## Worksheet Step 5a – Planning & Evaluation

| Subrecipient: | Austin Public Health | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Time Period (years) covered by the Strategic Plan:** | 2020-2024 | | | | | | | | |

| Ranking of Need # from 2018 CNA | Level of Need | Service or Activity & # to be served | CSBG Purpose Addressed | Outcome (general stmnt of results expected) | Indicator (% expected to achieve outcome) | Actual Results (% who achieved outcome) | % of Participants Expected to Achieve Outcome | Measurement Tool (documentation tools) | Frequency of Data Collection & Reporting |
|---|---|---|---|---|---|---|---|---|---|
| Planning | Planning | Planning | Planning | Planning | Performance | Performance | Accountability | Accountability | Accountability |
| 3 | F | 150 people enrolled in self sufficiency case management | SS | 55 out of 150 will obtain jobs. At least 43 people will transition out of poverty | | | | Intake documents and data entered in program software, Client records in NewGen | Daily collection and monthly reporting |

**CSBG Purpose:** Reduction of Poverty (RP), Revitalization of Low-Income Communities (RLIC), Self-Sufficiency (SS)

**Level of Need:** Family (F) or Community (C) or Agency (A)

**CSBG Domain:** Employment, Education &Cognitive Development, Infrastructure/Income/Asset Building, Housing, Health & Social/Behavioral Development, Civic Engagement & Community

Note: This form can be used to plan what programs or services or activities (community, family, and organizational) will be offered and to set targets. Look at the Top 5 Needs from most recent CNA.

*This worksheet will provide information for State Requirements, Step 6-SP Requirements, Area 5a*
**NOTE: Submit these 2 worksheets with your Strategic Plan**

## Worksheet Step 5b  – Strategic Plan Goals, Objectives, ,Strategies, and Outcomes

| Subrecipient: | Austin Public Health | Time Period (years) covered by the Strategic Plan: | 2020-2024 |
|---|---|---|---|
| **Type of Goal (Agency,** | Family | **Area to Address:** | Employment |
| **#1 Goal:** | Low-income persons obtain/maintain employment, better paying or living wage jobs, and/or jobs with benefits | | |
| **Objective:** | Through the provision of case management, to link low income persons to employment/education opportunities and decrease barriers to stability which will help them attain self-sufficiency | | |
| **Strategy:** | Create and strengthen collaborative working relationships with Skillpoint, Workforce Solutions, Goodwill, technical schools, and colleges to assist low-income people seeking to gain job skills | | |

| | 2020/<br>Year 1 | 2021/<br>Year 2 | 2022/<br>Year 3 | 2023/<br>Year 4 | 2024/<br>Year 5 | |
|---|---|---|---|---|---|---|
| **Output:** | 150 people enrolled in self sufficiency case management 53 enrolled | 150 people enrolled in self sufficiency case management 60 clients enrolled | 150 people enrolled in self sufficiency case management | 150 people enrolled in self sufficiency case management | 150 people enrolled in self sufficiency case management | |
| **Output:** | | | | | | |
| **Output:** | | | | | | |
| **Outcome:** | 20 out of 150 will obtain jobs. 12 people obtained jobs. | 40 out of 150 will obtain jobs. 29 people obtained jobs. | 45 out of 150 will obtain jobs. | 50 out of 150 will obtain jobs. | 55 out of 150 will obtain jobs. | |
| **Outcome:** | At least 43 people will transition out of poverty  25 achieved | At least 43 people will transition out of poverty 28 achieved | At least 43 people will transition out of poverty | At least 43 people will transition out of poverty | At least 43 people will transition out of poverty | |

## Worksheet Step 5a – Planning & Evaluation

| Subrecipient: | Austin Public Health | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Time Period (years) covered by the Strategic Plan: | | | | | 2020-2024 | | | | |

| Ranking of Need # from 2018 CNA | Level of Need | Service or Activity & # to be served | CSBG Purpose Addressed | Outcome (general stmnt of results expected) | Indicator (% expected to achieve outcome) | Actual Results (% who achieved outcome) | % of Participants Expected to Achieve Outcome | Measurement Tool (documentation tools) | Frequency of Data Collection & Reporting |
|---|---|---|---|---|---|---|---|---|---|
| Planning | Planning | Planning | Planning | Planning | Performance | Performance | Accountability | Accountability | Accountability |
| N/A | A | Offer staff development & Wellness activities | RP | 6 staff development activities | | | | sign-in sheets, TRAIN database | Unit office | Bi-Monthly |
| | | | | | | | | | |
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**CSBG Purpose:** Reduction of Poverty (RP), Revitalization of Low-Income Communities (RLIC), Self-Sufficiency (SS)

**Level of Need:** Family (F) or Community (C) or Agency (A)

**CSBG Domain:** Employment, Education &Cognitive Development, Infrastructure/Income/Asset Building, Housing, Health & Social/Behavioral Development, Civic Engagement & Community Involvement

Note: This form can be used to plan what programs or services or activities (community, family, and organizational) will be offered and to set targets. Look at the Top 5 Needs from most recent CNA. Performance will be reported in CSBG monthly

*This worksheet will provide information for State Requirements, Step 6-SP Requirements, Area 5a*

**NOTE: Submit these 2 worksheets with your Strategic Plan**

## Worksheet Step 5b – Strategic Plan Goals, Objectives, ,Strategies, and Outcomes

| Subrecipient: | Austin Public Health | Time Period (years) covered by the Strategic Plan: | 2020 - 2024 |
|---|---|---|---|
| Type of Goal (Agency, Family, or Community): | Agency | Area to Address: | Staff Development and Retention |

| **#2 Goal:** | The City of Austin's Neighborhood Center will promote wellness and employee retention activities |
|---|---|
| **Objective:** | To increase knowledge, skills, and abilities of all staff working in the Neighborhood Centers |
| **Strategy:** | The Employee Retention and Wellness Promotion (ERWP) Task Force will plan, organize and implement trainings and activities |

| | 2020/ Year 1 | 2021/ Year 2 | 2022/ Year 3 | 2023/ Year 4 | 2024/ Year 5 | |
|---|---|---|---|---|---|---|
| Output: | Publish ERWP Newsletter  On hold due to COVID | Publish ERWP Newsletter Resumed publishing Wellness newsletter- Summer 2021. Distributing every other month | Publish ERWP Newsletter | Publish ERWP Newsletter | Publish ERWP Newsletter | |
| Output: | Facilitate Wellness activities at Neighborhood Services Unit staff meetings  Met | Facilitate Wellness activities at Neighborhood Services Unit staff meetings  Met | Facilitate Wellness activities at Neighborhood Services Unit staff meetings | Facilitate Wellness activities at Neighborhood Services Unit staff meetings | Facilitate Wellness activities at Neighborhood Services Unit staff meetings | |
| Output: | Seek staff input on professional development trainings- Requested staff's feedback on potential trainings at each NSU Monthly meeting (through SurveyMonkey evaluations) | Seek staff input on professional development trainings-  Requested staff's feedback on potential trainings at each NSU Monthly meeting (through SurveyMonkey evaluations) | Seek staff input on professional development trainings | Seek staff input on professional development trainings | Seek staff input on professional development trainings | |

| Outcome: | 30% of staff will participate in City of Austin sponsored Wellness activities- 21.3% based on participation from HealthCode events | 40% of staff will participate in City of Austin sponsored Wellness activities- Average 30% based on participation from HealthCode events. Participation varied from month to month (15% to 70%) | 50% of staff will participate in City of Austin sponsored Wellness activities | 55% of staff will participate in City of Austin sponsored Wellness activities | 60% of staff will participate in City of Austin sponsored Wellness activities | |
|---|---|---|---|---|---|---|
| Outcome: | Provide 2 staff requested trainings annually- provided 1 training | Provide 2 staff requested trainings annually- provided 3 trainings | Provide 2 staff requested trainings annually | Provide 2 staff requested trainings annually | Provide 2 staff requested trainings annually | |

# Worksheet Step 5a – Planning & Evaluation

| Subrecipient: | Austin Public Health |
|---|---|

| Time Period (years) covered by the Strategic Plan: | 2020 - 2024 |
|---|---|

| Ranking of Need # from 2018 CNA | Level of Need | Service or Activity & # to be served | CSBG Purpose Addressed | Outcome (general stmnt of results expected) | Indicator (% expected to achieve outcome) | Actual Results (% who achieved outcome) | % of Participants Expected to Achieve Outcome | Measurement Tool (documentation tools) | Frequency of Data Collection & Reporting |
|---|---|---|---|---|---|---|---|---|---|
| Planning | Planning | Planning | Planning | Planning | Performance | Performance | Accountability | Accountability | Accountability |
| 4 | C | Increase access to Basic Needs Services | RP | Improve access to Basic Needs Services | | | | NSU Leadership Team and NSU Task Force sign-in sheets, minutes | Monthly |
| | | | | | | | | | |
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**CSBG Purpose:** Reduction of Poverty (RP), Revitalization of Low-Income Communities (RLIC), Self-Sufficiency (SS)

**Level of Need:** Family (F) or Community (C) or Agency (A)

**CSBG Domain:** Employment, Education &Cognitive Development, Infrastructure/Income/Asset Building, Housing, Health & Social/Behavioral Development, Civic Engagement & Community

Note: This form can be used to plan what programs or services or activities (community, family, and organizational) will be offered and to set targets. Look at the Top 5 Needs from most recent

*This worksheet will provide information for State Requirements, Step 6-SP Requirements, Area 5a*

**NOTE: Submit these 2 worksheets with your Strategic Plan**

# Worksheet Step 5b – Strategic Plan Goals, Objectives, ,Strategies, and Outcomes

| Subrecipient: | Austin Public Health | | Time Period (years) covered by the Strategic Plan: | 2020-2024 |
|---|---|---|---|---|
| Type of Goal (Agency, | Community | Area to Address: | Poverty | |
| #3 Goal: | Improve access to Basic Needs Services | | | |
| Objective: | Increase number of service sites and ways to access services | | | |
| Strategy: | Create online application and new service site locations | | | |
| | 2020/ Year 1 | 2021/ Year 2 | 2022/ Year 3 | 2023/ Year 4 | 2024/ Year 5 | |

| | | | | | |
|---|---|---|---|---|---|
| **Output:** | Form task force and develop online inquiry Met | Pilot online inquiry Met | implement and refine process | implement and refine process | implement and refine process |
| **Output:** | Form task force and implement 2 satellite locations Met | Evaluate efficacy of satellite locations On hold due to COVID-19 | Continue implementation and improve as needed | Continue implementation and improve as needed | Continue implementation and improve as needed |
| **Output:** | Open the new Montopolis Recreation & Community Center Met | Participate in Planning activities for the Dove Springs Neighborhood Center In progress | Participate in Planning activities for the Dove Springs Neighborhood Center | Participate in Planning activities for the Dove Springs Neighborhood Center | Open the new Dove Springs Neighborhood Center |
| **Outcome:** | No Outcome due to COVID-19 | Complete baseline data analysis for clients for far East Austin and North Austin/Travis County Satellite locations on hold due to COVID-19 | 10% increase from baseline in clients from those areas | 15% increase from baseline in clients from those areas | 20% increase from baseline data in clients from those areas |
| **Outcome:** | No Outcome due to COVID-19 29 achieved | 100 households will complete online application 253 achieved | 125 households will complete online application | 150 households will complete online application | 175 households will complete online application |

## Worksheet Step 5a – Planning & Evaluation

| Subrecipient : | Austin Public Health | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Time Period (years) covered by the Strategic Plan:** | | | | | 2020-2024 | | | | |
| Ranking of Need # from 2018 CNA | Level of Need | Service or Activity & # to be served | CSBG Purpose Addressed | Outcome (general stmnt of results expected) | Indicator (% expected to achieve outcome) | Actual Results (% who achieved outcome) | % of Participants Expected to Achieve Outcome | Measurement Tool (documentation tools) | Frequency of Data Collection & Reporting |
| Planning | Planning | Planning | Planning | Planning | Performance | Performance | Accountability | Accountability | Accountability |
| N/A | A | CSBG eligibility | RP | No ineligible clients will be served | | | | peer review forms, chart audits | Monthly, Bi-annually |
| | | | | | | | | | |
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**CSBG Purpose:** Reduction of Poverty (RP), Revitalization of Low-Income Communities (RLIC), Self-Sufficiency (SS)

**Level of Need:** Family (F) or Community (C) or Agency (A)

**CSBG Domain:** Employment, Education &Cognitive Development, Infrastructure/Income/Asset Building, Housing, Health & Social/Behavioral Development, Civic Engagement & Community Involvement

Note: This form can be used to plan what programs or services or activities (community, family, and organizational) will be offered and to set targets. Look at the Top 5 Needs from most recent CNA. Performance will be reported in CSBG monthly performance report. Actual Results

*This worksheet will provide information for State Requirements, Step 6-SP Requirements, Area 5a*

**NOTE: Submit these 2 worksheets with your Strategic Plan**

## Worksheet Step 5b – Strategic Plan Goals, Objectives, ,Strategies, and Outcomes

| Subrecipient : | Austin Public Health | Time Period (years) covered by the Strategic Plan: | 2020-2024 |
|---|---|---|---|
| **Type of Goal (Agency, Family, or Community):** | Agency | **Area to Address:** Eligibility Determination | |
| **#4 Goal:** | Eligibility will be determined correctly for all clients receiving CSBG services | | |
| **Objective:** | To ensure compliance with CSBG requirements and serve only eligible clients with CSBG funded services | | |
| **Strategy:** | Twice yearly eligibility training for all staff and peer review process to ensure eligibility is being determined correctly at the time of service. Chart audits and monitoring at the supervisor and Unit office level | | |

| | 2020/ Year 1 | 2021/ Year 2 | 2022/ Year 3 | 2023/ Year 4 | 2024/ Year 5 | |
|---|---|---|---|---|---|---|
| **Output:** | All CSBG funded services will be peer reviewed. Supervisors will sample at least 10% of CSBG funded services for review each month. Unit office will sample at least 10% of CSBG funded services for review twice a year. Met | All CSBG funded services will be peer reviewed. Supervisors will sample at least 10% of CSBG funded services for review each month. Unit office will sample at least 10% of CSBG funded services for review twice a year. Met | All CSBG funded services will be peer reviewed. Supervisors will sample at least 10% of CSBG funded services for review each month. Unit office will sample at least 10% of CSBG funded services for review twice a year. | All CSBG funded services will be peer reviewed. Supervisors will sample at least 10% of CSBG funded services for review each month. Unit office will sample at least 10% of CSBG funded services for review twice a year. | All CSBG funded services will be peer reviewed. Supervisors will sample at least 10% of CSBG funded services for review each month. Unit office will sample at least 10% of CSBG funded services for review twice a year. Met | |
| **Output:** | | | | | | |
| **Output:** | | | | | | |

| Outcome: | No ineligible clients will be served. 100% of CSBG funded services will have a peer review completed at the time of service. Upon supervisor and/or Unit office review, all CSBG funded services will show evidence eligibility was determined correctly by the worker in conjunction with the peer review Met | No ineligible clients will be served. 100% of CSBG funded services will have a peer review completed at the time of service. Upon supervisor and/or Unit office review, all CSBG funded services will show evidence eligibility was determined correctly by the worker in conjunction with the peer review Met | No ineligible clients will be served. 100% of CSBG funded services will have a peer review completed at the time of service. Upon supervisor and/or Unit office review, all CSBG funded services will show evidence eligibility was determined correctly by the worker in conjunction with the peer review | No ineligible clients will be served. 100% of CSBG funded services will have a peer review completed at the time of service. Upon supervisor and/or Unit office review, all CSBG funded services will show evidence eligibility was determined correctly by the worker in conjunction with the peer review | No ineligible clients will be served. 100% of CSBG funded services will have a peer review completed at the time of service. Upon supervisor and/or Unit office review, all CSBG funded services will show evidence eligibility was determined correctly by the worker in conjunction with the peer review | |
|---|---|---|---|---|---|---|
| Outcome: | | | | | | |

## Worksheet Step 5a – Planning & Evaluation

| Subrecipient: | **Austin Public Health** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Time Period (years) covered by the Strategic Plan:** | | | | | 2020-2024 | | | | |

| Ranking of Need # from 2018 CNA | Level of Need | Service or Activity & # to be served | CSBG Purpose Addressed | Outcome (general stmnt of results expected) | Indicator (% expected to achieve outcome) | Actual Results (% who achieved outcome) | % of Participants Expected to Achieve Outcome | Measurement Tool (documentation tools) | Frequency of Data Collection & Reporting |
|---|---|---|---|---|---|---|---|---|---|
| Planning | Planning | Planning | Planning | Planning | Performance | Performance | Accountability | Accountability | Accountability |
| 1 | F | Provide rent & utility assistance to low-income residents of Austin and Travis County | RP | homelessness and displacement prevention | | | | Intake documents and data entered in program software, Client records in NewGen | Daily data collection & monthly reports |
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Note: This form can be used to plan what programs or services or activities (community, family, and organizational) will be offered and to set targets. Look at the Top 5 Needs from most recent CNA. Performance will be reported in CSBG monthly performance report. Actual Results

*This worksheet will provide information for State Requirements, Step 6-SP Requirements, Area 5a*

**NOTE: Submit these 2 worksheets with your Strategic Plan**

## Worksheet Step 5b – Strategic Plan Goals, Objectives, ,Strategies, and Outcomes

| Subrecipient: | **Austin Public Health** | **Time Period (years) covered by the Strategic Plan:** | **2020-2024** |
|---|---|---|---|
| **Type of Goal (Agency, Family, or** | Family | **Area to Address:** | Housing Stability |
| **#5 Goal:** | Prevent displacement of Neighborhood Center clients from Austin/Travis County | | |
| **Objective:** | Increase housing stability through the provision of rent/utility assistance & case management services | | |
| **Strategy:** | Efficiently process financial assistance and advocate for additional financial assistance funding to assist low-income individuals | | |

| | 2020/ Year 1 | 2021/ Year 2 | 2022/ Year 3 | 2023/ Year 4 | 2024/ Year 5 | |
|---|---|---|---|---|---|---|
| **Output:** | Provide rental assistance to neighborhood center clients who qualify for services | Provide rental assistance to neighborhood center clients who qualify for services | Provide rental assistance to neighborhood center clients who qualify for services | Provide rental assistance to neighborhood center clients who qualify for services | Provide rental assistance to neighborhood center clients who qualify for services | |
| **Output:** | | | | | | |
| **Output:** | | | | | | |
| **Outcome:** | 500 households will avoid eviction 1,179 achieved | 1200 households will avoid eviction 1,389 achieved | 500 households will avoid eviction | 525 households will avoid eviction | 550 households will avoid eviction | |
| **Outcome:** | | | | | | |