

Roma Workplan

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

Organization Name: Highland County Community Action Organization-6AT

Program Name 2016 -2017 HCCAO Ohio Means Jobs

Program Code P66 - WIA involvement

Framework Code ID	Framework Code Description
1.1A	Unemployed & obtained job E

Date: 12/31/2017

PerformanceTarget: For program year January 1, 2016 - December 31, 2017, of the 500 unique recipients of service at least 150 will report placement in sustainable employment and maintain that for a minimum of 90 days post program as measured by surveys and follow ups.

Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
State Programs	\$430,730.00	\$430,730.00	\$861,460.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$430,730.00	\$430,730.00	\$861,460.00	100%

Workplan Funding Sources

Organization Name	Amount
Ohio Department of Jobs and Family Services	\$764,850.00
Temporary Assistance for Needy Families (TANF)	\$96,610.00

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
Megan Gaines	Outreach
Jennifer Morgan	Fiscal
Kathy Stevens	Outreach Staff
Julia Wise	Exec Director

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Customers Achieve Performance Target	18	19	19	18	19	19	19	19	150
Customers Achieving Living Wage	18	19	19	18	19	19	19	19	150
Customers Enrolled	62	63	62	63	62	63	62	63	500
Money received by customers as Payments, Credits or Savings	0	0	0	0	0	0	0	0	0

Narative

The program operates with fundign from the state as well as local support from employers. The program works in partnership with employers, benefit providers, and consumers to address the various needs of the community as it relates to effective economic development as well as personal self-sufficiency.

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-6AT

Program Name: 2016-2017 HCCAO Alternative Service Linkage

Program Code: P48 - Multiple Barriers

Framework Code ID	Framework Code Description
1.2N	Obtain assistance with & overcome multiple barriers to success

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 3,600 applicants for emergency services, 1,800 will be referred to needed services with at least 900 linked to these additional/alternative services needed to stabilize the household for movement from crisis to stability as measured by completed linkages resulting from referrals both internally and externally.

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	2016	2017	Total	Percent of Total
Community Services Block Grant (CSBG)	\$2,911.00	\$2,910.00	\$5,821.00	55.93%
Private Sources	\$1,750.00	\$1,750.00	\$3,500.00	33.63%
Value of volunteer time	\$543.75	\$543.75	\$1,087.50	10.45%
Total	\$5,204.75	\$5,203.75	\$10,408.50	100%

Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$5,821.00
Ohio Association of Foodbanks	\$3,500.00

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
Ada Amburgey	Family Health Director
Krystal Davis	Outreach Staff
Christi Hauke	Director Of Emergency Services
Amy Lynch	Outreach/heap
Angie Mustard	Outreach Worker
Amanda Robbins	
Tianna Sammons	Exec Asst
Allison Vickers	Outreach Worker
Angela Williams	Transportation

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Customers Achieve Performance Target	125	100	100	125	125	100	100	125	900
Customers Achieving Living Wage	0	0	0	0	0	0	0	0	0
Customers Enrolled	350	125	100	400	200	125	100	400	1800
Money received by customers as Payments, Credits or Savings	0	0	0	0	0	0	0	0	0

Narative

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-6AT

Program Name 2016-2017 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 60 participants in Financial capability programmin, 30 will report savings of at least \$50 each month while maintaining a spending plan as measured by a 90 day follow up after program exit via phone survey.

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	2016	2017	Total	Percent of Total
Private Sources	\$1,327.00	\$1,327.00	\$2,654.00	95.81%
Value of volunteer time	\$58.00	\$58.00	\$116.00	4.19%
Total	\$1,385.00	\$1,385.00	\$2,770.00	100%

Workplan Funding Sources

Organization Name	Amount
Customer Fees	\$654.00
Donations	\$2,000.00

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
Angie Mustard	Outreach Worker
Tianna Sammons	Exec Asst

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Customers Achieve Performance Target	4	4	3	4	4	4	3	4	30
Customers Achieving Living Wage	0	0	0	0	0	0	0	0	0
Customers Enrolled	7	8	7	8	7	8	7	8	60
Money received by customers as Payments, Credits or Savings	200	200	150	200	200	200	150	200	1500

Narative

Sessions are scheduled and outreach is completed in the community about the event. Potential participants are asked to register for the session. A maximum of 15 people per session is available due to the maximum occupancy of the facility. The initial session provides tools, resources and information about consumer protections, banking, budgeting and credit. The primary benefit is increased knowledge as measured by a pre and post survey. Each participant is provided with a "Budget Binder" to help organize and develop financial skills - this is the second benefit. After completing the initial session, all participants are eligible for one on one coaching to target any specific financial issue or concern. Each participant is encouraged to develop a budget - those not participating in one on one coaching are contacted 30 days after completing the session to complete a survey on how they have done with their budget. For all participants completing a budget and/or coaching, staff surveys them at 90 days exit to gather data on effectiveness of class, budgeting, and the total dollar amount of savigns generated by the budget and referral process.

Services are provided throughout the county and can be provided by contract/host request out of 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-6AT

Program Name: 2016-17 HCCAO Weatherization Assistance NOT including HWAP

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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 85 houses receiving energy conservation assistance not funded by federal HWAP program, 68 will report savings on energy bills each month from program exit until survey follow up 6 months after service is completed.

Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Private Sources	\$105,000.00	\$105,000.00	\$210,000.00	53.71%
State Programs	\$90,500.00	\$90,500.00	\$181,000.00	46.29%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$195,500.00	\$195,500.00	\$391,000.00	100%

Workplan Funding Sources

Organization Name	Amount
Corporation for Ohio Appalachian Development	\$40,000.00
Dayton Power and Light Company	\$110,000.00
Ohio Housing Trust Fund	\$30,000.00
Ohio Partners for Affordable Energy (OPAE)	\$81,000.00
Pike Natural Gas Co.	\$40,000.00
Vectren Energy Delivery of Ohio	\$60,000.00
Warm Choice	\$30,000.00

Community Involvement

Roma Workplan

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
Mark Current	Housing Director
Jason Grove	Weatherization
Rhonda Kidder	Asst Housing Director
Keith Lafontaine	Epp Auditor
JIM Matticks	Hwap Crew Member
Donald Watkins	Weatherization
Julia Wise	Exec Director

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Opportunities and/or Community Resources Preserved or Increased	6	11	15	10	7	11	15	10	85
Projects or Initiatives	6	0	0	0	6	0	0	0	12

Narative

Households receive an energy audit which includes measuring energy consumption of the applicant owned refrigerator and freezer. High usage appliances and incandescent light bulbs are replaced with Energy star appliances and compact fluorescent bulbs with additional education on how best to reduce energy usage for affordable utility service and as a result affordable housing. In certain cases, when funding permits, and energy audits indicate need, furnaces, water heaters, insulation and/or air sealing can be repaired, replaced, and added to further increase energy conservation measures.

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-6AT

Program Name: 2016-2017 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 70 households applying for assistance with various home rehab and repairs, 36 will receive assistance, with 40 reporting the ability to maintain safe and affordable housing as a result of the assistance.

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	2016	2017	Total	Percent of Total
Non-CSBG Federal Programs	\$128,000.00	\$128,000.00	\$256,000.00	100.00%
State Programs	\$0.00	\$0.00	\$0.00	0.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$128,000.00	\$128,000.00	\$256,000.00	100%

Workplan Funding Sources

Organization Name	Amount
Office of Housing and Community Partnerships	\$256,000.00

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
Keith Lafontaine	Epp Auditor
Julie Wise	Executive Director

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Opportunities and/or Community Resources Preserved or Increased	1	8	8	8	5	2	2	2	36
Projects or Initiatives	2	0	0	0	0	0	0	0	2

Narative

Applicants will complete the package, submit it to HCCAO. HCCAO will process the applications, assess the properties and the needs identified to meet the code standards within the program guidelines, and approve applications for bid to contractors. Bids will be reviewed per the HCCAO Fiscal Policy and the CHIP policy and awarded accordingly. Work will be monitored and once signed off on by the homeowner and HCCAO, final payments will be issued to contractors. Homeowneres will be surveyed for satisfaction and to assess improvements to safety and quality of life.

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-6AT

Program Name: 2016-2017 Home Weatherization Assistance 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 72 homes receiving weatherization services, 65 will report significant energy savings as a result of the services provided. Additionally, a minimum of 30 households will report the ability to maintain safe and affordable housing as a result of the services as measured by post program surveys.

Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
State Programs	\$195,573.00	\$195,573.00	\$391,146.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$195,573.00	\$195,573.00	\$391,146.00	100%

Workplan Funding Sources

Organization Name	Amount
Corporation for Ohio Appalachian Development (COAD)-7FS	\$391,146.00

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
Jason Grove	Weatherization
Rhonda Kidder	Asst Housing Director
JIM Matticks	Hwap Crew Member
Donald Watkins	Weatherization

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Opportunities and/or Community Resources Preserved or Increased	9	9	9	9	9	9	9	9	72
Projects or Initiatives	1	0	0	0	1	0	0	0	2

Narative

Services will be delivered within the framework of the program guidelines as released by funders and distributed to the agency through its administrative partner COAD.

The homes served will be located in Highland 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-6AT

Program Name: 2016-2017 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, HCCAO's Family Health Services will provide access to reproductive health services throughout the county and in Clinton county. The program will offer twice weekly clinics in various locations.

Workplan Contact Information

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

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Community Services Block Grant (CSBG)	\$10,571.00	\$10,571.00	\$21,142.00	6.45%
Non-CSBG Federal Programs	\$0.00	\$0.00	\$0.00	0.00%
Private Sources	\$4,000.00	\$4,000.00	\$8,000.00	2.44%
State Programs	\$149,288.00	\$149,288.00	\$298,576.00	91.11%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$163,859.00	\$163,859.00	\$327,718.00	100%

Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$21,142.00
Medicaid	\$60,000.00
Ohio Dept of Health	\$238,576.00
Private Sources	\$8,000.00

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
Ada Amburgey	Family Health Director
Lois Garvie	Wic Clerk
Staci Knope	Bph/wic Clerk
Yolanda Rickman	Ma Support Clerk
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	14	12	14	12	14	12	14	104
Projects or Advocacy Efforts	1	0	0	0	1	0	0	0	2

Narative

Participants of child bearing age complete an application which includes a CSBG intake form, education, and health services related to reproductive health.

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-6AT

Program Name: 2016-2017 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: 12/31/2017

PerformanceTarget: Fro January 1, 2016 - December 31, 2017, of the 150 households receiving EPP assistance, 130 will report decreased usage with their electric service.

Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
State Programs	\$130,000.00	\$130,000.00	\$260,000.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$130,000.00	\$130,000.00	\$260,000.00	100%

Workplan Funding Sources

Organization Name	Amount
Corporation for Ohio Appalachian Development (COAD)-7FS	\$260,000.00

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
Keith Lafontaine	Epp Auditor

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Opportunities and/or Community Resources Preserved or Increased	16	17	16	16	17	16	16	16	130
Projects or Initiatives	1	0	0	0	1	0	0	0	2

Narative

Services will be delivered within the guidelines of the EPP program as distributed to participatin agencies through our administrative partner COAD.

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-6AT

Program Name 2016-2017 HCCAO Increase Agency Funders

Program Code P39 - Increase Agency Capacity

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

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, HCCAO will work to improve and increase capacity to achieve its mission through continuous grant application processes. HCCAO core staff will identify and apply for at minimum 12 new funding sources to maintain, increase capacity, or implement new/needed/innovative programming with at least 6 applications approved.

Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Community Services Block Grant (CSBG)	\$9,777.00	\$9,777.00	\$19,554.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$9,777.00	\$9,777.00	\$19,554.00	100%

Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$19,554.00

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
Ada Amburgey	Family Health Director
Jennifer Baker	Fiscal Director
Mark Current	Housing Director
Ruth Cutright	Exec Asst
Amy Faulconer	Seniro Nutrition Corrd
Christi Hauke	Director Of Emergency Services
Valerie Williams	Hs/ehs Director
Julia Wise	Exec Director
Brenda Woods	Executive Asst To Mayor

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Outcomes	0	1	1	1	1	1	1	0	6

Narative

Each month core staff will focus on specific improvement areas: strategic planning, internal formal processes, increased staff and board involvement, funding action plans, and outreach strategies, to improve the long term viability of the agency.

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-6AT

Program Name: 2016 Rural IMPACT

Program Code: P2 - Advocacy

Framework Code ID	Framework Code Description
5.2F	Special needs populations show improvement due to development of special needs programs

Date: 10/01/2017

PerformanceTarget: For program year January 1, 2016 - October 1, 2016, HCCAO will work to develop staff skills needed to deliver holistic two generation services agency wide with a fully functioning centralized intake system. Additionally, existing and new partnerships will be formalized with a focus on colocating service delivery and streamlining consumer linkage. Finally, 15 families will receive dedicated two generation services with 8 reporting decreased dependence on emergency service interventions as measured by periodic assessment via the Crisis to Thriving scales.

Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Community Services Block Grant (CSBG)	\$2,069.00	\$2,068.00	\$4,137.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$2,069.00	\$2,068.00	\$4,137.00	100%

Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$4,137.00

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
Ada Amburgey	Family Health Director
Mark Current	Housing Director
Christi Hauke	Director Of Emergency Services
Jennifer Morgan	Fiscal
Vacant Vacant	
Valerie Williams	Hs/ehs Director
Julia Wise	Exec Director

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Outcomes	0	0	0	1	0	0	0	0	1

Narative

The specific details of how the program will operate will be developed as a result of this program as the agency works to develop and implement services.

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-6AT

Program Name 2016-2017 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, HCCAO core staff and board will work in concert to ensure the mission, vision, and strategic plan of the agency is the focus of all activities.

Workplan Contact Information

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

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Value of volunteer time	\$1,305.00	\$1,305.00	\$2,610.00	100.00%
Total	\$1,305.00	\$1,305.00	\$2,610.00	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
Ada Amburgey	Family Health Director
Jennifer Baker	Fiscal Director
Greg Barr	Board Chairperson
Mark Current	Housing Director
Ruth Cutright	Exec Asst
Amy Faulconer	Seniro Nutrition Corrd
Christi Hauke	Director Of Emergency Services
Norman Neuberger	Board Secretary
Julia Wise	Exec Director
Brenda Woods	Executive Asst To Mayor

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Outcomes	0	0	0	15	0	0	0	15	30

Narative

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. Finally, the board will participate in trainings to include ROMA each meeting to increase knowledge and understanding of the agency as a whole and improve mangament/governance.

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-6AT

Program Name 2016-2017 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 60 individuals seeking assistance with transportation for medical needs, 30 will be seniors who report maintained independence as a result of provided services as measured by a quarterly phone survey.

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	2016	2017	Total	Percent of Total
Community Services Block Grant (CSBG)	\$10,000.00	\$10,000.00	\$20,000.00	11.62%
Local Public Funding	\$38,976.00	\$38,976.00	\$77,952.00	45.28%
Private Sources	\$1,000.00	\$1,000.00	\$2,000.00	1.16%
State Programs	\$36,094.00	\$36,094.76	\$72,188.76	41.94%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$86,070.00	\$86,070.76	\$172,140.76	100%

Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$20,000.00
Area Agency on Aging District 7, Inc.	\$72,188.76
Family Recovery	\$77,952.00
Private Sources	\$2,000.00

Community Involvement

Roma Workplan

Year	Projected Amount of Community Investment	Organization
Totals		

Roma Workplan

ProgramPartners

Name	Type
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Staff Involved

Staff Member Name	Position
Krystal Davis	Outreach Staff
Amy Faulconer	Seniro Nutrition Corrd
Christi Hauke	Director Of Emergency Services
Amy Lynch	Outreach/heap
Angie Mustard	Outreach Worker
Amanda Robbins	
Tianna Sammons	Exec Asst
Allison Vickers	Outreach Worker
Angela Williams	Transportation
Brenda Woods	Executive Asst To Mayor

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Senior Citizens	3	4	4	4	4	4	4	3	30

Narative

Benefits are unlimited. 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 the participants who receive service funded by Family Recovery services have medical cards which make them categorically eligible for assistance. The program will collect demographic data and income when possible from those participants receiving Area Agency on Aging funded programming. Based on current program participants and historical participation, sufficient participants will be determined eligible for CSBG service at or below the 125% of federal poverty guidelines.

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-6AT

Program Name: 2016-2017 HCCAO Mature Services

Program Code: P55 - Senior Employment

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

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, HCCAO will host at least 3 Senior Community Service Employment Services participants (mature service workers) to increase their skills needed to transition to permanent, unsubsidized employment. All participants will report job satisfaction annually as measured by a program survey.

Workplan Contact Information

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

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
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	Projected Amount of Community Investment	Organization
Totals		

Roma Workplan

ProgramPartners

Name	Type
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Staff Involved

Staff Member Name	Position
Ada Amburgey	Family Health Director
Ruth Cutright	Exec Asst
Amy Faulconer	Seniro Nutrition Corrd
Julia Wise	Exec Director
Brenda Woods	Executive Asst To Mayor

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Senior Citizens	2	1	0	0	0	0	0	0	3

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 o enhance job experience and skills to allow them to better market themselves for permanent employment. HCCAO accepts placement of at least 4 seniors to allwo 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.

Placements are of county residents in all offices of the agency located in Hillsboro and Greenfield.

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-6AT

Program Name: 2016-2017 HCCAO Senior Companion Program

Program Code: P54 - Senior Companion

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

Date: 12/31/2017

PerformanceTarget: For program year January 1, 2016 - December 31, 2017, HCCAO will facilitate the placement of at least 2 senior companions in the home of 2 senior recipients annually to increase socialization of homebound recipients and incomes of companions. All participants will report satisfaction with the program with maintained independence 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	2016	2017	Total	Percent of Total
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	Projected Amount of Community Investment	Organization
Totals		

Roma Workplan

ProgramPartners

Name	Type
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Staff Involved

Staff Member Name	Position
Ruth Cutright	Exec Asst
Julie Wise	Executive Director

Goal Projections

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

Narative

The program is operated in Highland county and with Highland county residents only.

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. 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-6AT

Program Name: 2016-2017 HCCAO Senior Nutrition

Program Code: P56 - Senior Nutrition

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

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 150 applicants for service, 130 will be enrolled with 120 reporting increased ability to maintain independence as a result of receipt of service.

Workplan Contact Information

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

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Community Services Block Grant (CSBG)	\$96,856.00	\$96,856.00	\$193,712.00	26.23%
Non-CSBG Federal Programs	\$7,018.00	\$7,018.00	\$14,036.00	1.90%
Private Sources	\$76,188.00	\$76,182.00	\$152,370.00	20.63%
State Programs	\$186,300.00	\$186,241.28	\$372,541.28	50.45%
Value of volunteer time	\$2,900.00	\$2,900.00	\$5,800.00	0.79%
Total	\$369,262.00	\$369,197.28	\$738,459.28	100%

Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$193,712.00
Area Agency on Aging District 7, Inc.	\$372,541.28
Child and Adult Care Food Program	\$14,036.00
Customer Fees	\$24,808.00
Private Sources	\$10,000.00
Program Income	\$117,562.00

Community Involvement

Roma Workplan

Year	Projected Amount of Community Investment	Organization
Totals		

Roma Workplan

ProgramPartners

Name	Type
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Staff Involved

Staff Member Name	Position
Amy Faulconer	Seniro Nutrition Corrd
Julia Wise	Exec Director
Brenda Woods	Executive Asst To Mayor

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Senior Citizens	24	12	12	11	24	11	12	14	120

Narative

Seniors apply for assistance or walk in for congregate meals. They 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 - 22%.

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.

When funding permits and applicants are approved, they are added to the list of seniors served and entered into the OCEAN system.

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-6AT

Program Name 2016-2017 HCCAO Summer Feeding

Program Code P43 - Nutrition-before&after school meals

Framework Code ID	Framework Code Description
6.2A	Emergency Food

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, at least 125 unduplicated children per year in defined areas of need will access nutritionally balanced meals during the summer months.

Workplan Contact Information

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

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Community Services Block Grant (CSBG)	\$9,250.00	\$9,250.00	\$18,500.00	42.09%
State Programs	\$12,000.00	\$12,000.00	\$24,000.00	54.61%
Value of volunteer time	\$725.00	\$725.00	\$1,450.00	3.30%
Total	\$21,975.00	\$21,975.00	\$43,950.00	100%

Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$18,500.00
Ohio Department of Education	\$24,000.00

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
Ruth Cutright	Exec Asst
Julia Wise	Exec Director

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Receiving Food	0	0	125	0	0	0	125	0	250
Seeking Food	0	0	125	0	0	0	125	0	250

Narative

Meals will be prepared and transported to a feeding site in each area - Greenfield and Hillsboro. At the site, children will sign in and receive a meal. No adult will be served, no food can be removed from the feeding site, and various educational, health, and nutrition activities will be conducted by the adults manning the sites. Due to the restriction on serving adults, and the target of low income children, collecting more than a name on a sign in sheet is impossible and impractical. Once served, number of children and meals will be tallied and recorded. Each quarter, program staff will eliminate the duplication and report via ROMA the number of unduplicated children served and the total meals distributed. Although the program is funded in part by the Ohio Department of Education, the amount of meal reimbursement will not cover the true and full cost of program operation, so subsidy to the program for direct service will be needed from community Service Block grant funds. However, collection and entry of CSBG information is impossible/impractical and the program/agency will request a waiver in order to continue to provide this program to the children of the community.

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-6AT

Program Name 2016 Columbia Gas Fuel Fund (3/5)

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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 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: 12/31/2017

Roma Workplan

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016- 2017 HEAP

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

Roma Workplan

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2017 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2017 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2017 Summer Crisis Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
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Roma Workplan

6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources
Date:	12/31/2017
PerformanceTarget:	For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT
Program Name	2017 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:	12/31/2017
PerformanceTarget:	For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT
Program Name	2018 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:	12/31/2017
PerformanceTarget:	For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT
Program Name	2018 Percentage of Income Payment Plan Plus
Program Code	P64 - Utility/Energy Assistance

Roma Workplan

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

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2018 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 Columbia Gas Fuel Fund (3/5)

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 Home Energy Assistance Program

Program Code P14 - Emergency Services

Roma Workplan

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 Percentage of Income Payment Plan Plus

Program Code P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 Summer Crisis Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 Winter Crisis Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
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Roma Workplan

6.2N	PIPP
Date:	12/31/2017
PerformanceTarget:	For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT
Program Name	2016- 2017 HEAP
Program Code	P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date:	12/31/2017
PerformanceTarget:	For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT
Program Name	2017 Home Energy Assistance Program
Program Code	P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date:	12/31/2017
PerformanceTarget:	For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT
Program Name	2017 Percentage of Income Payment Plan Plus
Program Code	P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2N	PIPP

Roma Workplan

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2017 Summer Crisis Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2017 Winter Crisis Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2018 Home Energy Assistance Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

Roma Workplan

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2018 Percentage of Income Payment Plan Plus

Program Code P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2018 Winter Crisis Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct assistance.

Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Non-CSBG Federal Programs	\$1,417,082.00	\$1,417,082.00	\$2,834,164.00	99.82%
State Programs	\$2,536.00	\$2,536.00	\$5,072.00	0.18%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$1,419,618.00	\$1,419,618.00	\$2,839,236.00	100%

Roma Workplan

Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$2,834,164.00
Area Agency on Aging District 7, Inc.	\$5,072.00

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
Krystal Davis	Outreach Staff
Christi Hauke	Director Of Emergency Services
Amy Lynch	Outreach/heap
Angie Mustard	Outreach Worker
Amanda Robbins	
Tianna Sammons	Exec Asst
Allison Vickers	Outreach Worker
Julia Wise	Exec Director

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Receiving Assistance	730	580	430	950	950	550	280	950	5420
Receiving Fuel/Utility Payment	1864	780	880	1900	1900	1100	990	1900	11314
Seeking Assistance	750	600	450	1000	1000	600	300	1000	5700
Seeking Fuel/Utility Payment	1905	800	930	2000	2000	1200	1050	2000	11885

Narative

The program will operate within the limits of the seasonally distributed ODSA guidelines with case by case decisions made by the HEAP coordinator after consultation with a field representative from ODSA when the situation falls outside the explicit scope of the issued guidelines.

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-6AT

Program Name 2016- 2017 HCCAO Community Christmas Program

Program Code P30 - Holiday Giveaways

Framework Code ID	Framework Code Description
6.2M	Miscellaneous

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 850 applicants for Christmas assistance, 800 will receive direct assistance from the agency or a partner.

Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Private Sources	\$1,300.00	\$1,300.00	\$2,600.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$1,300.00	\$1,300.00	\$2,600.00	100%

Workplan Funding Sources

Organization Name	Amount
Private Donors	\$2,600.00

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
Bernice Corcoran	Foreclosure Counselor
Krystal Davis	Outreach Staff
Christi Hauke	Director Of Emergency Services
Amy Lynch	Outreach/heap
Angie Mustard	Outreach Worker
Amanda Robbins	
Tianna Sammons	Exec Asst
Allison Vickers	Outreach Worker

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Receiving Miscellaneous	0	0	0	400	0	0	0	400	800
Seeking Miscellaneous	0	0	0	425	0	0	0	425	850

Narative

The services are provided in Highland county with applications accepted throughout the county and processed at the main office.

Applicants provide SS numbers, full household details, income for prior 90 days, and a list of child informaiton to facilitate gift choice effectively. The applications are processed and all households below 300% FPG are generally eligible, children under age 14 are served with those over that age served only when the household contains other children less than 14 or a defined learnign disability makes provision appropriate. The applicants are placed in a database and partner agencies provide the list of those served. The children already served are noted as such. Those remaining are "adopted" out to individuals, families, businesses, agencies, and churches as requested. The remaining children are provided gifts through monetary donations and funds raised by HCCAO. All gifts are distributed through HCCAO unless a partner is providing.

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-6AT

Program Name: 2016-2017 HCCAO Emergency Services NOT including HEAP

Program Code: P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2M	Miscellaneous

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 1500 unduplicated households seeking assistance with emergency services, 800 will receive at least one benefit to stabilize the crisis. This program does not include the Home Energy Assistance 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	2016	2017	Total	Percent of Total
Community Services Block Grant (CSBG)	\$8,028.00	\$8,026.00	\$16,054.00	41.85%
Non-CSBG Federal Programs	\$8,164.00	\$8,163.64	\$16,327.64	42.57%
Private Sources	\$2,988.00	\$2,988.00	\$5,976.00	15.58%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$19,180.00	\$19,177.64	\$38,357.64	100%

Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$16,054.00
Emergency Food and Shelter Programs (FEMA)	\$16,327.64
Salvation Army	\$5,976.00

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
Krystal Davis	Outreach Staff
Christi Hauke	Director Of Emergency Services
Amy Lynch	Outreach/heap
Angie Mustard	Outreach Worker
Tianna Sammons	Exec Asst
Allison Vickers	Outreach Worker

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Receiving Miscellaneous	121	120	146	197	120	121	122	197	1144
Seeking Miscellaneous	206	196	151	183	175	201	181	207	1500

Narative

Services are provided M-F 8-5 each day the agency is open year round. Only residents of Highland County are eligible for continued services; however, when a non-county resident seeks assistance with food, that household will be served one time only and provided a list of resources in his or her resident county.

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.) Benefits include the following, please note these may change as funding id increased, added as new, or decreased as needed: emergency food assistance provides enough food for 3 meals for 3 days for each household member based on package serving sizes; emergency utility assistance one time per 12 months of up to \$50 to ensure service for at least 30 days; linkage to prescription assistance programs and/or assistance in purchasing needed non-narcotic medications one time per 12 months up \$50 for a full 30 day supply; minor needs for work purposes one time in a 12 month period of up to \$50 for a documented need; emergency rent or mortgage assistance of up to \$130 one time per 12 months to ensure residence for 30 days; school supplies one time per year of up to \$20; others as defined through community needs and funds availability.

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-6AT

Program Name 2016 Columbia Gas Fuel Fund (3/5)

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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 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: 12/31/2017

Roma Workplan

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016- 2017 HEAP

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

Roma Workplan

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2017 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2017 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2017 Summer Crisis Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
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Roma Workplan

6.2B	Emergency Fuel or Utility Payments Funded by LIHEAP or Other Public and Private Funding Sources
Date:	12/31/2017
PerformanceTarget:	For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT
Program Name	2017 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:	12/31/2017
PerformanceTarget:	For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT
Program Name	2018 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:	12/31/2017
PerformanceTarget:	For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT
Program Name	2018 Percentage of Income Payment Plan Plus
Program Code	P64 - Utility/Energy Assistance

Roma Workplan

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

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2018 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 Columbia Gas Fuel Fund (3/5)

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 Home Energy Assistance Program

Program Code P14 - Emergency Services

Roma Workplan

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 Percentage of Income Payment Plan Plus

Program Code P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 Summer Crisis Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2016 Winter Crisis Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
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Roma Workplan

6.2N	PIPP
Date:	12/31/2017
PerformanceTarget:	For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT
Program Name	2016- 2017 HEAP
Program Code	P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date:	12/31/2017
PerformanceTarget:	For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT
Program Name	2017 Home Energy Assistance Program
Program Code	P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date:	12/31/2017
PerformanceTarget:	For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT
Program Name	2017 Percentage of Income Payment Plan Plus
Program Code	P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2N	PIPP

Roma Workplan

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2017 Summer Crisis Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2017 Winter Crisis Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2018 Home Energy Assistance Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

Roma Workplan

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2018 Percentage of Income Payment Plan Plus

Program Code P64 - Utility/Energy Assistance

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct 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-6AT

Program Name 2018 Winter Crisis Program

Program Code P14 - Emergency Services

Framework Code ID	Framework Code Description
6.2N	PIPP

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 8,000 unduplicated applicants for energy assistance, 6,000 will receive direct assistance.

Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Non-CSBG Federal Programs	\$1,417,082.00	\$1,417,082.00	\$2,834,164.00	99.82%
State Programs	\$2,536.00	\$2,536.00	\$5,072.00	0.18%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$1,419,618.00	\$1,419,618.00	\$2,839,236.00	100%

Roma Workplan

Workplan Funding Sources

Organization Name	Amount
1 Office of Community Assistance	\$2,834,164.00
Area Agency on Aging District 7, Inc.	\$5,072.00

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
Krystal Davis	Outreach Staff
Christi Hauke	Director Of Emergency Services
Amy Lynch	Outreach/heap
Angie Mustard	Outreach Worker
Amanda Robbins	
Tianna Sammons	Exec Asst
Allison Vickers	Outreach Worker
Julia Wise	Exec Director

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Receiving Assistance	730	580	430	950	950	550	280	950	5420
Receiving Fuel/Utility Payment	1864	780	880	1900	1900	1100	990	1900	11314
Seeking Assistance	750	600	450	1000	1000	600	300	1000	5700
Seeking Fuel/Utility Payment	1905	800	930	2000	2000	1200	1050	2000	11885

Narative

The program will operate within the limits of the seasonally distributed ODSA guidelines with case by case decisions made by the HEAP coordinator after consultation with a field representative from ODSA when the situation falls outside the explicit scope of the issued guidelines.

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-6AT

Program Name: 2016-2017 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: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 500 recipients of WIC services for mothers, 75 will report breast feeding as the main source of nutrition for their children at 6 months post partum.

Workplan Contact Information

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

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Community Services Block Grant (CSBG)	\$0.00	\$0.00	\$0.00	0.00%
State Programs	\$442,556.00	\$442,559.00	\$885,115.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$442,556.00	\$442,559.00	\$885,115.00	100%

Workplan Funding Sources

Organization Name	Amount
Ohio Dept of Health	\$885,115.00

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
Ada Amburgey	Family Health Director
Lois Garvie	Wic Clerk
Staci Knope	Bph/wic Clerk
Yolanda Rickman	Ma Support Clerk
Julia Wise	Exec Director

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Achieved	10	10	10	10	12	10	8	5	75
Enrolled	63	62	63	62	63	62	63	62	500

Narative

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-6AT

Program Name 2016 - 2017 HCCAO Early Head Start

Program Code P24 - HeadStart

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

Date: 12/31/2017

PerformanceTarget: For program years January 1,2016 - December 31, 2017, of the 195 applicants for Early Head Start Programming, 144 will be enrolled in the program with 96 maintaining enrollment and/or attendance at 85% over from date of enrollment to exit from the program.

Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Non-CSBG Federal Programs	\$767,796.00	\$767,796.00	\$1,535,592.00	97.73%
State Programs	\$12,000.00	\$12,000.00	\$24,000.00	1.53%
Value of volunteer time	\$5,800.00	\$5,800.00	\$11,600.00	0.74%
Total	\$785,596.00	\$785,596.00	\$1,571,192.00	100%

Workplan Funding Sources

Organization Name	Amount
Federal Head Start	\$1,535,592.00
Ohio Department of Education	\$24,000.00

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
Gina Esposito	Ehs Records + Recruitment Mgr
Jeanette Mottie	Ehs F+c Manager
Connie Reno	Family And Community Manager
Valerie Williams	Hs/ehs Director
Julia Wise	Exec Director

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Achieved	12	12	12	12	12	12	12	12	96
Enrolled	18	18	18	18	18	18	18	18	144

Narative

Services are provided to families, children, and pregnant women in home based or classroom based settings. Home visitors/teachers work with the participants to educate, increase social and emotional development, and health outcomes. Participants are measured at enrollment and every 3 months to evaluate needs and achievements in these areas. Attendance in class in completion of home visits is key to program success.

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-6AT

Program Name: 2016-2017 HCCAO Federal Head Start Program

Program Code: P24 - HeadStart

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

Date: 12/31/2017

PerformanceTarget: For Program years Jan 1, 2016 - December 31, 2017, of the 322 children enrolled in Head start Programming, 230 will maintain enrollment/attendance at 85% from time of enrollment to program exit.

Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
Non-CSBG Federal Programs	\$1,656,876.00	\$1,656,876.00	\$3,313,752.00	97.25%
State Programs	\$40,000.00	\$40,000.00	\$80,000.00	2.35%
Value of volunteer time	\$6,923.75	\$6,923.75	\$13,847.50	0.41%
Total	\$1,703,799.75	\$1,703,799.75	\$3,407,599.50	100%

Workplan Funding Sources

Organization Name	Amount
Child and Adult Care Food Program	\$190,000.00
Federal Head Start	\$3,123,752.00
Ohio Department of Education	\$80,000.00

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
Gina Esposito	Ehs Records + Recruitment Mgr
Jeanette Mottie	Ehs F+c Manager
Connie Reno	Family And Community Manager
Valerie Williams	Hs/ehs Director
Julia Wise	Exec Director
Brenda Woods	Executive Asst To Mayor

Goal Projections

Measure	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
Achieved	28	68	0	28	68	20	0	18	230
Enrolled	6	6	143	6	6	6	143	6	322

Narative

The program provides classroom and family support to children ages 3-5 who qualify. Teachers, family service workers, and administrative staff provide in class structure and learning to children, referrals and supportive services to families including transportation, to support the low income families' journey from poverty to self sufficiency.

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-6AT

Program Name: 2016-2017 OWF Case Management

Program Code: P7 - Case Management

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

Date: 12/31/2017

PerformanceTarget: For program years January 1, 2016 - December 31, 2017, of the 24 participants in the program, at least 12 will report increased work participation by 10 hours in a quarter.

Workplan Contact Information

Contact Name	Phone	E-Mail
Ocean Admin		

Workplan Funding Source Types

Funding Sources	2016	2017	Total	Percent of Total
State Programs	\$64,189.00	\$64,189.00	\$128,378.00	100.00%
Value of volunteer time	\$0.00	\$0.00	\$0.00	0.00%
Total	\$64,189.00	\$64,189.00	\$128,378.00	100%

Workplan Funding Sources

Organization Name	Amount
Ohio Department of Jobs and Family Services	\$128,378.00

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	2	1	2	1	2	1	2	1	12
Enrolled	3	3	3	3	3	3	3	3	24

Narative

The case manager will provide intensive strengths-based case management to participants in various settings to remove barriers to work participation as well as support transitions from OWF as the sole source of household income whenever feasible. Ideally participants will overcome multiple barriers to long-term self-sufficiency.

Teh program is offered year round.

The recipients are highland county residents who are placed in highland county positions. Home visits, office visits, and work-site visits are scheduled with the client to increase performance and manage buy-in by employment hosts.

R & L Meeting Notes

Quarter	Meeting Notes	Contact Name
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