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/ Year 1	2021/ Year 2	2022/ Year 3	2023/ Year 4	2024/ 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

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

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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

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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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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

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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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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

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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:						

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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

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

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

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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:						