

**North Carolina  
Department of Commerce  
Community Development**

Beverly Eaves Perdue, Governor

J. Keith Crisco, Secretary  
Henry C. McKoy, Assistant Secretary

February 6, 2012

The Honorable Sharon P. Spencer, Chairperson  
Hyde County Board of Commissioners  
Post Office Box 188  
Swan Quarter, North Carolina 27885-0188

Dear Chairperson Spencer:

It is my pleasure to notify you officially that Hyde County has been awarded a \$50,000 Community Development Block Grant (CDBG) for NC Tomorrow funds for planning and administration. We are happy to support your efforts to improve the conditions of very low-income households in your community.

The Community Investment and Assistance (CI), which administers the CDBG program, will contact you about certain grant conditions that must be met before funds may be obligated. We look forward to working with you and other officials.

If you have any questions regarding this grant, please contact Vickie L. Miller, Director, Community Investment and Assistance, at (919) 571-4900.

Sincerely,

A handwritten signature in black ink, appearing to read "H. C. McKoy".

Henry C. McKoy

Cc: J. Keith Crisco  
Dale Carroll

OFFICE of  
ECONOMIC OPPORTUNITY

Community Services Block Grant [CSBG]  
Documentation of Submission to County Commissioners

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: Hyde County Government  
County: Hyde County, NC  
Date of Application Submission: \_\_\_\_\_

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due OEO February 15, 2012.]

Clerk to the Board should initial all items below.

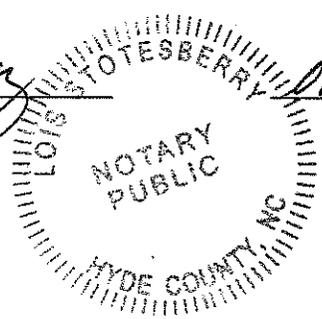
- The agency submitted a complete grant application for Commissioner review.
- The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.
- Commissioners' comments provided those to the agency. (If applicable)

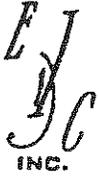
Marnie Smith  
Clerk to the Board

2-21-12  
Date

Lisa Stilesberry  
Witness/Notary

02-21-2012  
Date





**ECONOMIC IMPROVEMENT COUNCIL, INC.**  
**ADMINISTRATIVE OFFICE**  
712 VIRGINIA ROAD  
P.O. BOX 549  
EDENTON, NORTH CAROLINA 27932  
PHONE (252) 482-4458

RECEIVED JAN 18 2012

ROGER McCOBB  
CHM. BD. DIRECTORS

DORIS JAMES  
EXECUTIVE DIRECTOR

January 13, 2012

Mrs. Mazie Swindell-Smith, Clerk  
Hyde Board of Commissioners  
30 Oyster Creek Road  
Swanquarter, North Carolina 27885

Dear Ms. Smith:

Per our telephone conversation on Tuesday, January 10, 2012, regarding our agency's 2012-2013 Community Services Block Grant Application for funding, I have enclosed a copy for you to share with the Board of County Commissioners.

When you receive the Grant Application, please complete and notarize the Documentation of Submission Form and return to me. This form is to be submitted with our Grant Application no later than February 15, 2012.

Should you need to contact me, please call 252-482-4458 Ext. 113.

Again, I thank you kindly for your assistance.

Sincerely,

Janie M. White  
CSBG Director

Enclosure: (1) Grant Application

**"AN EQUAL OPPORTUNITY EMPLOYER"**

CAMDEN: 338-7720	CHOWAN: 482-4458	CURRITUCK: 232-2882	DARE: 473-3149	GATES: 357-0555	HYDE: 926-4651	PASQUOTANK: 335-5493	PERQUIMANS: 426-7868	TYRRELL: 796-3711	WASHINGTON: 793-3142
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# North Carolina Department of Health and Human



## Community Services Block Grant Program

**Fiscal Year 2012-13 Application for Funding  
Project Period July 1, 2012 – June 30, 2013  
Application Due Date: February 15, 2012**

Applicant Information	
Agency:	Economic Improvement Council, Inc.
Federal I.D.	560857026
DUNS Number:	081423030
Administrative Office Address:	712 Virginia Road Edenton, North Carolina 27932
Mailing Address:	Post Office Box 549 Edenton, North Carolina 27932
Telephone Number:	252-482-4458
Board Chairperson:	Roger E. McCobb
Board Chairperson's Address: (where communications should be sent)	10212 US Highway 64 East Roper, North Carolina 27970
Board Chairperson's Term of Office:	1
Executive Director:	Doris James
Executive Director Email Address:	djames@eicinc.org
Agency Fiscal Officer:	Pattie Smith
Fiscal Officer Email Address:	psmith@eicinc.org
CSBG Program Director:	Janie White
CSBG Program Director Email Address:	jwhite@eicinc.org

North Carolina Department of Health and Human Services  
Office of Economic Opportunity  
Verna P. Best, Director  
2013 Mail Service Center  
Raleigh, North Carolina 27699-2013  
[verna.best@dhhs.nc.gov](mailto:verna.best@dhhs.nc.gov)  
<http://www.ncdhhs.gov/oeo/>

**Community Services Block Grant Program  
Fiscal Year 2012-13 Application for Funding  
Certification and Assurances**

**Public Hearing on the Initial Plan**

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on January 18-24, 2011 for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
January 18, 2011	Chowan	January 18, 2011	Tyrrell
January 19, 2011	Camden	January 19, 2011	Dare
January 20, 2011	Currituck	January 20, 2011	Pasquotank
January 21, 2011	Hyde	January 21, 2011	Washington
January 24, 2011	Gates	January 24, 2011	Perquimans

**County Commissioners' Review**

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on January 13, 2012 as required by 10A NCAC 97C .0111(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
January 13, 2012	Camden	January 13, 2012	Hyde
January 13, 2012	Chowan	January 13, 2012	Pasquotank
January 13, 2012	Currituck	January 13, 2012	Perquimans
January 13, 2012	Dare	January 13, 2012	Tyrrell
January 13, 2012	Gates	January 13, 2012	Washington

**Board of Directors Approval of the Application**

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: \_\_\_\_\_

Board Chairperson: \_\_\_\_\_  
(Signature) (Date)

Finance Committee Chairperson: \_\_\_\_\_  
(Signature) (Date)

**Board of Directors' Membership Roster**

Total Seats Per Agency Bylaws		15		Total Current Vacant Seats		1	
Total Number of Seats Reserved for Each Sector	Poor	5	Public	5	Private	5	
Total Number of Vacant Seats Per Each Sector	Poor	0	Public	1	Private	0	

Name	County of Residence	Address	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
<b>Representatives of the Poor</b>						
1. Jacklyn Billups	Pasquotank	728-A Oak Stumpy Road Elizabeth City, NC 27909	Pasquotank Comm.	01/2010	0	01/2015
2. Albert Butts	Pasquotank	800 W. Colonial Avenue Elizabeth City, NC 27909	H.S. Policy Council	11/2009	0	11/2012
3. Fannie Spivey	Gates	178 Hannelis Church Road Gatesville, NC 27938	Gates Community	02/2009	0	02/2012
4. Ray Blount	Tyrrell	103 Scotville Road Columbia, NC 27925	Tyrrell Community	11/2009	1	11/2014
5. Fred Harvey	Gates	085 Sarem Road Gates, NC 27937	Corapeake Comm.	02/2010	0	02/2013
6.						
<b>Public Elected Officials</b>						
1. Lenora Spence	Pasquotank	797 Trinkaloe Road Elizabeth City, NC 27909	Co. Commissioners	05/1998	2	02/2014
2. Virgie Whitehurst	Perquimans	144 Louis Spivey Road Belvidere, NC 27919	Co. Commissioners	10/1999	2	08/2011
3. Abrom Saunders	Gates	577 NC 32 North Sunbury, NC 27979	Co. Commissioners	09/1986	4	09/2011
4. Linwood Lewis	Chowan	403 Coke Avenue Edenton, NC 27932	Co. Commissioners	06/2011	0	06/2016
5.						
6.						
<b>Representatives of Private Organizations</b>						
1. Oliver Jones	Pasquotank	403 Coke Avenue Edenton, NC 27932	Chowan Co. Council	10/2007	1	10/2012
2. Roger McCobb	Washington	10212 US Highway 64 East Roper, NC 27970	Wash Co. Council	07/2006	1	05/2014
3. Willie Shaw	Hyde	195 Lake Swamp Road Enghelard, NC 27824	Hyde Co. Council	11/2008	0	11/2014
4. Allan Daniels	Washington	303 Buncombe Street Roper, NC 27970	Roper Co. Council	05/2009	0	05/2014
5. Diann Blount	Washington	832 Jones White Road Roper, NC 27970	Creswell Council	04/2011	0	04/2016
6.						

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincide with the directives outlined in the agency's bylaws. A current Board of Directors Member Profile is on file for each member.

Board of Directors Chairperson

### Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
<b>Officers of the Board</b>			
Roger E. McCobb	Board Chairman	Private	Washington
Virgie Whitehurst	Vice Chairman	Public	Perquimans
Fannie Spivey	Treasurer	Poor	Gates
Jacklyn Billups	Secretary	Poor	Pasquotank
<b>Committee Name: Executive Committee:</b>			
*Roger McCobb	Chairman	Private	Washington
Linwood Lewis		Public	Chowan
Abrom Saunders		Public	Gates
Albert Butts		Poor	Pasquotank
Fannie Spivey		Poor	Gates
<b>Committee Name: Research Committee</b>			
*Oliver Jones	Chairman	Private	Pasquotank
Allan Daniels		Private	Roper
Virgie Whitehurst		Public	Perquimans
Ray Blount		Poor	Tyrrell
Fred Harvey		Poor	Gates
<b>Committee Name: Research &amp; Advisory Committee</b>			
*Fannie Spivey	Chairman	Poor	Gates
Jacklyn Billups		Poor	Pasquotank
Willie Shaw		Private	Hyde
Oliver Jones		Private	Pasquotank
Lenora Spence		Public	Pasquotank
<b>Committee Name: Public Information &amp; Education</b>			
*Jacklyn Billups		Poor	Pasquotank
Albert Butts		Poor	Pasquotank
Virgie Whitehurst		Public	Perquimans
Lenora Spence		Public	Pasquotank
Willie Shaw		Private	Hyde
Diann Blount		Private	Washington
<b>Committee Name: Finance Committee</b>			
Roger McCobb		Private	Washington
Virgie Whitehurst		Public	Perquimans
<b>Committee Name:</b>			

\*To be completed by agencies serving multiple counties.

**Community Services Block Grant Program  
Fiscal Year 2012-13 Application for Funding  
Planning Process Narrative**

ROMA Goals 1, 3 and 5 Low income People Become More Self-Sufficient; Low income People Own a Stake in their Community; Agencies increase their capacity to achieve results	DHHS Excels-Goal 2 Expand understanding and use of information to enhance the health and safety of North Carolinians
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1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.

(See Attachment)

- a. The Poor:
- b. The Staff:
- c. The Board:

ROMA Goal 5 Agencies increase their capacity to achieve results	DHHS Excels-Goals 1 and 2 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Expand understanding and use of information to enhance the health and safety of North Carolinians
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2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.

(See Attachment)

ROMA Goal 1, 2, 3 and 6 Low income People Become More Self-Sufficient; The conditions in which low income people live are improved; Low-income people own a stake in their community; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems	DHHS Excels- Goal 4 Provide services to individuals and families identified as being at risk of compromised health and safety.
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3. Describe activities that your agency has undertaken or plans to advocate for and empower low-income individuals and families to achieve a greater sense of authority over their own lives and future.

(See Attachment)

ROMA Goals 1, 2 4, 5 and 6 Low income People Become More Self-Sufficient; The conditions in which low income people live are improved; Agencies increase their capacity to achieve results; Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and support systems	DHHS Excels-Goals 1 and 2 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Expand understanding and use of information to enhance the health and safety of North Carolinians
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(See Attachment)

4. Describe how your agency plans to make more effective use of, and to coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

## Planning Process Narrative

### Attachment

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.
  - a. The Poor: The poor participated in communities and their local County Commissioners meetings to determine their priorities, needs and resources that was available. The result of the meeting indicated that the Self-Sufficiency Project should be the highest priority for the Community Services Block Grant funding.
  - b. The Staff: The Community Services Block Grant staff acted as resource providers and facilitators during the planning process. The staff did not influence the low-income families. They offered suggestions and provided technical assistance as requested by the target community and residents.
  - c. The Board: The Economic Improvement Council Board approved the Anti-Poverty planning process as presented by the Community Services Block Grant Director.
2. Describe your agency method and criteria for identifying poverty causes and list the identifying poverty causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes.

(a) The agency's method of identifying poverty causes is through the Census Statistics, County(s) Assessments and the Poor Sectors Representation on the EIC Board. The HHS Poverty Guidelines are used to determine the criteria for enrolling families into the Family Self-Sufficiency Program.

Identifying poverty causes vary among different groups and family conditions. The following is a list of poverty causes in our Albemarle Area:

- Lack of education
- Lack of industrial development
- High incidence of single family households
- Lack of job training and adequate skill development
- Lack of adequate public and private transportation
- High incidence of job lay off
- Health and mental conditions
- Lack of cost of living increases

(b) The methods and criteria used to determined priorities and strategies is through an application process which will include; income, employment skills, education, health and resource availability.

3. Describe activities that your agency has undertaken or plans to advocate for and empower low-income individuals and families to achieve a greater sense of authority over their own lives and future.

The activities that our agency has undertaken to advocate and empower low-income individuals to achieve a greater sense of authority over their lives is through the implementation of the Limited Opportunities To Family Self-Sufficiency Project. Families enrollment along with positive guidance give individuals and families the opportunity to make lifelong decisions in determining their own lives and future. In addition, allowing families and individuals to set their own goals, making referrals, identifying their strengths and weaknesses, offering supportive services when needed and encouraging families of ways to handle their future challenges.

Attachment

**Planning Process Narrative (continued)**

3. EIC will improve the quality of life of low-income individuals and families by mobilizing the necessary resources; public, private, financial and human, to support the efficient operation of a range of programs and services to low-income families to become self-sufficient.
4. Describe how your agency plans to make more effective use of, and to coordinate and form partnerships with other organizations and programs including: State Welfare Reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

The Economic Improvement Council plans to maintain a relationship with organizations serving low-income families/individuals. The agency's Board of Directors solicits representation from the community organizations including religious and charitable groups to comprise the private sectors of the Board.

Case Managers will work with local churches, schools, teachers, health care, public housing organizations, community based organizations and job training for welfare recipients to help move towards self-sufficiency:

- State Welfare Form – Continue a rapport with Social Services
  - Public and Private Resources – Attend meetings, send/receive referrals and follow ups.
  - Religious Organizations - Send notifications to churches and organizations on our agency's activities, etc.
  - Charitable Groups – Volunteer our services when needed.
  - Community Organizations – Attend meetings and build a rapport and maintain seats on various community boards.
5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

The agency has a satellite office in each of the ten counties. These offices are primarily "one stop" centers and provide information and services on all EIC and other programs. In the rural areas of the region, these offices are shared by other agencies and programs to help in the service gaps.

Our agency will work closely with the Workforce Development Board and the Job Link Centers. Services that will be provided through the satellite offices would include, eligibility requirements, intake procedures, referrals and follow-ups consultations. The mutual relationships between agencies help prevent duplication of services. It will provide the incentive for other public and private agencies to use EIC offices for their information and referral activities.

6. Provide a description of how your agency will support innovative community and neighborhood Based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

**Planning Process Narrative**  
Attachment (continued)

6.

The mission and philosophy of the Economic Improvement Council is hinged upon assisting families to become self-sufficient. The Self-Sufficiency Program as proposed is designed to support innovative community and neighborhood initiatives geared to remove barriers to self-sufficiency.

The Community Services Block Grant Staff will support innovative community and neighborhood based initiatives by providing transportation, promotional advertisement, being in attendance, serving as a volunteer and encouraging community support.

7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

By promoting community food drives, the agency's collaboration with food banks, churches and other organizations such as, the Department of Social Services, local Head Start Food and Nutrition Program and the Cooperative Extension Programs are used to counteract conditions of starvation and malnutrition among low-income individuals. Agency staff and board members currently occupy seats on other agency boards that provides nutritional assistance to low-income individuals.

8. Describe how your agency will coordinate the provision of employment and training activities with entities activities through statewide and local workforce investment system under the Workforce Investment Act of 1998.

The agency will coordinate the provision of employment and training activities through the job screening process. The agency will collaborate with other state/local employment agencies such as; Employment Security, Skills, Inc., Temp Agencies, Regional Job Fairs, Job Corps, Colleges, Universities, and other businesses to provide referrals for employment and training activities.

Clients information will be jointly shared with the understanding of confidential restraints and other program limitations. All agencies will promote the development and implementation to a more unified system of measuring accountability and performances under the Workforce Investment Act.

9. Describe how your agency will ensure coordination with the emergency Energy Crisis Intervention Program under the XXVI (relating to low-income home energy assistance).

The Economic Improvement Council has developed a rapport with the counties Department of Social Services. Space is presently being utilized at our agency for individuals and families in need of Emergency Crisis Intervention Assistance. Through consistent coordination with the County Department of Social Services information will be disseminated to other departments.

10. Describe the needs of low-income youth and your agency's effort to promote increased community coordination and collaboration in meeting the needs of low-income youth.

The involvement of youth age is an integral part of the fabric of EIC and the CSBG Programs. The EIC plans and coordinates activities regularly with other programs and agencies such as the National Youth Sports Program, local schools, Colleges and Universities. The needs of our youth are varied and generally reflects the needs of the greater community. Several needs have been identified and are listed below:

**Community Services Block Grant Program  
Fiscal Year 2012-13 Application for Funding  
Planning Process Narrative (continued)**

5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

(See Attachment)

<p>ROMA Goal 2, 4 and 6 Low income People Become More Self-Sufficient; Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p>	<p>DHHS Excels-Goals 1 and 3 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Offer outreach and services to individuals and families identified as being at risk of compromised health and safety.</p>
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6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

(See Attachment)

<p>ROMA Goal 5 and 6 Agencies increase their capacity to achieve results; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p>	<p>DHHS Excels-Goals 1 and 5 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Provide services and protection to individuals and families experiencing serious health and safety needs who are not, at least temporarily, able to assist themselves.</p>
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7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

(See Attachment)

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

(See Attachment)

<p>ROMA Goal 4 and 6 Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems</p>	<p>DHHS Excels-Goal 5 Provide services and protection to individuals and families experiencing serious health and safety needs who are not, at least temporarily, able to assist themselves.</p>
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9. **Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance). (See Attachment)**

**Community Services Block Grant Program  
Fiscal Year 2012-13 Application for Funding  
Planning Process Narrative (continued)**

ROMA Goals 4 and 5 Partnerships among supporters and providers of services to low-income people are achieved; Agencies increase their capacity to achieve results	DHHS Excels-Goals 1 and 2 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Expand understanding and use of information to enhance the health and safety of North Carolinians
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10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

(See Attachment)

ROMA Goals 1 and 5 Low-income People Become More Self-Sufficient; Agencies increase their capacity to achieve results	DHHS Excels-Goal 1 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians.
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11. Describe activities that your agency has undertaken or plans to undertake to establish a pool of unrestricted funds to further the agency's mission and reduce dependency on government funding.

- a. Funds to support services for low-income persons
- b. Funds to support the overall agency

(See Attachment)

ROMA Goal 2, 4 and 6 Low income People Become More Self-Sufficient; Partnerships among supporters and providers of services to low-income people are achieved; Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems	DHHS Excels-Goals 1 and 3 Manage resources that provide an elevated level of effective and efficient delivery of services and programs to North Carolinians; Offer outreach and services to individuals and families identified as being at risk of compromised health and safety.
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12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

(See Attachment)

13. Does your agency calculate return on investment for your CSBG program? If so, please explain and give the calculation. N/A

## Planning Process Narrative

Attachment (continued)

10.

- Transient Families
- Family Isolation
- Lack of Recreational Facilities
- School Dropout Rate
- Child Abuse and Neglect
- High Delinquency Rate

The Economic Improvement Council involves a multitude of public and private resources to combat the needs for youth.

- Public Schools
- Department of Social Services
- Albemarle Rehabilitation Center
- Albemarle Speech and Hearing
- Private Physicians
- Partnership for Children Centers
- Partnership for Children (Smart Start)

To improve coordination in meeting the above needs, the Council provides expertise and guidance in the development of youth programs and setting of priorities for youth involvement.

11. Describe activities that your agency has undertaken or plans to undertake to establish a pool of unrestricted funds to further the agency mission and reduce dependency on government funding.

- a. Funds to support services for low-income persons – The agency has been able to acquire eleven apartment buildings and two rental homes to help create unrestricted funds. The agency has applied for and received “NC Pre “K” funds.
- b. Funds to support the overall agency – To reduce dependency on the government, the agency has been able to purchase and renovate major office buildings instead of continuing to rent office space.

12. Describe your agency’s method for informing parents in single-parent families that participates in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office(s).

The method used to inform custodial parents in single-parent families of availability of child support is done during the initial contact assessment. During that process, the Case Managers are made aware of whether they receive child support services or not. If a custodial parent participating in the CSBG Program is not receiving child support the question is asked if they are interesting in applying for the support benefits.

**Community Services Block Grant Program  
Fiscal Year 2012-13 Application for Funding  
Form 210**

**Agency Strategy for Eliminating Poverty**

**Planning Period:** July 1, 2011 to June 30, 2014

**Section I: Identification of the Problem (use additional sheets if necessary)**

1. Give the Poverty Cause name, rank the poverty cause(s) and identify which one(s) the agency will address. (See Attachment)
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data. Explain why the problem exists. Identify the segment of the population and give the number of people experiencing the problem. Explain how the persons are adversely affected.

(See Attachment)

**Section II: Resource Analysis (use additional sheets if necessary)**

3. Resources Available:
  - a. Agency Resources: (See Attachment)
  - b. Community Resources: (See Attachment)
4. Resources Needed:
  - c. Agency Resources: (See Attachment)
  - d. Community Resources: (See Attachment)

**Section III: Goal and Strategy**

5. Long-Range Goal: To ensure that 270 low-income families are enrolled in the Family Self-Sufficiency Program with 25 families moving above the poverty guidelines by June 30, 2014.
6. Strategies for Achieving Long-Range Goal:
  - \*Recruit 90 qualified families into the Self-Sufficiency Program by June 30, 2013.
  - Recruit qualified families for available housing assistance.
  - Establish a tutorial and enrichment project for unemployed individuals.

## Agency Strategy for Eliminating Poverty

### Form 210

Planning Period: July 1, 2011 to June 30, 2014

#### Section I. Identification of the Problem

1. Give the Poverty Cause name, rank the poverty causes(s) and identify which one(s) the agency will address.

The Poverty Cause Name: Limited Opportunities To Family Self-Sufficiency

The Economic Improvement Council ranks Employment as the #1 Priority and Housing as #2.

Employment Priority I:

Poverty in the Albemarle Area average above 20%. A major problem of poverty within the Albemarle Area is that two thirds of all poor people in the area have at least one family member working full time. Most recent surveys in the region support the fact that poverty remains high due to the high incidence of unemployment, low wage rate, and female heads of households. The following chart gives a breakdown of the labor in the Albemarle Area.

#### 2010 Labor Force Estimates

<u>County</u>	<u>Labor Force</u>	<u>Employment</u>	<u>Unemployment</u>	<u>Unemployment Rate</u>
Camden	4,408	4,123	285	7.3
Chowan	6,404	5,804	600	10.5
Currituck	12,438	11,826	612	7.2
Dare	20,702	19,141	1,561	11.6
Gates	4,848	4,520	328	6.9
Hyde	3,034	2,854	180	5.9
Pasquotank	17,606	16,051	1,555	10.1
Perquimans	5,164	4,742	422	10.2
Tyrrell	2,193	2,006	187	9.5
Washington	6,724	6,050	674	12.1

The lack of job opportunities in the Region is one of the major causes of the high unemployment rate. Out of area commuting particularly to the Tidewater Virginia continues to be a high priority for area workers.

Agency Strategy for Eliminating Poverty

Form 210 (Continued)

Housing Priority II:

**Substandard Housing:**

<u>County</u>	<u>Occupied Units</u>	<u>Overcrowded Units</u>	<u>Incomplete Plumbing</u>
Camden	2,973	44	21
Chowan	6,443	162	67
Currituck	10,687	137	33
Dare	26,671	218	27
Gates	4,389	138	72
Hyde	3,302	40	24
Pasquotank	14,289	302	219
Perquimans	6,043	130	51
Tyrrell	2,032	63	34
Washington	6,174	105	63

2. Describe the poverty causes(s) in detail in the community with appropriate statistical data. Explain why the problem exists. Identify the segment of the population and give the number of people experiencing the problem. Explain how the persons are adversely affected.

(1). Lack of Economic Resources: The Albemarle Region is the poorest region in the State of North Carolina. Over 80% of the economy is based upon agriculture or farm related resources. The economy is driven by large mechanized farms that employ very few workers. Workers that are able to be employed are usually under-employed and seasonal workers.

(2) Limited Economic Development: The region is slow to develop factories or other employment opportunities to support over 8,700 low-income families with over 25,000 low-income individuals. A large majority of this population is considered as the working poor, under-employed or not working in the work force.

(3) Limited Job Opportunities: Considering the two above statements: adequate job opportunities continue to plague the region. The Albemarle Region consists of only 10% urban population. much of this population is centered around Pasquotank and Dare Counties. Approximately 40% of this population travels out of the region to Tidewater Virginia for work in the tourist industry.

## Agency Strategy for Eliminating Poverty

Form 210 (continued)

Identify the segment of the population and the number of person experiencing the problem:

The Albemarle Region is composed approximately 150,000 citizens within the ten predominately rural counties. The vast region and sparse population coupled with limited economic development causes the poor and near poor to be more severely impacted by the problem.

County	Population	Poverty Households
Camden	6885	267
Chowan	14190	981
Currituck	18190	736
Dare	29960	1018
Gates	10516	663
Hyde	5816	337
Pasquotank	34897	2373
Perquimans	11368	825
Tyrrell	4149	358
Washington	<u>13723</u>	<u>1173</u>
	150,047	8731

Explain how the persons are adversely affected.

Persons residing in poverty conditions reside without a decent living wage which cause them to have to live in conditions without adequate housing, education, health insurance, day care and other basic necessities afforded the non poor.

Section II:

### 3. Resources Available

The Economic Improvement Council, Inc.- Section 8 Housing project currently operating in the ten county regions with slots at a funding level annual \$6,277,528.

Farmers Home Administration is currently operating in the ten counties with an adequate number of units available under the 502 Home Ownership Program, 504 Loan Program and the New Construction Program. The FmHA responsibilities entail packaging loan application to those clients requesting assistance. The presently funding level is two million annually.

Four local housing authorities serves the municipalities of Elizabeth City, Hertford, Plymouth and Edenton. These authorities have subsidize housing available for 1055 low-income families. With an operating budget in excess of 89,532, slow turnovers in participating will make an estimated 90 units available for rent.

The Community Development Block Grant program throughout the Region has a total of 69 substandard housing units that will be rehabilitated and available for occupancy during the program year.

Private Realtors, Contractors, Builders, Business and Corporation within Region "R" construct new housing facility for purchase. Some 72 new housing units are available.

NC Employment Security Commission provides job information, employment and training for persons seeking jobs. The Office of Personnel Management provides job development services.

## Agency Strategy for Eliminating Poverty

Form 210 (continued)

a. Agency Resources:

The Economic Improvement Council is a Community Action Agency that provides services and opportunities for the poor of our area. Programs administered include: Head Start, Section 8 Housing, Weatherization, CSBG and Crisis Intervention Program.

b. Community Resources:

The Albemarle Region” provides local governance, employment services, emergency services, infrastructure requirements and other social services.

4. Resources Needed:

An additional 40,000 standard housing units are needed for low-income households.

New industries in the area to provide more jobs minimum skill labor.

More Employment Security Commission Offices located in the area for ready access on available job information.

The cost involved to eradicate the poverty cause of housing is  $\$4,132 \times \text{an average cost} \times 9,200 = \$38,014,400$ .

The cost involved to eradicate the poverty cause of employment is  $\$4,132 \times 90 = \$371,880$ .

c. Agency Resources:

EIC in support of the low-income families and individuals would benefit from additional funding to assist families in removing barriers that's preventing them from becoming self-sufficient.

d. Community Resources:

The Community is in need of improved economic development such as; job development, health care, housing opportunities, transportation services and day care services.

**Community Services Block Grant Program  
Fiscal Year 2012-13 Application for Funding  
One-Year Work Program  
Form 212**

Section I: Project Identification							
1. Project Name:	Family Opportunity To Self-Sufficiency						
2. Poverty Cause Name:	Limited Opportunities To Self-Sufficiency						
3. Long-Range Goal:	To enroll 270 low-income families in the Family Self-Sufficiency Program with 25 families moving above the poverty guidelines by June 30, 2014.						
4. Selected Strategy:	Recruit 90 qualified families into the Self-Sufficiency Program by June 30, 2013.						
5. Project Period:	July 1, 2012	To	June 30, 2013	Plan Year	2	of	3
6. CSBG Funds Requested for this Project:	\$371,909						
7. Total Number Expected to Be Served:	90						
a. Expected Number of New Clients	10						
b. Expected Number of Carryover Clients	80						
8. Number expected to be moved above Federal Poverty Guidelines this year (Self-Sufficiency Projects):	8						
9. Percent of Long-Range Goal Expected to be Met this Year (For projects other than Self-Sufficiency):	33%						

Section II: One-Year CSBG Program Objective and Activities						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Objective: To provide services leading to self-sufficiency for 90 participants during the period of July 1, 2012 to June 30, 2013.	Case Managers	10 (80)	90	90	90	
<b><u>Project Introduction:</u></b>						
1. Provide orientation announcement to the Board of Directors and County Governments.	Executive Director	07/01/2012 09/30/2012				
2. Provide orientation and training to staff.	CSBG Director	07/01/2012 09/30/2012	10/01/2012 12/31/2012	01/01/2013 03/31/2013	04/01/2013 06/30/2013	

**Community Services Block Grant Program  
Fiscal Year 2012-13 Application for Funding  
One-Year Work Program  
Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
a. review poverty causes and conditions	CSBG Director Case Mangers Intake Specialist	07/01/2012 09/30/2012	10/01/201 2 12/31/201 2	01/01/201 3 03/31/201 3	04/01/201 3 06/30/201 3	
b. income verification review	CSBG Director Case Mangers Intake Specialist	07/01/2012 09/30/2012	10/01/201 2 12/31/201 2	01/01/201 3 03/31/201 3	04/01/201 3 06/30/201 3	
c. participate in eligibility requirements and the enrollment process	Case Mangers Intake Managers	07/01/2012 09/30/2012	10/01/201 2 12/31/201 2	01/01/201 3 03/31/201 3	04/01/201 3 06/30/13 3	
d. complete development of resource manual	Case Mangers	07/01/2012 09/30/2012	10/01/201 2 12/31/201 2	01/01/201 3 03/31/201 3	04/01/201 3 06/30/201 3	
e. assignment of staff duties and responsibilities	CSBG Director	07/01/2012 09/30/2012	10/01/201 2 12/31/201 2	01/01/201 3 03/31/201 3	04/01/201 2 06/30/201 3	
f. review Eligibility Determination Application for completion.	Intake Specialist	07/01/2012 09/30/2012	10/01/201 2 12/31/201 2	01/01/201 3 03/31/201 3	04/01/201 3 06/30/201 3	
<u>Project Initiation</u>						
a. complete enrollment, contract and agreement statements with participants.	Case Mangers	10 7/01/2012 9/30/2012				
b. begin resource development in accordance with Self-Sufficiency Plan.	Case Mangers	07/01/2012 09/30/2012	10/01/201 2 12/31/201 2	01/01/201 3 03/31/201 3	04/01/201 3 06/30/201 3	
c. educational opportunities, ie, GED, Colleges for skills development.	Case Mangers	07/01/2012 09/30/2012	10/01/201 2 12/31/201 2	01/01/201 3 03/31/201 3	04/01/201 3 06/30/201 3	
d. job market survey to determine area employment.	Case Mangers	07/01/2012 09/30/2012	10/01/201 2 12/31/201 2	01/01/201 3 03/31/201 3	04/01/201 3 06/30/201 3	
g. develop other resources to support family needs such as housing, health and nutrition.	Case Mangers	07/01/2012 09/30/2012	10/01/201 2 12/31/201 2	01/01/201 3 03/31/201 3	04/01/201 3 06/30/201 3	

**Community Services Block Grant Program  
Fiscal Year 2012-13 Application for Funding  
One-Year Work Program  
Form 212 (continued)**

<b>Section II: One-Year CSBG Program Objective and Activities</b> (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
<u>Management:</u>						
1. Maintain hard copies on each participant.	CSBG Director Case Managers	07/01/2012 09/30/2012	10/01/2012 12/31/2012	01/01/2013 03/31/2013	04/01/2013 06/30/2013	
a. compile and submit reports to the CSBG Director	Case Managers Intake Specialist	07/01/2012 09/30/2012	10/01/2012 12/31/2012	01/01/2013 03/31/2013	04/01/2013 06/31/2013	
b. maintain a filing system data collection	Intake Specialist	07/01/2012 09/30/2012	10/01/2012 12/31/2012	01/01/2013 03/31/2013	04/01/2013 06/31/2013	
2. Keep daily and weekly progress data to determine success, problems or resource needed for participants.	Case Managers	07/01/2012 09/30/2012	10/01/2012 12/31/2012	01/01/2013 03/31/2013	04/01/2013 06/30/2013	
3. Make necessary referrals to appropriate agencies, organizations and support groups.	Case Managers	07/01/2012 09/30/2012	10/01/2012 12/31/2012	01/01/2013 03/31/2013	04/01/2013 06/30/2013	
4. Establish counseling sessions to assist and guide participants.	Case Managers	07/01/2012 09/30/2012	10/01/2012 12/31/2012	01/01/2013 03/31/2013	04/01/2013 06/30/2013	
5. Encourage participants to attend and utilize budget counseling to reduce income/debt ratios.	Case Managers	07/01/2012 09/30/2012	10/01/2012 12/31/2012	01/01/2013 03/31/2013	04/01/2013 06/30/2013	
6. Utilize job and housing seminars to promote employment.	Case Managers	07/01/2012 09/30/2012	10/01/2012 12/31/2012	01/01/2013 03/31/2013	04/01/2013 06/31/2013	
7. Promote computer literacy via participation in local employment and housing development.	Case Managers	07/01/2012 09/30/2012	10/01/2012 12/31/2012	01/01/2013 03/31/2013	04/01/2013 06/30/2013	
8. Make home visits as necessary.	Case Managers	07/01/2012 09/30/2012	10/01/2012 12/31/2012	01/01/2013 03/31/2013	04/01/2013 06/30/2013	
9. Monitoring, reporting and Assessments on AR4CA	CSBG Director AR4CA Administrator	07/01/2012 09/30/2012	10/01/2012 12/31/2012	01/01/2013 03/31/2013	04/01/2013 06/30/2013	
<u>Supportive Services To Eliminate Barriers To Self-Self-Sufficiency.</u>						

**Community Services Block Grant Program  
Fiscal Year 2012-13 Application for Funding  
One-Year Work Program  
Form 212 (continued)**

<b>Section II: One-Year CSBG Program Objective and Activities</b> (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
Utilities payments for 15 families having problems paying their utility bill.	Case Managers	5	5	3	2	
Rental payments for 15 families that are having problems paying their rent.	Case Managers	5	5	3	2	
Rental deposits for 7 families needing assistance.	Case Managers	2	2	2	1	
Fuel assistance for 15 families.	Case Managers	5	5	3	2	
Day Care assistance to be provided for 33 families that are in need of child care assistance.	Case Managers	9	8	8	8	
Transportation assistance for 4 emergency situations.	Case Managers	1	1	1	1	
Scholarship for educational institutions for 1 family.	Case Managers	1	0	0	0	
Tuition fees for 2 families needing assistance paying their tuition.	Case Managers	1	1	0	0	
Tutors assistance for 2 clients that needs to be tutored.	Case Managers	1	1	0	0	
Book fees for 2 families needing assistance buying books.	Case Managers	1	1	0	0	
<u>Evaluation of Participations:</u>						
1. Participation of evaluation is based upon elevation of income above the poverty guidelines.	CSBG Director	07/01/2012 09/30/2012	10/01/201 2 12/31/201 2	01/01/201 3 03/31/201 3	04/01/201 3 06/30/201 3	
2. Evaluate progress being made towards establishing goals.	CSBG Director	07/01/2012 09/30/2012	10/01/201 2 12/31/201 2	01/01/201 3 03/31/201 3	04/01/201 3 06/30/201 3	

EIC COST ALLOCATION PLAN  
METHODOLOGY  
2012-2013

The Economic Improvement Council, Inc. recognizes that certain cost is shared by the specific components of the agency and the agency has adopted the following methodology to allocate these costs.

**Personnel Cost:** These costs including salaries, fringe benefits, leave and other administrative costs are attributed directly to the specific employee and allocated based on actual hours worked in each program.

**Audit:** Audit costs are charged to indirect costs.

**Telephone:** Telephone expenses are allocated based on long distance and local service charges. Long distance calls are allocated to the program for which the call is made. Long distance calls are entered on telephone logs and reviewed on a monthly basis. Local service charges are allocated by a percentage based on the number of telephone used by a specific program divided by the total telephones at a specific location.

**Equipment:** Equipment is purchased via a requisition and purchase order. Costs are directly charged to the specific program and used solely by the requesting program.

**Travel:** Travel expenses are paid based upon agency travel regulations. Travel mileage is kept and recorded by the employee either when using personal cars or agency vehicles. Vehicle logs are maintained by each employee to document miles and maintenance performed or needed on the vehicle. Vehicles used exclusively by a specific program will be charged to that program. Agency vehicles used by more than one program will be allocated in accordance with use miles driven.

**Supplies & Materials:** Supplies and materials are purchased via a purchase order and requisition system. Costs are directly charged to the specific program and used solely by the requesting program.

**Insurance and Bonding:** Insurance and Bonding is allocated to each program based upon the number of employees involved, the dollar amount of assigned equipment and/or space used by a specific program.

**Procurement:** Procurement of goods and services are generally charged directly to a specific program component. Procurements used on an agency wide basis will be charged based upon the number of employees using such goods and services or the total dollar value of the goods and services.

### Cost Allocation Plan (continued)

**Postage:** Postage is allocated as a direct charge to each program. A postage meter is used to dispense postage. Each program will document the date and amount of postage used. Postage will be charged to each program based upon usage.

**General:** General expenditures, such as utilities, rent, or administrative expenditures will be charged based upon square footage used. The central office space is charged based upon square foot calculations as follows:

	<u>Building Square Footage</u>	<u>Occupied Space</u>	<u>Common Space</u>	<u>Percentage</u>
Head Start	2476	2002	474	38
Section 8 Housing	2086	1687	399	32
Administration	1108	896	212	17
CSBG	521	421	100	8
WAP/HARRP	<u>325</u>	<u>263</u>	<u>63</u>	<u>5</u>
TOTAL	6516	5269	1248	100

Common Space is allocated and charged based on the above percentages.

County Office space is charged 100% to CSBG as they are the primary occupants of this space.

# THE DAILY ADVANCE

215 S. Water Street, Elizabeth City, NC 27909

ECONOMIC IMPROVEMENT  
PO BOX 549

EDENTON, NC 27932

CopyLine: ARINGS ON COMM. SERV.-Eic  
Lines: 16  
Total Price: \$44.00

**\*\*This is not a bill\*\***

Account: 2100480 AD ID: 7651733

## PUBLISHER'S AFFIDAVIT

AD ID: 7651733

NORTH CAROLINA  
PASQUOTANK COUNTY

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified and authorized by law to administer oaths, personally appeared Maureen Brinson who being first duly sworn, deposes and says that she is the Manager of Accounting and Administration of The Daily Advance engaged in the publication of a newspaper known as The Daily Advance, published, issued and entered as second class mail in the City of Elizabeth City in said County and State; is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement entitled

HEARINGS ON COMM. SERV.-Eic, was published in The Daily Advance on the following dates: 1/12/11, was published in The Daily Advance on

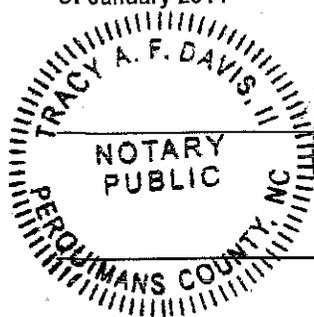
Wednesday, January 12, 2011 Page: B7

and that the said newspaper in which such notice, paper, document, or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

Maureen Brinson

Affirmed and subscribed before me this 12 day

of January 2011



Tracy A.F. Davis II  
(Notary Public Signature)

Tracy A.F. Davis II  
(Notary Public Typed Name)

My commission expires September 28, 2014

HEARINGS ON COMMUNITY SERVICES  
BLOCK GRANT PROGRAM  
The Economic Improvement Council,  
will be holding a public hearing on the  
proposed 2011-2012 Community Services  
Block Grant Program during the  
period of January 18-24, 2011. The  
Hearings will be held at each of the  
local EIC Resource Centers. The Anti-  
Poverty Plan and supportive documents  
may be reviewed by the public at the  
Resource Centers between 8:30am - 5:00  
pm daily. Contact: EIC 252-482-4458 ext.  
113.

**EIC grants**

The Economic Improvement Council, Inc. will hold public hearings on the proposed 2011-12 Community Services Block Grant Program through today. Anti-Poverty plans may be reviewed at the centers between 8:30 a.m. to 5 p.m. daily. Contact: 482-4458, ext. 113.

**HEARINGS ON COMMUNITY SERVICES  
BLOCK GRANT PROGRAM**

The Economic Improvement Council, Inc. will hold a public hearing on the proposed 2011-2012 Community Services Block Grant Program during the period of January 18-24, 2011. The hearings will be held at each of the local EIC Resource Centers. The Anti-Poverty Plan and supportive documents may be reviewed by the public at the Resource Centers between 8:30am - 5:00 pm daily. Contact: EIC 252-482-4456 ext. 143.

# Resume

## Doris James

810 Oakdale Drive  
Elizabeth City, NC 27909  
(252) 338-3758 (home)  
(252) 482-4495 extension 136

## Education

B.A. Degree in Social Sciences (concentration in Sociology) from the Elizabeth City State University- 1980

M.S. Degree in Family and Consumer Sciences (Human Sciences) from the North Carolina Central University- 1995

Graduate Certificate of Management from the Head Start/Johnson & Johnson Fellows Program -University of California, Los Angeles (UCLA) Graduate School of Management – 2003

M.S. Theology – RMBA Theological Seminary – 2005

Previously certified as a Social Worker by the N.C. Certification Board for Social Work – 1992-1997

## Employment History

1988 to present

**Director of Head Start, Economic Improvement Council, Inc., Edenton, NC**

Duties include: Planning, implementing and directing a comprehensive preschool child development program for 373 children and families and 75 staff persons in ten (10) counties; monitoring all program activities; preparation of grant proposals for funding; developing, executing and enforcing policies; interpreting and enforcing federal regulations; ensuring that program plans are implemented; managing a 2.8 million budget; maintaining an effective communication system; overseeing staff development activities and Pre-Service and In-Service Training Seminars for staff; coordinating the program's transportation system which has a fleet of 19 buses; maintaining personnel files on all employees; working with community organizations in order to better serve families; daily supervising 14 management staff and 17 bus drivers; holding monthly staff meetings; making periodic center visits and hiring and training new staff.

August 2001-December 2001

**Part-time Adjunct Instructor, College of the Albemarle, Elizabeth City, NC**

Duties included: Teaching two (2) early childhood development courses in the Early Childhood Education Associate Degree Program in the evening for the fall semester.

1982-1988

**Nutrition Coordinator, Economic Improvement Council, Inc. Head Start Program, Edenton, NC**

Duties included: Administering and monitoring the nutrition program; orientating, training and providing technical assistance to Nutrition staff, preparation of menus and requisitions for food; supervising the purchasing of food, kitchen supplies and equipment; following up on noted or referred children with nutrition problems; making nutrition assessments on families; coordinating a Nutrition Committee; consultations with parents of children with nutrition problems; maintaining meal eligibility applications on all children; serving on the Health Advisory Committee; maintaining files on Nutrition staff; providing training to staff and parents; making home visits when necessary; and making periodic center visits.

Prior to 1982

**Adult Basic Education Instructor through the College of the Albemarle at the Economic Improvement Council, Inc.**

Duties included: teaching Consumer Education to senior citizens. Also served as a Substitute Instructor for the G.E.D. program at the College of the Albemarle.

**Community Resource Coordinator under the Criminal Justice Program at the Economic Improvement Council, Inc.**

Duties included: Recruiting volunteers to work in the Department of Corrections and the Division of Probation/Parole; assisting the families of the inmates, probationers and parolees by performing social work duties and referrals; dialoguing with the inmates, probationers and parolees; and assisting them in obtaining employment upon parole.

## **Training**

Leadership and Supervision

Program Management and Administration  
Budget and Finance  
Audit Principles  
Transportation  
Social Problems  
Child and Adult Disabilities  
Time Management  
Stress Management  
Working with Families  
Child Abuse and Neglect  
Health Problems that affect children  
Early Childhood Development  
Serving pregnant women and 0-3  
Serving the Hispanic Population  
Many other areas

### **Community Involvement**

#### **Present or past member:**

Teen Pregnancy Committee  
Child Protection Team (Dept. of Social Services)  
Child Fatality Team (Dept. of Social Services)  
More at Four Advisory Committee  
College of the Albemarle Early Childhood Advisory Committee

### **Professional and Civic Organizations**

#### **Present or past member:**

North Carolina Head Start Association  
National Head Start Association  
Board of Directors –Food Bank of the Albemarle-  
Vice President  
National Association for the Education  
Of Young Children  
National Association of University Women  
(NAUW)  
Women's Aglow International

### **Awards/Recognition**

NAUW "Woman of the Year"  
Cambridge" Who's Who" Among Business and Professional Women

**References available upon request**

## JOB DESCRIPTION

JOB TITLE: Executive Director

RESPONSIBLE TO: Board of Directors  
Economic Improvement Council, Inc.

### RESPONSIBILITIES:

- A. The administration and management of the Economic Improvement Council, Inc. consistent with the policies set forth by the Board of Directors, and guidelines of the various funding sources.
- B. Provide leadership in planning, organization, and administration of programs sponsored by the agency.
- C. Developing and implementing administrative controls and standards for the efficient operation of the agency.
- D. Establish and maintain effective working relationships with existing Federal, State, local and private agencies or institutions.
- E. Install administrative and fiscal controls for the purpose of maintaining a sound fiscal management operation, including the review and approval of budgets for various program accounts and projects.
- F. Employ staff in accordance with policies and procedures of the agency as approved by its Board of Directors and consistent with the guidelines of CSA.
- G. Establish and maintain as effective system of programs and staff evaluation.
- H. Prepare financial and progress reports as may be or may not be required; submit same to the Board, and such other agencies as may be necessary.
- I. Overall evaluation of the effectiveness of the Economic Improvement Council, Inc., and its program efforts to eradicate the causes of poverty through periodic reviews with the staff, visits with area groups, public speeches, forums, etc.

QUALIFICATIONS:

- A. Bachelor's Degree preferred plus extensive experience as a Senior Administrative Officer of a CAA or related program.
- B. Possess administrative leadership and creative ability to the extent of being capable of making sound and responsible decisions when dealing with fundamental issues and problems.

Pattie Elliott Smith  
2298 Delia Drive  
Elizabeth City, NC 27909  
Telephone: (252) 384-0554 (h) (252) 340-4871 (c)

PROFESSIONAL OBJECTIVE	Position in accounting or auditing with management potential, responsibility, and advancement
EDUCATION	B. S. Commerce Degree in Accounting - May 1978 North Carolina Central University, Durham, NC Passed the Accounting portion of the Finance Officer's Certification Licensed N. C. Real Estate Agent -1987 Licensed Broker - 2005 Computer experience in Banner/FRS/SIS systems, Word, and Excel
EXPERIENCE	Elizabeth City State University, Elizabeth City, NC DIRECTOR OF INTERNAL AUDIT August 1998 to the present Responsible for all internal audit activities which are initiated by developing annual audit plans to ensure areas of high risk are reviewed. Perform financial, operational, compliance, investigative, and information systems audits. Prepare quarterly reports to the Board of Trustees. Ethics Liaison for the University responsible for preparing quarterly reports and ensuring covered persons receive training. Advised and train the business office staff and assisted in the year end process which included reviewing financial statement documents from 1999-2004. Served as interim Controller and Bursar in 2006. Supervise an auditor and interns.
November 1995 to July 1998	Elizabeth City State University, Elizabeth City, NC FINANCE SPECIALIST Responsible for the accuracy of all transactions for the NASA grants, Office of Naval Research Programs, and other grants in Computer Science. Responsible for all budget revisions, financial reports, and close out reports for the programs. Maintained spreadsheets for expenditures. Reconciled the Department of Education revenue lines for the draw down accounts in the Contracts and Grants Office for the period July 1992 through June 1998 during the months of June and July 1998.
April 1994 to August 1995	The Albemarle Commission, Hertford, NC FINANCE OFFICER Responsible for the management and investment of funds for a \$3.2 million dollar organization. Prepared the annual budget, revisions, and indirect entries. Reviewed all receipts and disbursements. Prepared the drawdown of funds for the programs in the agency. Supervised the payroll/accounts payable technician and a clerk. Prepared monthly reports to the Board of the Commission. Trained the new Finance Officer in July and August 1995.

June 1989  
to March 1994

Elizabeth City State University, Elizabeth City, NC  
CONTRACTS AND GRANTS OFFICER

Prepared all monthly, quarterly, and annual financial reports for over 90 programs for all state, federal grants, and private gifts. Monitored cash balances and disbursements and receipts of trust funds. Prepared all budget revisions and entries. Computed indirect cost and unemployment compensation. Reviewed all requisitions for completeness. Served as a backup cashier. Supervised a technician, interns, and students.

April 1988  
to May 1989

North Carolina Central University, Durham, NC  
ASSISTANT REPORTING OFFICER

Reconciled monthly trial balances to system generated reports. Recorded journal entries for the Financial Records System and the State-wide Accounting System. Assisted in year-end closing and reports. Reconciled the Fixed Assets and Capital Improvement to reclassify expenditures.

January 1988  
to April 1988

North Carolina Central University, Durham, NC  
PERSONNEL DIRECTOR ASSISTANT FOR SPECIAL PROGRAMS

Assisted the Personnel Director with the planning of staff development programs and affirmative action. Directly responsible for all statistical data for the SACS report. Corrected improperly coded expenditures.

March 1980 to  
December 1987

North Carolina Central University, Durham, NC  
ASSISTANT INTERNAL AUDITOR

Performed compliance and operational audits of grants, financial aid, institutional trust and state funds. Established and updated internal control procedures for purchasing, accounts payable, and fixed assets. Audited bank reconciliations for state funds, trust funds, overhead receipts and athletics. Monitored all petty cash and change funds. Reviewed all inventories on campus in the month of June. Represented the office during the installation of the FRS system. Supervised a clerk, and students.

July 1979 to  
March 1980

Durham Technical Institute, Durham, NC  
ACCOUNTING INSTRUCTOR – part time  
Taught class in basic Accounting Principles III.

October 1978 to  
February 1980

North Carolina Central University, Durham, NC  
APPROPRIATION – ACCOUNTS PAYABLE CLERK

Invoiced telephone billings and work-study payroll. Posted all travel advances and reimbursements. Assisted in the payment of invoices.

PROFESSIONAL  
AFFILIATIONS

Member of the Institute of Internal Auditors  
Member of the Association of Colleges and University Auditors  
President of the N. C. University Auditors Association 05-06  
Vice President of the N. C. University Auditors Association 04-05  
Secretary of the N. C. University Auditors Association 03-04  
Treasurer of the N. C. University Auditors Association 02-03  
Member and Treasurer of Good Works Community Church  
Member of the National Association of Realtors  
Member of the North Carolina Association of Realtors  
Member of the Albemarle Area Association of Realtors

REFERENCES

Dr. Cheryl Jackson Lewis  
Director of McNair Scholars Program  
3 Principal Residence - Campus Box 947  
Elizabeth City State University  
Elizabeth City, NC 27909  
(252) 335-3898

Mrs. Linda Smith King  
Accountant  
Office of the Comptroller  
1801 Fayetteville Street  
North Carolina Central University  
Durham, NC 27707  
(919) 530-7964

Mr. John N. Smith  
Chief Information Officer  
Information Technology Services  
1801 Fayetteville Street  
North Carolina Central University  
Durham, NC 27707  
(919) 530-7488

## JOB DESCRIPTION

JOB TITLE: Fiscal & Property Officer

RESPONSIBLE TO: Executive Director

### RESPONSIBILITIES:

- A. Coordinate and supervise the responsibilities of the Bookkeeper and others relating to Financial Management.
- B. The Finance Officer is required to check all payables, in relation to their accuracy, code according to budget allowances, prepare for payment and handling by the Bookkeeper. Review and initial all time and travel reports before they are filed for audit.
- C. Coordinate all budgets and prepare quarterly and monthly reports required for Resource suppliers from ledgers and balances prepared by the Bookkeeper.
- D. Review and consolidate quarterly tax reports, both Federal and State, coordinating with responsibilities of the Bookkeeper. Prepare biweekly tax deposits for handling in accordance with payrolls.
- E. Assist all programs under the sponsorship of EIC, Inc. in budget planning, setting up budgets code accounts and any other problems pertinent to or a part of such planning. Prepare a "System and Controls" procedure to assure an inner control of finances.
- F. Coordinate all property handling, prepare inventory of non-expendables when required for Resources suppliers, with assistance of Bookkeeper or secretarial staff.
- G. Maintain consumable supplies in locked storage, for inner control, and disposal. Approve all consumable supply requisitions for handling.
- H. Coordinate and assist all Project Directors and employees in planning workable program for an orderly, non-discriminate finance and property management, in accordance with Federal Guidelines, Personnel Policies, and Directives of the Board of Directors.
- I. Coordinate all local audit services and assist auditor in any phase needed.
- J. Reconcile bank statement of all expenditures prepared by the Bookkeeper.

Job Descriptions (Continued)  
Fiscal & Property Officer  
Page 2

QUALIFICATIONS:

- A. Minimum of two years academic training beyond the high school level in business administration or related fields.
- B. Minimum of six months supervisory experience.
- C. Two years experience in Public Accounting or in government or non-organization accounting is desired.



## DEPARTMENT OF HEALTH &amp; HUMAN SERVICES

Program Support Center  
Financial Management Service  
Division of Cost Allocation7700 Wisconsin Avenue, Suite 2301  
Bethesda, MD 20814  
PHONE: (301) 492-4855  
FAX: (301) 492-5081

May 26, 2011

Ms. Doris James  
Executive Director  
Economic Improvement Council, Inc.  
Edenton Airport Building P.O. Box 549  
Edenton, NC 27932

Dear Ms. James:

A copy of an indirect cost Rate Agreement is being faxed to you for signature. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the original signed by an authorized representative of your organization and fax it to me, retaining the copy for your files. Our fax number is (301) 492-5081. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, is required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Therefore, your next proposal based on actual costs for the fiscal year ending 08/30/2011 is due in our office by 12/31/2011.

Sincerely,

A handwritten signature in black ink that reads "Darryl W. Mayes".

Darryl W. Mayes  
Director, Mid-Atlantic Field Office  
Division of Cost Allocation

Enclosures

PLEASE SIGN AND FAX A COPY OF THE RATE AGREEMENT

**ORIGINAL****NONPROFIT RATE AGREEMENT**

EIN: 1560857026A1

DATE:05/26/2011

## ORGANIZATION:

Economic Improvement Council, Inc.  
 Edenton Airport Building P.O. Box 549  
 Edenton, NC 27932

FILING REF.: The preceding  
 agreement was dated  
 02/17/2010

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

**SECTION I: INDIRECT COST RATES**

RATE TYPES:      FIXED              FINAL              PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2009	06/30/2010	14.00	All	All Programs
PROV.	07/01/2010	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2010.

\*BASE

Direct salaries and wages including vacation, holiday, sick pay and other paid absences but excluding all other fringe benefits.

ORGANIZATION: Economic Improvement Council, Inc.

AGREEMENT DATE: 05/26/2011

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SECTION II: SPECIAL REMARKS

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

Fringe Benefits include: FICA, Retirement, Workers' Compensation, Unemployment Insurance, Health Insurance and Life Insurance.

Equipment means an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

This rate agreement has been negotiated in compliance with the Administration for Children and Families Program Instruction (ACUF-PI-HS-05-01) dated 3/2/05, which requires that Head Start Funds shall not be used to pay compensation of any individual either as a direct cost or any pro-ration as an indirect cost at a rate in excess of Executive Level II. As of January 2011, the rate of compensation for an Executive Level II is \$199,000.

Treatment of administrative costs:

This organization charges all costs direct to a particular final cost objective; i.e., a particular award, project, service, or other direct activities, with the exception of the costs listed below.

1. Salaries & Wages and related fringe benefits

Executive Director	Fiscal Officer
Bookkeeper I	Bookkeeper II
Bookkeeper III	Cleaning

2. Non Labor expenses - Administrative only

Travel	Dues
Computer	Rent/Utilities
Repairs	Consumable supplies
Insurance	Other

3. Non Labor expenses - All

Audit

ORGANIZATION: Economic Improvement Council, Inc.

AGREEMENT DATE: 05/26/2011

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-122 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Economic Improvement Council, Inc.

\_\_\_\_\_  
(INSTITUTION)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

\_\_\_\_\_  
(AGENCY)

  
\_\_\_\_\_  
(SIGNATURE)

Darryl W. Mayes

\_\_\_\_\_  
(NAME)

Director, Mid-Atlantic Field Office

\_\_\_\_\_  
(TITLE)

5/26/2011

\_\_\_\_\_  
(DATE) 0081

HHS REPRESENTATIVE: Kiira Hall

Telephone: (301) 492-4855

**Community Services Block Grant Program  
Fiscal Year 2012-13 Application for Funding  
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.

(See Attachment)

- a. Board of Directors:
- b. Low-Income Community:
- c. Program Participants:
- d. Others:

2. Describe how administrative policies and procedures are monitored by the Board of Directors.

(See Attachment)

3. Describe how the Board acts on monitoring, assessment and evaluation reports.

(See Attachment)

4. Describe the Board's procedure for conducting the agency self-evaluation.

(See Attachment)

5. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate when the next evaluation will begin and be completed.

(See Attachment)

Attachment

Monitoring, Assessment and Evaluation Plan

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.
  - a. Board of Directors: The Board of Directors is fully participate in the development, planning, implementation and evaluation of the program to serve the low-income community. The Board delegates the day-to-day program administration to the Executive Director who has the responsibility for program implementation. The Board of Director's receives reports to ensure that the goals established are being properly implemented or make adjustments to redirect or modify the program.
  - b. Low-Income Community: The low-income community will receive periodic reports through the local community organizations and from the staff. The low-income community will have the opportunity to make suggestions regarding program administration. The low-income community appear before the Board of Directors and have the opportunity to express concerns regarding program administration and evaluation.
  - c. Program Participants: Program participants through a chain of command may express concerns regarding the Community Services Block Grant implementation at the community level or individuals may request to meet with the Executive Director or agency Board of Directors. The agency will conduct program quality surveys as a means of involving participants and to obtain information from clients regarding CSBG standards and the quality of service.
  - d. Others: Other citizens for community groups may express concerns regarding the implementation of the CSBG program by contacting the Executive Director. Any citizen not satisfied with the implementation of the CSBG Program may appeal to the agency Board of Directors and express their concerns or to clarify any and all program implementation standards.

2. Describe how administrative policies and procedures are monitored by the Board of Directors.

The Board will review all administrative policies and procedures coming from the Office of Economic Opportunity. The Board will determine if committee action is needed to study the policy. If the policy requires study or further interpretation, the Board will assign the policy to the appropriate committee. The result of the study or action will be presented to the study or action will be presented to the total Board.

3. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board of Directors will receive monitoring assessment and evaluation reports during each regular meeting. The purpose of these reports will be to advise the Board if the project is meeting the goals or if the project is facing problems. The Board will suggest and recommend program adjustments to correct the problem.

4. Describe the Board's procedure for conducting the agency self-evaluation.

The Board conducts self-evaluation utilizing three basic evaluation tools. These tools consist of Formative, Program Monitoring and Quality Assurance.

## Monitoring, Assessment and Evaluation

### Attachment (continued)

**Formative Evaluation:** This form is done on a regular basis or during formal Board of Directors meetings. The operation and development of programs are measured based upon accepted or stated goals, short and long term program achievement and expected outcomes. Financial information and participant data are compared to determine the level of achievement of each program. Programs that are not meeting minimum achievement levels based upon time schedules are cited and recommendations for improvement are made.

**Quality Assurance:** This form of evaluation is used to determine if the process of involvement with low-income families is appropriate, timely and well documented. To accomplish this form of evaluation, the Board relies upon staff documentation, surveys and outside monitoring reports. Low-income families and individuals may also be allowed to appear before the Board to voice their concerns, problems or expectations.

**Outcome Evaluations:** This form of evaluation utilizing (ROMA) Result Oriented Management and Accountability is determined by the ROMA outcomes. Outcome measurers to evaluate Family Self-Sufficiency will be incorporated with Family Stability and Community Revitalization.

5. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate when the next evaluation will begin and be completed.

The Board's most recent self-evaluation was reviewed through the CSBG Board Reports and the Year End Report on the following outcomes:

#### Self-Sufficiency:

- The number of low-income families rising above the poverty level.
- The participant hire rate.
- The average change in annual income per participant

#### Family Stability:

- The number of participants becoming homeowners
- The number of low-income families rising above the poverty income level.

#### Community Revitalization:

- The number of low-income families moving from substandard housing to standard housing.
- The number of participants becoming homeowners.

By using the information compiled in the Board's self-evaluation, the agency will draw from the strengths of those areas of positive effectiveness and eliminate those weak areas which prove to be less effective for eliminating poverty.

The next evaluation period will begin July 1, 2012.

**Community Services Block Grant Program  
Fiscal Year 2012-13 Application for Funding  
One-Year Work Program  
Form 212 (continued)**

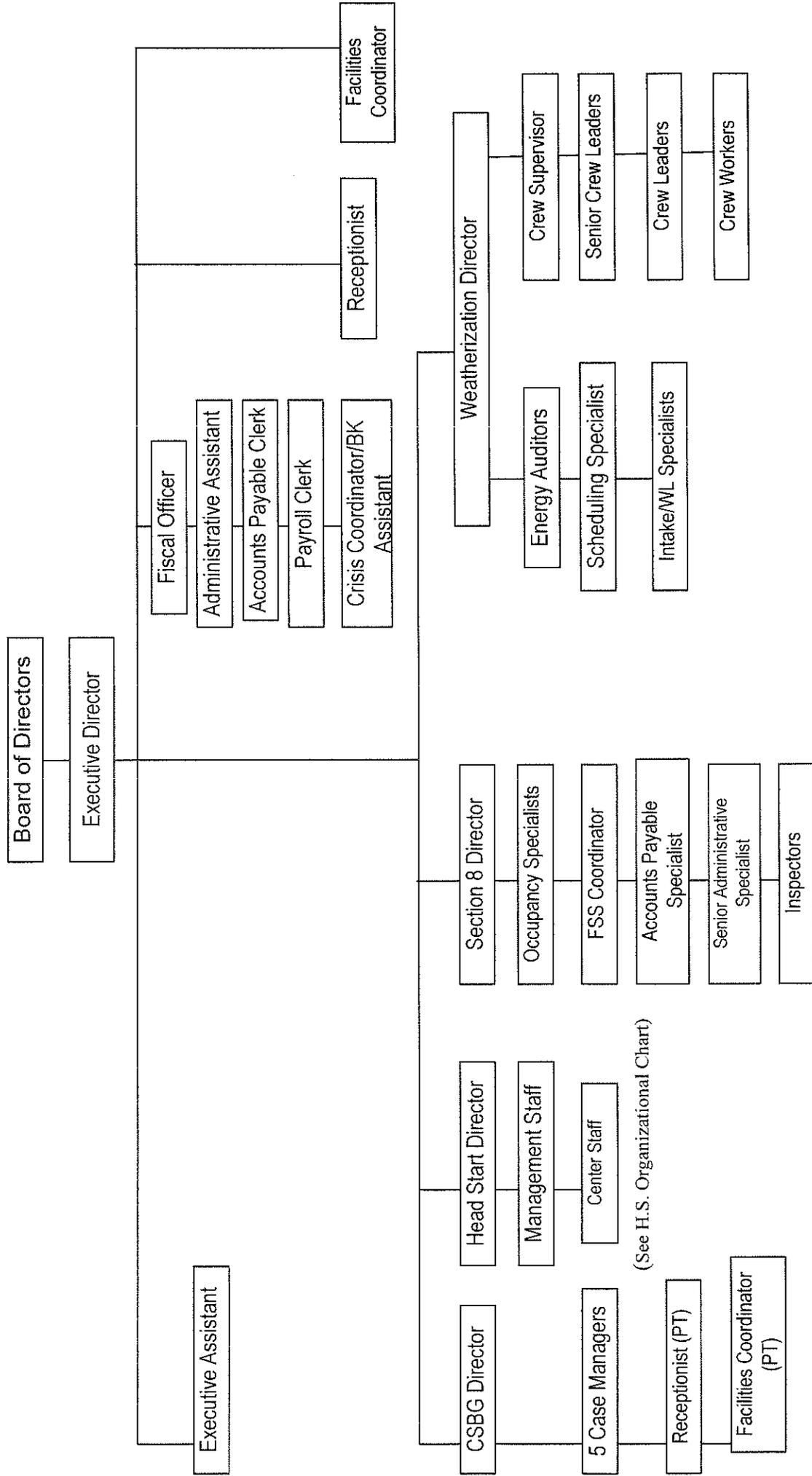
10. Use the tables below to enter your agency's projected outcome results (targets). The outcome measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to complete Table 1. All CSBG grantees operating non self-sufficiency projects are required to enter applicable outcomes in the Table 2. If your agency operates more than one non self-sufficiency project, please add tables as needed. There should be one table of outcome measures per project.

<b>Table 1 Outcome Measures for Self-Sufficiency Projects</b>	
<b>Project Name:</b>	<b>Expected to Achieve the Outcome in Reporting Period (Target)</b>
<b>Outcome Measures</b>	
Number of persons served	119
The number of low-income families rising above the poverty level	6
The average change in annual income per participant family (in whole #'s)	\$10,622
The number of participants obtaining employment	23
The number of participants obtaining jobs with medical benefits	12
The participant average wage rate	\$10.10
The number of participants completing education/training programs	5
The number of participants securing standard housing	23
The number of participants provided emergency assistance	54

<b>Table 2 Outcome Measures for Non Self-Sufficiency Projects</b>	
<b>Project Name:</b>	<b>Expected to Achieve the Outcome in Reporting Period (Target)</b>
<b>Outcome Measures</b>	
Number of persons served	

# Economic Improvement Council, Inc. Organizational Chart



**AGENCY BUDGET INFORMATION**

Budget Type: \_\_\_\_\_ Annual Application:  Amendment: \_\_\_\_\_ Budget Change: \_\_\_\_\_

**Section 1. IDENTIFICATION**

Agency Name: Economic Improvement Council, Inc. Contract Period: July 1, 2012 - June 30, 2013

**SECTION II. CONTRACT SUMMARY**

Contract	Total Direct Costs	Total Indirect Costs	Admin. Support (CSBG Only)	Total Contract Amount
CSBG	\$343,684	\$28,225	\$0	\$371,909
<b>TOTAL OEO CONTRACT AMOUNT</b>				<b>\$371,909</b>

CSBG ADMINISTRATIVE SUPPORT: Insert name of program supported by CSBG and the amount of support indicated on the Administrative Support Worksheet (OEO Form 212A).

(Insert Program Name)	\$0	(Insert Program Name)	\$0
(Insert Program Name)	\$0	(Insert Program Name)	\$0

**SECTION III. BUDGET SUMMARY**

OBJECT CATEGORIES	FSS	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	PROGRAM TOTALS	COUNTY TOTALS
Salaries/Wages	\$201,607	\$0	\$0	\$0	\$201,607	\$201,607
Fringe Benefits	\$65,431	\$0	\$0	\$0	\$65,431	\$65,431
Communications	\$10,140	\$0	\$0	\$0	\$10,140	\$10,140
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Space Cost	\$14,974	\$0	\$0	\$0	\$14,974	\$14,974
Travel	\$21,060	\$0	\$0	\$0	\$21,060	\$21,060
Supplies/Materials	\$3,736	\$0	\$0	\$0	\$3,736	\$3,736
Contractual	\$6,172	\$0	\$0	\$0	\$6,172	\$6,172
Client Services	\$18,364	\$0	\$0	\$0	\$18,364	\$18,364
Other	\$2,200	\$0	\$0	\$0	\$2,200	\$2,200
<b>Total Direct Costs</b>	<b>\$343,684</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$343,684</b>	<b>\$343,684</b>

**Indirect Costs**

Approved Rate: 14%	\$28,225	\$0	\$0	\$28,225
Base: Wages				
<b>TOTALS</b>	<b>\$371,909</b>	<b>\$0</b>	<b>\$0</b>	<b>\$371,909</b>



**SECTION IVa. - BUDGET SUPPORT DATA**

COST CATEGORY		FSS	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	TOTAL
<b>FRINGE BENEFITS</b>						
Item	Basis					
FICA	\$201,607 @ 6.2%	\$12,500				\$12,500
M/C	\$201,607 @ 1.45%	\$2,923				\$2,923
HEALTH	\$416.92 @ 6.28 St x 12 mos	\$31,419				\$31,419
SUTA	\$122,601 @ 1.08%	\$1,324				\$1,324
W/COMP	\$201,607 @ .26%	\$524				\$524
RETIREMENT	\$201,607 @ 7%	\$14,112				\$14,112
LIFE	\$5.67 @ 6.28 st x 12 mos	\$427				\$427
DISABILITY	\$29.22 @ 6.28 st x 12 mos	\$2,202				\$2,202
						\$0
						\$0
<b>TOTAL FRINGE BENEFITS</b>		\$65,431	\$0	\$0	\$0	\$65,431
<b>COMMUNICATIONS</b>						
Telephone \$54 mo x 10 ctrs x 12 mos		\$6,480				\$6,480
Postage \$8 mo x 10 ctrs x 12 mos		\$960				\$960
Internet \$167 mo x 12 mos		\$2,004				\$2,004
Cell Phone \$58 mo x 12mos		\$696				\$696
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
<b>TOTAL COMMUNICATIONS</b>		\$10,140	\$0	\$0	\$0	\$10,140



**SECTION IVc - BUDGET SUPPORT DATA**

COST CATEGORY	FSS	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	TOTAL
<b>SPACE COST</b>					
Rent \$75 mo @ 12 mos Currituck	\$900				\$900
Rent \$250 mo @ 12 mos Perquimans	\$3,000				\$3,000
Rent \$273 @ 12 mos Washington	\$3,276				\$3,276
Rent \$100 mo @ 12 mos Tyrrell	\$1,200				\$1,200
Utilities \$91.64 mo @ 6 ctrs @ 12 mos	\$6,598				\$6,598
					\$0
					\$0
					\$0
<b>TOTAL SPACE COSTS</b>	\$14,974	\$0	\$0	\$0	\$14,974
<b>TRAVEL</b>					
Director 910 mi mo @ 12 Mos @ \$.45 mi 10 counties	\$4,914				\$4,914
Case Mgr 605 mi mo @ 12 mos @ .45 mi Curr & Dare	\$3,267				\$3,267
Case Mgr 895 mi mo @ 12 mos @ .45 mi Wash, Ty, Hyde	\$4,833				\$4,833
Case Mgr 720 mi mo @ 12 mos @ .45 mi Ch, Gates, Perq	\$3,888				\$3,888
Case Mgr 385 mi mo @ 12 mos @ .45 mi Pasq	\$2,079				\$2,079
Case Mgr 385 mi mo @ 12 mos @ .45 mi Pasq & Cam	\$2,079				\$2,079
<b>TOTAL TRAVEL</b>	\$21,060	\$0	\$0	\$0	\$21,060
<b>SUPPLIES/MATERIALS</b>					
\$31.13 @ 10 ctrs @ 12 mos	\$3,736				\$3,736
Office supplies, paper, pens, etc					\$0
					\$0
					\$0
<b>TOTAL SUPPLIES/MATERIALS</b>	\$3,736	\$0	\$0	\$0	\$3,736



**SECTION IVe. - BUDGET SUPPORT DATA**

COST CATEGORY	FSS	(Insert Program Name)	(Insert Program Name)	(Insert Program Name)	TOTAL
<b>CLIENT SERVICES</b>					
Tuition 2 cl @ \$150 yr	\$300				\$300
Book Fees 2 cl @ 100 yr	\$200				\$200
Scholarship 1 cl @ 150 yr	\$150				\$150
Transportation 4 cl @ \$40 mo @ 4 mos	\$640				\$640
Day Care 33 cl @ \$100 yr	\$3,300				\$3,300
Utilities 15 cl @ \$100 yr	\$3,000				\$3,000
Rent 15 cl @ \$180.80 @ 2 mos	\$5,424				\$5,424
Fuel 15 cl @ \$100 mo @ 2 mos	\$3,000				\$3,000
Rental Deposits 7 cl @ \$300 yr	\$2,100				\$2,100
Tutors 2 cl @ \$25 hr @ 5 hrs	\$250				\$250
					\$0
					\$0
					\$0
					\$0
<b>TOTAL CLIENT SERVICES</b>	\$18,364	\$0	\$0	\$0	\$18,364
<b>OTHER (specify)</b>					
Insurance-General Lia (insurance for % of bldg used)	\$190				
Travel NCCAA @ \$335 yr @ 6 staff	\$2,010				\$2,010
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
<b>TOTAL OTHER</b>	\$2,200	\$0	\$0	\$0	\$2,200

COUNTY BUDGET

FISCAL YEAR

6/30/2013

Economic Improvement Council, Inc.

AGENCY

	COUNTY NAME(S)										TOTAL
	Camden 3.16% \$11,752	Chowan 11.16 % \$41,505	Currutuck 8.82% \$32,802	Dare 10.93% \$40,850	Gates 8.10% \$30,125	Hyde 3.65% \$13,575	Pasquotank 27.46% \$102,126	Perquimans 9.17% \$34,104	Tyrrell 3.98% \$14,802	Washington 13.57% \$50,468	
Per County Allocation											
<b>Expense Categories</b>											
Salaries/Wages	\$6,371	\$22,499	\$17,782	\$22,036	\$16,330	\$7,359	\$55,361	\$18,487	\$8,024	\$27,358	\$201,607
Fringe Benefits	\$2,068	\$7,302	\$5,771	\$7,152	\$5,300	\$2,388	\$17,967	\$6,000	\$2,604	\$8,879	\$65,431
Communications	\$320	\$1,132	\$894	\$1,108	\$821	\$370	\$2,785	\$930	\$404	\$1,376	\$10,140
Equipment											\$0
Space Costs	\$473	\$1,671	\$1,321	\$1,637	\$1,213	\$546	\$4,112	\$1,373	\$596	\$2,032	\$14,974
Travel	\$665	\$2,350	\$1,857	\$2,302	\$1,706	\$770	\$5,783	\$1,931	\$838	\$2,858	\$21,060
Supplies/Materials	\$118	\$417	\$330	\$408	\$303	\$136	\$1,026	\$343	\$148	\$507	\$3,736
Contractual	\$195	\$689	\$544	\$675	\$500	\$225	\$1,695	\$566	\$245	\$838	\$6,172
Client Services	\$580	\$2,049	\$1,620	\$2,007	\$1,487	\$671	\$5,043	\$1,684	\$731	\$2,492	\$18,364
Other	\$70	\$246	\$194	\$240	\$178	\$80	\$604	\$202	\$88	\$298	\$2,200
Total Direct Costs	\$10,860	\$38,355	\$30,313	\$37,565	\$27,838	\$12,545	\$94,376	\$31,516	\$13,678	\$46,638	\$343,684
Indirect Costs	\$892	\$3,150	\$2,489	\$3,085	\$2,287	\$1,030	\$7,750	\$2,588	\$1,124	\$3,830	\$28,225
Admin Support (CSBG only)											\$0
<b>Total Costs</b>	<b>\$11,752</b>	<b>\$41,505</b>	<b>\$32,802</b>	<b>\$40,650</b>	<b>\$30,125</b>	<b>\$13,575</b>	<b>\$102,126</b>	<b>\$34,104</b>	<b>\$14,802</b>	<b>\$50,468</b>	<b>\$371,909</b>



TOTALS BY OBJECT CATEGORY

OBJECT CATEGORY	TOTALS
Salaries/Wages	\$2,592,653
Fringe Benefits	\$756,168
Communications	\$63,265
Equipment	\$0
Space Costs	\$110,540
Travel	\$90,241
Supplies/Materials	\$180,000
Other Contractual	\$107,781
Client Services	\$6,718,436
Other	\$514,001
<b>Total Direct Costs</b>	<b>\$11,133,085</b>
Indirect Costs	\$389,481
Admin Support (CSBG only)	\$0
<b>Agency Totals</b>	<b>\$11,522,566</b>

