

# Roma Workplan

**Workplan Goal:** 1- Low Income people become more self-sufficient. **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012-2013 HCCAO Community Housing Improvement Program  
Emergency Housing Payments

**Program Code** P34 - Housing - Permanent

Framework Code ID	Framework Code Description
1.2H	Obtained safe and affordable housing M

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013, of the 40 applications for emergency housing paymetn assistance, 12 wll receive financial assistance and report maintaining safe and affordable housing for 6 months following receipt of assistance as docuemnted by telephone follow ups.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Christi Hauke	Fax (937) 393-7176	christi@hccao.org
Christi Hauke	Work / Primary (937) 393-3458	christi@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
State	\$12,000.00	\$0.00	\$12,000.00	79.61%
Value of volunteer time	\$2,711.50	\$362.50	\$3,074.00	20.39%
Total	\$14,711.50	\$362.50	\$15,074.00	100%

## Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$12,000.00

## Community Involvement

Year	Project Number of Volunteer Hours	Projected Amount of Community Investment	Organization
2012	374	\$0.00	Southern State Community College
2013	50	\$0.00	Southern State Community College
Totals	424	\$0.00	Southern State Community College

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
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## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Customers Achieve Performance Target	4	4	4	0	0	0	0	0	12
Customers Achieveing Living Wage	5	4	4	0	0	0	0	0	13
Customers Enrolled	13	14	13	0	0	0	0	0	40
Money received by customers as Payments, Credits or Savings	0	0	0	0	0	0	0	0	0

## Narative

Emergency Housing Payments is a program administered in the Emergency Services department but funded through the Hosuing department's partnership with the Highland county Commissioners. Funds are funneled from OHCP to the commissioners to address safe and affordable housing in the community. Each year community stakeholders meet to discuss the housing needs most pressing in the county. The results are utilized to prepare and submit an application for funding to address those identified needs. A primary need defined is for emergency assistance in meeting rental or mortgage payments when faced with a temporary crisis that has decreased the funds in a household necessary to meet those needs without assistance.

The Emergency Payments are distributed on a first come first served basis to eligible households. An eligible household is one that meets the income guideline of less than or equal to 80% of the Area Median Income, has the ability to maintain the housing after assistance is provided, and has experienced a short term hardship resulting in the need for assistance. The maximum amount of assistance is not to exceed 3 months, or \$3,000 - whichever is less, of payments and can be rent/mortgage, utility assistance, or other payments when it is defined that the renter would lose housing without the utility payment(s).

Applicants must complete an appliction and provide the most recent 13 weeks of income information as well as household documentation that will include but is not limited to social security numbers, birth certificate, landlord or mortgage information, and a clear description/proof of the hardship and its short term nature. Participants are also required to attend financial lteracy programming within 6 months of receiving the financial assistance. Non compliant participants may be required to pay back the amount of assistance recieved.

The program coordinator maintains records of all applicants, all awards, and completes follow up calls by phone to ensure the assistance did result in maintained housing for at least 6 months post program.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 1- Low Income people become more self-sufficient. **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Homeless Prevention and Rapid Rehousing

**Program Code:** P84 - HPRP

Framework Code ID	Framework Code Description
1.2H	Obtained safe and affordable housing M

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013, of the 35 applicants for HPRP assistance, 15 will be enrolled and 9 will report sustained housing for a minimum of 6 months after program exit as documented by telephone follow.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Christi Hauke	Fax (937) 393-7176	christi@hccao.org
Christi Hauke	Work / Primary (937) 393-3458	christi@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Community Services Block Grant (CSBG)	\$0.00	\$0.00	\$0.00	0.00%
Federal	\$320,001.01	\$0.00	\$320,001.01	99.46%
Value of volunteer time	\$1,740.00	\$0.00	\$1,740.00	0.54%
Total	\$321,741.01	\$0.00	\$321,741.01	100%

## Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$4,828.00
HUD Housing & Urban Development	\$80,000.00

## Community Involvement

Year	Project Number of Volunteer Hours	Projected Amount of Community Investment	Organization
2012	240	\$0.00	Southern State Community College
2013	0	\$0.00	Southern State Community College
Totals	240	\$0.00	Southern State Community College

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# Roma Workplan

## ProgramPartners

Name	Type
CAC of Fayette County	Community Action Agency

## Staff Involved

Staff Member Name	Position
Christi Hauke	Director Of Emergency Services
Jennifer Morgan	Fiscal

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Customers Achieve Performance Target	5	5	5	0	0	0	0	0	15
Customers Achieveing Living Wage	0	0	0	0	0	0	0	0	0
Customers Enrolled	13	13	9	0	0	0	0	0	35
Money received by customers as Payments, Credits or Savings	0	0	0	0	0	0	0	0	0

## Narative

HPRP provides financial and case management services to households at risk of or already experiencing homelessness. The program requires the HUD definition of homelessness to be met prior to acceptance in the program - 'spent the night in a place not meant for human habitation' - and all financial assistance issued must be done so only if without the assistance homelessness could not be averted.

The program is done via sub-contract with CAC of Fayette county who receives the HUD funding and distributes to participating counties for the program administration.

A household can receive up to 18 months of case management and on average a maximum of \$1800 in financial assistance. These totals can be increased upon consent from CAC of Fayette if deemed necessary.

HCCAO targets household who have been in the county for a minimum of 6 months, preference is given to households with minor children and only one adult care giver, but no household found eligible will be turned away based on this target and preference.

An eligible household must complete an intake and assessment, be found to be less than 35% of the Area Median income, have some ability to sustain the rent once assisted, even if only partially. Zero income cases must show some earnign potential and some succesful rental history.

The program is designed on the "housing first" model. Demonstrating that by alleviating extreme housing need, participants can succesfully address root barriers to housing maintenance without the focus on the housing crisis diminishing this ability.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 1- Low Income people become more self-sufficient. **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Alternative Service Linkage

**Program Code:** P48 - Multiple Barriers

Framework Code ID	Framework Code Description
1.2K	Obtained non-emergency WX energy assistance

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013, of the 12,000 individuals seeking assistance through HCCAO programs and services, 200 will be linked through internet based applications to non HCCAO programs such as Saflink wireless, People's Prescription Assistance, or various Benefit Bank programs.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Christi Hauke	Fax (937) 393-7176	christi@hccao.org
Christi Hauke	Work / Primary (937) 393-3458	christi@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Private Sources	\$1,000.00	\$1,000.00	\$2,000.00	45.28%
State	\$617.00	\$618.00	\$1,235.00	27.96%
Value of volunteer time	\$601.75	\$580.00	\$1,181.75	26.76%
Total	\$2,218.75	\$2,198.00	\$4,416.75	100%

## Workplan Funding Sources

Organization Name	Amount
Private Sources	\$2,000.00

## Community Involvement

Year	Project Number of Volunteer Hours	Projected Amount of Community Investment	Organization
2012	83	\$0.00	Southern State Community College
2013	80	\$0.00	Southern State Community College
Totals	163	\$0.00	Southern State Community College

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Kristi Franz	Outreach Staff
Megan Gaines	Outreach
Christi Hauke	Director Of Emergency Services
Rhonda Howard	Outreach Worker
Jennifer Miller	Intern - Intake
Angie Mustard	Outreach Worker
Tianna Sammons	Outreach Staff
Alena Taylor	Outreach/heap
Shierra Taylor	Outreach
Shira Wise	Outreach Worker

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Customers Achieve Performance Target	25	25	25	25	25	25	25	25	200
Customers Achieveing Living Wage	0	0	0	0	0	0	0	0	0
Customers Enrolled	2000	500	2000	2000	2000	500	1500	1700	12200
Money received by customers as Payments, Credits or Savings	0	0	0	0	0	0	0	0	0

## Narative

## Roma Workplan

HCCAO provides a variety of services and benefits to struggling and at risk individuals and families. Although the agency works to ensure that all needs of an applicant are met, it is often necessary to provide referrals to sister agencies and services. Often the referrals are not followed through with as a result of the time and effort it can take a family in crisis to do so. In an attempt to help these struggling families effectively link to programming that is more long term and sustainable, HCCAO utilizes a variety of programs that are internet based to increase the ability of these households to overcome the multiple barriers they face for self sufficiency.

Each applicant for an HCCAO Emergency Services program completes a self sufficiency matrix. This matrix is then utilized to identify the root causes of the need for emergency assistance. The causes are then discussed with the participant and alternatives are presented. Whenever possible an application will be completed with the customer immediately to provide a positive result to the customer and allow him or her to move forward with complete linkage more successfully. For instance, when a household presents seeking emergency food pantry assistance, the reasons for needing the food are identified. Often the applicant is not linked to Supplemental Nutritional Assistance Program benefits and a few extra minutes completing a Benefit Bank application for SNAP (Food Stamps) is a long term solution to the issue presented. This reduces the number of households seeking monthly assistance from not only HCCAO's food pantry but others in the community, freeing up resources to meet the needs of many more families.

Applicants for programming must be under 200% of FPG for all programs utilized with lower guidelines for some.

### R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 1- Low Income people become more self-sufficient. **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012-2013 HCCAO Financial Literacy

**Program Code** P22 - Financial Literacy - budget/credit

Framework Code ID	Framework Code Description
1.3D	Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 200 participants in financial literacy workshops and one on one counseling sessions, 100 will complete and maintain a 90 day budget with a monthly savings average of a minimum of \$100.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Christi Hauke	Fax (937) 393-7176	christi@hccao.org
Christi Hauke	Work / Primary (937) 393-3458	christi@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Private Sources	\$3,100.00	\$3,100.00	\$6,200.00	93.04%
Value of volunteer time	\$232.00	\$232.00	\$464.00	6.96%
Total	\$3,332.00	\$3,332.00	\$6,664.00	100%

## Workplan Funding Sources

Organization Name	Amount
Fifth Third Bank	\$1,000.00
Private Sources	\$3,200.00
US Bank	\$2,000.00

## Community Involvement

Year	Project Number of Volunteer Hours	Projected Amount of Community Investment	Organization
2012	32	\$500.00	Kroger Company
2013	32	\$500.00	Kroger Company
Totals	64	\$1,000.00	Kroger Company

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Christi Hauke	Director Of Emergency Services
Angie Mustard	Outreach Worker
Tianna Sammons	Outreach Staff

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Customers Achieve Performance Target	12	13	12	13	12	13	12	13	100
Customers Achieveing Living Wage	20	20	20	20	20	20	20	20	160
Customers Enrolled	25	25	25	25	25	25	25	25	200
Money received by customers as Payments, Credits or Savings	1200	1300	1200	1300	1200	1300	1200	1300	10000

## Narative

The financial literacy program is a program provided through private donations and customer fees. The program provides basid education, tools, and resources via one on one as well as workshop formats. Each participant is asked to completed a CSBG intake and for those completing follow up targeting sessions, are asked to provide 90 day incoem and SS numbers along with ID and proof of citizenship. Follow up sessions assist with creating a monthly budget and generating savings through a combination of: program linkages, competency in budgeting, and reduced costs by making ontime payments whenever possible. These savings are documented in each follow up file. Follow up calls are made 90 days from program exit (this includes workshop or initial one on ones only as well) to determine if the budgeting process has been utilized and maintained and to collect savings amounts. This information is recorded in a master contact list as well as existing files.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 2- The Conditions in which low-income people live is improved. **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Neighborhood Stabilization Program

**Program Code:** P34 - Housing - Permanent

Framework Code ID	Framework Code Description
2.1C	Safe and affordable housing units created in the community J K

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013, of the abandoned foreclosed homes in Highland county, outside of the city limits of Hillsboro and Greenfield, 2 homes will be purchased, rehabilitated, and resold or rented to low and moderate income families as a means to ensure safe and affordable housing in the community.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Mark Current	Fax (937) 393-7707	mark@hccao.org
Mark Current	Work / Primary (937) 393-3458	mark@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
State	\$84,200.00	\$84,200.00	\$168,400.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$84,200.00	\$84,200.00	\$168,400.00	100%

## Workplan Funding Sources

Organization Name	Amount
CAC of Fayette County	\$168,400.00

## Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Mark Current	Housing Director
Rhonda Kidder	Asst Housing Director
Julia Wise	Exec Director

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Opportunities and/or Community Resources Preserved or Increased	1	1	0	0	1	1	0	0	4
Projects or Initiatives	1	0	0	0	1	0	0	0	2

## Narative

HCCAO receives regional funding through the HUD neighborhood Stabilization Program with CAC of Fayette County. The funds are utilized with steering from the Community Housing Improvement Strategy developed by stakeholders in the community. Program funds are used to purchase abandoned foreclosed homes that have had not been occupied by anyone for a minimum of 90 days. These homes are then either razed or rehabilitated for resale or rent to improve the local neighborhood safe and affordable housing stock as well as the overall property values in the area.

HCCAO will receive funding to purchase and rehabilitate 2 homes. The homes will be sold. If they are not sold in a timely manner the homes will be leased to households at or below 30% of the Area Median Income. Applicants for rental situations will be processed in OCEAN, as needed.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 2- The Conditions in which low-income people live is improved. **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Community Housing Improvement Program

**Program Code:** P35 - Housing - Rehab/Repair

Framework Code ID	Framework Code Description
2.1D	Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013, of the 60 households applying for minor home repair or rehab assistance, 26 will report sustained safe and affordable housing through referral linkage and/or direct service as measured through 30 day follow up.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Mark Current	Fax (937) 393-7707	mark@hccao.org
Mark Current	Work / Primary (937) 393-3458	mark@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
State	\$250,000.00	\$250,000.00	\$500,000.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$250,000.00	\$250,000.00	\$500,000.00	100%

## Workplan Funding Sources

Organization Name	Amount
Office of Housing and Community Partnerships	\$500,000.00

## Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Mark Current	Housing Director
Rhonda Kidder	Asst Housing Director

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Opportunities and/or Community Resources Preserved or Increased	4	3	3	3	4	3	3	3	26
Projects or Initiatives	1	0	0	0	1	0	0	0	2

## Narative

The Community Housing Improvement program is administered by the HCCAO Housing department on behalf of the county commissioners. Funding is funneled from OHCP to the commissiioners. Each year stakeholders in the community meet to discuss the needs and best practices to address those needs as they relate to safe and affordable housing. This information is then utilized to perpare an appliction for funding for this program. Providing minor repair and rehabilitation services to homeowners in the community has been defined for this cycle of funding.

Rehab/repair services are provided on a first come first served basis to eligible applicants. An eligible applicant will NOT live in the city limits of Hillsboro or Greenfield, be at or below 80% Area Median income and provide the most recent 4 weeks of income, social security cards, and proof of ownership, insurance on the home and real estate tax payments. Assistance is provided in the form of a 0 interest, deferred, reducing mortgage on the property placed in subordinate position. Work on the home must result in a safe and healthy environment and cannot exceed \$8,000 for repair and \$30,000 for rehab.

Repair funds will be targeted to Washington Township first with remaining funds to be available throughout the county.

COMMUNITY HOUSING IMPROVEMENT-ACRONYM-All Acronym should completed according to the following format: 12-13XXXX

COMMUNITY HOUSING IMPROVEMENT-ORGANIZATION MILESTONE 1-(Customer reports.....) The period of follow-up is inconsistent with what is listed in the Performance Target and the Program Milestone.Please revise.

Please revise verifications to match the one's listed in Program Milestone

COMMUNITY HOUSING IMPROVEMENT-PROGRAM MILESTONE 3-Verification for this 30-day follow-up needs to be specific

Please specify customer sustained safe and affordable housing.

COMMUNITY HOUSING IMPROVEMENT-GOAL DETAILS-There are (2) required measurements. Please link the mandatory milestones under the Goal Details. Please also define projects/initiatives. Please also provide projections.

## Roma Workplan

The Community Housing Improvement program is administered by the HCCAO Housing department on behalf of the county commissioners. Funding is funneled from OHCP to the commissioners. Each year stakeholders in the community meet to discuss the needs and best practices to address those needs as they relate to safe and affordable housing. This information is then utilized to prepare an application for funding for this program. Providing minor repair and rehabilitation services to homeowners in the community has been defined for this cycle of funding.

Rehab/repair services are provided on a first come first served basis to eligible applicants. An eligible applicant will NOT live in the city limits of Hillsboro or Greenfield, be at or below 80% Area Median income and provide the most recent 4 weeks of income, social security cards, and proof of ownership, insurance on the home and real estate tax payments. Assistance is provided in the form of a 0 interest, deferred, reducing mortgage on the property placed in subordinate position. Work on the home must result in a safe and healthy environment and cannot exceed \$8,000 for repair and \$30,000 for rehab.

Repair funds will be targeted to Washington Township first with remaining funds to be available throughout the county.

The Community Housing Improvement program is administered by the HCCAO Housing department on behalf of the county commissioners. Funding is funneled from OHCP to the commissioners. Each year stakeholders in the community meet to discuss the needs and best practices to address those needs as they relate to safe and affordable housing. This information is then utilized to prepare an application for funding for this program. Providing minor repair and rehabilitation services to homeowners in the community has been defined for this cycle of funding.

Rehab/repair services are provided on a first come first served basis to eligible applicants. An eligible applicant will not live in the city limits of Hillsboro or Greenfield, be at or below 80% Area Median income and provide the most recent 4 weeks of income, social security cards, and proof of ownership, insurance on the home and real estate tax payments. Assistance is provided in the form of a 0 interest, deferred, reducing mortgage on the property placed in subordinate position. Work on the home must result in a safe and healthy environment and cannot exceed \$8,000 for repair and \$30,000 for rehab.

Repair funds will be targeted to Washington Township first with remaining funds to be available throughout the county.

### R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 2- The Conditions in which low-income people live is improved. **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Home Weatherization Program

**Program Code:** P37 - HWAP/ Energy Conservation

Framework Code ID	Framework Code Description
2.1D	Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by Community Action activity or advocacy

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013 of the 250 households seeking assistance with education and weatherization services, 112 will receive service while 60 will report in a six month follow up survey that the benefit(s) resulted in decreased energy consumption and reduced energy bills.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Mark Current	Fax (937) 393-7707	mark@hccao.org
Mark Current	Work / Primary (937) 393-3458	mark@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Private Sources	\$120,000.00	\$120,000.00	\$240,000.00	40.00%
State	\$180,000.00	\$180,000.00	\$360,000.00	60.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$300,000.00	\$300,000.00	\$600,000.00	100%

## Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$360,000.00
American Electric Power	\$210,000.00
Dayton Power and Light Company	\$20,000.00
Vectren Energy Delivery of Ohio	\$10,000.00

## Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Mark Current	Housing Director
Rhonda Kidder	Asst Housing Director

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Opportunities and/or Community Resources Preserved or Increased	14	14	14	14	14	14	14	14	112
Projects or Initiatives	1	0	0	0	1	0	0	0	2

## Narative

The Home Weatherization program with HCCAO provides energy conservation measures as well as education to low income households to assist in lowering energy consumption and costs. The program provides eligible households with basic services that include but are not limited to blowing in insulation, sealing air leaks around windows and doors, as well as replacing broken panes of glass in windows. Additionally, the program can provide new furnace, repairs to furnace and ductwork, hot water heaters, and many other minor repairs and measures designed to increase the ability of low income household to afford to heat their homes as well as maintain healthy safe environments. The program also can provide some homeowners with new refrigerators or freezers through direct utility funds for this purpose.

Funding for these services is from federal weatherization, AEP utility funds, DP&L utility funds, Vectren utility funds. The service received is dependent on the fund used to provide it. Eligible households are at or below 200% of the federal poverty guideline and are placed on a prioritized waiting list. Those demonstrating the most need are provided service first and placement on the list changes with applications received, processed, and found eligible.

Generally, the household receives no more than \$6500 in conservation measures and it must result in significant conservation. Homes may be designated as too much work in the framework of the program, however whenever possible service is provided through partnership with alternative programs to keep families housed, safe, warm and affordable.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 2- The Conditions in which low-income people live is improved. **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Family Planning

**Program Code:** P25 - Healthcare - Clinic

Framework Code ID	Framework Code Description
2.1E	Accessible and affordable health care services/facilities for low-income people created, or saved from reduction or elimination

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, a total of 96 opportunities for access to Family Planning clinics in Greenfield, Wilmington, and Hillsboro will be preserved as result of a collaborative effort among service providers.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Julia Wise	Work / Primary (937) 393-3458	periej@usa.net

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Community Services Block Grant (CSBG)	\$0.00	\$0.00	\$0.00	0.00%
Private Sources	\$0.00	\$0.00	\$0.00	0.00%
State	\$213,866.00	\$213,867.00	\$427,733.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$213,866.00	\$213,867.00	\$427,733.00	100%

## Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$29,733.00
Ohio Dept of Health	\$186,000.00
Ohio Dept of Health	\$212,000.00

## Community Involvement

Year	Project Number of Volunteer Hours	Projected Amount of Community Investment	Organization
2012	0	\$69,720.00	Private Sources
2013	0	\$69,720.00	Private Sources
Totals	0	\$139,440.00	Private Sources

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Julia Wise	Exec Director

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Community Assets, Services or Facilities Preserved or Increased	12	12	12	12	12	12	12	12	96
Projects or Advocacy Efforts	1	0	0	0	1	0	0	0	2

## Narative

Family Planning is designed to provide access to the tools and treatments necessary for healthy family planning in low to moderate income households. The program is funded primarily through the Ohio Department of Health which does not recognize the indirect costs that are intrinsic to running the program. Community Services Block Grant s utilized to offset this difference in operational funds.

Family Planning provides clinics on varying weeks in Wilmington, Hillsboro, and Greenfield. Service is provided on a sliding fee scale to women of child bearing age. No one is denied service for inability to pay. Among the services offered are: annual exams, birth control in pill, shot, and IUD forms.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 2- The Conditions in which low-income people live is improved. **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Electric Partnership Program

**Program Code:** P37 - HWAP/ Energy Conservation

Framework Code ID	Framework Code Description
2.1J	Customer participates in the EPP & follows it for 6 months

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013, of the 300 households referred to the program, 150 will receive energy conservation assistance and education to assist in energy consumption reduction.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Mark Current	Fax (937) 393-7707	mark@hccao.org
Mark Current	Work / Primary (937) 393-3458	mark@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Private Sources	\$5,000.00	\$5,000.00	\$10,000.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$5,000.00	\$5,000.00	\$10,000.00	100%

## Workplan Funding Sources

Organization Name	Amount
American Electric Power	\$5,000.00
Dayton Power and Light Company	\$5,000.00

## Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
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## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Opportunities and/or Community Resources Preserved or Increased	37	38	37	38	37	38	37	38	300
Projects or Initiatives	1	0	0	0	1	0	0	0	2

## Narative

EPP provides energy conservation assistance and education to eligible households. The measures are basic and include but are not limited to the replacement of incandescent light bulbs in high usage areas with compact fluorescent bulbs, assessment and possible replacement of applicant owned refrigeration and freezer units as needed, education on when and how to conserve energy with basic paractices such as utilizing the spin cycle 2 times in a washer for less dryer time, hang to dry when feasible, turnign lights off whenever possible, etc.  
Eligible households are referred by utility companies who participate in the program - AEP, DP&L, etc. - and are active PIPP plus customers for a minimum of 12 months.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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## Roma Workplan

**Workplan Goal:** 5- Agencies increase their capacity to achieve results **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012-2013 HCCAO Increase Agency Funders

**Program Code** P39 - Increase Agency Capacity

Framework Code ID	Framework Code Description
5.2E	Increase number of funding sources

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013 HCCAO will submit a minimum of 10 applications for new competitive funding to meet the needs of the community as defined by the needs assessment with at least 4 applications funded to create or retain a minimum of 6 job opportunities.

### Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		srobinson@odod.state.oh.us

### Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Community Services Block Grant (CSBG)	\$0.00	\$0.00	\$0.00	0.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$0.00	\$0.00	\$0.00	100%

### Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$25,239.00

### Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Mark Current	Housing Director
Christi Hauke	Director Of Emergency Services
Julia Wise	Exec Director

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Outcomes	0	0	0	4	0	0	0	4	8

## Narative

Resources for providing quality programming to low income families is diminishing. HCCAO recognizes that cuts in funding and the economic condition of the community are a concern to the ability of the agency to continue operating and providing quality services as well as employment opportunities. It is the goal of HCCAO to not rely solely on any single funding source and to be proactive in understanding the needs of the community as it develops and changes.

Program directors are tasked with the job of ensuring funding continues to flow into existing programs, employment is maintained, and new needed programming is implemented as it is needed to fight the war on poverty. Additionally, a special projects coordinator is employed part time to assist in locating, researching, preparing for, and implementing new funding sources. This position is one that is paid out of CSBG funds as a means to leverage the funding. HCCAO anticipates completing and submitting 10 new applications for funding from competitive sources with at least 4 awarded.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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## Roma Workplan

**Workplan Goal:** 5- Agencies increase their capacity to achieve results **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012-2013 HCCAO Working Board

**Program Code** P39 - Increase Agency Capacity

Framework Code ID	Framework Code Description
5.2I	Board uses outcomes to direct & manage the agency

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013 , The board will utilize quarterly ROMA and the Strategic Plan to manage organization outcomes.

### Workplan Contact Information

Contact Name	Phone	E-Mail
Julia Wise	Work / Primary (937) 393-3458	periej@usa.net

### Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Value of volunteer time	\$1,102.00	\$0.00	\$1,102.00	100.00%
Total	\$1,102.00	\$0.00	\$1,102.00	100%

### Workplan Funding Sources

Organization Name	Amount
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### Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Jennifer Baker	Fiscal Director
Greg Barr	Board Chairperson
Mark Current	Housing Director
Christi Hauke	Director Of Emergency Services
Norman Neuberger	Board Secretary
Julia Wise	Exec Director
Tom Zile	Board President

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Outcomes	0	0	0	0	0	0	0	0	0

## Narative

The Governing Board of HCCAO is an integral part of the agencies team. The board is tasked with understanding all aspects of the agency and making the decisions that are best to ensure continued operations of the agency as well as the programming continuation, implementation, and sometimes cessation that is necessary to ensure community and agency viability.

Board members will participate in at least 10 annual meetings in which strategic plans and ROMA will be utilized along with the reports of directors to ensure that the agency is on track in reaching its vision and mission. The board will review at least one outcome from the adopted strategic plan and discuss its relevancy, the status of the agency in terms of reaching that goal, and action plans necessary to acheive or change as necessary. Additonally the ROMA will be reviewed quarterly in detail to ensure all directors are utilizing these results and conducting learning meetings to ensure front line staff are aware of and working toward these goals and the overall agency mission.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 6.1- Independent Living - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems

**Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2011-2012 HCCAO Senior Nutrition

**Program Code:** P56 - Senior Nutrition

Framework Code ID	Framework Code Description
6.1A	Senior citizens - any senior specific programs

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 100 seniors requesting meals through the Senior Nutrition Program, 60 will receive those meals with 45 reporting satisfaction with the quality and nutrition as well as the receipt has assisted in maintaining independent lifestyles as documented through surveys.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Julia Wise	Work / Primary (937) 393-3458	periej@usa.net

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Community Services Block Grant (CSBG)	\$0.00	\$0.00	\$0.00	0.00%
State	\$311,676.00	\$311,676.00	\$623,352.00	99.25%
Value of volunteer time	\$2,320.00	\$2,363.50	\$4,683.50	0.75%
Total	\$313,996.00	\$314,039.50	\$628,035.50	100%

## Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$81,614.00
Area Agency on Aging District 7, Inc.	\$541,738.00

## Community Involvement

Year	Project Number of Volunteer Hours	Projected Amount of Community Investment	Organization
2012	320	\$0.00	Private Sources

## Roma Workplan

2013	326	\$0.00	Private Sources
Totals	646	\$0.00	Private Sources

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Julia Wise	Exec Director

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Senior Citizens	6	4	6	6	6	6	5	6	45

## Narative

HCCAO's Senior Nutrition program provides home delivered meals as well as a congregate meal Monday - Friday year round. Meals are delivered to seniors and disabled individuals who are homebound with limited ability to prepare and serve their own meals. The program is funded primarily through the Area Agency on Aging but the amount provided does not meet all the need. Community Services Block Grant is used to assist in meeting the full need of seniors in Highland county.

A suggested donation of \$2.50 is requested of all participants, but the inability to donate does not exclude anyone from receiving meals. Seniors are assessed through an AAA7 program known as NAPSIS as well as CSBG intake process. There is no income limit for the AAA7 funding, but the program does ensure that a percentage of those served are below the CSBG guideline of 125% of Federal Poverty Guidelines. This percentage is based on total funding as it relates to the CSBG contribution - 13%.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 6.1- Independent Living - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems

**Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012-2013 HCCAO Highland Appalachian Transportation System

**Program Code** P61 - Transportation - scheduled

Framework Code ID	Framework Code Description
6.1A	Senior citizens - any senior specific programs

**Date:** 12/31/2013

**PerformanceTarget:** For Program Years 2012-2013, of the 100 seniors citizens requesting transportation assistance, 75 will receive regular medically related transportation assistance to ensure independent living as reported through telephone surveys at 3 months following initial transportation provision.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Christi Hauke	Fax (937) 393-7176	christi@hccao.org
Christi Hauke	Work / Primary (937) 393-3458	christi@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Local Public Funding	\$30,000.00	\$97,500.00	\$127,500.00	59.40%
Private Sources	\$2,400.00	\$2,400.00	\$4,800.00	2.24%
State	\$41,169.00	\$41,169.00	\$82,338.00	38.36%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$73,569.00	\$141,069.00	\$214,638.00	100%

## Workplan Funding Sources

Organization Name	Amount
Area Agency on Aging District 7, Inc.	\$80,838.00
Family Recovery	\$60,000.00
Private Sources	\$2,000.00
Private Sources	\$2,800.00

## Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
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## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Senior Citizens	0	0	0	0	0	0	0	0	0

## Narative

The Highland Appalachian Transportation Program provides transportation primarily to seniors over age 60 to and from medical appointments only. it also provides sub contracted services through Family Recovery Services for low income individuals covered by medicaid.

HCCAO provides door to door service and has handicap accessible vehicles. Transportation can be provided for in and out of county destinations, but participants must be county residents. Funding is limited and the main source, AAA7, requires that once a participant is enrolled and transported, they must be provided service for the full year. No income guidelines are in effect for this service, but we do provide a small amount of CSBG funding to offset service for seniors not covered in the other programs for urgent needs. This amount is extremely small and any customer receiving this service is at or below 125% FPG with all required documents provided.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 6.1- Independent Living - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems

**Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Mature Services

**Program Code:** P55 - Senior Employment

Framework Code ID	Framework Code Description
6.1A	Senior citizens - any senior specific programs

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013, of the 4 enrolled participants per year in Mature services placed with HCCAO, 3 will maintain employment for a minimum of 12 months and report satisfaction with their job placement

## Workplan Contact Information

Contact Name	Phone	E-Mail
Julia Wise	Work / Primary (937) 393-3458	periej@usa.net

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
State	\$0.00	\$0.00	\$0.00	0.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$0.00	\$0.00	\$0.00	100%

## Workplan Funding Sources

Organization Name	Amount
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## Community Involvement

Year	Project Number of Volunteer Hours	Projected Amount of Community Investment	Organization
2012	0	\$12,229.00	Senior Employment Center
2013	0	\$12,232.00	Senior Employment Center
Totals	0	\$24,461.00	Senior Employment Center

# Roma Workplan

## ProgramPartners

Name	Type
Ohio Department of Aging	Community Action Agency

## Staff Involved

Staff Member Name	Position
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## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Senior Citizens	1	1	1	1	1	1	1	1	8

## Narative

Mature services is a program that places seniors over age 55 in community service work positions part time at minimum wage. The program provides low income seniors with the opportunity to enhance job experience and skills to allow them to better market themselves for permanent employment. HCCAO accepts placement of at least 4 seniors to allow them to gain skills specific to the private non profit employment area.

Placement is generally for a year and the program provides multiple in-service trainings on a variety of employment and personal topics to assist in increasing the employability of participants.

HCCAO works to ensure placements are satisfied with the job placement and the opportunity for training.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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## Roma Workplan

**Workplan Goal:** 6.1- Independent Living - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems

**Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012-2013 HCCAO Senior Companion Program

**Program Code** P54 - Senior Companion

Framework Code ID	Framework Code Description
6.1A	Senior citizens - any senior specific programs

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013 of the four seniors enrolled in the Senior Companion Program, four will report satisfaction with their companion relationship and increased socialization as a result of participation.

### Workplan Contact Information

Contact Name	Phone	E-Mail
Julia Wise	Work / Primary (937) 393-3458	periej@usa.net

### Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Community Services Block Grant (CSBG)	\$0.00	\$0.00	\$0.00	0.00%
Private Sources	\$0.00	\$0.00	\$0.00	0.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$0.00	\$0.00	\$0.00	100%

### Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$150.00

### Community Involvement

Year	Project Number of Volunteer Hours	Projected Amount of Community Investment	Organization
2012	0	\$9,180.00	Corporation for Ohio Appalachian Development (COAD)

## Roma Workplan

2013	0	\$9,180.00	Corporation for Ohio Appalachian Development (COAD)
Totals	0	\$18,360.00	Corporation for Ohio Appalachian Development (COAD)

# Roma Workplan

## ProgramPartners

Name	Type
Corporation for Ohio Appalachian Development (COAD)	Community Action Agency

## Staff Involved

Staff Member Name	Position
Julie Wise	Executive Director

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Senior Citizens	4	4	4	0	4	4	4	0	24

## Narative

The Senior Companion program is provided through Corporation for Ohio's Appalachian Development. It places low income seniors as part time companions with seniors who are home bound. The program provides a small stipend to the companions and utilizes a small portion of time from one staff member to assist in managing the local companion program. Companion volunteers receive \$255 per month while participating in the program and have no milestones to complete in order to receive this stipend.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 6.1- Independent Living - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems

**Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Supplemental Security Income Case Management

**Program Code:** P13 - Disabled programs

Framework Code ID	Framework Code Description
6.1B	Individuals with disabilities - any programs involving disabled persons

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013, of the 60 enrolled participants in the SSI Case Management program, 36 will report an increased ability to meet their basic needs as reported through case management.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Christi Hauke	Fax (937) 393-7176	christi@hccao.org
Christi Hauke	Work / Primary (937) 393-3458	christi@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
State	\$33,000.00	\$33,000.00	\$66,000.00	95.54%
Value of volunteer time	\$1,566.00	\$1,515.25	\$3,081.25	4.46%
Total	\$34,566.00	\$34,515.25	\$69,081.25	100%

## Workplan Funding Sources

Organization Name	Amount
Ohio Department of Jobs and Family Services	\$66,000.00
Southern State Community College	\$3,078.00

## Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Christi Hauke	Director Of Emergency Services
Angie Mustard	Outreach Worker

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Individuals with Disabilities 0-17 Years	2	2	0	2	2	0	2	2	12
Individuals with Disabilities 18-54 Years	16	16	16	16	10	10	10	10	104
Individuals with Disabilities 55 Years and Older	2	0	0	0	2	0	0	0	4

## Narative

The Supplemental Security Income Case Management Program is a program funded by the Ohio Department of Jobs and Family Services. Recipients of Cash Assistance indicating they do not work due to disabilities are referred to this program to complete applications for SSI or SSDI, submit, appeal, etc. The Case manager utilized the SOAR method to assist in moving these applicants from TANF receipt to permanent income as efficiently as possible.

Participants must be referred from JFS, must meet with the case manager regularly as the work/education component set by JFS for cash assistance receipt, must be receiving cash assistance, and must supply all medical records.

Participants are assisted with the application and appeal process as well as provided basic case management services to ensure basic needs are being effectively met. Because of the disability barriers, this case management is typically more referral and linkage than strengths based, however the Family Development Specialist techniques are used to ensure that those with the ability to move forward on their own strengths, talents, and skill sets, do so without cash assistance or SSI/SSDI approval.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012-2013 HCCAO Summer Feeding

**Program Code** P43 - Nutrition-before&after school meals

Framework Code ID	Framework Code Description
6.2A	Emergency Food

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013 HCCAO will provide nutritious lunches to children up to age 17 during the summer months at 3 feeding sites resulting in 600 unduplicated children receiving 5600 meals.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Julia Wise	Work / Primary (937) 393-3458	periej@usa.net

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
State	\$29,000.00	\$29,000.00	\$58,000.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$29,000.00	\$29,000.00	\$58,000.00	100%

## Workplan Funding Sources

Organization Name	Amount
Ohio Department of Education	\$40,000.00

## Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Julia Wise	Exec Director

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Receiving Food	0	0	100	500	0	0	0	0	600
Seeking Food	0	0	110	510	0	0	0	0	620

## Narative

HCCAO's Summer Feeding program provides an opportunity for children up to age 18 to access healthy nutritious meals at lunch time during the summer months. HCCAO prepares and transports meals to 4 separate feeding sites throughout the county that are in safe/easy walking distance from low and moderate income children.

The program is funded primarily through the Ohio Department of Education but is also supplemented by CSBG funds to ensure the need is met. As the program provides meals to children, often without an adult present, the program collects only the names of the children who attend and are supplied with a meal. HCCAO is requesting a waiver from OCA for the CSBG requirements of social security numbers and household information and income. At the end of each summer season, HCCAO cross checks the names on sign in sheets and eliminates duplicates. It is anticipated that the program will serve 600 unduplicated children in 2012-2013 and over 5600 meals.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Auction Fuel Fund (Columbia Gas)

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Columbia Gas Crisis Fuel Fund

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Columbia Gas Fuel Fund Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 DPL Fuel Fund

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Duke Electric Fuel Fund

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Duke Gas Fuel Fund Credit

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Home Energy Assistance Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Percentage of Income Payment Plan Plus

**Program Code** P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Summer Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Winter Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012-13 HEAP Bundled

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Home Energy Assistance Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Percentage of Income Payment Plan Plus

**Program Code** P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Summer Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Winter Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2014 Home Energy Assistance Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2014 Percentage of Income Payment Plan Plus

**Program Code** P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2014 Winter Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Auction Fuel Fund (Columbia Gas)

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Columbia Gas Crisis Fuel Fund

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Columbia Gas Fuel Fund Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 DPL Fuel Fund

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Duke Electric Fuel Fund

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Duke Gas Fuel Fund Credit

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Home Energy Assistance Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Percentage of Income Payment Plan Plus

**Program Code** P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Summer Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012 Winter Crisis Program

**Program Code:** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-13 HEAP Bundled

**Program Code:** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2013 Home Energy Assistance Program

**Program Code:** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Percentage of Income Payment Plan Plus

**Program Code** P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

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**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Summer Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Winter Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2014 Home Energy Assistance Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2014 Percentage of Income Payment Plan Plus

**Program Code** P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2014 Winter Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

# Roma Workplan

## Workplan Contact Information

Contact Name	Phone	E-Mail
Christi Hauke	Fax (937) 393-7176	christi@hccao.org
Christi Hauke	Work / Primary (937) 393-3458	christi@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
State	\$1,250,308.00	\$1,250,308.00	\$2,500,616.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$1,250,308.00	\$1,250,308.00	\$2,500,616.00	100%

## Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$500,618.00
1 Office of Community Assistance	\$2,000,000.00

## Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Jennifer Baker	Fiscal Director
Kristi Franz	Outreach Staff
Megan Gaines	Outreach
Christi Hauke	Director Of Emergency Services
Rhonda Howard	Outreach Worker
Angie Mustard	Outreach Worker
Tianna Sammons	Outreach Staff
Alena Taylor	Outreach/heap
Shira Wise	Outreach Worker

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
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## Narative

Provision of services to low and moderate income households at risk of losing heat and cooling utility service. The program provides 4 prongs of service to eligible households. The Winter Crisis provides a one time payment to ensure the maintenance of heat in the home for at least 30 days; the Summer Crisis provides a one time payment toward the cost of cooling in the summer and/or an a/c unit if needed; the PIPP plus program provides an opportunity for low income households to maintain electric and/or natural gas services with regulated utility companies for a monthly payment based on income rather than usage; and the HEAP program provides a one time benefit, generally sent directly to the main heat source provider/vendor in order to assist with the high cost of heating in the winter time months.

An eligible household must complete an application which includes a CSBG intake; the household must provide picture ID when available for the primary applicant, proof of citizenship as described in the Emergency Guidelines, proof of Social Security numbers for all household members when available, proof of all income received in the household for the prior 13 weeks in relation to the application date as described in the Emergency Guidelines, proof of the current electric provider, and documentation of the main source of heat. Additionally, the application requires name, address and phone number for any landlord, as well as the Case number for any job and family services open case(s).

Eligible households, completing all required applications with all required documentation will receive assistance to: stop a disconnect of utility service scheduled within the next 30 days, initiate new service, provide a delivery of a bulk fuel for household heating with such, and/or provide assistance in repairing a faulty heating unit when applicable. All assistance is based on the main heat source type, and cannot exceed the maximum amounts as described in the Emergency Guidelines. Totals are set annually and can change.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems

**Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Emergency Services NOT including HEAP

**Program Code:** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2M	Miscellaneous

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013, of the 4,000 households seeking assistance during crisis, 3800 will have those needs met.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Christi Hauke	Fax (937) 393-7176	christi@hccao.org
Christi Hauke	Work / Primary (937) 393-3458	christi@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Federal	\$12,000.00	\$12,000.00	\$24,000.00	22.03%
Private Sources	\$11,880.00	\$11,880.00	\$23,760.00	21.80%
State	\$25,865.52	\$25,865.48	\$51,731.00	47.47%
Value of volunteer time	\$4,835.75	\$4,640.00	\$9,475.75	8.70%
Total	\$54,581.27	\$54,385.48	\$108,966.75	100%

## Workplan Funding Sources

Organization Name	Amount
Emergency Food and Shelter Programs (FEMA)	\$24,000.00
Private Sources	\$6,000.00
Private Sources	\$12,000.00
Salvation Army	\$5,760.00

## Community Involvement

Year	Project Number of Volunteer Hours	Projected Amount of Community Investment	Organization
2012	667	\$0.00	Southern State Community College

## Roma Workplan

2013	640	\$0.00	Southern State Community College
Totals	1307	\$0.00	Southern State Community College

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Kristi Franz	Outreach Staff
Megan Gaines	Outreach
Christi Hauke	Director Of Emergency Services
Rhonda Howard	Outreach Worker
Angie Mustard	Outreach Worker
Tianna Sammons	Outreach Staff
Alena Taylor	Outreach/heap
Shierra Taylor	Outreach
Shira Wise	Outreach Worker

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Receiving Miscellaneous	447	447	447	447	447	447	447	447	3576
Seeking Miscellaneous	500	500	500	500	500	500	500	500	4000

## Narative

Emergency Services not including HEAP provides emergency assistance to families in crisis to increase the ability of low income families to make long term changes that can result in self sufficiency. HCCAO recognizes that emergency services do not provide lasting change to low income families, but that without these services, these families fall victim to crises that overwhelm and do not allow forward thinking and learning moments.

HCCAO will provide emergency food, rental, utility, medical, and other miscellaneous assistance to households in need. A need is strictly defined as something which the household cannot effectively function without. Most notably this would include but is not limited to water, electric, food, medical assistance, vehicles, etc. The maximum amount of assistance to be provided in terms of monetary assistance is \$50, except for rent/mortgage at \$250. Food assistance is granted in the amount of 9 units per household member (three meals for three days.)

A household must complete an application that includes a CSBG intake form. They must provide the last 13 weeks of income information, social security numbers for all household members, picture ID, proof of citizenship, proof of the need (bill, landlord letter, RX, etc.,) proof of any required copayment necessary, and documentation/explanation of the hardship. (These requirements can be waived for emergency food assistance as funding from non CSBG sources will allow.)

Programs are funded through a variety of sources. All specifically funded CSBG awards will be at or below 125% of federal poverty guidelines and include all required documentation. Food pantry assistance is provided primarily through alternate sources, however CSBG funds are used to provide about 13% of the pantry items, therefore at minimum 13% of those receiving food assistance will have complete CSBG required documentation as well as be at or below 125% FPG.

# Roma Workplan

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Auction Fuel Fund (Columbia Gas)

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Columbia Gas Crisis Fuel Fund

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Columbia Gas Fuel Fund Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 DPL Fuel Fund

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Duke Electric Fuel Fund

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Duke Gas Fuel Fund Credit

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Home Energy Assistance Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Percentage of Income Payment Plan Plus

**Program Code** P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Summer Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Winter Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012-13 HEAP Bundled

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

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**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Home Energy Assistance Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

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**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Percentage of Income Payment Plan Plus

**Program Code** P64 - Utility/Energy Assistance

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6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

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**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Summer Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
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**Date:** 12/31/2013

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**Organization Name:** Highland County Community Action Organization

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**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2014 Home Energy Assistance Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2014 Percentage of Income Payment Plan Plus

**Program Code** P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2014 Winter Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Auction Fuel Fund (Columbia Gas)

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Columbia Gas Crisis Fuel Fund

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Columbia Gas Fuel Fund Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 DPL Fuel Fund

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Duke Electric Fuel Fund

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Duke Gas Fuel Fund Credit

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Home Energy Assistance Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Percentage of Income Payment Plan Plus

**Program Code** P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Summer Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012 Winter Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012-13 HEAP Bundled

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Home Energy Assistance Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Percentage of Income Payment Plan Plus

**Program Code** P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Summer Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2013 Winter Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

## Roma Workplan

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2014 Home Energy Assistance Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2014 Percentage of Income Payment Plan Plus

**Program Code** P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

**Workplan Goal:** 6.2- Emergency Services - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2014 Winter Crisis Program

**Program Code** P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 5000 households seeking assistance with home heating needs, 4600 will receive the assistance.

# Roma Workplan

## Workplan Contact Information

Contact Name	Phone	E-Mail
Christi Hauke	Fax (937) 393-7176	christi@hccao.org
Christi Hauke	Work / Primary (937) 393-3458	christi@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
State	\$1,250,308.00	\$1,250,308.00	\$2,500,616.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$1,250,308.00	\$1,250,308.00	\$2,500,616.00	100%

## Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$500,618.00
1 Office of Community Assistance	\$2,000,000.00

## Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Jennifer Baker	Fiscal Director
Kristi Franz	Outreach Staff
Megan Gaines	Outreach
Christi Hauke	Director Of Emergency Services
Rhonda Howard	Outreach Worker
Angie Mustard	Outreach Worker
Tianna Sammons	Outreach Staff
Alena Taylor	Outreach/heap
Shira Wise	Outreach Worker

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
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## Narative

Provision of services to low and moderate income households at risk of losing heat and cooling utility service. The program provides 4 prongs of service to eligible households. The Winter Crisis provides a one time payment to ensure the maintenance of heat in the home for at least 30 days; the Summer Crisis provides a one time payment toward the cost of cooling in the summer and/or an a/c unit if needed; the PIPP plus program provides an opportunity for low income households to maintain electric and/or natural gas services with regulated utility companies for a monthly payment based on income rather than usage; and the HEAP program provides a one time benefit, generally sent directly to the main heat source provider/vendor in order to assist with the high cost of heating in the winter time months.

An eligible household must complete an application which includes a CSBG intake; the household must provide picture ID when available for the primary applicant, proof of citizenship as described in the Emergency Guidelines, proof of Social Security numbers for all household members when available, proof of all income received in the household for the prior 13 weeks in relation to the application date as described in the Emergency Guidelines, proof of the current electric provider, and documentation of the main source of heat. Additionally, the application requires name, address and phone number for any landlord, as well as the Case number for any job and family services open case(s).

Eligible households, completing all required applications with all required documentation will receive assistance to: stop a disconnect of utility service scheduled within the next 30 days, initiate new service, provide a delivery of a bulk fuel for household heating with such, and/or provide assistance in repairing a faulty heating unit when applicable. All assistance is based on the main heat source type, and cannot exceed the maximum amounts as described in the Emergency Guidelines. Totals are set annually and can change.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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## Roma Workplan

**Workplan Goal:** 6.3- Family Development - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems

**Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012-2013 HCCAO Early Head Start Breast Feeding Encouragement

**Program Code** P24 - HeadStart

Framework Code ID	Framework Code Description
6.3B	Child & infant health & physical development are improved as a result of adequate nutrition

**Date:** 12/31/2013

**PerformanceTarget:** For Program years 2012-2013, of the 35 pregnant mothers enrolled in Early head start, 27 will report breast feeding at one month post partum.

### Workplan Contact Information

Contact Name	Phone	E-Mail
Christi Hauke	Fax (937) 393-7176	christi@hccao.org
Christi Hauke	Work / Primary (937) 393-3458	christi@hccao.org

### Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Federal	\$771,120.00	\$771,120.00	\$1,542,240.00	99.93%
Value of volunteer time	\$522.00	\$522.00	\$1,044.00	0.07%
Total	\$771,642.00	\$771,642.00	\$1,543,284.00	100%

### Workplan Funding Sources

Organization Name	Amount
Federal Head Start	\$1,542,240.00

### Community Involvement

Year	Project Number of Volunteer Hours	Projected Amount of Community Investment	Organization
2012	72	\$0.00	Private Sources
2013	72	\$0.00	Private Sources
Totals	144	\$0.00	Private Sources

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Christi Hauke	Director Of Emergency Services
Julia Wise	Exec Director

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Achieved	3	3	3	4	4	4	3	3	27
Enrolled	4	5	4	5	4	5	4	4	35

## Narative

Early Head Start provides support, resources, and education to pregnant mothers, very young children (up to 18 months old) and their parents. Early Head start provides an opportunity for low income parents to learn the best ways to ensure optimum development of their babies from gestation through 18 months and beyond. The program serves families of pregnant mothers and babies up to 18 months with a variety of services. An eligible family is less than 100% of the FPG with some slots available for over this if they cannot be filled with income eligible applicants. Applicants must complete a CSBG Intake as well as provide income and family information.

Early Head Start promotes breastfeeding to participants as the most inexpensive and healthy nutrition choice for babies. Early Head Start home visitors provide education and support to mothers as they work to breast feed their children.

Early Head Start will provide these services with the goal that of the 35 pregnant women who will enroll in the program, 27 will report breastfeeding their babies at 1 month post partum.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 6.3- Family Development - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems **Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name** 2012-2013 HCCAO Women Infants and Children

**Program Code** P67 - WIC

Framework Code ID	Framework Code Description
6.3B	Child & infant health & physical development are improved as a result of adequate nutrition

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013, of the 500 pregnant women accessing WIC supplemental nutrition and receiving breastfeeding education, 50 will report maintained breast feeding at 12 months post partum to ensure optimum child development.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Julia Wise	Work / Primary (937) 393-3458	periej@usa.net

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Community Services Block Grant (CSBG)	\$0.00	\$0.00	\$0.00	0.00%
State	\$400,326.00	\$400,326.00	\$800,652.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$400,326.00	\$400,326.00	\$800,652.00	100%

## Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$78,706.00
Ohio Dept of Health	\$721,946.00

## Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Julia Wise	Exec Director

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Achieved	6	6	7	6	0	0	0	0	25
Enrolled	212	212	213	213	0	0	0	0	850

## Narative

The Women Infant and Children program is a nutritional supplement program to assist a low income families in meeting the nutritional needs of very young children and pregnant/breastfeeding women as a means to ensure optimum development. The WIC program promotes breastfeeding as the best and most affordable option for babies and moms.

The HCCAO WIC program provides breastfeeding education and support through peer helpers that are certified lactation consultants. The program begins promoting breastfeeding immediately following a positive pregnancy test and throughout the gestational cycle as well as provides access through coupons for free food items that meet the nutritional needs of pregnant mothers, breastfeeding mothers, and young children.

It is the goal of the program to assist in removing barriers to breastfeeding and supportign a mother's decision to breastfeed until the child is weaned at 12 months post partum or further. Eligible participants provide the most recent four weeks of income and must be below 185% of the federal poverty guideline and possess at least one risk factor as denoted by the State's program guidelines. These risk factor's are varied and diminish the participant's ability to eat healthy foods or process the nutrients effectively. Once enrolled, the participant recieves ongoing education and height and weight is monitored.

Because the Ohio Department of Health does not recognize indirect costs, it is necessary to offset these costs. Traditionally, CSBG funds are used for this purpose. WIC staff will ensure that the percentage of clients served correlated to the percentage of CSBG funding provided will be CSBG eligible. For instance, if 13% of funding for WIC is provided through CSBG, then 13% of clients served will be CSBG eligible.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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## Roma Workplan

**Workplan Goal:** 6.3- Family Development - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems

**Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Head Start Enrollment

**Program Code:** P24 - HeadStart

Framework Code ID	Framework Code Description
6.3C	Children participate in pre-school activities to develop school readiness skills

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013, of the 476 children enrolled in head start 410 will complete a full year of education with no drop out.

### Workplan Contact Information

Contact Name	Phone	E-Mail
Julia Wise	Work / Primary (937) 393-3458	periej@usa.net

### Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Federal	\$1,500,000.00	\$1,500,000.00	\$3,000,000.00	94.67%
State	\$83,000.00	\$83,000.00	\$166,000.00	5.24%
Value of volunteer time	\$1,479.00	\$1,479.00	\$2,958.00	0.09%
Total	\$1,584,479.00	\$1,584,479.00	\$3,168,958.00	100%

### Workplan Funding Sources

Organization Name	Amount
Federal Head Start	\$3,000,000.00
Ohio Department of Education	\$166,000.00

### Community Involvement

Year	Project Number of Volunteer Hours	Projected Amount of Community Investment	Organization
2012	204	\$0.00	Private Sources
2013	204	\$0.00	Private Sources
Totals	408	\$0.00	Private Sources

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Julia Wise	Exec Director

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Achieved	205	0	0	0	0	0	0	0	205
Enrolled	2	0	238	2	0	0	0	0	242

## Narative

HCCAO's Head Start program provides early learning programming to increase the school readiness of children ages 3-5. The ability of the Head Start program to make a lasting difference centers on the child's attendance in the program. A child who completes a full year of programming is more likely to enter Kindergarten with the skills necessary to be a successful student.

The HCCAO Head Start program will work in 2012-2013 to keep enrolled children for the full 9 months of programming by identifying barriers in families that often cause drop out or low attendance. The result will be that of the 238 enrollment slots held by HCCAO 205 will be filled for the full 9 months with no drop outs and no excessive absences.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 6.3- Family Development - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems

**Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Head Start Healthy Weights

**Program Code:** P27 - Healthcare - Youth

Framework Code ID	Framework Code Description
6.3G	Youth improve health and physical development

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013, of the 476 children enrolled in head start participating in the WIC exercise program and receiving nutritional education, of the initial children with unhealthy BMI measurements (projecting 120) 40 will improve to healthy ranges by school year end.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Christi Hauke	Fax (937) 393-7176	christi@hccao.org
Christi Hauke	Work / Primary (937) 393-3458	christi@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
Federal	\$31,253.01	\$31,253.01	\$62,506.02	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$31,253.01	\$31,253.01	\$62,506.02	100%

## Workplan Funding Sources

Organization Name	Amount
Federal Head Start	\$62,506.00

## Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Christi Hauke	Director Of Emergency Services

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Achieved	8	4	0	0	0	0	0	0	12
Enrolled	0	0	0	418	0	0	0	0	418

## Narative

Head Start focuses on providing developmentally appropriate programming for children age 3-5 and their families to ensure kindergarten readiness, family stability through parenting tools and supportive services, as well as to increase health through nutrition and exercise. Head Start is partnering with WIC to provide an exercise program to participants in Head Start as a means to promote healthy active lifestyles and proper eating habits.

Every Head Start child will have a body mass index (BMI) measurement completed upon enrollment. All children will participate in the exercise and nutrition program. Additionally, parents will be provided with resources and tools to reinforce active, healthy lifestyles at home. The BMI measurements will be taken throughout the year to measure the number of children moving from unhealthy measurements to healthy measurements.

The Head Start program will provide CSBG intakes on all enrollees as well as a master list of BMI measurements that will be updated at each measuring day. Each child will be entered into OCEAN and the milestones added as needed to measure the effectiveness of the program.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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# Roma Workplan

**Workplan Goal:** 6.3- Family Development - Low-income people, especially vulnerable populations, achieves their potential by strengthening family and other supportive systems

**Program Type:** OCEAN Program

**Organization Name:** Highland County Community Action Organization

**Program Name:** 2012-2013 HCCAO Foreclosure Intervention

**Program Code:** P72 - Foreclosure Prevention

Framework Code ID	Framework Code Description
6.3W	Parents & other adults improve life skills by overcoming multiple barriers

**Date:** 12/31/2013

**PerformanceTarget:** For program years 2012-2013 of the 400 homeowners seeking assistance in avoiding foreclosure, 200 will receive counseling and linkages to supportive services while 100 will report increased ability to maintain safe and affordable housing for a minimum of 6 months after program exit.

## Workplan Contact Information

Contact Name	Phone	E-Mail
Christi Hauke	Fax (937) 393-7176	christi@hccao.org
Christi Hauke	Work / Primary (937) 393-3458	christi@hccao.org

## Workplan Funding Source Types

Funding Sources	2012	2013	Total	Percent of Total
State	\$15,200.00	\$15,200.00	\$30,400.00	83.44%
Value of volunteer time	\$6,032.00	\$0.00	\$6,032.00	16.56%
Total	\$21,232.00	\$15,200.00	\$36,432.00	100%

## Workplan Funding Sources

Organization Name	Amount
Ohio Housing Finance Agency	\$60,000.00

## Community Involvement

Year	Projected Amount of Community Investment	Organization
Totals		

# Roma Workplan

## ProgramPartners

Name	Type
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## Staff Involved

Staff Member Name	Position
Christi Hauke	Director Of Emergency Services
Tianna Sammons	Outreach Staff

## Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Achieved	12	13	12	13	12	13	12	13	100
Enrolled	50	50	50	50	50	50	50	50	400

## Narative

The foreclosure prevention program is provided through funding that is funnelled through a subcontract with a HUD approved counseling entity receiving counseling reimbursement from the Ohio Housing Finance Agency. The program is a Hardest Hit Funds program which provides financial assistance to borrowers below 115% AMI, experiencing a hardship defined by the program as: unemployment, medical expenses, divorce, or underemployment. Homeowners who are eligible may receive up to \$25,000 in financial assistance to: cure a default, pay mortgage payments for up to 15 months, modify or cancel a lien/loan, or transition from the home in order to avoid foreclosure. Counseing entities receive reimbursement for counseling without submission of an action plan, counseling with submission of an action plan, having an action plan approved by underwriting for the program, and/or closing on the assistance.

Referrals or participants can be from website inquiries routed by OHFA to the appropriate counseling agency or by cold call in from a potential participant. The counseling can be done face to face, via phone, or internet and therefore is not county bound. Two counselors follow up with referrals, process applications, prepare and submit action plans within the framework of the program, and can provide assistance in negotiating a work out directly with the servicer when Restoring Stability is not an option.

The counselors assess homeonwers through collection of: the online application, printed and signed, last 60 days of income with per diem amounts determined for annualization, last 2 months of complete bank statements, most recent electric bill, and other information that is pertinent to the borrower's specific circumstances.

## R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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