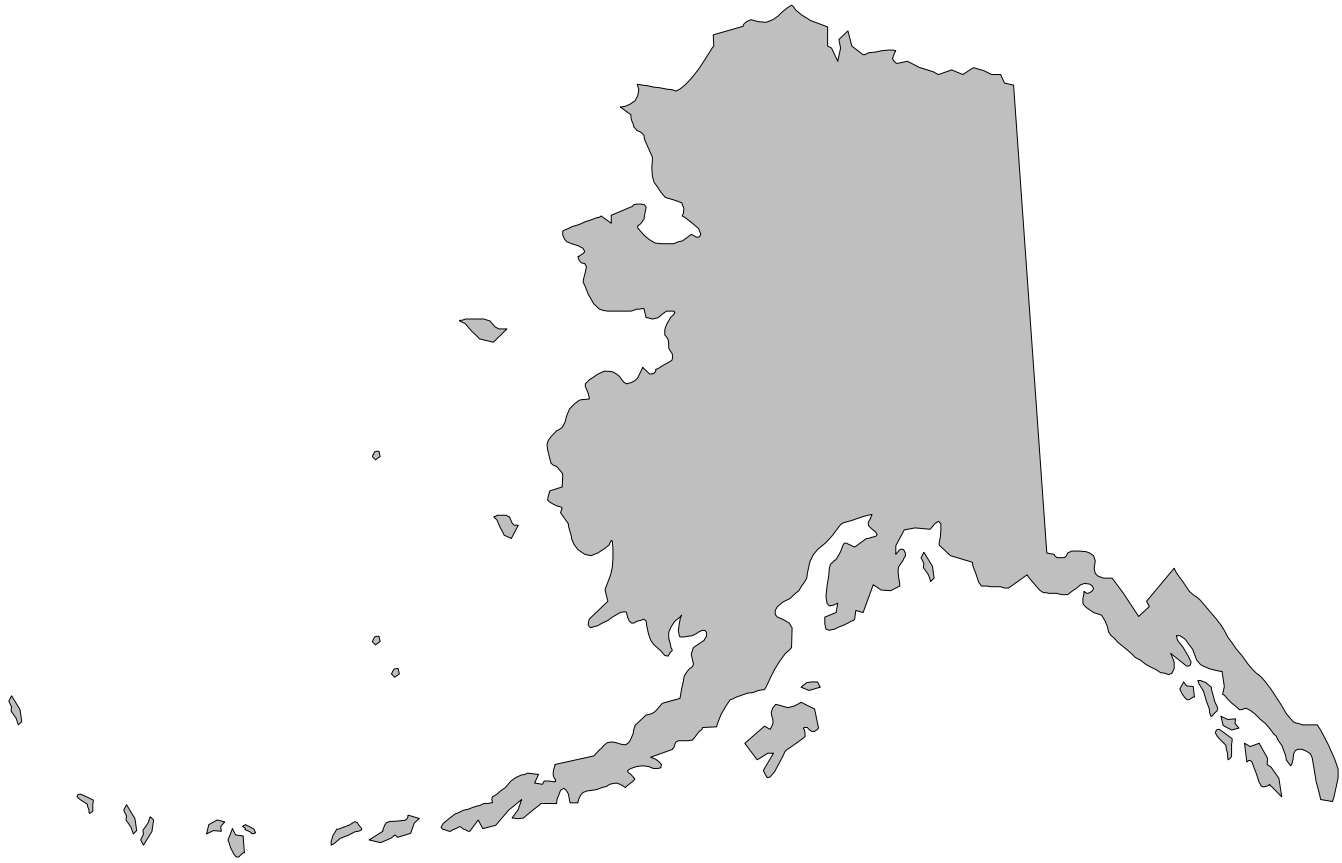
Community Services Block Grant



FFY 17 State Plan

Division of Community and Regional Affairs

State of Alaska
Department of Commerce, Community, and Economic Development

DRAFT PLAN

State of Alaska
FFY 2017 Community Services Block Grant State Plan
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To: Ms. Jeannie Chaffin, Director
U.S. Department of Health and Human Services
Office of Community Services

From: Pauletta Bourne, Grants Administrator II
Alaska Department of Commerce, Community, and Economic Development
Division of Community and Regional Affairs

Re: Alaska Department of Commerce, Community, and Economic Development
CSBG Contacts

The Alaska Department of Commerce, Community, and Economic Development (DCCED) is the designated lead agency for the Community Services Block Grant (CSBG). Below is a list of staff who can be contacted regarding specific areas of this program.

Please send all CSBG Grant Award documents to Janet Davis in DCCED's Fairbanks Office at the address specified below.

Contact Information:	**Specific Program Area:**
Mr. Chris Hladick, Commissioner, DCCED Address: P.O. Box 110800 Juneau, AK 99811-0800 Telephone: (907) 465-2500 Fax: (907) 465-5442	State Plan Signatory
Ms. Janet Davis, Grants Administration III Address: 455 3rd Avenue, Suite 140 Fairbanks, AK 99701-4737 Telephone: (907) 451-2746 Fax: (907) 451-2742	Grants Administrator III
Ms. Pauletta Bourne, Grants Administrator II Address: 455 3rd Avenue, Suite 140 Fairbanks, AK 99701-4737 Telephone: (907) 451-2721 Fax: (907) 451-2742	CSBG Program Manager Questions concerning the State Plan Daily CSBG Program Operations

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

This Plan covers Federal Fiscal Year 2017 funds only. The eligible entity's grant agreement will be effective from April 1, 2017 through March 31, 2018.

II. Letter of Transmittal

(Please see page three.)

III. Executive Summary

A. CSBG State Legislation

There is no state statute governing the Community Services Block Grant program in Alaska.

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

In the State of Alaska the Community Services Block Grant Program is administered by the Department of Commerce, Community, and Economic Development (hereinafter referred to as "Department") within the Division of Community and Regional Affairs.

Governor Bill Walker, chief executive officer of the State, designated to the Department of Commerce, Community, and Economic Development, the responsibility to administer the Community Services Block Grant Program in accordance with the requirements of Section 676(a). (See attached Designation Letter on page three.)

C. Legislative Public Hearing Requirements

1. **Public Hearing:** Will be held in April 25, 2016 at 2:00 P.M.
   a) Statewide advertisements placed in major newspapers including *Alaska Dispatch News*; the *Fairbanks Daily News-Miner*; and the *Juneau Empire*.
   b) Notice posted on the internet in the State's Online Public Notice System.
   c) Draft State Plan posted on the Department's website.

2. **Legislative Hearing:** The last Legislative Hearing was held on April 4, 2013. This year's Legislative Hearing will be held March 29, 2016.

3. **Public Inspection of State Plan:** Copies of the draft State Plan were mailed to the only eligible applicant, Rural Alaska Community Action Program, Incorporated (RurAL CAP), prior to the legislative public hearing and the draft Plan posted on the Departments website. Notices/ads indicated copies were available upon request. In addition, copies were made available for public inspection at the legislative public hearing.

IV. Statement of Federal and CSBG Assurances

See Appendix A

Programmatic Assurances
Administrative Assurances
Other Administrative Certifications

Please insert on Governor Walker's letterhead:

March/April XX, 2016

Ms. Jeannie Chaffin
Director
Office of Community Services
370 L'Enfant Promenade, SW
Washington, DC 20447

Dear Ms. Chaffin,

As Governor and Chief Executive Officer of the state of Alaska, I hereby designate Chris Hladick, Commissioner of the Department of Commerce, Community, and Economic Development (DCCED), as having responsibility to administer the federal Community Services Block Grant (CSBG) program, including the authority to execute grant documents.

I request that you accept the signature of Commissioner Hladick on all required certifications and assurances related to the CSBG program. Commissioner Hladick has the authority to designate signatory authority to other department staff as he or she deems appropriate.

Please send all documents associated with the CSBG program to:

Janet Davis, Grants Administrator III
Division of Community and Regional Affairs
Department of Commerce, Community, and Economic Development
State of Alaska
455 Third Avenue, Suite 140
Fairbanks, Alaska 99701

Best Regards,

Bill Walker
Governor

cc: The Honorable Chris Hladick, Commissioner, Department of Commerce, Community, and Economic Development
Katherine Eldemar, Director, Division of Community Regional Affairs, Department of Commerce, Community, and Economic Development
Janet Davis, Grants Administrator III, Department of Commerce, Community, and Economic Development
Pauletta Bourne, Grants Administrator II, Department of Commerce, Community, and Economic Development

V. The Narrative State Plan

A. Administrative Structure

1. State Administrative Agency

a) Mission and Responsibilities: The mission of the Department is "Promoting a healthy economy and strong communities." The Department, and the Division of Community and Regional Affairs in particular, is by its very nature and constitutional and statutory mandates, a community-oriented agency. The need for a presence and participation at the local level dictates a decentralized organization which is sensitive to local needs and versatile enough to address the broad spectrum of issues and concerns which affect different types of communities. The Department's mission inherently includes a strong advocacy role in addition to serving as a bridge between the local community interests and the interests of the state and federal governments. Within the scope of the Department's mission, the Division of Community and Regional Affairs promotes strong communities and healthy economies by providing information, technical and financial assistance, and other capacity building resources.

Goals and Objectives: The goal of the Department's Community Services Block Grant (CSBG) Program is to reduce and prevent the spread of poverty through community-based educational activities which lead to a greater degree of self-sufficiency on the part of low-income people. The activities identified in the attached work plan (Appendix B) provide a holistic approach to dealing with the problems of Alaska's poor.

The economic and cultural disparities among Alaskan communities are often far greater than between communities in other states. Many smaller communities have only recently established cash economies. There are fundamental unmet needs for capacity-building in local government skills. The Department serves as a bridge between the past and future local economies. The Department serves as a catalyst for change, working to ensure that state and federal funding for infrastructure projects is maintained so that community and economic development opportunities may be promoted which lead to greater self-sufficiency for low-income people.

The Department's Division of Community and Regional Affairs, also administers the Community Development Block Grant Program, the National Petroleum Reserve-Alaska Impact Mitigation Grant Program, the state Designated Legislative Grant Program, and various other state and federal grant programs. The goals for these programs include providing funding for infrastructure development and capital projects which support future economic development activities in rural areas of the state.

The activities which are supported with CSBG funds through RurAL CAP offer an opportunity to provide services which have a measurable and potentially major impact on the causes of poverty in Alaska.

2. Eligible Entities

a) There is only one Community Action Agency (CAA) in the State of Alaska that is eligible to receive CSBG funds. The agency is Rural Alaska Community Action Program, Incorporated. RurAL CAP is a statewide, private non-profit with a 501(c)(3) tax-exempt status.

RurAL CAP will serve the entire State of Alaska with the CSBG program. Although RurAL CAP will provide statewide services, the focus of CSBG activities will be on rural areas of the state.

3. Distribution and Allocation of Funds

Planned Distribution of Funds for Current Fiscal Year: 95% of the CSBG funds received will be made available to RurAL CAP for CSBG activities. The remaining 5% will be used for state administrative costs.

B. Description of Criteria and Distribution Formula

Distribution Formula: Since RurAL CAP is the only eligible CAA in the State of Alaska, 95% of the CSBG funds received will be made available to RurAL CAP for CSBG activities benefiting the low-income people and providing education, information, and advocacy aimed at supporting the strengths of families and communities. The remaining 5% will be used by the Department for state administrative costs.

Funding Limitations: No CSBG funds will be used for the purchase or improvement of land or the purchase, construction, or permanent improvement of any building or other facility (other than low-cost residential weatherization or other energy-related home repairs).

No CSBG funds will be used for 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. No CSBG funds will be used for any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any election. No voter registration activity will be supported with CSBG funds.

Procedures for Use of Carry-Over Balances: In the case of carry-over balances at the end of the fiscal year or program year, the Department will make the carry over funds available to RurAL CAP for use in the following program year. RurAL CAP will be requested to submit a request for use of the carry over funds if the proposed use significantly differs from that for which it was originally approved.

Description of Distribution and Use of Restricted Funds: As previously stated, the Department will make 95% of the CSBG funds received available to RurAL CAP for CSBG activities benefiting the low-income people and providing education, information, and advocacy aimed at supporting the strengths of families and communities. The remaining 5% will be used by the Department for state administrative costs. There have been no funds recaptured or redistributed.

C. Description of Distribution and Use of Discretionary Funds: The Department has no discretionary funds to distribute.

D. Description of use of State Administrative Funds: The Department shall utilize not more than $55,000 or 5% of the amount allocated under the CSBG program (whichever is greater) for state administrative costs.

State administrative funds will be utilized to support the costs associated with administering the CSBG program including but not limited to partial payment of staff salaries and benefits of those who work with the program; a portion of the costs for services which covers postage, telephones, data processing costs, printing costs, advertising costs, etc.; a portion of the costs of supplies associated with the program; travel costs associated with the program including CSBG staff participation and training at national conferences (sponsored by NASCSP, CAPLAW, etc.) and other relevant seminars and meetings; and program monitoring costs. All administrative costs are documented and a separate accounting code established to record expenditures charged to the program.

A State Charity Tax Credit Program will not be implemented at this time.

E. State Community Services Program Implementation

1. Program Overview:

a) The Service Delivery System.

RurAL CAP is the single Community Action Agency in Alaska. The agency's mission is to empower low-income Alaskans through advocacy, education, affordable housing and direct services that respect our unique values and cultures. The goal of the statewide private non-profit is to promote maximum participation by rural and low-income Alaskans towards moving to stability and self-sufficiency to overcome poverty guideline levels. The agency encourages the efforts of low-income people attempting to break the cycle of dependency on external resources and gain control of the situations affecting their lives to become self-sufficient.

RurAL CAP uses a comprehensive Strategic Planning process involving input from a broad spectrum of stakeholders through the annual Community Needs Assessment including community members, board members, agency staff, funders, partners, colleagues, collaborators, clients, service recipients, and customers supported by current data to determine its direction and annual work plans and goals. The three-year plan is updated and revised regularly to reflect new opportunities and directions. RurAL CAP's 2016-2018 Strategic Plan goals address six directions centered on improving quality of life:

- **Advocacy** – Increase public and policy makers' awareness of the issues facing low-income individuals and communities.
- **Education** – Increase school and career success through family and community engagement and workplace development.
- **Health and Well-Being** – Promote the safety, well-being, resilience and healthy development of individuals, families, and communities.
- **Housing** – Improve existing housing and increase opportunities for decent and affordable housing.
- **Economic Development** – Increase economic impacts in communities by assessing and acting upon identified needs, gaps, and opportunities.
- **Capacity Building** – Increase efficiencies for the financial health and stability of communities and the agency.

A wide variety of issues disproportionally affect lower income Alaskans, leading RurAL CAP to offer equally diverse approaches and services. Support is provided to individuals and families to make the best use of limited financial resources. Programs include home weatherization, intergenerational and cultural engagement, access to affordable housing initiatives, affordable childcare for working parents, and connections to services from other organizations such as medical benefits, food stamps, and legal aid. RurAL CAP also helps ensure residents in economically suppressed rural areas have access to educational and capacity building opportunities. To do this, early learning programs are provided in remote rural Alaska along with a variety of safety, health and wellness, workforce, educational, energy cost reductions, and family development trainings that also help strengthen existing programs and respond to identified community priorities. Opportunities are provided for youth engagement in community activities and in educational improvements. Assistance is also provided to individuals battling social and behavioral issues. These programs include sobriety assistance, tobacco cessation, wellness, suicide prevention, environmental awareness, community pride, and life skills.

Direct services are organized into four divisions:

- Supportive Housing provides affordable rentals to low-income individuals with limited credit and rental history and combines affordable and stable housing with supportive services and case management that help individuals who experience homelessness, serious mental illness and substance use disorders.
- Community Development provides resources, trainings, and service opportunities to low-income Alaskans in order to promote health and wellness, youth success, improve environmental conditions, and build local capacity, including a variety of national service models.
- Planning and Construction assists rural and other communities and low-income people by increasing affordable housing opportunities and preserving and improving existing housing, such as through home weatherization assistance.
- Child Development provides services to prenatal women, children, and families through a variety of programs designed to facilitate parent involvement and community collaboration by promoting the parent-child relationship, positive socio-emotional development, healthy practices, cultural richness, and school readiness. These include Head Start, Early Head Start, Parents as Teachers, and affordable childcare for low-income working families with Head Start and Parents as Teachers services.

During Federal Fiscal Year 2017 RurAL CAP proposes to use Community Services Block Grant funds in the following major component areas listed below. Detailed work plans, narratives, and budgets for each of these component areas are provided in Appendix B.

The ***Administrative Services and Communications*** component supports the administrative capacity of the agency to advance its mission that drives the overall direction of the public education efforts. The increased visibility and agency's positive public image from delivering needed outcomes results in expanding the number of organizations the agency works with to increase the number and amount of resources and opportunities for individuals, families, and communities. It provides opportunities for target area Board members to share information on the status of their constituents along with opportunities to learn about best practices, and provides public information and education on issues which affect low-income people in Alaska directly related to the use of traditional, sustainable natural resources through hunting, fishing and gathering as well as issues affecting tribal governments and the ability of remote rural communities to become more self-sufficient. This component provides opportunities for low-income people to advocate on their own behalf. It also includes the production of the *Village Voices* newsletter (See samples of 2015-2016 issues at www.alaskavillagevoices.org). It is through these efforts to create an understanding by others of the situations in Alaska's communities that RurAL CAP increases its opportunities for low-income people. RurAL CAP's Advocacy goal targets for 2016-2018 are to generate at least 25 media articles and stories affecting low-income Alaskans seen by the general public through traditional and social media, and to include Subsistence-related articles on topics of interest to Alaskans statewide in the *Village Voices* newsletter, including updates on the efforts and advocacy being done to protect and enhance Subsistence.

The ***Development Services*** component ultimately increases the agency's capacity to achieve results by broadening the resource base. It does this by providing agency-wide fund development, public information and research services, database management of partners and potential supporters, as well as agency planning, opportunities for staff development, and program evaluation. Development staff compile and vet funding opportunities, programmatic best practices, strategic resource development, and donor engagement methods; for example, RurAL CAP's Economic Development goal targets for 2016-2018 include identifying viable projects that are appropriate for RurAL CAP to pursue, and identifying sources of funding to develop new economic development initiatives. Funds are used to build the capacity of the agency to better develop, manage, track, and evaluate the direct services which lead to measurable results of program customers moving out of poverty into self-sufficiency. The department diversifies funding sources for the agency, maintains knowledge of federal, state, and private funding opportunities and contacts, and leads grant application processes across the agency. In addition, the department provides donor relation services for the agency, including tracking of donors and donor acknowledgement, and engages RurAL CAP staff and community members in events such as program open houses and workplace campaigns.

Within the ***Child Development Division*** are the rural Head Start and Early Head Start programs, the Child Development Center, and the Parents as Teachers Program. The Child Development Division operates under strict federal and state regulations and guidelines which require a well trained staff and close monitoring of its programs. Outcomes for improvements in child health, school readiness, and parenting and family functioning are achieved through ongoing higher education requirements for the classroom and childcare staff, through capacity building with parents and families, and participation on local Parent Committees, Councils, and Advisory Boards. RurAL CAP's Education goal targets for 2016-2018 include ensuring that 75% of 330 four-year-old children demonstrate school readiness as reflected in required measures for Child Development Division's programs.

Within the ***Community Development Division*** are three national service programs (Resilient Alaska Youth (RAY) AmeriCorps, Volunteers in Service to America (VISTA), Elder Mentors – Foster Grandparents, the Rural Providers' Conference (see the attached 2015 RPC Summary or at www.ruralcap.com), and a variety of wellness initiatives and cultural connection programs that promote youth development and community health. Cooperative relationships are established with regional and village organizations, rural and tribal councils and other community-based organizations to place locally-hired national service Members

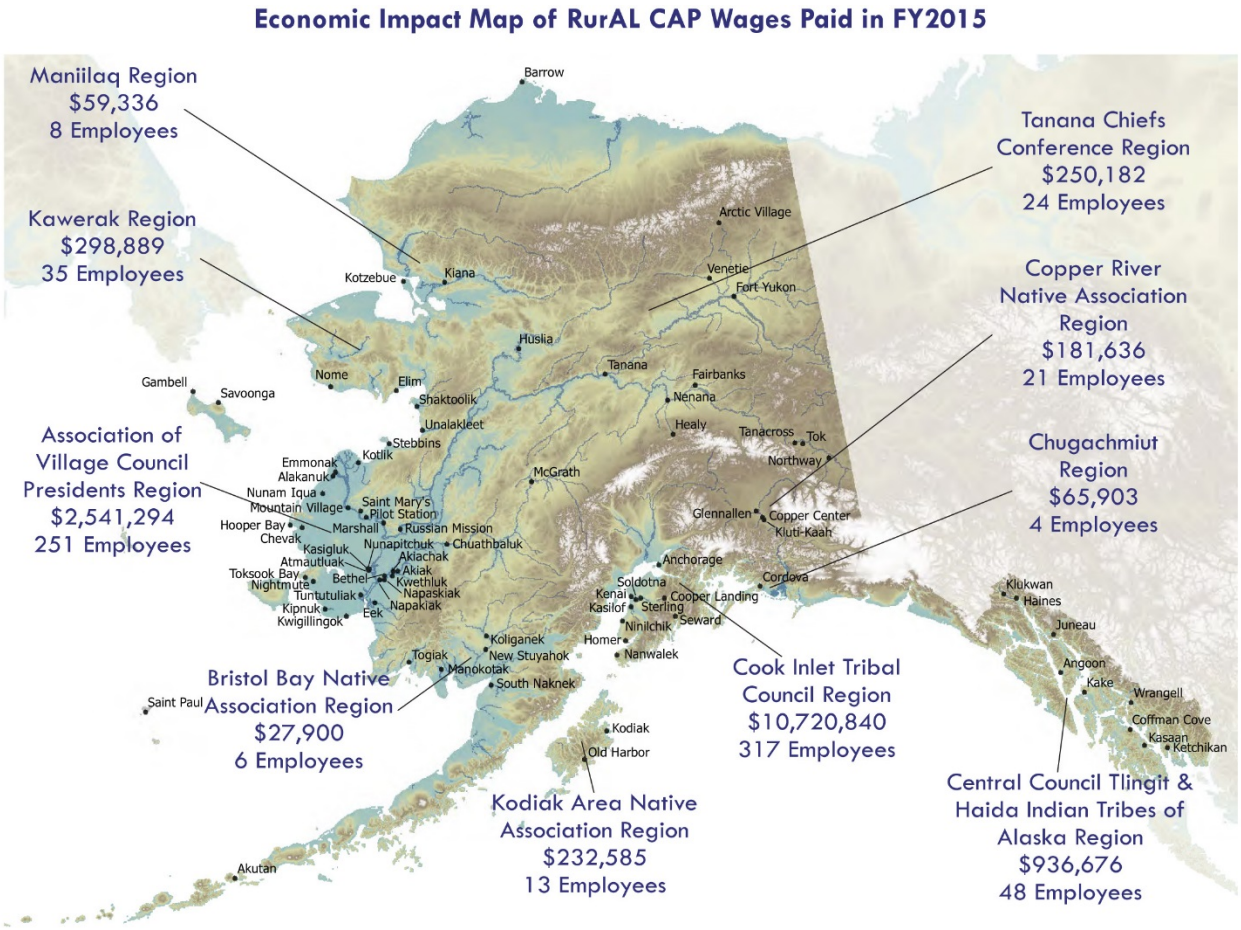
who, through their host organizations, identify the community's needs to their projects. Opportunities for youth involvement are increased, and the overall well-being of the communities is improved by the projects identified. Additionally, the sustainability capacity is maintained beyond the program year for these local hires that learn new skills through in-depth training opportunities and service requirements. RurAL CAP's Health and Well-Being goal targets for 2016-2018 include establishing a baseline of at least 50% of 150 youth participating in AmeriCorps activities that demonstrate an increase in their connection to culture or supportive relationships (resiliency protective factors), increasing to 55% in year two and 65% in year three.

The ***Planning and Construction Division*** provides a full-range of housing construction, rehabilitation, and energy conservation retrofit services, in addition to technical assistance to rural housing entities and local governments in strategic and community planning. Funds through FY2017 will be used to expand the range of single-family homeownership opportunities into more rural areas of the state, and to expand the division's emerging home accessibility modifications line of business. The division partners with a variety of governmental and non-governmental organizations in the delivery of these services, and through these collaborations maximizes leveraging of funding, and maintains an ongoing collection of needs assessment information to improve its quality and accuracy. RurAL CAP's Housing goal targets for 2016-2018 include increasing the energy efficiency in 240 homes by weatherizing said homes in year one; 725 homes are planned to be completed by 2018.

The ***Supportive Housing Division*** provides transitional and permanent supportive housing services (outreach, intensive case management, employment assistance, public education and housing) to vulnerable, chronically homeless, low-income, and high needs populations in Anchorage, both individuals and families with children. In addition, this Division provides Affordable Housing rental units to low-income people in Anchorage. In December 2011, RurAL CAP opened the inaugural Housing First facility in Anchorage that houses 46 of the community's most vulnerable individuals experiencing chronic homelessness and substance abuse and/or addiction. Its success is based on collaborations with the network of housing and other supportive and treatment service providers in the community, and building and maintaining strong partnerships and linkages. In 2014, Safe Harbor was added to the Division's homeless services. Safe Harbor includes two Anchorage-based facilities that provide transitional (Safe Harbor Muldoon) and permanent supportive housing (Sitka Place) for 103 homeless families and individuals. RurAL CAP's Housing goal targets for 2016-2018 include providing decent, safe, and affordable housing to at least 230 households in year one and 275 in years two and three.

RurAL CAP believes in the value of empowering low-income Alaskans and in finding lasting solutions for meeting community needs. Therefore a large part of the strategy for delivering services includes local hire in every division. Positions are hired from within communities served for early childhood teaching jobs, bus drivers, cooks, service positions, program outreach, and construction work. In addition, VISTA and AmeriCorps Members are recruited from within the communities they will serve. This allows the people served to participate in income, education, and training opportunities provided by the programs. As a result of working directly with community members, programs and services are keenly aligned with community needs. The capacity built by program work stays in the community after projects are complete. RurAL CAP employed 727 people in 60 communities during FY2015. Below is a map indicating how payroll was distributed across the non-profit areas within the 12 Alaska Native Claims Settlement Act regional non-profit boundaries. RurAL CAP's Capacity Building goal targets for 2016-2018 include creating a productive employee workforce through recruitment and hiring practices and training and growth opportunities resulting in an employee turnover rate not to exceed 20% annually and reduced to 15% by 2018.

2015 Economic Impact Map



Service Areas

RurAL CAP provided services in 60 communities across Alaska in FY2015. For some services such as those involving AmeriCorps or VISTA programs, the communities involved may change from year to year. For other programs such as those involving Head Start, Early Head Start, and Parents as Teachers, continuity is maintained from year to year regarding communities served. The communities for planned services by RurAL CAP during 2016 are shown on the map below: this distribution of communities across Alaska is closely representative of the communities to be served in 2017.

Communities With Planned Services in 2016

Communities with Board Representation in 2016:

Akutan	Buckland	Fort Yukon	Kodiak	Russian Mission
Anchorage	Copper Center	Homer	Kotzebue	South Naknek
Barrow	Cordova	Juneau	Nome	Wrangell

Communities Served by Community Development in 2016:

Akiak	Glennallen	Kluti-Kaah	Ninilchik	Sleetmute
Alakanuk	Goodnews Bay	Kodiak	Nome	St. Michael
Anchorage	Haines	Kotlik	Nondalton	Stebbins
Barrow	Homer	Kotzebue	Nulato	Sterling
Bethel	Hoonah	Kwethluk	Nunapitchuk	Stony River
Buckland	Hooper Bay	Lower Kalskag	Old Harbor	Tetlin
Chevak	Juneau	Manokotak	Pilot Station	Togiak
Copper Center	Kake	Marshall	Russian Mission	Tok
Eagle	Kasilof (Ionia)	Mountain Village	Sand Point	Toksook Bay
Elim	Kenai	Napaskiak	Savoonga	Tuluksak
Emmonak	Ketchikan	Nenana	Selawik	Unalaska
Fairbanks	Kiana	New Stuyahok	Shageluk	White Mountain

Communities Served by Planning and Construction in 2016:

Anchorage	Haines	Kotzebue	Quinhagak	Soldotna
Chevak	Juneau	Mountain Village	Shaktoolik	Stony River
Eek	Kenai	Nome	Sitka	Unalakleet

Communities Served by Child Development in 2016:

Akiak	Haines	Kodiak	Pilot Station	Tanacross
Alakanuk	Homer	Kwethluk	Savoonga	Tok
Anchorage	Hooper Bay	Marshall	Seward	Toksook Bay
Chevak	Kake	Mountain Village	St. Mary's	
Copper Center	Ketchikan	Napaskiak	Stebbins	
Emmonak	Kluti Kaah	Nunapitchuk	Sterling	

b) Linkages

A description of how linkages will be developed by local entities to fill identified gaps in services, through the provision of information, referrals, case management, and follow up consultations.

Overall services for clients and customers require close coordination with many organizations. This includes early childhood education organizations, universities, veterans' affairs, mental and other health providers, shelters, police departments, housing and finance corporations, local governments and schools, tribal, energy, other statewide non-profits, and environmental entities.

The Child Development Division works with a variety of partners in promoting and advocating for the needs of professionals in early childhood development as well as advocating for and implementing best practices. Members of RurAL CAP's staff sit on a variety of boards and panels including the Head Start State Association and Best Beginnings. The division also serves as and hosts the Parents as Teachers statewide office which supports all PAT programs in Alaska with annual PAT certification training and advocacy. In each of the early childhood programs – Early Head Start, Head Start, and Parents as Teachers – parent educators work directly with each child's family to access much needed services. This can vary from a simple recommendation to the Tobacco Quit Line to a referral for medical services from the state.

The Community Development Division and Planning and Construction Division work at the community level to provide access to a wide array of community assistance. Many times RurAL CAP is the first contact community members utilize to become informed about other funding or assistance for their community. Connections have been made for these communities with a variety of organizations and agencies including the Alaska Native Tribal Health Consortium, the Environmental Protection Agency, Alaska Village Initiatives, local housing authorities, the Denali Commission, U.S. Census Bureau, USDA Rural Development, and the Affordable Housing Partnership.

The Supportive Housing Division works with high needs populations who have challenges with housing including chronically homeless individuals battling substance abuse/addiction. Comprehensive services require working with a variety of organizations. Case managers work directly with individuals to identify gaps in services they need and to determine programs for which they are eligible. Close working relationships have been developed with housing entities such as Alaska Housing Finance Corporation, and mental health and wellness service providers such as Alaska Native Medical Center, Anchorage Community Mental Health Services, the Alaska Psychiatric Institute, and the Alaska Mental Health Trust Authority. The Supportive Housing Division is also part Anchorage's Continuum of Care – the Anchorage Coalition to End Homelessness, or ACEH – working in the municipality and interacting with other social service organizations such as Salvation Army, Catholic Social Services, Bean's Café, Brother Francis Shelter, Covenant House, and Abused Women's Aid in Crisis. Community Councils in which the facilities are located that house Supportive Housing's tenants are important entities that information is shared with on a regular basis. These Councils ensure that neighborhoods have the maximum amount of community self-determination as afforded by law.

c) Coordination with Other Public and Private Resources

A description of how funds made available through grants to eligible entities will be coordinated with other public and private resources.

RurAL CAP values the opportunities for leveraging CSBG funds in order to provide effective and efficient delivery of services across the state in challenging conditions with extremely high costs of doing business. In FY2015, it leveraged the CSBG funds with over $35,007,876 million in state, local, private, and fees for service funding of which approximately 25% is from direct federal sources, 19% are federal funds that pass through the state and other, 44% from state sources, and 12% from local grants, foundations, individuals, earned revenue, and other. Accomplishments in this area include diversifying support from the State of Alaska, increasing funding by approximately 1,276% from local grants, and increasing funding from foundations and corporations active in the communities served by RurAL CAP and other revenue sources.

RurAL CAP coordinates and engages in collaborations with other organizations and institutions to avoid duplication and maximize the delivery of the early childhood development, housing, and community development programs. The success of the organization comes from its ability and willingness to work with other organizations to deliver the specific outcomes reported each year in the Results Oriented Management and Accountability Reporting Document. It does this through a well-designed planning process that includes coordination with local governments, state and federal agencies, higher education institutions, training facilities, funding entities, tribal organizations, other non-profits, the legislature, Native for-profits, school districts, private corporations, associations, Congressional delegation, and the Governor's office.

d) Innovative Community and Neighborhood-based Initiatives

A description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the CSBG, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

RurAL CAP is recognized for its work in providing sustainable efforts at improving communities through statewide capacity building. It includes implementation of:

The opening of Karluk Manor in December 2011, the *Housing First* model which is based on the idea that individuals achieve a greater level of self-sufficiency when they obtain permanent housing **first,** rather than receiving housing as a condition of completing an array of treatment programs. Since 2011, RurAL CAP now operates and is planning the development of additional Housing First/permanent supportive housing programs, including the Sitka Place facility and 325 East 3rd project.

RurAL CAP's Planning and Construction Division established the Self-Help Housing Program in 2004 through a partnership with the U.S. Department of Agriculture Rural Development (USDA RD) and the Rural Community Assistance Corporation (RCAC). Through the Self-Help Housing Program, homeowners take part in the actual building of their own homes and develop additional self-sufficiency skills and resources:

- Learn new skills: Personal finance, home construction, home maintenance
- Build and own a new home with very little out-of-pocket expense
- Gain a sense of accomplishment and ownership
- Work together with others to build strong communities
- Receive affordable mortgage loans (interest as low as 1%)
- Reduce the purchase price of the home with their own hard work
- Payments smaller than what is paid for rent in most cases
- No mortgage payment during the construction phase
- Gain instant equity the day the owner moves in

Program communities also benefit from:

- Increased and maintained affordable housing stock
- Increased property tax base to support local government services
- Boost in local economies through purchase of building materials and hiring subcontractors
- Stabilized communities by providing safe, attractive and affordable housing
- Creating vibrant neighborhoods
- Contributing to a stable workforce

Parents as Teachers in 15 communities throughout Alaska builds long-term capacity for parents and communities.

AmeriCorps national services programs extend the local capacity and sustainability by training local people in community health and wellness, mentorship, and program capacity building.

The annual Rural Providers' Conference promotes substance abuse prevention services resulting in healthy families and communities.

2. Community Needs Assessments:
The use of CSBG funds was determined by utilizing the following avenues of information regarding the unmet needs of people living in poverty, as compiled in the 2015 RurAL CAP Community Needs Assessment publication.

- Alaska Bureau of Vital Statistics
- Alaska Cancer Registry, 2009
- Alaska Department of Health and Social Services, Section of Chronic Disease Prevention and Health Promotion, Chronic Disease in Alaska 2012 Brief Report
- Alaska Department of Fish and Game, 2013
- Alaska Department of Labor and Workforce Development; Alaska Economic Trends, April 2014, June 2014, March 2015 and April 2015
- Alaska Housing Assessment, Alaska Housing Finance Corporation, April 1, 2014
- Alaska Native Epidemiology Center, 2011, Alaska Native Health Status Report, 2009
- Alaska Native Mortality Update, 2004–2008
- Alaska Rural Justice and Law Enforcement Commission, Initial Report and Recommendations, 2006
- Attorney General's Advisory Committee on American Indian and Alaska Native Children Exposed to Violence, Ending Violence so Children Can Thrive Today, November 2014
- Behavioral Risk Factor Surveillance System, Alaska Department of Health and Social Services
- Centers for Disease Control and Prevention, National Center for Injury Prevention and Control, Web-based Injury Statistics Query and Reporting System, 2004–2008 United States Suicide Injury Deaths and Rates per 100,000, accessed March 4, 2013
- Climate Change and Alaska Natives: Food, KNBA December 9, 2014 report by Joaqlin Estus
- Consolidated Housing and Community Development Plan for the State of Alaska, Five-Year Plan State Fiscal Years 2016-2020 (Federal Fiscal Years 2015-2019), Alaska Housing Finance Corporation
- Housing and Community Development 2015 Action Plan, Municipality of Anchorage, Department of Health and Human Services

- HUD Final Housing and Community Development Consolidated Plan 2008-2012, Municipality of Anchorage Department of Health and Human Services
- HUD Final Housing and Community Development Consolidated Plan 2013-2017, Municipality of Anchorage Department of Health and Human Services
- Kemberling, M. M., and Avellaneda-Cruz, L. D., Healthy Native Families: Preventing Violence at All Ages
- Meter, K., and Goldenberg-Phillips M., Building Food Security in Alaska, July 28, 2014, Crossroads Resource Center, Minneapolis; Commissioned by the Alaska Department of Health and Social Services in collaboration from the Alaska Food Policy Council, pp. 10 & 35.
- Municipality of Anchorage Ten Year Plan on Homelessness
- Native Voices Rising - A Case for Funding Native-Led Change 2013 report funded by the Common Counsel Foundation and Native Americans in Philanthropy, p. 38, Jonella Larson White, Contributor
- Ogden, CL, Flegal KM, Carroll MD, and Johnson CL. Prevalence and Trends in Obesity among US Adults, 1999-2002; 288:1723-1727
- RurAL CAP 2014 survey distributed during the AFN Annual Convention, data collected from rural communities identifying top priorities
- RurAL CAP Board of Directors, including target area representatives
- RurAL CAP's Head Start Outcomes from the 2014-2015 TS Gold Report
- RurAL CAP staff (approximately 400) who, through direct work with communities and individuals and coordination with other organizations, learn of gaps and needs in rural communities
- State of Alaska Department of Health and Social Services, Division of Public Health
- State of Alaska, (2009-2010), Childhood Understanding Behavior Survey
- Testimony of Cathy Baldwin-Johnson, Hearing of the Task Force on American Indian/Alaska Native Children Exposed to Violence, Anchorage, AK, June 11, 2014 (citing Day, Gretchen., Holck, P., and Provost, E., Alaska Native Mortality Update: 2004–2008)
- Testimony of Cathy Baldwin-Johnson, Hearing of the Task Force on American Indian/Alaska Native Children Exposed to Violence, Anchorage, AK, June 12, 2014
- Testimony of Sarah Hicks Kastelic, Hearing of the Task Force on American Indian/Alaska Native Children Exposed to Violence, Anchorage, AK, June 11, 2014
- Tribal Co-Management of Alaska's Fish and Wildlife Resources for Subsistence Uses; AFN White Paper on Co-Management March 31, 2015, p. 3
- University of Alaska, Institute of Social and Economic Research. (2013-14). Kids Count Data Book. Anchorage, AK
- U.S. Census Bureau, American Community Survey, 2012 Data Release, December 2013
- U.S. Department of Health and Human Services. The Surgeon General's Call to Action to Prevent and Decrease Overweight and Obesity. Rockville, MD, HHS, Public Health Service, Office of the Surgeon General; 2001
- Youth Risk Behavior Survey, 2013, State of Alaska Department of Health and Social Services
- Information gained from attendance at the monthly Homeless Services Forum, facilitated by the Municipality of Anchorage

Research publications by the University of Alaska and others reaffirm that the issues RurAL CAP is addressing are the needs as determined by people in rural communities.

RurAL CAP engages in a comprehensive planning process which includes the gathering of current data on rural Alaska and of low-income populations Alaska. Program customers, board members, staff, and stakeholders have all had input into the gathering and prioritizing of ideas and information. Because the needs of low-income people in Alaska are so overwhelming, RurAL CAP focuses on those needs that the agency is best able to meet. The strategic planning process includes a three-year vision for the main strategic directions for the agency. Individual programs then develop their own strategies and action steps in order to implement the plan. This plan is updated on a regular basis. RurAL CAP submits a copy of the plan to the State of Alaska annually.

3. Tripartite Boards:

The grant agreement between the Department of Commerce, Community and Economic Development and RurAL CAP incorporates the requirement that RurAL CAP shall administer the CSBG program through a tripartite board that fully participates in the development, planning, implementation and evaluation of the program to service low-income communities.

RurAL CAP's 24-member Board of Directors represents every region of Alaska. There are three categories of directors on the board:

a) Target Area Directors make up at least one-third of the board as representatives of organizations which serve low-income Alaskans in specific geographic areas;

b) Private Sector Directors are officials or members of other nonprofit organizations whose mission and interests complement those of RurAL CAP; and

c) Public Directors make up one-third of the total board as representatives of elected or appointed officials.

RurAL CAP provides the Department with notification in changes in Board membership and policy. The Department monitors the composition and activities of the Board of Directors for compliance on an ongoing basis. Technical assistance and guidance are also provided on an ongoing basis and at RurAL CAP's request.

4. State Charity Tax Program:

Not applicable

5. Programmatic Assurances:

Following is a description of how each of the assurances outlined in Section 676(b) of the CSBG Act will be carried out:

a) Assurance '676(b)(1):

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

(i) Remove barriers to self-sufficiency;

The obstacles are many for low-income people living in communities with few economic opportunities or for those who have been homeless for years. RurAL CAP's guiding principles include working with individuals and community members to find long term solutions to improving the quality of life for low-income people. That means providing services that don't always mean making more money when that is not necessarily possible, but rather providing services which lead to economic self-sufficiency and healthy families and communities. For example, providing training which results in certification as Head Start workers for long-term employment opportunities; providing community planning training for youth in their villages; reducing the rates of alcohol and other substance abuse and making it possible for those individuals to then have access to housing, training, and employment; preparing young children for readiness in kindergarten and first grade and ensuring their nutritional and basic healthcare needs are met while in the pre-

school programs; providing awareness of ways to spend less monies through energy efficient habits and conservation; and developing solid waste management programs that result in healthy local environments.

An example of the details of a program that reflects this method of service delivery is Project Homeless Connect which provides a one-stop-shop of resources for homeless individuals and families. Community volunteers assist people in obtaining food boxes, hot meals, showers and haircuts, onsite child care, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support, and health screenings.

Residents are offered transitional housing, case management, housing information, employment assistance, mental health counseling, gender specific services for men and women, reintegration activities, volunteer work, individual and group counseling, and life skills classes. RurAL CAP staff annually participate and provide approximately 100 hours in conducting this community event.

(ii) Secure and retain meaningful employment;

RurAL CAP believes in the value of empowering low-income Alaskans and in finding lasting solutions for meeting community needs. Therefore a large part of the strategy for delivering services includes local hire in every division. For example, positions are hired from within communities served for early childhood education teaching jobs, bus drivers, cooks, service positions, program outreach, community health, wellness, and construction work. This allows for income, education, and training opportunities to the low-income people served. RurAL CAP works directly with community members, and as a result, programs and services are keenly aligned with community needs. In addition, the capacity built through program work stays in the community after projects are complete.

In Anchorage, the Supportive Housing Division is a certified Community Rehabilitation Provider (CRP) through the State of Alaska Division of Vocational Rehabilitation, providing employment-related support and services to program participants. RurAL CAP also has a supportive employment program that assists program/housing tenants in gaining skills and finding employment through a fulltime Employment Specialist staff position, as many people in the target population experience barriers to obtaining job skills and maintaining employment. Supportive Housing Division case managers, who assist tenants at many of the agency's housing facilities, also work with tenants to address issues that support the retention and stability of housing, which can pave the way for tenants to also make progress in job skills training and applying for employment. The approach is a systemic one that provides the tools and training to individuals to understand their role in maintaining self-sufficiency.

(iii) Attain an adequate education and improve literacy skills;

The Child Development Division provides services to prenatal women, children, and families in 27 communities across Alaska. The programs offered include Head Start, Early Head Start, Parents as Teachers, and affordable childcare.

All Child Development Division programs are designed to facilitate parent involvement and community collaboration. Programs promote the basic tenet that parents are the child's first and best teacher. Services to children promote positive socio-emotional development, healthy practices, cultural richness, and school readiness. Services to families support self-determination and empowerment.

Head Start and Early Head Start are comprehensive child development programs serving low-income children and their families. Head Start serves children age's three to five and Early Head Start serves prenatal women and children age's birth to three. The programs promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional,

social, and other related services. The programs also help parents make progress toward their own education, literacy, and employment goals.

Local Parent Committees are formed at each Head Start Center to assist the staff in curriculum development, increase community support, and offer advice on programmatic and fiscal decisions. Parents help determine the cultural appropriateness and responsiveness of program services.

Parents as Teachers (PAT) is an early childhood parent education and family support program designed to empower parents to give their children the best possible start in life. Home visits and group socializations are offered to families in 15 communities across the State. The PAT approach is to support all children so that they will learn, grow, and develop to realize their full potential.

(iv) Make better use of available income;

RurAL CAP's guiding principle of working with individuals and community members to find ways to contribute to economic self-sufficiency has directed it towards programs that result in spending fewer dollars or for building capacity so individuals can earn a living. For example, providing training which results in certification as Head Start workers for long-term employment opportunities; providing community planning training for youth in their villages; reducing the rates of alcohol and other substance abuse and making it possible for those individuals to then have access to housing, training, and employment; preparing young children for readiness in kindergarten and first grade and ensuring their nutritional and basic health care needs are met while in the pre-school programs; providing awareness of ways to spend less monies through energy efficient habits and conservation; developing solid waste management programs that result in healthy local environments.

(v) Obtain and maintain adequate housing and a suitable living environment;

Housing First and Permanent Supportive Housing Services

RurAL CAP's Supportive Housing Division provides services to individuals experiencing chronic homelessness, substance abuse/addiction, and who have severe mental health disorders. In serving this population, RurAL CAP operates several Housing First and Permanent Supportive Housing (PSH) programs. Karluk Manor is a 46-unit housing residence located in downtown Anchorage. Sitka Place is a 55-unit housing residence also located in Anchorage. Both use the Housing First model, which is a best practice whereby chronic inebriates are provided permanent housing as the first step to self-sufficiency and community reintegration. Housing First has been shown to increase the success rate of its residents for maintaining long-term housing and to reduce society's cost burden in providing services and emergency response to this population. The agency's newest PSH project is the 20-unit 325 East 3rd project (under construction), which will serve federally-defined chronically homeless and severe needs individuals, projected to open for tenant move-in September 2016.

Affordable Housing

The Supportive Housing Division provides rental units to individuals with little or no income. The Affordable Housing program only requires a person's ability to pay rent, to care for an apartment, and be a good neighbor as prerequisites for tenancy. In Anchorage, RurAL CAP owns and manages 232 total units of affordable permanent or transitional rental housing.

RurAL CAP's newest affordable housing project is the construction of a 23-plex located at 207 Muldoon Road in Anchorage, AK; the project is currently in the application process and funding development phase. The 23-plex will be built onto and operate in conjunction with RurAL CAP's Safe Harbor Muldoon program (transitional housing and supportive services for homeless families with children),

also located at 207 Muldoon Road. The units will be available to low-income individuals and families as permanent housing rentals.

The Planning and Construction Division assists rural communities and low-income people by increasing affordable housing opportunities, preserving and improving existing housing, facilitating community-based planning, and building the capacity of rural communities to participate effectively in the development of housing and related infrastructure.

Self-Help Owner-Built Homes
Progress on Self-Help Housing Program projects on the Central Kenai Peninsula continues to be made. Families must contribute "sweat equity" in order to qualify for the program. Extensive homebuyer counseling, financial literacy training and assistance with budgeting and resolving outstanding credit issues is provided to potential Self-Help participants. These services help families to qualify for not only the Self-Help program, but also prepares families for successful homeownership in general. The program has developed 59 single-family homeownership units since 2004 (11 of which are currently nearing completion) and an additional ten new homes are slated for construction beginning May 2016 for the Soldotna, AK area.

Home Modification Program
In addition to work accomplished with Weatherization funding, RurAL CAP initiated a new grant in 2013 from the Alaska Department of Health and Social Services for Home Modifications for persons with disabilities. Outreach and eligibility work on this grant is being performed through partnerships with regional independent living centers across the state of Alaska. When feasible, Home Modifications funding is combined with Senior Access program funds to increase the range of modifications made to homes. Typical modifications include home access ramps, roll-in showers, and grab bars. In FY2015, 68 Alaskans with disabilities received assistance through Senior Access and Home Modifications programming.

Housing Weatherization Services
RurAL CAP's Planning and Construction housing services program assists rural and urban communities with carrying out housing development, rehabilitation, and weatherization. With special expertise in rural logistics, and in blending and managing funding from multiple sources, RurAL CAP helps communities expand and improve affordable, energy-efficient housing options.

Weatherization is the division's longest-standing program. The focus of weatherization is to increase the safety, energy-efficiency, and comfort of the homes served. Unlike similar programs in other areas of Alaska and the Lower 48, the Western/Northwestern Alaska program serves an entire community at one time, rather than individuals scattered among multiple communities. RurAL CAP weatherization projects take 1-3 years to complete, depending on the size of the community being served.

Homes receiving weatherization services must be occupied by income-eligible homeowners. Priority is given to Elders, handicapped individuals, and households with children under six years old. In all weatherization and rehabilitation projects, local hire is an important element which provides employment, and leaves communities with an increased skilled labor pool.

(vi) Obtain emergency assistance;
RurAL CAP provides emergency assistance to meet immediate and urgent family and individual needs in these ways:

Through the Project Homeless Connect in Anchorage, critical winter gear is distributed and initial contact information is provided about available services. Each year Supportive Housing's Anchorage outreach team initiates upwards of 2,000 contacts with homeless individuals in Anchorage in the form of referrals, support, and advocacy by the outreach team. Many of them receive food boxes, hot meals, showers and haircuts, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support, and health screenings through Project Homeless Connect – a program sponsored by the Anchorage Coalition to End Homelessness, of which RurAL CAP is a member.

As homeless individuals enter Housing First or other RurAL CAP programs, more in-depth assistance is offered by helping residents access special services for which they are eligible but might not be using. Each resident is assigned a case manager who walks them through the steps necessary to access services, including health care, substance abuse treatment, mental health care, representation with regard to legal issues and accessing legal aid, accessing income through mainstream providers, food stamps, housing (rental assistance through a tribal organization, rental deposit through the municipal Safe City program, Section 8 vouchers or public housing through the state public housing office), employment through the Workforce Investment Act and state/local programs, financial planning through Consumer Credit Counseling Services of Alaska, and if applicable, VA Benefits. Case managers offer this level of assistance to roughly 120 people a year. The result is that residents are better able to access services available to them.

Nutritional support and referral assistance is provided to low-income families in the Childhood Development programs. All 23 Head Start programs meet the USDA national guidelines that requires the provision of at least one-third of each child's daily nutritional guidelines. A majority of our programs exceed these requirements by serving two full meals, which is 2/3 of each child's daily nutritional requirement. In FY2015 almost 103,000 meals were served during the school year. In addition, staff support parents and families of Head Start, Early Head Start, and Parents and Teachers children, by providing information on good nutrition and wellness. Monthly social activities often include a nutritious meal or snack, and from time to time, a cooking lesson. Programs also link parents and families in need with services from other organizations. In FY2015, including the PAT program, 1,455 children and their families received services in 27 communities.

RurAL CAP provides emergency assistance to meet immediate and urgent family and individual needs in these ways:

Through the Project Homeless Connect in Anchorage, critical winter gear is distributed and initial contact information is provided about available services. Each year Supportive Housing's Anchorage outreach team initiates upwards of 2,000 contacts with homeless individuals in Anchorage in the form of referrals, support and advocacy by the outreach team. Many of them receive food boxes, hot meals, showers and haircuts, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support and health screenings through Project Homeless Connect—a program sponsored by the Anchorage Coalition on Homelessness, of which RurAL CAP is a member.

As homeless individuals enter either the Homeward Bound, Housing First or the Safe Harbor programs, more in-depth assistance is offered by helping residents access special services for which they are eligible but might not be using. Each resident is assigned a case manager who walks them through the steps necessary to access services, including health care, substance abuse treatment, mental health care, representation with regard to legal issues and accessing legal aid, accessing income through mainstream providers, food stamps, housing (rental assistance through a tribal organization, rental deposit through the municipal Safe City program, Section 8 vouchers or public housing through the state public housing office), employment

through the Workforce Investment Act and state/local programs, financial planning through Consumer Credit Counseling Services of Alaska, and if applicable, VA Benefits. Case managers offer this level of assistance to roughly 120 people a year. The result is that residents are better able to access services available to them.

(vii) Achieve greater participation in the affairs of the community;

RurAL CAP's Community Development Division provides resources, training and service opportunities to low-income Alaskans in order to promote health and wellness, improve environmental conditions, save energy, and build capacity. The division focuses on positive solutions that are culturally appropriate and achieve measurable results.

The Community Development Division includes three national service programs – Resilient Alaska Youth (RAY) AmeriCorps, Volunteers in Service to America (VISTA), and Elder Mentors – Foster Grandparents. RurAL CAP supports national service Members in communities across Alaska annually; in FY2016-2017, 28 RAY and VISTA Members are estimated to serve each year, and 120 Elder Mentors. Members are recruited locally from the communities they will serve in, trained by RurAL CAP, and serve for usually one year.

(2) To address the needs of youth in low-income communities through youth development programs that foster leadership and life skills development leading to future employability.

The youth programs are strength-based and focus on academic proficiencies, health topics, community service, outdoor appreciation and survival skills, fostering of adult-youth relationships, environmental action, tobacco prevention, learning Native culture, and life skills. This is done by supporting the primary role of the family, giving priority to the prevention of youth problems and crime, promoting increased community coordination and collaboration in meeting the needs of youth, and supporting the 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.

Three years ago a partnership was established with the Office of Juvenile Justice and Delinquency Prevention to reduce Alaska Native youth delinquency by supporting the successful development of Alaska Native youth at home, in school and in the community. The project will support strategies to coordinate services to youth and their families to address delinquency and associated risk factors such as alcohol and substance abuse, suicide, mental health issues, and domestic and sexual abuse. RurAL CAP provides training and technical assistance to other OJJDP grantees in Alaska, and operates its own OJJDP program (The Resource Basket) through which youth-serving entities are eligible to apply for program funding and access informational resources.

In 2014 RurAL CAP applied for and received funding from the Corporation for National and Community Service (CNCS) to act as the statewide administrator of the Foster Grandparent Program – known in many parts of the state as the "Elder Mentor" program. With a 36-year history in Alaska, the Foster Grandparent program engages primarily low-income seniors, ages 60 years and over, in volunteer service to their communities. Foster Grandparent volunteers mentor or tutor children or youth in school, Head Start, and community-based settings across the state, while earning a modest monthly stipend, meal, and transportation benefits. The program will engage approximately 120 volunteers a year with funding from CNCS and matching funds through partnerships with the State of Alaska, United Way of Anchorage, and corporate Alaska funders.

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

Each of RurAL CAP's programmatic divisions prioritizes working collaboratively with partner agencies, projects, and communities, ensuring that RurAL CAP-led services are infused with local input, feedback, and participation, and that available resources are used as effectively as possible to maximize services to the state. At the foundation of RurAL CAP's agency wide philosophy, programs and services are planned with input from and respect for the people they serve. All programs and services collaborate with partners to ensure activities have support, address real community needs, and utilize local skills and knowledge. RurAL CAP's reputation for results and ability to tell the story of its people and programs are key to its past growth and future success. The ability to communicate what the agency does, why it does it, and to identify the tangible cost benefits and results remain an organizational priority.

RurAL CAP is one of the largest and most diversified nonprofit organizations in Alaska, and therefore the breadth of partners and community relationships fostered, participated in, and maintained by the agency are frequent and numerous. Hundreds of funders, donors, partners, and supporters build RurAL CAP's ability to reach its vision of *Healthy People, Sustainable Communities, Vibrant Cultures*. RurAL CAP administers programs and services to communities statewide annually and is adept at forming local partnerships in order to coordinate services, programs, and resources. Local support comes in the form of schools, health centers, tribal councils, nonprofits, and many other entities. These partnerships are essential to the efficient, effective, and positive implementation of RurAL CAP's programs and services; it is through local relationships that the agency is able to gain a thorough understanding of the needs, histories, resources, and perspectives of each individual community, thus ensuring project approaches are well-suited and embraced by residents and leadership.

Youth Wellness Example

For more than 50 years, RurAL CAP has worked with rural tribal communities to find local solutions to locally-identified needs. The RAY AmeriCorps program builds capacity in rural, primarily Native communities to address the high rates of substance abuse and suicide by promoting the healthy development and overall wellbeing of youth. Through a statewide selection process, a consortium of service locations (tribal councils, community centers, health clinics, or schools) are identified to serve as program partners and host sites for the AmeriCorps Members in the communities. The Community Development Division has more than 10 years of experience working with youth, rural communities, and regional and statewide partners on promoting wellness and addressing substance abuse and suicide. RAY AmeriCorps Members continue to build on this method and assist local wellness coalitions and similar groups to plan and implement youth activities based on the Substance Abuse and Mental Health Services Administration's (SAMHSA) Strategic Prevention Framework (SPF) being utilized nationally, by the State of Alaska Division of Behavioral Health, and in many rural communities across Alaska as an effective prevention model. RAY mobilizes volunteers, local leaders, community resources, national best practices, and other service providers to address youth wellness.

Anchorage Housing Example

RurAL CAP's Supportive Housing Division has prioritized building strong partnerships with service providers in order to best utilize limited resources to help high-needs populations of vulnerable, homeless adults experience co-occurring disorders such as mental illness and substance abuse. RurAL CAP coordinates with these providers of housing services, health care, homeless services, and other low-income services to link participants to the resources needed for basic needs, permanent housing, and sustained independence. The Supportive Housing Division has over 20 active Memorandums of Agreement with various partners in order to effectively and efficiently capitalize on areas of expertise to meet the diverse needs of the target population. Supportive Housing Division staff members are regular members of over 14 community groups addressing homelessness such as local task forces, emergency service providers meetings, the Anchorage Coalition to End Homelessness, and committees and community councils in the Fairview and Mountain View neighborhoods in the effort to end homelessness.

RurAL CAP is active in the planning and implementation of Project Homeless Connect and participates in the City Wide Case Manager's Meeting, reaching over 100 case managers.

Many of these organizations have worked together addressing the issues of homelessness, treatment, and supportive services since the first Mayor's Task Force on Homelessness in 1993. The agencies are very familiar with each other, their roles, and the current resources available in mental health and substance abuse services and permanent housing. RurAL CAP maintains good relations with these agencies in providing services and support to the target population and is currently collaborating with these agencies in addressing the spectrum of homelessness, poverty, mental illness, substance abuse, fair and affordable housing, and more. For example, Alaska Legal Services Corporation partners with RurAL CAP to provide legal services to tenants at the agency's Supportive Housing Division affordable, transitional, permanent, and supportive housing facilities in Anchorage. Alaska Legal Services supports housing opportunity for people in need and vulnerable community members.

Early Childhood Education Example

RurAL CAP's Child Development Division benefits from a variety of partner agencies and programs, such as internal Head Start sites and programs administered by other RurAL CAP divisions, regional Housing Authorities and health clinics, tribal and city offices, Native Corporations, school districts and their management staff/teachers, and other social service providers. These partners contribute vital information about needs of their local constituents to RurAL CAP's early education and family support initiatives. Maintaining relationships with such organizations ensures that needs are discussed openly, frequently, and accurately.

RurAL CAP's Parents as Teachers (PAT) program functions as a prenatal/early childhood development, parenting skills, and family support program. The families who participate in PAT model services across the state have the identified need of guidance, education, and mentorship in being their child's first and best teacher in life. RurAL CAP uses the national PAT model to improve the stability, safety, and wellbeing of participant's lives, and connects them to additional public benefits, services, and resources that will improve and enhance the quality of their lives and the experience had by their young children. The PAT Program maintains an Advisory Committee that meets every six months and has several key functions, most notably to advise, provide support for, promote, and offer input to the program. The Advisory Committee provides support for the development and promotion of RurAL CAP as a national PAT affiliate, helps identify funding sources, and provides input on program planning and evaluation. Members include program partners, peer PAT programs, early education and family support professionals, participating parents, and other community stakeholders. RurAL CAP is also the host of the Alaska State PAT Office, hosting an annual certification training and leading advocacy efforts. Strong community partnerships allow RurAL CAP to combine limited resources that maximize quality services to families and their young children. Formal and informal agreements are established as needed, and include benefits such as office and meeting space. Community organizations also contribute donations, such as food, clothing, and supplies. Partners also occasionally assist in identifying other funding resources and connecting program participants to additional resources and opportunities.

In Anchorage, RurAL CAP operates a PAT program titled *Family Support through Parents as Teachers Program*, in partnership with the State of Alaska. Participating families are referred to the program by the Division of Office of Children's Services (OCS), self-referrals, and referrals via other service providers, such as a school, health clinic, or community agency. Currently in place are many additional relationships with service providers that lend themselves to the family referral process. These relationships include Abused Women's Aid in Crisis (AWAIC), Programs for Infants and Children (PIC), Family Outreach Center for Understanding Special-Needs, Inc. (FOCUS, Inc.), and Hope Community Resources, Inc.

b) **Assurance '676(b)(4): Eligible entities** in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

Project Homeless Connect and Street Count
Project Homeless Connect and Street Count provides a one-stop-shop of resources for homeless individuals and families. RurAL CAP employees contributed nearly 100 hours of time over a dozen staff members to the Project Homeless Connect one-stop-shop event for homeless individuals in January 2016. The program helps homeless individuals by obtaining food boxes, hot meals, showers and haircuts, onsite child care, substance abuse and mental health screenings, wheelchair repairs, housing applications, employment support, and health screenings.

Head Start
RurAL CAP has met the federal nutrition requirements for its Head Start sites.

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

RurAL CAP works extensively with state-related entities that receive funding under the Workforce Investment Act. The Supportive Housing Division works with Nine Star, Division of Vocational Rehabilitation, State Training and Employment Program, all GED completion programs, Cook Inlet Tribal Council, etc. to assist resident participants in reaching their employment goals. The Department of Labor (DOL) assists with job applications. In addition, residents are provided employment classes and internet access to private companies that may be hiring. They are also provided transportation to employment related activities and access to "day labor" jobs. In FY2015 RurAL CAP became an approved Community Rehabilitation Provider through the State of Alaska, to provide employment-related assistance and support to eligible participants through the agency's Employment Specialist position.

The Planning and Construction Division hires individuals for the weatherization projects who have completed DOL workforce training programs.

d) **Assurance '676(b)(6):** The State will 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.

RurAL CAP is a weatherization service provider and manages a state program administered by Alaska Housing Finance Corporation that offers free weatherization services for low and middle-income residents in western and northern Alaska, the Municipality of Anchorage, and the City and Borough of Juneau. The goal of the program is to increase the energy efficiency (save stove oil and electricity costs) in the homes. Eligibility has been extended to 100 percent of median income to allow more people to qualify. However, persons at 60 percent median income have a higher priority.

e) **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.

The Supportive Housing Division is an example of successful partnerships throughout Anchorage to maximize services for individuals with low incomes. It currently has partnerships with businesses such as the Red Apple Grocery store and Camp Fire for handling their recycling efforts. It provides day labor to several construction or private businesses in Anchorage. It partners with Catholic Social Services, Cook Inlet Tribal Council, the Municipal Dept. of Neighborhoods, Alaska Housing Finance Corporation (AHFC), The Alaska Mental Health Trust Authority, the Alaskan Aids Assistance Association, HUD, the Division of Behavioral Health, Cook Inlet Housing Authority, Anchorage Housing Initiatives, individual landlords throughout Anchorage, the Mt. View Community Council, etc. to provide a continuum of care from getting people off the streets to eventually placing them in permanent supportive housing.

The Child Development, Community Development, and Planning and Construction Divisions which provide services in rural Alaska are also well connected with the many statewide, regional, and local organizations that allow them to more effectively and efficiently deliver services, including school districts, tribal organizations, city, municipal and borough governments, church groups, Boys & Girls Clubs, State Departments of Education and Health and Social Services, natural resource entities, solid waste management, AHFC, federal agencies, local clinics, Elders Councils, University of Alaska, Native corporations and organizations, and financial institutions. In 2015, RurAL CAP partnered with 85 organizations to deliver its programs and services.

The Community Development Division maintains numerous partnerships and coordinates programs with a variety of community-based and statewide organizations involving low-income people also served by the State of Alaska. These include tribal governments and city councils, schools, churches, health clinics, and other organizations in dozens of communities across Alaska where national service Members serve. In addition, the Division partners with Alaska Native non-profit and for-profit corporations, statewide non-profit agencies, and foundations. A sampling of these organizations include Yukon River Inter-Tribal Watershed Council, Tanana Chiefs Conference, Alaska Native Tribal Health Consortium, Alaska Community Foundation, Nome Eskimo Community, Association of Village Council Presidents, Cook Inlet Tribal Council, Bristol Bay Native Association, Bristol Bay Native Corporation, Kodiak Island Housing Authority, Best Beginnings, Central Council Tlingit & Haida Indian Tribes of Alaska, Bering Straits School District, Alaska Youth for Environmental Action, Renewable Energy Alaska Project, Spirit of Youth, Alaska Tribal Conference on Environmental Management, First Alaskans Institute, Cold Climate Housing Research Center, the Alaskan Aides Assistance Association.

(f) Assurance 678D(a)(3): The State agrees to repay to the United States amount of funds found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the CSBG program [678D(a)(3)].

In response to the Administrative and Financial Assurances, section 678D(a)(3), RurAL CAP's Accounting Policies and Procedures include specific best practices to account for all financial transactions in accordance with Generally Accepted Accounting Principles and Grantor requirements. The purpose of these policies is to establish a uniform process for the accounting of all funds that the agency manages.

The Procedures reflect that all funds will be accounted for in accordance with the following regulations:

1. Statutory provisions of authorization legislation (state and federal).
2. The Office of Management and Budget (OMB) circulars that relate to non-profit organizations under 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
3. The Code of Federal Regulations (CFR) contains rules specific to different federal departments and programs.
   A. Department of Health and Human Services: 45 CFR

B. Department of Energy: 10 CFR
C. Department of Housing and Urban Development: 24 CFR
D. Environmental Protection Agency: 40 CFR

4. Catalog of Federal Domestic Assistance (CFDA)
5. Generally Accepted Accounting Principles (GAAP)
6. Statement of Financial Accounting Standards (SFAS)
7. Internal Revenue Service Regulations for 501 (c) (3) organizations.
8. Terms of the grant agreement may have special requirements mandated by the funding source.
9. Policies and procedures of RurAL CAP.

(g) Assurance 678F(c): Ensure that no person shall, on the basis of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with CSBG program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1075 (42 U. S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.1 2131 et seq.) or Title II of the American with Disabilities Act (42 U.S.C. 12131 et seq.) shall also apply to any such program or activity [678F(c)].

In response to the Administrative and Financial Assurances, section 678F(c), Rural CAP's 2014-2016 Administration Policies and Procedures approved annually by the Board of Directors provide for Nondiscrimination in Program Services. The Policy Statement reflects Programs shall be conducted free of discrimination, and the purpose of the policy is to establish a nondiscrimination policy in accordance with applicable laws (such as the Americans with Disabilities Act and the Fair Housing and Equal Opportunity Laws) and regulations. The policy also establishes how the public and service recipients receive information about this policy and how they can file complaints.

The Procedures to the policy explicitly state programs will be free from discrimination, harassment and bullying against any person because of race, religion, color, national origin, age, disability, gender, sexual orientation, marital status, pregnancy, parenthood, political affiliation, veteran status or any other characteristic protected by law.

Discrimination is defined as treating people differently, either preferentially or with adverse impact, because they have similar characteristics or because they are from specific groups.

The Policy also speaks to the posting of the nondiscrimination policy in accordance with grantor requirements and electronic posting on the agency's website.

A Complaint Process reflects that any complaints shall be sent to RurAL CAP Ombudsman at 731 East Eighth Avenue, Anchorage, Alaska 99501.

(h) Assurance 679: The State will consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Established Clause of the first amendment to the Constitution, not to discriminate against an organization that provides assistance under, or applies to provide assistance under the CSBG program on the basis that the organization has a religious character, and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the CSBG program [679].

In response to the Administrative and Financial Assurances, section 679, Rural CAP's 2014-2016 Administration Policies and Procedures are approved annually by the Board of Directors. Section 214-2, Nondiscrimination in Program Services as described above in Section 678F(c) includes language that Programs shall be conducted free of discrimination, and the purpose of the policy is to establish a nondiscrimination policy in accordance with applicable laws (such as the Americans with Disabilities Act and the Fair Housing and Equal

Opportunity Laws) and regulations. The policy also establishes how the public and service recipients receive information about this policy and how they can file complaints. The Procedures to the policy explicitly state programs will be free from discrimination, harassment and bullying against any person because of race, religion, color, national origin, age, disability, gender, sexual orientation, marital status, pregnancy, parenthood, political affiliation, veteran status or any other characteristic protected by law.

F. Fiscal Controls and Monitoring

1. **State Program Monitoring:** Department staff monitors RurAL CAP on an on-going basis to ensure compliance with the provisions of the Act. An on-site review took place at the RurAL CAP offices in Anchorage on May 19-20, 2015. The State has met its obligation to monitor the grantee on-site at least once every three years.

   When an on-site visit is done, an entrance interview is conducted with the Executive Director of RurAL CAP and anyone he/she elects to have participate. The purpose of the entrance interview is to review the monitoring process and the files, records, etc which will need to be made available.

   After the monitoring review is completed, an exit interview is held with the Executive Director of RurAL CAP and any one he/she elects to have participate. During that interview, any problems, concerns, or issues that need to be addressed or resolved, will be outlined.

   A written monitoring report also outlining issues (both positive and negative) is sent to RurAL CAP's Executive Director with timelines for resolution identified.

   There were no findings or issues of a negative nature identified as a result of the May 2015 monitoring visit.

   RurAL CAP has an annual audit conducted each year by a private independent firm. The audit meets both federal single audit and state single audit requirements. KPMG completed an audit for the year ending September 30, 2015 and issued its report in December 2015. No matters involving internal controls and its operation were found that were considered a material weakness.

2. **Corrective Action, Termination and Reduction of Funding:** If the Department should determine that the eligible entity fails to comply with the terms of an agreement, the State Plan, or to provide services under this subtitle, or to meet appropriate standards, goals, and other requirements, the Department will provide RurAL CAP with written notification of the deficiencies and an opportunity to correct the deficiencies within an agreed upon timeframe (60 days). Within 30 days after receiving an improvement plan from RurAL CAP, the Department will review it and make a determination as to its acceptability. If not acceptable, reasons why will be identified. Technical assistance will be offered by the Department in correcting the deficiencies.

   If the eligible entity fails to correct the deficiencies, after providing the eligible entity with adequate notice and an opportunity for a hearing, the Department will initiate proceedings to terminate the designation of or reduce the funding under this subtitle of the eligible entity. The Secretary will be copied on all such correspondence.

3. **Fiscal Controls, Audits, and Withholding:** The Department provides assurance that fiscal and fund accounting procedures in compliance with OMB 2 CFR Part 200 have been established and shall apply to recipients of funds under this subtitle, to ensure the proper disbursal of and accounting for federal funds paid to the State under this subtitle, including procedures for monitoring the assistance provided under this subtitle and provide at least every year for the preparation of an audit of expenditures of amounts received under this subtitle and amounts transferred to carry out the purposes of this subtitle, in accordance with the Single Audit Act, PL 98-502 (31 USC 75 and OMB 2 CFR Part 200 Subpart F). The Department requires that the

Grantee be audited annually and a copy submitted to the Office of Management and Budget for review and audit resolution if required.

The Department segregates each federal grant appropriation into two categories: Grant Funds and Administrative Funds. A collocation code for each is established once funds are released by the Budget Analyst. The eligible entity's grant agreement is coded to the Grants Line Item. It contains a line item budget against which monthly billings for reimbursement are requested. The Grantee's monthly financial reimbursement requests are approved by Program staff for program compliance and reviewed by Fiscal staff for mathematical accuracy.

Administrative funds are also tracked by major program code. All expenditures are approved and tracked by Program and Fiscal staff.

a) **Cooperation with Federal Investigations [676(b)(7) and 678D]:** The Department agrees to cooperate with any Federal investigation undertaken in accordance with Section 678D(b)(3) of the Act. No federal investigations were undertaken in prior years, but should the need arise, the Department will assist in any way possible. Copies of the State Plan, RurAL CAP's grant agreements, and Annual Reports are public information and open and available for review by the public, the Alaska Governor's Office, the Alaska State Legislature, the Alaska State Congressional delegation, or any interested party.

b) **Termination or reduction in proportional funding [676(b)(8)]:** Any eligible entity in the State that received funding in the previous fiscal year through a grant under the CSBG program will not have its funding terminated 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.

   During prior Federal Fiscal years the Department has not terminated or reduced funding to a Community Action Agency. Procedures for so doing are outlined in this Plan.

c) **Adequate Representation on the Board [676(b)(10)]:** The By-Laws of the Board of Directors of RurAL CAP identify the procedures for obtaining representation on the Board and the mechanisms to obtain representation by other means. RurAL CAP submits a copy of the by-laws to the State annually.

G. Accountability and Reporting Requirements

1. Results-Oriented Management and Accountability:

RurAL CAP is actively participating in the National Community Action efforts to stay abreast of new core Federal standards for CSBG funding, ROMA next generation practices, as well as discussion of performance management tools and protocols at the local, State, and Federal levels. This work is intended to result in improvements in the CSBG management and reporting system and reflect how CSBG contributes to community action efforts to improve the lives of low-income people. Over the years, RurAL CAP has provided in-depth training in results-oriented outcome management to its staff. RurAL CAP is involved with the national Community Action Partnership and Region X Center of Excellence effort to find ways to standardize understanding of the full range of ROMA activities as well as to identify practices and protocols to help move the agency to a more structured performance measurement and performance management system. Referred to as ROMA Next Gen, this effort is intended to improve how federal, state, and other investments are reporting measurable and lasting outcomes. With the addition of the database that other community action agencies across the nation use that is aligned to National Performance Indicators, RurAL CAP will be equipped to provide more accurate reporting for program service activities, outputs, and outcomes.

This process follows a good strategic planning process that prioritizes community and stakeholder needs to set goals, develops strategies and plans for implementation, evaluates the outcomes, and refines the plan as needed. These outcomes include internal goals, grant required goals, and CSBG goals (NPIs attached). Once all of the goals/outcomes are established, the

services and activities that are required to achieve them need to be clearly laid out and organized. For example, if an outcome is a suicide-free community, the service could be providing a variety of activities that reach all members, the output might be 100% community participation in suicide prevention activities, and the outcome would be the reduction in the number of suicides in the community. It is also necessary to lay out the process a client must follow to receive the services, such as applications, interviews, verifications and/or qualifications. For instance, a community would have to show its commitment to going through a rigorous process to reduce/prevent an issue as serious as suicides.

The outcome measures for each program are provided immediately following the program narratives in Appendix B; these are reviewed and revised annually to align with community assessments, program priorities, and program investments.
In addition, RurAL CAP filed for accreditation with the Council on Accreditation in July, 2015 where most of the agency is now subject to meeting rigorous standards. This requires an overhaul of many of the agency's internal systems to meet best practice standards. It involves a laborious review of Standard Operating Procedures, Policies and Procedures, creation of Performance Quality Improvement Plan, Risk Management Plan, all part of the process required in ROMA for assessing and measuring our impacts.

Quarterly and annual Progress and Dashboard Reports to the Board incorporate ROMA Next Gen, CSBG's Organizational Standards, Accreditation, and numerous grant requirements for a more focused effort on measuring results organization wide.

RurAL CAP has been undergoing the complicated process of instituting an agency-wide database. This database serves as a tool for the diverse programs in all four Divisions to collect data on program participants, program outputs, and outcomes. By investing in a database, RurAL CAP has an increased ability to ensure consistency in reporting program outputs and outcomes with greater accuracy and less duplication. By using data to drive agency decision making and strategic planning, RurAL CAP will be in a better position to serve clients and further the organization's mission.

As of February, 2016, there are 32 programs that are 'live' in the database and 96 active users. Additionally, RurAL CAP extended its contract with Adsystech to develop an Electronic Medical Record system in order to ready the database for Accreditation and future use with Medicaid billing and other grants that require secure medical records. The Electronic Medical Record system has been developed by the Data Coordinator, Adsystech staff, and Supportive Housing Division staff and will be live soon. This EMR function will help us with meet Accreditation standards and be in compliance with funder requirements.

The Data Coordinator and others organized and hosted a four-day training with the lead Adsystech on-staff trainer for the first week of February. This training included a full day of training to 25+ general users on reporting, system navigation, HMIS, and CSBG reporting and provided in-depth training to four lead system users to help provide additional support with database administration.

As RurAL CAP continues the process of transforming itself into a "results and learning" organization (one that measures success in terms of customer outcomes – measurable changes in conditions and behaviors of the people served), it has raised the level of energy and enthusiasm throughout the agency. Over the past few years, RurAL CAP has leveraged CSBG funds to develop new funding sources, new customers, better results and a customer service attitude that has helped lift the spirit of the organization and the many people whose lives are improved by it.

RurAL CAP has now fully integrated all of its programs into its ROMA model of outcome evaluation. Through this refinement period that RurAL CAP and the rest of the community action world is undergoing, Program Directors and Managers meet monthly to review reporting processes that reflect how the agency is making a difference in the communities it serves. New projects and programs are designed from the perspective of customer results. Over the coming year, RurAL CAP will continue to integrate its outcome management approach with its strategic planning process to assure that it continues to be a great human service organization.

2. **Annual Report [678E(a)(2)]:**
The Department complies with this requirement through the annual submission of the Community Services Block Grant Information System Survey (CSBG/IS) submitted to the National Association for State Community Service Programs (NASCSP). The latest compiled report was included in the 2015 CSBG/IS report due to NASCSP by March 31, 2016.

The Department's CSBG/IS reports include information that is pertinent, comprehensive, and which describes in detail the CSBG activities and services provided, and addresses outcomes which measure how CSBG funds were used to promote self-sufficiency, family stability, and community revitalization. It includes: Performance Objectives, Program Accomplishments and Activities, a Comparison of Planned vs. Actual Expenditures for the Prior Fiscal Year, a Profile of Participants Served (number and characteristics of clients served), a Statistical Report on CSBG Program Services, and a State Offered T & TA Report (as an attachment).

VI. Appendices

A. Statement of Federal and CSBG Assurances
B. Budget Summary by Component/Work Plans/Narratives/Outcome Measures
C. Documentation of Public Hearing

Appendix A

Statement of Federal and CSBG Assurances

IV. Statement of Federal and CSBG Assurances:

The designee of the chief executive of the State of Alaska hereby agrees to the Assurances in Section 676 of the Act, as amended, (42 U.S.C. 9901 et seq.)(The Act), as follows-

A. Programmatic Assurances

Sec. 676(b) State application and plan

Beginning with fiscal year 2000, to be eligible to receive a grant or allotment under section 9905 or 9906 of this title, a State shall prepare and submit to the Secretary an application and State plan covering a period of not less than 1 fiscal year and not more than 2 fiscal years. The plan shall be submitted not later than 30 days prior to the beginning of the first fiscal year covered by the plan, and shall contain such information as the Secretary shall require, including -

(1) an assurance that funds made available through the grant or allotment will be used -

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

(i) 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);

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;

(iv) to make better use of available income;

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

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

(vii) to 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 -

(I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community- based youth development programs that have demonstrated success in preventing or reducing youth crime, such as –

(i) 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

(ii) after-school child care programs; and

(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this chapter (including State welfare reform efforts);

(2) a description of how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 9907(b) of this title in accordance with this chapter, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this chapter;

(3) information provided by eligible entities in the State, containing -

(A) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 9907(a) of this title, 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 the 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 9907(a) of this title will be coordinated with other public and private resources; and

(D) a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this chapter, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting;

(4) an assurance 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;

(5) an assurance 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 a description of how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act [29 U.S.C. 2801], in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998;

(6) an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI [42 U.S.C. 8621 et seq.] (relating to low-income home energy assistance) are conducted in such community;

(7) an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 9916 of this title;

(8) an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this chapter will not have its funding terminated under this chapter, 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 9915(b) of this title;

(9) an assurance that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations;

(10) an assurance that 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;

(11) an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this chapter for a program, 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;

(12) an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 9917(b) of this title, or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization; and

(13) information describing how the State will carry out the assurances described in this subsection.

B. 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 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [‘675C(a)(1) and (2)]

(3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when unobligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the Sate agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the fund to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [“675C(a)(3)]

(4) To spend no more than the greater of $55,000 or 5 percent of its grant received under Section 675A or the State allotment received under section 675B for administrative expenses, including monitoring activities. [‘675C(b)(2)]

(5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [‘675(c)]

(6) That the lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or 675B for the period covered by the State plan. [‘676(a)(2)(B)]

(7) That the chief executive officer of the state will designate, an appropriate State agency for purposes of carrying out State community services block grant program activities. [‘676(a)(1)]

(8) To hold at least one legislative hearing every three years in conjunction with the development of the State plan. [‘676(a)(3)]

(9) To make available for the public inspection each plan or revised State plan in such a manner as will facilitate review of and comment on the plan. [‘676(e)(2)]

(10) To conduct the following reviews of eligible entities:
   (a) full onsite review of each such entity at least once during each three-year period;
   (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
   (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
   (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. [‘678 B(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 such amounts against any other amount to which the State is or may become entitled under the community services block grant program. [‘678D(a)(3)]

(14) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System. [‘678E(a)(1)]

(15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under ‘678E(a)(2) of the Act.

(16) To comply with the prohibition against use of community services block grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.

(17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [‘678F(b)]

(18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services clock grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [‘678F(c)]

(19) Section 679. Operational Rule.

(a) Religious Organizations Included as Nongovernmental Providers. - For any program carried out by the Federal Government, or by a State or local government under this subtitle, the government shall consider, on the same basis as other nongovernmental organizations, religious organizations to provide the assistance under the program, so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution. Neither the Federal Government nor a State or local government receiving funds under this subtitle shall discriminate against an organization that provides assistance under, or applies to provide assistance under, this subtitle, on the basis that the organization has a religious character.

(b) Religious Character and Independence.

(1) In General. – A religious organization that provides assistance under a program described in subsection (a) shall retain its religious character and control over the definition, development, practice, and expression of its religious beliefs.

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

(A) to alter its form of internal governance, except (for purposes of administration of the community services block grant program) as provided in section 676B; or
(B) to remove religious art, icons, scripture, or other symbols; in order to be eligible to provide assistance under a program described in subsection (a).

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

(c) Limitations on Use of Funds or Certain Purposes. - No funds provided directly to a religious organization to provide assistance under any program described in subsection (a) shall be expended for sectarian worship, instruction, or proselytization.

(d) Fiscal Accountability –

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

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

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

C. Other Administrative Certifications

The State also certifies the following:

(1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular 2 CFR Part 200) shall apply to a recipient of community services block grant program funds.

_____

Signature

Commissioner

Title

State of Alaska, Department of Commerce, Community, and Economic Development

Organization

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____

Signature

Commissioner

Title

State of Alaska, Department of Commerce, Community, and Economic Development

Organization

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central pint is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-FreeWorkplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
(b) Establishing an ongoing drug-free awareness program to inform employees about --
(1)The dangers of drug abuse in the workplace;
(2) The grantee's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

455 3rd Avenue, Suite 140, Fairbanks, Alaska 99701-4737

150 W 3rd Street, Juneau, Alaska 99811

☐ Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

_____

Signature

Commissioner

Title

State of Alaska, Department of Commerce, Community, and Economic Development

Organization

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,'' without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

****

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Signature

Commissioner

Title

State of Alaska, Department of Commerce, Community, and Economic Development

Organization

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

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

_____
Signature
Commissioner
Title
State of Alaska, Department of Commerce, Community, and Economic Development
Organization

_____
Date

CERTIFICATION REGARDING MAINTENANCE OF EFFORT

In accordance with the applicable program statute(s) and regulation(s), the undersigned certifies that financial assistance provided by the Administration for Children and Families, for the specified activities to be performed under the Community Service Block Grant Program by State of Alaska (Applicant Organization), will be in addition to, and not in substitution for, comparable activities previously carried on without Federal assistance.

_____
Signature
Commissioner
Title
State of Alaska, Department of Commerce, Community, and Economic Development
Organization

_____
Date

Appendix B

Budget Summary by Component/
Work Plans/Narratives/Outcome Measures

Community Services Block Grant - FY 2017

Submitted by Rural Alaska Community Action Program, Inc.

Scope of Work

During the period April 1, 2017 to June 30, 2018, RurAL CAP proposes to use Community Services Block Grant funds in the following components: Administrative Services and Communications, Child Development, Community Development, Development Services, Planning and Construction, and Supportive Housing.

Overview of FY 2017 CSBG Proposal

Administrative Services and Communications ..... $ 500,000

- Administrative Services
- Communications
- Planning, Training and Agency Support

Child Development Division ..... $ 480,000

- Child Development Center
- Child Development Division Support

Community Development Division ..... $ 360,000

- AmeriCorps Program
- Rural Providers' Conference
- Community Development Division Support

Development Services ..... $ 550,000

- Research, Development and Evaluation

Planning and Construction Division ..... $ 250,000

- Planning and Construction Division Support

Supportive Housing Division ..... $ 360,000

- Supportive Housing Division Support

TOTAL FUNDS REQUESTED (100%).....$2,500,000

RURAL CAP FUNDING SOURCES

FUNDING SOURCE	DOLLAR AMOUNT	FUNDING PERIOD
Federal DOJ	1,000,000	10/01/12 - 09/30/16
Federal HUD	504,670	02/01/15 - 01/31/16
Federal DOE	1,239,751	08/25/14 - 8/24/17
Federal SAMHSA	498,399	09/30/12 - 03/31/15
Federal DHHS	6,254,591	10/01/14 - 09/30/15
Federal CNCS	8,000	09/06/15 - 09/03/16
Federal CNCS	1,155,230	09/30/13 - 06/30/16
Federal USDA	126,000	10/01/14 - 09/30/15
Federal USDA	536,904	06/01/12 - 09/30/16
Federal USDA thru State DEED	364,943	10/01/14 - 09/30/15
Federal HUD Pass thru State	45,000	02/01/15 - 01/31/16
Federal HUD Pass thru State	223,080	02/14/13 - 05/31/15
Federal HUD Pass thru State	291,000	07/15/14 - 10/31/15
Federal HUD Pass thru State	192,322	02/10/14 - 03/31/15
Federal CNCS Pass thru State	461,000	12/01/14 - 03/31/16
Federal DHHS Pass thru State	75,000	07/01/15 - 06/30/16
Federal SAMHSA Pass thru State	150,000	07/01/15 - 06/30/16
Federal DOJ Pass thru State	184,560	07/01/15 - 06/30/16
Federal DHSS Pass thru State	2,396,362	04/01/15 - 06/30/16

Federal HUD Pass thru MOA	75,000	01/01/14 - 03/31/16
Federal HUD Pass thru MOA	2,935,772	04/22/14 - 12/31/17
Federal DHHS Pass thru CAPO	87,500	09/30/15 - 09/29/16
Federal FWS Pass thru YKCA	2,151,000	03/05/13 - 05/31/16
State AHFC	3,391,000	04/01/15 - 03/31/16
State AHFC	3,780,250	04/01/15 - 03/31/16
State AHFC	295,643	07/01/15 - 06/30/16
State DHSS	375,000	01/01/15 - 06/30/17
State DHSS	1,270,607	04/15/15 - 06/30/17
State DLWD	112,271	07/01/15 - 06/30/16
State AHFC	251,012	02/01/15 - 01/31/16
State AHFC	1,399,599	01/01/15 - 12/31/17
State DEED	262,114	07/01/15 - 06/30/16
State AHFC	814,712	07/01/15 - 06/30/18
State DHSS	587,833	05/08/14 - 06/30/16
State DEED	2,589,143	07/01/15 - 06/30/16
State AHFC	1,095,044	02/10/14 - 04/30/16
Other ASAA	117,000	07/01/15 - 06/30/16
Other Rasmuson Foundation	300,000	06/25/14 - 06/30/17
Other Tobacco Prevention	365,000	07/01/15 - 06/30/16
Other United Way	71,675	07/01/15 - 06/30/16
TOTAL	38,033,987	

*Funding Period includes grants funded in our Fiscal Year ending 9/30/15, it is not an exhaustive listing. For a complete listing for the fiscal year see the audited Financial Statements.

FY17 Community Services Block Grant

For Period April 1, 2017 Through June 30, 2018

Budget Summary by Component

CATEGORY	ADMIN. SERVICES	CHILD DEVEL.	COMMUNITY DEVEL.	DEVELOPMENT SERVICES	PLANNING & CONSTRUCTION	SUPPORTIVE HOUSING	TOTALS
PERSONNEL	$265,088	283,440	$242,747	397,131	$153,106	229,812	$1,571,324
CONTRACTRUAL	27,900	32,868	$6,200	817	$8,252	12,600	$88,637
TRAVEL	11,080	19,285	$11,280	12,234	$9,350	4,085	$67,314
BLDG SPACE	25,266	10,416	$28,704	27,840	$25,211	19,500	$136,937
GENERAL SUPPLY	5,500	600	$4,034	3,000	$2,500	1,200	$16,834
PROGRAM SUPPLY	46,985	0	$1,000	1,000	$800	0	$49,785
EQUIPMENT	0	0	$0	0	$0	0	$0
COMMUNICATIONS	33,510	60,172	$10,620	18,780	$6,745	15,988	$145,815
OTHER	8,400	0	$500	5,300	$5,900	21,900	$42,000
							$0
DIRECT COSTS	423,729	406,781	305,085	466,102	211,864	305,085	$2,118,646
ADMIN COSTS	76,271	73,219	54,915	83,898	38,136	54,915	$381,354
TOTAL COST	$500,000	$480,000	$360,000	$550,000	$250,000	$360,000	$2,500,000
Percent	20.00%	19.20%	14.40%	22.00%	10.00%	14.40%	100.0%

Community Services Block Grant
ALLOCATION COMPARISONS
2014 - 2017

Rural Alaska Community Action Program, Inc. (RurAL CAP)

Activity	FY 14 Budget end 6/30/15		FY 15 Budget end 6/30/16		FY 16 Proposed end 6/30/17		FY 17 Proposed end 6/30/18	
Administrative & Communications								
Administrative Services			$113,998	4.76%			$221,532	8.86%
Communications			$216,415	9.03%			$155,212	6.21%
Planning Training and Agency Support			$115,656	4.83%			$46,985	1.88%
Child Development								
Child Care	$211,253	8.90%	$156,369	6.53%	$218,776	9.23%	$148,662	5.95%
Division general expenses	$271,797	11.45%	$284,309	11.86%	$264,275	11.15%	$258,119	10.32%
Community Development								
AmeriCorps	$158,667	6.69%	$119,828	5.00%	$169,034	7.13%	$78,326	3.13%
VISTA	$12,028	0.51%	$0	0.00%	$12,592	0.53%	$0	0.00%
Rural Providers Conference	$13,575	0.57%	$16,000	0.67%	$13,575	0.57%	$10,790	0.43%
Division general expenses	$202,171	8.52%	$220,104	9.18%	$191,240	8.07%	$215,969	8.64%
Development Services	$483,051	20.36%	$364,408	15.21%	$483,052	20.37%	$466,102	18.64%
(Formerly Administration)								
Planning and Construction	$201,270	8.48%	$211,864	8.84%	$201,271	8.49%	$211,864	8.47%
Advocacy and Communications	$255,920	10.78%	$0	0.00%	$254,237	10.72%	$0	0.00%
Supportive Housing								
Supportive Housing	$122,845	5.18%	$94,596	3.95%	$106,154	4.48%	$305,085	12.20%
Affordable Housing	$78,426	3.30%	$117,270	4.89%	$95,118	4.01%	$0	0.00%
ADMINISTRATIVE COSTS	$361,984	15.25%	$365,545	15.25%	$361,676	15.25%	$381,354	15.25%
Total CSBG	**$2,372,987**	**100%**	**$2,396,362**	**100%**	**$2,371,000**	**100%**	**2,500,000**	**100%**

Community Services Block Grant FY 2017

Administrative Services and Communications

NARRATIVE

SUMMARY OF COMPONENTS

Component 1 – Administrative Services and Communications

RurAL CAP's constituents are low-income and working poor who desire to influence public policies in areas that most directly affect their lives. RurAL CAP recognizes the benefit of community members participating in economic, educational, health, cultural, social, housing and environmental efforts which allow them to determine workable solutions. RurAL CAP works strategically to increase the capacity of people to impact public policy and to inform decision makers to result in practical outcomes. The Advocacy and Communications component is based on the agency's communications plan and builds upon the advocacy work that the agency has been engaged in during the past forty nine years. Efforts focus on developing a cohesive approach to citizen participation in public policy.

I. **Rural Issues/ Advocacy.** For this component, the RurAL CAP Board of Directors and staff will advocate on behalf of rural Alaska and coordinating the efforts of RurAL CAP with other organizations to strengthen the capacity of local organizations to provide information to decision-makers and services to their communities. Rural CAP believes that community involvement is about developing relationships, skills and understanding among people that increases their ability to change conditions and improve the quality of their lives.

II. **Partnerships and Agency Capacity.** The ability of the agency to sustain and grow services that improve the lives of low- income people lies in its ability to develop, diversify, and maintain partnerships. This requires a focused effort at tracking, nurturing, and building personal relationships with a variety of people in organizations who support mutual interests and outcomes.

Equally important is staff development which assures the delivery of innovative, quality services that constantly seek new and improved ways of meeting the goals and objectives of the organization to improve low-income conditions.

Component 2 – Education and Information

CSBG supports the position of the Communications Coordinator who helps promote the public image of the organization and its programs through the production of public information materials and media outreach.

Education and Information. RurAL CAP develops and produces a number of publications and information updates that increase the public's awareness of the issues facing low income people including Fact Sheets, Press Releases, Media Advisories, Facility Tours, TV, Radio and Print Media Interviews, Speaking Engagements, Service of Boards/Councils/Committees, Website and Social Media Updates (Facebook, YouTube, Twitter and LinkedIn, Flickr), Submittals of Success Stories, Agency Holiday Card to Partners, the Rural Providers Conference Publications, Annual Reports, Event Photography, quarterly *Village Voices* newsletter. All of these provide accurate information to rural constituents while educating decision-makers, the public and funders about issues which impact rural and low-income people. RurAL CAP staff is also often called upon to provide information to various groups, conferences, lawmakers, and others about our successful experiences in working with rural and other constituents that have barriers to services.

PROGRAM OUTCOME STATEMENT

The Advocacy and Communications component develops the capacity of low-income people and communities to increase local self-determination and self-sufficiency through relationship building, and staff and community capacity building.

This outcome supports the achievement of the above referenced **Component 1** related to Partnerships and Agency Capacity to ensure low-income peoples' goals of self-sufficiency are achieved.

NEED FOR SERVICES

Customers

The people RurAL CAP serves are low-income Alaskans, many of whom are rural Alaska Natives. Many still speak their Native language and complement their household budgets through hunting, fishing and gathering as their ancestors have for thousands of years. Their cultures and traditions are based on values which have enabled the indigenous peoples of Alaska to thrive as separate and distinct tribal cultures.

It is the agency's philosophy that tribal cultures, governments, traditions, and people need to be able to survive in the 21st century. Tribal members must be provided the opportunities to advocate for decisions that are made about their laws, economies, and customs. While these are the customers of the Advocacy and Communications component, RurAL CAP collaborates with many statewide partners who help make these results possible.

Products

The products of Advocacy and Communications are: community empowerment; leadership development; increased capacity of communities and leaders to impact public policy; and increased self-sufficiency. This is accomplished by:

- Increased awareness of new partners and current ones to work towards mutual goals that help families and communities achieve their goals.
- Providing opportunities for low-income Alaskans to participate in and address public policy issues that enhance self-determination and self-sufficiency in their communities.
- The production and distribution of a variety of advocacy publications, social media (Facebook, Twitter, LinkedIn, YouTube, and Flickr), public service announcements, videos and involvement with media (television and radio) that share information with policy makers and the public in general about the issues impacting rural and low-income people.
- Continuous staff development and growth to improve knowledge and skills that help achieve family and community outcomes.

OUTCOME MANAGEMENT MODEL

CSBG funded programs support self-sufficiency and improving the conditions and behaviors of low-income people; the Advocacy and Communications component will apply an outcome management model to evaluate its effectiveness. This model incorporates customer performance targets, milestones and verification indicators to evaluate not just program objectives and activities, but rather to measure the outcomes or results of those activities on moving low-income people out of poverty and into increased involvement in their communities and self-sufficiency in their lives.

The outcome management models for the Advocacy and Communications component are formatted horizontally on the following pages. These pages complete the narrative section of this CSBG application for this component.

Outcome Measures – Administrative Services & Communications

Component I – Administrative Services & Communications

Submitted by Sarah Scanlan, Deputy Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #4 Partnerships among supporters and providers of service to low-income people are achieved.
National Performance Indicator 4.1 Expanding Opportunities through Community-Wide Partnerships
RurAL CAP Strategic Plan Advocacy
Outcome Statement #3 All RurAL CAP Program Directors, Managers, Supervisors, Coordinators, Specialists and Administrative staff will improve the results of their program services to low-income customers due to an expansion of resources and opportunities through partnerships with other public and private organizations.

Performance Target #3 Out of 700 organizations that come into contact with RurAL CAP, 300 will become a partner, funder, or other supporter to RurAL CAP that ultimately benefits families and communities (4.1A-N).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **partnerships.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of organiza-tions expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 – 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
3.1 Organizations will become aware of RurAL CAP programs through actions of their staff--personal contacts or by reading the Village Voices, viewing the website or receiving RurAL CAP outreach material (fact sheets, annual report, conference proceedings)	Reports from staff regarding new contacts for the organization, unique addresses on RurAL CAP mailing lists, hits to website	**700**	Staff Contacts with: Non-Profits, Faith Based, Local-State& Federal Governments, For-Profits, Housing Consortiums, School Districts, Post-Secondary Institutions, Financial Institutions, Health Services, Statewide Associations					
3.2 Individuals w/potential partner organizations engage in RurAL CAP activities to become more informed about ways to partner with the organization	Attendance at conferences, requests for program materials, enrollments in initial screenings for RurAL CAP program, meeting with RurAL CAP staff	**500**	Staff provides opportunities to engage individuals and organizations in RurAL CAP activities					
3.3 Organizations contribute resources (including funding or volunteer time) to program work by RurAL CAP or in partnership with RurAL CAP.	MOUs, volunteer time sheets, funding notices, grant agreements, Donor Snap	**300**	RurAL CAP provides partner, funder and volunteer opportunities associated with its programs					

Outcome Measures – Administrative Services & Communications

Component 2 – Education & Information

Submitted by Sarah Scanlan, Deputy Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #2 The conditions in which low-people live are improved.
National Performance Indicator 2.2 Community Quality of Life and Assets
RurAL CAP Strategic Plan Advocacy and Health
Outcome Statement #1 All recipients of the *Village Voices* newspaper in rural Alaska will have their consciences raised, will become better informed and more knowledgeable on issues critical to rural communities, and will act on that knowledge to improve the quality of life for low-income people in their communities.

Performance Target #1 Out of 2,000 recipients of the *Village Voices* newspaper in rural Alaska, 1,200 will read enough of it to have their consciences raised and become better informed and more knowledgeable on issues critical to rural communities, and 500 will act on their newfound knowledge to improve or preserve community quality of life resources (2.2C).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **rural recipients of the Village Voices newspaper.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 – 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.1 Rural Alaskans receive a copy of the *Village Voices* newspaper.	Invoices and address/circulation lists for quarterly *Village Voices* newspaper	**2,000**	Staff produces and distributes quarterly *Village Voices* newspaper					
1.2 Rural Alaskans read enough of the *Village Voices* newspaper to have their consciences raised or to become better informed and more knowledgeable on issues critical to their communities.	Annual survey of *Village Voices* newspaper recipients	**1,200**	Staff conducts annual survey of *Village Voices* newspaper recipients					
1.3 Rural Alaskans readers of the *Village Voices* newspaper act on their newfound knowledge to increase or preserve quality of life resources.	Annual survey of *Village Voices* newspaper recipients	**400**	Staff conducts annual survey of *Village Voices* newspaper recipients					

Outcome Measures – Administrative Services & Communications

Component 2 – Education & Information

Submitted by Sarah Scanlan, Deputy Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #2 The conditions in which low-income people live are improved.
National Performance Indicator 2.2 Community Quality of Life and Assets
RurAL CAP Strategic Plan Advocacy and Health
Outcome Statement #2 Alaskan who access RurAL CAP's website will become better informed and more knowledgeable on issues critical to communities throughout Alaska.

Performance Target #2 At least 20,000 visitors will access the agency website annually and as a result, 4,000 visitors will become informed and more knowledgeable on issues critical to Alaskan communities (2.2C).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **the public who are informed about rural Alaskans through the agency website.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 – 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
2.1 Alaskan visitors access RurAL CAP's website	Use Google Analytics to report the number of website hits quarterly/annually	**20,000**	Staff maintains user log and produces quarterly/annual reports					
2.2 Alaskan visitors will become better informed and more knowledgeable on issues critical to Alaska.	Use Google Analytics and social media metrics	**4,000**	Staff conducts annual survey of statewide website users					

Outcome Measures – Administrative Services & Communications

Components 2 – Education and Information

Submitted by Sarah Scanlan, Deputy Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #5 Agencies increase their capacity to achieve results
National Performance Indicator 5.1 Expanding Opportunities through Community-Wide Partnerships
RurAL CAP Strategic Plan Capacity Building
Outcome Statement #3 RurAL CAP staff at all levels will improve the results of their program services to low-income customers by building its human capacity through the development of trainers and attending training.

Performance Target #3 Of 1,000 employees, 600 will receive training with the corresponding 20,000 hours reported to increase capacity to achieve family and community outcomes (5.1A-H).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **capacity building for program and other administrative staff.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of employees expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 – 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
3.1 The baseline of the number of employees who are eligible for training will be determined.	Human Resources/Managers Survey	**1000**	HR/Managers report on baseline data and progress: Certified CAP Professionals ROMA Trainers Family Development Trainers Child Development Trainers Other (EMT's, Counselors, etc.)					
3.2 Divisions determine what type of training is needed and develop plans to achieve desired training.	Training plans developed which outline number of staff receiving training (Division Directors will provide information)	**600**	Division Management Teams track and report numbers of **staff** attending trainings					
3.3 Staff completes required trainings to achieve outcomes for low-income people served by RurAL CAP.	Hours in training at conferences, trainings sessions, classes, etc.(review data from Adsystech)	**20,000**	Division Managers report number of training **hours** employees have participated in					

Budget Summary FY 2017 **Community Services Block Grant**	**Rural Alaska** **Community Action Program, Inc.**	**Component: ADMIN SERVICES & COMMUNICATIONS**

GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED Beginning Date April 1, 2017	Ending Date June 30, 2018	GOAL STATUTORY AUTHORITY (S) Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)	ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):

BUDGET SUMMARY (NEW APPLICATIONS – complete "TOTAL REQUESTED BUDGET" Column ONLY. CONTINUATIONS – Complete "CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD" and "TOTAL REQUESTED BUDGET" Columns ONLY. AMENDMENTS – "CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD", "REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and "TOTAL REQUESTED BUDGET" Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: 12		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	$265,088		$0		$265,088			
20	CONTRACTUAL	$27,900		$0		$27,900			
30	TRAVEL	$11,080		$0		$11,080			
40	BUILDING SPACE	$25,266		$0		$25,266			
50	GENERAL SUPPLY	$5,500		$0		$5,500			
60	PROGRAM SUPPLY	$46,985		$0		$46,985			
70	EQUIPMENT	$0		$0		$0			
80	COMMUNICATION	$33,510		$0		$33,510			
90	OTHER	$8,400		$0		$8,400			
	TOTAL DIRECT ADMINISTRATIVE COSTS	$423,729 $76,271		- -		$423,729 $76,271			
	TOTAL	**$500,000**		-		**$500,000**			

CSBG - FY 2017 - ADMINISTRATION SERVICES AND COMMUNICATIONS

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	X__ NEW ___ AMENDMENT ___ CONTINUATION OF GRANT	**Apr-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	Component 1: ADMINISTRATIVE SERVICES		
510	**PERSONNEL COSTS:**		
	100 - Admin Svcs Coordinator annual salary (100%)	$80,392	
	Admin Services Tech/Receptionist (100%)	$43,534	
	Subtotal Personnel	*$123,927*	
	500 - Employee Fringe ($123,927 x 36%)	$44,614	
	TOTAL COST OF PERSONNEL	**$168,541**	**$168,541**
520	**PROFESSIONAL/CONTRACTUAL SERVICES:**		
	100 - Temporary Staffing Agency	$10,900	
	TOTAL COST OF CONTRACTUAL	**$10,900**	**$10,900**
530	**TRAVEL COSTS:**		
	100 - Staff Per Diem in State:		
	▪ Board and Exec Cmte meetings (4 trips x 2 days x $270 per day)	$2,160	
	200 - Staff Per Diem out of State		
	▪ Attend national conferences/trainings (1 trips x 4 days x $350/day)	$1,400	
	500 - Staff Travel in State:		
	▪ Board and Exec Cmte meetings (4 trips x $575 per trip)	$2,300	
	600 - Staff Travel out of State:		
	▪ Attend national conferences and trainings (1 trips x $695 per trip)	$695	
	900 - Mileage		
	▪ Courier services/Board transportation	$200	
	TOTAL COST OF TRAVEL	**$6,755**	**$6,755**

CSBG - FY 2017 - ADMINISTRATION SERVICES AND COMMUNICATIONS

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	X__ NEW ___ AMENDMENT ___ CONTINUATION OF GRANT	**Apr-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION		AMOUNT OR VALUE OF EACH ITEM	
			CSBG FEDERAL SHARE	NON FEDERAL SHARE
540	**SPACE COSTS:**			
	100 - Space for offices $1353.87 x 12 months	$16,246		
	TOTAL COST OF SPACE	**$16,246**	**$16,246**	
550	**GENERAL SUPPLY COSTS:**			
	100 - Office supplies	$4,000		
	200 -Copier supplies	$1,000		
	TOTAL COST OF GENERAL SUPPLIES	**$5,000**	**$5,000**	
580	**COMMUNICATION COSTS:**			
	100 - Telephone / Teleconference / Fax	$3,000		
	102 - Postage and shipping	$50		
	400 - Advertising (classified ads for staff recruitment)	$1,000		
	600 - IT costs (285/mo./user for 12 months)	$6,840		
	TOTAL COST OF COMMUNICATIONS	**$10,890**	**$10,890**	
590	**OTHER COSTS:**			
	300 - Subscriptions	$200		
	700 - Fees, Tuitions and Memberships	$3,000		
	TOTAL COST OF OTHER	**$3,200**	**$3,200**	
	Direct Cost of Component		$221,532	$221,533
	Administrative Costs of Component @ 18%		$39,876	
	TOTAL COST OF COMPONENT		**$261,408**	

CSBG - FY 2017 - ADMINISTRATION SERVICES AND COMMUNICATIONS

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	X__ NEW ___ AMENDMENT ___ CONTINUATION OF GRANT	**Apr-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
	Component 2: COMMUNICATIONS		
510	**PERSONNEL COSTS:**		
	Communications Coordinator (100%)	$70,990	
	Subtotal Personnel	*$70,990*	
	500 - Employee Fringe ($70,990 x 36%)	$25,557	
	TOTAL COST OF PERSONNEL	**$96,547**	**$96,547**
520	**PROFESSIONAL/CONTRACTUAL SERVICES:**		
	100 - Village Voices Layout & Design	$7,000	
	100 - Contractual Services	$10,000	
	TOTAL COST OF CONTRACTUAL	**$7,000**	**$17,000**
530	**TRAVEL COSTS:**		
	100 - Staff Per Diem in State:		
	▪ Board and VV travel (2 trips x 2 days x $270 per day)	$1,080	
	200 - Staff Per Diem out of State		
	▪ Attend national conferences/trainings (1 trips x 4 days x $350/day)	$1,400	
	500 - Staff Travel in State:		
	▪ Board and VV Travel (2 trips x $575 per trip)	$1,150	
	600 - Staff Travel out of State:		
	▪ Attend national conferences and trainings (1 trips x $695 per trip)	$695	
	TOTAL COST OF TRAVEL	**$4,325**	**$4,325**
540	**SPACE COSTS:**		
	100 - Space for offices $751.70 x 12 months	$9,020	
	TOTAL COST OF SPACE	**$9,020**	**$9,020**

CSBG - FY 2017 - ADMINISTRATION SERVICES AND COMMUNICATIONS

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	X__ NEW ___ AMENDMENT ___ CONTINUATION OF GRANT	**Apr-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION		AMOUNT OR VALUE OF EACH ITEM	
			CSBG FEDERAL SHARE	NON FEDERAL SHARE
550	**GENERAL SUPPLY COSTS:**			
	100 - Office supplies	$500		
	TOTAL COST OF GENERAL SUPPLIES	**$500**	**$500**	
580	**COMMUNICATION COSTS:**			
	100 - Telephone / Teleconference / Fax	$1,200		
	102 - Postage and shipping	$2,000		
	300 - Distribution and printing of publications	$16,000		
	400 - Advertising (classified ads for staff recruitment)	$0		
	600 - IT costs (285/mo./user for 12 months)	$3,420		
	TOTAL COST OF COMMUNICATIONS	**$22,620**	**$22,620**	
590	**OTHER COSTS:**			
	300 - Subscriptions	$200		
	700 - Fees, Tuitions and Memberships	$5,000		
	TOTAL COST OF OTHER	**$5,200**	**$5,200**	
	Direct Cost of Component		$155,212	$145,212
	Administrative Costs of Component @ 18%		$27,938	
	TOTAL COST OF COMPONENT		**$183,150**	

Component 3: PTAS (PLANNING, TRAINING & AGENCY SUPPORT)

560	**PROGRAM SUPPLY COSTS:**			
	500 - Training materials	$46,985		
	TOTAL COST OF PROGRAM SUPPLIES	**$46,985**	**$46,985**	
	Direct Cost of Component		$46,985	$46,985
	Administrative Costs of Component @ 18%		$8,457	
	TOTAL COST OF COMPONENT		**$55,442**	
	TOTAL COST OF COMPONENTS:	$500,000		

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)			(5) GOAL STATUTORY AUTHORITY(S) Component: Admin/Communications
(1) NAME OF APPLICANT AGENCY *Rural Alaska Community Action Program, Inc.*	(2) NAME/TITLE EXECUTIVE DIRECTOR *Sarah Scanlan, Acting ED*	(3) PHONE (Area Code) *(907) 279-2511*	Sec 676 (A), (i); (v); (vii)
(4) ADDRESS *731 East 8th Avenue*	CITY *Anchorage*	STATE *Alaska* / ZIP CODE *99501*	Period: April 1, 2016 – June 30, 2017

(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER 1st	2nd	3rd	4th	(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
National CSBG Goal 2: The Conditions in which Low-Income People Live are Improved. National CSBG Goal 3: Low-income People own a Stake in their Community. National CSBG Goal 4: Partnerships among Supporters and Providers of Services to Low-Income People are Achieved. National CSBG Goal 5: Agencies Increase their Capacity to Achieve Results.	**Component I – Advocacy and Communications** A. Develop and distribute the information and communications to keep constituents and the general public informed. B. Provide resources to sustain and grow partnerships to improve the lives of low income people. C. Develop and maintain databases of partners. D. Engage low-income people in activities that promote their well-being. E. Monitor judicial, legislative and regulatory activity regarding subsistence and tribal governmental issues. F. Provide opportunities to staff to increase their knowledge and skills to achieve family and community outcomes.	X	X	X	X	• Capacity Building for staff and constituents • Diversification of funding • Updates on Federal and State Regulations • Coordination with Alaska Native and affiliated organizations, community organizations, other national and statewide entities addressing the issues	$ 150,000	12		On-Going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL	$ 150,000			

(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):
a. (X) Approved by the applicant's governing board. b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.

(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD	SIGNATURE:	DATE:	DATE OF BOARD APPROVAL:
RurAL CAP Board President, Jacqueline Dailey		March 4, 2016	March 4, 2016

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)				(5) GOAL STATUTORY AUTHORITY(S) Sec 676 (A), (i); (v); (vii)	Component: Admin/Communications
(2) NAME OF APPLICANT AGENCY *Rural Alaska Community Action Program, Inc.*	(5) NAME/TITLE EXECUTIVE DIRECTOR *Sarah Scanlan, Acting ED*		(6) PHONE (Area Code) *(907) 279-2511*		
(7) ADDRESS *731 East 8th Avenue*	CITY *Anchorage*	STATE *Alaska*	ZIP CODE *99501*	Period: April 1, 2017 – June 30, 2018	

(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER 1st	2nd	3rd	4th	(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
National CSBG Goal 2: The Conditions in which Low-Income People Live are Improved. National CSBG Goal 3: Low-income People own a Stake in their Community. National CSBG Goal 4 : Partnerships among Supporters and Providers of Services to Low-Income People are Achieved. National CSBG Goal 5: Agencies Increase their Capacity to Achieve Results.	**II. Education & Information** A. Provide salary for the Communications Coordinator and Director; supports the activities of the Division. B. Stay abreast of and incorporate innovative and improved ways of achieving results. C. Develop strategies for relationship building including quality written, electronic, and other communications that convey to rural Alaskans, partners, the general public, and funders our collective interests to achieve family and community outcomes. D. Production of a variety of print documents including the Village Voices newsletter for dissemination to stakeholders. E. Provide social media support for Advocacy and Communications activities to expand services to individuals, families, and communities.	X	X	X	X	• PRSA Conference • National Community Action Organizations • Federal and State Offices regarding early childhood education, energy, housing, community services, planning • Regional Corporations and non-profits, other Statewide entities, Alaska community organizations • Other funders and partners • RurAL CAP Board of Directors • Publications and use of social media including the agency website	$150,000	12		On-Going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL	$ 150,000 $ 300,000			

(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):
a. (X) Approved by the applicant's governing board. b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.

(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD	SIGNATURE:	DATE:	DATE OF BOARD APPROVAL:
RurAL CAP Board President, Jacqueline Dailey		March 4, 2016	March 4, 2016

Community Services Block Grant FY 2017 Proposal

Child Development Division

NARRATIVE

SUMMARY OF COMPONENTS

Component 1 – General Child Development Division

CSBG supports the position of the Child Development Division Director and the Child Development Division Coordinator. The Child Development Division Director position provides administrative oversight of Head Start, Early Head Start, Parents as Teachers, and Child Development Center programs. The Child Development Division Coordinator position focuses on nutrition support for the food service program at the Child Development Center and record keeping and reporting on the Division's child and family outcomes. In total, the Child Development Division supports programs in 26 communities serving over 1,300 children with a staff of more than 200 people.

I. RurAL CAP **Head Start / Early Head Start** programs are administered in 24 communities across the state. Head Start is a program for low income children and their families. It is designed to help three to five year old children become socially competent and ready for entry to school. Educational activities are provided that support each child's developmental level and cultural background. Through strong partnerships with parents and communities, mental and physical health, dental, nutrition, and disability services are made available. Family partnership agreements are developed to assist families in achieving their goals. Parents are involved in setting the direction for the program through local Parent Committees, regional Parent Committees, and the Child Development Policy Council. The Early Head Start program provides home-based services to parents with children ages zero to three in six rural communities. Access to health care providers is supported and information is delivered to ensure the optimal growth and development for infants and toddlers. Parents are provided information about developmental milestones for their child and the importance of providing a stimulating environment. The research pointing to the importance of the "early years" in brain development validates the crucial need to reach parents at this time in their child's life and support quality parenting.

II. The RurAL CAP **Parents as Teachers** program is an early childhood parent education and family support program designed to empower all parents to give their child the best possible start in life. Services are offered in 15 communities. The program delivers home based services through bi-weekly visits in the family's home environment and monthly group socializations. Important developmental information based on brain research is delivered using the PAT Foundational Model. Additional school readiness activities and family empowerment information is shared through parent workshops,

groups meetings on topics of interest to parents, and joint play sessions with infant learning.

Component 2 – Child Development Center – Child Care Components:

I. The RurAL CAP **Child Development Center** is a licensed, year round, early care and learning program for 64 children between the ages of 19 months and 5 years. It is a tuition based program, which offers assistance to families in financial need. Many families are eligible for child care assistance through Cook Inlet Tribal Council or the Municipality of Anchorage. The Center also offer a full day Head Start/Wrap Around Child Care Program layering resources to provide full day comprehensive care to qualifying families. The Center maintains collaborative relationships with many local organizations and social service programs to help low-income families achieve self-sufficiency. The Center continues its ongoing collaboration with faculty and students from the University of Alaska Anchorage Associates and Bachelor degree programs in early childhood education and social work. With this partnership major strides have been made in becoming a model early childhood training program. The Center continues to dedicate resources for ongoing professional development for staff and is making gains in increasing wages for early childhood professionals.

PROGRAM OUTCOME STATEMENT

The programs within the Child Development Division provide a range of services and activities which result in significant and measurable contributions towards solving the inequities in rural education. The common thread linking these programs is their shared outcome statement:

Our mission is to provide *quality early childhood education* that involves and serves communities, staff, parents, and children prenatal through age five. These programs respect Alaskan's cultural diversity and innate potential for personal and professional growth by entering into partnerships based on collaboration, advocacy, and self-sufficiency.

This outcome supports the achievement of the following CSBG goals:

#3 Low-Income People Own a Stake in Their Community.
#6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

NEED FOR SERVICES

Program Customers

The Child Development Division target populations supported by CSBG are low-income families with young children who live below the poverty guidelines. Over 70% of service recipients are Alaska Native people living in remote rural villages. Most of these villages have no road access and can only be reached by plane, boat, or snow machine. These communities experience some of the most extreme social and economic conditions in the country as measured by rates of income, un-employment, education, alcohol and drug abuse, domestic violence, accidental death, and suicide. Every three years an extensive Head Start Community Assessment is conducted. During the interim years, community updates are completed to track significant changes in community resources and services.

In Anchorage, families served by the Child Development Center are often those families who might not otherwise reach their full economic or educational potential if quality child care were not available to them at an affordable cost. Studies have shown that children growing up in low-income families are at risk for development delays and marginal health outcomes if they do not receive intervention in the early years of life. Often low income families are forced to place their children in inadequate child care while they work at low paying jobs or participate in training. This automatically puts their children at a disadvantage and in many cases puts them at risk of abusive or neglectful care. The Child Development Center is able to offer low-income families' access to the same quality of care that middle and upper income families can afford.

Program Products

The Child Development Division programs provide early care and learning experiences for children prenatal to five years of age through center-based or home-based program options. Parents are provided educational resources and information on child development, health, nutrition, mental health, disabilities, and positive behavioral support. The program helps parents accomplish individual goals such as obtaining job skills, employment, and training.

Head Start/Early Head Start classrooms are rich interactive environments full of developmentally appropriate materials and activities. The center-based option provides classroom time for children and provides two home visits and two parent/teacher conferences with families during the school year. The home visits and parent/teacher conferences focus on sharing information about the child's developmental level, school readiness and goals the parents may have for their child. In the Early Head Start home-based option, children and parents are visited weekly in their homes by a home visitor. Parents, as the primary educators of their children, become involved in the educational development of their children. The Early Head Start home based program offers seventeen group socializations for children and families. Through these group experiences children have an opportunity to interact socially with other children while parents exchanged parenting tips and participate in various parent trainings.

Staff in rural villages receive job training and employment in communities where little other job opportunities are available. With regulations now requiring Head Start teachers to possess Bachelor degrees, classroom teachers are enrolled in college courses soon after completing their Child Development Associates Credential. The training department in the Child Development Division connects teachers with distance education through the University of Alaska while still working full time in the classroom. Significant progress has been made in the number of teachers possessing associates and bachelor degrees. School districts benefit from the high level of competency of local early childhood educators and children enter kindergarten better prepared for school.

The Child Development Center offers a year round, full day, early care and learning program. The Center is licensed by the Municipality of Anchorage. The curriculum and program philosophy parallels that of the RurAL CAP Head Start program. The curriculum is based on a child-centered approach in which the Alaska Early Learning Guidelines and age appropriate developmental guidelines from the National Association for the Education of Young Children (NAEYC) are followed. The program also conducts age appropriate screenings for children to detect potential developmental delays. Referrals are made, with parent consent, to local early intervention programs, when needed.

OUTCOME MANAGEMENT MODEL

The outcome management models for the Child Development Division are formatted horizontally on the following pages. These pages complete the narrative section of the Child Development Division. The CSBG work plans are for the following components:

Component 1 – General Child Development Division

- **Head Start / Early Head Start Programs**
- **Parents as Teachers Program**

Component 2 –Child Care

- **Child Development Center**

Outcome Measures - Child Development Division

Head Start/Early Head Start

Submitted by Kristin Ramstad, Head Start Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator #6.3D Child and Family Development: Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.

RurAL CAP Head Start Goal # 1 Children gain competency in achieving key school readiness goals

RurAL CAP Strategic Plan Dimension Education

Outcome Statement #1 Four year old Head Start children will demonstrate school readiness skills.

Performance Target #1 Out of 352 four year old children enrolled in Head Start, 264 will demonstrate school readiness according to the GOLD assessment by the end of the program year.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **HS children**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	End of November **Quarter 1** CSBG 3	End of February **Quarter 2** CSBG 4	End of May **Quarter 3** CSBG 1	End of August **Quarter 4** CSBG 2	**TOTAL**
1.1 Four year old child enroll in Head Start. Center based services begin.	Enrollment reports. Attendance Reports	**352**	Recruit and enroll children. Use curriculums to provide planned, individualized and intentional learning opportunities in all domains of development.					
1.2 Head Start child complete baseline child assessment.	Child assessment forms/reports	**352**	Teachers/Home Visitors complete assessment, share with parents.					
1.3 Head Start child complete second child assessment.	Child assessment forms/reports	**352**	Teachers/Home Visitors complete assessment, share with parents.					
1.4 Head Start child complete third child assessment.	Child assessment form/reports	**352**	Teachers/Home Visitors complete assessment, share with parents.					
1.5 Four year old children will demonstrate school readiness according to GOLD assessment in the following areas:								
Social & Emotional Development: • Follow limits and expectations	GOLD Assessment (Objective 1b) Level 6	**264**	Child assessment reports are produced					
• Participates cooperatively and constructively in group situations- Balances the needs and rights of self and others	GOLD Assessment (Objective 3a) Level 6	**264**	Child assessment reports are produced					

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **HS children**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	End of November **Quarter 1** CSBG 3	End of February **Quarter 2** CSBG 4	End of May **Quarter 3** CSBG 1	End of August **Quarter 4** CSBG 2	**TOTAL**
Physical Development • Demonstrates gross-motor manipulative skills	GOLD Assessment (Objective 6) Level 6	**264**	Child assessment reports are produced.					
• Demonstrates fine-motor strength and coordination- Uses hands and fingers	GOLD Assessment (Objective 7a) Level 6	**264**	Child assessment reports are produced					
Language Development • Listens to and understand increasingly complex language- Comprehends language	GOLD Assessment (Objective 8a) Level 6	**264**	Child assessment reports are produced.					
• Uses language to express thoughts and needs- Uses an expanding expressive vocabulary	GOLD Assessment (Objective 9a) Level 6	**264**	Child assessment reports are produced.					
Cognitive Development • Demonstrates positive approaches to learning- Attends and engages	GOLD Assessment (Objective 11a) Level 6	**264**	Child assessment reports are produced.					
• Uses classification skills	GOLD Assessment (Objective 13) Level 6	**264**	Child assessment reports are produced.					
• Uses symbols & images to represent something not present- Thinks symbolically	GOLD Assessment (Objective 14 a) Level 6	**264**	Child assessment reports are produced.					
Literacy Development • Demonstrates phonological awareness- Notices and discriminates rhyme	GOLD Assessment (Objective 15a) Level 6	**264**	Child assessment reports are produced.					
• Demonstrates knowledge of the alphabet-Identifies and names letters	GOLD Assessment (Objective 16a) Level 4	**264**	Child assessment reports are produced.					
• Demonstrates emergent writing skills- writes name	GOLD Assessment (Objective 19a) Level 5	**264**	Child assessment reports are produced.					
Mathematics Development • Uses numbers and operations- Counts	GOLD Assessment (Objective 20a) Level 5	**264**	Child assessment reports are produced.					
• Compares and measures	GOLD Assessment (Objective 22) Level 4	**264**	Child assessment reports are produced.					

Outcome Measures - Child Development Division

Head Start/Early Head Start

Submitted by Kristin Ramstad, Head Start Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator #6.3D Child and Family Development: Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade.

RurAL CAP Head Start Goal # 1 Children gain competency in achieving key school readiness goals

RurAL CAP Strategic Plan Dimension Education

Outcome Statement #2 All three year old children will reach or exceed age appropriate levels of development (School Readiness)

Performance Target#1 Out of 255 three year old children enrolled in Head Start, 210 will display widely held expectations according to the GOLD assessment by the end of the program year.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **HS children**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	End of November **Quarter 1** CSBG 3	End of February **Quarter 2** CSBG 4	End of May **Quarter 3** CSBG 1	End of August **Quarter 4** CSBG 2	**Total**
2.1 Three year old children enroll in Head Start. Center-based or home-based services begin.	Enrollment reports. Attendance reports	**255**	Recruit and enroll children. Use curriculums to provide planned, individualized and intentional learning opportunities in all domains of development.					
2.2 Head Start child complete a Fall child assessment.	GOLD Assessment	**255**	Teachers/Home Visitors complete assessment, share with parents.					
2.3 Head Start child complete a Winter child assessment.	GOLD Assessment	**255**	Teachers/Home Visitors complete assessment, share with parents.					
2.4 Head Start child complete a year end child assessment.	GOLD Assessment	**255**	Teachers/Home Visitors complete assessment, share with parents.					
2.5 Three year old children display widely held expectations according to the GOLD assessment in the following areas								
Social & Emotional Development: • Follow limits and expectations	GOLD Assessment (Objective 1b)	**210**	Child assessment reports are produced.					
• Participates cooperatively and constructively in group situations- Balances the needs and rights of self and others	GOLD Assessment (Objective 3a)	**210**	Child assessment reports are produced.					

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for HS children.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	End of November **Quarter 1** CSBG 3	End of February **Quarter 2** CSBG 4	End of May **Quarter 3** CSBG 1	End of August **Quarter 4** CSBG 2	**Total**
Physical Development • Demonstrates gross-motor manipulative skills	GOLD Assessment (Objective 6)	**210**	Child assessment reports are produced.					
• Demonstrates fine-motor strength and coordination- Uses hand and fingers	GOLD Assessment (Objective 7a)	**210**	Child assessment reports are produced.					
Language Development • Listens to and understands increasingly complex language- Comprehends language	GOLD Assessment (Objective 8a)	**210**	Child assessment reports are produced.					
• Uses language to express thoughts and needs-Uses an expanding expressive vocabulary	GOLD Assessment (Objective 9a)	**210**	Child assessment reports are produced.					
Cognitive Development • Demonstrates positive approaches to leaning- Attends and engages	GOLD Assessment (Objective 11a)	**210**	Child assessment reports are produced.					
• Uses classification skills	GOLD Assessment (Objective 13)	**210**	Child assessment reports are produced.					
• Uses symbols & images to represent something not present- Thinks symbolically	GOLD Assessment (Objective 14a)	**210**	Child assessment reports are produced.					
Literacy Development • Demonstrates phonological awareness- Notices and discriminates rhyme	GOLD Assessment (Objective 15a)	**210**	Child assessment reports are produced.					
• Demonstrates knowledge of the alphabet- Identifies and names letters	GOLD Assessment (Objective 16a)	**210**	Child assessment reports are produced.					
• Demonstrates emergent writing skills- Writes name	GOLD Assessment (Objective 19a)	**210**	Child assessment reports are produced.					
Mathematics Development • Uses number concepts and operations - Counts	GOLD Assessment (Objective 20a)	**210**	Child assessment reports are produced.					
• Compares and measures	GOLD Assessment (Objective 22)	**210**	Child assessment reports are produced.					

Outcome Measures - Child Development Division

Head Start/Early Head Start

Submitted by Kristin Ramstad, Head Start Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator #6.3C Child and Family Development: Children participate in pre-school activities to develop school readiness skills

RurAL CAP Head Start Goal # 2 Promote school readiness through comprehensive child development services

RurAL CAP Strategic Plan Dimension Education

Outcome Statement #3 All Early Head Start children will reach or exceed age appropriate levels of development (School Readiness)

Performance Target #1 Out of 156 Early Head Start Children, 130 will display widely held expectations according to the GOLD assessment by the end of the program year.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **EHS children**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	End of November **Quarter 1** CSBG 3	End of February **Quarter 2** CSBG 4	End of May **Quarter 3** CSBG 1	End of August **Quarter 4** CSBG 2	**Total**
2.1 Children enroll in Early Head Start and receive home visits.	Enrollment data. Weekly Attendance Sheets. Home Visit Plans.	**156**	Staff conducts recruitment activities to enroll Early Head Start children.					
2.2 EHS children participate in completing a Fall Child Development Assessment.	GOLD Assessment	**156**	Home Visitors complete assessments, share with parents.					
2.3 Early Head Start children participate in a Winter assessment	GOLD Assessment	**156**	Home Visitors complete assessments, share with parents.					
2.4 Early Head Start children participate in a year end assessment.	GOLD Assessment	**156**	Home Visitors complete assessments, share with parents.					
2.5 Early Head Start children will display widely held expectations according to the GOLD assessment in the following areas								
Social & Emotional Development: • Manages feelings	GOLD Assessment (Objective 1a)	**130**	Child assessment reports are produced.					
• Follows limits and expectations	GOLD Assessment (Objective 1b)	**130**	Child assessment reports are produced.					
• Responds to emotional cues	GOLD Assessment (Objective 2b)	**130**	Child assessment reports are produced.					

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **EHS children**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	End of November **Quarter 1** CSBG 3	End of February **Quarter 2** CSBG 4	End of May **Quarter 3** CSBG 1	End of August **Quarter 4** CSBG 2	**Total**
Physical Development • Demonstrates gross-motor manipulative skills	GOLD Assessment (Objective 6)	**130**	Child assessment reports are produced.					
• Uses hand and fingers	GOLD Assessment (Objective 7a)	**130**	Child assessment reports are produced.					
Language Development • Listens to and understands increasingly complex language-Comprehends language	GOLD Assessment (Objective 8a)	**130**	Child assessment reports are produced.					
• Uses language to express thoughts and needs-Uses an expanding expressive vocabulary	GOLD Assessment (Objective 9a)	**130**	Child assessment reports are produced.					
Cognitive Development • Attends and engages	GOLD Assessment (Objective 11a)	**130**	Child assessment reports are produced.					
• Persists	GOLD Assessment (Objective 11b)	**130**	Child assessment reports are produced.					
• Solves problems	GOLD Assessment (Objective 11c)	**130**	Child assessment reports are produced.					
• Shows curiosity and motivation	GOLD Assessment (Objective 11d)	**130**	Child assessment reports are produced.					
• Recognizes and recalls	GOLD Assessment (Objective 12a)	**130**	Child assessment reports are produced.					
• Makes connections	GOLD Assessment (Objective 12b)	**130**	Child assessment reports are produced.					
Literacy Development • Notices and discriminates rhyme	GOLD Assessment (Objective 15a)	**130**	Child assessment reports are produced.					
• Uses and appreciates books	GOLD Assessment (Objective 17a)	**130**	Child assessment reports are produced.					
• Writes name	GOLD Assessment (Objective 19a)	**130**	Child assessment reports are produced.					
Mathematics Development • Counts	GOLD Assessment (Objective 20a)	**130**	Child assessment reports are produced.					
• Compares and measures	GOLD Assessment (Objective 22)	**130**	Child assessment reports are produced.					

Outcome Measures - Child Development Division

Head Start/Early Head Start

Submitted by Kristin Ramstad, Head Start Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator #6.3A Child and Family Development: Infants and children obtain age-appropriate immunizations, medical, and dental care.

RurAL CAP Head Start Goal # 3 Children are healthy

RurAL CAP Strategic Plan Dimension Health

Outcome Statement #4 Children (enrolled for 90 days or more) who have a failed dental exam, will begin treatment

Performance Target #1 75% of children who have a failed dental exam will begin treatment.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **HS/EHS children**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	End of November **Quarter 1** CSBG 3	End of February **Quarter 2** CSBG 4	End of May **Quarter 3** CSBG 1	End of August **Quarter 4** CSBG 2	**Total**
5.1 Head Start/Early Head Start children participate in required dental exams.	Dental records from providers & Child Plus Live Report	**550**	Staff assist parent in making appointments with a dental provider					
5.2 Head Start/Early Head Start children have dental concerns identified	Dental records from providers & Child Plus Live Report	**200**	Staff conduct review of dental records.					
5.3 Head Start/Early Head Start children begin dental treatment.	Dental records from providers & Child Plus Live Report	**150**	Staff tracks follow-up and support parents making and keeping appointments and treatment regimes.					

Outcome Measures - Child Development Division

Head Start/Early Head Start

Submitted by Kristin Ramstad, Head Start Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator #6.3A Child and Family Development: Infants and children obtain age-appropriate immunizations, medical, and dental care.

RurAL CAP Head Start Goal # 3 Children are healthy

RurAL CAP Strategic Plan Dimension Health

Outcome Statement #5 Incidence of children diagnosed with anemia will decrease

Performance Target #1 Less than 35% of EHS children will be diagnosed with anemia.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **HS/EHS children**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	End of November **Quarter 1** CSBG 3	End of February **Quarter 2** CSBG 4	End of May **Quarter 3** CSBG 1	End of August **Quarter 4** CSBG 2	**Total**
6.1 Early Head Start children participate in required 12 mo. Hemoglobin exams when age appropriate.	WCC Exams and provider documents.	**145**	Staff will assists parents in making WCC appointments					
6.2 Early Head Start children diagnosed with anemia.	WCC Exams and Provider Documents	**< 50**	Staff will review WCC and other health provider documents.					

Outcome Measures - Child Development Division

Head Start/Early Head Start

Submitted by Kristin Ramstad, Head Start Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator #6.3A Child and Family Development: Infants and children obtain age-appropriate immunizations, medical, and dental care.

RurAL CAP Head Start Goal # 3 Children are healthy

RurAL CAP Strategic Plan Dimension Health

Outcome Statement #5 Incidence of children diagnosed with anemia will decrease

Performance Target #2 Less than 12% of Head Start children will be diagnosed with anemia.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **HS/EHS children**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	End of November **Quarter 1** CSBG 3	End of February **Quarter 2** CSBG 4	End of May **Quarter 3** CSBG 1	End of August **Quarter 4** CSBG 2	**Total**
7.1 Head Start children will complete a HGB exam as required by their physician.	WCC exams and Provider Documents	**550**	Staff will assist parents in scheduling WCC exams					
7.2 Head Start children diagnosed with anemia	WCC exams and Provider Documents	**< 66**	Staff will review WCC and other provider documents					

Outcome Measures - Child Development Division

Head Start/Early Head Start

Submitted by Kristin Ramstad, Head Start Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator #6.3K Parents and other adults learn and exhibit improved family functioning skills.

RurAL CAP Head Start Goal # 4 Promote positive and on-going relationships with parents, families and communities

RurAL CAP Strategic Plan Dimensions Advocacy, Education, Health, Housing, Energy & Environment

Outcome Statement #6 Families will have increased access to resources and systems of support that meet their interests, needs and goals (Family Wellbeing)

Performance Target #1 70% of families who identify a need will receive services.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **HS/EHS children**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	End of November **Quarter 1** CSBG 3	End of February **Quarter 2** CSBG 4	End of May **Quarter 3** CSBG 1	End of August **Quarter 4** CSBG 2	**Total**
8.1 Head Start/Early Head Start families will complete a Family Interest Survey	Family Interest Survey & Statistical Quarterly Report	**650**	Staff will assist families in filling out a Family Interest Survey every quarter.					
8.2 Head Start/Early Head Start families will identify a need on the Family Interest Survey.	Family Interest Survey & Statistical Quarterly Report.	**325**	Staff will review the Family Interest Survey for needs identified.					
8.3 Head Start/Early Head Start families will receive services for their need identified.	Family Interest Survey & Statistical Quarterly Report.	**227**	Staff will provide services and referrals to meet family needs.					

Outcome Measures - Child Development Division

Head Start/Early Head Start

Submitted by Kristin Ramstad, Head Start Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal # 6 Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems

National Performance Indicator #3.2D Community empowerment through maximum feasible participation: Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action.

RurAL CAP Head Start Goal # 4 Promote positive and on-going relationships with parents, families and communities

RurAL CAP Strategic Plan Dimensions Advocacy, Education, Health, Housing, Energy & Environment

Outcome Statement #7 Families will increase their participation in learning experiences that support their parenting, careers and life goals (Families as Learners)

Performance Target #1 70% of parents participate in 1 or more Parent Experiences.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **HS/EHS children**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	End of November **Quarter 1** CSBG 3	End of February **Quarter 2** CSBG 4	End of May **Quarter 3** CSBG 1	End of August **Quarter 4** CSBG 2	**Total**
9.1 Head Start/Early Head Start families enroll their children in Head Start/Early Head Start	Enrollment Forms & Child Plus Report 4002	**700**	Staff will enroll children in Head Start/Early Head Start					
9.2 Head Start/Early Head Start families will participate in a Parent Experience.	Parent Experience Attendance Forms	**490**	Staff will encourage families to attend engaging Parent Experiences.					

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Parents as Teachers Program

Submitted by Drew Hansen, Parents as Teachers Manager *FY 2017 – 10/1/16 to 9/30/17*

CSBG National Goal # 6 Low-income people, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments.

PAT Goal # 1 Improved parenting practices and increased knowledge of early childhood development.

RurAL CAP Strategic Plan Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #1 Families will improve in their parenting practices through demonstration of positive parenting skills, including nurturing and responsive parenting behaviors and positive discipline techniques.

Performance Target #1 Out of 352 families, 264 will report improved parenting practices, including responsive skills related to nurturing and positive discipline.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of participants	**Product Steps:** What staff member does what to make milestone happen.	**End Nov** **Quarter 1**	**End Feb** **Quarter 2**	**End May** **Quarter 3**	**End Aug** **Quarter 4**	**Total**
1.1 Families participate in the PAT Program.	PAT Enrollment Application	**352**	Conduct recruitment activities to identify and enroll eligible children.					
1.2 Parent Educator (PE) completes a family-centered assessment for families enrolled more than 90 days. (Target – 75%)	Life Skills Progression™ (LSP)	**264**	PE completes LSP for families enrolled 90 days, and thereafter each six months.					
1.3 Families complete at least 75% of scheduled home visits. (Target – 75%)	Personal Visit Record Form Weekly Attendance	**264**	PE schedules home visits on a bi-monthly basis.					
1.4 Families complete end-of-the-year evaluation data. (Target – 75%)	Parenting Reflection™ Parent Satisfaction Survey™	**264**	PE distributes evaluation forms during final home visits.					
1.5 Families report improved parenting skills, including skills related to positive discipline and development. (Target – 75%)	Parenting Reflection™ Parent Satisfaction Survey™	**264**	Data from surveys is aggregated by Central Office staff.					

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Parents as Teachers Program

Submitted by Drew Hansen, Parents as Teachers Manager *FY 2017 – 10/1/16 to 9/30/17*

CSBG National Goal # 6 Low-income people, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments.

PAT Goal # 2 Increased early literacy and school readiness skills among children (0-5 years).

RurAL CAP Strategic Plan Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #2 Children exiting the PAT program will demonstrate age appropriate levels of development.

Performance Target #1 Out of 73 children, 55 will demonstrate age-appropriate skills that are key indicators of school readiness and success.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of participants	**Product Steps:** What staff member does what to make milestone happen.	**End Nov** **Quarter 1**	**End Feb** **Quarter 2**	**End May** **Quarter 3**	**End Aug** **Quarter 4**	**Total**
2.1 Children enroll or re-enroll in the PAT Program.	PAT Enrollment Application	**420**	Conduct recruitment activities to identify and enroll eligible children.					
2.2 Children have a comprehensive assessment completed within 90 days of enrollment. (Target – 75%)	Health Record, Hearing Record, Vision Record, ASQ-3™, and ASQ-SE™	**315**	PE works with parents and children to complete assessments.					
2.3 Children who are identified through screening as being in need of further evaluation will be referred for follow-up assessments and/or interventions.	Personal Visit Record Monthly Narrative	**48**	PE connects families to community agencies and resources.					
2.4 Children who are referred for follow up assessments or interventions will receive services to remediate developmental and/or health concerns. (Target – 75%)	Personal Visit Record Monthly Narrative	**36**	PE follows up with families to ensure that services are received.					
2.5 Children exiting the PAT program have a final ASQ-3™ completed. (Target – 75% of exiting children)	ASQ-3™	**55**	PE works with parents and children to complete exit ASQ-3™.					
2.6 Children exiting the PAT program score in target range on their exit ASQ-3™ in the following domains: Communication, Gross Motor, Fine Motor, Problem Solving, and Personal-Social. (Target – 75% of exiting children)	ASQ-3™	**55**	ASQ-3™ is aggregated by Central Office staff.					

Outcome Measures - Child Development Division

Component 1 – General Child Development Division - Parents as Teachers Program

Submitted by Drew Hansen, Parents as Teachers Manager *FY 2017 – 10/1/16 to 9/30/17*

CSBG National Goal # 5 Agencies increase their capacity to achieve results.
PAT Goal # 3 Provide children with educational, health and nutritional services.
RurAL CAP Strategic Plan Direction 1 - Child Development – Line of Business: Parents as Teachers

Outcome Statement #3 PAT Parent Educators will attain competency as early childhood educators, increasing their knowledge of 0-3 children and their families.

Performance Target #1 PAT Parent Educators will exhibit core competency in the following five areas: (a) Family support and parenting education, (b) Child and family development, (c) Human diversity within family systems, (d) Health, safety, and nutrition, and (e) Relationships between families and communities.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **PAT Family Visitors**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	**End Nov** **Quarter 1**	**End Feb** **Quarter 2**	**End May** **Quarter 3**	**End Aug** **Quarter 4**	**Total**
3.1 Parent Educators are certified in the Parents as Teachers model and curriculum.	PAT Certification	**19**	PAT Supervisor organizes attendance at training institute.					
3.2. Parent Educators complete an Individual Training Plan (ITP).	ITP	**19**	PAT Supervisor facilitates completion of ITP during annual evaluation					
3.3 Parent Educators seek professional development opportunities beyond the educational requirements of the program to increase their core competency in: (a) Family support and parenting education, (b) Child and family development, (c) Human diversity within family systems, (d) Health, safety, and nutrition, and (e) Relationships between families and communities.	PAT Training Records, ITP, Family Development Credential, CDA certificate, University transcripts	**19**	PAT Manager or PAT Supervisor provides support and monitors progress.					
Number of unduplicated employees trained								
Total number of hours in training								

Outcome Measures - Child Development Division

Component 2 – Child Development Center

Submitted by Cindy Bergstrom, Regional Manager *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #1 Low-income people become more self-sufficient.
National Performance Indicator 1.2 Employment Supports
RurAL CAP Strategic Plan Education
Outcome Statement #1 All of the parents enrolled in the Child Development Center will make progress towards self-sufficiency.

Performance Target #1 Of the 64 CDC parents enrolled, 15 parents will report increased confidence in maintaining self-sufficiency (1.2A, D, E).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **CDC parents**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 – 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.1 Parents enroll their child in the Center.	Enrollment application	**64**	Center Manager enrolls families					
1.2 Parents bring their child regularly for optimal attendance.	Attendance reports	**50**	Teachers record attendance					
1.3 Parents complete a Family Interest Survey.	Family Interest Survey	**50**	Teachers conduct Family Interest Survey					
1.4 Parents access the Center Resource Library for parenting information and child activity ideas.	Observation, resource center sign in sheet	**20**	Center Manager collates information on use of resource library					
1.5 Parents access the Parent Computer for research, resume writing, job search opportunities, etc.	Observation, resource center sign in sheet	**15**	Center Manager collates information on use of parent computer					
1.6 Parents are referred to community resources and services.	Referral log, Family file	**15**	Center staff record referrals. Center Manager tracks referral and follow up					
1.7 Parents report increased confidence and ability to be self-sufficient.	Informal survey, anecdotal records, meeting records	**15**	Center staff conduct interviews with parents, dialogue occurs during Parent/Teacher conferences.					

Outcome Measures - Child Development Division

Component 2 – Child Development Center

Submitted by Cindy Bergstrom, Regional Manager *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #6 Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

National Performance Indicator 6.3 Child and Family Development

RurAL CAP Strategic Plan Education

Outcome Statement #2 All of the parents will increase their knowledge and understanding of their child's development and learning.

Performance Target #1 Of the 64 CDC parents enrolled, 40 will become involved in their child's development and learning (6.3J).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **CDC parents**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 – 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
2.1 Parents enroll their child in the Center.	Enrollment form.	**64**	Center Manager enroll families					
2.2 Parents complete a child health history and a child developmental history.	Child health history Child development history	**64**	Staff assist families in completing child's health and developmental history.					
2.3 Parents complete an age appropriate developmental screening for their child.	Ages & Stages Questionnaire	**50**	Staff review results of developmental screening.					
2.4 Parents participate in an orientation with center staff.	Orientation completion form	**27**	Staff conduct center orientation.					
2.5 Parents attend or volunteer in a minimum of 2 Center activities a year.	Volunteer sign in records, Family Files, Committee minutes, Interview committee records	**30**	Staff track sign in sheets for Parent Trainings, Family Fun Nights, Center, Fundraisers, Parent Committees, Classroom time, Interview Committees, etc.					
2.6 Parents attend Parent/Teacher conferences.	Parent/Teacher Conference attendance sheets.	**40**	Staff invite, schedule and complete Parent/Teacher Conferences fall and spring.					

Outcome Measures - Child Development Division

Component 2 – Child Development Center

Submitted by Cindy Bergstrom, Regional Manager *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #6 Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

National Performance Indicator 6.3 Child and Family Development

RurAL CAP Strategic Plan Education

Outcome Statement #3 All the children enrolled will have positive age appropriate experiences that contribute to their individual growth and development.

Performance Target #1 Of the 24 toddler children enrolled in the Center, 20 will demonstrate progress in Motor, Cognitive, Language, and Social Emotional skill that are based on age appropriate development and individual potential (6.3C).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **CDC toddlers**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 – 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
3.1 Enrolled toddlers participate in baseline screening.	Ages & Stages Questionnaire	**24**	Teachers ensure ASQ is completed by parents after enrollment.					
3.2 Toddlers participate in ongoing assessments.	Child Portfolio, Observation records, Family File	**24**	Teachers conduct observations and collect work sampling as part of ongoing assessment.					
3.3 Toddlers demonstrate learning gains in the following developmental domains: a. Large motor	Ages & Stages Screening Results	**20**	Ongoing assessment results are used to measure learning gains.					
b. Cognitive	Ages & Stages Screening Results	**20**	Ongoing assessment results are used to measure learning gains.					
. c. Language	Ages & Stages Screening Results	**20**	Ongoing assessment results are used to measure learning gains.					
d. Social Emotional	Ages & Stages Screening Results	**20**	Ongoing assessment results are used to measure learning gains.					
e. Fine Motor	Ages & Stages Screening Results	**20**	Ongoing assessment results are used to measure learning gains.					

Outcome Measures - Child Development Division

Component 2 – Child Development Center

Submitted by Cindy Bergstrom, Regional Manager *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #6 Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems

National Performance Indicator 6.3 Child and Family Development

RurAL CAP Strategic Plan Education

Outcome Statement #3 All children enrolled will participate in age appropriate experiences that contribute to their individual growth and development.

Performance Target #2 Of the 40 preschool children enrolled in the Child Development Center, 15 pre-kindergarten children will demonstrate proficiency on key indicators of school readiness (6.3D).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **CDC preschool children**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 – 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
4.1 Preschool children are enrolled in program.	Enrollment records	**40**	Center Manager assists parents in completing enrollment process.					
4.2 Preschool children participate in ongoing assessments.	Child Portfolio, Observation records, Family File	**40**	Teachers conduct observations and collect work sampling as part of ongoing assessment.					
4.3 Prekindergarten children demonstrate proficiency in key indicators of school readiness. : a. Large motor	Ages & Stages Screening Results	**15**	Ongoing assessment results are used to measure learning gains.					
b. Cognitive	Ages & Stages Screening Results	**15**	Ongoing assessment results are used to measure learning gains.					
. c. Language	Ages & Stages Screening Results	**15**	Ongoing assessment results are used to measure learning gains.					
d. Social Emotional	Ages & Stages Screening Results	**15**	Ongoing assessment results are used to measure learning gains.					
e. Fine Motor	Ages & Stages Screening Results	**15**	Ongoing assessment results are used to measure learning gains.					

Budget Summary FY 2017 **Community Services Block Grant**	**Rural Alaska** **Community Action Program, Inc.**	**Component: CHILD DEVELOPMENT DIVISION**

GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED Beginning Date April 1, 2017	End Date June 30, 2018	GOAL STATUTORY AUTHORITY (S) Public Law 97-35 Section 675	ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):

BUDGET SUMMARY (NEW APPLICATIONS – complete "TOTAL REQUESTED BUDGET" Column ONLY. CONTINUATIONS – Complete "CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD" and "TOTAL REQUESTED BUDGET" Columns ONLY. AMENDMENTS – "CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD", "REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and "TOTAL REQUESTED BUDGET" Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation: 12		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: 12		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation: 12	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	$283,440		$0		$283,440			
20	CONTRACTUAL	$32,868		$0		$32,868			
30	TRAVEL	$19,285		$0		$19,285			
40	BUILDING SPACE	$10,416		$0		$10,416			
50	GENERAL SUPPLY	$600		$0		$600			
60	PROGRAM SUPPLY	$0		$0		$0			
70	EQUIPMENT	$0		$0		$0			
80	COMMUNICATION	$60,172		$0		$60,172			
90	OTHER	$0		$0		$0			
	TOTAL DIRECT ADMINISTRATIVE COSTS	$406,781 $73,219		- -		$406,781 $73,219			
	TOTAL	**$480,000**		-		**$480,000**			

CSBG - FY 2017 - CHILD DEVLOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	X NEW ___ AMENDMENT ___ CONTINUATION OF GRANT #	**Mar-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM		
		CSBG FEDERAL SHARE	NON FEDERAL SHARE	

Component 1 - GENERAL CHILD DEVELOPMENT DIVISION

510	**510 PERSONNEL:** (includes estimates for COLA/merit increase)			
	100 - Child Development Division Director annual salary (80%)	$107,599		
	100 - Child Development Data Support	$15,670		
	Subtotal Personnel	$123,269		
	500 - Fringe (36%)	$44,377		
	TOTAL COST OF PERSONNEL	**$167,646**	**$167,646**	
530	**530 TRAVEL COSTS:**			
	100 - Staff Per Diem in State			
	▪ 2 trips by CD Division Dir. to CDPC meetings and Board meetings 270.00 x 2 days x 2 trips	$1,080		
	▪ CD Rural Staff, 10 x 270.00 x 3 days	$8,100		
	200 - Staff Per Diem out of State			
	▪ 1 trip by CD Division Dir. to training conference, 435.00 x 5 days	$2,175		
	500 - Staff Travel in State			
	▪ 2 trips by CD Division Dir. to CDPC meetings and Board meetings	$1,150		
	▪ CD Rural Staff, 10 trips x 575.00	$5,750		
	600 - Staff Travel out of State			
	▪ 1 trip by CD Division Dir. to training conference	$1,030		
	TOTAL COST OF TRAVEL	**$19,285**	**$19,285**	
540	**540 SPACE COST**			
	100-Office space cost @ $868 per month x 12	$10,416		
	TOTAL SPACE COST	**$10,416**	**$10,416**	

CSBG - FY 2017 - CHILD DEVLOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	X NEW ___ AMENDMENT ___ CONTINUATION OF GRANT #	**Mar-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE
540	**550 GENERAL SUPPLIES**		
	100-Office supply cost @ $50 per month x 12	$600	
	TOTAL GENERAL SUPPLY COSTS	**$600**	**$600**
580	**580 COMMUNICATIONS COSTS:**		
	100 - Phone and Fax	$1,890	
	100 - Phone and Fax	$525	
	600 - I.T. costs for Division Dir	$3,420	
	600 - I.T. costs for Head Start / Early Head Start staff	$54,337	
	TOTAL COMMUNICATION COSTS	**$60,172**	**$60,172**
	Direct Cost of Component	$258,119	
	Administrative Costs of Component @ 18%	$46,461	
	Total Cost of Component	**$304,580**	

CSBG - FY 2017 - CHILD DEVLOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	X NEW ___ AMENDMENT ___ CONTINUATION OF GRANT #	**Mar-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM		
			CSBG FEDERAL SHARE	NON FEDERAL SHARE
Component 2 - CHILD DEVELOPMENT CENTER				
510	**PERSONNEL:**			
	100 - Center Manager annual salary (33%)	$21,831		
	100 - Preschool Teacher (100%)	$34,671		
	100 - Preschool Teacher (100%)	$28,641		
	Subtotal Personnel	$85,143		
	500 - Fringe (x 36%)	$30,651		
	TOTAL COST OF PERSONNEL	**$115,794**	**$115,794**	
520	**520 CONTRACTUAL COSTS**			
	100 - Janitorial Contract @ $2,702.25/mo. for 12 months	$32,427		
	100 - Security System Contract @ $36.75/mo. for 12 months	$441		
	TOTAL CONTRACTUAL COSTS	**$32,868**	**$32,868**	
	Direct Cost of Component		$148,662	
	Administrative Cost @ 18%		$26,758	
	Total cost of Component		**$175,420**	

I. COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)				II. (5) GOAL STATUTORY AUTHORITY(S)	Component 1: GENERAL CHILD DEVELOPMENT
(1) NAME OF APPLICANT AGENCY *Rural Alaska Community Action Program, Inc.*	(2) NAME/TITLE EXECUTIVE DIRECTOR *Sarah Scanlan, Acting ED*		(3) PHONE (Area Code) *(907) 279-2511*		
(4) ADDRESS *731 East 8th Avenue*	CITY *Anchorage*	STATE *Alaska*	III. ZIP CODE *99501*	Period : April 1, 2017 – June 30, 2018	

(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER 1st	2nd	3rd	4th	(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
National CSBG Goal #2: The Conditions in Which Low-Income People Live Are Improved. National CSBG Goal #5: Agencies increase their capacity to achieve results. National CSBG Goal #6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Promoting Family and Other Supportive Environments.	**COMPONENT 1 : GENERAL CHILD DEVELOPMENT DIVISION** A. Provide salaries for the Child Development Division Director and Child Development Division Coordinator B. CD Division Director to CDPC Meetings Board Meetings, and annual conference; rural site staff to regional or annual state early childhood conference C. Support Head Start, PAT and CDC Programs: 1. Recruit/enroll families 2. Conduct Home Visits 3. Offer classroom programs D. Support Child Development Division activities.	X X X X X	X X X X X	X X X X X	X X X X X	1. CAP Conference 2. Head Start Conference 3. PAT Alaska Office 4. PAT National Center	**$ 304,580**	12	**$1,000,000** – Federal Head Start **$1,000,000** – State Head Start	Ongoing
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				**GRAND TOTAL**	**$ 304,580**		**$2,000,000**	

(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):
a. (X) Approved by the applicant's governing board. b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.

(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD	SIGNATURE:	DATE:	DATE OF BOARD APPROVAL:
RurAL CAP Board President, Jacqueline Dailey		**March 4, 2016**	**March 4, 2016**

IV. COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)			V. (5) GOAL STATUTORY AUTHORITY(S) Component 2: CHILD DEVELOPMENT CENTER
(2) NAME OF APPLICANT AGENCY *Rural Alaska Community Action Program, Inc.*	(5) NAME/TITLE EXECUTIVE DIRECTOR *Sarah Scanlan, Acting ED*	(6) PHONE (Area Code) *(907) 279-2511*	
(7) ADDRESS *731 East 8th Avenue*	CITY *Anchorage* / STATE *Alaska*	VI. ZIP CODE *99501*	Period : April 1, 2017 – June 30, 2018

(6) PEOJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER 1st	2nd	3rd	4th	(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
National CSBG Goal #1: Low-Income people become more self-sufficient. National CSBG Goal #6: Low-Income People, especially those populations which are the most vulnerable, achieve their potential by promoting family and other supportive environments. RurAL CAP Goal: To enhance the education, social, physical, mental, and spiritual well-being and quality of life or rural Alaskan children and families.	**COMPONENT 2: CHILD DEVELOPMENT CENTER** A. Provide salaries for the Center Manager, and two Preschool Teachers B. Renew Municipality of Anchorage Child Care License. C. Maintain enrollment of 64 children annually D. Recruit and train a stable, qualified teaching staff. E. Maintain collaborative relationships with other service agencies in Anchorage and UAA's Early Childhood and Social Work programs. F. Support Child Development Center activities.	X X X X X	X X X X X	X X X X X	X X X X X	1. Municipality of Anchorage 2. Thread- Child Care Resource & Referral 3. National Association for the Education of Young Children 4. Program for Infants and Children 5. Anchorage School District 6. UAA's Early Childhood AA & BA programs 7. Denali Family Services	$ 175,420	12	$200,000 Parent Fees	On-going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)					**$ 304,580**		**$2,000,000**	
						GRAND TOTAL	**$ 480,000**		**$2,000,000**	

(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):
a. (X) Approved by the applicant's governing board. b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.

(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD	SIGNATURE:	DATE:	DATE OF BOARD APPROVAL:
RurAL CAP Board President, Jacqueline Dailey		**March 4, 2016**	**March 4, 2016**

Community Services Block Grant FY 2017 Proposal

Community Development Division

NARRATIVE

SUMMARY OF COMPONENTS

I. AmeriCorps Programs Component -- Provides funds to match and support the Resilient Alaska Youth AmeriCorps Program administered by RurAL CAP in partnership with Serve Alaska, the State of Alaska, Department of Commerce, Community and Economic Development and the Corporation for National and Community Service. This national service program trains and places twenty AmeriCorps Members into full-time positions focusing on increasing youth resiliency to substance abuse and suicide by strengthening connection to traditional culture, subsistence lifestyles and meaningful relationships with elders, adults and peers. This is accomplished through partnerships with statewide and regional service provides and community-based tribal and city councils, health clinics and schools.

II. Rural Providers' Conference Component -- Provides funds to plan, organize, implement and evaluate the annual Rural Providers' Conference (RPC), a five-day statewide alcohol and drug abuse prevention conference for more than 300 low-income rural Alaskans. The RPC serves as a cornerstone for Alaska's *Native Sobriety Movement* and particularly supports providers of substance abuse prevention services. The numerous linkages and partnerships created by the RPC strengthen support systems for low-income people and result in increased self-sufficiency and wellness, and improved living conditions in rural communities.

III. Community Development Component – Provides support for the coordination and implementation of the other Community Development Division activities, such as: promoting positive child/youth development through connection to elders and culture, leadership training and academic supports; engaging community members, leaders and Elders in volunteer service opportunities; supporting community-based approaches to wellness and substance abuse prevention; facilitating tobacco prevention and control services; and training and technical assistance to providers promoting the positive development of Alaska Native youth.

PROGRAM OUTCOME STATEMENT

The programs and components within the Community Development Division provide a range of services and activities which have a significant and measurable impact on the causes and conditions of poverty in Alaska, particularly in rural communities. The common thread linking these programs is their shared outcome statement:

To create measurable improvements in the conditions and behaviors of Alaskans, particularly low-income, rural Alaskans, which enhance their wellness, self-sufficiency and quality of life.

This outcome represents the culmination of the following **CSBG goals**:

1) Low-income people own a stake in their community;
2) Low-income people become more self-sufficient;
3) The conditions of low-income people's lives are improved; and
4) Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

The outcome statements listed in the ROMA (Results Oriented Management and Accountability) model for two of the three program components of the Community Development Division are listed below:

AmeriCorps Programs Component

1. All AmeriCorps and VISTA members will increase their knowledge and employment skills.

Community Development Component

1. Staff, service members and program partners will mobilize community members to participate and/or volunteer their time to improve individual or community conditions.
2. Community resources or services for low-income people are increased or safeguarded as a result of Community Development Division projects/initiatives or advocacy with other public and private agencies.
3. Community services to improve public health and safety will be increased or preserved.
4. Youth served by Community Development programs will improve academic, athletic and/or social/emotional skills.
5. Pre-school children served by the Elder Mentor Program develop school readiness skills

NEED FOR SERVICES

Program Customers

The target population for Community Development programs supported by CSBG includes a wide range of low-income people living in diverse conditions across Alaska. The majority, approximately 75%, of service recipients are Alaska Native people living in remote rural villages with no road access. These communities experience some of the worst social and economic conditions in the country as measured by rates of income, employment, education, alcohol and drug abuse, domestic violence, accidental death and suicide. Economically and socially, the

program customers range from low-income energy assistance recipients to an upwardly moving, low-income person such as an AmeriCorps Member who uses the opportunity to gain the skills and education to obtain regular employment and a high degree of self-sufficiency and community involvement.

Program Products

The products of Community Development programs include increased **education, employment, job skills, training, positive youth development and connection to traditional culture, independent living skills; improved housing; less substance abuse and tobacco use; improved environmental conditions and healthier families**.

Rural Alaskans suffering directly or indirectly from the effects of substance abuse in their families and communities are blocked from experiencing their full social and economic potential. Effective and culturally relevant wellness promotion and substance abuse prevention services remove this obstacle to self-sufficiency.

RurAL CAP's AmeriCorps and VISTA programs increase self-sufficiency for low-income people by providing community-based economic and social development, local employment, training and job skills, and educational opportunities for higher learning.

The Rural Providers' Conference is an annual opportunity for low-income people from rural Alaska to gain new skills, develop personally and professionally to improve the health and social conditions of their communities.

With a commitment to gathering and documenting measurable results that CSBG-supported programs have in building self-sufficiency and improving the conditions and behaviors of low-income people, the Community Development Division has applied an outcome management model to evaluate its effectiveness. This model incorporates customer performance targets, milestones and verification indicators to evaluate not just program objectives and activities, but rather to measure the outcomes or results of those activities on moving low-income people out of poverty and into increased involvement in their communities and self-sufficiency in their lives.

OUTCOME MANAGEMENT MODEL

The outcome management models for the Community Development Division are formatted horizontally on the following pages. These pages complete the narrative section of this CSBG work plan for the following components:

AmeriCorps Programs Component
Community Development Component

Outcome Measures - Community Development Division

Component III – All Community Development Division Programs

Submitted by Catherine Clements, Community Development Division Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #3	Low-income people own a stake in their community.
NPI 2.3, 3.1 and 3.2	Community engagement; Community enhancement through maximum feasible participation.
RurAL CAP Strategic Plan	Education
Outcome Statement #1	Staff, service members and program partners will mobilize community members to participate and/or volunteer their time to improve individual or community conditions.
Performance Target #1	650 community members will volunteer to support an activity organized through a Community Development Division Program (2.3 A and 2.3 B). Of these volunteers, 465 will be low-income volunteers (3.1 A).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target **for community members supported by Community Development Division programs**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 - 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.1 Community members volunteer to support an individual or community improvement activity (2.3 A).	Program activity logs.	**650**	Staff provide training on community member and volunteer recruitment.					
1.2 Number of hours all volunteers in 1.2 donate (2.3 B).	Program activity logs.	**106,640**	Staff provide training on documenting volunteer hours.					
1.3 Low-income community members volunteer to support an individual or community improvement activity.	Program activity logs.	**465**	Staff provide training on community member and volunteer recruitment.					
1.4 Number of hours low-income volunteers in 1.4 donate (3.1 A).	Program activity logs.	**103,765**	Staff provide training on documenting volunteer hours.					

Outcome Measures - Community Development Division

Component I – AmeriCorps and VISTA Programs

Submitted by Catherine Clements, Community Development Division Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #1 Low-income people become more self-sufficient.
NPI 1.2 Employment supports
RurAL CAP Strategic Plan Capacity Building
Outcome Statement #1 All AmeriCorps and VISTA members will increase their knowledge and employment skills.

Performance Target #1 Out of 90 RAY and VISTA AmeriCorps applicants, 23 will be enrolled in a service position, 21 will increase their knowledge or skills (1.2 A). 22 will maintain the service position for at least six months, and 18 will complete their position term and earn an education award.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target **for AmeriCorps/VISTA Members (ACM)**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 - 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.1 ACM candidates submit a completed application.	Completed ACM applications submitted to Central Office.	**90**	Staff distribute applications to all tribal and city councils and health clinics; recipients advertise position locally.	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**
1.2 ACM candidates enroll in service position and complete orientation training.	Interview score sheets, ACM enrollment and training records.	**23**	Selection Committee selects ACMs, staff train ACMs.	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**
1.3 ACMs gain new knowledge and skills (1.2 A).	In-service training attendance records and evaluation.	**21**	Staff provide training.	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**
1.4 ACMs receive living allowance payments for six months of service year.	Central Office payroll records.	**22**	Staff submit completed timesheets to payroll.	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**
1.5 ACMs complete term and earn education award.	AmeriCorps Completion of Service form	**18**	ACMs complete term of service.	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**	-RAY -VISTA **=Total**

Outcome Measures - Community Development Division

Component III – Community Development – Children/Youth Programs

Submitted by Catherine Clements, Community Development Division Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #2 The conditions in which low-income people live are improved.
National Performance Indicator 2.1 Community improvement and revitalization
RurAL CAP Strategic Plan Capacity Building
Outcome Statement #1 Community resources or services for low-income people are increased or safeguarded as a result of Community Development Division projects/initiatives or advocacy with other public and private agencies.

Performance Target #1 32 before-school and after-school, accessible community services for low income families (including children or youth) will be created or preserved and 450 beneficiaries will access these services (2.1 G).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 - 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.1 Staff develop, implement, manage and evaluate projects which provide accessible, before/after school opportunities for low-income families (including children or youth).	Project grant awards and progress reports	**4 programs/ projects**	Staff secure funding for, develop, implement and evaluate projects.					
1.2 Projects increase the availability of accessible, before/after school community services for low-income families (including children or youth) (2.1 G).	Project progress reports	**32 community services**	Staff coordinate with community partners to create, strengthen or preserve community services.					
1.3 Low-income families (including children or youth) access before/after school community services (2.1 G).	Service participant sign-in sheets, project progress reports	**450 service recipients**	Staff or community partners develop and/or deliver community services.					

Outcome Measures - Community Development Division

Component III – Community Development – Public Health/Safety Programs

Submitted by Catherine Clements, Community Development Division Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #2 The conditions in which low-income people live are improved.
National Performance Indicator 2.2 Community quality of life and assets in low-income neighborhoods are improved.
RurAL CAP Strategic Plan Capacity Building
Outcome Statement #1 Community services to improve public health and safety will be increased or preserved.

Performance Target #1 93 community services or resources to improve public health and safety will be increased or preserved and accessed by 2008 service recipients (2.2 C).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 - 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.1 Projects which improve public health and safety will be developed, implemented, and evaluated by staff.	Project grant awards and progress reports	**7 programs/ projects**	Staff secure funding for, develop, implement and evaluate projects.					
1.2 Community services or resources to improve public health and safety are increased or preserved.	Project progress reports	**93 community services**	Staff coordinate with community partners to create, strengthen or preserve community services.					
1.3 Service recipients access community services or resources that improve public health or safety.	Service participant sign-in sheets, project progress reports	**2008 service recipients**	Staff or community partners develop and/or deliver community services.					

Outcome Measures - Community Development Division

Component III – Community Development – Youth Programs

Submitted by Catherine Clements, Community Development Division Director *FY 2017 - 10/1/16 to 9/30/17*

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

National Performance Indicator 6.3 Child and family development

RurAL CAP Strategic Plan Education

Outcome Statement #1 Youth served by Community Development programs will improve academic, athletic and/or social/emotional skills.

Performance Target #1 Of the 220 youth participating in a Community Development program (aside from the Elder Mentor program), 120 youth will improve social/emotional development (6.3 F) and 450 youth served by an Elder Mentor in a classroom or community setting will increase academic, athletic or social skills for success. Of the 110 youth assigned to an Elder Mentor for individualized, in-depth support, 83 (or 75%) will increase academic, athletic or social skills for school success (6.3 I).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target **for Alaskan youth**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 - 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.1 Youth attend and participate regularly in more than one event, activity or service supported by RurAL CAP (other than Elder Mentor program youth) (6.3 F).	Sign-in sheets	**220**	Organize events and activities specifically for and with youth					
1.2 Youth improve social/emotional development (other than Elder Mentor program youth) (6.3 F).	Staff observation, evaluation forms	**120**	Administer survey					
1.3 Youth served by an Elder Mentor in a classroom or community setting.	Elder Mentor supervisor survey	**500**	Administer Survey					
1.4 Youth served by an Elder Mentor in a classroom or community setting that increase academic, athletic or social skills for school success.	Elder Mentor supervisor survey	**450**	Administer Survey					
1.5 Youth assigned to an Elder Mentor for individualized, in-depth support (RurAL CAP strategic plan priority/dashboard measure). (6.3 I)	Elder Mentor supervisor survey	**110**	Administer Survey					

1.6 Youth assigned to an Elder Mentor for individualized, in-depth support increase academic, athletic or social skills for school success (RurAL CAP strategic plan priority/dashboard measure). (6.3 I)	Elder Mentor supervisor survey	**83**	Administer Survey					

Outcome Measures - Community Development Division

Component III – Community Development – Elder Mentor Program (Pre-K Children)

Submitted by Catherine Clements, Community Development Division Director *FY 2017 - 10/1/16 to 9/30/17*

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

National Performance Indicator 6.3 Child and family development

RurAL CAP Strategic Plan Education

Outcome Statement #1 Pre-school children served by the Elder Mentor Program develop school readiness skills.

Performance Target #1 Of the 70 pre-school children assigned to an Elder Mentor for individualized, in-depth support, 66 will increase school readiness skills (6.3 C) (unduplicated from the Child Development Division's Head Start or CDC children).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target **for pre-school children served by the Elder Mentor program**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 - 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.1 Pre-school children being served by an Elder Mentor volunteer.	Pre-school teacher surveys	**200**	Administer survey					
1.2 Pre-school children being served by an Elder Mentor volunteer who develop school readiness skills. (Unduplicated from the agency's Head Start or CDC children.)	Pre-school teacher surveys	**180**	Administer survey					
1.3 Youth assigned to an Elder Mentor for individualized, in-depth support from an Elder Mentor volunteer. (6.3 C)	Pre-school teacher surveys	**70**	Administer survey					
1.4 Youth assigned to an Elder Mentor for individualized, in-depth support increase school readiness skills. (6.3 C) (Unduplicated from the agency's Head Start or CDC children.)	Pre-school teacher surveys	**66**	Administer survey					

Budget Summary FY 2017 **Community Services Block Grant**	**Rural Alaska** **Community Action Program, Inc.**	**Component: COMMUNITY DEVELOPMENT DIVISION**

GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)	ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
	Beginning Date	Ending Date	Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)	
	April 1, 2017	June 30, 2018		

BUDGET SUMMARY (NEW APPLICATIONS – complete "TOTAL REQUESTED BUDGET" Column ONLY. CONTINUATIONS – Complete "CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD" and "TOTAL REQUESTED BUDGET" Columns ONLY. AMENDMENTS – "CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD", "REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and "TOTAL REQUESTED BUDGET" Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: 12		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	$242,747		$0		$242,747			
20	CONTRACTUAL	$6,200		$0		$6,200			
30	TRAVEL	$11,280		$0		$11,280			
40	BUILDING SPACE	$28,704		$0		$28,704			
50	GENERAL SUPPLY	$4,034		$0		$4,034			
60	PROGRAM SUPPLY	$1,000		$0		$1,000			
70	EQUIPMENT	$0		$0		$0			
80	COMMUNICATION	$10,620		$0		$10,620			
90	OTHER	$500		$0		$500			
	TOTAL DIRECT	$305,085		-		$305,085			
	ADMINISTRATIVE COSTS	$54,915		-		$54,915			
	TOTAL	**$360,000**		-		**$360,000**			

CSBG - FY 2017 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	X NEW ___ AMENDMENT ___ CONTINUATION OF GRANT #	**Mar-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

Component 1: AMERICORPS PROGRAMS

510	**PERSONNEL COSTS:**			
	700 - Living Allowance match for 15 AmeriCorps Members ($1,310/mo. x 11 mo. x 15 ACMs x 35% FTE x 85% hours served = $64,305)	$64,305		
	900 - FICA for 15 ACMs, based on 85% hours served (7.65 % x living allo ($64,305 x 7.65% = $4,919)	$4,919		
	900 - Workers' Comp. for 15 ACMs, based on 85% hours served (1.82 % x ($64,305 x 1.82% = $1,170)	$1,170		
	900 - Health Insurance for 6 ACMs (50% of AC Policy Rate) ($2,336 yr. x 2 ACMs x 50% = $2,336)	$2,336		
	TOTAL COST OF PERSONNEL	**$72,731**	**$72,731**	
530	**TRAVEL COSTS:**			
	200 - Staff Per Diem Out of State			
	▪ Corp. for National Service meetings (1 staff x 4 days x $350/day)	$1,400		
	Subtotal Per Diem	*$1,400*		
	600 - Staff Travel Out of State			
	▪ CNS meetings (1 staff x $695 per trip)	$695		
	Subtotal Travel	*$695*		
	TOTAL COST OF TRAVEL	**$2,095**	**$2,095**	

CSBG - FY 2017 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	X NEW ___ AMENDMENT ___ CONTINUATION OF GRANT #	**Mar-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION		AMOUNT OR VALUE OF EACH ITEM	
			CSBG FEDERAL SHARE	NON FEDERAL SHARE
580	**COMMUNICATIONS COSTS:**			
	100 - Telephone / Fax	$1,800		
	102 - Postage and shipping	$800		
	300 - Distribution and printing of publications	$300		
	400 - Advertising for staff and ACM recruitment	$600		
	TOTAL COMMUNICATION COSTS	**$3,500**	**$3,500**	
	Direct Cost of Component		$78,326	
	Administrative Costs of Component @ 18%		$14,099	
	Total Cost of Component I		**$92,425**	

CSBG - FY 2017 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	X NEW ___ AMENDMENT ___ CONTINUATION OF GRANT #	**Mar-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM		
			CSBG FEDERAL SHARE	NON FEDERAL SHARE
	Component II : RURAL PROVIDERS' CONFERENCE			
520	**CONTRACTUAL COSTS:**			
	100 - RPC Coordinator Contract	$6,200		
	TOTAL COST OF CONTRACTUAL	**$6,200**	**$6,200**	
530	**TRAVEL COSTS:**			
	100 - Staff Per Diem In State			
	▪ Staff to RPC to provide coordination and logistical support (1 staff x 5 days x $270 per day)	$1,350		
	300 - Non - Staff Per Diem In State			
	▪ RPC presenters (3 presenters x 4 days each x $270)	$3,240		
	Subtotal Per Diem	$4,590		
	TOTAL COST OF TRAVEL	**$4,590**	**$4,590**	
	Direct Cost of Component 3		$10,790	
	Administrative Costs of Component @18%		$1,942	
	TOTAL COST OF COMPONENT II		**$12,732**	

CSBG - FY 2017 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	X NEW ___ AMENDMENT ___ CONTINUATION OF GRANT #	**Mar-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM		
			CSBG FEDERAL SHARE	NON FEDERAL SHARE
	Component III: COMMUNITY DEVELOPMENT			
510	**PERSONNEL COSTS:**			
	100 - Community Development Division Director annual salary (90%)	$118,533		
	Community Development Manager annual salary (10%)	$6,479		
	Subtotal Personnel	*$125,012*		
	500 - Employee Fringe ($125,012 x 36%)	$45,004		
	TOTAL COST OF PERSONNEL	**$170,016**	**$170,016**	
530	**TRAVEL COSTS:**			
	100 - Staff Per Diem in State:			
	▪ Site visits and board meetings (2 trips x 2.5 days x $270 per day)	$1,350		
	200 - Staff Per Diem out of State			
	▪ Attend national conferences/trainings (1 trip x 4 days x $350/day)	$1,400		
	Subtotal Per Diem	*$2,750*		
	500 - Staff Travel in State:			
	▪ Site visits and board meetings (2 trips x $575 per trip)	$1,150		
	600 - Staff Travel out of State:			
	▪ Attend national conferences and trainings (1 trip x $695 per trip)	$695		
	Subtotal Travel	*$1,845*		
	TOTAL COST OF TRAVEL	**$4,595**	**$4,595**	

CSBG - FY 2017 - COMMUNITY DEVELOPMENT DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	X NEW ___ AMENDMENT ___ CONTINUATION OF GRANT #	**Mar-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION		AMOUNT OR VALUE OF EACH ITEM	
			CSBG FEDERAL SHARE	NON FEDERAL SHARE
540	**SPACE COSTS:**			
	100 - Space for 1.00 offices ($558 x 12 x 1.0)	$6,696		
	Space for Extra Offices ($558 x 12)($305 x 12)($309 x 12)($662 x 12)	$22,008		
	TOTAL COST OF SPACE	**$28,704**	**$28,704**	
550	**GENERAL SUPPLY COSTS:**			
	100 - Office supplies	$534		
	200 - Copier supplies	$3,500		
	TOTAL COST OF GENERAL SUPPLIES	**$4,034**	**$4,034**	
560	**PROGRAM SUPPLY COSTS:**			
	500 - Training materials	$1,000		
	TOTAL COST OF PROGRAM SUPPLIES	**$1,000**	**$1,000**	
580	**COMMUNICATION COSTS:**			
	100 - Telephone / Teleconference / Fax	$1,000		
	102 - Postage and shipping	$2,000		
	300 - Distribution and printing of publications	$350		
	400 - Advertising (classified ads for staff recruitment)	$350		
	600 - IT costs for 1.00 staff ($285/mo. x 12 mo. x 1.0)	$3,420		
	TOTAL COST OF COMMUNICATIONS	**$7,120**	**$7,120**	
590	**OTHER COSTS:**			
	700 - Fees, Tuitions and Memberships	$500		
	TOTAL COST OF OTHER	**$500**	**$500**	
	Direct Cost of Component		$215,969	
	Administrative Costs of Component @ 18%		$38,874	
	TOTAL COST OF COMPONENT III		**$254,843**	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN
(Please type or print clearly)

(1) NAME OF APPLICANT AGENCY	(2) NAME/TITLE EXECUTIVE DIRECTOR	(3) PHONE (Area Code)
Rural Alaska Community Action Program, Inc.	*Sarah Scanlan, Acting ED*	*(907) 279-2511*

(4) ADDRESS	CITY	STATE	ZIP CODE
731 East 8th Avenue	*Anchorage*	*Alaska*	*99501*

(5) GOAL STATUTORY AUTHORITY(S) Component I AMERICORPS PROGRAMS

Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)

Period: April 1, 2017 to June 30, 2018

(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER 1st	2nd	3rd	4th	(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
National CSBG Goal #1: The conditions in which low-income people live are improved. National CSBG Goal #3: Low-income people become more self-sufficient.	**COMPONENT I – AmeriCorps Programs** 1. Establish cooperative relationships with rural councils and other community-based organizations through which AmeriCorps members can be placed. 2. Recruit and select twenty new members. 3. Provide training and orientation to new members and site supervisors. 4. Provide members with AmeriCorps materials and benefits including monthly stipends, health insurance, child care assistance, and education awards. 5. Provide AmeriCorps members with technical support and follow-up training to include: a) Project planning and implementation; b) Engaging youth and volunteers in community wellness activities; and c) Communication skills and conflict resolution. 6. Promote and enhance the AmeriCorps program. 7. Evaluate program effectiveness. 8. Provide operational support for AmeriCorps programs.	X	X	X	X	• Corporation for National and Community Service • Serve Alaska Commission	**$ 92,425**	**12**	**$ 278,600** Corporation for National and Community Service (CNCS) **$ 132,500** State of Alaska, Tobacco Prevention and Control **$ 75,000** Program income from partner host organizations	**On-Going**
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				**GRAND TOTAL**	**-0-** **$ 92,425**		**$ 486,100**	

(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):
a. (X) Approved by the applicant's governing board. **b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.**

(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD	SIGNATURE:	DATE:	DATE OF BOARD APPROVAL:
RurAL CAP Board President, Jacqueline Dailey		**March 4, 2016**	**March 4, 2016**

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)				(5) GOAL STATUTORY AUTHORITY(S)	Component II RURAL PROVIDERS' CONFERENCE
(2) NAME OF APPLICANT AGENCY *Rural Alaska Community Action Program, Inc.*	(5) NAME/TITLE EXECUTIVE DIRECTOR *Sarah Scanlan, Acting ED*		(6) PHONE (Area Code) *(907) 279-2511*	Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)	
(7) ADDRESS *731 East 8th Avenue*	CITY *Anchorage*	STATE *Alaska*	ZIP CODE *99501*	Period: April 1, 2017 to June 30, 2018	

(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER 1st	2nd	3rd	4th	(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
National CSBG Goal #3: Low-income people own a stake in their community.	**COMPONENT II RURAL PROVIDERS'CONFERENCE** 1. Plan and organize the annual Rural Providers' Conference: a) Develop statewide planning group b) Organize monthly teleconferences c) Develop conference theme and agenda d) Organize conference promotion/advertising e) Register participants / plan logistics 2. Implement and Evaluation RPC: a) Organize RPC site facility, housing, meals b) Coordinate conference transportation c) Recruit trainers and presenters d) Prepare materials, site, registration process e) Coordinate five-day conference for 400 f) Conduct conference evaluation g) Produce needs assessment document h) Produce and distribute conference summary i) Provide technical assistance to providers, and j) Maintain and promote prevention network	X	X	X	X	• Coordination with Native nonprofit, regional and other organizations preventing substance abuse and promoting wellness, including ANTHC; ANHB, First Alaskans, Akeela, Inc., Prevention Symposium, and ADA; the Alaska media; the State of Alaska and rural communities statewide	$ 12,732	12	$5,000 State of Alaska and Corporate Donors	On-Going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL	$ 92,425 $ 105,157		$ 486,100 $ 491,100	

(16) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):
a. (X) Approved by the applicant's governing board. b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.

(17) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD	SIGNATURE:	DATE:	DATE OF BOARD APPROVAL:
RurAL CAP Board President, Jacqueline Dailey		March 4, 2016	March 4, 2016

COMMUNITY SERVICES BLOCK GRANT WORK PLAN
(Please type or print clearly)

(3) NAME OF APPLICANT AGENCY	(8) NAME/TITLE EXECUTIVE DIRECTOR	(9) PHONE (Area Code)
Rural Alaska Community Action Program, Inc.	*Sarah Scanlan, Acting ED*	*(907) 279-2511*

(10) ADDRESS	CITY	STATE	ZIP CODE
731 East 8th Avenue	*Anchorage*	*Alaska*	*99501*

(5) GOAL STATUTORY AUTHORITY(S) Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)

Component III: COMMUNITY DEVELOPMENT

Period: April 1, 2017 to June 30, 2018

(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER 1st	2nd	3rd	4th	(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
National CSBG Goal #1: Low-income people become more self-sufficient. National CSBG Goal #2: The conditions in which low-income people live are improved. National CSBG Goal #3: Low-income people own a stake in their community. National CSBG Goal #6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.	**COMPONENT III** **COMMUNITY DEVELOPMENT** 1. Provide support and supervision to Community Development programs and components: a) Conduct program planning b) Recruit, supervise and train staff c) Monitor grants, contracts and budgets d) Oversee program evaluation	X	X	X	X	• Coordination with rural communities, Native and other nonprofit organizations serving community wellness, youth development and quality of life/economic development priorities. • State and Federal government agencies, including CNCS, U.S. Department of Justice, State of Alaska, Department of Health and Social Services, United Way of Anchorage, Alaska School Activities Association (ASAA).	$ 254,843	12	$308,000 Corp. for National & Community Service – Elder Mentor and VISTA $40,000 United Way $80,000 SOA, Division of Senior Services $400,000 U.S. Department of Justice $150,000 SOA, Division of Behavioral Health $115,000 ASAA $300,000 SOA, Tobacco Prevention $125,000 USDA $40,000 VISTA Program Income	On-Going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL	$ 105,157 $ 360,000		$491,100 $2,049,100	

(18) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):
a. (X) Approved by the applicant's governing board. **b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.**

(19) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD	SIGNATURE:	DATE:	DATE OF BOARD APPROVAL:
RurAL CAP Board President, Jacqueline Dailey		**March 4, 2016**	**March 4, 2016**

Community Services Block Grant FY 2017

Development Services

NARRATIVE

SUMMARY OF COMPONENTS

Component 1 – Fund Development, Management, Partnership Building, Planning and Evaluation Activities

I. Fund Development and Management. Funds are used from CSBG to support the fund development and management activities of the Development Department. The Development Department is responsible for securing diversified financial support for all RurAL CAP programs and guides the agency's efforts in grant writing, relationship building and donation management. The department monitors current trends in program funding and opportunities. Development staff prepares competitive grant applications for all program divisions. Non-CSBG funding sources include local, state and federal grants, private foundation grants, corporate support and individual donations.

II. Build and Maintain Relationships with Partners. CSBG funds are used to support the Development Department activities related to building and maintaining relationships with funders, partners, donors, and other decision makers including state and federal grantors, corporations, private foundations and individuals. The Development Department works collaboratively with the Communications Department to create or refine and distribute public outreach and educational materials.

III. Planning and Evaluation. Funds are used from CSBG to evaluate the effectiveness and efficiency of agency programs and services with the end goal of improving outcomes for the people served. Evaluation is tied to the agency strategic plan and employs a variety of methods including the national evaluation model known as ROMA (Results Oriented Management and Accountability), an agency wide database, and other tools associated with specific programs and projects.

OUTCOME STATEMENT

The Administrative Services Division provides a range of services and activities that have a significant and measurable impact on the ability of RurAL CAP to leverage interest, funding and support for programs that help improve the quality of life for low-income Alaskans.

> *Our goal is to create or expand resources and opportunities in order to achieve family and community outcomes.*

NEED FOR SERVICES

Customers

The customers are ultimately low income Alaskans who receive direct services from the agency program directors, managers, supervisors, coordinators, specialists, and other program staff which the entire agency supports.

Products

- Fund development to increase the financial capacity that sustain and grow the agency
- Partnership development to leverage resources for the delivery of agency programs
- In collaboration with the Communications Department, create and distribute public outreach materials
- Maintain the agency wide database in order to complete and monitor outcomes and refine where needed
- Regular maintenance of the partner/donor database and donation management

OUTCOME MANAGEMENT MODEL

The outcome measures of the Administrative Services component have been integrated into RurAL CAP's ROMA model which includes performance targets, milestones, verification, projected numbers, product steps, and quarterly tracking of results. The outcome management models for the Administrative Services Department are formatted horizontally on the following pages. These pages complete the narrative section of the Administrative Services Department. The CSBG work plan is for the following component:

Component 1 – Development/Planning/Evaluation

- **Fund Development and Management**
- **Build and Maintain Relationships Partners**
- **Planning and Evaluation**

Outcome Measures – Administrative Services

Component I – Development/Planning/Evaluation

Submitted by Ellen Kazary, Development Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #4 Partnerships among supporters and providers of services to low-income people are achieved**.**

National Performance Indicator 4.1 Expanding Opportunities through Community-Wide Partnerships

RurAL CAP Strategic Plan Capacity Building

Outcome Statement #1 RurAL CAP will sustain and expand its financial health by submitting funding proposals resulting in the mobilization of CSBG and additional non-CSBG funds to RurAL CAP and the ability to strengthen, improve and expand programs.

Performance Target #1 Out of 40 submitted proposals requesting funding from a variety of sources, RurAL CAP will secure $32.5 M distributed as follows: $2.5 M in CSBG, $22M in federal non-CSBG funds, $7M in state funding, $1M private foundation or donor funding (4.1A-N).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **agency capacity building through fund development.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** $ Secured or mobilized	**Product Steps:** What staff member does to make milestone happen.	(10/1-12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1-6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.0 RurAL CAP LT in partnership with the Development Department identifies needs for funding and applies for CSBG, other federal funding, state funding, local funding and funding from private sources.	Copies of prepared proposals submitted.	**40 proposals**	Strategic planning (all), budgeting (all) and proposal writing (Development and Divisions).					
1.2 RurAL CAP is awarded CSBG funding to support Divisions' program work.	Notification of funding award processed by Administrative Departments.	**$2.5 M**	Proposals are written and submitted (Development & Programs).					
1.3 RurAL CAP is awarded Federal funding to support Divisions' program work.	Notification of funding award processed by Administrative Departments.	**$22 M**	Proposals are written and submitted (Development & Programs).					
1.4 RurAL CAP is awarded State funding to support Divisions' program work.	Notification of funding award processed by Administrative Departments.	**$7 M**	Proposals are written and submitted (Development & Programs).					

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **agency capacity building through fund development.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** $ Secured or mobilized	**Product Steps:** What staff member does to make milestone happen.	(10/1-12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1-6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.5 RurAL CAP is awarded private, corporate, or foundation funding to support Divisions' program work.	Notification of funding award processed by Administrative Departments.	**$1M**	Proposals are written and submitted (Development & Programs).					

Outcome Measures – Administrative Services

Component I – Development/Planning/Evaluation

Submitted by Sarah Scanlan, Deputy Director *FY 2017 - 10/1/16 to 9/30/17*

National CSBG Goal #5 Agencies increase their capacity to achieve results.
National Perf. Indicator 5.1 Expanding Opportunities through Community-Wide Partnerships
RurAL CAP Strategic Plan Capacity Building
Outcome Statement #1 All RurAL CAP staff and board members will increase their capacity to achieve results and make decisions for effective program development as a result of the development and implementation of a strategic plan.

Performance Target #1 Out of 9 members of the Leadership Team, 9 members will increase their capacity to achieve results and improve programs as a result of the development and implementation of strategic plan resulting in mobilization of non-CSBG funds to RurAL CAP (5.1A-H).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **Program and Division Directors and Managers.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate	**Product Steps:** Who does what to make milestone happen	(10/1-12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1-6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.1 Leadership Team members develop schedule for annual review and update of agency plan.	Participant list, LT meeting minutes.	**9**	Deputy Director facilitates meeting and disseminates minutes.					
1.2 Leadership Team members collect and catalog assessments from all RurAL CAP programs for use in an annual review of the strategic plan.	Copy of strategic plan.	**9**	LT members listen to reports from staff and review program assessments; meeting minutes.					
1.3 Leadership Team members use the Strategic Plan as a guide for the development of programs to address the needs of low-income Alaskans.	Quarterly board reports; Copies of new proposals.	**9**	LT members and their staff design and implement new programs and projects consistent with the agency Strategic Plan.					
1.4 Leadership Team members convene to evaluate key indicators, needs assessments, and environmental scans; determines if plan requires adjustment.	LT meeting minutes.	**9**	Individual goals and objectives are compared to current and emerging trends.					

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **RurAL CAP Program and Division Directors and Managers.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate	**Product Steps:** Who does what to make milestone happen	(10/1-12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1-6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.5 Leadership Team members engage in the board in strategic planning.	Meeting agendas; draft applied strategic plan.	**9**	LT members meet with board members to discuss plan and make revisions.					
1.6 Leadership Team members write plan revisions for review and adoption by RurAL CAP Board of Directors.	Revised plan; board minutes.	**9**	LT recommendations applied to existing plan. Plan revised as appropriate. Board takes action to adopt revisions.					
1.7 Leadership Team members report to the board on the implementation of the strategic plan.	Board Reports; Board committee agendas.	**9**	LT members draft reports and give presentations to the board and board committees.					
1.8 RurAL CAP staff and board members achieve results and improve programs through the development and implementation of a Strategic Plan which results in the mobilization of additional non-CSBG funds to RurAL CAP.	Quarterly Board Reports; copies of new proposals and grant awards.	**9**	LT members and their staff design and implement new programs and projects consistent with the agency Strategic Plan.					

Outcome Measures – Administrative Services

Component I – Development/Planning/Evaluation

Submitted by Sarah Scanlan, Deputy Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #5 Agencies increase their capacity to achieve results.
National Perf. Indicator 5.1 Expanding Opportunities through Community-Wide Partnerships
RurAL CAP Strategic Plan Capacity Building
Outcome Statement #1 All RurAL CAP Staff will become successful and proficient in implementing outcome-based planning and evaluation.

Performance Target #1 Out of 16 Program and Division Directors and Managers, at least 8 will become successful and proficient in implementing outcome-based planning and evaluation using the ROMA (Results Oriented Management and Accountability) model resulting in mobilization of non-CSBG funds to RurAL CAP (5.1A-H).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **ROMA proficiency for RurAL CAP Program and Division Directors and Managers.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate	**Product Steps:** Who does what to make milestone happen	(10/1-12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1-6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.1 Directors and Managers participate in training to prepare planning and evaluation documents.	Training schedules and agendas.	**16**	Directors and Managers request further training if needed to review and clarify.					
1.2 Directors and Managers assist in developing Performance Targets, Milestones, Verification Tools, Projected Numbers, and Products Steps for each of their programs.	Annual CSBG Outcome Measure publication submitted to the Board and to DCCED.	**13**	Deputy Director provides training and reviews outcomes; RurAL CAP Board approves; Proposal goes to DCCED and legislative public hearing.					
1.3 Directors and Managers generate quarterly and annual reports measuring effectiveness of programs using Outcome Measures.	Written quarterly reports submitted to the Board of Directors; Quarterly CSBG outcome measures reports.	**11**	Board sets date for annual review of programs and goals; Executive Director compiles report for the Board.					
1.4 Directors and Managers have results and learning meetings with key staff to discuss and analyze outcome data.	Annual progress report to the board, annual performance evaluations.	**11**	Executive Director compiles report for the Board; supervisors note results and learning achievements in annual performance evaluations.					

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **ROMA proficiency for Program and Division Directors and Managers.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate	**Product Steps:** Who does what to make milestone happen	(10/1-12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1-6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.5 Directors and Managers revise and update Outcome Measures annually.	Annual CSBG Outcome Measure publication submitted to the Board and to DCCED.	**11**	Deputy Director requests reports from staff and compiles into report for CSBG and the Board.					
1.6 Directors and Managers become proficient in implementing outcome-based planning and evaluation resulting in the mobilization of non-CSBG funds.	Non-CSBG proposals and grant awards.	**8**	Directors submit non-CSBG proposals and are awarded funds to support programs consistent with the Applied Strategic Plan.					

Outcome Measures – Administrative Services

Component I – Development/Planning/Evaluation

Submitted by Sarah Scanlan, Deputy Director *FY 2017 - 10/1/16 to 9/30/17*

National CSBG Goal #2 The conditions in which low-income people live are improved.
National Performance Indicator 2.3 Community Engagement
RurAL CAP Strategic Plan Capacity Building
Outcome Statement #1 RurAL CAP staff and board members will engage with other community members to improve conditions in the community by volunteering in community revitalization and anti-poverty initiatives.

Performance Target #1 Out of 150 staff, 100 volunteer 6,000 hours of their time to participate in community revitalization and anti-poverty initiatives (2.3A).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **capacity building for program and other administrative staff.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of employees expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 – 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
3.1 The baseline of the number of employees who plan to volunteer will be determined.	Past CSBG-IS Reports	**150**	Deputy Director to review reports					
3.2 Divisions determine what types of volunteer opportunities are available to employees to achieve desired volunteer goals.	Schedule of opportunities posted on SharePoint with sign-ups for the names of staff participating	**100**	Division Management Teams allow staff to participate in activities and track and report numbers of **staff** attending trainings					
3.3 Staff completes participation in activities that improve the lives of low-income people.	Reports of numbers of staff participating and hours volunteered	**6,000**	Division Managers report number of volunteer **hours** employees have participated in					

Budget Summary FY 2017 **Community Services Block Grant**	**Rural Alaska** **Community Action Program, Inc.**	**Component: DEVELOPMENT SERVICES**

GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED		GOAL STATUTORY AUTHORITY (S)	ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):
	Beginning Date	Ending Date	Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)	
	April 1, 2017	June 30, 2018		

BUDGET SUMMARY (NEW APPLICATIONS – complete "TOTAL REQUESTED BUDGET" Column ONLY. CONTINUATIONS – Complete "CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD" and "TOTAL REQUESTED BUDGET" Columns ONLY. AMENDMENTS – "CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD", "REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and "TOTAL REQUESTED BUDGET" Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: 12		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	$397,131		$0		$397,131			
20	CONTRACTUAL	$817		$0		$817			
30	TRAVEL	$12,234		$0		$12,234			
40	BUILDING SPACE	$27,840		$0		$27,840			
50	GENERAL SUPPLY	$3,000		$0		$3,000			
60	PROGRAM SUPPLY	$1,000		$0		$1,000			
70	EQUIPMENT	$0		$0		$0			
80	COMMUNICATION	$18,780		$0		$18,780			
90	OTHER	$5,300		$0		$5,300			
	TOTAL DIRECT ADMINISTRATIVE COSTS	$466,102 $83,898		- -		$466,102 $83,898			
	TOTAL	**$550,000**		-		**$550,000**			

CSBG - FY 2017 - DEVELOPMENT SERVICES

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	__X_ NEW ___ AMENDMENT ___ CONTINUATION OF GRANT	**Apr-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM		
		CSBG FEDERAL SHARE	NON FEDERAL SHARE	
	DEVELOPMENT SERVICES			
510	**510 PERSONNEL :** (Includes estimates for COLA and merit increases)			
	100 - Development Director (100%)	$113,357		
	Data Coordinator (100%)	$57,470		
	Development Coordinator (100%)	$63,482		
	Development Specialist (100%)	$57,699		
	Subtotal Personnel	*$292,008*		
	500 - Fringe ($292,008 x 36%)	105,123		
	TOTAL COST OF PERSONNEL	**$397,131**	**$397,131**	
520	**520 CONTRACTUAL:**			
	100 - Legal/professional/consulting services - Adsystech contract	$817		
	TOTAL COST OF CONTRACTUAL	**$817**	**$817**	
530	**530 TRAVEL COSTS**			
	100 - Staff Per Diem			
	Staff per diem in state (1 trips, 3 days each x $270/day)	$810		
	200 - Staff Per Diem Out of State			
	Staff per diem out of state (3 trips, 6 days/each x $435/day)	$7,830		

CSBG - FY 2017 - DEVELOPMENT SERVICES

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	__X_ NEW ___ AMENDMENT ___ CONTINUATION OF GRANT	**Apr-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION		AMOUNT OR VALUE OF EACH ITEM	
			CSBG FEDERAL SHARE	NON FEDERAL SHARE
	500 - Staff Travel in State			
	Staff travel (1 trips x $504 per trip)	$504		
	600 - Staff Travel Out of State			
	Staff travel out of state (3 trips x $1,030 per trip)	$3,090		
	TOTAL COST OF TRAVEL	**$12,234**	**$12,234**	
540	**540 SPACE COST:**			
	100 - Space for four Development staff @ 2,320 x 12 months	$27,840		
	TOTAL SPACE COSTS	**$27,840**	**$27,840**	
550	**550 GENERAL SUPPLIES:**			
	100 - Office supplies	$1,500		
	200 - Copier supplies	$1,500		
	TOTAL COST OF GENERAL SUPPLIES	**$3,000**	**$3,000**	
560	**560 PROGRAM SUPPLIES**			
	100 - Program Supplies	$500		
	500 - Training Supplies	$500		
	TOTAL COST OF PROGRAM SUPPLIES	**$1,000**	**$1,000**	
580	**580 COMMUNICATIONS COSTS**			
	100 - Phone & Fax	$3,600		
	102 - Postage (bulk mail expenses)	$500		
	300 - Publications (printing)	$500		
	400 - Advertising (for recruitment)	$500		
	600 - I.T. costs for four staff @ $285 x 12 months	$13,680		
	TOTAL COMMUNICATION COSTS	**$18,780**	**$18,780**	

CSBG - FY 2017 - DEVELOPMENT SERVICES

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	**TYPE OF GRANT:**	**DATE SUBMITTED:**
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	__X_ NEW ___ AMENDMENT ___ CONTINUATION OF GRANT	**Apr-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	**DESCRIPTION OF ITEM AND BASIS FOR VALUATION**		**AMOUNT OR VALUE OF EACH ITEM**	
			CSBG FEDERAL SHARE	**NON FEDERAL SHARE**
590	**590 OTHER COSTS:**			
	300 - Subscriptions	$300		
	700 - Fees, Tuitions & Memberships	$5,000		
	TOTAL OTHERS COSTS	**$5,300**	**$5,300**	
	Direct Cost of Component		$466,102	
	Administrative Costs of Component @ 18%		$83,898	
	Total Cost of Component		**$550,000**	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN
(Please type or print clearly)

(1) NAME OF APPLICANT AGENCY	(2) NAME/TITLE EXECUTIVE DIRECTOR	(3) PHONE (Area Code)
Rural Alaska Community Action Program, Inc.	*Sarah Scanlan, Acting ED*	*(907) 279-2511*

(4) ADDRESS	CITY	STATE	ZIP CODE
731 East 8th Avenue	*Anchorage*	*Alaska*	*99501*

(5) GOAL STATUTORY AUTHORITY(S) Component: DEVELOPMENT SERVICES

The Community Services Block Grant (42 U.S.C. 9901 et seq.) as amended, Sec. 672 – 9904. (1) A) (B) (viii)

Period: April 1, 2017 to June 30, 2018

(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER 1st	2nd	3rd	4th	(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
National CSBG Goal #4: Partnerships among suppliers and providers of services to low-income people are achieved. National CSBG Goal #5 Agencies increase their capacity to achieve results.	**DEVELOPMENT/PLANNING/EVALUATION** **Fund Development and Management**- Provide research and proposal writing support to programs. **Build and Maintain Relationships with Partners** - Develop and maintain relationships with funders and other potential partners. **Planning and Evaluation** – develop and maintain database and staff support to evaluate the effectiveness and efficiency of agency programs and services. Provide other support as needed for the agency to broaden its resource base in order to achieve its mission of improving the lives of low income people by maintaining a high performing and responsive agency.	X X X X	X X X X	X X X X	X X X X	• Staff development – database management systems, updates on various skills as needed. • Updates on successful ways to broaden the financial and partnership building resource base. • National and regional Community Action affiliated conferences. • Refinement of the national Results Oriented Management and Accountability (ROMA) evaluation model.	$570,000	12		On-Going
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY)				GRAND TOTAL	$ 570,000			

(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):
a. (X) Approved by the applicant's governing board. b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.

(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD	SIGNATURE:	DATE:	DATE OF BOARD APPROVAL:
RurAL CAP Board President, Jacqueline Dailey		**March 4, 2016**	**March 4, 2016**

Community Services Block Grant FY 2017

Planning & Construction Division

NARRATIVE

COMPONENTS I – Housing & Planning Services

I. Housing Rehabilitation and Weatherization Services. RurAL CAP will continue to partner with local communities and the Alaska Housing Finance Corporation to provide skilled home assessment, weatherization, and handicapped access modifications, funded principally through a combination of federal (U.S. Department of Energy) and State of Alaska resources. Ultimate customers of the program will be individual low-income households. CSBG funding assists RurAL CAP in forming these strategic partnerships, which result in substantial leveraging of scarce resources for housing preservation and disabled access. RurAL CAP is the principal weatherization service provider in Anchorage, Juneau, and western and northwestern rural Alaska including the cities of Nome and Kotzebue. An important subset of these services is home modifications work that assists persons who experience disabilities with access to and within their home, enabling them to maintain a higher degree of independence.

II. Homeownership Development. Decent, affordable housing continues to be in short supply in Alaska, especially in the state's rural communities. Costs are high, and incomes are low, further constricting housing opportunity. RurAL CAP will support two activities to increase homeownership opportunities for lower-income Alaskans. The CSBG investment will result in the development of new, affordable homeownership units and leveraging of substantial non-CSBG resources.

A. Self-Help Housing. The self-help program offers low-income families the chance to lower the cost of new housing by participating in the construction of their homes. CSBG funds help to bridge the gap between funding provided by the U.S. Department of Agriculture-Rural Development (USDA) and the actual costs of staffing and oversight to operate the program effectively. CSBG also helps to underwrite the cost of research and development, identifying and testing out new markets for the program, site selection, and overall feasibility analysis. The program includes a homeownership counseling and preparation component, as well as job-skill training in residential construction tasks. Current projects are located in the Central Kenai Peninsula area; expansion into hub communities off the road system is a longer-term goal.

B. Manufactured/Modular Housing Pilot. RurAL CAP will pilot a new venture to bring high-quality, energy-efficient manufactured/modular homes to one or more hub communities in rural Alaska. The homes will be installed on permanent foundations suitable for arctic climates by HUD-certified RurAL CAP crews, and will qualify for conventional mortgage financing. RurAL CAP will partner with USDA-Rural Development to originate low-interest home loans to enable lower-income Alaskans to purchase the homes.

III. Capital Project Services. The Planning & Construction Division will continue to support the agency's child development and supportive housing projects by providing in-house technical expertise in arctic construction technologies, cost estimating, finance, and project management.

IV. Housing Advocacy. The Planning & Construction Division will advocate on behalf of rural and Alaskan interests in the drafting and design of federal and state housing programs, policies, regulations, and legislation.

V. Community Planning and Capacity Building. RurAL CAP will participate in planning and facilitating training and technical assistance events designed to build capacity in smaller and rural communities. These events will help communities to learn how to put plans into action, take greater control over land and other resources, and develop competency in financial management and administration. Examples of this activity include lecturing for the Northern Design course at the University of Alaska, Anchorage, conducting a workshop within the Rural Development program at the University of Alaska, Fairbanks, and providing technical training at the annual conference of the Alaska Chapter of the American Planning Association.

PROGRAM OUTCOME STATEMENT

The components of the Planning & Construction Division segment provide a range of activities and services which achieve the following national CSBG goals:

- #1 low-income people become more self-sufficient;
- #2 the conditions in which low-income people live are improved;
- #4 partnerships among supporters and providers of services to low-income people are achieved; and
- #5 agencies increase their capacity to achieve results.

NEED FOR SERVICES

Program Customers

Agency Staff: Among the customers of the Planning & Construction Division component are agency staff – people who administer and provide services for the poor, disadvantaged, and low income so that this population becomes more self-sufficient.

Poor & Low Income: Rural communities have an extensive need for new housing, repairs to existing housing, and development of housing options for special needs populations. The Alaska Consolidated Housing & Community Development Plan estimates that over 115,000 units are in need of repair, expanded living space, or replacement. RurAL CAP will prepare low-income families for homeownership with financial literacy counseling, and assist qualified families with the construction of their own homes through the USDA mutual self-help program or purchasing an existing home. The manufactured/modular housing will bring new choices in homeownership units to rural hub

communities. RurAL CAP's weatherization programs leverage funding from a variety of sources to achieve decent, safe, and energy-efficient housing for the state's lowest income residents.

A 2015 study by the Governor's Council on Disabilities and Special Education cites the lack of accessible housing as a major barrier to independent living for Alaskans who experience disabilities. Elders, who are among the fastest-growing segment of the state's population, often require accessibility modifications to their existing housing in order to remain safely housed and avoid premature institutional care. In partnership with the Alaska Department of Health & Social Services and regional independent living centers, RurAL CAP will continue to perform home accessibility modifications in targeted areas.

Poor and Low Income persons are also served through programs that develop the capacity of rural communities to engage in meaningful self-determination through community planning, and development of small city and tribal governments and community-based organizations to deliver essential community services.

Program Products

The products of the Planning & Construction Division component include **developing programs to serve the needs of low-income people in rural communities to be more self-sufficient and which achieve results.**

- An implemented program which will directly provide affordable owner-occupied housing in rural communities by providing training, technical assistance, and project management to self-help homebuyers.
- Development of six to twelve building sites for manufactured/modular housing, and installation of units for sale to lower-income rural homebuyers.
- Improving energy-efficiency and safety of individual residences, reducing reliance on fossil fuels, enabling low-income people to become more aware of energy conservation steps they can take to lower home heating and electricity costs, and reducing exposure to injury and environmental illness.
- Modifications to existing homes occupied by persons who experience disabilities, which will facilitate independent living, improve quality of life, and extend the useful life of the home.
- Training designed to increase the level of technical competency of villages to engage in community planning and economic development, and to manage rural utilities, housing, and the day-to-day business of tribal and civil governments.

OUTCOME MANAGEMENT MODEL

- The outcome management models for the Planning & Construction Division are formatted horizontally on the following pages. These pages complete the narrative section of the Planning & Construction Division.

Outcome Measures – Planning & Construction Division

Weatherization & Rehabilitation Program

Submitted by Kent Banks, Weatherization Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #2 The conditions in which people with low income live are improved.
National Performance Indicator 2.1 Community Improvement and Revitalization
CSBG Indicator Direct Measure 2.1D Safe and affordable housing units in the community are preserved or improved through construction, weatherization, or rehabilitation achieved by community action activity or advocacy.
RurAL CAP Strategic Plan Housing
Outcome Statement #1 All homes receiving Weatherization and/or associated program services will realize improvements in safety, comfort, durability, and energy efficiency.
Performance Target #1 Of the 300 homes receiving Weatherization services, all will meet ASHRAE 62.2 air infiltration standards.
Performance Target #2 All homes receiving Weatherization services will see reduction's in home utility consumption and many will see considerable reductions to exceed 25% for Urban areas and 35% for rural areas served with extended (EWX) funds.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **homes**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of homes expected to participate. (# people)	**Product Steps:** What staff member does what to make milestone happen.	(10/1 - 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
2.1 Homes tested and assessed; work plan developed.	Work plan on file	**300**	Wx staff conduct home assessment, diagnostic tests, etc.	**81**				
2.2 Air infiltration /ventilation meets ASHRAE 62.2 standards	Blower Door test results	**300**	Wx staff conduct after diagnostic tests, compare with before test.	**59**				
2.3 Home energy consumption is reduced by a minimum of 35% for rural EWX homes	AKWARM pre and post diagnostic results	**65**	Wx crews complete energy conservation improvements; staff compare energy rating and projected cost savings.	**0**				
2.4 Home energy consumption is reduced by a minimum of 25% for urban WAP homes	AKWARM pre and post diagnostic results	**131**	Wx crews complete energy conservation improvements; staff compare energy rating and projected cost savings.	**2**				

Outcome Measures – Planning & Construction Division

Weatherization & Rehabilitation Program

Submitted by Kent Banks, Weatherization Director *FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal #6 Low income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

National Performance Indicator 6.1 Independent Living

CSBG Indicator Measure #6.1A, B The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services: Senior citizens and persons with disabilities.

RurAL CAP Strategic Plan Housing

Outcome Statement #2 All homes occupied by elderly and/or disabled residents assisted by the RurAL CAP Weatherization Department and/or other associated program will realize measurable reduction in energy burden and/or receive accessibility improvements to enable them to continue living in their homes.

Performance Target #2 Of 105 elderly and/or disabled people who apply for assistance, 84 will be determined eligible and receive weatherization services, and 37 will receive home modifications services

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target **for Elderly and/or Disabled Residents**.	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of homes expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 - 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
3.1 An elder (55 years or older) resides in the house, and applies for assistance	Client files	**105**	Wx staff prioritize families to receive program.	**63**				
3.2 Elder qualifies for and receives priority weatherization services to reduce energy burden and improve indoor air quality in the home	Completion/sign-off by supervisor/occupant	**84**	Materials installed by crew, project supervisor verifies work complete.	**35**				
3.3 Disabled resident receives improvements to achieve greater mobility and accessibility, improve health and safety in the home, and increase ability to live independently at home	Home MAP (scope of work), Completion / sign-off by supervisor / occupant, and ILC partners.	**37**	Materials installed by crew, project supervisor verifies work complete.	**11**				

Outcome Measures – Planning & Construction Division
Self-Help Housing Program

Submitted by Mi'shell French, Homeownership Program Supervisor *RurAL CAP FY 2017 - 10/1/16 to 9/30/17*

CSBG Goal #3 Low income people own a stake in their community.
CSBG Goal #2 Conditions in which low income people live are improved.
National Performance Indicator 3.2 Community Empowerment through Maximum Feasible Participation
National Performance Indicator 2.1 Community Improvement and Revitalization
RurAL CAP Strategic Plan Housing
Outcome Statement #1 At least 10 new safe and affordable housing units will be created.

Performance Target #1 Out of 250 applicants and 40 heads of households who complete a pre-screening application, at least 12 will qualify for USDA self-help loans, and 11 will complete their sweat equity commitment and become self-help homeowners which will support their own well-being and that of the community and improve the condition in which they live (3.2C).

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **Low-Income Heads of Households.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 - 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.1 Low income heads of households respond to advertising by requesting program information	Tally of requests received, materials and information provided	**250**	Staff develop and implement marketing plan, track number and source of inquiries	**34**				
1.2 Low income heads of households complete and submit pre-screening application.	Completed pre-screening forms	**40**	Homeownership supervisor receives and evaluates pre-screen applications	**8**				
1.3 Low income heads of households with inadequate credit to qualify for a home loan enroll in counseling services	Records of counseling sessions	**5**	Homeownership supervisor provides credit and homeownership counseling to individual participants	**7**				

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **Low-Income Heads of Households.**	**Verification:** Tool or document used to verify that milestone was reached.	**Projected** # of people expected to participate.	**Product Steps:** What staff member does what to make milestone happen.	(10/1 - 12/31) **Quarter 1**	(1/1 – 3/31) **Quarter 2**	(4/1 – 6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.5 Low income heads of households make application and are approved for a USDA direct loan	Applications processed, USDA commitment letters.	**12**	Homeownership supervisor processes applications, receives results from USDA.	**4**				
1.6 Low income heads of households sign loan documents.	Signed documents, USDA approvals.	**10**	Homeownership supervisor assists households with USDA closing process.	**0**				
1.7 Low income households purchase an existing home in the community	Notification from homebuyer of withdrawal from self-help program consideration	**2**	Homeownership supervisor follows up with homebuyers who decide not to pursue the self-help program	**3**				
1.6 Low income heads of households complete self-help construction and sweat equity commitment; • 11 new safe and affordable housing units created. • An average of $30,000 in sweat equity earned per household	Work records, inspection reports, appraisals	**11**	Construction Coordinator, Project Administrator manage construction project; Homeownership Supervisor facilitates homebuyer group, monitors attendance and occupancy.	**0**				

Budget Summary FY 2017 **Community Services Block Grant**	**Rural Alaska** **Community Action Program, Inc.**	**Component: PLANNING & CONSTRUCTION DIVISION**

GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED Beginning Date April 1, 2017	Ending Date June 30, 2018	GOAL STATUTORY AUTHORITY (S) Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)	ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):

BUDGET SUMMARY (NEW APPLICATIONS – complete "TOTAL REQUESTED BUDGET" Column ONLY. CONTINUATIONS – Complete "CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD" and "TOTAL REQUESTED BUDGET" Columns ONLY. AMENDMENTS – "CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD", "REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and "TOTAL REQUESTED BUDGET" Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation: 12		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: 12		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	$153,106				$153,106			
20	CONTRACTUAL	$8,252				$8,252			
30	TRAVEL	$9,350				$9,350			
40	BUILDING SPACE	$25,211				$25,211			
50	GENERAL SUPPLY	$2,500				$2,500			
60	PROGRAM SUPPLY	$800				$800			
70	EQUIPMENT	$0				$0			
80	COMMUNICATION	$6,745				$6,745			
90	OTHER	$5,900				$5,900			
	TOTAL DIRECT ADMINISTRATIVE COSTS	$211,864 $38,136				$211,864 $38,136			
	TOTAL	**$250,000**				**$250,000**			

CSBG - FY 2017 - PLANNING & CONSTRUCTION

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	_X_ NEW ____ AMENDMENT ___ CONTINUATION OF GRANT	**Mar-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

PLANNING AND CONSTRUCTION

510	**510 PERSONNEL COSTS**			
	100 - Planning & Construction Division Director (.5 FTE - 100% to CSBG)	$59,112		
	100 - Homeownership Manager (1 FTE - 50% CSBG)	$33,066		
	100- Admin Specialist (.75 FTE - 40% to CSBG)	$20,400		
	Subtotal Personnel	*$112,578*		
	500 - Fringe (36% full time/20.9% part time)	$40,528.08		
	TOTAL COST OF PERSONNEL	**$153,106**	**$153,106**	
510	**520 CONTRACTUAL**			
	100- Professional Services			
	TOTAL CONTRACTUAL	**$8,252**	**$8,252**	
530	**530 TRAVEL COSTS**			
	100 - Staff Per Diem in State			
	▪ Trips to conduct workshops and meetings (4 trips x 2 days x $270)	$2,160		
	200 - Staff Per Diem out of State			
	▪ Trips to conference and training events -(2 trips/5 days x $350/day)	$3,500		
	Subtotal Per Diem	*$5,660*		
	500 - Staff Travel in State			
	▪ Trips to conduct workshops and meetings (4 trips x $575)	$2,300		
	600 - Staff Travel out of State			
	▪ Trips to attend conference and training events (2 x $695)	$1,390		
	Subtotal Travel	*$3,690*		
	TOTAL COST OF TRAVEL	**$9,350**	**$9,350**	

CSBG - FY 2017 - PLANNING & CONSTRUCTION

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	_X_ NEW ____ AMENDMENT ___ CONTINUATION OF GRANT	**Mar-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION		AMOUNT OR VALUE OF EACH ITEM	
			CSBG FEDERAL SHARE	NON FEDERAL SHARE
540	**540 SPACE COSTS**			
	Director's office	$12,731		
	Wx office conference area	$12,480		
	TOTAL COST OF SPACE	**$25,211**	**$25,211**	
550	**550 GENERAL SUPPLIES COSTS**			
	100 - Office supplies	$2,000		
	200 - Copier supplies	$500		
	TOTAL COST OF GENERAL SUPPLIES	**$2,500**	**$2,500**	
560	**560 PROGRAM SUPPLIES COSTS**			
	500 - Training supplies	$800		
	TOTAL COST OF PROGRAM SUPPLIES	**$800**	**$800**	
580	**580 COMMUNICATIONS COSTS**			
	100 - Telephone, teleconference and fax	$1,200		
	102 -Postage and Shipping	$625		
	300 - Printing	$500		
	400 - Advertising and Outreach	$1,000		
	600 - Computer communications (1 @ $285/mo.)	$3,420		
	TOTAL COMMUNICATION COSTS	**$6,745**	**$6,745**	
590	**590 OTHER COSTS:**			
	300 - Misc. subscriptions	$400		
	700 - Fees, tuitions, memberships	$5,500		
	NRHC/NRSHHA dues, contractors license and bond, training fees			
	TOTAL OTHER COSTS	**$5,900**	**$5,900**	
	Direct Cost of Component		$211,864	
	Administrative Costs of Component @ 18%		$38,136	
	Total Cost of Component		**$250,000**	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)			(5) GOAL STATUTORY AUTHORITY(S) Public Law 97-35 Section 675 (c), (A), (B), (vi), (vii), (D), & (E).	Component: Planning & Construction Division
(1) NAME OF APPLICANT AGENCY *Rural Alaska Community Action Program, Inc.*	(2) NAME/TITLE EXECUTIVE DIRECTOR *Sarah Scanlan, Acting ED*	(3) PHONE (Area Code) *(907) 279-2511*		
(4) ADDRESS *731 East 8th Avenue*	CITY *Anchorage*	STATE *Alaska*	ZIP CODE *99501*	Period: April 1, 2017 to June 30, 2018

(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER 1st	2nd	3rd	4th	(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
National CSBG Goal #1: Low-income people become more self-sufficient. National CSBG Goal #2: The conditions in which low-income people live are improved. National CSBG Goal #6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.	**HOUSING SERVICES** A. Provide administrative oversight to Weatherization program; broker partnerships among various agencies and communities to maximize leveraging of funding.	X	X	X	X	• HUD • AHFC • USDA • RCAC • Tribes • Independent Living Centers • AMHTA • Housing Assistance Council • Cook Inlet Lending Center	**$210,000**	12	**$8,000,000** (WX funds) **$1,500,000** (home mods and sr access)	Ongoing
	B. Develop and manage partnerships which result in rehabilitation or modification of housing to increase accessibility for seniors and persons experiencing disabilities	X	X	X	X				**$2,100,000** (debt & grants) **$360,000** (AHFC - HOME)	2017
	C. Secure sites for development of mutual self-help housing; secure supplemental funding to underwrite costs of site development.			X	X				**$550,000** (USDA) **$135,000** (HAC - SHOP)	Spring 2017
	D. Implement mutual self-help housing program: Market and deliver homeownership preparation curriculum Recruit and train homebuyers Construct homes	X	X	X	X				**$45,000** (AHFC CHDO)	Ongoing Fall 2017
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES GRAND TOTAL					$210,000		$12,690,000	

(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):
a. (X) Approved by the applicant's governing board. b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.

(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD	SIGNATURE:	DATE:	DATE OF BOARD APPROVAL:
RurAL CAP Board President, Jacqueline Dailey		March 4, 2016	March 4, 2016

COMMUNITY SERVICES BLOCK GRANT WORK PLAN (Please type or print clearly)			(6) GOAL STATUTORY AUTHORITY(S)	Component: Planning & Construction Division
(1) NAME OF APPLICANT AGENCY *Rural Alaska Community Action Program, Inc.*	(2) NAME/TITLE EXECUTIVE DIRECTOR *Sarah Scanlan, Acting ED*	(3) PHONE (Area Code) *(907) 279-2511*	Public Law 97-35 Section 675 (c), (A), (B), (vi), (vii), (D), & (E).	
(4) ADDRESS *731 East 8th Avenue*	CITY *Anchorage*	STATE *Alaska*	ZIP CODE *99501*	Period: April 1, 2017 to June 30, 2018

(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER 1st	2nd	3rd	4th	(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
National CSBG Goal #2: The conditions in which low-income people live are improved.	**COMMUNITY PLANNING PROGRAM** E. Provide analysis and input into design and evaluation of rural development programs and policies of state and federal agencies.	X	X	X	X	• HUD • AHFC • USDA • UAA/UAF • DCRA • Rural LISC • Alaska Chapter American Planning Assn • Nat'l Rural Housing Coalition	$ 13,750			Ongoing
	F. Partner with the University of Alaska, APA and others to provide training and technical assistance to rural communities and their staff.	X	X	X	X					
National CSBG Goal #5: Agencies increase their capacity to achieve results.	G. Support the activities and goals of the Planning and Construction Division	X	X	X	X		$13,750			Ongoing
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES GRAND TOTAL					$210,000 $237,500		$12,690,000 $12,690,000	

(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):
a. (X) Approved by the applicant's governing board. b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.

(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD	SIGNATURE:	DATE:	DATE OF BOARD APPROVAL:
RurAL CAP Board President, Jacqueline Dailey		March 4, 2016	March 4, 2016

Community Services Block Grant FY 2017 Proposal

Supportive Housing Division

NARRATIVE

SUMMARY OF COMPONENTS

Component 1 -- Supportive Housing Division

325 E. 3rd Ave -- CSBG leverages HUD Continuum of Care Grant funding. The Continuum of Care funds the Supportive Housing Project located at 325 E. 3rd. CSBG provides matching funds for the Division Director's salary and benefits for oversight of this program/housing complex and community efforts to end homelessness. The 325 E. 3rd Ave housing first project is 20 units of permanent affordable housing that provides intensive wrap-around treatment service to people with who are identified as chronically homeless and have severe needs. In order to receive access to housing and the services a nationally recognized screening tool used to ensure that the most vulnerable people on the streets of Anchorage receive a housing priority. The project is under construction in FY2016 and is anticipated to open on September 15, 2016.

Affordable Housing – In Anchorage there is a continuing need for affordable housing for low-income persons. CSBG assists in providing the seed funding for the development of new affordable housing and property management functions by funding the Division Manager, Administrative Assistant, Property Management Specialist, Facility Maintenance Tech, and Housing Supervisor and pays for the office space, IT charges, and office supplies for these staff. CSBG allows RurAL CAP to keep rents to a more affordable level and to house people who may have barriers to other types housing options due to past tenancy and criminal history issues. In particular, RurAL CAP often houses families who come to Anchorage from rural communities and formerly homeless persons and families have few housing options open to them. RurAL CAP will expand its inventory of affordable housing through acquisition and/or rehabilitation of additional rental housing units in Anchorage. In addition, RurAL CAP will develop new special needs housing, expanding the agency's capacity to provide much-needed permanent supportive housing for households.

Compliance- The Supportive Housing Division is in the process of diversifying its funding streams to assist with declining State grant revenue. An essential part of this strategy is to supplement grant resources with Medicaid revenue. CSBG is funding an administrative assistant to oversee and provide quality control on Medicaid billing and to assist in the Supportive Housing Division in maximizing its Medicaid billing. RurAL CAP hopes that long-term, when the State of Alaska, completes Medicaid reform that there will be rate adjustment so that the rates not only cover the cost of providing services, but of compliance in the next two years. This is a capacity building component for the Division.

Sitka Place- Stika Place is 55 unit Housing First permanent housing complex for people who are chronically homeless with severe disabilities. The property provides 24 hour coverage and tenancy support to assist the tenants in maintaining housing. CSBG is budgeted to provide one part-time Technician FTE. This allows the property which serves people with severe mental health issues. CSBG allows for the Supportive Housing Division to maintain two people on every shift which assists in provide safety and security for the tenants and staff.

Karluk Manor-Karluk Manor is 46 units that serves the most vulnerable people who have experienced long-term homelessness. The complex provides an optional meal plan because people's disabilities often impair their own ability to cook and eat health meals. The casual laborer is responsible for overseeing the meal service.

Division-wide Training- The Supportive Housing Division to obtain and maintain accreditation and to provide quality of care to our program participants must have staff who are trained in a variety of intervention. The primary way the Division trains on compliance and care issues is through an online learning system called Relias Learning. This is a cost effective way to train staff efficiently, particularly because the Supportive Housing Division works in shifts. In addition, because the Division primary houses tenants with behavioral health issues all staff must be trained in descalation training (Mandt). This training is an essential piece of RurAL CAP's behavior support management plan.

PROGRAM OUTCOME STATEMENT

The components within the Supportive Housing Division provide a range of services and activities which have a significant and measurable impact on the causes and conditions of poverty in Anchorage, particularly with traditionally difficult-to-serve populations. The common thread linking these programs is their shared outcome statement:

> *To create measurable improvements in the conditions and behaviors of low-income Alaskans which enhance their educational, social, physical, mental and spiritual quality of life.*

This outcome represents the culmination of the following CSBG goals:

1) Low income people become more self-sufficient.
2) The conditions in which low-income people live are improved.
3) Low in-come people own a stake in their community.
4) Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

The outcome statements listed in the ROMA (Results Oriented Management and Accountability) model for the Supportive Housing Division are listed below:

Component 2 -- Supportive Housing Division

1) All Homeward Bound residents through the Supportive Employment Program will have access to assistance with gaining employment and increasing their income (ends March 31st). All Supportive Housing Division program participants will have access to employment assistance through the RurAL CAP Supportive Employment Program (begins April 1st).
2) Increase and preserve the number of affordable housing units available to special needs populations such as persons with disabilities or the homeless.
3) Residents receive services conducted by community volunteers and increase volunteer engagement in RurAL CAP's mission through volunteering.
4) Homeless persons will obtain and retain safe and affordable housing.
5) The Supportive Housing Division will provide outreach and engagement services to the most disabled and vulnerable homeless persons to target them for permanent supportive housing.

NEED FOR SERVICES

Program Customers

The target population for Supportive Housing Division programs is supported by CSBG includes a range of persons on the edge and mired in poverty. From homeless families and individuals to people who are low-income renting affordable housing units, this Division serves people with the greatest need in Anchorage.

The following are the target populations for Supportive Housing Division by project:

1. Karluk Manor: Vulnerable chronically homeless persons with severe alcohol dependence.
2. Stika Place: Vulnerable chronically homeless persons who are seriously mentally ill. There is a 7 unit set-aside for homeless veterans.
3. Safe Harbor: Extremely low income families who are homeless or at risk of homelessness.
4. Special Needs Housing: Persons with disabling conditions with some set-asides for the chronically homeless.
5. Affordable Housing: Low income households: The target population is dependent
6. 325 E. 3rd: Chronically homeless persons who are screened as having severe needs.
7. Road Home Program: An intensive case management program that targets housing and long-term supportive services for the chronically homeless, who have high vulnerability and are high utilizers of the Anchorage Safety Center.

Program Products

The products of the Supportive Housing Division programs include **education, employment, job skills, training, independent living skills, improved housing, decreased substance abuse, and healthier families**.

Applying lofty intentions to the daunting task of changing conditions and behaviors of the homeless population in Anchorage, the ultimate goal of the Supportive Housing Division's programs is to guide its residents along a progressive path leading to independent living, stable housing and self-sufficiency. The Division primary population the Division serves are Alaska Natives with addiction issues, many of whom have already been through numerous treatment programs and have been living on the streets for more than a decade.

With a renewed commitment to reporting the measurable results that CSBG-supported programs have in building self-sufficiency and improving the conditions and behaviors of low-income people, the Supportive Housing Division has applied an outcome management model to evaluate its effectiveness. This model incorporates customer performance targets, milestones and verification indicators to evaluate not just program objectives and activities, but rather to measure the outcomes or results of activities that move low-income people out of poverty and into increased involvement in their communities and self-sufficiency in their lives.

OUTCOME MANAGEMENT MODEL

The outcome management models for the Supportive Housing Division are formatted horizontally on the following pages. These pages complete the narrative section of this CSBG work plan for the Supportive Housing Division.

Outcome Measures – Supportive Housing Division
Component I –Income Stability and Self-Sufficiency

Submitted by Corrine O'Neill, Supportive Housing Division Director *RurAL CAP FY 2016 - 10/1/16 to 9/30/17*

CSBG National Goal # 1 Low-income people become more self-sufficient
National Performance Indicator #1.1 Employment
RurAL CAP Strategic Plan Education
Outcome Statement #1 All Supportive Housing Division program participants will have access to employment assistance through the RurAL CAP Supportive Employment Program.
Performance Target #1 20 residents will have increased their income at exit from transitional housing by gaining employment.
Performance Target #2 30 residents self-sufficiency will be measured at entrance into transitional housing in order to measure their gains at exit.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **Homeward Bound and Safe Harbor Muldoon**	**Verification:** Tool or document used to verify that milestone was achieved.	**Projected # of people expected to achieve outcome**	**Product Steps:** What staff member does what to make milestone happen.	(10/1 -12/31) **Quarter 1**	(1/1 - 3/31) **Quarter 2**	(4/1-6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
1.2 Number of program participants who increased their income at exit from transitional housing by gaining employment	Adsystech	20	Employment specialist works with program participants on individualized employment supports.					
1.3 Number of program participants completing skills/competencies such as required for employment through participation in group classes	Adsystech	30	Employment specialist holds at least three weekly employment groups.					
1.4 Number of program participants enrolled in an education or vocational training program such as GED or DVR	Adsystech	2	Employment specialist works with program participants to enroll in vocational programs.					
1.5 Number of program participants receiving post-secondary education program and obtains a certificate or diploma	Adsystech	0	Employment specialist works with residents in linking to GED or other skill building programs.					
1.6 Number of program participants who obtained access to reliable transportation or a driver's license to assist with maintaining employment (non-disabled).	Adsystech	2	Employment specialist and case management staff work with program participants to access					

			public transportation or get a driver's license.					
1.7 Number of program participants who obtained access to reliable transportation or a driver's license to assist with maintaining employment who are disabled (includes severe alcohol dep.)	Adsystech	2	Employment specialist and case management staff work with program participants to access public transportation or get a driver's license.					
1.8 Number of program participants who participated in an employment interview	Adsystech	25	Employment specialists works with program participants to apply for jobs and provides interview coaching.					
1.9 Number of program participants who completed a functional resume	Adsystech	25	Employment specialist works with program participants to write and develop their resume.					
2.1 Number of program participants assessed for self-sufficiency at intake or application for transitional housing	Adsystech	30	Housing supervisor ensures all initial data is collected at program entry. Technician and case management staff work to evaluate improvements on exit.					

Outcome Measures – Supportive Housing Division
Component I – Development and Property Management

Submitted by Corrine O'Neill, Supportive Housing Division Director *RurAL CAP FY 2016 - 10/1/16 to 9/30/17*

CSBG National Goal # 2 The conditions in which low-income people live are improved.
National Performance Indicator #2.1 Community Improvement and Revitalization
RurAL CAP Strategic Plan Housing
Outcome Statement #3-4 Increase and preserve the number of affordable housing units available to special needs populations such as persons with disabilities or the homeless
Performance Target #3 Create 23 units of new safe and affordable housing
Performance Target #4 Preserve, rehabilitate, or provide energy improvements (exclude RurAL CAP weatherization) to 5 units

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **Supportive Housing Division**	**Verification:** Tool or document used to verify that milestone was achieved.	**Projected # of units**	**Product Steps:** What staff member does what to make milestone happen.	(10/1 -12/31) **Quarter 1**	(1/1 - 3/31) **Quarter 2**	(4/1-6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
3.1 Number of new and safe and affordable housing units created	Grant applications	23	Division Manger works with the Development Division complete 325 E. 3rd Ave.					
4.1 Number of units rehabilitated, preserved or receiving energy improvements	DBH Energy Grant and Assessments	5	Division Manger works with the Development Division to complete and finish improvements funded by the DBH Energy Efficiency grant.					

Outcome Measures – Supportive Housing Division
Component I – Volunteering

Submitted by Corrine O'Neill, Supportive Housing Division Director *RurAL CAP FY 2017 - 10/1/16 to 9/30/17*

CSBG National Goal # 2 & 3 The conditions in which low-income people live are improved. Low-income people own a stake in their community.

National Performance Indicator #2.3 & 3.1 Community Engagement and Community Enhancement through Maximum Feasible Participation

RurAL CAP Strategic Plan Advocacy

Outcome Statement #5 Residents receive services conducted by community volunteers and increase volunteer engagement in RurAL CAP's mission through volunteering.

Performance Target #5 The Supportive Housing Division will leverage 2000 volunteer hours for services annually and provide opportunities for residents to volunteer in their community.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **Supportive Housing Division**	**Verification:** Tool or document used to verify that milestone was achieved.	**Projected # of volunteer hours annually**	**Product Steps:** What staff member does what to make milestone happen.	(10/1 -12/31) **Quarter 1**	(1/1 - 3/31) **Quarter 2**	(4/1-6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
5.1 Number of volunteer hours contributed by Jesuit Volunteers, Mennonite Volunteers, and Students	JV Contract, Volunteer Contract, Student Contract	1700	Volunteer keeps a timesheet and supervisor tracks their hours.					
5.2 Number of volunteer hours contributed by other community volunteers	Volunteer Timesheets	300	Volunteer keeps a timesheet and supervisor tracks their hours.					
5.3 Number of volunteers that contribute hours (unduplicated by quarter) in 5.1. and 5.2	Volunteer Timesheets	20	SHD staff keep track of # of volunteers.					
5.4 Number of hours Supportive Housing Division residents/tenants volunteered in the community.	Volunteer Timesheets	80	SHD staff keep track of volunteer's time.					
5.5 Number of volunteers that contributed hours (unduplicated by quarter) in 5.4.	Volunteer Timesheets	20	SHD staff keep track # of volunteer's.					

Outcome Measures – Supportive Housing Division
Component I – Housing Stability and Retention

Submitted by Corrine O'Neill, Supportive Housing Division Director *RurAL CAP FY 2017 - 10/1/15 to 9/30/17*

CSBG National Goal # 6	Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments
National Performance Indicator #6.4	Independent Living
RurAL CAP Strategic Plan	Housing
Outcome Statement #6	Homeless persons will obtain and retain safe and affordable housing.
Performance Target #6	200 residents in permanent supportive housing/affordable housing will maintain housing for 12 months or more
Performance Target #7	60 residents in permanent supportive housing/affordable housing will maintain housing for 6 months or more
Performance Target #8	30 residents in permanent supportive housing/affordable housing will maintain housing for 3 months or more
Performance Target #9	50 residents who newly obtained permanent supportive housing/affordable housing and transitional housing
Performance Target #10	30 residents will move from transitional housing to permanent housing (Homeward Bound and Safe Harbor)

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **Supportive Housing Division**	**Verification:** Tool or document used to verify that milestone was achieved.	**Projected # of people expected to achieve outcome.**	**Product Steps:** What staff member does what to make milestone happen.	(10/1 -12/31) **Quarter 1**	(1/1 - 3/31) **Quarter 2**	(4/1-6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
6. 1 Number of residents with disabilities who retained permanent supportive housing/affordable housing (includes severe alcohol dependence) for a year or more.	YARDI and HMIS data system as tracked by lease or occupancy agreement	150	Technician and case management staff provide daily supportive services to assist residents with self-sufficiency.					
6.2 Number of residents who retained permanent supportive housing /affordable housing for a year or more (non-disabled)	YARDI and HMIS data system as verified by lease or occupancy agreement	50	Property management staff work with residents on tenancy issues on a regular basis.					
7.1 Number of residents with disabilities who retained permanent supportive housing/affordable housing (includes severe alcohol dependence) for 6 months or more	YARDI and HMIS data system as tracked by lease or occupancy agreement	40	Technician and case management provide daily supportive services to assist residents with self-sufficiency.					
7.2 Number of residents who retained permanent supportive housing /affordable housing for 6 months or more (non-disabled)	YARDI and HMIS data system as verified by lease or occupancy agreement	20	Property management staff work with residents on tenancy issues on a regular basis.					

8.1 Number of residents with disabilities who retained permanent supportive housing/affordable housing (includes severe alcohol dependence) for three months or more	YARDI and HMIS data system as tracked by lease or occupancy agreement	25	Technician and case management provide daily supportive services to assist residents with self-sufficiency.					
8.2 Number of residents who retained permanent supportive housing /affordable housing for three months or more (non-disabled)	YARDI and HMIS data system as verified by lease or occupancy agreement	5	Property management staff work with residents on tenancy issues on a regular basis.					
9. 1 Number of residents who newly obtained safe and affordable housing permanent housing (non-disabled).	YARDI and HMIS data system as verified by lease or occupancy agreement	20	Property management staff work to fill units so there is a less than 2% vacancy rate.					
9.2 Number of residents who are disabled that obtained newly obtained safe and affordable housing permanent housing.	YARDI and HMIS data system as verified by lease or occupancy agreement	5	Property management staff work to fill units so there is a less than 2% vacancy rate.					
9.3 Number of residents who newly obtained safe and affordable transitional housing (non-disabled).	YARDI and HMIS data system as verified by lease or occupancy agreement	15	Property management staff work to fill units so there is a less than 2% vacancy rate and supportive service staff work with partner agencies to obtain referrals for housing.					
9.4 Number of residents with disabilities who obtained safe and affordable transitional housing.	YARDI and HMIS data system as verified by lease or occupancy agreement	10	Property management staff work to fill units so there is a less than 2% vacancy rate and supportive service staff work with partner agencies to obtain referrals for transitional housing.					
10.1 Number of residents who moved from transitional to permanent housing	YARDI and HMIS data system as verified by lease or occupancy agreement	30	Case management staff work with residents to increase their self-sufficiency, income, tenancy and recovery skills.					

Outcome Measures – Supportive Housing Division
Component I – Homeless Outreach

Submitted by Corrine O'Neill, Supportive Housing Division Director *RurAL CAP FY 2017- 10/1/16 to 9/30/17*

CSBG National Goal # 6 Low-Income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments

National Performance Indicator #6.2 Emergency Assistance (Other)

RurAL CAP Strategic Plan Education

Outcome Statement #10 The Supportive Housing Division will provide outreach and engagement services to the most disabled and vulnerable homeless persons to target them for permanent supportive housing.

Performance Target #11 The Division will provide outreach services to 75 vulnerable persons to assess and prioritize them for housing and services.

Milestone: Small, measurable changes in customer conditions or behaviors to accomplish the performance target for **Homeward Bound, Road Home, Safe Harbor.**	**Verification:** Tool or document used to verify that milestone was achieved.	**Projected # of people expected to achieve outcome.**	**Product Steps:** What staff member does what to make milestone happen.	(10/1 -12/31) **Quarter 1**	(1/1 - 3/31) **Quarter 2**	(4/1-6/30) **Quarter 3**	(7/1 – 9/30) **Quarter 4**	**Total**
11.1 Number of homeless persons receiving vulnerability assessments at outreach	VAT/ Family VI-SPDAT Tool tracked in Adsystech	75	Outreach staff track number of assessment completed, scores and upload into Adsystech.					

Budget Summary FY 2017 **Community Services Block Grant**	**Rural Alaska** **Community Action Program, Inc.**	**Component: SUPPORTIVE HOUSING DIVISION**

GRANT NUMBER:	FUNDING PERIOD FOR WHICH FUNDS ARE REQUESTED Beginning Date April 1, 2017	Ending Date June 30, 2018	GOAL STATUTORY AUTHORITY (S) Public Law 97-35 Section 675 ©, (A), (B) (vi), (vii), (D), (E)	ESTIMATED UNEXPENDED CSBG FUNDS AVAILABLE AT END OF CURRENT FUNDING PERIOD (Attach most recent Monthly and/or Quarterly Financial Report):

BUDGET SUMMARY (NEW APPLICATIONS – complete "TOTAL REQUESTED BUDGET" Column ONLY. CONTINUATIONS – Complete "CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD" and "TOTAL REQUESTED BUDGET" Columns ONLY. AMENDMENTS – "CSBG APPROVED BUDGET FOR THE CURRENT FUNDING PERIOD", "REQUESTED AMENDMENT TO CURRENT CSBG BUDGET and "TOTAL REQUESTED BUDGET" Columns.)

	COST CATEGORY	(I) CSBG Approved Budget for the Current Funding Period No. months of operation:		(II) Requested Amendment to Current CSBG Approved Budget (+ or -)		(III) TOTAL REQUESTED BUDGET No. months of operation: 12		(IV) TOTAL DCRA APPROVED BUDGET No. months of operation:	
		CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal	CSBG Federal	Non Federal
		(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
10	PERSONNEL	$229,812		$0		$229,812			
20	CONTRACTUAL	$12,600		$0		$12,600			
30	TRAVEL	$4,085		$0		$4,085			
40	BUILDING SPACE	$19,500		$0		$19,500			
50	GENERAL SUPPLY	$1,200		$0		$1,200			
60	PROGRAM SUPPLY	$0		$0		$0			
70	EQUIPMENT	$0		$0		$0			
80	COMMUNICATION	$15,988		$0		$15,988			
90	OTHER	$21,900		$0		$21,900			
	TOTAL DIRECT ADMINISTRATIVE COSTS	$305,085 $54,915		- -		$305,085 $54,915			
	TOTAL	**$360,000**		-		**$360,000**			

CSBG - FY 2017 - SUPPORTIVE HOUSING DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	x NEW ___ AMENDMENT ___ CONTINUATION OF GRANT	**Mar-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	AMOUNT OR VALUE OF EACH ITEM	
		CSBG FEDERAL SHARE	NON FEDERAL SHARE

Component 1: SUPPORTIVE HOUSING

510	**PERSONNEL:**			
	100 - Housing Supervisor @ 25% (Rob)	17,808		
	100 - Admin Assistant @ 40% (Theresa)	$18,579		
	100 - Operations Technician Safe Harbor Merrill 50%	21,037		
	100 - Div Director @ 20%	26,306		
	100 - Div Manager 17%	18,932		
	Subtotal Personnel	102,662		
	500 - Employee Fringe FTE	$39,012		
	PTE			
	100 - Facility Maint Tech @ 100%	$6,000		
	100 - Casual Laborer @ 100% (KM - Renee)	$10,144		
	100 - Operations Technician Sitka (new)	$19,036		
	100 - .5 FTE Admin Assistant @ 100% (new Billing)	$17,961		
	100 - .5 FTE Specialist @ 100% (New Property Mgt)	$19,760		
	Subtotal Personnel	$72,901		
	500 - Employee Fringe PTE	$15,237		
	TOTAL COST OF PERSONNEL	**$229,812**	**$229,812**	
520	**CONTRACTUAL EXPENSE:**			
	100 - Professional Services **Relias/MANDT**	$10,100		
	500 - Insurance	$2,500		
	TOTAL COST OF CONTRACTUAL	**$12,600**	**$12,600**	
530	**TRAVEL:**			
	200 - Per Diem Out of State	$1,600		
	600 - Travel Out of State	$1,800		
	900 - Mileage	$685		
	TOTAL COST OF TRAVEL	**$4,085**	**$4,085**	

CSBG - FY 2017 - SUPPORTIVE HOUSING DIVISION

BUDGET SUPPORT SHEET (Budget Support Data)

NAME OF APPLICANT AGENCY:	TYPE OF GRANT:	DATE SUBMITTED:
RURAL ALASKA COMMUNITY ACTION PROGRAM, INC 731 EAST 8TH AVENUE ANCHORAGE, ALASKA 99501	__x_ NEW ___ AMENDMENT ___ CONTINUATION OF GRANT	**Mar-16**

BUDGET SUPPORT DATA (Itemize and show subtotal for each Cost Category)

COST CAT NO.	DESCRIPTION OF ITEM AND BASIS FOR VALUATION		AMOUNT OR VALUE OF EACH ITEM	
			CSBG FEDERAL SHARE	NON FEDERAL SHARE
540	**SPACE COSTS:**			
	100 - Building Rental (CLO)	$19,500		
	700 - Maintenance/Repairs	$0		
	TOTAL SPACE COST	**$19,500**	**$19,500**	
550	**GENERAL SUPPLIES:**			
	100 - Office Supplies	$1,200		
	GENERAL SUPPLIES	**$1,200**	**$1,200**	
560	**PROGRAM SUPPLIES:**			
	100 - Program Supplies	$0		
	PROGRAM SUPPLIES	**$0**	**$0**	
580	**COMMUNICATIONS:**			
	100 - Telephone/Fax	$1,200		
	101 - Electronic Communications	$0		
	400 - Advertising	$0		
	600 - IT Services	$14,788		
	TOTAL COMMUNICATIONS COST	**$15,988**	**$15,988**	
590	**OTHER DIRECT COSTS:**			
	100 - Vehicle Expense	$1,200		
	105 - Vehicle Insurance	$5,700		
	700 - Fees	$15,000		
	TOTAL COST OF OTHER	**$21,900**	**$21,900**	
	Direct Cost of Component		**$305,085**	
	Administrative Cost @ 18%		**$54,915**	
	TOTAL COST OF COMPONENT		**$360,000**	

COMMUNITY SERVICES BLOCK GRANT WORK PLAN
(Please type or print clearly)

(5) GOAL STATUTORY AUTHORITY(S) — **Component I: Supportive Housing Division**

Public Law 97-35, Section 675 (c), (A), (B)(vi) & (vii), (D) and (E)

Period: April 1, 2017 to June 30, 2018

(1) NAME OF APPLICANT AGENCY	(2) NAME/TITLE EXECUTIVE DIRECTOR	(3) PHONE (Area Code)
Rural Alaska Community Action Program, Inc.	*Sarah Scanlan, Acting ED*	*(907) 279-2511*

(4) ADDRESS	CITY	STATE	ZIP CODE
731 East 8th Avenue	*Anchorage*	*Alaska*	*99501*

(6) PROJECT TITLE AND STATEMENT OF ONE-YEAR GOALS	(7) ACTIVITIES REQUIRED TO ACHIEVE GOAL	(8) TIME TABLE PROGRAM YEAR QUARTER 1st	2nd	3rd	4th	(9) TRAINING AND TECHNICAL ASSISTANCE REQUIRED	(10) CSBG FUNDS	(11) No. Mos.	(12) Other Funds	(13) Planned Completion
National CSBG Goal #1: Low-income people become more self-sufficient. National CSBG Goal #2: The conditions in which low-income people live are improved. National CSBG Goal #3: Low-income people own a stake in their community. National CSBG Goal #6: Low-Income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.	COMPONENT I – SUPPORTIVE HOUSING 1. Wellness to Work: a) Strengthen the Wellness to Work program so that serves all projects Division-Wide b) Work on measuring and analyzing the self-sufficiency of residents consistently and accurately through the Adsystech system. 2. Housing Development and Operations: a) Complete the development and open 325 E. 3rd Ave. b) Complete the development of 23 units of affordable housing at 207 Muldoon Road c) Work to build compliance capacity by adding a part-time property management position d) Work to implement a new property management compliance database e) Complete energy efficiency improvements at all properties 3. Apply for Jesuit volunteer, accept student interns, and engage. 4. Client/Resident Services a) Hire and train a new Technician b) Ramp up Medicaid revenue billing c) Provide healthy meals at Karluk d) Provide case management services e) Assist in providing tenancy support services and case management service to help tenants retain housing.	X	X	X	X	• Adsystech Database implementation and training • MANDT Descalation Training • Relias Learning Training Modules • Vulnerability assessment tool training • Implementation of a new property management compliance system	$360,000	12	**$722,194 (325 E. 3rd Ave operating)** **$74,237 (Wellness to Work)** **$217,000 (HAP Safe Harbor)** **$1,030,127 (SNHG operating)** **$750,000 (Road Home)** **$375,000 (Sitka Place)** **$25,000 (United Way)** **$1,656,124 (Rental Revenue)** **$170,770 (Medicaid Revenue)**	**On-Going**
		TOTALS CARRIED FORWARD FROM PREVIOUS PAGES (IF ANY) GRAND TOTAL					**$ 360,000**		**$5,020,452**	

(14) THIS APPLICATION HAS BEEN (check "a" or "b" as appropriate):
a. (X) Approved by the applicant's governing board. b. ( ) Reviewed by the applicant's administering board and approved by its governing officials.

(15) NAME AND TITLE OF PRINCIPAL GOVERNING OFFICIAL OR PRINCIPAL OFFICER OF GOVERNING BOARD	SIGNATURE:	DATE :	DATE OF BOARD APPROVAL:
RurAL CAP Board President, Jacqueline Dailey		**March 4, 2016**	**March 4, 2016**

Appendix C

Documents of Public Hearing

Documentation will be added after the Public Hearing