

CSS Workplan

U.S. Department of Housing & Urban Development
Office of Public & Indian Housing
Office of Urban Revitalization

HOPE VI Community & Supportive Services

Grantee Name: _____
Executive Director: _____
HOPE VI Coordinator: _____
Planning Team Members: _____

TA Provider: _____
Dated: _____

Revised 1/1/99

1st draft

2nd draft

Final Plan

COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- I.** Describe community needs assessment process that you used to establish the basis for the self-sufficiency and support service plan. **(If you have not done your community needs assessment, enter all of the steps you will take below under “to be accomplished” and in the CSS Milestones and Tasks table.)**

ACCOMPLISHED TO DATE:

TO BE ACCOMPLISHED:

COMMUNITY AND SUPPORTIVE SERVICES MILESTONES AND TASKS

#	TASK: (LIST SPECIFIC ACTIVITIES)	ASSIGNED TO (NAME, DEPARTMENT)	BEGINNING DATE	ENDING DATE
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COMMUNITY AND SUPPORTIVE SERVICES MILESTONES AND TASKS

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- II.** Describe key community partners. Is there an MOU with the local TANF agency? If yes please provide. Is there an MOU with the local PIC? If yes please provide. Is there a Community Task Force in place? Please describe roles and responsibilities of members.

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Additional Instructions for Task III

Task 3 has been redesigned to provide both HUD and the grantee with quantifiable data and specific cost information that is directly linked to the local needs assessment. For example, if the local needs assessment determines that there is a need to provide job training that results in employment for 45 persons, the who, what, when, where, and cost of that need would be located within this matrix. This information is verified by the CSS program budget and would probably drive the quarterly reporting process.

The Task 3 matrix will assist the grantee in implementing a planning process that addresses local need because the grantee has to answer the matrix questions to realistically address those needs. This is important because HUD is now holding grantees to specific timetables and program outcomes pursuant to the CSS work plan.

As you know, HOPE VI will be evaluated as to both outcomes and process. Therefore, it is critical that the program be implemented in a transparent fashion where it is easy to understand what the grantee wanted to do, why they wanted to do it, how the work was done, and the program cost.

Because the program will be evaluated, it is important that the grantee prioritize among competing needs to ensure that the evaluation is correctly designed. The matrix can help with this work. For example, an evaluation should not focus on program outcomes that the local strategy is not designed to address. But a viable CSS work plan, with a strong Task 3, will determine the priorities by the way resources are allocated to specific needs.

If there are specific questions regarding this matrix and its relationship to the other CSS work plan tasks, please call Len Clay on (202) 708-0614 X 4249.

COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- III.** Develop programs/services matrix that clearly demonstrates the relationship between community needs and services to be provided.

ACCOMPLISHED TO DATE:

TO BE ACCOMPLISHED:

PROGRAMS/SERVICES MATRIX

The Need	Agency Providing Service	# In need	# In program	Expected outcome	Program Budget	In Kind from agency	Cost per year	Cost per person	Program start date	Program end date
Youth Activities/ Job Training/ Employment										
Career Training/ Employment										
Youth Activities/ Cultural Arts										
Employment Skills & Training/Employment										
Day Care/Employment Skills/Employment										
Asset Accumulation/Employment Skills										
Employment Skills										
Transportation										
Job Readiness										
Health Care										

COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- IV.** Define specific goals and objectives for achieving self-sufficiency for residents of the HOPE VI site. They should be quantifiable and measurable in the areas of: employment, education, Section 3, child care, transportation, etc.

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- V. Describe the process for selecting and monitoring service providers. Include a description of your process for performance-based contracting. If there are contracts signed for services, please describe and provide amounts of contracts. **(Use the Milestones and Tasks table to provide details of any activities you plan to undertake.)**

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- VI.** Explain the formal evaluation process you have established for measuring the effectiveness of the programs and for making periodic adjustment of goals and objectives. How does your evaluation process relate to the baseline data required by HUD? **(If you have not yet established this process, use the Milestones and Tasks table to list the steps you will take.)**

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TO BE ACCOMPLISHED:

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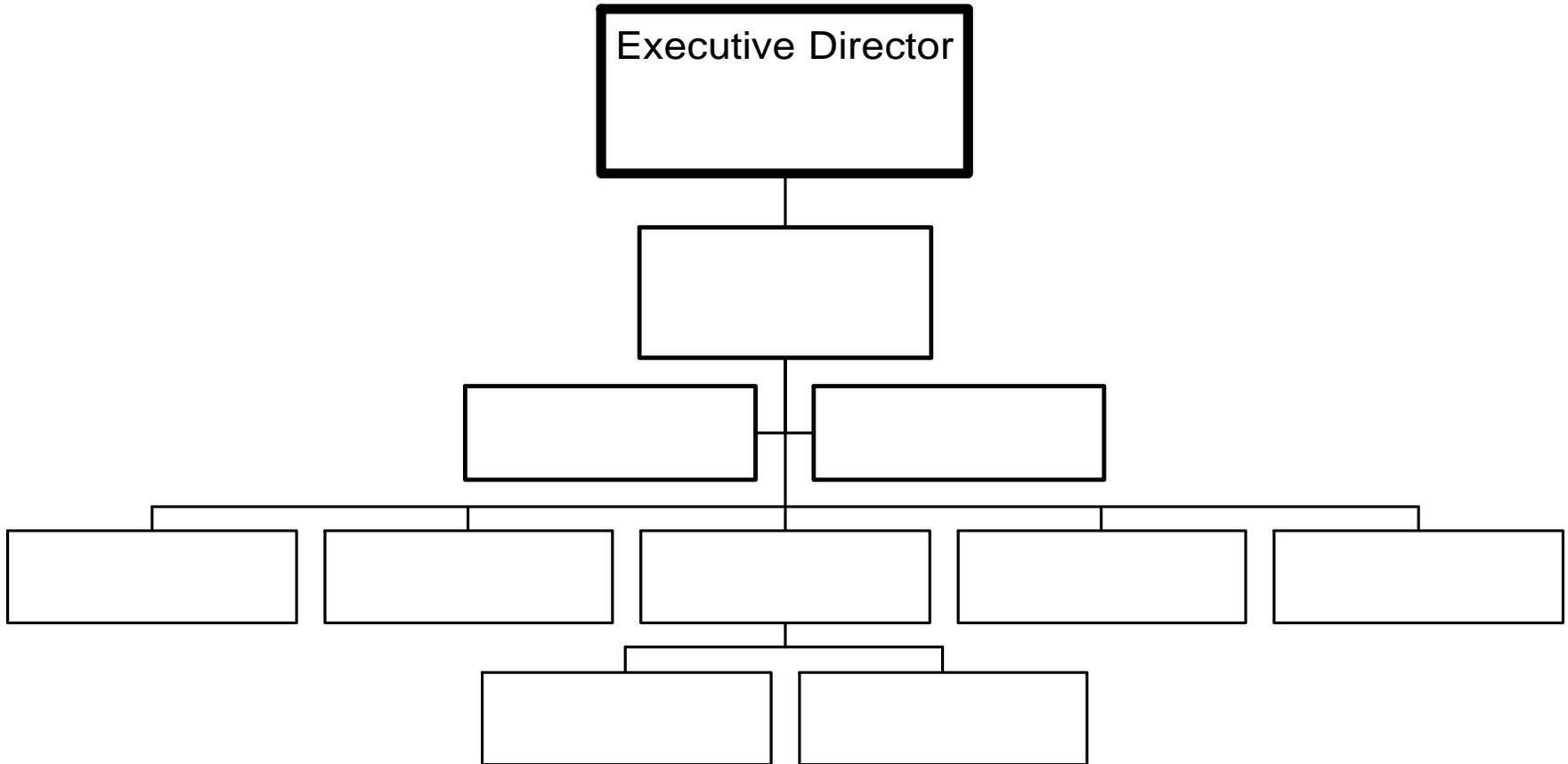
COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

VII. Describe the organizational structure for implementation of the CSS component. Will this component be managed in-house or out-sourced to consultants? What is the role of the HOPE VI Coordinator in the management of daily CSS activities? What role do the service providers and residents play during implementation. **(Also attach an organizational chart.)**

ACCOMPLISHED TO DATE:

TO BE ACCOMPLISHED:

ORGANIZATIONAL CHART



COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

VIII. Describe the policies and procedures to be used for case management in tracking services delivered to HOPE VI residents. Also describe your process for each stage of relocation including: preparation for relocation; the physical moving of residents; tracking of services delivered to relocated residents; and the eventual return of residents. **(Use the Milestones and Tasks table to provide details of any activities you plan to undertake.)**

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

IX. For programs and services to be provided to residents describe the current and planned physical facilities including information on location (on-site/off-site). (Use the Milestones and Tasks table to provide details of any activities you plan to undertake.)

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

- X.** Describe what actions will be taken over the course of this plan to ensure that CSS activities are sustainable beyond the HOPE VI grant. Will the Community Task Force provide additional funding and services in the post-HOPE VI era? If yes, explain. If no, what other strategy is being considered? **(Use the Milestones and Tasks table to provide details of any activities you plan to undertake.)**

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COMMUNITY AND SUPPORTIVE SERVICES WORKPLAN

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