic Development. A total of 2,495 TANF recipients were enrolled, and 1,146 were placed into employment of at least 20 hours per week.

Objective 4

To continue CAA participation in case management programs utilizing a holistic approach to move low-income families and individuals toward self-sufficiency.

Results

Forty-two of the 44 CAAs and LPAs reported persons served under the self-sufficiency service category. A total of 13,082 persons received self-sufficiency services.

Objective 5

To build upon and increase CAA participation in Pennsylvania's Individual Development Account/Family Savings Account Program.

Results

Ten CAAs received Family Savings Account contracts during the 1998-99 program year. These ten CAAs are approved for \$740,250 and 1,175 persons are to open accounts. This was the first year of a 2-year contract and six of the CAAs did not begin their program until the last few months of the program year. The number of accounts opened and the amount of money deposited in these accounts will not be available until the end of the 1999-2000 program year.

Objective 6

To increase CAA involvement in comprehensive community building programs and projects such as Pennsylvania's Comprehensive Services Program.

Results

One CAA, the Community Action Commission, has received a Comprehensive Services contract through the State's Neighborhood Assistance Program and over the next 10 years will receive contributions from a local bank (in return for a 70% tax credit) to be used to rehabilitate the Harrisburg neighborhood in which its agency is located.

Objective 7

To ensure compliance with all State and Federal regulations and directives through Statewide monitoring activities. Approximately 22 (50%) will be monitored onsite.

Results

Fifteen CAAs were monitored during the 1998-99 program year.

Comparison of Planned and Actual Expenditures for Prior Fiscal Year

Type of Funds	Planned Expenditures	Actual Expenditures
Entitlement	18,683,864	16,766,524
Discretionary	1,038,158	1,034,048
Administrative	601,468	601,468
Total	20,325,777	18,402,040

Planned Distribution of Funds to Eligible Entities (as shown in previous State plan) vs. Actual Expenditures

Agency	Planned Expenditures	Actual Expenditures
Allegheny County Department of Human Resources	\$1,109,576	\$92,465
Pittsburgh Community Services	821,709	557,969
Armstrong County Community Action Agency	205,000	205,000
County of Beaver, Community Services Programs	308,529	308,529
Berks Community Action Program	389,224	325,352
Blair County Community Action Program	237,103	237,103
Butler County Community Action and Development	205,000	205,000
Bucks County Opportunity Council	422,036	422,036
Cambria County Community Action Council	307,767	223,379
Carbon County Action Committee for Human Services	205,000	117,133
Central PA Community Action	374,975	316,300

<i>Agency</i>	<i>Planned Expenditures</i>	<i>Actual Expenditures</i>
Chester County Office of Housing and Community Development	281,837	197,800
Community Action Commission	510,284	510,284
Community Progress Council	352,673	352,673
Community Action Agency of Delaware County	560,296	520,275
Greater Erie Community Action Committee	454,396	454,396
Fayette County Community Action Agency	363,786	363,786
Indiana County Community Action Program	205,000	205,000
Jefferson/Clarion County Community Action Agency	205,000	205,000
Keystone Community Action Program	336,184	336,184
Community Action Program of Lancaster County	452,816	452,816
Lawrence County Social Services	205,000	205,000
Lebanon County Human Services	205,000	205,000
Community Action Committee of the Lehigh Valley	673,584	673,584
Commission of Economic Opportunity of Luzerne County	547,116	547,116
Lycoming-Clinton Counties for Community Action	269,722	269,722
Mercer County Community Action Agency	205,000	170,830
Monroe County Commissioners	205,000	205,000
Montgomery County Community Action Development Commission	464,401	464,401
Northumberland County Board of Commissioners	290,691	187,155
Northern Tier Community Action Commission	205,000	143,000
Mayor's Office of Community Services	3,630,217	3,630,217
Economic Opportunity Cabinet of Schuylkill County	255,223	255,223
Scranton/Lackawanna Human Development Agency	351,901	351,901
South Central Community Action Program	239,030	200,000
Community Action Southwest	426,722	426,722
Tableland Services	205,000	205,000
Trehab Center	403,954	403,954
Union-Snyder Office of Human Services	205,000	205,000
Venango/Crawford Counties Office of Economic Opportunity	280,983	234,150
Warren-Forest Counties Economic Opportunity Council	205,000	205,000
Westmoreland Human Opportunities	560,071	560,071
Community Action Association of Pennsylvania	205,000	205,000
Rural Opportunities, Inc.	205,000	205,000
Total	\$18,683,864	\$16,766,524

Planned Distribution of Funds for Discretionary Purposes (as shown in previous State plan) vs. Actual Expenditures

<i>Agency</i>	<i>Planned Expenditures</i>	<i>Actual Expenditures</i>
Carbon County Action Committee	\$25,000	\$25,000
Lawrence County Social Services	42,000	42,000
Bucks County Opportunity Council	76,172	76,172
Beaver County Community Services	69,450	69,450
Keystone Community Action	132,400	132,400

<i>Agency</i>	<i>Planned Expenditures</i>	<i>Actual Expenditures</i>
Lawrence County Social Services, Inc.	25,156	25,156
Community Action Association of PA	144,676	144,676
Indiana County Community Action	24,728	24,728
Lawrence County Social Services	30,000	30,000
Economic Opportunity Cabinet of Schuylkill County	35,310	35,310
Warren-Forest Economic Opportunity Council	23,710	23,710
Cambria County Community Action Program	52,750	52,750
Blair County Community Action Program	31,361	31,361
Rural Opportunities	2,000	2,000
Community Action Southwest	68,256	68,256
Fayette County Community Action	50,000	50,000
Union-Snyder Office of Human Resources	30,832	30,832
Economic Opportunity Cabinet of Schuylkill County	45,000	45,000
Lebanon County Human Services	15,400	15,400
Trehab Center	40,000	40,000
Lawrence County Social Services	69,947	69,947
Total	\$1,034,148	\$1,034,048

Planned Use of State Funds for Administration (as shown in previous State plan) vs. Actual Expenditures

<i>Line Item</i>	<i>Planned Expenditures</i>	<i>Actual Expenditures</i>
Personnel	\$210,299	\$210,299
Fringe Benefits	62,157	62,157
Indirect Costs	163,267	163,267
Travel	11,399	11,399
Operating Expenses	136,051	136,051
Fixed Assets	18,295	18,295
Total	\$601,468	\$601,468

Client Characteristics Report

A. Total unduplicated number of persons for whom characteristics were obtained	<u>222,176</u>
B. Total unduplicated number of persons for whom characteristics were not obtained	<u>174,489</u>
C. Total unduplicated number of families containing one or more persons served	<u>113,317</u>

	<i>Number of Persons</i>		<i>Number of Persons</i>
1. <i>Gender</i>		d. Native American	281
a. Male	84,925	e. Asian/Pacific Islander	<u>463</u>
b. Female	<u>124,439</u>	f. Other	<u>2,716</u>
2. <i>Age</i>		4. <i>Education</i>	
a. 0-5	37,470	a. 0-8	28,019
b. 6-11	<u>24,330</u>	b. 9-12	<u>32,125</u>
c. 12-17	<u>20,929</u>	c. High School Grad/GED	<u>44,669</u>
d. 18-23	<u>17,618</u>	d. Some Post Secondary	<u>7,221</u>
e. 24-44	<u>51,741</u>	e. 2 or 4 Yr. College Grad	<u>4,409</u>
f. 45-54	<u>16,314</u>	5. <i>Other Characteristics</i>	
g. 55-69	<u>15,595</u>	a. Has Health Insurance	105,806
h. 70 +	<u>19,093</u>	b. Disabled	<u>20,789</u>
3. <i>Ethnicity/Race</i>		c. Veteran	<u>3,840</u>
a. Black/Not Hispanic	30,525	6. <i>Family Type</i>	
b. White/Not Hispanic	<u>148,197</u>	a. Single Parent/Female	<u>31,004</u>
c. Hispanic	<u>11,893</u>		

	<i>Number of Persons</i>
b. Single Parent/ Male	3,784
c. Two Parent Household	<u>22,169</u>
d. Single Person	<u>29,622</u>
e. Two Adults/No Children	<u>6,629</u>
f. Other	<u>1,503</u>
7. Family Size	
a. One	1,503
b. Two	<u>34,280</u>
c. Three	<u>15,669</u>
d. Four	<u>15,230</u>
e. Five	<u>5,905</u>
f. Six	<u>2,476</u>
g. Seven	<u>1,069</u>
h. Eight or more	<u>747</u>
8. Source of Family Income	
a. No Income	6,183
b. TANF	<u>11,536</u>
c. SSI	<u>17,021</u>
d. Social Security	<u>15,084</u>
e. Pension	<u>4,097</u>
f. General Assistance	<u>4,122</u>
g. Unemployment Comp.	<u>3,319</u>
h. Employment + Other	<u>11,291</u>
i. Employment Only	<u>24,189</u>
j. Other	<u>7,204</u>
9. Level of Family Income	
a. Up to 75%	53,842
b. 76% to 100	<u>18,712</u>
c. 101%-125	<u>15,639</u>
d. 126%-150	<u>6,279</u>
e. 151% +	<u>3,905</u>
10. Housing	
a. Own	24,750
b. Rent	<u>53,318</u>
c. Homeless	<u>5,138</u>
11. Other Family Characteristics	
a. Receives Food Stamps	<u>30,535</u>
b. Farmer	<u>159</u>
c. Migrant Worker	<u>599</u>
d. Seasonal Farm Worker	<u>592</u>

Service Counts By Service Category

<i>Service Category</i>	<i>Number of Persons Served</i>
Employment	9,205
Education	15,106
Income Management	21,177
Housing	19,822
Emergency Services	50,522
Nutrition	117,932
Linkages	66,133
Self-Sufficiency	13,082
Health	11,725
Other	0
Total	324,704

Training and Technical Assistance provided by the State

Pennsylvania's Community Action Association, with CSBG funds, has provided outcome based training,

ROMA training and scales and ladders training to CAAs throughout the FY98-99 program year. This training, as well as additional training, for example, grants writing, board training, and the like, will continue throughout the next 2 years.

Community Food and Nutrition Program

As Secretary of the Department of Community and Economic Development, I hereby certify that the Commonwealth of Pennsylvania will comply with all the requirements of subsection 681(A) of the Community Services Block Grant to provide for community based, local and Statewide programs to accomplish the objectives of the Community Food and Nutrition Program as follows:

To coordinate private and public food assistance resources, where coordination is inadequate, to better serve low-income populations;

To assist low-income communities to identify potential sponsors of child nutrition programs and to initiate these programs in underserved or unserved areas; and

To develop innovative approaches to meet the nutrition needs of low-income individuals.

By the authority delegated to me by the Governor of the Commonwealth of Pennsylvania, I certify to the above assurances of the CSBG Act.

Samuel A. McCullough Date

Proposed CFN Funding

All funds will be awarded to the Pennsylvania Hunger Action Center (PHAC). PHAC is the only Statewide antihunger organization. For over 20 years the Center has worked to preserve publicly funded food assistance programs and build community support for hunger relief.

The Center's programmatic agenda for Fiscal Years 2000 and 2001 reflects a realistic look toward a future where government food and income assistance programs must be balanced and blended with community involvement and commitment.

The Hunger Action Center will use Federal Fiscal Year 2000 and 2001 funds to achieve the following objectives:

Objective 1

Inform the Pennsylvania public about hunger/food insecurity, the extent of the problem, its causes and its solutions. Food insecurity is defined as anxiety about running out of food and not having the resources to fill the gap.

Activities

Collect data that credibly describes the extent and impact of hunger.

Monitor the development and administration of public policies that have a direct impact on food security among Pennsylvanians living at or below the poverty line (that is, means-tested nutrition and cash assistance programs).

Distribute information collected through research and monitoring activities to the general public through: six issues of The Hunger Advocate newsletter; press releases and op-ed columns; and public speaking opportunities.

Update, on a regular basis, the Hunger Action Web Site.

Maintain a food security list-serve for antihunger groups in Pennsylvania.

Objective 2

Provide antihunger groups across the State with information that makes them more effective in increasing food security in their own communities.

Activities

Provide an updated Hunger Action site on the Internet which provides information concerning:

Reports relevant to food security;

"Best practices" of community based groups involved in food security and welfare-to-work support;

Data collected by the Hunger Action Center related to trends;

Names, addresses and telephone numbers of policy makers, and the like;

Funding opportunities; and

Upcoming events of interest to food security activists.

Meet, upon request, with local groups to discuss community food security concerns and to explore ways that Hunger Action Center staff can provide support and/or technical assistance.

Create opportunities for staff from food security organizations to meet, share ideas and explore ideas for collaboration. At least one Statewide event will be held during the year.

Objective 3

Serve as a credible participant in the development of Pennsylvania's public policy in matters related to food security.

Activities

Sustain relationships with relevant agency staff at the Pennsylvania Departments of Agriculture, Public Welfare, Health and Education and serve as a reliable source of information/advice to those staff.

Participate on the Department of Agriculture's Emergency Food Assistance Advisory Committee and, by constructive comment related to the operation of the State's emergency food programs, increase the positive impact of those funds on family stability.

Participate on the Department of Public Welfare's Income Maintenance Advisory Committee.

Objective 4

Increase popular participation in the development of public policy concerning food security.

Activities

Expand the legislative response network from the existing level of 225 persons to 350 persons by June 30, 2001.

Provide opportunity for charitable food staff to communicate their concerns to policy makers; increase response from existing level of 400 post cards to 600 by January 2001.

Plan and host a "Speak to Your Legislator" event which will allow Pennsylvanians to express public policy concerns.

Objective 5

Educate hungry people across the State about the use of the Food Information Line to access emergency food.

Activities

Marketing and promotion efforts will continue through Department of Public Welfare mailings and through newspaper ads.

Food providers will be asked to update their information about hours of operation, and the like, twice during the contract year.

An average of 400 persons a month will be served by the agency's Food Information Line, which will encourage them to utilize WIC and Food Stamp benefits, to enroll in SHARE (a wholesale buying cooperative) and to take advantage of Super Cupboard classes available through local food pantries.

Objective 6

Promote sponsorship of child nutrition programs (Summer Food, Child and Adult Care, and School Breakfast).

Activities

Frequent newsletter articles will be published in the agency's newsletter promoting these programs.

Technical assistance regarding child nutrition programs will be offered to potential sponsors through workshops at conferences and through local food security forums.

List of CFNP Grantees for the Prior Program Year

The Pennsylvania Hunger Action Center was awarded the entire grant of \$91,931 allocated to Pennsylvania for the 1998-99 program year.

CFN Accomplishments for the Prior Program Year

The following objectives were achieved during the 1998-99 program year.

Objective 1

Raise public awareness in Pennsylvania about the extent, causes of and solutions to hunger.

Results

The agency's Hunger Advocate Newsletter circulation has increased to 1,662 readers as of June 30, 1999. This is an increase from 1,500 per issue in December, 1998 and 800 in December, 1997.

Articles were published in the *Philadelphia Inquirer*, the *Harrisburg Patriot News* and the *Pittsburgh Post Gazette* concerning the decline in food stamp participation, the increase in need for charitable food, funding for the Women, Infants and Children (WIC) Program and the extent of hunger in Pennsylvania and the need for outreach.

The following public speaking engagements were conducted:

Testimony to the House Democratic Policy Committee on the links between hunger and welfare reform;

The Keynote Address to the annual meeting of member agencies of the Philadelphia Food Bank; and

A presentation on charitable food assistance to a meeting of county human service directors.

Thirty-five hundred copies of *Food and Nutrition Resources in Pennsylvania: A Reference Guide* were sent to the agency's newsletter readers, 1,300 food assistance providers and public policy makers.

Objective 2

Provide antihunger groups across the State with information that makes them more effective in increasing food security in their own communities.

Results

The agency has accomplished the following activities:

Collaborated with the Governor's Inaugural Committee to assist with communications and logistics concerning the Inaugural Food Drive;

Served on a special task force appointed by the Department of Agriculture's Emergency Food Assistance Advisory Committee to develop a plan for the collection of unduplicated data by charitable food assistance providers. Staff from the agency wrote the proposed recommendation that was accepted by the Advisory Committee.

Planned and implemented a Statewide conference on food security and economic self-sufficiency. Approximately 180 people attended.

Served on the steering committee of the Greater Philadelphia Coalition Against Hunger.

Participated in the Pennsylvania Nutrition Education Network, an informal association of organizations committed to nutrition education among food stamp eligible people in the State.

Are active members of the Interfaith Justice Coalition that is supporting legislation to give TANF parents greater latitude than is currently allowed to complete skills training and educational programs leading to employment.

Objective 3

Serve as a participant in the development of Pennsylvania's public policy in matters related to food security.

Results

Actively supported a DPW policy that exempted a portion of able-bodied childless adults from the work requirement of the Food Stamp Program that exempted persons between the ages of 47 and 49. This policy will benefit approximately 1,500 persons.

Supported the funding of the Emergency Food Assistance Development Program for \$1 million.

Objective 4

Increase individual participation in the development of public policy concerning food security.

Results

Seven hundred individuals who volunteer at, or receive help from a charitable food provider participated in a post card campaign to the Governor, expressing the concerns about food security issues.

Written communications were sent to 50-70 food and nutrition organizations Statewide to inform them of policy related developments that they may wish to respond. Policies discussed in these communications were: State imposed full family sanctions; Federal WIC funding; final Federal TANF regulations; and, State legislation regarding training and education for TANF parents.

Objective 5

Educate hungry people across the State about the use of the Food Information Line to access emergency food.

Results

One thousand eight hundred nineteen people called the Food Information Line to receive information about available food or money to purchase food.

Attachment 1

COMMONWEALTH OF PENNSYLVANIA

OFFICE OF THE GOVERNOR

HARRISBURG

THE GOVERNOR

February 7, 1997

Mr. Donald Sykes
 Director
 Office of Community Services
 Administration for Children and Families
 U. S. Department of Health and Human Services
 370 L'Enfant Promenade, S. W., Fifth Floor
 Washington, D.C. 20447

Dear Mr. Sykes:

This is to inform you that I am delegating the authority to sign documents related to the administration of the Community Services Block Grant Program and Community Food and Nutrition Program to the Secretary of the Department of Community Economic Development.

We look forward to your continued support in serving our constituents in this vital program.

Sincerely,

Tom Ridge
 Governor

cc: Thomas B. Hagen, Secretary

Attachment 2

COMMUNITY SERVICES BLOCK GRANT AGENCIES AND COUNTIES SERVED

REGION I

Bucks County Opportunity Council
100 Doyle Street
Doylestown, PA 18901
Phone: (215) 345-8175
C. Fred Weaver, Executive Director
E-Mail—cfwl@bcoc.org

FAX: (215) 345-8573

Community Action Agency of Delaware County
Delaware County Government Center
Second & Orange Streets, Ground Floor
Media, PA 19063
Phone: (610) 891-5101
Edward T. Coleman, Executive Director
E-Mail—COLEMANE@CO.DELAWARE.PA.U.S.

FAX: (610) 565-9332

Montgomery County Community Action
Development Commission (CADCOM)
113 East Main Street
Norristown, PA 19401
Phone: (610) 277-6363 or 6367
Rick Beaton, Acting Executive Director
E-Mail—cadcom@voicenet.com

Adm. Ofc.—
Com.Serv.Center—

FAX: (610) 277-7399
FAX: (610) 277-2123

Mayor's Office of Community Services
One Parkway, 1515 Arch Street, 9th Floor
Philadelphia, PA 19102
Phone: (215) 683-0400
Gail Greene, Executive Director
Phone: (215) 683-0400
E-Mail—gailgreene@phila.gov

FAX: (215) 683-0405

Chester County Office of Housing and
Community Development
601 Westtown Rd., P. O. Box 2747, Suite 395
West Chester, PA 19382-4541
Contact: Barbara Wilson, Director of
Housing and Community Services
Phone: (610) 344-6640
E-Mail—coccia@mail.co.chester.pa.us

FAX: (610) 344-5736

Region II

Carbon County Action Committee for
Human Services
364 North First Street
Lehighton, PA 18235
Phone: (610) 377-6400
Kimberley Miller, Executive Director
E-Mail—ccac@ptdprolog.net

Commission on Economic Opportunity of
Luzerne County
P. O. Box 1127
Wilkes-Barre, PA 18703-1127
Phone: (570) 826-0510
Eugene M. Brady, Executive Director
E-Mail—hebegebe@sunlink.net

FAX: (570) 829-1665

Community Action Committee of the Lehigh Valley,
Inc. (Lehigh/Northampton)
520 East Broad Street
Bethlehem, PA 18018
Phone: (610) 691-5620
Alan Jennings, Executive Director
E-Mail

FAX: (610) 691-6582

Berks Community Action Program, Inc.
 YMCA—3rd Floor
 Reed & Washington Sts.
 Reading, PA 19601
 Phone: (610) 376-6571
 William F. Richardson, Executive Director
 E-Mail—bcapberks@aol.com

FAX: (610) 376-6575

Economic Opportunity Cabinet of Schuylkill County
 225 North Centre Street
 Pottsville, PA 17901
 Phone: (570) 622-1995
 Theodore R. Dreisbach, Executive Director
 E-Mail—econopp@ptd.net

FAX: (570) 622-0429

Scranton-Lackawanna Human Development Agency
 200 Adams Avenue
 Scranton, PA 18503
 Phone: (570) 963-6836
 Fred F. Lettieri, Executive Director
 E-Mail—slhda@aol.com

E-Mail—headst@epix.net

FAX: (570) 963-1317

The Trehab Center (Bradford, Tioga, Wayne,
 Sullivan, Susquehanna, Wyoming)
 10 Public Avenue
 P. O. Box 366
 Montrose, PA 18801
 Phone: (570) 278-3338
 Dennis Phelps, Executive Director
 E-Mail—trehab@epix.net

FAX: (570) 278-1889

Monroe County Commissioners (Pike)
 Monroe County Administration Center
 1 Quaker Plaza
 Room 204
 Stroudsburg, PA 18360-2164
 Contact: Karen Ezzo, Grants Manager
 Phone: (717) 420-3750
 E-Mail—

Fax No.: (717) 420-3751

Region III

Community Action Program of Lancaster County
 630 Rockland Street
 P. O. Box 599
 Lancaster, PA 17603
 Phone: (717) 299-7301
 MacDonald Stacks, Executive Director
 E-Mail—mstacks@caplano.org
 E-Mail—info@caplano.org

FAX: (717) 299-9341

Community Progress Council, Inc. (York)
 226 East College Avenue
 York, PA 17403
 Phone: (717) 846-4600
 George Moore, Executive Director
 E-Mail—

FAX: (717) 848-3054

South Central Community Action Programs, Inc.
 (Adams, Franklin)
 153 North Stratton Street
 Gettysburg, PA 17325
 Phone: (717) 334-7634
 Jean W. Odom, Executive Director
 E-Mail—Jodom@cvn.net

E-Mail—sccapine@mail.cvn.net

FAX: (717) 334-6921

Community Action Commission (Cumberland,
 Dauphin, Perry)
 1514 Derry Street
 Harrisburg, PA 17104
 Harrisburg, PA 17110
 Phone: (717) 232-9757
 Linda U. Figueroa, Executive Director
 E-Mail—

FAX: (717) 234-2227

Lebanon County Human Services
 Municipal Bldg.
 400 South 8th Street
 Room 14
 Lebanon, PA 17042
 Phone: (717) 274-2801
 Contact: Phyllis Holtry, Human Services
 Coordinator
 E-Mail—

FAX: (717) 274-8094

Region IV

Blair County Community Action Program
 2100 Sixth Avenue
 Altoona, PA 16602
 Phone: (814) 946-3651
 Allan L. Robison, Executive Director
 E-Mail—bccap@csrlink.net

FAX: (814) 946-5451

Cambria County Community Action Council, Inc.
 The Landmark Building
 516 Main Street
 Johnstown, PA 15901
 Phone: (814) 536-9031
 Debra Zimmerman, Executive Director
 E-Mail—dzimm@surfshop.net

Central Pennsylvania Community Action, Inc.
 (Centre, Clearfield)
 P. O. Box 792
 207 E. Cherry Street
 Clearfield, PA 16830
 Phone: (814) 765-1551
 William Terry, Executive Director
 E-Mail—kay@clearnet.net

FAX: (814) 765-4306

Lycoming-Clinton Counties Commission for
 Community Action
 2138 Lincoln Street
 P. O. Box 3568
 Williamsport, PA 17701-8568
 Phone: (570) 326-0587
 Janet Alling, Executive Director
 E-Mail—step@csrlink.net

FAX: (570) 322-2197

Tableland Services, Inc. (Somerset)
 535 E. Main Street
 Somerset, PA 15501
 Phone: (814) 445-9628
 Jeffrey Masterson, Executive Director
 E-Mail—tsi1066@yahoo.com

FAX: (814) 443-3690

Union-Snyder Office of Human Resources
 315 N. Water Street
 Selinsgrove, PA 17870
 Phone: (570) 374-8938
 Harry Adrian, Executive Director
 E-Mail—

FAX: (570) 374-2330

Keystone Community Action Program (Mifflin,
 Bedford, Fulton, Huntingdon, Juniata)
 Human Services Office Director
 223 Penn Street
 Huntingdon County Courthouse
 Huntingdon, PA 16652
 Ann Foore, Executive Director
 Phone: (814) 643-3010
 E-Mail—humcap@penn.com

Northumberland Board of Commissioners

(Montour, Columbia)
Administration Building
399 South Fifth Street
2nd Floor, Suite 207
Sunbury, PA 17801
Contact: Greg Schoffler, Director of Planning
Phone: (570) 988-4222
E-Mail—schoffgj@prolong.net

FAX: (570) 988-4392

*REGION V*Allegheny County Department of Human Services
Office of Community Services

933 Penn Avenue
Pittsburgh, PA 15222
Phone: (412) 350-5701
Marc Cherna, Director
E-Mail—

FAX: (412) 350-3414

Armstrong County Community Action Agency
Armsdale Administration Building

R. D. 8, Box 287
Kittanning, PA 16201
Phone: (412) 548-3405
Kenneth L. Heilman, Executive Director
E-Mail—kenh@penn.com

FAX: (412) 548-3413

Fayette County Community Action Agency

137 N. Beeson Avenue
Uniontown, PA 15401
Phone: (412) 437-6050
James Stark, Executive Director
E-Mail—jstark@hhs.net

FAX: (412) 437-4418

Pittsburgh Community Services, Inc.

1835 Centre Avenue
Pittsburgh, PA 15219
Phone: (412) 392-4430, 4432, or 4437
John Golden, Jr., Executive Director
E-Mail—

FAX: (412) 392-4466

Indiana County Community Action Program

P. O. Box 187
827 Water Street
Indiana, PA 15701
Phone: (724) 465-2657
Sandi Dill, Executive Director
E-Mail—icap@mail.microserve.net

FAX: (724) 465-5118

Community Action Southwest (Washington, Greene)

315 East Hallam Avenue
Washington, PA 15301-3407
Phone: (412) 225-9550
Darlene Bigler, Executive Director
E-Mail—casexe@cobweb.net

FAX: (412) 228-9966

Westmoreland County

c/o Westmoreland Human Opportunities
203 South Maple Avenue
Greensburg, PA 15601
Tay R. Waltenbaugh, Executive Director
Phone: (724) 834-1260
E-Mail—whoinc@aol.com

FAX: (724) 838-9563

County of Beaver Community Services Programs

699 5th Street
Beaver, PA 15009
Contact: Robert Dyson,
Coordinator, CSBG Program
Phone: (724) 775-4711
E-Mail—commdev@co.beaver.pa.us

FAX: (724) 775-4117

Butler County Community Action and Development
 P. O. Box 1208
 124 West Diamond Street
 County Government Center
 Butler, PA 16003-1208
 Contact: Elaine Burns, Director
 Phone: (724) 284-5126
 E-Mail—Elainescb@lycosemail

FAX: (724) 284-5400

Region VI

Greater Erie Community Action Committee
 18 West Ninth Street
 Erie, PA 16501
 Phone: (814) 459-4581
 R. Benjamin Wiley, Executive Director
 E-Mail—rbwgecac@erie.net

FAX: (814) 456-0161

Jefferson-Clarion County Economic Opportunity
 Association, Inc.
 105 Grace Way
 Punxsutawney, PA 15767-1209
 Phone: (814) 938-3302
 Robert A. Cardamone, Executive Director
 E-Mail—rcardamone@jccap.org

FAX: (814) 938-7596

Mercer County Community Action Agency
 296 A Street, P. O. Box 667
 Sharon, PA 16146
 Phone: (724) 342-6222
 Ronald J. Errett, Executive Director
 E-Mail—gac@pathway.net

FAX: (724) 342-6301

Northern Tier Community Action Corporation
 (McKean, Potter, Elk, Cameron)
 P. O. Box 389
 Emporium, PA 15834
 Phone: (814) 486-1161
 Kenneth P. Straub, Executive Director
 E-Mail—ntadim@central.com

Venango/Crawford Counties Office of
 Economic Opportunity
 P. O. Box 1130
 1283 Liberty Street
 Franklin, PA 16323
 Phone: (814) 432-9767
 Sally A. Mays, Executive Director
 E-Mail—vcoeo@csonline.net

FAX: (814) 432-9771

Warren-Forest Counties Economic
 Opportunity Council
 1209 Pennsylvania Avenue, West
 P. O. Box 547
 Warren, PA 16365
 Phone: (814) 726-2400, Ext. 50
 Robert A. Raible, Executive Director
 Toll Free Phone: 1-800-231-1797
 E-Mail—

FAX: (814) 723-0510

Lawrence County Social Services, Inc.
 241 West Grant Street
 New Castle, PA 16101
 Thomas Scott, Executive Director
 Phone: (724) 658-7258
 E-Mail—tscott@lawcss.org

FAX: (724) 658-7664

Limited Purpose Agencies*Region III*

Rural Opportunities, Inc.
1300 Market Street, Suite 202
Lemoyne, PA 17043
Contact: Kay Laracuente, Executive Director
Phone: (717) 731-8120
E-Mail—klaracu372@aol.com

FAX: (717) 731-8196

Region III

Community Action Association of Pennsylvania
(CAAP)
222 Pine Street
Harrisburg, PA 17101
Contact: John A. Wilson, Executive Director
Phone: (717) 233-1075
E-Mail—johnwcap@aol.com

FAX: (717) 232-1014

Grantee for Federal Community Food and Nutrition Funds

Pennsylvania Hunger Action Center
208 North Third Street, Suite 200
Harrisburg, PA 17101
Phone: (717) 233-6705
Berry Friesen, Executive Director
E-Mail—pahunger@paonline.com

FAX: (717) 731-8196

Attachment 3



Pennsylvania Department of Community and Economic Development

Section 1: REPORTING FORMAT FOR THE COMMUNITY SERVICES BLOCK GRANT

Agency Name:	Contract #:		
Administrative Office Address:	PA		
<i>street or box #</i>	<i>city</i>	<i>state</i>	<i>zip</i>
Contact Person for this Report:	Phone:	Ext.:	
Contact Person's e-mail Address:	Contact's Fax #:		
Executive Director's Name:	Phone:	Ext.:	
<p>Certification: I have read the attached report. I hereby certify that the information in this report is complete and accurate to the best of my knowledge.</p> <p>_____</p> <p style="text-align: center;"><i>Executive Director's Signature</i> <i>Date</i></p>	County:		
<p>What challenges has the agency encountered during the transition to ROMA? If they were successfully resolved, what solutions did you use? If problems are on-going, what suggestions do you have for technical assistance?</p>			

For assistance in completing this form, refer to INSTRUCTIONS for Use in Completing the July 1, 1998 to June 30, 1999 CSBG Reporting Format



Pennsylvania Department of
Community and Economic Development

Agency Name
Reporting Period

Section 2: SERVICE COUNTS BY SERVICE CATEGORY

A	B	C	D	E	F	G.	H
Service Category	# of persons proposed to be served this year		First six months # of persons actually served		Full year # of persons actually served		TOTAL persons served year-to-date
	At or below 125%	Above 125%	At or below 125%	Above 125%	At or below 125%	Above 125%	ALL income levels
1. Employment	a.		a.		a.		
	b.		b.	c.	b.	c.	
2. Education	a.		a.		a.		
	b.		b.	c.	b.	c.	
3. Income	a.		a.		a.		
	b.		b.	c.	b.	c.	
4. Housing	a.		a.		a.		
	b.		b.	c.	b.	c.	
5. Emergency	a.		a.		a.		
	b.		b.	c.	b.	c.	
6. Nutrition	a.		a.		a.		
	b.		b.	c.	b.	c.	
7. Linkages	a.		a.		a.		
	b.	c.	b.	c.	b.	c.	
8. Self-sufficiency	a.		a.		a.		
	b.		b.	c.	b.	c.	
9. Health	a.		a.		a.		
	b.		b.	c.	b.	c.	
10. Other	a.		a.		a.		
	b.		b.	c.	b.	c.	
TOTALS	a.		a.		a.		
	b.	c.	b.	c.	b.	c.	

In this reporting period: TOTAL NUMBER OF PERSONS WHO MOVED FROM BELOW 125% Federal Poverty Guidelines to ABOVE 125% Federal Poverty Guidelines: _____.

Columns B, D, & F: Use the "a" section for persons served directly with CSBG as program funds; Use the "b" section for persons under 125% of the Federal Poverty Guideline served directly with program funds other than CSBG
Columns C, E, & G: Use the "c" section for persons above 125% FPG who were served with program funds other than CSBG, but where CSBG is used to pay for Intra-Agency Planning & Coordination activities which benefit these programs
Columns E & G: Optional for first year except for Linkages Service Category
Column H: For NASCSP Section E (year-end only)

For assistance in completing this form, refer to INSTRUCTIONS for Use in Completing the July 1, 1998 to June 30, 1999 CSBG Reporting Format



Pennsylvania Department of
Community and Economic Development

Agency Name
Reporting Period

SECTION 3: CLIENT CHARACTERISTICS REPORT

A. Total unduplicated number of persons for whom characteristics were obtained		
B. Total unduplicated number of persons for whom characteristics were not obtained		
C. Total unduplicated number of families containing one or more persons served		

1. Gender	Number of Persons*	7. Family Size	Number of Families**
a) Male		a) One	
b) Female		b) Two	

2. Age	Number of Persons*	c) Three	
a) 0-5		d) Four	
b) 6-11		e) Five	
c) 12-17		f) Six	
d) 18-23		g) Seven	
e) 24-44		h) Eight or more	
f) 45-54			
g) 55-69			
h) 70+			

3. Ethnicity/Race	Number of Persons*	8. Source of Family Income	Number of Families
a) Black/not Hispanic		a) No Income	
b) White/not Hispanic		b) TANF	
c) Hispanic Origin		c) SSI	
d) Native American/Alaskan		d) Social Security	
e) Asian/Pacific Islander		e) Pension	
f) Other		f) General Assistance	
		g) Unemployment	
		h) Employment + other source	
		i) Employment only	
		j) Other	
		k) Unduplicated # of families reporting income sources**	

4. Education Persons 25 or older	Number of Persons*	9. Level of Family Income	Number of Families**
a) 0-8		(% of HHS Guideline)	
b) 9-12/non-graduate		a) Up to 75%	
c) high school grad/GED		b) 76% to 100	
d) some post secondary		c) 101% to 125	
e) 2 or 4 yr. college graduate		d) 126% to 150	
		e) 151% and over	

5. Other Characteristics	Number of Persons	10. Housing	Number of Families**
	Yes No	a) Own	
a) Health insurance (includes Medical Assistance)		b) Rent	
b) Disabled		c) Homeless	
c) Veteran		d) Other	

6. Family Type	Number of Families**	11. Other Family Characteristics	Number of Families**
a) Single parent/female		Yes No	
b) Single parent/male		a) Receive Food Stamps	
c) Two-parent household		b) Farmer	
d) Single person		c) Migrant Worker	
e) Two adults/no children		d) Seasonal Farm Worker	
f) Other			

*The sum of this category should not exceed the number stated in "A" above
 ** The sum of this category should not exceed the number stated in "C" above

For assistance in completing this form, refer to INSTRUCTIONS for Use in Completing the July 1, 1998 to June 30, 1999 CSBG Reporting Format



Pennsylvania Department of
Community and Economic Development

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SECTION 4: OUTCOME MEASURES AND RESULTS

1. Family Goals: Low-Income People Become More Self-sufficient (OCS Goal 1).

Measure:	Definition of the units to which this measure applies	Total # of units under 125% of poverty receiving services	# of units below 125% of poverty achieving this result	Total # of all units receiving services	Total # of all units achieving this result
A. The number of participants which enrolled in agency's employment programs and obtain employment	a participant who was unemployed at the time of enrollment acquires a job that is continuously available, receives actual pay of the minimum wage or above, and works at least 20 hours per week				
B. The number of participants which maintain the employment at least 90 days	a participant who was unemployed at the time of enrollment acquires a job that is continuously available, receives actual pay of the minimum wage or above, and works at least 20 hours per week and keeps that job (or an equal or better one) for at least 90 days				
C. The number of participants which enhanced or maintained their employment as a result of the agency's employment support services	a participant who was employed at the time of service provision keeps their continuously available job or improves their conditions of employment by gaining more hours, a better shift schedule, benefits, a raise, or a promotion				
D. *					
E. *					

Narrative: Additional comments. *(Attach copies of newspaper articles, annual reports, thank you letters from clients, agency partnership agreements, collaborative agreements, and other supporting documents.)*
Use additional pages as necessary.

*Other outcome measure specific to the work of your agency

For assistance in completing this form, refer to INSTRUCTIONS for Use in Completing the July 1, 1998 to June 30, 1999 CSBG Reporting Format



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2. **Community Goals:** The Conditions in Which Low-Income People Live Are Improved (OCS Goal 2).

Measure:	Definition of the units to which this measure applies	# of such communities	# of communities achieving this result	\$ value of increase
A. The number of communities which realize an increase in assessed value of homes as a result of rehabilitation projects	a total dollar amount of materials and labor (including in-kind contributions) installed in primary residences benefited the targeted communities of _____			
B. The number of communities which realize an increase in low-income people's access to community services and resources	the communities of _____ are targeted for an increase in available activities and resources that improve the condition in which people at or below 125% of poverty live			
C. *				
D. *				
E. *				
F. *				

Narrative: Additional comments. (*Attach copies of newspaper articles, annual reports, thank you letters from clients, agency partnership agreements, collaborative agreements, and other supporting documents.*)

Use additional pages as necessary.

*Other outcome measure specific to the work of your agency

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3. **Community Goals: Low-Income People Own a Stake in Their Community (OCS Goal 3).**

Measure:	Definition of the units to which this measure applies	# of such targeted communities	# of targeted communities achieving this result
A. The number of communities which increased or maintained the participation of low income people in advocacy & intervention activities regarding funding levels, distribution procedures for programs and funding streams for their community	in the targeted communities of _____, the involvement of people at or below 125% of poverty who demonstrated positive, constructive activities of serving across a range of projects and purposes increased or remained the same		
B. The number of communities which realize an increase in low-income people's participation in community service groups	in the targeted communities of _____, the involvement increased of people at or below 125% of poverty who participated in organizations which provide services or interventions that improve the conditions in which low-income people live		
C. *	*		
D. **	*		
E. **	*		

Narrative: Additional comments. *(Attach copies of newspaper articles, annual reports, thank you letters from clients, agency partnership agreements, collaborative agreements, and other supporting documents.)*

Use additional pages as necessary.

*Other outcome measure specific to the work of your agency

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4. **Agency Goals:** Partnerships Among Supporters and Providers of Services to Low-Income People are Achieved (OCS Goal 4).

Measure:	Definition of the units to which this measure applies	# of such units	# of units achieving this result
A. The number of partnerships which were established and/or maintained to ensure a more complete continuum of care for low-income people	documented agreements among related parties that result in coordination of services leading to self-sufficiency for individuals and families at or below 125% of poverty		
B. The number of partnerships which were established and/or maintained to ensure ethnic, cultural, and special needs considerations of low-income people in the service delivery area were met	documented agreements among related parties that result in coordination and/or provision of services to both dominant and non-dominant society individuals and families at or below 125% of poverty residing in the geographic area targeted by the agency		
C. **	*		
D. **	*		
E. **	*		
F. **	*		

Narrative: Additional comments. (*Attach copies of newspaper articles, annual reports, thank you letters from clients, agency partnership agreements, collaborative agreements, and other supporting documents.*)
Use additional pages as necessary.

*Other outcome measure specific to the work of your agency.

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5. **Agency Goals: Agencies Increase Their Capacity to Achieve Results (OCS Goal 5).**

Measure:	Definitions	\$	ratio
A. The number of partnerships which mobilized non-CSBG resources	documented agreements among related parties make non-CSBG resources available to support the activities of the agency		

Measure:	Total # funding sources	# new funding sources this year	Level of funding	Last year	This year
B. The number of new funding sources which effect the total agency funding			1. Increased from 2. Decreased from	\$ to \$ to	\$ \$

Measure:	Definitions	Total # of programs	# programs targeted to meet special needs
C. The number of programs which are targeted to meet needs of special populations	activities and strategies designed to ameliorate the problems of non-dominant society members under 125% poverty		

Measure:	Definitions	Total # of programs	# programs targeted to meet special needs
D. *			

Measure:	Definitions	Total # of programs	# programs targeted to meet special needs
E. *			

Narrative: Additional comments. *(Attach copies of newspaper articles, annual reports, thank you letters from clients, agency partnership agreements, collaborative agreements, and other supporting documents.)*

Use additional pages as necessary.

*Other Income measure specific to the work of your agency.

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6. **Family Goals: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Environments (OCS Goal 6).**

Measure:	Definition of the units to which this measure applies	Total # of units under 125% of poverty receiving services	# of units below 125% of poverty achieving this result	Total # of all units receiving services	Total # of all units achieving this result
A. The number of households which have their emergency needs ameliorated	a solution is reached for any problem determined to be threatening individual and family stability at the time service is sought by a representative of/for the household				
B. The number of households which acquire stable housing	households that are homeless or living in transitional housing gain or obtain the rights for occupancy of a safe, permanent residence where the length of residency is determined by the client without limitations				
C. The number of participants which achieve educational goals	the actual person undertaking activities in an agency's instructional programs demonstrates success in completing their individual goals				
D. The number of elderly participants which maintain independent living for at least 90 days	persons aged 55 or older who undertake activities in the agency's senior service programs are able to remain in the residence of their choice for at least 90 days				
E. The number of participants that improved and/or maintained their desired health status	the actual person in the agency's health or wellness program demonstrated the amelioration of a physical or mental health condition, took steps to prevent or avoid a future health crisis, or kept current physical and mental health conditions from deteriorating				
F. *					

Narrative: Additional comments. *(Attach copies of newspaper articles, annual reports, thank you letters from clients, agency partnership agreements, collaborative agreements, and other supporting documents.)*
Use additional pages as necessary.

*Other outcome measure specific to the work of your agency

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SECTION 5. PROGRAM AND MANAGEMENT ACCOMPLISHMENTS*

1. Provide at least one narrative or anecdotal account of how your CSBG program (a) ameliorated or eliminated a cause of poverty, or (b) eliminated a condition of poverty so that one or more households were moved above 125% of the federal poverty guidelines. Please indicate whether the activity was completely funded by the CSBG, or if not, why the CSBG was important to the outcome.

Use additional pages as necessary.

2. Please also provide a description of one innovative program funded in part or wholly by CSBG that has demonstrated success in ameliorating or eliminating a cause or causes of poverty and/or a community-wide condition(s) of poverty. If your agency's efforts have achieved partial success in this area, please describe the situation and your progress towards resolution. If you use a scaling system to measure incremental change, please attach a copy of the relevant scale.

Use additional pages as necessary.

* Section 5 is due once a year; submit on July 20th with all other sections.

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Attachment 4**Agencies to be Monitored in 2000 and 2001**

The following agencies will be monitored in 2000.

1. Montgomery County Community Action Development Commission
2. Mayor's Office of Community Services
3. Chester County Office of Housing and Community Development
4. Trehab Center
5. Lycoming-Clinton Counties for Community Action
6. Community Progress Council of York
7. Northumberland Board of Commissioners
8. Lebanon County Human Services
9. Blair County Community Action Program
10. Community Action Commission
11. Human-Snyder Office of Human Services
12. Keystone Community Action Program
13. Armstrong County Community Action Agency
14. Indiana County Community Action Program
15. Venango/Crawford Counties Office of Economic Opportunity

The following agencies will be monitored in 2001.

1. Economic Opportunity Cabinet of Schuylkill County
2. Community Action Program of Lancaster County
3. South Central Community Action Program
4. Central Pennsylvania Community Action
5. Cambria County Community Action Council
6. Tableland Services, Inc.
7. Pittsburgh Community Services
8. Allegheny County Department of Human Services
9. County of Beaver Community Services Programs
10. Butler County Community Action and Development
11. Northern Tier Community Action Corporation
12. Warren-Forest Counties Economic Opportunity Council
13. Community Action, Inc.
14. Greater Erie Community Action Committee
15. Lycoming-Clinton Counties Commission for Community Action

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