

# Community Services Block Grant Indiana State Plan Federal Fiscal Years 2014-15

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Indiana Housing & Community Development Authority

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## **I. FEDERAL FISCAL YEARS COVERED BY CSBG STATE PLAN 2014-15**

FFY 2014 and FFY 2015

## **II. LETTER OF TRANSMITTAL**

August 30, 2013

Jeannie Chaffin  
Director, Office of Community Services  
US Department of Health and Human Services  
370 L' Enfant Promenade S.W.  
Washington, D.C. 20447

RE: FFY 2014-15 Indiana Community Services Block Grant (CSBG) Application

Dear Ms. Chaffin:

Enclosed herein is the completed CSBG application for FY2014-15. It includes: (1) specific assurances certified by the designee of the lead agency; (2) a narrative State plan; (3) evidence that legislative and public hearing requirements were met; (4) an Annual report; and (5) several administrative certifications certified by the designee of the lead agency for Indiana.

The new contact person for the CSBG Grant Award is Donna Billiard Wright, Chief Community Programs Officer.

Sincerely,

J. Jacob Sipe  
Executive Director

### III. EXECUTIVE SUMMARY

#### A. CSBG State Legislation

The Indiana Statute (IC 12-14-23-1), revised 2001, defines community action agencies and community action programs, including the components of the program (range of services). It also has tripartite board requirements and a requirement to consult neighborhood based organizations to assist in planning, conducting, and evaluating the program. The 2001 update changed the protocol for selecting new agencies and added the faith-based organization language as included in the CSBG Reauthorization Act of 1998. (See Appendix F for the Statutory Authority).

#### B. Designation of Lead Agency

Pursuant to Indiana Code 4-4-33-1-(2), Michael R. Pence, Governor of the State of Indiana designated the Indiana Housing and Community Development Authority to act as the lead agency for purposes of carrying out State activities for the Community Services Block Grant Program (See Appendix G).

Designated State Lead Agency: IHCDA

Agency Contact: Donna Billiard Wright  
Chief Community Programs Officer  
317-233-5371  
[dowright@ihcda.in.gov](mailto:dowright@ihcda.in.gov)

#### C. Public Hearing Notices

##### 1. Public Hearing:

The Public Hearing was held on August 13, 2013. A Public Hearing Notice was distributed on a statewide basis through print media (See Appendix H.1). All eligible entities were notified directly through Exact Target E-mail dated August 1, 2013.

##### 2. Legislative Hearing:

The last legislative hearing was held on July 26, 2012. Additional information was requested from the Indiana Legislature about the sources and uses of the funds. No additional comments were made during the legislative hearing.

##### 3. Public Inspection of State Plan:

From Thursday, August 1, 2013 through Monday, August 12, 2013, a draft of the 2014-15 CSBG State Plan was made available to the public at the IHCDA offices, 30 S. Meridian Street, Suite 1000, Indianapolis. Also, draft copies of the plan were distributed to the executive director of each of Indiana's 23 community action agencies. Finally, the draft plan was published on the IHCDA website

([www.ihcda.in.gov](http://www.ihcda.in.gov)). In each case, an address and phone number were provided for obtaining information or copies of the plan. Hard copies of the plan were also made available to the public at the August 13 Public Hearing.

The final CSBG State Plan will be published on the IHEDA website after the public hearing on August 13, 2013. As noted above, a copy of the overview was made available to each community action agency.

#### **IV. STATEMENT OF FEDERAL AND CSBG ASSURANCES**

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

##### **A. Programmatic Assurances.**

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

a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S. C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, 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 low-income families in the communities involved, which may include carrying out family literacy initiative;
- (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,
- (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 document best practices based on methodologies for widespread replication; and to strengthen and improve

relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models, (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and;

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

2. To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle.
3. To provide information provided by eligible entities in the State, including:
  - a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C (a) of the Act, targeted to low-income individuals and families in communities within the State;
  - b) a description of how linkages will be developed to fill identified gaps in 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 675C (a) will be coordinated with other public and private resources; and
  - d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.
4. To ensure 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. 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, 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. To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.

7. To permit and cooperate with Federal investigations undertaken in accordance with Section 678D.

8. That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year, unless after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b).

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

10. To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, 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. To 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 subtitle 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. 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, a performance measure system for which the Secretary facilitated development pursuant to Section 678E(b), 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.

13. To provide information describing how the State will carry out these assurances.

## **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 succeeding fiscal year, subject to the provisions regarding recapture and redistribution of un-obligated funds outlined below. [675(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 un-obligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private nonprofit organization located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [675C (a) (3)]

4. To spend no more than \$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 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 review of eligible entities:

- a) full onsite review of each such entity at least once during each three-year period;
- b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the Community Services Block Grant Program;
- c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
- d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State, or local grants (other than assistance provided under the Community Services Block Grant Program) terminated for cause. [678B (a)]

11. In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State plan, to provide services under the Community Services Block Grant Program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:

- a) inform the entity of the deficiency to be corrected;
- b) require the entity to correct the deficiency;
- c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
- d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved;
- e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the

eligible entity unless the entity corrects the deficiency. [678(C) (a)]

12. To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D (a) (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 to 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 for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [678F (b)]

18. To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Community Services Block Grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a

disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [678F (c)]

19. To consider religious organizations on the same basis as other non-governmental 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; 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 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]

### C. Other Administrative Assurances

The State also certifies the following:

1. To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of Community Services Block Grant program funds.

2. To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any sub-awards, which contain provisions for children's services and that all sub-grantees shall certify accordingly.

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J. Jacob Sipe, Executive Director  
Indiana Housing and Community Development Authority

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Date

## V. NARRATIVE STATE PLAN

### A. Administrative Structure

#### 1. State Administrative Agency

Indiana Housing and Community Development Authority (IHCDA) was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. In 2007, the Governor of the State of Indiana, Mitchell E. Daniels, Jr., designated IHCDA as the lead agency for the purpose carrying out State activities for the Community Service Block Grants (CSBG), Weatherization (Wx), and Energy Assistance Program (EAP). IHCDA created the Department of Energy Programs in 2011 and was tasked with overseeing the allocation, implementation and monitoring of the energy programs and Community Services Block Grant funded through the Department of Energy (DOE) and the Department of Health and Human Services (HHS). With gubernatorial change in administration, IHCDA has remained the designated state agency for CSBG administration. In 2013, the programs were moved to the Department of Community Programs within IHCDA, which also included Individual Development Accounts, Housing Choice Voucher, and Homeless Prevention Initiatives.

##### a. Outline of Mission

At IHCDA, we believe that growing Indiana's economy starts at home. Everyone can agree that all Hoosiers should have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. That's the heart of IHCDA's mission. Our charge is to help communities build upon their assets to create places with ready access to opportunities, goods, and services. We also promote, finance, and sup IHCDA's programs are successful in large part because of the growing network of established partnerships with local, state, and federal governments, for-profit businesses, and not-for-profit organizations. IHCDA's for-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. IHCDA's not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

##### b. Outline of Goals

The goals of IHCD and the community action network in Indiana are to improve the lives of citizens through efforts to enhance employment, promote education, instruct better income management, improve housing, ensure the availability of emergency services, improve good nutrition, provide linkages to other service providers, promotion of self-sufficiency, and improved health. These goals are met through IHCD's Strategic Priorities.

**Comprehensive Community Development-** Encourages comprehensive community development by developing base line metrics, tracking such metrics, and illustrating the financial and quality of life benefits in Indiana.

**Sustainable and Affordable Housing-** Provides assistance to allow people to keep, maintain, and/or find homes at affordable rates and expenses through such programs as: weatherization, owner-occupied rehab, single family programs, affordable rental housing, and rental and utility assistance.

**Individual and Family Economic Stability-** Supports individual and family asset development and preservation through education and training, counseling, and financial support in meeting individual and family asset goals.

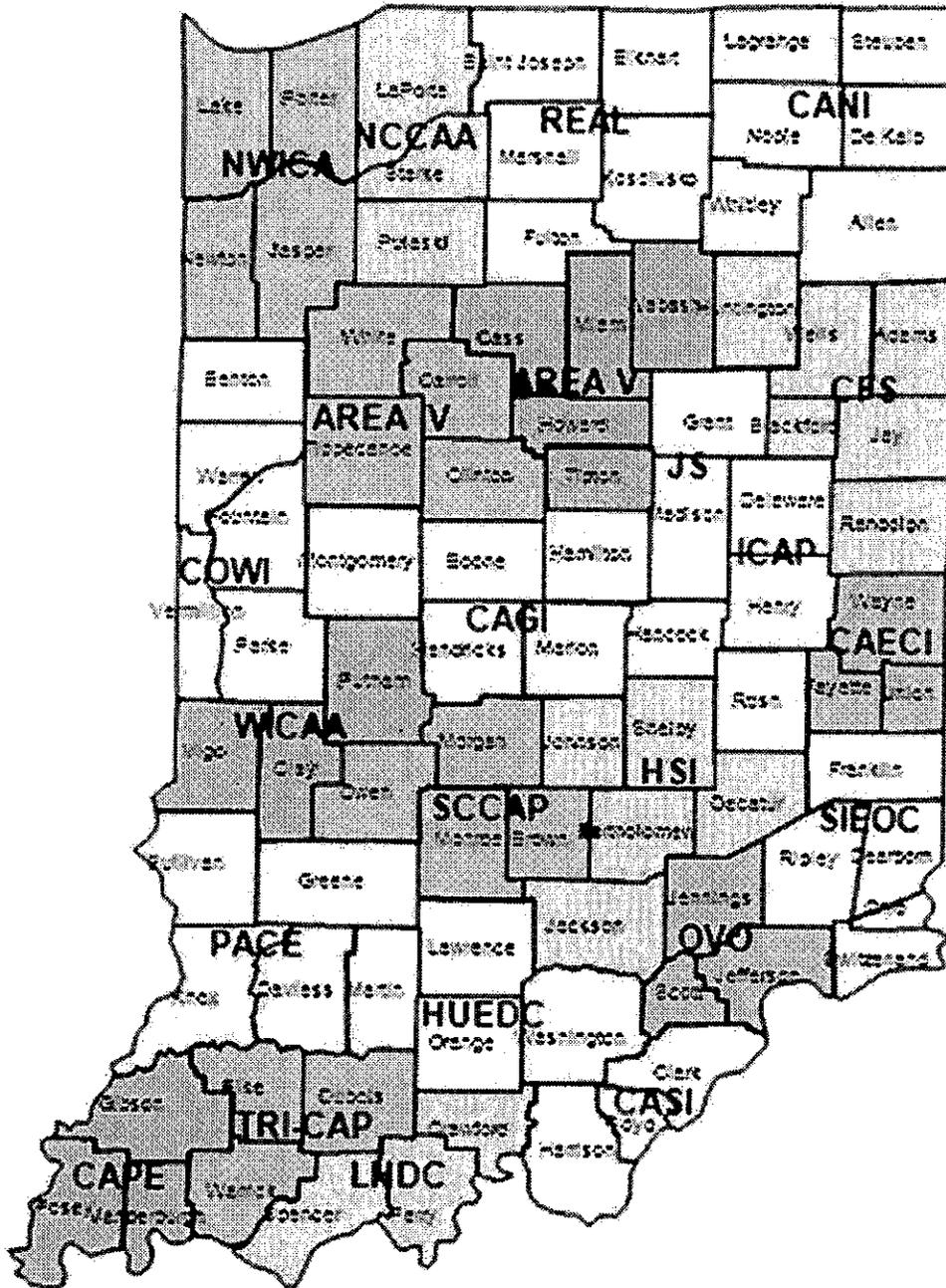
**Ending Homelessness-** Decreases the percentage of the overall homeless population, with a particular focus on the chronically homeless and veteran populations, through strengthening the partnerships between services, providers, and owners of existing permanent supportive housing units to link housing and wrap around services.

**Aging in Place-** Create aging in place opportunities through such programs as rental housing set-asides, owner-occupied rehab, and energy programs.

**Table 1: Eligible Entities and Counties Served**

<b>Agency</b>		<b>Counties Served</b>
AREA IV	<b>Area IV Agency on Aging and Community Action Programs, Inc.</b>	Carroll, Clinton, Tippecanoe, White
AREA V	<b>Area V Agency on Aging and Community Services, Inc.</b>	Cass, Howard, Miami, Tipton, Wabash
CAECI	<b>Community Action of East Central Indiana, Inc.</b>	Fayette, Union, Wayne
CAGI	<b>Community Action of Greater Indianapolis, Inc.</b>	Boone, Hamilton, Hendricks, Marion
CANI	<b>Community Action of Northeast Indiana, Inc.</b>	Allen, LaGrange, Noble, Whitley, Steuben, Dekalb
CAPE	<b>Community Action Program of Evansville and Vanderburgh County, Inc.</b>	Gibson, Posey, Vanderburgh
CASI	<b>Community Action of Southern Indiana, Inc.</b>	Clark, Floyd, Harrison
CFS	<b>Community and Family Services, Inc.</b>	Adams, Blackford, Huntington, Jay, Randolph, Wells
COWI	<b>Community Action Program, Inc. of Western Indiana</b>	Benton, Fountain, Montgomery, Parke, Vermillion, Warren
HS	<b>Human Services, Inc.</b>	Bartholomew, Decatur, Jackson, Johnson, Shelby
HUEDC	<b>Hoosier Uplands Economic Development Corp.</b>	Lawrence, Martin, Orange, Washington
ICAP	<b>Interlocal Community Action Program, Inc.</b>	Delaware, Hancock, Henry, Rush
JS	<b>Board of Commissioners of the County of Madison</b>	Grant, Madison
LHDC	<b>Lincoln Hills Development Corporation</b>	Crawford, Perry, Spencer
NCCAA	<b>North Central Community Action Agencies, Inc.</b>	LaPorte, Pulaski, Starke
NWICA	<b>Northwest community Action Agency, Inc.</b>	Jasper, Lake, Newton, Porter
OVO	<b>Ohio Valley Opportunities Inc.</b>	Jefferson, Jennings, Scott
PACE	<b>PACE Community Action Agency, Inc.</b>	Daviess, Greene, Knox, Sullivan
REAL	<b>REAL Services, Inc.</b>	Elkhart, Fulton, Kosciusko, Marshall, St. Joseph
SCCAP	<b>South Central Community Action Program, Inc.</b>	Brown, Monroe, Morgan, Owen
SIEOC	<b>Southeastern Indiana Economic Opportunity Corp.</b>	Dearborn, Franklin, Ohio, Ripley, Switzerland
TRICAP	<b>Dubois-Pike-Warrick Economic Opportunity</b>	Dubois, Pike, Warrick
WICAA	<b>Western Indiana Community Action Agency, Inc.</b>	Clay, Putnam, Vigo

### Geographic Areas Served



Community Action Agencies

1. Eligible Entities – See Table 1 on Page 15

2. Map of Eligible entities- See Page 16

3. Distribution and Allocation of Funds

States are required to allocate 90 percent of the federal CSBG funds to local Community Action Agencies. No more than five percent of the federal funds may be used by the States to administer the grant, and another five percent may be used to support state discretionary programs.

During FFY 2014 and 2015 Community Services Block Grant funds will be allocated according to the formula indicated below in Table 2.

**Table 2: Distribution and Allocation of Funds**

<b>Distribution and Allocation of Funds</b>	<b>Percentage</b>	<b>Dollar Amount</b>
Eligible Entities	90%	8,286,517.80
State Administration	5%	460,362.10
CSBG-Discretionary Funds	5%	460,362.10
<b>Total CSBG Grant</b>	<b>100%</b>	<b>9,207,242</b>

## B. Description of Criteria and Distribution Formula

As of fiscal year 2011, the state of Indiana approved a new fund allocation strategy to the 23 community action agencies. The new formula introduces a percentage factor in the base. As the federal allocation increases to the state, each agency would share in the increase regardless of how the census poverty data influences the CAA allocation. If the federal allocation is reduced from current levels, the ad hoc committee that created the new formula agreed to set a floor at the 2010 base amount so that all agencies can rely on at least as much as they received in base dollars in 2010. Should federal dollars not cover total network base, funding will be prorated based on each agency's percentage to total available in 2010. Below is a breakdown of the allocation strategy.

### **Step 1: Total Allocation received DHHS**

Total Allocation from DHHS

(minus) 5 percent for State Administrative Funds

(minus) 5 percent for State Discretionary Funds

Total Allocation to the Community Action Agencies (90 percent)

**Step 2: Calculate the Base and Award Allocation to Agencies**

Total Allocation to CAAs x 35 percent equals the Base amount

Total Allocation to CAAs x 65 percent equals the Award Allocation based on 125 percent of poverty by county

**Step 3: Calculate the Base Amount by Agency**

Base Amount (total 35 percent)

(minus) [\$50,000 times 23 agencies=\$1,150,000]

Remaining base amount

**Step 4: Calculate the Base Amount by County**

Remaining Base Amount

(divide by) 92 (number of counties)

Base allocation per county

**Step 5: Complete the Base Amount Calculation**

\$50,000 per agency

(plus) (Base allocation per county times the number of counties in each agency)

Total Base Allocation per Agency

**Step 6: Calculate the Total Agency Award Amount**

Total Allocation to CAAs based on 125 percent of poverty by county for all counties in the CAA service area

(plus) Total Base Allocation per Agency

Total Agency Award

The award allocation is determined as follows:

**Table 3: Allocation of CSBG Grant Awards**

<b>Allocation Description</b>	<b>Amount</b>
Total pass-through award from HHS for 2013	\$9,207,242
10% for Administrative and Discretionary Costs	\$920,724.20
Total Award amount before deductions	\$8,286,517.80
Base 35% (\$50,000 per agency and \$ per county)	\$2,900,281.23
<b>Net Award Allocation after deductions</b>	<b>\$5,386,236.57</b>

## C. Distribution and Use of Restricted Funds

Eligible entities are required to submit an annual plan called the Grantee Plan Packet. The Grantee Plan Packet describes their intended use of funds, identifies CSBG service categories, and projects how many clients served or impacted by CSBG funding. The plan also includes a self-assessment form for agencies to rate their individual performance in the areas monitored during the comprehensive administrative review. It provides opportunities for the agencies to identify training and technical assistance, but also identify performance goals to increase the efficiency of agency operations. An annual report is then submitted to verify program expenditures and results.

The distribution of anticipated funds to the eligible entities for FFY 2014 is included in Appendix I.2. Funding amounts are based on the FFY 2013 award and are subject to adjustment, if funding is increased or decreased.

Per Section 675c (2), carryover of funds distributed to eligible entities through grants made in accordance with Section 675c (1) for a fiscal year shall be available for obligation during that fiscal year and the succeeding fiscal year.

To date, no funds have been recaptured and reallocated.

## D. Distribution and Use of Discretionary Funds

Discretionary funding is used for two major purposes: Training and Technical Assistance (T&TA) and to support innovative community and neighborhood-based initiatives.

Every two years, IHCD releases a request for proposals for agencies that can provide training and technical assistance to Indiana's community action agencies. The RFP provided funding for one organization up to \$400,000 over a two-year period. In 2012, IHCD and the Indiana Community Action Association (INCAA) created a new training and technical assistance agreement to ensure that the training needs of the Indiana CAA network are met. In 2013, an amount of \$202,557 of the CSBG discretionary funding was paid to INCAA for training and technical assistance. In 2014, IHCD will commit \$197,443 of CSBG discretionary funding toward training and technical assistance with INCAA. The next request for proposal for training and technical assistance will be released in 2014 to provide a training plan for fiscal years 2015-16. The funding amount of the next training agreement will be based on the projected availability of funding at that time.

One of IHCD's strategic priorities is "Ending Homelessness". Since 2007, CSBG discretionary funds have been used to help ten homeless shelters cover their administrative expenses, through Permanent Supportive Housing for People with Disabilities. This amount offsets the administrative expenses incurred by the local

service providers. As part of this program, IHCD will be training agencies on housing quality standards, as well as assisting them in locating suitable housing units. IHCD has committed \$200,000 in funds to this program in FFY 2013 and will commit \$137,928.14 in FFY 2014.

In June 2013, IHCD released a grant application to fund innovative community collaborations between local community action agencies and community based organizations with similar mission, vision, and purpose. The goal of the application was to fund a project or program that met a particular community need for populations at or below 125 percent of the federal poverty level. The project or program must focus on the community need, include community collaboration, and incorporate technology. It was strongly encouraged to submit ideas that had long term sustainability and leveraged other resources. The grant application was released for 30 days and would fund the most innovative application up to \$100,000. IHCD will review the applications in July 2013. The top finalists will receive site visits by IHCD's Program Staff. Based on the recommendations from the application review and site visits, the most innovative collaboration(s) will be presented to the Board of Directors for approval at the agency's August Board meeting. IHCD has reserved the right to fund one project at \$100,000 or multiple projects that total \$100,000.

See CSBG-D Budget for FY2013 in Appendix I.4.

## E. Use of Administrative Funds

A total of 5% of the funding available is set aside for administrative expenses. These expenses include CSBG-related program administration, rent and facility costs, personnel, supplies, equipment, monitoring and compliance, and travel expenses. These funds pay for membership to the National Association of State Community Service Programs and supports technology upgrades to ensure that the state provide accurate and timely reporting for the CSBG Information Systems report. Any funds that have not been obligated and are remaining at the end of the fiscal year will either remain in State Administration for use in the following year, or will be added to the CSBG Discretionary carryover funding. At this time, there are no plans to use CSBG funds for a State Charity Tax Credit Program. (See Planned Administrative Budget for 2012 in Appendix I.6)

## F. State Community Services Program Implementation

### 1. Program Overview

#### a. The Service Delivery System

Services provided to low-income individuals and families are provided through the 23 community action agencies as listed previously under Eligible Entities and as described in Appendix F. These 23 agencies cover from two to six counties each.

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All 92 counties in the state are served by the 23 agencies. The distribution of funding among agencies will depend upon the number of low-income people residing in a particular county and the number of counties that a particular community action agency serves.

#### b. Linkages

While each agency is responsible for developing its own linkage programs, in accordance with the needs of the local communities, there are some general trends in such services. Many agencies have their own transportation program or work with other agencies in the local community to provide transportation services to those in need. Child care is a major priority in the state, and agencies are participating in state and federal programs to provide child care, or make referrals to appropriate child care programs within their area. Some of the local community action agencies are dual agencies, where they are also serving as the local Area Agency on Aging. Serving as the local Area Agency on Aging, or working with the local Area on Aging, helps to keep the elderly aware and involved in appropriate agency programs.

Self-sufficiency/case management programs have been a priority of the Community Action Agency network. All agencies are encouraged to include this as a material part of their service. To this end, the Family Development Plan, using a ROMA matrix approach to case management, has been developed. All agencies are providing case management services of some type, and many are using the above-mentioned plan.

Additionally, 22 agencies participate in the 211 Rapid Response Initiatives to provide better coordination and faster access to family and emergency services. The State Office encourages further development of this system to achieve a state wide network.

All 23 agencies have cultivated working relationships with other service providers in their service areas. Specific examples include partnerships that IHCD has helped to create or support, such as Indiana Permanent Supportive Housing Institute and other family support and development programs.

#### c. Coordination with Other Public and Private Resources

Agencies provide a list of public and private partners in constituent services in their grantee plan packets, and report on funding received from these entities in their annual reports. Through the use of referral services in the case management programs, and sharing of information with various local providers and funders, agencies have been able to coordinate services and resources. Additionally, the public and private sector representatives on the CAA Boards help to achieve these partnerships. The local area partners include, but are not limited to Area Agency on Aging, Workforce Development offices, Head Start programs, schools, community centers, local emergency services, homeless shelters, medical services, law enforcement programs, food banks, pantries, and soup kitchens. Further, the

community action agencies are the primary providers of Weatherization, Energy Assistance, Housing Choice Voucher, and other low-income programs, so that services for these programs can easily be coordinated within each agency. A combination of food banks and community action agencies are used as distribution points for The Emergency Food Assistance Program (TEFAP).

#### d. Innovative Community and Neighborhood-based Initiatives

Many local agency programs already address community and neighborhood-based concerns. The use of community needs assessments helps to determine where needs are greatest, and identify services that would be beneficial to the communities. As noted previously, it is IHCD's intention to provide CSBG-D funding for agencies for start-up or expansion of such projects, consistent with those described under Program Assurances, Part (a) (vii). A list of programs currently being provided is included in Appendix F. Program Categories and Programs.

For FFY 2014 and 2015, the state will be adding emphasis on the importance of incorporating ROMA into program development, meeting the proposed organizational standards, and identifying innovative new programs that can increase non-federal revenue streams.

## 2. Community Needs Assessment:

Each CSBG eligible entity is required to submit a Community Needs Assessment at least once every three years. To facilitate this process, IHCD will identify an organization to coordinate the development and implementation of the process. The contracted organization will create an ad hoc committee that will represent the diversity of CAAs throughout the state and develop a timeline to complete the needs assessment process. The contracted organization, with the assistance of the ad hoc committee, will be tasked with developing and releasing needs assessments for each individual agency and then submits them to Indiana Housing and Community Development Authority (IHCD) no later than May 31 of the following year. These assessments are kept on file by IHCD. The last needs assessments were completed by the Indiana Community Action Association in 2011 and submitted to IHCD on May 31, 2012.

This next needs assessment will be the product of a strategic collaboration between the state office, the state association, and a local research institution. The contracted organization will be a research institution with superior expertise in data collection, analysis, and reporting. In 2013, the CSBG state program staff has been conducting interviews with local universities to identify more cost effective strategies for completing the process.

The timeline for completion is as follows. In 2013, IHCD will work with the state association to identify a local university to serve as the primary research institution to facilitate the needs assessment process. IHCD will work with the university to identify members of the ad hoc committee. The university and the

committee will develop at timeline for development of the survey, data collection, analysis, and report publication. In 2014, the needs assessments will be completed. By May 2015, the needs assessments will be distributed to partners throughout the state.

### 3. Tripartite Boards

The tripartite requirement is included in Indiana's CSBG regulations. In their annual plans, eligible entities are required to submit lists of their board members, along with the sector each represents. This ensures adherence to the requirement, prior to execution of the CSBG sub-agreement. Board vacancies that occur must be filled within 90 days, or in accordance with the agency's by-laws.

Twenty-two of the eligible entities are private non-profit community action agencies and meet the tripartite board requirements. One agency, the only public organization receiving funds under this subtitle, is the Board of Madison County Commissioners (Jobsource). This agency has a separate Community Action Program Council which serves as the board of directors. Jobsource bylaws regarding the Tripartite Board requirement have been submitted and are on file.

### 4. State Charity Tax Program

The state has not yet implemented a state charity tax program, and is not expected to do so.

### 5. Programmatic Assurances

#### **Assurance 676(b)(1):**

In general, CSBG funds are made available to eligible entities to support all of the program categories listed. Through our Family Development Plan (ROMA scale), which covers 12 life-areas of services, all of the areas are addressed. This document also provides feedback on how individuals and families have succeeded in achieving their objectives.

Our Comprehensive Agency Review (CAR), conducted every two years, includes a review of programs provided under each category of service reported. The CAR review is a very important aspect of CSBG funding because it ensures the programmatic and fiscal sustainability of the CAAs. CSBG provides support for diverse programs to eliminate poverty. A list of some programs provided through each category is found in Appendix J. Specifically, funds made available through the grant or allotment will be used as follows:

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## 6.To support activities that are designed to assist low-income families and individuals in:

- Self-sufficiency is addressed through self-sufficiency/case management services provided by the agencies. In addition to general case management, there are several specific programs provided. Programs such as the Energy Assistance Program (EAP) Outreach and Education , the Indiana Family Development Program, and Housing Choice Voucher's Self-Sufficiency are provided through the eligible entities, and they use the Family Development Plan in providing self-sufficiency assistance. The Plan is mandatory in EAP Outreach.
- Employment programs have always been an important part of the services provided by CAAs. Many of the CAAs have job programs, employment counseling services, micro-enterprise programs, and referral agencies with which they work, while other agencies are also Workforce Development sites.
- Education projects and referrals are a priority of many agencies. Projects include Head Start and Early Head Start programs, adult and childhood literacy, programs to help low-income adults pass the GED or get into training programs.
- Better use of available income training, or income management training, is provided through a variety of services. Projects include budget counseling, savings programs (such as Individual Development Accounts), case management programs, and projects to help families reduce utility expenses (such as Weatherization).
- Housing Programs available to low-income individuals and families include Housing Choice Voucher, transitional housing, rental projects, and owner occupied rehab. Housing counseling is also provided, along with assistance in obtaining low cost loans to purchase or repair housing.
- Emergency Assistance through loans, grants, and assistance programs (including energy assistance) is provided by the agencies. Additionally, many agencies also have or help support homeless shelters, domestic violence shelters, soup kitchens and food pantries.
- Participation in local community affairs has always been a priority of the agencies. Partnerships with housing authorities, schools, medical facilities and law enforcement to provide needed services are common practice.

## 7.Youth in Low-Income Communities

Several agencies are already working with youth programs, including those to prevent or reduce crime, provide youth mentoring, life skills training, suicide prevention, job creation, entrepreneurship programs, after-school child care, and Kids Cafe food services.

## 8. Coordination with Other Programs

CSBG funding enables the eligible entities to operate a variety of programs and provides core administrative funding, including, but not limited to:

- Low-Income Energy Assistance Programs (LIHEAP)
- Weatherization (LIHEAP & DOE)
- The Emergency Food Assistance Programs (TEFAP)
- Soup Kitchen/Food Pantry Programs
- Housing Choice Voucher (including Housing Choice Voucher Self-sufficiency, Homeownership, Family Unification, and the Mainstream Program for Disabled Individuals and Families)
- Homeless Shelters
- Domestic Violence and Sexual Assault Services
- Head Start and Early Head Start

Other programs offered by IHCDA or the Lieutenant Governor's Office include:

- Community Development Block Grants (CDBG)
- Rural Development Administration Fund (RDAF)
- Rural Development Council Fund (RDCF)
- Community Food and Nutrition Program (CFNP)
- The Emergency Food Assistance Program (TEFAP)
- State Energy Program (SEP)
- Alternative Power and Energy (AP&E) Biofuels Grant Program
- Alternative Fuel Vehicle Grant Program Public Facility Improvement Grant (PFI)
- Individual Development Accounts (IDA)
- Emergency Shelter Grants (ESG)
- Housing Opportunities for Persons With HIV/AIDS (HOPWA)
- Permanent Supportive Housing for People with Disabilities
- HOME Investment Partnerships Program (HOME)
- Affordable Housing and Community Development Fund (Development Fund)
- Rental Housing Tax Credit Program (RHTC)
- Multi-Family Private Activity Bond Volume Program
- Single-Family Revenue Bonds - First Home & First Home Plus
- Mortgage Credit Certificates (MCC)
- Neighborhood Assistance Program (NAP)
- Neighborhood Stabilization Program (NSP)
- Indiana Permanent Supportive Housing Institute

- Indiana Foreclosure Prevention Network (IFPN)
- Indiana's Hardest Hit Fund (Treasury)

**Assurance 676(b)(4):**

The State provides, 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 hunger and malnutrition among low-income individuals through the TEFAP Program. The State contracts with Emergency Feeding Organizations (EFOs) provide food to the local food pantries and soup kitchens for distribution to those in need. Both community action agencies and food banks serve as EFOs.

**Assurance 676(b)(5):**

The requirements of the Workforce Investment Act of 1998 are being met through the Workforce Investment Plan. All of the mandatory parties were involved in meetings to set up the plan for participation. Local eligible entities sit on the Workforce Investment boards and have signed Memoranda of Understanding to be one-stop partners, participating in the provision of services to clients. All participating agencies have provided a list of services that they have available, and those services have been identified as core services or intensive services. Some community action agencies house the Workforce Development sites.

**Assurance 676(b)(6):**

IHCDA administers the Low Income Home Energy Assistance Program (LIHEAP) in Indiana. Funding is provided to eligible entities for provision of both the Energy Assistance Program (EAP) and the LIHEAP portion of the Weatherization Program. EAP services include winter assistance and crisis benefits for heating, summer cooling, and leveraging. These agencies serve all 92 counties within the state. The eligible entities work closely with utility companies and private vendors to serve those in need of energy assistance.

In addition, numerous community sites (government buildings, private non-profits, utility sites, faith-based organizations, trustees, schools, and others) are used as enrollment sites for EAP. Clients are referred, as appropriate, to other low-income services for other assistance, or for help in meeting co-payment obligations. Many agencies have local or private funding/donations provided to assist those individuals and families who are not eligible for LIHEAP assistance, but demonstrate an energy need.

**Assurance 676(b)(9):**

For descriptions on how programs are coordinated and partnerships formed, refer to "State Community Services Program Implementation," Section 8.c. "Coordination with Other Public and Private Resources," and "Program Assurances," Section 3, "Coordination with Other Programs."

The eligible entities work regularly with various religious organizations, charitable groups, and community organizations. In addition to those programs and

partnerships between these organizations and the eligible entities, in various programs, we have partnered with local Housing Authorities, Office of Community and Rural Affairs, Office of Faith Based and Community Initiatives, Department of Corrections, Child Protective Services, Trustee organizations, food banks, faith-based organizations, and others.

## G. Fiscal Controls, Audits and Withholdings

### 1. State Program Monitoring

The State of Indiana has changed the comprehensive administrative review schedule from every three years to every two years, with at least 11 of the 23 agencies being reviewed each year. In completing this review, we use a Comprehensive Administrative Review (CAR) monitoring tool that was revamped in 2011. Indiana will continue to use this tool until the new standards are released from HHS.

This review covers all aspects of agency operations, including: administrative, programmatic, and fiscal areas, as well as all outreach office visits. The review also includes interviews with board members, staff, partners, and community leaders. Exit interviews are held with Executive Directors and/or appropriate staff, and review reports are distributed within 30 days from the exit interview. The agencies are given 30 days to respond. Follow-up is completed as needed.

Topics covered by the CAR are:

- Governance - Public Law 105-285. Section 676B and Section 676(b)(1 0)
- Board of Directors - composition, training, effectiveness, knowledge of roles & responsibilities, attendance, and by-laws
- Planning - Public Law 105-285. Section 676B(a)(1), Section 676B(b)(2), and Section 676(b)(1 1)
- Agency Mission, Vision, Values
- Strategic Planning, Evaluation, and Community Assessment
- Evaluation - Public Law 105-285. Section 678E and Section 676(b) (1 2)
- ROMA Implementation (Board and Staff) on agency-wide basis as a framework for sound management
- Agency outcomes and performance measures
- Reporting to funders and Board of Directors
- Government Performance Results Act (GPRA) implementation
- Partnerships - Public Law 105-285. Section 676(b) (9)
- Coordination/collaboration/linkages with relevant partners
- Sub grantees/delegates

- Administrative Systems and Procedures - Public Law 105-285. Section 678D.
- Fiscal Controls, Audits and Withholdings and Section 678F.
- Limitations on Uses of Funds and section 678D.
- HR & Personnel Policies
- Records Retention
- Technology implementation and planning
- Conflict Resolution and grievance procedures
- CSBG Assurances and Prohibitions
- Review of pending and past litigation
- Fiscal Procedures - Public Law 105-285. Section 678D and Section 678F.
- Audit and results of previous/other monitoring/fiscal issues.

Additionally, agencies are monitored through the information submitted in their annual plan. The ROMA assessment will be used in conjunction with the CAR and other program reviews to assess the status of the agency's administration and major programs.

When a new agency is a newly designated entity, IHEDA will conduct an onsite review at the end of the entity's first year of service.

Follow-up reviews, including return visits when appropriate, are completed with agencies that fail to meet goals, standards, and requirements. Follow-up reviews are completed whenever necessary. This may be to verify compliance with recommendations made on CAR reviews or Annual plan submissions.

Other reviews are conducted as appropriate, including reviews of entities with program that have had other Federal, State or local grants terminated for cause.

Appendix K lists the last completed CAR review for each CAA as well as the CAR review schedule for FFY 2014 and 2015.

## 2. Corrective Action, Termination, and Reduction of Funding

Indiana Housing and Community Development Authority considers program monitoring as a tool to assess the health of the entire agency. The State uses a team approach to problem solving, considering the best interest of all parties involved. In the event that the State determines that a grantee fails to comply with the terms of an agreement or the State Plan, to provide services under CSBG or to meet appropriate standards, goals, and other requirements established by the State Plan (including performance objectives), the State will proceed with the following actions:

- Inform the sub-grantee of the deficiency to be corrected following the monitoring.

- Sub-grantee will be required to correct the deficiency and develop a Corrective Action Plan within 60 days and receive state approval of the plan.
- Using the approved Corrective Action Plan, the State will establish training and technical assistance (T&TA) as appropriate.
- Sub-grantee will have between 90 and 180 days to implement the approved Corrective Action Plan, depending on the severity of the issues. Once the plan is in place the State will provide follow-up visits to the sub-grantee to ensure the deficiencies are corrected.
- If an agency is still not compliant, the State reserves the right to withhold current or future funding until the deficiency is corrected.
- After providing adequate notice, sufficient time to complete the corrective action, and an opportunity for a hearing, the State may initiate proceedings to:
  - Reduce the coverage area of the entity,
  - Reduce the funding to the eligible entity, and/or
  - Terminate the designation of the entity.

The actions above will be accomplished through written notice, monitoring reviews, follow-up documentation, and/or other notices as necessary. If the sub-grantee needs more time to complete responses or the Corrective Action Plan, the agency must request an extension in writing.

In 2013, a corrective action plan was requested for Community Action of Greater Indianapolis, Inc. The corrective action plan must be submitted to IHCDA by August 31, 2013 for approval. The agency will have 180 days to correct its identified programmatic and fiscal deficiencies. Community Action of East Central Indiana, Inc. is undergoing its second year of review for the Corrective Action Plan that was approved in 2011.

### 3. Fiscal Controls, Audits, and Withholding

Indiana Housing and Community Development Authority (IHCDA) has fiscal control and fund accounting procedures necessary to assure the proper disbursement of and accounting for federal funds. IHCDA is the direct recipient of CSBG funds. These funds are drawn from the US Department of Health and Human Services by IHCDA following receipt of claim vouchers and supporting documentation from eligible agencies.

IHCDA's accounting department is responsible for the computerized system of processing and payment of claims to the entities for their costs in the administration of the programs. IHCDA's Department of Community Programs works closely with the accounting department to verify the claim information submitted by the sub-grantee. The payments are limited to the level of the sub-grantee's budget totals and contracted allocations.

Sub-grantees are required to submit program budgets, which project the amounts to be expended for administrative and program activities under Programmatic Assurances (3) above. These budgets are based on allocations of funds to the entities, and contracts are issued in the amount of the funding allocations. IHCDAs Board of Directors approves all contracts and grant agreements. After contracts have been executed, IHCDAs will pay claims based on the eligible activities outlined in the sub-grantee's budget.

IHCDA ensures that the cost and accounting standards of the Office of Management and Budget are accurately applied to IHCDAs and the sub-grantees that receive CSBG funding. IHCDAs uses an independent auditor who completes a program audit as well as a financial statement audit. Appropriate books, documents, papers, and records are available to the Secretary and the Comptroller General of the United States or any of their duly authorized representatives, to examine, copy, or mechanically reproduce any and all related documents upon reasonable request for the items.

Each sub-grantee must arrange for an independent audit by a certified public accounting firm each year. Agencies select the independent auditor through a bidding process, and submit information to the State for approval. The independent auditors then complete the annual audits, according to the Single Audit Act. Within 30 days after completion of the audit, a copy is submitted to the entity that was subject of the audit, as well as to the Secretary of State of Indiana and IHCDAs.

IHCDA trained monitors provide on-site fiscal monitoring for community development programs. Approximately eleven agencies are monitored each year. With twenty-three (23) agencies, this allows for an audit of each agency once every two years. In addition to regularly scheduled sub-grantee visits, the field monitors also concentrate their expertise in specific problem areas as identified by IHCDAs Program Managers and Monitors. During the field auditor's visit, a monitoring report is discussed and completed. Based on findings by the field monitor, areas for additional technical assistance are identified and addressed in a letter to the agency.

IHCDA's Risk Management team conducts an annual review of each agency's A-133 Single Agency Audit Report to identify other fiscal management issues with financial reporting and internal controls. The agency also submits a copy of its management letter. Agencies with significant deficiencies or material weaknesses are required to provide documentation that appropriate corrective actions were completed. During the CAR review, the monitor ensures that the issues have been resolved and did not occur in the following year's audit.

As appropriate, corrective action will also be applied to fiscal deficiencies.

The state will repay to the United States Treasury any amount found not to have been expended appropriately for the program, or will submit information to the Secretary for consideration in offsetting the amount against another amount for this program, to which the State is or may become entitled.

Other assurances will be carried out as follows:

a) Assurance 676(b)(7)

The State shall permit and cooperate with any federal investigations undertaken, making available any documents, books, papers or other records, as requested.

b) Assurance 676(b)(8)

Any eligible entity that received funding in the previous fiscal year through a CSBG grant under the CSBG program will not have its funding terminated or reduced below its proportional share received in the previous year, unless previously state corrective action steps have been taken, and just cause exists. See the above plan under "Corrective action, termination, and suspension."

c) Assurance 676(b)(10)

Each eligible entity in the state is required 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 of the entity to petition for adequate representation. A copy of the procedure is required to be submitted with the agency's annual Grantee Packet.

## H. Accountability and Reporting Requirements

### 1. Results Oriented Management and Accountability:

The State is participating in the Results Oriented Management and Accountability (ROMA) System. The Six National Goals are addressed through the use of the direct, survey, and scales measures developed by the task force. In addition to those measures, agencies are free to develop their own measures that they deem appropriate for measuring performance under any of the six goals. All agencies are required to submit an annual report, including the ROMA data. To ensure that Indiana's agencies are well versed in ROMA and the six National Goals, the state paid for the certification of nine trainers statewide with the submission of the previous state plan. Currently, there are six trainers that have renewed their certification and continue to provide training as needed.

Since 2012, IHCD has collaborated with the Indiana Community Action Association (INCAA) to ensure that the Network's Board of Directors are versed about ROMA and how it impacts their agencies' operations and planning. In 2013, IHCD and INCAA developed "ROMA Training for Boards", which is an abbreviated curriculum that highlights the philosophies in ROMA that impact Board policy and decision making.

In 2007, a Family Development Scale and Agency Matrix (scale) was developed and has been utilized for approximately six years. In 2011, the Family

Development Matrix (scale) will be updated to reflect changes in the program and implemented in 2012. In 2013, a collaborative work group of ROMA and Family Development trainers was formed to integrate more ROMA language into the Family Development training. This work group will ensure that the family, agency, and community goals are being addressed with better clarity and continuity.

#### Family Goals:

In addition to addressing family goals through the direct and survey questions, the eligible entities utilized a Family Development Matrix. The Family Development Matrix is part of a Family Development Plan, which is being used in a variety of self-sufficiency/case management programs. The matrix looks at 12 life areas.

The matrix is used to identify each client's area of need, and to measure the client's success in working to achieve their goals. Eligible entities receive financial encouragement for using the Family Development Plan in three ways:

Agencies are allowed to use 2% of their Energy Assistance funds for case management funding, using the Family Development Plan. Agencies receive \$25 per hour for the service and success is tracked with the Development Matrix.

In an effort to upgrade the case management training for agency staff, Family Development Specialist training and certification has been offered through the Indiana Community Action Association Training Institute. Training in the use of the Family Development Matrix is provided to all newly certified Family Development Specialists.

#### Agency Goals:

Agencies are reporting on the direct and survey questions under Goals 4 and 5. Questions relating to the direct measures under Goal 5 are included in the Grantee Plan Packet submitted by the eligible entities to IHEDA.

#### Community Goals:

Agencies report community outcomes through the use of the measures in Goals 2 and 3, and other indicators developed by the agencies for the programs. Indiana has not developed a statewide community scale. Instead, agencies have been encouraged to develop their own community scale, appropriate for the community in which they provide services.

We continue to encourage agencies to use the ROMA process as a diagnostic tool as well as a measurement of success. We also received feedback from the Statewide Needs Assessment, which will be used to develop programs and address community needs using the ROMA Indicators. All twenty-three (23) agencies are submitting a ROMA report and are integrating ROMA into the program development process. On-going training and technical assistance is being provided

through IHCD in collaboration with INCAA. The most recent ROMA report from the FY 2012 Annual CSBG/IS Survey is in Appendix I.

## 2. Annual Report

Annual reports are completed by the eligible entities in the quarter following the end of the contract year, due by March 31. This information is compiled into a single annual report. The most recent annual report was completed in 2013 for the year ending December 31, 2012. Appendix I contains ROMA data from that report.

### a. Performance Objectives

ROMA statistics on the six National Goals are listed in Appendix L. Goals for the coming years are to continue to improve upon the collection and reporting of ROMA data. Targeted areas are listed below. Additional information is included in the following section.

- Management and Leadership training for all eligible entities that will address topics using the ROMA reporting survey.
- Assisting the CAAs with identifying all the applicable National Indicators to report on in program development.
- ROMA trainer certification for IHCD staff.

### b. Program Accomplishments and Activities

ROMA Training & Technical Assistance - ROMA board training was offered to eleven (11) agencies in 2013 as a part of their comprehensive administrative review and will continue for the remaining agencies in 2014 to ensure that all board ROMA training is up to date. The training sessions are held in conjunction with the agencies' Board of Directors meetings and explain the ROMA concepts as well as the roles and responsibilities of the board members and agency staff personnel. Starting in 2013, agencies will be able to contact Indiana's nationally certified ROMA trainers for any additional ROMA training as needed.

Family Development Specialist Certification - In an effort to improve the provision of case management/self-sufficiency services by the eligible entities, IHCD continues to offer Family Development Specialist certification through a curriculum developed and administered by the Indiana Training Institute. The Indiana Training Institute is part of the contractual agreement between IHCD and Indiana Community Action Association that covers training and technical assistance.

Family Development Scale - The use of the Family Development Scale has been tremendously successful due to the training and incentive projects to

encourage agencies to use the Family Development Plan. The scale is now being used in general case management/self-sufficiency, Energy Assistance case management, and Housing Choice Voucher Self-Sufficiency Programs under IHEDA.

**Needs Assessments** -Agencies are in compliance with the regulations in completing and submitting needs assessments. The Indiana Community Action Association has developed a state-wide assessment that allows agencies to collect the same or similar data, and allows the State to gather statistics that will be used in reporting to legislators and developing new programs. IHEDA will coordinate with a local research institution and ad hoc committee comprised of local agencies and the Association to continue this process with future needs assessments.

c. Comparison of Planned and Actual Expenditures for Prior Years

- Planned distribution of funds to eligible entities per previous plan vs. actual expenditures is included in Appendix I.1. This data shows the carry-over from the previous year, initial allocation (based on previous year's allocation), amended allocation, final allocation (after carry-over), and expenditures. The difference between the allocation and the expenditure for each agency represents the carry-over amount for that agency in the following year. No funds were recaptured and reallocated.
- Planned Distribution of Funds for Discretionary Purposes vs. Actual Expenditures- In addition to specific proposed usage, some CSBG-D funding is held on account, and is used to meet requests for funding of low-income projects by Community Action Agencies, faith-based organizations, and other providers. We review proposed projects to ensure that usage is appropriate and duplication of service does not occur. The distribution of discretionary funds for 2014 and actual expenses for discretionary funds for FFY2013 are located in Appendix I.3.
- Planned distribution of funds for State administration- There are carry-over funds from the previous funding year for the Administrative portion of the grant. The Administrative funding for 2013 was \$460,362.10. Administrative funding in future years is expected to be fully expended. Should there be any unexpended administrative funding; the remainder will be carried over into the following year. The administrative budget for FFY 2013 is located in Appendix I.5, and the planned administrative budget for FFY 2014 is located in Appendix I.6.

d. Profile of participants served: Section G of the CSBG/Information Survey for 2012 is in Appendix (I.7).

e. Statistical Report on CSBG Program Services: The program expenditure report from Section E of the Annual CSBG/Information Survey is as follows:

**Table 4: Program Expenditure Report from Annual CSBG/Information Survey**

Employment	652,929
Education	904,306
Income Management	823,011
Housing	1,413,229
Emergency Services	744,809
Nutrition	441,203
Linkages	1,023,301
Self-Sufficiency	1,945,510
Health	579,392
Other	20,293
<b>Total</b>	<b>8,574,984</b>

Within the above expenditures, \$426,861 was expended on projects for youth, and \$589,812 on projects for seniors.

f. Training and Technical Assistance Provided by the State

Training Activities are listed in Appendix M. This includes training provided directly by State staff and training contracted through the Indiana Community Action Association's (INCAA) Indiana Training Institute and other sources. All training listed is funded all, or in part by CSBG funds.

In addition to training provided directly with CSBG funds, training in program specific areas such as Weatherization, Energy Assistance, Housing, and Emergency Domestic Violence Shelter programs were provided by or through INCAA. Because the INCAA training center is supported by CSBG-D funds, including general administrative support, those trainings are also included in Appendix M.

## **CSBG STATE PLAN APPENDICES**

## APPENDIX A

### CERTIFICATION REGARDING DRUG-FREE WORKPLACES

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 STATEWIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point 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.

- 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 sub-recipients or subcontractors in covered workplaces).

#### Alternate I. (Grantees Other Than Individuals)

- 1) The grantee certifies that it will or will continue to provide a drug-free workplace by:
- 2) 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;
- 3) Establishing an ongoing drug-free awareness program to inform employees about--
  - The dangers of drug abuse in the workplace;
  - The grantee's policy of maintaining a drug-free workplace;
  - Any available drug counseling, rehabilitation, and employee assistance programs; and
  - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- 4) 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);

Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

- Abide by the terms of the statement; and
- 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;

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;

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;

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

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;

Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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) 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]

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Signature

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Date

J. Jacob Sipe  
Executive Director  
Indiana Housing and Community Development Authority

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**APPENDIX B****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 sub-awards which contain provisions for the children's services and that all sub-grantees shall certify accordingly.

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Signature

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Date

J. Jacob Sipe  
Executive Director  
Indiana Housing and Community Development Authority

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## APPENDIX C

### 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 III, "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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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

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statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Signature

Date

J. Jacob Sipe

Executive Director

Indiana Housing and Community Development Authority

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## APPENDIX D

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

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.

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

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

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

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;

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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

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.

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Signature

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Date

J. Jacob Sipe  
Executive Director  
Indiana Housing and Community Development Authority

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## **APPENDIX E**

### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

#### **LOWER TIER COVERED TRANSACTIONS**

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

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.

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.

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.

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.

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.

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 Non-procurement Programs.

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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.

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 and Voluntary Exclusion

##### Lower Tier Covered Transactions

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.

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

Date

J. Jacob Sipe  
Executive Director  
Indiana Housing and Community Development Authority

## APPENDIX F

### STATE OF INDIANA COMMUNITY ACTION AGENCY STATUTES

#### *INDIANA CODE TITLE 12, HUMAN SERVICES (ARTICLE 14, CHAPTER 23). COMMUNITY SERVICES, COMMUNITY ACTION AGENCIES, COMMUNITY ACTION BOARDS*

**Title 12, Article 14, Chapter 23** of the Indiana State Code (IC) is the legislation that governs the state administration of the Community Action Agencies certified in Indiana. Indiana Code Title 4, Article 4, Chapter 33, shows changes made during the 2007 legislative session regarding specific human services. This change is in accordance with 42 U.S.C § 9908 and pursuant to Indiana Code 4-4-33-1(2) and designates Indiana Housing and Community Development as the appropriate State agency to act as the lead agency for purposes of carrying out State activities related to the Community Services Block Grant program. This information is maintained by the Office of Code Revision Indiana Legislative Services Agency, last revised on 08/25/2006, 04:37:45 PM, EDT.

**IC 12-14-23-1.** Legislative policy; purpose of chapter.

Section 1.

(a) It is the policy of Indiana to help develop the full potential of each of its citizens so that they can live in decency and dignity and so that they can contribute to the strength of the state as a whole. The resources of the private sector of the economy should be employed to increase the opportunities for people to develop their capabilities.

(b) It is the purpose of this chapter to strengthen, supplement, and coordinate efforts that further the policies stated in subsection (a).

*As added by P.L.2-1992, SEC.8.*

**IC 12-14-23-2.** "Community action agency" defined .

Section 2. As used in this chapter, "community action agency" means an entity that meets the following conditions:

- A private nonprofit organization that is geographically located within a community.
- A private nonprofit organization that is located in a county or counties contiguous to or within reasonable proximity of a community.
- A political subdivision, if there is no qualified nonprofit organization identified that meets the criteria set forth in clause A or B.
- Has the authority under state or federal law to receive money to support the community action programs described in sections 3 and 4 of this chapter.
- Is designated as a community action agency by the governor or by federal law.

*As added by P.L.2-1992, SEC.8. Amended by P.L.186-2001, SEC. 7.*

**IC 12-14-23-3. "Community action program" defined.**

Section 3. As used in this chapter, "community action program" means a community based and operated program that meets the following conditions:

- Includes or is designed to include a sufficient number of projects or components to provide a range of services and activities that have a measurable and potentially major impact on causes of poverty in: the community; or those areas of the community where poverty is a particularly acute problem.
- Has been developed, and organizes and combines the program's component projects and activities, in a manner appropriate to carry out all the purposes of this chapter.
- Conforms to any other criteria that the governor prescribes consistent with this chapter.

*As added by P.L.2-1992, SEC. 8.*

**IC 12-14-23-4. Community action programs; design and purpose; components**

Section 4. (a) The components of a community action program shall be designed to assist participants, including the poor and near poor, persons with disabilities, farm workers, the elderly, and youth, to do the following:

- Secure and retain meaningful employment.
- Attain an adequate education.
- Make better use of available income.
- Provide and maintain adequate housing and a suitable living environment.
- Undertake family planning consistent with personal and family goals and religious and moral convictions.

Obtain services for the following:

- The prevention of narcotics addiction and alcoholism.
- The rehabilitation of narcotic addicts and alcoholics.

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

Remove obstacles and solve personal and family problems that block the achievement of self-sufficiency.

Achieve greater participation in the affairs of the community.

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Make more frequent and effective use of other programs related to the purposes of this chapter.

(b) Components of a community action program may be administered by:

- the community action agency when consistent with sound and efficient management and applicable law; or other agencies; projects assisted from other public or private sources; and
- specially designed to meet local needs, or designed under the eligibility standards of a state or federal program providing assistance to a particular type of activity that will help meet local needs.

*As added by P.L.2-1992, SEC.8.*

#### **IC 12-14-23-5. Organization under IC 12-14-23; right to receive state or federal funds**

Section 5. A community action agency may not receive state or federal money appropriated or allocated by the state to carry out community action programs unless the agency is organized in accordance with this chapter.

*As added by P.L.2-1992, SEC.8.*

#### **IC 12-14-23-6. Administration of programs; community action board**

Section 6.

(a) Each community action agency shall administer the agency's community action programs through a volunteer community action board consisting of not less than fifteen (15) and not more than fifty-one (51) members.

(b) One-third (1/3) of the members of the board must be elected public officials currently holding office or representatives of the public officials.

(c) At least one-third (1/3) of the members of the board must be persons chosen by democratic selection procedures that are adequate to assure that those members are representative of the poor in the area served.

(d) The other members of the board must be officials or members of business, industry, labor, religious, welfare, education, or other major groups and interests in the community.

(e) Each member of the board selected to represent a specific geographic area within a community must reside in the area represented.

*As added by P.L.2-1992, SEC.8.*

**IC 12-14-23-7. Subsidiary board or agency responsible for major policy determination; representation of geographic area**

Section 7. If a community action agency places in a subsidiary board, council, or similar agency the responsibility for major policy determination concerning the character, funding, extent, administration, and budgeting of programs to be carried on in a particular geographic area within the community, the board, council, or agency must be broadly representative of the geographic area.

*As added by P.L.2-1992, SEC.8.*

**IC 12-14-23-8. Community action agencies; consultation with neighborhood based organizations**

Section. 8. Each community action agency shall consult neighborhood based organizations composed of:

- (1) residents of the area served; or
- (2) members of the groups served; to assist the agency in the planning, conduct, and evaluation of components of the community action program.

*As added by P.L.2-1992, SEC.8.*

**IC 12-14-23-9. Community action agencies; powers, duties, and activities**

Section. 9. A community action agency shall do the following:

- (1) Systematically plan for an effective community action program.
- (2) Develop information concerning the problems and causes of poverty in the community.
- (3) Determine the amount and effectiveness of the assistance being provided to deal with the problems and causes of poverty in the community.
- (4) Establish priorities among projects, activities, and areas to ensure the best and most efficient use of resources.
- (5) Encourage agencies engaged in activities related to the community action program to do the following:
  - Plan for, secure, and administer available assistance on a common or cooperative basis.
  - Provide planning or technical assistance to those agencies.
- (6) In cooperation with community agencies and officials, undertake actions to improve existing efforts to reduce poverty, including the following:

- 
- Improving day-to-day communications.
  - Closing service gaps.
  - Focusing resources on the most needy.

Providing additional opportunities to low income individuals for any of the following:

- Regular employment.
- Participation in the programs or activities for which those community agencies and officials are responsible.

(7) Initiate and sponsor projects responsive to those needs of the poor that are not otherwise being met. The projects must emphasize the following:

- Providing central or common services that can be drawn upon by various related programs.
- Developing new approaches or new types of services that can be incorporated into other programs.
- Filling gaps pending the expansion or modification of the programs.

(8) Establish effective procedures to do the following:

- Enable the poor and the affected area residents to influence the character of programs affecting the interests of the poor and the affected area.
- Provide for regular participation of the poor and the affected area residents in the implementation of the programs.
- Provide technical and other support needed to enable the poor and neighborhood groups to secure available assistance from public and private sources.

(9) Join with and encourage business, labor, and other private groups and organizations to undertake, together with public officials and agencies, activities in support of the community action program that will result in the additional use of private resources and capabilities. These activities shall be undertaken for the following purposes:

- Developing new employment opportunities.
- Stimulating investment that will have a measurable impact on reducing poverty among residents of areas of concentrated poverty.
- Providing methods by which residents of the areas can work with private groups, firms, and institutions in seeking solutions to problems of common concern.

*As added by P.L.2-1992, SEC.8.*

**IC 12-14-23-10.** Interlocal cooperation agreements

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Section. 10. Community action agencies may enter into interlocal cooperation agreements with units of government.

*As added by P.L.2-1992, SEC.8.*

### **Chapter 33. Miscellaneous Community Development Programs**

#### **IC 4-4-33-1. Administration by lieutenant governor**

Section. 1. The lieutenant governor shall administer the following:

- (1) The Housing Assistance Act of 1937 (42 U.S.C. 1437).
- (2) Community services programs, including the Community Services Block Grant under 42 U.S.C. 9901 et seq.
- (3) Home energy assistance programs, including the Low Income Home Energy Assistance Block Grant under 42 U.S.C. 8621 et seq.
- (4) Weatherization programs, including weatherization programs and money received under 42 U.S.C. 6851 et seq.
- (5) Food and nutrition programs, including food and nutrition programs and money received under 7 U.S.C. 612, 7 U.S.C. 7501 et seq., and 42 U.S.C. 9922 et seq.
- (6) Migrant and farm worker programs and money under 20 U.S.C. 6391 et seq., 29 U.S.C. 49 et seq., and 42 U.S.C. 1397 et seq.
- (7) Emergency shelter grant programs and money under 42 U.S.C. 11371 et seq.
- (8) Shelter plus care programs and money under 42 U.S.C. 11403 et seq.

*As added by P.L.181-2006, SEC.12.*

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**APPENDIX G****GOVERNOR'S LETTER OF DESIGNATION**

STATE OF INDIANA  
OFFICE OF THE GOVERNOR  
State House, Second Floor  
Indianapolis, Indiana 46204

Michael R. Pence  
Governor

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July 31, 2013

Secretary Kathleen Sebelius  
US Department of Health and Human Services  
200 Independence Avenue, SW  
Washington, DC 20201

**Re: State of Indiana CSBG Authorized Signatory**

Dear Ms. Secretary,

In accordance with 42 USC 9908, I, Michael R. Pence, Governor of the State of Indiana, hereby designate the Indiana Housing and Community Development Authority (IHCDA), pursuant to Indiana Code 4-4-33-1(2), as the appropriate State agency to act as the lead agency to carry out state activities for the Community Services Block Grant (CSBG). The Executive Director of IHCDA is the authorized signatory on behalf of the agency for all state plans, agreements, awards, and/or other subsequent activities concerning CSBG.

Should you have any questions concerning CSBG in Indiana, please contact Donna Billiard Wright, Chief Officer, at (317) 232-5371 or via email at [dowright@ihcda.in.gov](mailto:dowright@ihcda.in.gov).

Sincerely Yours

A handwritten signature in black ink that reads "Michael R. Pence".

Michael R. Pence  
Governor

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**APPENDIX H**

<b>PUBLIC NOTICE</b>	<b>Page Number</b>
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H.5 – Hearing Minutes	59

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## APPENDIX H.1 – Distribution System of Public Notice

The Indiana Housing and Community Development Authority (IHCDA) has an email distribution system referred to as IHCDA-Info. This system delivers notices directly to individual e-mail accounts. At the current time, there are approximately 2300 registered e-mail accounts in this system. These e-mail accounts include Community Action Agencies, community development corporations, various non-profit groups, for-profit developers, other governmental entities, and interested citizens. Agencies and interested persons can sign up to receive this information from the IHCDA website at [www.ihcda.in.gov](http://www.ihcda.in.gov).

Two notices of the CSBG State Plan Public Hearing were sent to the IHCDA-Info distribution list. Please see the attached copies of the notice.

Additionally, IHCDA directly contacted the Indiana Community Action Association (INCAA) with a copy of the public notice to distribute to their members and interested parties. INCAA members include all 23 eligible entities throughout the State of Indiana.

Finally, IHCDA sends a copy of the public notice to all of the newspapers in the following cities: Lafayette, Richmond, Gary, Indianapolis, Evansville, Lawrenceburg, Aurora, Terre Haute, Kokomo, South Bend, Fort Wayne, and New Albany.

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## APPENDIX H.2 - Public Notice

### NOTICE OF PUBLIC HEARING

### COMMUNITY SERVICES BLOCK GRANT STATE PLAN FOR FFY 2014-15

### INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

Pursuant to Public Law subsection 676(a) (3) and 676 (a) (2) (B), the State of Indiana wishes to encourage citizens to participate in the development of the State of Indiana CSBG State Plan for federal fiscal years 2014 and 2015. In accordance with this regulation, the State is providing the opportunity for citizens to comment on the 2014/2015 State Plan draft report, which will be submitted to the US Department of Health and Human Services, Office of Community Services, on or before September 1, 2013. The State Plan defines the method of distribution of funding for the CSBG Program.

The public hearing will be conducted as follows:

Tuesday, August 13, 2013

10:00 am to 11:00 am

Training Room 2 and 3

30 South Meridian Street, Suite 1000

Indianapolis, Indiana 46204

Interested persons unable to attend the public hearing are invited to send written comments through August 12, 2013 at 5:00pm/EST, to the following address or call toll free telephone number (800-872-0371) during normal business hours.

IHCDA

30 S. Meridian Street, Suite 1000,

Indianapolis, IN 46204

Attention: Community Programs Manager - CSBG

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## APPENDIX H.3 - Hearing Agenda

### CSBG State Plan Public Hearing Agenda

Tuesday, August 13, 2013

30 South Meridian Street, Suite 1000 Training Room 2 and 3

10:00 am to 11:00 am

#### AGENDA

- Explanation of CSBG Funding (if any Non-CAA persons present)
- Agency Changes
- Funding Distribution
- Usage of Funds
- Allocation of CSBG Discretionary Funds
- State Plan Format
- Additional Comments/Discussion/Questions

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## APPENDIX H.4 - Sign In Sheet

### Sign In Sheet

CSBG Public Hearing

Tuesday, August 13, 2013

30 South Meridian Street, Suite 1000 Training Room 2 and 3

10:00 am to 11:00 am

### Interested Persons

No attendees

### Employees of IHCDA

Donna Billiard Wright, Chief Community Programs Manager

Taura Brown Edwards, EAP and CSBG Program Manager

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## APPENDIX H.5 – Hearing Minutes

**Testimony provided for:** Community Services Block Grant Hearing

**Testimony provided by:** No testimony was provided

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**APPENDIX I**

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## APPENDIX I.1 - Planned Distribution of Funds vs. Total Expended for the Year 2012

AGENCY	2012 INITIAL ALLOCATION	CARRYOVER FROM 2011	2012 PLANNED EXPENDITURES	2012 ACTUAL EXPENDITURES
AREA IV	\$397,996.50	\$28,079.35	\$426,075.85	\$426,075.85
AREA V	\$352,386.29	\$0.00	\$352,386.29	\$352,385.67
CAECI	\$218,902.55	\$857.48	\$219,760.03	\$219,760.03
CAGI	\$1,290,295.00	\$33,710.00	\$1,324,005.00	\$1,324,005.00
CANI	\$634,899.02	\$179,294.00	\$814,193.02	\$664,937.00
CAPE	\$323,730.44	\$0.00	\$323,730.44	\$323,730.44
CASI	\$280,521.00	\$0.00	\$280,521.00	\$261,823.81
CFS	\$322,932.40	\$0.00	\$322,932.40	\$322,932.40
COWI	\$270,064.00	\$44,127.20	\$314,191.20	\$256,792.60
HS	\$371,565.00	\$0.00	\$371,565.00	\$335,966.70
HUEDC	\$251,626.86	\$77,476.67	\$329,103.53	\$276,301.11
ICAP	\$359,310.60	\$245,952.00	\$605,262.60	\$316,436.31
JS	\$289,225.92	\$133,502.17	\$422,728.09	\$281,762.11
LHDC	\$159,736.19	\$0.00	\$159,736.19	\$159,736.19
NCCAA	\$248,025.89	\$0.00	\$248,025.89	\$248,025.89
NWICA	\$806,212.66	\$1,143.05	\$807,355.71	\$673,550.19
OVO	\$201,498.47	\$7,312.77	\$208,811.24	\$208,810.51
PACE	\$262,044.57	\$106,670.36	\$368,714.93	\$304,443.97
REAL	\$700,053.87	\$167,175.00	\$867,228.87	\$732,077.70
SCCAP	\$392,187.97	\$76,856.00	\$469,043.97	\$407,375.87
SIEOC	\$230,423.24	\$19,313.37	\$249,736.61	\$237,200.27
TRI-CAP	\$177,457.60	\$38,224.41	\$215,682.01	\$215,682.01
WICAA	\$294,219.86	\$0.00	\$294,219.86	\$294,219.86
<b>TOTALS</b>	<b>\$8,835,315.90</b>	<b>\$1,159,693.83</b>	<b>\$9,995,009.73</b>	<b>\$8,844,031.49</b>

## APPENDIX I.2 - The Actual Distribution of 2013 Eligible Entity Funds and the Planned Distribution of 2014 Eligible Entity Funds

*Assuming carry-over remains relatively the same as previous year and taking into account new allocation formula*

AGENCY	INITIAL ALLOCATION 2013	CARRY OVER 2012	Actual Allocation 2013	Planned Distribution 2014
AREA IV	\$373,275	\$0.00	\$373,275.28	\$373,275
AREA V	\$329,722	\$0.62	\$329,722.30	\$329,722
CAECI	\$206,082	\$0.00	\$206,082.03	\$206,082
CAGI	\$1,210,149	\$0.00	\$1,210,149.11	\$1,210,149
CANI	\$593,910	\$149,256.02	\$743,165.95	\$593,910
CAPE	\$304,399	\$0.00	\$304,398.61	\$304,399
CASI	\$263,873	\$18,697.19	\$282,570.67	\$263,873
CFS	\$301,321	\$0.00	\$301,320.87	\$301,321
COWI	\$251,736	\$57,398.60	\$309,134.94	\$251,736
HS	\$347,709	\$35,598.30	\$383,307.61	\$347,709
HUEDC	\$235,997	\$52,802.42	\$288,799.68	\$235,997
ICAP	\$336,992	\$288,826.29	\$625,818.61	\$336,992
JS	\$272,814	\$140,965.98	\$413,779.73	\$272,814
LHDC	\$150,591	\$0.00	\$150,590.74	\$150,591
NCCAA	\$233,396	\$0.00	\$233,396.39	\$233,396
NWICA	\$756,135	\$133,805.52	\$889,940.94	\$756,135
OVO	\$189,759	\$0.73	\$189,759.71	\$189,759
PACE	\$245,768	\$64,270.96	\$310,038.84	\$245,768
REAL	\$655,794	\$135,151.17	\$790,945.34	\$655,794
SCCAP	\$367,828	\$61,668.10	\$429,495.64	\$367,828
SIEOC	\$215,334	\$12,536.34	\$227,870.60	\$215,334
TRI-CAP	\$167,211	\$0.00	\$167,211.39	\$167,211
WICAA	\$276,721	\$0.00	\$276,721.06	\$276,721
<b>TOTALS</b>	<b>\$8,286,518</b>	<b>\$1,150,978.24</b>	<b>\$9,437,496.04</b>	<b>\$8,286,518</b>

**APPENDIX I.3- Planned vs. Actual Expenditures of Discretionary Funds for January 1, 2013 – December 31, 2013**

<b>2013 CSBG-D Planned Expenditures</b>	
Shelter Plus Care	200,000
Point In Time Contracts	25,000
Indiana Training Institute	202,556.94
CSBG Innovative Community Collaboration Grant	100,000
Healthy Homes Needs Assessment	50,000
Healthy Homes/REACH	50,000
<b>Total CSBG-D Planned Expenditures</b>	<b>\$627,556.94</b>

<b>2013 CSBG-D Actual Expenditures</b>	
Shelter Plus Care	200,000
Point In Time Contracts	25,000
Indiana Training Institute	202,556.94
CSBG Innovative Community Collaboration Grant	100,000
Healthy Homes Needs Assessment	16,407.13
Healthy Homes/REACH Assistance	16,407.13
<b>Total CSBG-D Actual Expenditures</b>	<b>\$460,371.20</b>

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 APPENDIX I.4- 2014 CSBG-D Budget for January 1, 2014 – December 31, 2014

### Table of CSBG-D Program Expenses

<b>CSBG-D Estimated Allocation</b>	<b>\$460,371.20</b>
<b>Program</b>	<b>Budget Expenses</b>
Shelter Plus Care	137,928.14
Point In Time Contracts	25,000
CSBG Innovative Community Collaboration Grants	100,000
Indiana Training Institute	197,443.06
<b>Total CSBG-D Budgeted Expenses</b>	<b>\$460,371.20</b>
<b>Budget Difference</b>	<b>-0-</b>

APPENDIX I.5- 2013 Administrative Budget for January 1, 2013 to  
December 31, 2013

**Table of Administrative Expenses**

<b>CSBG-Admin Budget</b>	<b>\$460,371.20</b>
<b>Administrative Budget</b>	<b>Amount</b>
IHCDA Staff Salaries and Fringe Benefits	138,008
Office Rent/Facility Costs	12,926
CSBG Monitoring, T&TA, Training	5,000
Conferences and Training	3,500
Computer Program Up-grades	6,000
Subscriptions and Memberships	2,400
<b>Total CSBG Admin Budget</b>	<b>\$170,834</b>
<b>Under Budget</b>	<b>\$289,537.20</b>

APPENDIX I.6- 2014 Administrative Budget for January 1, 2014 to  
December 31, 2014

**Table of Administrative Expenses**

<b>CSBG-Admin Estimated Allocation</b>	<b>\$460,371.20</b>
<b>Administrative Budget</b>	<b>Amount</b>
IHCDA Staff Salaries and Fringe Benefits	155,000
CSBG Monitoring, T&TA, Training	5,000
Conferences and Training	5,000
Computer Program Up-grades	6,000
Subscriptions and Memberships	2,500
Office Rent/Facility Costs	13,000
General Office Supplies	4,000
<b>Total CSBG Admin Budget</b>	<b>\$190,500</b>
<b>Under Budget (available for additional expenses or carryover)</b>	<b>\$269,871.20</b>

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**APPENDIX I.7 - Section G of 2012 CSBG I/S Report**

**Indiana****Section A: State Use of CSBG Funds**

1. State Reporting Period (month/day/year)

From: 01/01/12 To: 12/31/12

2. Total CSBG funds expended in FY 2012 for:

	Planned	Actual
a. Eligible Entities	\$9,995,010	\$8,844,031
b. State Administrative Costs	\$490,851	\$427,666
c. Discretionary Projects	\$490,851	\$462,617
<b>d. Total Funds</b>	<b>\$10,976,712</b>	<b>\$9,734,314</b>

3. Of the total in 2d, how much represents carryover funding from the previous fiscal year? \$1,159,694

4. Carry-forward of FY 2012 funds to FY 2013 programs \$1,150,978

5. State CSBG funds (see instructions) \$0

6. TOTAL CSBG funds expended by State in FY 2012 \$9,734,314

**1. Eligible entities receiving FY 2012 funds:**

(Please attach the provided Excel Spreadsheet for eligible entities, their addresses, and their award amounts.)

a. Number of Community Action Agencies (CAAs) among eligible entities	23
b. Number of Limited Purpose Agencies (LPAs) among eligible entities	0
c. Number of organizations serving migrant or seasonal farmworkers	0
d. Number of these also counted in a or b	0
e. Number of tribal organizations	0
f. Number of these also counted in a, b, or c	0
g. Number of units of local government	1
h. Number of these also counted in a, b, c, or e	1
i. Others designated by statute	0
j. Number of these also counted in a, b, c, e, or g	0
k. Total unduplicated number of eligible entities	23

**2. Were previously funded eligible entities dropped in FY 2012?**

Yes     No

Number:

Reason:

**3. State allocation method:**

- Historic
- Hold Harmless + Formula
- Formula with variables
- Other (please specify)
- Base + Formula
- Formula Alone

**4. Coverage of counties**

a. Percent of State's counties receiving CSBG services at year end from local CSBG operators:

b. Number of counties newly receiving CSBG services in FY 2012 (if any)

**Section B: State Use of CSBG Funds**

c. Name of newly served county(ies) in FY 2012:

5. Uses of Discretionary Project Funds  
(if listed in Section A, Item 2.c)

a. What types of organizations received the awards?

- 1. Indian Tribes or tribal organizations
- 2. Migrant or farmworker organizations
- 3. State subgrantee associations
- 4. Eligible Entities
- 5. Other (please specify below):

Total Discretionary Funds Expended

	Section A Discretionary
\$462,617	\$462,617

b. For what purposes were the awards given?

- 1. Awards to local agencies for expansion to new areas
- 2. Grants for exemplary or demonstration programs
- 3. Competitive grants for exemplary or demonstration programs
- 4. Training or technical assistance for local agencies
- 5. Statewide programs
- 6. General Support
- 7. Other (please specify below):

Total Discretionary Funds Expended

	Section A Discretionary
\$462,617	\$462,617

*The totals of a. and b. should match both each other and Item 2.c in Section A.*

1. Please identify the cabinet or administrative department of your State CSBG office.

- Community Services Department
  - Governor's Office
  - Human Services Department
  - Community Affairs Department
  - Social Services Department
  - Other (please specify)
- Lieutenant Governor's Office

2. What is the division, bureau, or office of the CSBG Administrator?

Indiana Housing and Community Development Authority

3. Other programs directed by the CSBG Administrator in FY 2012

a. Does the CSBG Administrator also direct DOE Weatherization?  Yes  No

b. Does the CSBG Administrator also direct part or all of the Low Income Home Energy Assistance Program (LIHEAP) bill payment and/or crisis assistance programs?  Yes  No

1) If yes, does the CSBG Administrator also direct the LIHEAP energy conservation program?  Yes  No

c. Does the CSBG Administrator also direct USDA programs? If yes, please list titles below:  Yes  No

d. Does the CSBG Administrator also direct HUD programs? If yes, please list titles below:  Yes  No

e. Does the CSBG Administrator also direct any other federal programs for the homeless?  Yes  No

f. Does the CSBG Administrator also direct State Head Start programs?  Yes  No

g. How many federal or State programs not listed above are also directed by the CSBG Administrator? (List titles of other programs below)

4. Was the State CSBG office subject to a reorganization in FY 2012, such as an expansion or contraction of programs, or a transfer of the CSBG office to a different division or department?  Yes  No

If yes, please describe the change (attach an extra page if necessary):

5. State statute regarding CSBG:

a. Does your State have a statute authorizing Community Service programs? (If yes, please attach)  Yes  No

b. Did your State legislature enact authorizing legislation, or amendments to an existing authorizing statute during FY 2012?  Yes  No

Please check those items which describe provisions of the current statute.

1) What is the termination date of the current statute?

2) Does it "grandfather" CAAs?  Yes  No

3) Does it specify the terms, or formula, for allotting 90% pass-through funds among eligible entities?  Yes  No

4) Does it require local grantees to match CSBG funds?  Yes  No

5) Does it provide for the designation of new eligible entities?  Yes  No

6) Does it provide for the de-designation of eligible entities?  Yes  No

7) Does it specify a process the State CSBG agency must follow to re-designate an existing eligible entity?  Yes  No

8) Does it designate the bureau, division, or office in State government that is to be the State administering agency?  Yes  No

9) If it has other provisions, please list them:

6. a. Did it cost more in FY 2012 than the federally allowed limit in your State's CSBG allocation for your State to effectively administer the range of services and activities required by the CSBG Act?  Yes  No

b. If yes, what was the amount of these extra costs?

c. If yes, were State funds used to supplement federal administrative expenditures?  Yes  No

d. If yes, what was the amount of the supplemental State funds?

7. a. How many State positions were funded in whole or in part by CSBG funds?

b. How many Full Time Equivalents (FTEs) were funded with CSBG funds?

8. a. How many National peer-to-peer ROMA trained staff work in the State Office?

b. How many Certified Community Action Professionals (CCAPs) work in the State Office?

Please do NOT use acronyms.

See instructions for further details.

### 1. Strategic Thinking for Long-Term Solutions

- a. Please describe an agency strategy which addresses a long-term solution to a persistent problem affecting members of the low-income community.

Agency Name: North Central Community Action Agencies, Inc.

- i. How did the agency identify the community need?

Through community needs assessments, community program surveys, local input from grass root organizations as well as from the low-income representatives of the CAA Board of Directors and local statistical information. In addition, the agency went through the Pathway To Excellence self-study where a series of 20+ meetings took place with the staff, Board members, clients, funders and general public where the identification of community needs were addressed.

- ii. How were CSBG funds used to plan, manage, and/or develop the approach?

ii. Community Service Block Grant dollars were used to conduct outreach to obtain the needs assessments and surveys to manage and develop the approach of the program that assisted in the promotion of independent living which included financial counseling as pre-requisite for rental assistance; GED classes provided at local Eastside community center in Michigan City, IN to promote higher education; senior congregate feeding programs at the community centers in Starke, LaPorte and Pulaski Counties to promote proper nutrition, healthy bodies and socialization; food pantries in Starke and Pulaski Counties to promote proper nutrition and healthy lifestyles; LaPorte County WIC Program promotes nutrition and healthy bodies for pregnant and lactating women and children from birth to age five; Teamwork Development/Interpersonal Skills After-School Youth Program to promote group dynamic skills such as communication, respect and tolerance; Matter of Facts math after-school program for youth; Summer Youth Education and Recreation Program with an emphasis on agriculture projects; CSBG funds were utilized to work in partnerships with other organizations to assist in planning, management and developing approaches to address the identified need

- iii. What local partners were involved, and how did each contribute to the program?

iii. Michigan City Area Schools System - provided instructors and materials for GED students. In addition, the Michigan City Area School System provided computers for the Eastside Community Center for the youth and their parents/guardians to access the grades and educational development of the children in the Michigan City School System; Purdue North Central Extension Service - provided instructors and materials and healthy snacks for the summer youth program; Area 1 and 2 Agencies on Aging - provided meals for the congregate senior feeding program; over 200 individuals, businesses and agencies and local framers provided over 100,000 pounds of food for the Pulaski and Starke Counties food pantries; Unity Foundation of LaPorte County, Michigan City Enrichment Corporation and Horizon Bank provided the funding for the LaPorte County youth programs; Salvation Armies of Michigan City and LaPorte, St. Vincent DePaul, United Ways of Starke and Pulaski Counties, local township trustees, NIPSCO and Project HOPE and local churches assisted with emergency assistance; LaPorte County Toys for Tots volunteers provided toys for 72 families in Michigan City; FEMA provided funds for housing/homeless issues in all three counties; Catholic Charities - volunteers utilize to build ramps for disabled clients or perform simple home repairs; Good Samaritan Shop of Pulaski County - provides clothing and funds for medicine, utilities and other necessities; Experience Works provides individuals 55+ in age to work in the community centers; and in Starke County Head Start, Love, Inc., St. Vincent De Paul Society, Kiwanis, Bass Lake Lions, Toys for Kids, local churches and township trustees and private individuals provided baskets and toys for over 300 children.

- iv. What outcome indicators did the agency use to measure success?

iv.ROMA Goal 1 - Low-income people become more self-sufficient - NPI 1.2 (Employment Supports) A, B, and D; ROMA Goal 2 - NPI 2.2 (Community Quality of Life and Assets) C and E; NPI 2.3 (Community Engagement) B; ROMA Goal 3 - Low-income people own a stake in their community - NPI 3.1 (Community Enhancement through Maximum Feasible Participation); ROMA Goal 4 - Partnerships among supporters and providers of services to low-income people are achieved - NPI 4.1 (Expanding Opportunities through Community-wide Partnerships); ROMA Goal 6 - Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments - NPI 6.1 (Independent Living) - A and B; NPI 6.2 (Emergency Assistance) - A-K; NPI 6.4 (Family Supports) - C-H; and NPI 6.5 (Service Counts) - B-E.

v. What outcomes have resulted in FY 2012? If no outcomes yet, when?

v.The number of individuals who received these services in 2012 will be included in the CSBG Report under ROMA goal 6 - NPI 6.1, 6.2, 6.4 and 6.5.

## 2. Delivering High-Quality, Accessible, and Well-Managed Services

a. Please describe what you consider to be the top management accomplishment achieved by your State CSBG office during FY 2012. Show how responsible, informed leadership led to effective and efficient management of the CSBG program.

### Top State Management Accomplishment:

•Tri-CAP: The Indiana Housing and Community Development Authority makes it a priority to insure that certified Results Oriented Management Accountability and Family Development trainers are in place at all times either directly through IHEDA or through the Indiana Community Action Association, to support our network of Community Action Agencies' staff throughout Indiana.

•PACE, REAL, AREA IV, NWICA: The top accomplishment was improved collaboration efforts with the Community Action Agencies in developing committees made up of network representatives to gain insight and input into program guidelines, budgets and agency operations. Through meetings with agency representatives, recommendations are being considered for inclusion into the State Plan. Also at these meetings, IHEDA has a willingness to hear how well (or not) the implementation of administrative procedures work. IHEDA provides effective management of CSBG through the support, guidance, oversight and accessibility to grantees. Their leadership provides us the freedom and flexibility to be responsive and creative to local needs which is the purpose of the Community Service Bloc

•SCCAP: Much time has been spent streamlining the CSBG Grantee Packet process from previous years. The Self-Assessment agencies use as part of that process has been revamped and is a very useful tool to assess the progress of the agency from year to year. The state gathers an appropriate amount of information on various indicators without unduly burdening the agencies with excess paperwork. Similarly, they have strengthened the education process about the importance of and use of ROMA to tell the community action story. They have provided clear guidance to the agencies about how best to complete the annual data collection which will improve the reporting efficiency and accuracy.

b. Please describe what you consider to be the top three management accomplishments achieved by your agencies during FY 2012. Show how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services.

### Top Three Agency Management Accomplishments:

Agency Name:

Accomplishment:

•AREA IV: Improved Strategic Planning; the Executive Director and Quality Assurance Coordinator developed a process for Strategic Planning; the plan was improved on and deployed in the agency with the assistance of Directors, Deputy Directors, Human Resources and Program Coordinators. While a professional planner was brought in to work with the Board of Directors, the Agency Management team worked with staff at all levels to review program and department mission statements, how programs fit into the mission and developed goals. This information was provided to the Strategic Planning facilitator prior to work with the board of director. The same method was used at the board level. The facilitator, the Executive Director and the Quality Assurance Coordinator worked together to merge the information and develop a more effective Strategic Plan which all members of the Agency (both the Board of Directors as well as the Agency staff at all levels) take ownership.

Agency Name:

Accomplishment:

•CANI: Foellinger Invited Initiative: One definite management accomplishment is becoming a Foellinger Foundation Invited Initiative organization. The Foellinger Foundation is one of the largest foundations in Allen County and is a major supporter of local social service organizations. Up until two years ago, CANI was not a recipient of Foellinger funds, despite the fact that their purpose and CANI's mission are very much aligned. The main reason why this was so was that the Foundation did not support organizations with large amounts of Federal funding.

Two years ago CANI was able to break through with program funding for our Family Development program. We were able to show the Foundation that we met their purpose, achieved significant outcomes, and were a very strong organization, which is their major criteria when they provide funding. Through this grant, we have been able to strengthen our relationship with the Foundation and demonstrate who we are as an organization.

Discussions then began about how to eliminate the perceived barrier of too much Federal funding. Aside from valid points such as most of their agencies receive Federal funding, and that if one cares about outcomes it really doesn't matter, we were able to show the Foundation that even though our percentage of Federal funding is higher than most organizations, it is because we receive several very large grants. But nevertheless, the total amount of private funding we secure each year is more than most of the organizations they fund. This removed the final barrier, and we were viewed simply based on our capacity to achieve results.

We were asked into the Invited Initiative over the summer of 2012. This is quite significant, because of the hundreds of non-profits in northeast Indiana, there are only 19 in the Invited Initiative. This signifies that Foellinger recognizes us as one of the top organizations in the community. In addition, our board was instrumental in accomplishing this designation, as it involved a great deal of work with Foellinger staff, including meetings, assessment work, and planning.

There are many benefits to being in the Initiative. For one, we gain access to training and an assessment and implementation process that only Initiative organizations can get. But we also secured operating support for three years, which will be both a significant source of flexible funds for us, as well as the security of having funds for that timeframe. We also secured some capital and program improvement funds. This accomplishment will have a profound impact on our organizational effectiveness, as well as helping to enhance our program delivery across multiple areas.

Agency Name:

Accomplishment:

•NWICA: As part of Northwest Indiana Community Action's Strategic Plan, the agency undertook a Culture Change effort in 2012. With the goals of eliminating program silos and enhancing team functioning, we engaged a consultant to help facilitate a shift in culture that would help the staff and

board consistently live the mission, vision and values of the organization. Strategies to drive this effort included the development of new job descriptions and performance management systems, a new staff orientation program, and an increased focus on professional development and leadership development for all staff. Additionally we finalized and issued a Supervisor Manual to provide guidance about policy and procedure implementation to improve consistency throughout the organization and we initiated our "Transparency Report," a newsletter from upper management to agency staff about key decisions or initiatives and the thinking or planning involved in the effort. We have received extremely positive feedback from various individuals throughout the organization about the changes that are being made. While this effort is far from complete, 2012 gave us a great start and employees throughout the organization are more connected to the mission, more committed to the vision and more engaged with the strategy of the organization.

### 3. Mobilizing Resources to Support Innovative Solutions

a. Please describe how your agency addressed a cause or condition of poverty in the community using an innovative or creative approach. Showcase how your agency relied on mobilization and coordination of resources to help reach interim and final outcomes. Demonstrate how CSBG "works" as it funds staff activities, investments, or services to meet a community need.

i. Agency Name:

ii. Program Name:

iii. CSBG Service Category:

iv. Description of program (capacity, duration, targeted population, etc)

Family Empowerment assists low-income parents as they pursue job training or further education to acquire the skills needed to achieve and maintain financial self-sufficiency. Family Empowerment has no time limits or cost for services. The program can serve up to 70 participants in Elkhart County. To build the capacity of families to become increasingly self-sufficient, the program takes a holistic approach, addressing eleven life areas critical to healthy family functioning including income, adult education, employment, housing, nutrition, childcare, healthcare, transportation, support systems, family interaction, and addictions. Trained Family Development Specialists meet with participants on a monthly basis to assist them in designing and implementing personalized action plans to identify individual strengths and address overwhelming life barriers that have kept the family from reaching self-sufficiency in these life areas. Participants are then held accountable by the Family Development Specialists to actively work towards accomplishing their chosen goals.

The Family Development Specialists link participants to information and referral sources needed to complete an education, acquire assets, and establish long-term financial stability. Educational workshops are also provided a minimum of six times each year. These workshops encourage participants to network with other parents and increase their knowledge on key topics important to self-sufficiency (i.e. housing, budgeting, time management, career exploration, self-advocacy, etc.). In addition, Family Empowerment provides textbook scholarships, gas vouchers, oil change certificates, and school supplies to help ease the financial burden as participants actively pursue post-secondary education.

Whether a participant chooses to complete a G.E.D., job training program, technical certificate, associate's degree, or bachelor's degree, he or she will graduate the program with the skills and strategies necessary for long-term financial success.

Family Empowerment participants are low-income parents who voluntarily enroll in the program to pursue job training or an educational goal to acquire the skills needed to earn a living wage and achieve economic independence from the welfare system. Eighty percent of participants are single parents with custody of at least one child under the age of eighteen. The remaining families are two-

parent households, typically with one parent working and the other pursuing an education or employment goal.

Participants must be 18 years of age or older, reside in Elkhart County, be eligible for employment in the United States, be drug free, and have the desire to reach financial self-sufficiency. In addition, the gross monthly income for the household must be below 125% of the federal poverty guidelines.

v. How was the agency's approach innovative or creative? Please be specific.

Family Empowerment is the only program in Elkhart County that supports its participants' efforts to reach self-sufficiency by addressing educational attainment and family functioning for an extended period of time. It is also the only comprehensive program in Elkhart County designed to address the needs of parents pursuing a high school diploma or G.E.D. and/or post-secondary education. By continuing to work with parents as they transition from secondary education to post-secondary education, Family Empowerment alleviates a gap in services and is better able to help parents acquire the skills needed to achieve and maintain financial self-sufficiency.

Many participants entering Family Empowerment have attempted educational completion but were unsuccessful due to poor planning and limited support. In favor of educational attainment to promote self-sufficiency, Family Empowerment approaches the issues by addressing topics such as financial planning, time management, child care, transportation, and self-worth. Family Empowerment staff also provides information and referrals for G.E.D. sites, area colleges, and job training facilities to determine the appropriate educational program to meet participants' needs.

Unlike many programs, Family Empowerment does not have time limits, but rather allows its participants to remain in the program, given that they are actively working towards completing their goals and achieving self-sufficiency. This allows the program to provide continual support to participants whose goal is to acquire a 2-4 year degree.

Job training or an increased education increases a family's earning potential which impacts its ability to achieve economic stability, build assets, and maintain healthy family functioning.

**Economic Stability:** By obtaining marketable skills, participants are able to find employment that offers a living wage and recover from any career change that may occur. While families with efficient incomes achieve household economic stability, they are also able to invest in the communities in which they live by increasing property maintenance, participating in local civic involvement, and decreasing the use of social services.

**Asset Building:** By reaching economic stability, families readily invest in homeownership, transportation, and savings for costly crises such as a hospital stay or major repairs. With a self-sufficient income level upon graduating the program, many participants are also financially able to invest in the educational attainment of their children which inevitably limits the risk of generational poverty.

**Family Functioning:** Family Empowerment staff provides life skills training to teach participants self-sufficient behavior in the home and workplace. When those behaviors are learned, participants are equipped to handle many life stresses on their own and are able to model those same positive behaviors to their own children.

vi. Outcomes achieved (include the number of people enrolled and areas affected)

Currently, Family Empowerment is serving 38 participants and their children. However, for the FY 2012, Family Empowerment served a total of 60 families and their children, a total of 192 people.

Of these families,

75 pursued a G.E.D., 4 pursued a certificate, 18 pursued an associate's degree, and 10 pursued a bachelor's degree

26 people obtained a job

19 people experienced an increase in income due to an increase in pay and/or hours  
3 people completed a G.E.D., certificate, or diploma  
26 people were assisted with mileage reimbursement  
6 people obtained childcare services  
7 people obtained safe and affordable housing  
40 people demonstrated the ability to complete and maintain a budget over 90 days

vii. How were CSBG funds used? Please be specific.

CSBG funding was utilized to cover the cost of salaries and benefits for one part-time coordinator, one part-time case manager and two full-time case managers. These staff members provided services offered through the Family Empowerment Program. This program is offered through a contract with REAL Services, the CSBG eligible entity.

viii. What local partners were involved, and how did each contribute to the program?

Fifth-Third Foundation – Provided funding for the implementation of the program’s “Independence Passport Curriculum” and provided an educational workshop  
United Way of Elkhart County – Financially supported operational expenses and funded “LIFE in Motion” financial education day  
Church Community Services – Supported programmatic efforts by linking with potential applicants, promoting education and assisting participants with those goals, and providing an educational workshop  
Elkhart Chamber of Commerce – Education Council supported programmatic efforts  
Harrison College, Indiana University South Bend, Ivy Tech Community College, Goshen College, Golden Living Center, etc. – Supported programmatic efforts to promote education and assist participants in pursuing goals  
Credit Professionals International – Sponsored clients’ participation in “Financial Peace University,” a curriculum by Dave Ramsey offered through Habitat for Humanity.  
New Life Community Church, River of Life Community Church, Lake City Bank, VITA, and LaCasa, Inc. – Supported programmatic efforts to provide educational workshops  
Salvation Army – Supported programmatic efforts by providing free space for events

Please do NOT use acronyms.  
See instructions for further details.

#### 4. Providing Positive Results for Vulnerable Populations

- a. Please describe one youth-focused initiative that illustrates how CSBG funding was used and coordinated with other programs and resources.

Agency Name:

i. Description of initiative

Tutors for Homeless Children --- Human Services, Inc. operates a the Horizon House homeless Shelter in Columbus. The shelter is designed to house families with children experiencing homelessness. Human Services, Inc. recognized that children from families experiencing homelessness have often missed several days of school and/or transferred schools several times which caused the children to lag behind in their studies. Human Services, Inc. recognized that these children could use extra assistance to catch up on their studies.

ii. What local partners were involved, and how did each contribute to the program?

Human Services, Inc. partnered with the local school system - Bartholomew Consolidated School Corporation. CSBG funding was used to pay for agency employees' time in meeting with representatives from the school system. The school system offered Title 1 funding to provide a tutor and education supplies for children of families in the homeless shelter.

iii. Outcomes achieved (include the number of people enrolled and areas affected)

In 2012 the partnership between Human Services, Inc. and the school corporation resulted in 24 children being tutored. Parents reported that the tutored children completed more assignments and did better in school.

iv. How were CSBG funds used? Please be specific.

The use of CSBG funds were used to cover the costs of Human Services, Inc. employees' time (hourly rate, taxes, and fringes) for planning meetings and to track the expenses of the tutoring program to report back to the school system.

- b. Please describe one senior-focused initiative that illustrates how CSBG funding was used and coordinated with other programs and resources.

Agency Name:

i. Description of initiative

Housing Development Program - Area IV's Housing Development Program involves the community through partnerships to ensure families have affordable, decent and safe housing. In this situation, homelessness was prevented, the individual's living environment was rehabilitated to make the home safe and comfortable and community supports would put in place to ensure the owner was able to remain living independently at home in the community.

ii. What local partners were involved, and how did each contribute to the program?

The City of Lafayette, the Lafayette Community Development Department (referral to assess and assist), Lafayette City Engineer/Inspector (investigated initial report and determined violations and later approved updates), Lafayette Housing Consortium (evaluated circumstances, assisted with covering cost of restoration and items needed to bring housing up to code), Area IV Development Corporation (provided project manager for case), Area IV Aging Department (assesses abilities and health of clients), Senior Housing Assistance Rehabilitation Program (SHARP) (covered restoration and items needed to bring housing up to code), local contractors and material suppliers (completed work on the project), Energy Assistance Program (assistance with utility bills), Weatherization Program (covered health and safety issues through work on heating system, water heater, energy efficiency measures), Money Management Program (assessment of ability to manage funds, Organizational Payee program for clients), and Social Security Administration (monitor social security funds and Money Management works with

(on Organizational Payee program)

iii. Outcomes achieved (include the number of people enrolled and areas affected)

The Housing Development Program at Area IV Agency on Aging and Community Action Programs addresses conditions of poverty, improves the quality of life for individuals and assists individuals to become and remain self-sufficient through a combination of programs including emergency services, housing, linkages with partners and income management.

80 individuals and 36 households were assisted through Housing Development in 2012.

iv. How were CSBG funds used? Please be specific.

CSBG funds are used as supporting funds for this program and assist with administration of programming and marketing materials so that increased direct services dollars are available to provide services to the clients.

The following is a narrative that is representative of cases handled by this program:

Specifically, for a gentleman living in Lafayette, Area IV was able to turn his life around. This 82-year-old homeowner had a fire in his home's basement during January 2012 leaving the property structurally damaged and without heat, hot water and electric service. He continued living in the home since he had nowhere else to go. He used a charcoal grill for cooking and had an extension cord running from his neighbor's home for limited electric service until someone notified the Lafayette City Engineer/Inspector who investigated. The home's condition violated a number of City building codes meaning possible condemnation leaving the owner homeless. Since Area IV Development, a subsidiary of Area IV Agency, partners with the Lafayette Housing Consortium, we were contacted and asked to evaluate the circumstances. The Agency's Aging Department sent a case manager to assess the homeowner and determined that he was capable of living on his own. Development's Project Manager determined what was needed to bring the home back to code. During the time the Project Manager spent with the homeowner, he further learned that the owner had only social security for income; a "friend" managed his funds; he didn't have enough money to buy food; he was going to the nearby Hanna Community Center for a hot meal every day; and payments had not been made on his homeowner's insurance so it had lapsed. His situation was worsened by his inability to read and write, yet he valued his independence and was hesitant to ask for and accept help.

It was determined that the expense of this project exceeded what any single program could accomplish. Linkages were essential. Development's partnership with Lafayette Consortium and with the Senior Housing Assistance Rehabilitation Program (SHARP) covered the fire restoration and items needed to bring the home to code including lead paint abatement which was found to be needed during the home analysis. Local private contractors and material suppliers were used to complete the project. Enrolling the homeowner in the Energy Assistance Program (EAP) helped with his utility bills. The Weatherization Assistance Program (WAP) covered health and safety issues by repairing the heating system, replacing the hot water heater and adding energy efficiency measures including air sealing and insulation in both the attic and sidewalls. Each of these programs provided client education on saving energy. Area IV's Money Management Program which works with the Social Security Administration became the Organizational Payee for the homeowner creating a budget which adequately covers his monthly expenses including insurance and savings. This has allowed the homeowner to become self-sufficient. He still enjoys time at the community center but now has food at home as well.

This is one example of how our Agency and the community came together to benefit an individual, a neighborhood and an entire community. The project created a home where the owner can live safely and comfortably while maintaining his independence.

## APPENDIX J

### CSBG SERVICE PROGRAMS

By law, the State must allocate 90% of its CSBG to “eligible entities”. In Indiana, these entities are all Community Action Agencies except one unit of county government.

Based on the principle of local control, the federal law identifies broad purposes for the funding. Within these broad purposes, the local CAA board can fill in the details and design programs to meet local needs. Programs are provided under the major program categories. These are listed below, along with examples of specific CAA services that are being provided, or to be provided in 2014 and 2015 with the support of CSBG funds.

#### Education

G.E.D./A.B.E classes	Tutoring for adult or youth	Youth Service Bureau support
Head Start support	After-school care	Even Start
Day Care and/or Child Development classes - English-as-a-second-language classes		

#### Emergency Services

Energy Assistance	Disaster relief projects	Emergency Information and Referral/Crisis Hotline
Clothing	Homemaker/core services, emergency/temporary basis - LIHEAP support	Homeless and Domestic Violence Shelters - Utility cut-off assistance
Summer Cooling Assistance	Air Conditioner Distribution	Emergency Food and Shelter support

#### Health Programs

Alcohol and/or drug abuse counseling	Health Information and Referral	Mental Health, special projects
Emergency medical or dental treatment	Health screening projects	Prescription aid (medical/dental)
Dental, special projects	Health, special projects	Healthy Families
Health counseling projects	Medical projects	Tobacco Prevention

#### Housing

Home ownership counseling	Landlord/tenant relations counseling	State Home Buyers program
Housing Information and	Residential rehabilitation	Rural water/waste water

Referral	projects	projects
Owner Occupied Rehabilitation	Housing Choice Voucher including Self-Sufficiency, Family Unification, and Mainstream Housing for Persons with Disabilities	

### Income Management

Alternative energy installations	Credit counseling	Weatherization support
Budget counseling for families	Energy conservation counseling	Money Management support
Consumer cooperatives	Trash recycling	Shopping Carts
Consumer education or information classes for low-income persons	Support (transportation, shopping, budgeting assistance) - Individual Development Accounts	

### Linkages

Agency-wide information and referral	Transportation component to serve multiple program categories	Restoring Indiana Fatherhood
Elderly component to serve multiple program categories	Child care	Retired Senior Volunteer Program (RSVP) support
Foster Grandparent support		

### Nutrition

The Emergency Food Assistance Program (TEFAP) support	Food preservation projects	Meals for elderly and shut-ins
Congregate feeding sites for elderly	Soup kitchens/food pantries	Nutrition counseling
Food Banks	Garden projects	Nutrition projects
Summer feeding programs for children	Women, Infants and Children (WIGS) program	

### Community and Economic Development

Community development	Neighborhood centers	Job Creation/Development, Counseling and Placement
Community outreach	Partnership programs with county governments	

**Self-Sufficiency**

This category is covered by several case management/self-sufficiency programs. Such programs are using the ROMA Family Development Plan, which includes a matrix covering 12 life areas: Energy, Housing, Income, Adult Education, Child Development and Education, Family Relations and Domestic Violence, Employment, Transportation, Support Systems, Health, Nutrition, and Substance Use. Programs are serviced by Family Development Specialists, Certified through the University of Iowa. In addition to the general case management programs, some specific programs (also listed under other categories below) require the use of this self-sufficiency process:

- Housing Choice Voucher’s Self-Sufficiency
- EAP Case Management

**Employment**

Adult work experience	Job Counseling and Referral	IMPACT (employment & training)
Career development	Job Creation	Job Development, Counseling and Placement
Employment Information and Referral - Head Start staff training	Migrant and seasonal farm worker employment projects - On-The-Job Training projects	

**Special/Innovative Programs**

Community Action Mediation Program (CAMP) (First Offender Program for Youth)
Violence-free, drug-free high school program - Suicide Prevention Program for teens

**Business Expansion and Entrepreneurship Development (BEED)**

Given the existence of entrepreneurship and microfinance programs within CAAs and a growing interest to launch similar initiatives by other CAAs, IHDA expects CSBG grantees to implement job creation and retention strategies including, without limitation, the development of entrepreneurs and the support for business start-ups or expansion.

**APPENDIX K DATE OF LAST CSBG MONITORING REVIEW**

	<b>Agency</b>	<b>Last CSBG Review</b>	<b>Next Review</b>
<b>AREA IV</b>	Area IV Agency on Aging and Community Services, Inc.	June 2012	May 2014
<b>AREA V</b>	Area V Agency on Aging and Community Services, Inc.	August 2013	August 2015
<b>CAECI</b>	Community Action of East Central Indiana, Inc.	July 2012	November 2014
<b>CAGI</b>	Community Action of Greater Indianapolis, Inc.	May 2013	May 2015
<b>CANI</b>	Community Action of Northeast Indiana, Inc.	October 2013	October 2015
<b>CAPE</b>	Community Action Program of Evansville and Vanderburgh County, Inc.	May 2012	October 2014
<b>CASI</b>	Community Action of Southern Indiana, Inc.	June 2012	May 2014
<b>CFS</b>	Community and Family Services, Inc.	July 2013	July 2015
<b>COWI</b>	Community Action Program Inc. of Western Indiana	June 2013	February 2015
<b>HSI</b>	Human Services, Inc.	August 2013	August 2015
<b>HUEDC</b>	Hoosier Uplands Economic Development Corporation	September 2012	February 2014
<b>I-CAP</b>	Interlocal Community Action Program, Inc.	October 2013	November 2015
<b>JS</b>	Job Source Community Action, Inc.	March 2012	January 2014
<b>LHDC</b>	Lincoln Hills Development Corporation	April 2012	April 2014
<b>NCCAA</b>	North Central Community Action Agencies, Inc.	May 2012	June 2014
<b>NWICA</b>	Northwest Community Action Agency, Inc.	November 2012	March 2014
<b>OVO</b>	Ohio Valley Opportunities, Inc.	March 2012	July 2014
<b>PACE</b>	Pace Community Action Agency, Inc.	April 2013	April 2015
<b>REAL</b>	Real Services, Inc.	July 2013	July 2015
<b>SCCAA</b>	South Central Community Action Program, Inc.	November 2013	September 2015
<b>SIEOC</b>	Southeastern Indiana Economic Opportunity Corporation	August 2012	September 2014
<b>TRI-CAP</b>	Dubois-Pike-Warrick Economic Opportunity Committee, Inc.	September 2013	March 2015
<b>WICAA</b>	Western Indiana Community Action Agency, Inc.	July 2012	August 2014

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**APPENDIX L**  
**2012 ANNUAL REPORT**  
**NATIONAL GOALS AND PERFORMANCE INDICATORS**

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## APPENDIX M

### TRAINING ACTIVITIES FUNDED DIRECTLY BY CSBG

#### Family Development Specialist Training & Certification

Training is conducted over three days and includes case management procedures and client contact. There is a full day of family development outreach worker training plus one half-day training on the use of the Family Development Plan (matrix). Testing is done, and qualified participants are awarded Certification as a Family Development Specialist (FDS) from the Indiana Training Institute. After certification is completed, certified Family Development Outreach Workers and Specialists are also offered continued education credits through regional trainings.

#### Leadership/Management Training

- Developing emotional leadership and succession planning
- Cultural Competency
- Breaking Down Agency Silos
- Health Insurance Updates

#### Organizational Capacity Building

- Head Start Requirements
- ROMA Work Session- Integration of ROMA and Family Development
- Supervising Multiple Generations
- High Performance Building- Agency and Residential Space
- Aging In Place
- Comprehensive Community Development
- Fiscal and Program Management Goal Setting

#### Board of Directors Training

- ROMA Training for Boards
- Training focused on a "system approach", which will enable participants to examine the vision of their organizations to develop a system approach as it related to the agency's needs assessment.

#### Front Line Staff Training

- Training directed to front line staff within agencies. This training includes time management, positive attitudes, adapting to change, etc.
- Self Sufficiency Standards

#### ROMA Agency Statewide Training

- 
- ROMA training

#### Pathways to Excellence Training

- Strategic Planning Training

#### Professional Certifications

- HR Certification in partnership with Ivy Tech Community College

#### Human Resource Training

- Succession Planning
- Termination Process: Do's & Don'ts; Understanding Unemployment Insurance
- Identifying and Developing Programs based on Needs Assessments

#### Fiscal Training

- OMB Circulars
- A-133 Audit Information & Match, Program Income and In-kind specifics for CAA programs
- How to Separate Functions and Maintain Internal Controls with a Shrinking Staff

#### Fundraising Training

- Funding research and donor relationships
- Multi-funded organizations and fundraising

## APPENDIX N

### AGENCY PROFILES (DEMOGRAPHICS BASED ON 2010 CENSUS)

#### AREA IV AGENCY ON AGING AND COMMUNITY ACTION PROGRAMS, INC. (AREA IV)

ADDRESS: 660 North 36th Street, P. O. Box 4727, Lafayette, Indiana 47903-4727

TELEPHONE NUMBER: 765-447-7683 or 800-382-7556 FAX: 765-447-6862

E-MAIL: web: [areaivagency.org](http://areaivagency.org)

CONTACT PERSON: Ms. Elva James, Executive Director

COUNTIES SERVED: Carroll, Clinton, Tippecanoe and White

#### AGENCY STAFFING

Total Number of Paid Staff: 93

Total Number of Volunteers: 186

#### SERVICE AREA DEMOGRAPHICS

- Total Population 255,056
- Persons Below 125% of Poverty: 46,425

#### MAJOR PROGRAM CATEGORIES

Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Health, Nutrition, Linkages, Self-Sufficiency

#### TYPES OF ACTIVITIES PROVIDED

Adult Activities, Advocacy, Case Management, Community Services, Congregate Meals, Fuel Assistance, Head Start, Home Bound Feeding, Homeless Assistance, Housing, Information/Referral, Outreach, Pre-Admission Screening, Program Development, Public Education, Rental Assistance, Training, Transportation, Volunteer Recruitment, Weatherization, Youth Activities

#### HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS

- Business Expansion and Entrepreneur Development Program Y
- Community Development Y
- Low Income Energy Assistance (including leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP) Y
- The Emergency Food Assistance Program (TEFAP) N
- Head Start Y
- Housing Choice Voucher Program Y
- Individual Development Accounts Y
- Self-Sufficiency Y
- Emergency Shelter (Homeless or Domestic Violence) N
- Transportation Y
- Family Development Plan in use Y

#### AREA FIVE AGENCY ON AGING AND COMMUNITY SERVICES, INC. (AREA FIVE)

ADDRESS: 1801 Smith Street, Logansport, Indiana 46947-1577

TELEPHONE NUMBER: 574-722-4451 or 800-654-9421 FAX: 574-722-3447

E-MAIL: [mmeagher@areafive.com](mailto:mmeagher@areafive.com)

CONTACT PERSON: Mr. Michael Meagher, Executive Director

COUNTIES SERVED: Cass, Howard, Miami, Tipton and Wabash

#### AGENCY STAFFING

Total Number of Paid Staff: 163  
Total Number of Volunteers: 920

SERVICE AREA DEMOGRAPHICS – Per US Census Bureau

Total Population: 207,445

Persons Below 125% of Poverty: 30,629 – measured at 100% of poverty, so this would increase when adding those not counted between 100% to 125%.

MAJOR PROGRAM CATEGORIES

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

TYPES OF ACTIVITIES PROVIDED

Adult Activities, Advocacy, In-Home Services, Assisted Living, Community Services, Fuel Assistance, Information/Referral, Outreach, Lead Testing, Head Start, Case Management, Training, Transportation, Weatherization, Congregate Feeding, Family Development, Individual Development Accounts, Healthy Families, Community Development, Educational Activities, Housing Assistance, Insurance Counseling through SHIP, Legal Assistance, Parental Support.

HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP) N
- Housing Choice Voucher Housing N
- Self-Sufficiency N
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) N

COMMUNITY ACTION OF GREATER INDIANAPOLIS, INC. (CAGI)

ADDRESS: 3266 North Meridian Street, Indianapolis, Indiana 46208

TELEPHONE NUMBER: 317-396-1800 FAX: 317-396-1527

E-MAIL: [etipton@cagi-in.org](mailto:etipton@cagi-in.org)

CONTACT PERSON: Mr. Edgar N. Tipton, Jr., President

COUNTIES SERVED: Boone, Hamilton, Hendricks, Marion and (*Tipton-Housing Choice Voucher only*)

AGENCY STAFFING

Total Number of Paid Staff ...52

Total Number of Volunteers... 50

SERVICE AREA DEMOGRAPHICS

Total Population: 1,327,160

Persons Below 125% of Poverty: 195,687

MAJOR PROGRAM CATEGORIES

Self-sufficiency, Employment, Education, Income Management, Housing Counseling, Emergency Assistance, Economic Development, Nutrition, Linkages, Health, Home Repair and Weatherization

TYPES OF ACTIVITIES PROVIDED Adult Activities, Advocacy, Community Services, Counseling, Energy Assistance, Foster Grandparent Program, Energy Education, , Homeless Prevention Asst., Home Repair, Housing Asst., Info/Ref., Neighborhood Asst., Outreach, Housing Choice Voucher -(Hamilton, Hendricks, Boone and Tipton Counties Only)

Housing and Self Sufficiency Program, Volunteer Recruitment, Weatherization , Education, i.e. Software Training, Financial Literacy and Job Skills Development

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (including leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- Home Repair Y
- The Emergency Food Assistance Program (TEFAP) Y (**Boone & Hendricks Counties Only**)
- Housing Choice Voucher Housing Y (**Hamilton, Hendricks, Boone and Tipton Counties Only**)
- Self-Sufficiency Y
- Family Development Y
- Emergency Shelter (Homeless or Domestic Violence) N
- Senior and Multi-Family Housing Y

**COMMUNITY ACTION OF NORTHEAST INDIANA, INC. (CANI)**

ADDRESS: 227 E Washington Blvd, P. O. Box 10570, Fort Wayne, Indiana 46853-0570

TELEPHONE NUMBER: 260-423-3546 or 800-589-2264 FAX NUMBER: 260-422-4041

E-MAIL: [stevehoffman@canihelp.org](mailto:stevehoffman@canihelp.org)

CONTACT PERSON: Mr. Steve Hoffman, President/CEO

COUNTIES SERVED: Allen, DeKalb, LaGrange, Noble, Steuben and Whitley

CCDF ADDITIONAL COUNTIES SERVED: Elkhart, Kosciusko, Adams, Wells, Huntington, Grant

**AGENCY STAFFING**

Total Number of Paid Staff: 206

Total Number of Volunteers: 804

**SERVICE AREA DEMOGRAPHICS**

Total Population: 544,662

Persons Below 125% of Poverty: 62,743

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF SERVICES PROVIDED**

Advocacy, Case Management, Child Care, Community Development, Community Service, Early Head Start, EITC, Employment, Financial Literacy, Food, Utility Asst., Head Start, Housing Development, Home Rehab., Housing Assistance, Lending, Medical, Neighborhood, Outreach, Housing Choice Voucher Housing (HCVP), Training, Transportation, Veterans Services, Volunteer Recruitment, Weatherization, Youth Development.

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (including leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP) N
- Housing Choice Voucher Housing Y
- Self-Sufficiency N
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) N

**COMMUNITY ACTION PROGRAM OF EVANSVILLE AND VANDERBURGH COUNTY, INC. (CAPE)**

ADDRESS: 401 S.E. Fourth Street, Suite 001, Evansville, Indiana 47713

TELEPHONE NUMBER: 812-425-4241 FAX: 812-425-4255

E-MAIL: [weathers@capevansville.org](mailto:weathers@capevansville.org)

CONTACT PERSON: Alice Weathers, Chief Executive Officer

COUNTIES SERVED: Gibson, Posey and Vanderburgh

#### AGENCY STAFFING

Total Number of Paid Staff: 235

Total Number of Volunteers: 1,888

#### SERVICE AREA DEMOGRAPHICS

Total Population: 239,915

Persons Below 125% of Poverty: 35,055

#### MAJOR PROGRAM CATEGORIES

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

#### TYPES OF ACTIVITIES PROVIDED

Child Care (also Resource and Referral), Clothing, Economic Development, Food Pantry, Fuel Assistance, GED Training, Head Start and Early Head Start, Housing and Home Ownership Assistance/Counseling, Down Payment Assistance, Individual Development Accounts, Literacy, Medical Services, Minority Immunization, Outreach, Training, Transportation, Volunteer Recruitment, Weatherization, Youth Activities, Enterprise Zone Child Development Center, T/TA, Handicapped, Shelter Assistance, Information/Referral, Foster Grandparent Program, Homeless Assistance, Child Care Needs Assessment, Housing Needs Assessment, Foreclosure Mitigation and Solar Energy installation

#### HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS

- Low Income Energy Assistance (including leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP) Y
- The Emergency Food Assistance Program (TEFAP)N
- Housing Choice Voucher Housing Y
- Self-Sufficiency Y
- Family Development Plan in use N
- Emergency Shelter (Homeless or Domestic Violence) Y

#### COMMUNITY ACTION PROGRAM, INC. OF WESTERN INDIANA (COWI)

ADDRESS: 418 Washington Street, P. O. Box 188, Covington, Indiana 47932-0188

TELEPHONE NUMBER: 765-793-4881 FAX: 765-793-4884

E-MAIL: [mrennick@capwi.org](mailto:mrennick@capwi.org)

CONTACT PERSON: Ms. Myra Rennick, Executive Director

COUNTIES SERVED: Benton, Fountain, Montgomery, Parke, Vermillion & Warren

#### AGENCY STAFFING

Total Number of Paid Staff: 148

Total Number of Volunteers: 100

#### SERVICE AREA DEMOGRAPHICS

Total Population: 105,902

Persons Below 125% of Poverty: 9,302

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Congregate Feeding, Senior Center, Counseling, Fuel Assistance, Home Bound Feeding, Outreach, Elderly and Disabled Transportation, Weatherization, Work One Center, Employment & Training Services, Job Training Partnership Act, Women, Infant & Children, Head Start and Early Head Start, At-Risk Mentoring Program, Tobacco Prevention and Cessation, Emergency Food and Shelter, Homeless Assistance, Lead Services, Housing Counseling, Down Payment Assistance, CHDO, Housing Choice Voucher and Housing Choice Voucher Self-Sufficiency, Housing Assistance, Rental Property Manager/Owner for Low Income Families & Seniors, Housing Rehab/Resale, New Housing Construction, Individual Development Accounts, Business Loan Program, Economic Development, REACH

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP) N
- Housing Choice Voucher Housing Y
- Self-Sufficiency Y
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) N

**COMMUNITY AND FAMILY SERVICES, INC. (C&FS)**

ADDRESS: P. O. Box 1087, 521 South Wayne Street, Portland, Indiana 47371-1087

TELEPHONE NUMBER: 260-726-9318 FAX: 260-726-9174

E-MAIL: [aglentzer@comfam.org](mailto:aglentzer@comfam.org)

CONTACT PERSON: Mr. Andrew Glentzer, Executive Director

COUNTIES SERVED: Adams, Blackford, Huntington, Jay, Randolph and Wells

**AGENCY STAFFING**

Total Number of Paid Staff: 116

Total Number of Volunteers: 795

**SERVICE AREA DEMOGRAPHICS**

Total Population: 158,687

Persons Below 125% of Poverty: 26,501

**MAJOR PROGRAM CATEGORIES**, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Advocacy, Case Management, Clothing, Commodities, Community Services, Counseling, Dental, Energy Assistance, Food, Food Pantry, Head Start, Housing, Information/Referral, Medical, Outreach, Self-Sufficiency, Training, Volunteer Recruitment, Weatherization, W.I.C., Homeless Assistance

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP) Y
- Housing Choice Voucher Housing Y
- Self-Sufficiency N

- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) Y

### **COMMUNITY ACTION OF EAST CENTRAL INDIANA (CAECI)**

ADDRESS: 1845 West Main Street, P. O. Box 1314, Richmond, Indiana 47375-1314

TELEPHONE NUMBER: 765-966-7733 FAX: 765-966-6539

E-MAIL: lgalloway@caeci.org

CONTACT PERSON: Ms. Lynn Galloway, Executive Director

COUNTIES SERVED: Fayette, Union and Wayne

### **AGENCY STAFFING**

Total Number of Paid Staff: 59

Total Number of Volunteers: 573

### **SERVICE AREA DEMOGRAPHICS**

Total Population: 99,736

Persons Below 125% of Poverty: 18,192

### **MAJOR PROGRAM CATEGORIES**

Education, Income Management, Housing, Emergency Assistance, Linkages

### **TYPES OF ACTIVITIES PROVIDED**

Adult Activities, Advocacy, Fuel Assistance, Head Start, Information/Referral, Outreach, Volunteer Recruitment, Housing Choice Voucher Housing & Self Sufficiency

### **HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) N
- The Emergency Food Assistance Program (TEFAP) N
- Housing Choice Voucher Housing Y
- Self-Sufficiency N
- Family Development Plan in use N
- Emergency Shelter (Homeless or Domestic Violence) N

### **DUBOIS-PIKE-WARRICK ECONOMIC OPPORTUNITY COMMITTEE, INC. (TRI-CAP)**

ADDRESS: 607 Third Ave., P.O. Box 729, Jasper, Indiana 47547-0729

TELEPHONE NUMBER: 812-482-2233

FAX: 812-482-1071

E-MAIL: [joyce@tri-cap.net](mailto:joyce@tri-cap.net)

CONTACT PERSON: Ms. Joyce Fleck, Executive Director

COUNTIES SERVED: Dubois, Pike and Warrick

### **AGENCY STAFFING**

Total Number of Paid Staff: 75

Total Number of Volunteers: 1,435

### **SERVICE AREA DEMOGRAPHICS**

Total Population: 115,300

Persons Below 125% of Poverty: 16,514

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Education, Income Management, Housing, Emergency Assistance, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Advocacy, Family Development, Breast Cancer Treatment Program, Community Services, Family Planning Services, Utility Assistance, Emergency Shelter Assistance, Head Start, Healthy Families, Home Owner-Occupied Rehab., Housing Assistance, Information/ Referral, Retired Senior Volunteer Program, Senior and low-income housing, Teen Wellness Centers, Weatherization, Hoosier Corps Volunteer Services Program, Hardest Hit Housing Foreclosure Prevention Program, Individual Development Accounts, Lead Based Paint Remediation Services

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP) N
- Housing Choice Voucher Housing N
- Self-Sufficiency Y
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) N

**JOBSOURCE (JS) dba CENTRAL INDIANA COMMUNITY ACTION PROGRAM (CICAP)**

ADDRESS: 222 E. 10th Street, Suite C, P. O. Box 149, Anderson, Indiana 46015-0149

TELEPHONE NUMBER: 765-641-6501- FAX: 765-641-6554

E-MAIL: [cdonnelly@madisoncounty.in.gov](mailto:cdonnelly@madisoncounty.in.gov)

CONTACT PERSON: Ms. Cindy Donnelly, Executive Director

COUNTIES SERVED: Grant and Madison

**AGENCY STAFFING**

Total Number of Paid Staff: 20

Total Number of Volunteers: 16

**SERVICE AREA DEMOGRAPHICS**

Total Population: Madison 130,669; Grant 69,330

Persons Below 125% of Poverty: Madison 23,553; Grant 11,216

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF SERVICES PROVIDED**

Adult and Youth Program Activities, Counseling, Fuel Assistance, Outreach, Testing, Training, Weatherization, Workforce Investment Act,

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP) N
- Housing Choice Voucher Housing N
- Self-Sufficiency N
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) N

**HOOSIER UPLANDS ECONOMIC DEVELOPMENT CORPORATION (HUEDC)**

ADDRESS: 500 West Main Street, Mitchell, Indiana 47446

TELEPHONE NUMBER: 812-849-4447 or 800-827-2219 FAX : 812-849-6785

E-MAIL: [dimiller@hoosieruplands.org](mailto:dimiller@hoosieruplands.org)

CONTACT PERSON: Mr. David Miller, Executive Director

COUNTIES SERVED: Lawrence, Martin, Orange and Washington

**AGENCY STAFFING**

Total Number of Paid Staff: 270

Total Number of Volunteers: 300

**SERVICE AREA DEMOGRAPHICS**

Total Population: 103,618

Persons Below 125% of Poverty: 18,452

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**Adult Activities, Advocacy, Community Services, Congregate Feeding, Counseling, Mental Health Services  
Emergency Shelter, Fuel Assistance, Head Start, Home Bound Feeding, Home Rehab, Housing Assistance, Medical Services, Outreach, Testing, Training, Transportation, Weatherization, Job Counseling/Placement/Development, Consumer Information,

Homemaker, House Budgeting, Crisis Svs., Health Services, Homeless Assistance, Economic Development &amp; Planning, Housing Choice Voucher Housing and Self-Sufficiency Program

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP)N
- Housing Choice Voucher Housing Y
- Self-Sufficiency N
- Family Development Plan in use N
- Emergency Shelter (Homeless or Domestic Violence) N

**COMMUNITY ACTION OF SOUTHERN INDIANA (CASI)**

ADDRESS: 1613 East Eighth Street, Jeffersonville, Indiana 47130

TELEPHONE NUMBER: 812-288-6451 FAX: 812-284-8314

E-MAIL: [mshircliffe@casihelp1.org](mailto:mshircliffe@casihelp1.org)

CONTACT PERSON: Mr. Mark Shircliffe, Executive Director

COUNTIES SERVED: Clark, Floyd and Harrison

**AGENCY STAFFING**

Total Number of Paid Staff: 72

Total Number of Volunteers: 346

**SERVICE AREA DEMOGRAPHICS**

Total Population: 214,909

Persons Below 125% of Poverty: 31,199

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Advocacy, Community Services, Congregate Feeding, Counseling, Alcohol, Tobacco and Other Drug Prevention, Head Start Program, Housing Asst, Info. Referral, Micro Enterprise Program, Outreach, Housing Choice Voucher Program (Housing Choice Voucher Program), Testing, Technical Assistance Counseling, Technology Training, Tutoring/G.E.D. Classes, Volunteers Recruitment, Women, Single Parent Center

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis)
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP)N
- Housing Choice Voucher Housing Y
- Self-Sufficiency Y
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) N

**HUMAN SERVICES, INC. (HSI)**

ADDRESS: 1585 Indianapolis Road, P. O. Box 588, Columbus, Indiana 47202-0588

TELEPHONE NUMBER: 812-376-9431 FAX:812-378-4812

E-MAIL: jhammer@hsi-indiana.com

CONTACT PERSON: Ms. Jill Hammer, Executive Director

COUNTIES SERVED: Bartholomew, Decatur, Jackson, Johnson and Shelby

CCDF ADDITIONAL COUNTIES SERVED: Brown, Franklin, Hancock, Henry, Rush, Union and Wayne

**AGENCY STAFFING**

Total Number of Paid Staff: 78

Total Number of Volunteers: 140

**SERVICE AREA DEMOGRAPHICS**

Total Population: 321,907

Persons Below 125% of Poverty: 39,482

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Advocacy, Commodities, Community Services, Food Pantry, Fuel Assistance, Head

Start, Housing Assistance, Information/Referral, Outreach, Weatherization, FEMA, Housing Choice Voucher Housing and Self-Sufficiency Program, Homeless & Transitional Shelter, Child Care Vouchers, Community Development, WIC

#### HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS

- Low Income Energy Assistance (including leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP)Y
- Housing Choice Voucher Housing Y
- Self-Sufficiency Y
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) Y

#### INTERLOCAL COMMUNITY ACTION PROGRAM, INC. (ICAP)

ADDRESS: 615 W. S.R. 38, P. O. Box 449, New Castle, Indiana 47362-0449

TELEPHONE NUMBER: 765-529-4403 FAX:765-593-2510

E-MAIL: kpolivick@icapcaa.org

CONTACT PERSON: Mr. Kevin Polivick, Executive Director

COUNTIES SERVED: Delaware, Hancock, Henry and Rush

#### AGENCY STAFFING

Total Number of Paid Staff: 95

Total Number of Volunteers: 300

#### SERVICE AREA DEMOGRAPHICS

Total Population: 130,980

Persons Below 125% of Poverty: 12,324

#### MAJOR PROGRAM CATEGORIES

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

#### TYPES OF ACTIVITIES PROVIDED

Adult Activities, Advocacy, Child Care (Step-Ahead), Community Services, Counseling, Foster Grandparents, Friendly Visitor, Fuel Assistance, Head Start, Homeless Asst, Homemaker\Handyman, Information/Referral, Impact, Legal Aid Referral, Mod. Rehabs., Outreach, Housing Choice Voucher Housing & Self-Sufficiency, Senior Center, Training, Transportation, Volunteer Recruitment, Weatherization

#### HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS

- Low Income Energy Assistance (including leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP)N
- Housing Choice Voucher Housing Y
- Self-Sufficiency Y
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) N

**LINCOLN HILLS DEVELOPMENT CORPORATION (LHDC)**

ADDRESS: 302 Main Street, P. O. Box 336, Tell City, Indiana 47586-0336  
 TELEPHONE NUMBER: 812-547-3435 or 800-467-1435 FAX: 812-547-3466  
 E-MAIL: [larry@lhdc.org](mailto:larry@lhdc.org)

CONTACT PERSON: Mr. Larry Kleeman, Executive Director  
 COUNTIES SERVED: Crawford, Perry and Spencer

**AGENCY STAFFING**

Total Number of Paid Staff: 131  
 Total Number of Volunteers: 1,047

**SERVICE AREA DEMOGRAPHICS**

Total Population: 51,003  
 Persons Below 125% of Poverty: 6,149

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Community Services, Counseling, Fuel Assistance, Headstart, Early Head Start, Housing Counseling, Housing Assistance, Healthy Families, Information/Referral, Outreach, Testing, Training, Transportation, Volunteer Recruitment, Weatherization, Youth Activities, Homeless Assistance, Workforce Investment ,

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (including leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP) N
- Housing Choice Voucher Housing Y
- Self-Sufficiency N
- Family Development Plan in use N
- Emergency Shelter (Homeless or Domestic Violence) N

**NORTH CENTRAL COMMUNITY ACTION AGENCY, INC. (NCCAA)**

ADDRESS: 301 E. 8th Street, Michigan City, Indiana 46360  
 TELEPHONE NUMBER: 219-872-0351 FAX: 219-872-0174  
 E-MAIL: [cdavis@nccomact.org](mailto:cdavis@nccomact.org)

CONTACT PERSON: Ms. Cyndi Davis, Executive Director  
 COUNTIES SERVED: LaPorte, Pulaski and Starke

**AGENCY STAFFING**

Total Number of Paid Staff : 41  
 Total Number of Volunteers: 170

**SERVICE AREA DEMOGRAPHICS**

Total Population: 147,107  
 Persons Below 125% of Poverty: 22,622

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Adult Activities, Advocacy, Clothing, Community Services, Congregate Feeding, Counseling, Drug/Alcohol Abuse, Food Pantry, Fuel Assistance, Housing Choice Voucher Housing and Self-Sufficiency, Housing Assistance, Information/Referral, Neighborhood Outreach, Training, Transportation, Volunteer Recruitment, Weatherization, W.I.C., Youth Activities, Homeless Assistance, Job Development/Training/Placement, Head Start, GED Program, Face of Poverty

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis)Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP)Y
- Housing Choice Voucher Housing Y
- Self-Sufficiency N
- Family Development Plan in use N
- Emergency Shelter (Homeless or Domestic Violence) N

**NORTHWEST INDIANA COMMUNITY ACTION CORP. (NWICA)**

ADDRESS: 5240 Fountain Drive, Crown Point, IN 46307

TELEPHONE NUMBER: 219-794-78299 or 2-1-1 or 800-826-7871 FAX: 219-794-1860

E-MAIL: golund@nwi-ca.org

CONTACT PERSON: Mr. Gary Olund, President/CEO

COUNTIES SERVED: Jasper, Lake, Newton, Porter

**AGENCY STAFFING**

Total Number of Paid Staff: 90

Total Number of Volunteers: 113

**SERVICE AREA DEMOGRAPHICS**

Total Population: 743,042

Persons Below 125% of Poverty: 122,850

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Housing, Income Management, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Advocacy, Asset Building, Case Management, Community Services, Nutrition Programs, LTC Benefits Counseling, Energy Education, Financial Literacy, Fuel, Disease Prevention and Health Promotion, Assistance, Homebound Meals, Home Rehabilitation, Information & Referral, Home and Community Based Services for Seniors, Outreach,

Ombudsmen/Elder Rights Issues, Volunteer Recruitment, Weatherization, Housing Choice Voucher Housing, and Self-Sufficiency.

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP) N
- Housing Choice Voucher Housing Y
- Self-Sufficiency Y
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) N

**OHIO VALLEY OPPORTUNITIES, INC. (OVO)**

ADDRESS: 711 Green Rd., Madison State Hospital, Ward #4, P. O. Box 1159,  
Madison, Indiana 47250-1159

TELEPHONE NUMBER: 812-265-5858 or 800-928-1232 FAX: 812-265-5850

E-MAIL: bmarion@ovoinc.org

CONTACT PERSON: Ms. Barb Marion, Executive Director

COUNTIES SERVED: Jefferson, Jennings and Scott

**AGENCY STAFFING**

Total Number of Paid Staff: 86

Total Number of Volunteers: 579

**SERVICE AREA DEMOGRAPHICS**

Total Population: 84,489

Persons Below 125% of Poverty: 16,591

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Adult Activities, Advocacy, Community Services, Counseling, Fuel Assistance, Head Start, Housing Choice Voucher Housing Assistance and Self-Sufficiency, Information/Referral, Neighborhood Outreach, Volunteer Recruitment, Weatherization, Homeless Assistance, Credit Counseling and Debt Management, Home Ownership Counseling and Down Payment Assistance, Affordable Housing Development, Rental Assistance, School Food and Nutrition Program.

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP) N
- Housing Choice Voucher Housing Y
- Self-Sufficiency Y
- Family Development Plan in use Y

- Emergency Shelter (Homeless or Domestic Violence) N

### **REAL SERVICES, INC. (REAL)**

ADDRESS: 1151 South Michigan Street, P. O. Box 1835, South Bend, Indiana 46634-1835

TELEPHONE NUMBER: 574-233-8205 or 800-552-2916 FAX: 574-284-2642

E-MAIL: [hzaseck@realservices.org](mailto:hzaseck@realservices.org)

CONTACT PERSON: Ms. Becky Zaseck, President/CEO

COUNTIES SERVED: Elkhart, Fulton, Kosciusko, Marshall and St. Joseph

### **AGENCY STAFFING**

Total Number of Paid Staff: 196

Total Number of Volunteers: 843

### **SERVICE AREA DEMOGRAPHICS**

Total Population: 607,151

Persons Below 125% of Poverty: 92,495

### **MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

### **TYPES OF ACTIVITIES PROVIDED**

Aging in Place, Congregate Feeding, Counseling, Friendly Visitor, Family Development Fuel Assistance, Financial Literacy, Guardianship (Adult), Home Bound Feeding, Outreach, Training, Transportation, Information/Referral, Individual Development Accounts, Weatherization, Job Placement, Job Development, Crime Victim, Medicare Counseling, Insurance Counseling, Homeless Assistance, Single Parents, Council on Aging, ADEPT, CHOICE

### **HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis)Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP) N
- Housing Choice Voucher Housing N
- Self-Sufficiency Y
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) N

### **SOUTH CENTRAL COMMUNITY ACTION PROGRAM, INC. (SCCAP)**

ADDRESS: 1500 W. 15th Street, Bloomington, Indiana 47404

TELEPHONE NUMBER: 812-339-3447 FAX: 812-334-8366

E-MAIL: [todd@insccap.org](mailto:todd@insccap.org)

CONTACT PERSON: Mr. Todd Lare, Executive Director

COUNTIES SERVED: Brown, Monroe, Morgan and Owen

### **AGENCY STAFFING**

Total Number of Paid Staff: 89

Total Number of Volunteers: 608

### **SERVICE AREA DEMOGRAPHICS**

Total Population: 235,585

Persons Below 125% of Poverty: 45,654

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Advocacy, Case Management, Commodities, Community Services, Counseling, Fuel Assistance, Garden Projects, Head Start, Homebound, Home Repair and Rehabilitation, Housing Choice Voucher Housing Assistance and Self-Sufficiency, Housing Development, Job Readiness, I & R, Outreach, Training, Volunteer Recruitment, Weatherization, Homeless Assistance, Housing Choice Voucher Housing, Sewer and Water Assistance, Individual Development Accounts

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP) Y
- Housing Choice Voucher Housing Y
- Self-Sufficiency Y
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) N

**SOUTHEASTERN INDIANA ECONOMIC OPPORTUNITY CORPORATION (SIEOC)**

ADDRESS: 110 Importing Street, P. O. Box 240, Aurora, Indiana 47001-0240

TELEPHONE NUMBER: 812-926-1585 or 800-755-8558 FAX:812-926-4475

E-MAIL: sieoc@sieoc.org

CONTACT PERSON: Ms. Tamara Cunningham, Executive Director

COUNTIES SERVED: Dearborn, Franklin, Ohio, Ripley and Switzerland

**AGENCY STAFFING**

Total Number of Paid Staff: 80

Total Number of Volunteers: 41

**SERVICE AREA DEMOGRAPHICS**

Total Population: 115,799

Persons Below 125% of Poverty: 13,416

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Adult Activities, Advocacy, Commodities, Community Services, Counseling, Dental, Food, Fuel Assistance, Head Start, Housing Choice Voucher Housing Assistance, Self-Sufficiency, Information/Referral, Medical, Outreach Testing, Training, Transportation, Volunteer Recruitment, Weatherization, W.I.C., Homeless Assistance, Senior Services

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (including leveraging, summer cooling, crisis)Y
- Weatherization (includes DOE, LIHEAP) Y
- The Emergency Food Assistance Program (TEFAP)Y
- Housing Choice Voucher Housing Y
- Self-Sufficiency N
- Family Development Plan in use N
- Emergency Shelter (Homeless or Domestic Violence) N

**PACE Community Action Agency, Inc.**

ADDRESS: 525 North 4th Street, Vincennes, Indiana 47591  
 TELEPHONE NUMBER: 812-882-7927 FAX: 812-882-7982  
 E-MAIL: pace@pacecaa.org  
 CONTACT PERSON: Dr. Bertha Proctor, CEO  
 COUNTIES SERVED: Daviess, Greene, Knox and Sullivan

**AGENCY STAFFING**

Total Number of Paid Staff: 128  
 Total Number of Volunteers: 1,292

**SERVICE AREA DEMOGRAPHICS**

Total Population: 121,729  
 Persons Below 125% of Poverty: 7,499

**MAJOR PROGRAM CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Advocacy, Community Services, Counseling, Early Head Start, Emergency Assistance, Emergency Food & Shelter, Energy Assistance, Family Planning, Food Pantry Intake, Head Start, IDA, Information/Referral/Outreach, Owner-Occupied Rehabilitation, Skinner Children's Fund, Small Business Loans, Weatherization, WIC

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

Low Income Energy Assistance Y  
 (incl. leveraging, summer cooling, crisis)  
 Weatherization (includes DOE, LIHEAP) Y  
 The Emergency Food Assistance Program (TEFAP) N  
 Housing Choice Voucher Housing N  
 Self-Sufficiency Y  
 Family Development Plan in use Y  
 Emergency Shelter (Homeless or Domestic Violence) N

**WESTERN INDIANA COMMUNITY ACTION AGENCY, INC. (WICAA)**

ADDRESS: 705 S 5<sup>th</sup> Street, Terre Haute, Indiana 47807  
 TELEPHONE NUMBER: 812-232-1264 FAX: 812-232-9634  
 E-MAIL: cbarr@wicaa.org  
 CONTACT PERSON: Carole Barr, Executive Director  
 COUNTIES SERVED: Clay, Putnam and Vigo

**AGENCY STAFFING**

Total Number of Paid Staff: 111

Total Number of Volunteers: 231

**SERVICE AREA DEMOGRAPHICS**

Total Population: 172,501

Persons Below 125% of Poverty: 33,980

**MAJOR PROGRAMS CATEGORIES**

Self-sufficiency, Employment, Education, Income Management, Housing, Emergency Assistance, Economic Development, Nutrition, Linkages, Health

**TYPES OF ACTIVITIES PROVIDED**

Fuel Assistance, Head Start, Indigent Medical Care Program, Information/Referral, Medical/Dental, Outreach, Transportation, Volunteer Recruitment, Weatherization, Child Day Care, After School Care, Local Planning Councils, Workforce Investment, Senior Programs (FGP, RSVP)

**HOUSING AND COMMUNITY SERVICES SECTION PROGRAMS**

- Low Income Energy Assistance (incl. leveraging, summer cooling, summer fill, crisis) Y
- Weatherization (includes DOE, LIHEAP, SWEEP) Y
- The Emergency Food Assistance Program (TEFAP) N
- Housing Choice Voucher Housing N
- Self-Sufficiency N
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) N
- Family Development Plan in use Y
- Emergency Shelter (Homeless or Domestic Violence) N