



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: May 3, 2018

Staff Contact: Nicki Aaker (naaker@carson.org); Mary Jane Ostrander (mostrander@carson.org)

Agenda Title: For Possible Action: To approve Carson City Health and Human Services re-applying for the Community Services Block Grant (CSBG) through the Nevada Department of Health and Human Services; Office of Community Partnerships and Grants.

Staff Summary: Carson City is eligible to apply for \$125,717 according to the funding formula provided by the Nevada Department of Health and Human Services; Office of Community Partnerships and Grants. CSBG fully funds the Workforce Case Manager, partially funds a Community Health Worker, and partially funds two Office Specialists. Carson City Health and Human Services has received the CSBG for approximately the past 20 years.

Since this grant does not have a funding announcement with the application, last year's completed grant application is included for reference purposes only.

Agenda Action: Formal Action/Motion

Time Requested: 5 minutes

Proposed Motion

I move to approve Carson City Health and Human Services re-applying for the Community Services Block Grant (CSBG) through the Nevada Department of Health and Human Services; Office of Community Partnerships and Grants.

Board's Strategic Goal

Quality of Life

Previous Action

Carson City Health and Human Services has received the CSBG for approximately the past 20 years.

Background/Issues & Analysis

CSBG funds are utilized by CCHHS to provide a Workforce Program for the unemployed and under-employed. Staff funded by CSBG work closely with the housing programs managed by CCHHS to bring resources and education to the low-income community such as Financial Literacy. CSBG provides a Case Management Service Delivery System database that provides participants with individualized case planning/goal setting and tracking system.

Priorities for CSBG focuses on providing support services to the low income and removing barriers to self-sufficiency. As employment service needs decrease, the focus of the CSBG moves toward family development needs. CSBG requires a Tripartite Advisory Board to oversee the priorities of CSBG and the National Organizational Standards of CSBG. The Board is comprised of Sheriff Furlong; Supervisor Abowd; Amin Aminian, Nevada State Bank; Vicky Peacock, a community representative and two positions that are currently vacant of which we have candidates.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: CSBG - 275-0764

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: No fiscal match is required and no additional full-time staff will be hired. Not applying would lead to a decrease in the current delivery of the programs and services up to and including program closure and service reduction or elimination.

Alternatives

To deny Carson City Health and Human Services applying for the Carson City Health and Human Services re-applying for the Community Services Block Grant (CSBG) through the Nevada Department of Health and Human Services; Office of Community Partnerships and Grants. Not applying would lead to a decrease in the current delivery of the programs and services up to and including program closure and service reduction or elimination.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF COMMUNITY PARTNERSHIPS AND GRANTS**

**CSBG APPLICATION for SFY 2018
July 1, 2018 – June 30, 2019**

Section 1 - Applicant Information Form

1.	Agency Name:					
	Address:					
	Contact Person/Title:					
	Phone:		FAX:		Email:	
	Federal Tax I.D. #:					
	State Vendor #:					
	DUNS #:					
2.	Type of Agency (check one):					
	<input type="checkbox"/> Private, non-profit <input type="checkbox"/> Public agency					
3.	CSBG Award Amount for SFY 2019:					
4.	Name of applicant's authorized representative (print):	Title:			Date:	
	Signature:					

1	Agency Name: _____	DO NOT OVERRIDE FORMULAS IN LAST COLUMN SFY 2019
	Program Category: _____	

CSBG Budget Narrative BC

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
2 Personnel/Fringe				
List staff positions, percent of time to be spent on the project, rate of pay, and total cost to this grant. Include fringe benefits in the salary calculations.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Personnel Total			\$ -
3 Contracts/Consultants				
List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Contracts/Consultants Total			\$ -
4 Operating				
List supply costs, facility costs, communication costs, and other related operating costs. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this program.				\$ -
				\$ -
				\$ -
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				\$ -
	Operating Total			\$ -
5 Equipment				
List Equipment purchase or lease costing \$1,000 or more, and justify these expenditures. "Equipment" costing less than \$1,000 should be listed under "Supplies."			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
	Equipment Total			\$ -
6 Direct Assistance				
List Direct Assistance Costs that will be provided to clients. This should include all emergency service costs, training vouchers, clothing, and other items provided to the client to stabilize families and remove work barriers.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
	Direct Assistance Total			\$ -
7 Subsidized Wages				
Estimate the amount of subsidized wages that will be provided. Subsidized wages are limited to 50% of the employee's wages during the first three months of employment.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
	Subsidized Wages Total			\$ -
8 Travel and Training				
List all staff travel and training expenses.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Travel and Training Total			\$ -
9 Other Expenses				
List any other expenses. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this project.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
	Other Total			\$ -
	Grand Total			\$ -

Section 3 - Budget Narrative

1 **Agency Name:** _____ **DO NOT OVERRIDE FORMULAS IN LAST COLUMN**
Program Category: _____ **SFY 2019**

CSBG Budget Narrative

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

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				\$ -
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			Personnel Total	\$ -
3 Contracts/Consultants				
List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.				\$ -
				\$ -
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				\$ -
			Contracts/Consultants Total	\$ -
4 Operating				
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				\$ -
			Operating Total	\$ -
5 Equipment				
List Equipment purchase or lease costing \$1,000 or more, and justify these expenditures. "Equipment" costing less than \$1,000 should be listed under "Supplies."				\$ -
				\$ -
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				\$ -
			Equipment Total	\$ -
6 Direct Assistance				
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				\$ -
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				\$ -
				\$ -
			Direct Assistance Total	\$ -
7 Subsidized Wages				
Estimate the amount of subsidized wages that will be provided. Subsidized wages are limited to 50% of the employee's wages during the first three months of employment.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Subsidized Wages Total	\$ -
8 Travel and Training				
List all staff travel and training expenses.				\$ -
				\$ -
				\$ -
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				\$ -
			Travel and Training Total	\$ -
9 Other Expenses				
List any other expenses. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this project.				\$ -
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			Other Total	\$ -
			Grand Total	\$ -

Section 3 - Budget Narrative

1 **Agency Name:** _____ **DO NOT OVERRIDE FORMULAS IN LAST COLUMN**
Program Category: _____ **SFY 2019**

CSBG Budget Narrative D

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

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2 Personnel/Fringe				
List staff positions, percent of time to be spent on the project, rate of pay, and total cost to this grant. Include fringe benefits in the salary calculations.				\$ -
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			Personnel Total	\$ -
3 Contracts/Consultants				
List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.				\$ -
				\$ -
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				\$ -
			Contracts/Consultants Total	\$ -
4 Operating				
List supply costs, facility costs, communication costs, and other related operating costs. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this program.				\$ -
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				Operating Total
5 Equipment				
List Equipment purchase or lease costing \$1,000 or more, and justify these expenditures. *Equipment* costing less than \$1,000 should be listed under *Supplies.*				\$ -
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			Equipment Total	\$ -
6 Direct Assistance				
List Direct Assistance Costs that will be provided to clients. This should include all emergency service costs, training vouchers, clothing, and other items provided to the client to stabilize families and remove work barriers.				\$ -
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			Direct Assistance Total	\$ -
7 Subsidized Wages				
Estimate the amount of subsidized wages that will be provided. Subsidized wages are limited to 50% of the employee's wages during the first three months of employment.				\$ -
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				\$ -
			Subsidized Wages Total	\$ -
8 Travel and Training				
List all staff travel and training expenses.				\$ -
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			Travel and Training Total	\$ -
9 Other Expenses				
List any other expenses. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this project.				\$ -
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			Other Total	\$ -
			Grand Total	\$ -

Section 3 - Budget Narrative

1 **Agency Name:** **DO NOT OVERRIDE FORMULAS IN LAST COLUMN**
Program Category: **SFY 2019**

CSBG Budget Narrative E

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Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
2 Personnel/Fringe				
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			Personnel Total	\$ -
3 Contracts/Consultants				
List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.				\$ -
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			Contracts/Consultants Total	\$ -
4 Operating				
List supply costs, facility costs, communication costs, and other related operating costs. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this program.				\$ -
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			Operating Total	\$ -
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			Equipment Total	\$ -
6 Direct Assistance				
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7 Subsidized Wages				
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			Subsidized Wages Total	\$ -
8 Travel and Training				
List all staff travel and training expenses.	0		-	\$ -
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			Travel and Training Total	\$ -
9 Other Expenses				
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1 Agency Name:
Program Category:

DO NOT OVERRIDE FORMULAS IN LAST COLUMN
SFY 2019

CSBG Budget Narrative F

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CSBG Budget Narrative

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			Equipment Total	\$ -
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			Subsidized Wages Total	\$ -
8 Travel and Training				
List all staff travel and training expenses.			-	\$ -
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			-	\$ -
			Travel and Training Total	\$ -
9 Other Expenses				
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			-	\$ -
			-	\$ -
			Other Total	\$ -
			Grand Total	\$ -

Section 3 - Budget Narrative

1 Agency Name: DO NOT OVERRIDE FORMULAS IN LAST COLUMN
 Program Category: SFY 2019

CSBG Budget Narrative H

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

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				\$ -
			Personnel Total	\$ -
3 Contracts/Consultants				
List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.			-	\$ -
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			-	\$ -
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			Contracts/Consultants Total	\$ -
4 Operating				
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				Operating Total
5 Equipment				
List Equipment purchase or lease costing \$1,000 or more, and justify these expenditures. "Equipment" costing less than \$1,000 should be listed under "Supplies."			-	\$ -
			-	\$ -
			-	\$ -
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			-	\$ -
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			Equipment Total	\$ -
6 Direct Assistance				
List Direct Assistance Costs that will be provided to clients. This should include all emergency service costs, training vouchers, clothing, and other items provided to the client to stabilize families and remove work barriers.				\$ -
			-	\$ -
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			-	\$ -
			Direct Assistance Total	\$ -
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			-	\$ -
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			-	\$ -
			Subsidized Wages Total	\$ -
8 Travel and Training				
List all staff travel and training expenses.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Travel and Training Total	\$ -
9 Other Expenses				
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			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Other Total	\$ -
			Grand Total	\$ -

1 Agency Name: DO NOT OVERRIDE FORMULAS IN LAST COLUMN
 Program Category: SFY 2019

CSBG Budget Narrative I

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				\$ -
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			Personnel Total	\$ -
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			-	\$ -
			-	\$ -
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List Equipment purchase or lease costing \$1,000 or more, and justify these expenditures. "Equipment" costing less than \$1,000 should be listed under "Supplies."			-	\$ -
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6 Direct Assistance				
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			-	\$ -
			Subsidized Wages Total	\$ -
8 Travel and Training				
List all staff travel and training expenses.			-	\$ -
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			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Travel and Training Total	\$ -
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			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Other Total	\$ -
			Grand Total	\$ -

Section 3 - Budget Narrative

1 Agency Name: DO NOT OVERRIDE FORMULAS IN LAST COLUMN
 Program Category: SFY 2019

CSBG Budget Narrative J

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
2 Personnel/Fringe				
List staff positions, percent of time to be spent on the project, rate of pay, and total cost to this grant. Include fringe benefits in the salary calculations.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Personnel Total	\$ -
3 Contracts/Consultants				
List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Contracts/Consultants Total	\$ -
4 Operating				
List supply costs, facility costs, communication costs, and other related operating costs. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this program.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				Operating Total
5 Equipment				
List Equipment purchase or lease costing \$1,000 or more, and justify these expenditures. "Equipment" costing less than \$1,000 should be listed under "Supplies."			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Equipment Total	\$ -
6 Direct Assistance				
List Direct Assistance Costs that will be provided to clients. This should include all emergency service costs, training vouchers, clothing, and other items provided to the client to stabilize families and remove work barriers.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Direct Assistance Total	\$ -
7 Subsidized Wages				
Estimate the amount of subsidized wages that will be provided. Subsidized wages are limited to 50% of the employee's wages during the first three months of employment.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Subsidized Wages Total	\$ -
8 Travel and Training				
List all staff travel and training expenses.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Travel and Training Total	\$ -
9 Other Expenses				
List any other expenses. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this project.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Other Total	\$ -
			Grand Total	\$ -

1 Agency Name:
 Program Category:

DO NOT OVERRIDE FORMULAS IN LAST COLUMN
 SFY 2019

CSBG Budget Narrative K

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
2 Personnel/Fringe				
List staff positions, percent of time to be spent on the project, rate of pay, and total cost to this grant. Include fringe benefits in the salary calculations.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Personnel Total \$ -	
3 Contracts/Consultants				
List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Contracts/Consultants Total \$ -	
4 Operating				
List supply costs, facility costs, communication costs, and other related operating costs. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this program.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				Operating Total \$ -
5 Equipment				
List Equipment purchase or lease costing \$1,000 or more, and justify these expenditures. "Equipment" costing less than \$1,000 should be listed under "Supplies."			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Equipment Total \$ -	
6 Direct Assistance				
List Direct Assistance Costs that will be provided to clients. This should include all emergency service costs, training vouchers, clothing, and other items provided to the client to stabilize families and remove work barriers.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Direct Assistance Total \$ -	
7 Subsidized Wages				
Estimate the amount of subsidized wages that will be provided. Subsidized wages are limited to 50% of the employee's wages during the first three months of employment.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Subsidized Wages Total \$ -	
8 Travel and Training				
List all staff travel and training expenses.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Travel and Training Total \$ -	
9 Other Expenses				
List any other expenses. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this project.			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			-	\$ -
			Other Total \$ -	
			Grand Total \$ -	

1 Agency Name:
Program Category:

DO NOT OVERRIDE FORMULAS IN LAST COLUMN
SFY 2019

CSBG Budget Narrative Admin

NOTE: Only include amounts to be funded through the CSBG grant in the Extension column.

Expense Category	Description of item and relation to project.	Unit Cost or Salary	Quantity	Extension (See Note) (Quantity x Unit Cost)
2 Personnel/Fringe				
List staff positions, percent of time to be spent on the project, rate of pay, and total cost to this grant. Include fringe benefits in the salary calculations.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Personnel Total	\$ -
3 Contracts/Consultants				
List all subcontracts, subawards, and consultant costs. Provide a brief explanation of the purpose of each item.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Contracts/Consultants Total	\$ -
4 Operating				
List supply costs, facility costs, communication costs, and other related operating costs. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this program.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Operating Total	\$ -
5 Equipment				
List Equipment purchase or lease costing \$1,000 or more, and justify these expenditures. "Equipment" costing less than \$1,000 should be listed under "Supplies."				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Equipment Total	\$ -
6 Direct Assistance				
List Direct Assistance Costs that will be provided to clients. This should include all emergency service costs, training vouchers, clothing, and other items provided to the client to stabilize families and remove work barriers.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Direct Assistance Total	\$ -
7 Subsidized Wages				
Estimate the amount of subsidized wages that will be provided. Subsidized wages are limited to 50% of the employee's wages during the first three months of employment.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Subsidized Wages Total	\$ -
8 Travel and Training				
List all staff travel and training expenses.				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Travel and Training Total	\$ -
9 Other Expenses				
List any other expenses. If any costs represent an allocated portion of the agency's overall cost, indicate the percent of the costs that are being allocated to this project.		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
		\$0.00	-	\$ -
			Other Total	\$ -
			Grand Total	\$ -

Section 4 – Description of Programs

A	B	C	D	E	F	G
#	Program Name	CSBG	Non-CSBG	Projected # Served thru 6/30/18	SFY 2019 Projection	% Change
A						
B						
C						
D						
E						
F						

Name of Program:

- 1) List the direct services that will be provided by the agency.

- 2) List key partner agencies and describe the services that they provide in coordination with your agency. If none, enter none.

- 3) See Column G above. If the percent of increase or decrease in the number of people served is projected to exceed 20%, explain the factors that will cause the increase or decrease.

- 4) If this is a continuing program, list and describe any planned improvements, major changes, and expansions in service.

Name of Program:

- 1) Description of direct services that will be provided by the agency.

- 2) List key partner agencies and describe the services that they provide.

- 3) See Column G above. If the percent of increase or decrease in the number of people served is projected to exceed 20%, explain the factors that will cause the increase or decrease.

- 4) If this is a continuing program, list and describe any planned improvements, major changes, and expansions in service.

**Department of Health and Human Services
Community Services Block Grant**

SFY 2018 Community Services Block Grant (CSBG) Distribution Formula

90% Pass-Through Amount to CAAs **\$ 3,481,224**

Designated Community Action Agencies	Proportional Share*	SFY 2018 CSBG Allocation
Carson City Health and Human Services	3.61130%	\$125,717
Churchill County Social Services	3.10830%	\$108,207
Community Chest <i>Storey County</i>	1.56130%	\$54,352
Community Service Agency (CSA) <i>Washoe County</i>	16.24450%	\$565,507
Consolidated Agencies of Human Services (CAHS) <i>Mineral and Esmeralda Counties</i>	2.08830%	\$72,698
Douglas County Social Services	3.27380%	\$113,968
Frontier Community Action Agency (FCAA) <i>Elko, Humboldt, Pershing, and Lander Counties</i>	5.00890%	\$174,371
Las Vegas Urban League (LVUL) <i>Clark County</i>	54.13760%	\$1,884,651
Lincoln County Human Services	1.60360%	\$55,825
Lyon County Human Services	3.63070%	\$126,393
Nye County Health and Human Services	3.59930%	\$125,300
White Pine County Social Services <i>White Pine and Eureka Counties</i>	2.13240%	\$74,234
Total	100.00000%	\$ 3,481,224

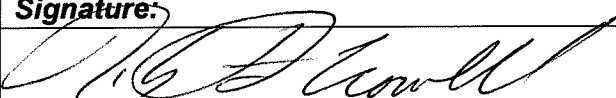
***Proportional Share**

The Proportional Share of Funding was established in the SFY 2016 funding formula and the CSBG State Plan for 2015-2017 approved by the Office of Community Services. It will be used to allocate funding in future SFYs until data from the next Federal Decennial Census is available or the funding formula is revised through the public hearing process per Sections 678(b) and 678(c) of the CSBG Act.

**STATE OF NEVADA
DEPARTMENT OF HEALTH AND HUMAN SERVICES
GRANTS MANAGEMENT UNIT**

**CSBG APPLICATION for SFY 2018
July 1, 2017 – June 30, 2018**

Section 1 - Applicant Information Form

1.	Agency Name:	Carson City Health and Human Services			
	Address:	900 East Long Street, Carson City, Nevada 89706			
	Contact Person/Title:	Mary Jane Ostrander, Human Services Division Manager			
	Phone:	775-887-2110	FAX:	775-887-2539	Email: mostrander@carson.org
Federal Tax I.D. #: 88-6000189					
State Vendor #: T80990941V					
2.	Type of Agency (check one):				
	<input type="checkbox"/> Private, non-profit <input checked="" type="checkbox"/> Public agency				
3.	CSBG Award Amount for SFY 2018: \$125,717.00				
4.	Name of applicant's authorized representative (print):	Title:	Date:		
	Robert Crowell	Mayor	4/06/2017		
	Signature:				
					

Section 4 – Description of Programs

List of Agency Programs:

	Program	CSBG	Non-CSBG
A	Workforce Program	X	
B	Financial Literacy Program		X
C	Shelter Plus Care I and II	X	X
D	Housing Programs (ESG, Welfare Set Aside, and LIHTF)	X	X
E	Women's, Infants, and Children (WIC)		X
F	County Indigent Care as mandated by NRS 428		X
G			

Name of Program: **Workforce Program**

1. Description of services, including direct services that will be provided by the agency and services that will be provided by partner agencies.

During the CCHHS intake process, all unemployed individuals are referred to the Workforce Program to be assessed on employability. This is completed by the Workforce Case Manager and the tool used is the E-Logic database's Nevada Intake Assessment. The assessment focuses on nine basic needs from education to transportation and provides bar graphs that indicate the level of need for each category. Case Management then determines the best practice to address these needs. Both the case manager and client agree to goal plans that will accomplish job readiness and eliminate barriers, and how ongoing case management will accomplish these goals. Job readiness may require a special skill set such as developing resumes, the ability to communicate appropriately and promote talents and abilities during an interview, gauge suitable attire, and focus on personal hygiene. Case management can provide direct service that will eliminate barriers such as transportation, proper identification, suitable clothing, and tools/materials needed to start employment. Other barriers such as obtaining a High School Diploma/GED, case management will coordinate services with external resources and referrals made. Recommendations to participate with JOIN, Western Nevada College (WNC), Northern Nevada Dream Center, or a local private high school that offers adult programs are highly encouraged. Case management encounters behavioral barriers and this too, can be addressed by either in-house assistance, or outsource referrals to the appropriate counseling services. Depending on the need, such as a disabling condition, Nevada Vocational Rehabilitation is recommended and case management will assist the client in scheduling an appointment. Also, Nevada Job Connect is another referral source that has specialized programs for felons, veterans and those with disabilities that hinder employment.

As unemployment declines so does the need for hosting multiple job fairs annually. The workforce case manager will continue to coordinate the fairs as needed. Employers have responded appreciatively for this venue and at the most recent job fair had 60 in attendance ready to hire on site. Also, the partnership of coordinating the fair has grown to include Western Nevada College (WNC). WNC, in partnership with Job Connect, assist with individuals that have hindrances to employment and work with them in developing skills that can be used in the workforce in spite of their difficulties. WNC asked that they may participate in the Job Fairs and agreed to provide assistance with planning the events. They've agreed to promote the events by marketing to the public. This includes advertisement and the development of flyers and banners. Also they'd assisted with contacting and notifying the vendors (employers) on arrival and set up times, and assisted with the table settings.

The Workforce Case Manager continues to participate in other community public services and is a member of the Northern Nevada Development Authority and participates on the WorkForce Committee representing Carson City Health and Human Services.

2. Target Population.
Families/individuals who are at or below 125% of the Federal Poverty guidelines, in or near crisis, seeking assistance in obtaining employment.

3. Projected number of people that will be served. 100

4. List the types of staff positions and how many staff will be working in each position. Use FTEs.

One 100% FTE Workforce Case Manager
One 40% FTE Management Assistant
One 15% FTE Division Manager

5. If this is a continuing program, list and describe any planned improvements, changes, and/or expansions that the agency will be implementing in SFY 2018.
This is a continuing program. The Community Needs Assessment completed during fiscal year 2016, shows that soft skill training provided to jobseekers is still needed even though the unemployment rates continue to drop. CCHHS continuously re-evaluates where the gaps are, and what external agencies are providing.

The clientele now seeking employment services with CCHHS are at a lower functioning level and seek assistance in behaviors, appropriate work attire, personal hygiene, as well as computer literacy, interview abilities, and job seeking skills. CCHHS has established new collaborations with the Northern Nevada Dream Center that is providing, at no cost to the clients, computer classes and high school diploma equivalency classes. Also, the Center provides appropriate attire for individuals to wear for job interviews and the job fairs.

The case manager also works with Carson City Misdemeanor Court. The court mandates the attendance of CCHHS weekly life skills classes. The classes promote healthy behaviors, interview/communication skills, resumé development, budgeting, financial literacy and job placement.

JOIN is focused exclusively on certification programs offered through the local colleges. Clients must have in place their high school diploma, GED, or the high school diploma equivalency before JOIN can accept them into any program.

Name of Program: Financial Literacy Program

1. Description of services, including direct services that will be provided by the agency and services that will be provided by partner agencies.

Nevada State Bank has offered volunteers that conduct a variety of workshops for CCHHS clients at no charge to them or the agency. Workshops include:

Things Don't Just Happen – an introduction to how behaviors influence financial well-being, encourages participants to set goals even if it is saving \$1.00 per month

Credit Basics – educates clients on what a credit report is and what affects a credit report.

Take Control of your Credit – educates clients on options available to rebuild credit

Budgeting – basic budgeting practices, needs versus wants

Protecting Your Financial Identity – educates clients on where people capture others identity and teaches safe Internet use.

Introduction to Banking – educates on differences between a bank and a payday loan institute and how to speak to bankers about banking errors and problems

2. Target Population.

Low income persons striving to rebuild credit, set financial goals, and plan for emergencies. Though it is open for other agencies to refer clients, primarily participants are from CCHHS housing or workforce programs.

3. Projected number of people that will be served. 100
4. List the types of staff positions and how many staff will be working in each position. Use FTEs.

Nevada State Bank provides materials and volunteers.
CCHHS provides venue.

5. If this is a continuing program, list and describe any planned improvements, changes, and/or expansions that the agency will be implementing in SFY 2018.

This is a continuing program implemented originally in January 2014. CCHHS continues to advocate for offering financial competency and continues to build partnerships that can assist with this domain.

CCHHS is linking the Financial Literacy workshops with the Workforce Strategies classes. Workforce Strategies classes are held weekly at CCHHS, twice per month, the first hour will be the Workforce Strategies classes and the second hour is Financial Literacy facilitated by Nevada State Bank. A life-skills presentation is held every week, facilitated by a community agency or service for clients and open to the public. This will encompass a larger span of residents and also give opportunity for other types of workshops/presentations such as nutrition and legal matters.

CCHHS is linking financial education with the housing programs as well. Carson City is experiencing an unprecedented occupancy availability of rental housing. As a result, landlords are requiring potential renters to have a clean credit, no history of evictions, and background reports. In response, CCHHS requires applicants for housing to meet with the Financial Guidance Center (FGC) and obtain his/her credit report. FGC provides the applicant steps needed to repair any discrepancies on the reports. In addition, they will meet with a representative from Nevada Legal Services to manage background reports. The Financial Guidance Center is a non-profit agency that offers individualized financial counseling including bankruptcy counseling, credit restoration, and debt consolidation programs. The Financial Guidance Center has HUD approved and Certified Counselors who meet clients in Carson City rather than clients having to go to Reno. The Financial Guidance Center also facilitates the Lending Circles program as well as Individual Development Accounts for savings with match dollars for education, home buying, and business ownership.

Nevada Legal Services offers legal advice and will consult on landlord/tenant rights, and assist in squashing arrests/convictions when applicable.

Name of Program: Shelter Plus Care I and II

1. Description of services, including direct services that will be provided by the agency and services that will be provided by partner agencies.

Shelter Plus Care I and II are two housing grants that provide housing assistance for an indefinite period of time. Through a grant awarded to CCHHS, HUD provides the rental assistance (Shelter) and CCHHS provides case management (Care) partially funded by CSBG. Additional client services, provided by community agencies and assistance programs are now included in this program, such as life skills training, financial and money management programs, and nutrition presentations. Using the coordinated entry process and Housing First Model, housing is a priority and once obtained the case manager assists the participants with applications for services and resources.

Because this population has been living for long periods of time in places not meant for human habitation, retaining credentials and other documents is difficult and a barrier to obtaining resources that require identification. CCHHS may use direct service through CSBG funding to obtain identification for the participants. Once proper documentation is available, the participant becomes eligible for SNAP, energy assistance, and healthcare insurance. The case manager proceeds to encourage the participant to establish a primary care physician and/or mental healthcare provider. All services used by the participant become match dollars for the Shelter Plus Care program provided by HUD.

Another common service provided by the CCHHS case manager is the application process for Social Security Disability. Case managers are trained in SOAR practices and provide guidance to the participants during this process. To further assist with the needs of the clients, is the introduction of a Community Health Worker (CHW). This is a new position and the CHW received training, and is certified as a Community Health Worker. This position provides additional support, such as escorting clients to medical and mental health clinics,

Cornerstone Counseling Center has partnered with Carson City Human Services to provide additional community support with the clients by providing basic skills training, mental health services, and transportation to appointments and services. This partnership allows CCHHS to manage caseloads efficiently and add more residents in need to programs.

2. Target Population.

The population is chronically homeless individuals with a disabling condition. The condition must be a documented physical or mental disability. History of substance abuse is also criteria for the Shelter Plus Care II program. These grants do not cover families or couples.

Chronically homeless is defined as consistently homeless for one or more years, or four episodes of homelessness in the last three years that is equivalent to 12 months. The individual must also have a disabling condition.

3. Projected number of people that will be served. 10

4. List the types of staff positions and how many staff will be working in each position. Use FTEs.

25% FTE Housing Case Manager

25% FTE management assistant

10% FTE Division Manager

5. If this is a continuing program, describe any planned improvements, changes, and/or expansions that the agency will be implementing in SFY2018:

This is a continuing program. Through collaboration with community agencies CCHHS is looking at staff development trainings for CCHHS staff as well as the communities' first responders.

CCHHS hired a Community Health Worker to assist the case managers and clients with healthcare action plans, following through with medical providers, and ensuring transportation is available to and from provider appointments.

CCHH is partnering with Cornerstone Counseling Center to provide additional external support for basic skills training and mental health services.

Name of Program: Housing Programs

1. Description of services, including direct services that will be provided by the agency and services that will be provided by partner agencies.

CCHHS is the recipient of the following housing grants: Nevada Housing/Welfare Set-Aside; Low Income Home Trust Funds (LIHTF); and Emergency Solutions Grant.

The Nevada Housing/Welfare Set-Aside provides one-time assistance to low income households that only need one-time assistance and can sustain their

household budget after the assistance. This primarily goes toward rent, but can also be used for utilities.

This grant does not fund personnel.

The LIHTF and ESG programs are used to match one another. These programs can rehouse homeless individuals or families. In addition, it can assist a household threatened with becoming homeless. The LIHTF provides rental assistance and ESG funds personnel. ESG can also be re-allocated to provide rental assistance should additional funds for rental assistance be needed. A participant can be in this program for a maximum of 24 months. Participants are started in the program for a six month period; this can extend if needed up to 24 months. During this time, they are encouraged to participate in the workforce program to gain employment, or advance in a current job to increase income. The case manager navigates the household through application processes for additional services including SNAP, energy assistance, healthcare, etc. In addition, the household is coached on establishing primary healthcare.

The LIHTF program offers permanent housing that allows the client to stabilize before exiting the program. We have the ability to extend beyond the standard 6-month enrollment period to assist participants that are paying off debts that could necessitate garnished wages, or effect enrollment into permanent housing programs such as Section 8.

2. Target Population.

Homeless households, or persons at risk of becoming homeless. Households' income is under 30% of the area median income or 123% of the Federal Poverty Guidelines may qualify for the ESG program.

For persons between 30% and 60% of the area median income may qualify for Nevada Housing/Welfare Set Aside, or the LIHTF independent of ESG. In other words, the ESG personnel costs cannot be covered by ESG for these clients.

3. Projected number of people that will be served. 127

4. List the types of staff positions and how many staff will be working in each position. Use FTEs.

35% FTE Housing Case Manager
30% FTE management assistant
25% FTE Division Manager

5. If this is a continuing program, describe any planned improvements, changes, and/or expansions that the agency will be implementing in SFY 2018:

This is a continuing program. There is a lack of affordable housing in the Carson City area. Rents are increasing beyond the fair market value posted by HUD. Landlords are requiring clean background checks, a credit history, and no evictions. As described in the Financial Literacy Program, CCHHS will provide tools to applicants to address these issues prior to applying at a housing complex.

It is estimated that there are 600 individuals living long term in motels in Carson City. CCHHS is working closely with other city officials to address this problem. Two of the housing grant programs can assist a household with a security deposit and in some circumstances the first month rent. CCHHS is developing a program with the Financial Guidance Center that will allow the individual/household to “pay back” the deposit. The “pay back” money will go into an account held by the FGC or affiliate; the payment plan will be for 6 months or more. Individuals will be required to attend financial literacy classes and the success will be reported to the credit bureaus. This will assist the individual in re-building credit. Nevada State Bank and FGC will continue working with the household on other opportunities. Once the security deposit is paid back, the money will go back to the client with encouragement to continue building a safety net.

CCHHS will have a Community Health Worker assisting case managers with implementing case plans, connecting individuals with primary care physicians, transportation to and from appointments, follow through on medical provider recommendations, and educating individuals on the usage of health insurance.

Name of Program: **Woman, Infants, and Children (WIC)**

1. Description of services, including direct services that will be provided by the agency and services that will be provided by partner agencies.

CCHHS facilitates two WIC clinics, one in Carson City and one in Gardnerville. This is a Special Supplemental Nutrition Program that provides Federal grants to states for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five who are found to be at nutritional risk.

2. Target Population.

Pregnant or breastfeeding women, infants, and children under the age of 5 years old. Income guidelines are under 185% of the Federal Poverty Guidelines. If the household is on SNAP it is an automatic eligibility for WIC meeting the other criteria.

3. Projected number of people that will be served. 3,000
4. List the types of staff positions and how many staff will be working in each position. Use FTEs.

3 FTE WIC Program Specialists with certifications in Competent Professional Authority (CPA) and Certified Lactation Counselor (CLC).
10% FTE Division Manager
5. If this is a continuing program, describe any planned improvements, changes, and/or expansions that the agency will be implementing in SFY 2018:

This is a continuing program. CCHHS is exploring implementing a “WIC on Wheels” program. This will be a mobile WIC office that will be able to visit underserved areas. Most often the underserved areas are areas where public transportation is not available, regular visits to these areas with a mobile office will engage families that have not been able to come to us. In planning this expansion, we are looking at possibly partnering with immunization clinics to share costs and offer more services.

Name of Program: **County Indigent Care as mandated by NRS 428**

1. Description of services, including direct services that will be provided by the agency and services that will be provided by partner agencies.

Nevada Revised Statute 428 holds counties responsible for the basic needs of indigent residents and may provide assistance for emergency rent, utilities and medical. Often times this is the gateway to our office and programs for the low-income population. Applicants must meet income guidelines defined in the NRS which is below 45% of the Federal Poverty Income Guidelines. This is Carson City General Assistance and available one time per a 12 month period.

Long term nursing care and burial assistance are under NRS 428. The income guidelines vary for both basic need assistance and are defined differently. There are many instances that one of these services leaves a spouse at home living on a much lower income; this gives us the ability to educate on available resources and provide assistance on obtaining additional services.

2. Target Population.
Carson City residents that meet the income guideline.

3. Projected number of people that will be served. 280

4. List the types of staff positions and how many staff will be working in each position. Use FTEs.

50% FTE Case Manager
36% FTE Management Assistant
10% FTE Division Manager

5. If this is a continuing program, describe any planned improvements, changes, and/or expansions that the agency will be implementing in SFY 2018:
This is a continuing program. Because of low income guidelines and a restriction of how much general assistance can be awarded, CCHHS depends on grant programs to assist an individual/household through the emergent need. This program changes and expands depending upon available resources. In addition, as mandates are passed down due to legislation CCHHS makes adjustments when applicable.

Section 5 – Collaborations and Coalitions

COLLABORATIONS

	A	B	C		D	E
	Name of Project	Purpose	Role of CAA (place an X in one box)		CAA Contribution	Names of Main Partner Agencies
			Lead	Partner		
1	Coordinated Entry	To assess the vulnerability of homeless residents and connect them to resources efficiently.	X		CCHHS act as the Coordinated Entry agency for Carson City	Salvation Army, Friends in Services Helping (FISH), Northern Nevada Dream Center
2	Medicare Assistance SHIP	To assist persons on Medicare with questions they have regarding the benefits or assisting in applying for the benefits.		X	CCHHS offers office space to meet with clients if necessary.	Carson City Senior Center; State of Nevada Division of Aging and Disability Services
3	DC Hire HiSet, Computer classes	To provide an adult education program to obtain a High School equivalency diploma. To provide basic beginning computer classes.	X		CCHHS purchased the required manuals for the classes.	Northern Nevada Dream Center
4	Mental Health Training Program	To train personnel to efficiently respond to persons with mental health conditions. FASTT provides discharge planning for inmates identified as repeat offenders with mental health issues. Upon discharge the individual has an appointment with a mental health counselor, a place to live, and a case manager. MOST is a mobile outreach program where a team of mental health providers and deputies respond to high risk residents,		X	Assist with housing and training needs.	MOST and FASTT; Carson City Sheriff's Department; Carson Counseling and Supportive Services
5	Financial Literacy	To provide residents with the tools necessary to restore credit, understand	X		CCHHS participants are encouraged to	Financial Guidance Center and Nevada

		banking, and begin asset building.			participate. CCHHS provides the venue and program needs.	State Bank
6	Aging and Disability Resource Center	To assist seniors and persons with disability with resources necessary to remain in their own homes.		X	CCHHS provides office space and collaborates with shared case planning.	Access to Healthcare Network; State of Nevada Division of Aging and Disability Services
7	Nevada State Welfare Division	Provide onsite NSWV eligibility worker to process Medicaid and SNAP applications		X	CCHHS provides office space and equipment for eligibility worker	Nevada State Welfare Division
8						
9						
10						

COALITIONS

	A	B	C		D	E
	Name of Project	Purpose	Role of CAA (place an X in one box)		CAA Contribution	Names of Main Partner Agencies
			Lead	Partner		
1	Rural Continuum of Care	To mobilize and coordinate resources to improve lives of those most vulnerable in the community. To prevent homelessness and provide permanent housing to promote optimal physical, behavioral, and community health.	X		Co-Chairperson, Peer Review Committee, Coordinated Entry Committee Chairperson	Churchill County, Douglas County, Lyon County, Nevada Housing Division, HUD
2	Carson City Behavioral Health Taskforce	To identify the needs and opportunities in Carson City for the low income population and mental health issues.		X	Active participant	Carson Counseling and Supportive Services, Sheriff's Department, Fire Department, Juvenile Probation, Veterans organizations
3	Regional Behavioral Health Taskforce	To meet with other communities and share information, needs, and opportunities.		X	Active participant	Carson City, Douglas County, Lyon County, and Churchill County agencies
4	Carson Area Action Network (CAAN)	Networking and collaborating with community members and programs to bring services to those in need. Meets once per month with a component of one member presenting/training to the group on services offered or train on a key issue affecting the community.	X		Active participant	Carson City Partnership, non-profit agencies, faith based agencies, Sheriff's Department, Senior Center
5	Northern Nevada Development Authority (NNDAA)	Drive workforce partnership, address future business needs, review workforce development reports		X	Active participant	Western Nevada College, JOIN, Job Connect, Economic Development representatives
6	Community Coalition	To conduct share case management plans for Carson City's most vulnerable residents. The participating agencies		X	Active participant. CCHHS provides resources such as	Carson Tahoe Hospital, CC Sheriff's Dept, CC Fire Dept-Emergency

		identify the “frequent flyers” of emergency services and develop a case plan that will bring the resources to the individual and keep them from the emergency rooms and jails,			housing and case management services	Services Division, Carson Counseling and Supportive Services, CC Behavioral Health Services
7	Workforce Consortium	Agencies that are stakeholders in creating and employing a trained workforce of more than 51,000 people by 2019		X	Active participant providing soft skill training	WNC, JOIN, Job Connect
8	Carson City Veteran Community Council	To provide Veterans with information and access to available services. To identify the gaps in services and develop plans and partnerships to fill the gaps		X	Active participant providing housing, workforce skill training, and case management	Vietnam Veterans of Carson City chapter, Sheriff’s Dept, Vets for Hire,
9	NV SNAPET Working Group	DWSS is working to refine, strengthen, and eventually propagate the pilot programs statewide using SNAPET FNS 50% reimbursements funds whenever possible in support of that. DWSS is developing SNAPET participant assessment tools and a ‘WIOA Prep’ or ‘WIOA Boot Camp’ orientation process in support of referring fully appropriate candidates to employability development and job skills certificate training, and updating policy and the SNAPET State plan accordingly.		X	Active participant and negotiating piloting the program for rural Nevada	Nevada Division of Welfare and Supportive Services, USDA Food and Nutrition Services, JOIN, Northern Nevada Food Bank
10						

Section 6 – Description of Agency Capacity Building Projects

List of Agency Capacity Building Projects:

	Agency Capacity Building Projects	CSBG	Non-CSBG
A	Community Health Worker Project	X	X
B	CSBG Organizational Standards	X	
C	Coordinated Entry	X	X
D			
E			
F			
G			
H			
I			
J			

For each project, prepare a narrative that addresses:

- 1) Why the project was selected as a priority.
- 2) How the project relates to the agency’s Strategic Plan.
- 3) Description of project components and how they will strengthen the agency.

Project A: Community Health Worker (CHW) Project

The last 12 months, CCHHS has provided a Community Health Worker on a part-time basis. A CHW is a liaison between community health and support agencies. The CHW works closely with the case managers in assisting individuals with following through on medical referrals, establishing a primary care physician, maintaining health insurance, and setting up transportation as needed. CCHHS has seen benefits since implementing this position and expansion is in high demand in the community. The CHW has followed up with hospital discharge plans ensuring medical recommendations are followed through on preventing repeat visits to the hospital. The CHW has assisted clients in obtaining required documentation for those pending Social Security Disability resulting in approvals and income for the clients.

Priority 2 of Carson City Human Services Division Strategic Plan is to “Increase Opportunities for Healthy Living Across the Lifespan”. The goal is to “Provide programs to promote safety, security, and wellness.” Many low income persons live in crisis and are not pro-active with their health, families, or environment in general. The CHW assists client with medical follow up including medical tests ordered, understanding prescriptions, and preventive care. As a role model the CHW can demonstrate to clients that being pro-active stabilizes health and living environment.

Project B: CSBG Organizational Standards

The CSBG Organizational Standards offers a best practices framework of accountability, data collection, and staff education goals. The Organizational Standards have been met for CCHHS however, it is now a priority to maintain them in order to strengthen this agency and the Tripartite Advisory Board. In the upcoming year, all staff will be trained on the Organizational Standards and what it means to the agency.

The goal of Priority 3 of the Strategic Plan is to “enhance the skills and knowledge of the Tripartite Advisory Board and CC Human Services staff.” When the staff understands the Organizational Standards there will be an increase in accuracy of data collection, documentation, and accountability.

Project C: Coordinated Entry

Coordinated Entry is a process mandated by HUD for homeless persons. The Coordinated Entry agency for each community assesses the vulnerability of the homeless person and immediately connects them to housing resources that are available. Using this same concept, CCHHS is developing a Coordinated Entry process for jobseekers. Since the State of Nevada opted to submit a Unified State Plan to meet the Workforce Innovation and Opportunity Act of 2014 (WIOA), many agencies have changed the services they are providing, including the employment services this agency has provided. Rather than having a duplication of services, CCHHS will act as a centralized agency in assisting job seekers with connecting to the programs that have become available through other community agencies. To do this, CCHHS staff will be educated on the intake processes, eligibility requirements, transportation options, and develop a streamlined system to assist an individual or family to reach stability. Once the system is in place the jobseeker will leave this agency after the initial interview and assessment with a case manager and will receive a case plan that will include resources with contact information.

This project meets Goal B of Priority 3; “Carson City Human Services staff will continue to enhance skills and knowledge.”

Section 7 – Narrative for CSBG Programmatic Assurances

1. **Service Delivery System:** Provide a description of the service delivery system and how linkages will be developed to fill identified gaps in services.

Narrative description is not necessary. The Agency Data Model provided in Section D and the signed Nevada Service Delivery Policies located in the Appendices addresses this narrative item.

2. **Needs of Youth:** Describe how your agency will address the needs of low-income youth. Include: a) a description of any direct services that will be provided; b) any partnerships, collaborations or coalitions that your agency participates in; and c) the referral agencies that your agency utilizes. If your agency is not involved with youth services based on any of the categories listed above, briefly explain.

CCHHS does not provide specific programs for low-income youth however, this agency would not exclude eligible youth from participating in any of the CCHHS programs. CCHHS refers youth to programs within the community that provide comprehensive services to this targeted population. These agencies include, but are not limited to: JOIN for employment services; Ron Wood Family Resource Center that works with youth aging out of foster care; and Ventana Sierra that provides housing and resources that assist youth in need to further their education toward career goals. If these referred agencies are unable to accommodate the youth, CCHHS will provide assistance and develop a person-centered case plan and make available case management for long term sustainable success.

3. **Coordination with Other Programs:** Provide a description of how CSBG funds will be coordinated with other public and private resources. Based on the information provided in the Budget Summary (Section 2), describe how the identified public and private resources will be utilized to serve individuals and families. The description should be specific to each program referenced in the Budget Summary. Indicate the budget items that the public and private funds will be pay for and how these funds are combined with CSBG funding to leverage improved and/or expanded services in the community.

Family Development and Family Stabilization is a priority for CCHHS. Programs implemented by CCHHS focus on providing the low income community opportunities to meet this priority. This includes the Workforce Program and a Housing Program. CCHHS receives five grants through the Nevada Housing Division that support permanent housing programs. Two of the grants allow for providing match dollars to each other, one covers the cost of the rental assistance and one covers partial costs of the case manager and data

collection/entry. CSBG leverages with providing an employment specialist and Community Health Worker. The Community Health Worker assists the housing case manager and client with primary healthcare case plans, transportation to and from appointments, following through with medical provider recommendations, and ensuring health insurance is in place for the households. For homeless persons Carson City participates in a coordinated entry process. The case manager conducts a Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) This assessment identifies the most vulnerable residents in need of housing. The emergency shelter, managed by Friend In Service Helping (FISH) or the Salvation Army can shelter a person while eligibility documentation is collected for the housing program. Local thrift stores may contribute to basic needs in the home to assist the person housed. In addition, CCHHS has a housing program that can assist when a person is at risk of becoming homeless.

During the initial intake the housing case manager conducts an assessment on each applicant using the Nevada Intake Assessment. Based on the immediate needs of the household, the case manager determines eligibility for general assistance funded through Carson City's general funds or determines if the applicant is a candidate for a housing program that can assist for a period of time.

The case manager connects all applicants/participants to resources that can assist with the costs of the household's basic needs. For long term participants, the case manager will assist the household with developing a case plan that includes goals and the steps needed to accomplish the goals. During the time the participant is working on goals to stabilize the household, the household's rent expense is subsidized by housing grant funds. This includes an inner-agency referral to the CCHHS Workforce Program. The Workforce Program works closely with JOIN, Job Connect, and Western Nevada College to fill gaps in services not provided by the other agencies. This may include soft skill employment training, facilitating Job Fairs, Hiring Events, and Life Skill workshops. JOIN priorities have changed to job skill development. JOIN's ideal client will already have a high school diploma or GED. CCHHS partnered with DC Hire who facilitates a GED program; CCHHS provides materials for the classes using CSBG funds.

The office specialists are critical in ensuring data collection/entry, reporting requirements, initial contact, and maintaining proper records. In addition to CSBG data collection and reporting requirements the Housing Division and HUD also require a comprehensive data base.

- 4. Innovative Community and Neighborhood Initiatives:** Provide a description of how the agency will use funds to support innovative community and neighborhood based initiatives. These may include direct services as well as community partnerships, collaborations and coalitions. (Most CAAs are involved in at least one project that fits this criterion. If your agency is currently not involved in any of these

initiatives, indicate the barriers that your agency faces in working on projects such as these.)

CCHHS is currently negotiating a pilot program with Nevada State Welfare Division; SNAP-ET. Nevada State Welfare is seeking approval from FNS to mandate certain SNAP recipients to participate in employment programs. The preliminary scope of work will be CCHHS to assess the employment needs of the individual, for example if they have a high school diploma, identification, etc. During the initial interview with the case manager, a case plan is developed and the individual is provided with referrals to assist in meeting their needs and an action plan the steps that need to be taken. The individual is scheduled for a follow up appointment with the workforce case manager and the case plan will be further reviewed and revised if needed. CCHHS will also facilitate a three day seminar once per month for jobseekers. The seminars will include but are not limited to guest speakers from resources such as JOIN, Nevada Legal Services, Capital City Circles (Getting Ahead), Financial Guidance Center, Nevada State Bank, Western Nevada College, and employers. One day of the seminar will be held at the Carson City Library where there is a computer lab.

CCHHS is a participant on the Carson City Behavioral Health Taskforce and Regional Behavioral Health Taskforce. The taskforces identify barriers to access behavioral health services and any available resources to extinguish the barriers. Through these relationships, CCHHS developed a partnership with the Carson City MOST team and identified a need for mental health simulation training for social workers and first responders. The first segment of this program will be "Hearing Voices". With the equipment already purchased, we have be able to expand the themes of the simulations and bring it to other communities for Agency Capacity Building. The trainings have expanded beyond law enforcement. Paramedics, nurses, and social workers/case managers have gone through the training during the last year.

5. Basic Service/Direct Assistance: Describe the Basic Service Direct Assistance (formerly called emergency services) that will be provided to individuals and clients. Identify the types of assistance and briefly describe what is provided and how it is provided.

The Basic Service Direct Assistance CCHHS provides is general assistance for persons meeting the income guidelines. Most often the person is facing an eviction or utility disconnect, and an initial intake and assessment is completed to determine the needs of the household. One time assistance is approved after an applicant has shown proof of income for the prior 30 days, a disconnect notice or eviction notice, proof that all other resources have been extinguished, and the applicant can show that he/she will be able to pay the expenses the following month.

It is most often the emergency need that introduces community members to services provided by CCHHS. Once the immediate need is met, the case

manager reviews the assessment to determine what resources can assist the family in sustaining the home. The case manager will assist the client in applying for long term assistance, for example the Energy Assistance Program, Prescription Assistance Programs and/or health insurance.

The case manager can continue to follow up with the client to ensure application follow through and offer support in utilizing the resources.

6. Linkages with Employment Services: Describe the linkages that your agency has formed with other public, non-profit, and private employment service providers in your service area. Indicate how these linkages benefit participants seeking employment.

CCHHS Work Force Program coordinates with public, private, and non-profit employment services to avoid duplication of services and offer job seekers a range of opportunities.

Public providers such as Job Connect and Job Opportunities in Nevada (JOIN) offer job seekers competency assessments, computer skills classes, and career training and education classes. Recipients of federal funding have allowed JOIN to pay for instruction, class materials, and certification fees. At times JOIN can pay private employers to provide on the job training. Job Connect is providing specialized services for veterans and vocational rehabilitation for injured or disabled job seekers.

Western Nevada College (WNC) has developed several accelerated programs to provide job skills that are in-demand in Northern Nevada. These programs allow students to complete programs and/or certifications in less time than traditional classes, and credits may be applied toward a WNC certificate and/or degree. Programs include Machine Tooling; Welding; Industrial Systems Technology; Transportation/Automotive Mechanics; and Information Technology. CCHHS provides referrals to these programs and link the household to resources to meet basic living needs as participants complete these programs.

Section 8 – Report on SFY 2017 Annual Goals

FIRST TOP NEED: EMPLOYMENT

Program Family/Development Goals

Goal 1

Increase awareness of services available through Carson City Human Services Division.

CCHHS has an Information Officer that monitors and posts on social media. This goal was not met as the Human Services staff does not have any control over what gets posted. Suggested posts were submitted but faded when they did not get posted.

Goal 2

Secure grant funds to provide case management and employment support to 20 individuals.

CCHHS received grant funding from CSBG, CSBG Discretionary, and Emergency Solutions Grant.

Goal 3

Conduct or participate in community outreach events.

CCHHS facilitate two Job Fairs and nine Hiring Events. An average of 10% attendees are offered jobs.

Community Engagement

Goal 1

Human Services clients will be able to access two new external services at the CCHHS offices.

CCHHS has a Nevada State Welfare Division eligibility worker on site two days per week. The eligibility worker processes Medicaid and SNAP application on site.

Twice per month a consultant with the Financial Guidance Center is at CCHHS to meet with clients/community members for a financial consult. The consult may include review of credit reports, budgeting, financial options, etc.

Goal 2

Find new partners through previously unexplored avenues.

CCHHS has a series of Life Skill Workshops. Two community business owners that have a passion for teaching others better nutrition options are facilitating a Nutrition Workshop once per month.

Agency Capacity Building

Goal 1

Carson City Human Services staff will continue to enhance skills and knowledge. Housing Case Manager completed the Accountable Case Manager training; Community Health Worker attended day one of the Accountable Case Manager training. CCHHS staff completed 101 hours of training since June 2016.

Goal 2

Engage new partners to leverage new resources. CCHHS partnered with Western Nevada College to facilitate the Spring Job Fair.

SECOND TOP NEED: HOUSING

Program Family/Development Goals

Goal 1

Coordinate appropriate discharge planning services for medically vulnerable; homeless and at-risk low-income populations.

CCHHS is an active participant in the Community Coalition and have attended 100% of the meetings. Through this Coalition agencies are able to share resources and case plan for the most vulnerable residents. CCHHS has engaged in 7 individual case plans through this Coalition.

Goal 2

Secure grant funds to provide a housing program. CCHHS received grant funding from Nevada Housing Division and HUD to provide rental assistance programs.

Community Engagement

Goal 1

Formalize community partnerships. CCHHS formalized an agreement with Cornerstone Counseling Services to provide case management services to qualifying participants of the CCHHS housing program.

With this partnership, CCHHS was able to relieve some case load and provide housing for more individuals.

CCHHS has a Nevada State Welfare Division eligibility worker on site two days per week. The eligibility worker processes Medicaid and SNAP application on site. Twice per month a consultant with the Financial Guidance Center is at CCHHS to meet with clients/community members for a financial consult. The consult may include review of credit reports, budgeting, financial options, etc.

Goal 2

Conduct or participate in community outreach events.

CCHHS participates monthly with the Community Action Agency Network, Carson City Behavioral Health Taskforce, and the Carson City Veterans Counsel. In addition, a case manager attends Kiwanis Club monthly meetings. The goal of 24 outreach events per year has been met.

Agency Capacity Building

Goal 1

Carson City Human Services staff will continue to enhance skills and knowledge. Housing Case Manager completed the Accountable Case Manager training; Community Health Worker attended day one of the Accountable Case Manager training. CCHHS staff completed 101 hours of training since June 2016.

Goal 2

Promote community collaboration among local non-profit agencies and partners. CCHHS case managers complete case plans in Elogic and use a section of the case plans to provide contact information for all referrals.

THIRD TOP NEED: HOUSEHOLD BUDGETING/HEALTHCARE

Program Family/Development Goals

Goal 1

Facilitate collaboration between Human Services and community agencies and link 20 individuals to appropriate services needed.

CCHHS utilized the Elogic Case Plan program listing all referrals directly into the case plan. During follow up appointments the case plan is reviewed with the participants including the referrals. Upon verification that the referral became an external service it is documented in Elogic.

Goal 2

Secure grants to provide nutrition education and support to young families. CCHHS continues to facilitate a WIC program and provides services to 1100 participants monthly.

Community Engagement

Goal 1

Two new external service agencies will provide assistance at CCHHS. CCHHS has a Nevada State Welfare Division eligibility worker on site two days per week. The eligibility worker processes Medicaid and SNAP application on site. Twice per month a consultant with the Financial Guidance Center is at CCHHS to meet with clients/community members for a financial consult. The consult may include review of credit reports, budgeting, financial options, etc.

Agency Capacity Building

Goal 1

Case managers will be trained in SOAR practices. Two CCHHS staff are certified in SOAR. Other staff are shown some of the SOAR practices and encouraged to use it when assisting a client with a pending Social Security Disability application.

Goal 2

Carson City Human Services will have a full-time Community Health Worker. A Community Health Worker is on staff full-time. Funding for the position is not secure.

SECTION 9 - Form 9B ROMA Cycle Annual Plan

(For Agencies that have completed the Community Needs Assessment and a Strategic Plan)

STEP 1 - ASSESSMENT

- A. Date Strategic Plan completed:** Approved by the Carson City Human Services' Tripartite Advisory Board on November 3, 2015; Annual Review by board on May 4, 2016; and Strategic Plan Activity Report submitted and accepted by board on February 1, 2017.
- B. Top Five Goals:** Carson City Human Services Strategic Plan contains only 3 Goals. These goals are aligned with Carson City Health and Human Services Strategic plan that addressed Human Services' mandated responsibilities for Carson City residents and also meets CSBG guidelines to assist community members independent of mandated services.

GOAL: Facilitate collaboration between Human Services and community agencies and link individuals to appropriate services.

GOAL: Provide programs to promote safety, security, and wellness.

GOAL: Enhance the skills and knowledge of the Tripartite Advisory Board and Carson City Human Service staff.

STEP 2 - PLANNING

- A. Select three of the top five goals to work on in this Annual Plan.**

GOAL: Facilitate collaboration between Human Services and community agencies and link individuals to appropriate services.

GOAL: Provide programs to promote safety, security, and wellness.

GOAL: Enhance the skills and knowledge of the Tripartite Advisory Board and Carson City Human Service staff.

- B. Logic Model Tables**

FIRST TOP NEED: *Facilitate collaboration between Human Services and community agencies and link individuals to appropriate services.*

FAMILY GOALS				
	Strategies	Outcomes (up to 3 per strategy)	How Documented?	How Often?
1	Coordinate appropriate discharge planning services for medically vulnerable; homeless and at risk low-income populations.	Staff participation will be at a minimum of 90% in planning and execution of comprehensive discharge planning with Carson Tahoe Health, local jail facilities, local extended care facilities, senior services and other agencies.	Attendance to community coalition meetings will be a minimum of 90% and documented using staff calendars	Monthly

COMMUNITY GOALS				
	Strategies	Outcomes (up to 3 per strategy)	How Documented?	How Often?
1	Increase awareness of services available through Carson City Human Services.	<p>Assign 1 staff member to Improve and update Human Services' website and Facebook and other CCHHS existing social media accounts.</p> <p>Conduct or participate in 24 community outreach events.</p> <p>Formalize community partnerships with a minimum of 2 MOUs or verbal agreements</p>	<p>Social Media posts on low-income resources, solutions, and up-coming events at a minimum of two times per month.</p> <p>Human Services' staff will attend a minimum of 24 outreach events per year documenting events on activity log and calendars.</p> <p>Human Service Division will formalize a minimum of two MOUs, or verbal agreements, written on agencies letterhead, with partnering agencies.</p>	<p>2 times per month</p> <p>Annually</p> <p>Annually</p>
2	Promote community collaboration among local non-profit agencies and partners.	Continue to act as lead to provide a "No Wrong Door" community.	Each client will receive a minimum of 5 referrals collected using ELogic One Way Referral and Case Plan.	Initial appointment per client and ongoing

AGENCY GOALS				
	Strategies	Outcomes (up to 3 per strategy)	How Documented?	How Often?
1	Develop non-traditional multi-sectoral partnerships in novel fields to expand outreach and effectiveness of both program services and funding source.	<p>Find 3-new partners through previously unexplored avenues.</p> <p>Engage 1-new partner to leverage new resources.</p>	<p>Human Services' staff will explore 3 new contacts per year outside of the social services network and provide staff and clients program material, brochures, and contact information.</p> <p>A minimum of 1 new involved partner by 2018. MOU, or Verbal agreement documented on agency letterhead.</p>	<p>Annually</p> <p>Annually</p>

SECOND TOP NEED: Provide programs to promote safety, security, and wellness.

FAMILY GOALS				
	Strategies	Outcomes	How Documented?	How Often?
1	Connect Low-Income persons to secure resources to promote safety and wellness.	Secure and obtain grant awards to provide a Housing program. Staff will participate and attend 90% of the Continuum of Care meetings.	20 homeless or (prevent homelessness) individuals will obtain permanent housing documented by ELogic database. Staff will participate in the Continuum of Care and attend 90% of meetings per calendar tracking, and attendance on meeting minutes.	Annually
		Secure and obtain grant awards to provide case management and employment support.	2 barriers will be removed for each WorkForce jobseeker documented through ELogic NV Assessment	Per Job Seeker
		Secure and obtain grant awards to provide nutrition education and support to 1,200 persons.	1,200 persons will be served monthly through WIC State progress report.	Monthly

COMMUNITY GOALS				
	Strategies	Outcomes	How Documented?	How Often?
1	Connect Low-Income persons to secure resources to promote safety and wellness.	CCHHS will host/facilitate 4 Life Skills workshops presented to the public on a monthly basis.	Life Skills Class attendance will be documented using Sign-in sheets.	Weekly

AGENCY GOALS				
	Strategies	Outcomes	How Documented?	How Often?
1	Connect Low-Income persons to secure resources to promote safety and wellness.	2-Trained staff to facilitate Life Skills workshops	Trained staff will obtain Certifications that qualify facilitation on specific skills workshop.	Annually

THIRD TOP NEED: Enhance the skills and knowledge of the Tripartite Advisory Board and Carson City Human Service staff.

FAMILY GOALS				
	Strategies	Outcomes	How Documented?	How Often?
1	Carson City Human Services' staff will continue to enhance skills and knowledge.	Carson City Human Services' Case managers will complete 2-case management courses/trainings	Individualized case plans will demonstrate Case Manager's competency.	Annually

COMMUNITY GOALS				
	Strategies	Outcomes	How Documented?	How Often?
1	Promote community collaboration among local non-profit agencies and partners.	Carson City Human Services' Case Managers will meet/research 2 new resources monthly	Case Managers will obtain Brochures/ documents detailing agencies activities. Information will be disseminated to staff during the weekly staff meetings.	Monthly

AGENCY GOALS				
	Strategies	Outcomes	How Documented?	How Often?
1	Carson City Human Services Tripartite Advisory Board will receive board training.	All members of the Carson City Human Service Tripartite Advisory Board will complete the CSBG Tripartite Board Training	Quarterly Sign-in sheets and board members self-report on completion of training modules.	Once per Member

STEP 3 - IMPLEMENTATION

A. How often will progress on the strategies and outcomes be evaluated?

The progress on the strategies and outcomes will be evaluated at each Tripartite Advisory Board meeting. This will be quarterly reviews.

STEP 4 - ACHIEVEMENT OF RESULTS – No narrative required.

STEP 5 - EVALUATION

A. Who will be involved in evaluating the results?

The Human Services Division Manager will evaluate and prepare a report to the Tripartite Advisory Board for further evaluation.

B. What process will be used to formally evaluate the level of successes and make adjustments to the Annual Plan for the following year?

Formal evaluations will be reviewing the identified documentation for each strategy in the Logic Model Table. Further evaluation of the Elogic movement reports will take place to identify progress of clients. The Division staff will have an opportunity to make recommendations for changes in processes to improve client success. This may result in adjustments to the Annual Plan and Strategic Plans.