

WASHINGTON COUNTY CDBG PROJECT PROPOSAL  
PUBLIC SERVICES

<p>1. TITLE: Farmworker Advocate Project</p> <p>2. PROJECT SPONSOR: Name Wash. County Community Action Address 451 S. 1st, Hillsboro, OR Contact Person Cheryl Hilbert 97123 Phone 648-6646 Signature <i>Cheryl Hilbert for Juvallynn Ness</i> Title Executive Director</p>	<p>FOR STAFF USE ONLY:</p> <p>Project No. _____</p> <p>Date Received _____ Time _____</p> <p>Eligible Yes _____ No _____</p> <p>Qualifying CDBG Regulation _____</p> <p>Primary Objective _____</p>
<p>3. A. OCD Reference No. <u>248</u></p> <p>B. Is service new or a quantifiable increase in the level of service above that which has been provided by or on behalf of Washington County in last twelve months? Yes <input checked="" type="checkbox"/> No _____ If no, explain on separate sheet. (See instructions.)</p> <p>4. PROJECT BENEFIT:</p> <p>A. Service Area Census designation <u>Washington County</u> Project location <u>Hillsboro</u> Attach map which shows the project site and defines the service area. Label it Exhibit A.</p> <p>B. Define Target Population <u>12,000 resident, Migrant and Seasonal Farmworkers and their dependents</u></p> <p>C. Total Number of Low and Moderate Income Persons to be Served with CDBG funds <u># 4727</u></p> <p>D. Document source(s) of information and/or describe how the figures for B and C were derived <u>B. Housing Development Corporation/CASA of Oregon Migrant and Seasonal Farmworker needs assessment, C. WCCAO 1992-93</u></p>	
<p>5. OTHER INFORMATION: <span style="float: right;">service statistics.</span></p> <p>A. Will project be housed in a CDBG-funded facility? Yes <input checked="" type="checkbox"/> No _____</p> <p>B. How is project compatible with local plans? Explain and reference. <u>This project is compatible with WCCAO's 1992-96 Strategic Plan: Goal F, Objective B &amp; C; Goal II, Objective A, H, I.</u></p>	
<p>6. PROJECT PERIOD:</p> <p>Start (mo/yr) <u>7-94</u></p> <p>End (mo/yr) <u>6-95</u></p> <p><i>10/95 - 10/96</i></p>	<p>7. PROJECT COST</p> <p>Total CDBG dollars requested \$ <u>44,373</u></p> <p>Total dollar value of other resources \$ <u>38,058</u></p> <p>TOTAL PROJECT COST \$ <u>82,431</u></p>

8. **PROBLEM STATEMENT:**

Migrant and seasonal farmworkers who need human services often lack access to them due to a variety of barriers including language, cultural differences, legal status, economics, unfamiliarity with and complexity of the social service network, and transportation. Farmworkers are among the poorest residents in Washington County, with earnings under \$10,000 annually. They work intermittently, due to the seasonal availability of agriculture employment, and receive low wages. They are often exposed to hazardous conditions and usually do not have health coverage. Farmworkers live in the worst housing conditions the County has to offer, whether in migrant camps or in private market rentals. Although the exact number of migrant and seasonal farmworkers is difficult to determine, CASA of Oregon and the Housing Development Corporation report that at least 2,000 farmworkers and their families reside in Washington County year round. An additional 10,000 migrant and seasonal farmworkers and their dependents spend some time doing agricultural labor in the county at sometime during the year, mostly in the spring and summer months. Each year the social service agencies in the County struggle to help this very low income group of people. Periodically the needs of the County's farmworkers reach a crisis point and a combined community emergency effort is required to address the problems. Twice in recent years such a crisis has occurred.

9. **PROJECT DESCRIPTION:**

- A. Describe how the proposed services address the need or alleviate the problem identified in the problem statement. Provide evidence of the effectiveness of the approach. Be specific. Explain how (if) the project affects the self-sufficiency of clients.**

WCCAO's project goal is to put a structure of farmworker services in place that will: 1. Provide ongoing farmworker services so that the unmet needs of this group do not create a crisis that requires a county-wide emergency response. 2. Assure that farmworker families have access to emergency and basic needs services in order to prevent destitution and build self-reliance. In order to achieve this goal WCCAO will: 1. Organize and convene a coalition of farmworker serving organizations to coordinate services. 2. Develop a comprehensive database of farmworker services and reproduce this information in a format that can be distributed to and understood by all farmworkers in the county. 3. Employ a farmworker service specialist to provide outreach and family support services to farmworkers to link them with needed services. 4. Identify gaps in needed services and work with the community to develop a plan to serve these unmet needs.

The project will address the needs of the County's farmworkers in a number of ways. Coordinating county-wide services to farmworkers will insure less duplication of efforts and will result in more actual services to farmworkers. Producing materials to describe these services that can be distributed directly to needed farmworkers through outreach efforts will help this often isolated group reach the services they need. Having a Farmworker Services Specialist to concentrate on the needs of farmworkers will add a greatly needed resource to helping the community. Identifying gaps in service will help focus county-wide energy where there is the greatest need. The net results of the above efforts will be increased services to farmworker families in the county. These services will help many families avoid destitution and will support their efforts to become self-reliant.

In all of its work WCCAO supports the achievement of self-sufficiency by working with individuals and families in a holistic manner that empowers them to overcome barriers to becoming self-reliant. The work of the farmworker services specialist will be guided by this successful approach.

**B. How will CDBG funds be used to provide services? Describe tasks and provide time frame for entire project period.**

WCCAO will use CDBG funds to hire a farmworker services specialist to provide outreach as well as family support activities, contract with Virginia Garcia Memorial Health Center for outreach assistance to migrant labor camps, purchase food to be distributed through the county food distribution network, and funds to provide emergency assistance to farmworker families. The farmworker services specialist will be filled in January of 1995, to allow for adequate planning and organization before the migrant farmworker season. The workplan will be as follows:

January-March Convene two community planning meetings for the coordination of services to farmworkers. Develop a comprehensive database of information on services available to farmworkers and reproduce information in a format that can be distributed to farmworkers and agencies and/or groups who serve farmworkers. Update migrant housing information including location and capacity. Directly serve farmworkers through outreach and family support activities. Collaborate with all WCCAO programs to insure farmworkers are prioritized and served appropriately.

April-June Convene monthly coordinating meetings with farmworker service organizations. Contract with Virginia Garcia Memorial Health Clinic to deliver service information to migrants living in labor camps. Contract with Tualatin Valley Food Center/Oregon Food Bank to purchase and distribute food to farmworkers. Directly serve farmworker families through outreach, family support and existing WCCAO programs.

July-September Convene monthly coordination meetings with farmworker service organizations. Identify and implement any WCCAO program changes needed to more effectively serve farmworkers. Directly serve farmworker families through outreach, family support and existing WCCAO programs.

October-November Continue all third quarter activities. Identify gaps in services to farmworkers and develop a plan to address unmet needs.

The project will serve approximately 4,727 farmworkers. The services to be provided to these farmworkers are as follows:

<u>Service</u>	<u>Households</u>	<u>Individuals</u>
Tualatin Valley Food Center/Oregon Food Bank		
Emergency Food	1555	2200
WCCAO		
Weatherization	20	84
Emergency Rent Assistance	11	60
Emergency Shelter	50	215
Head Start Enrollment	49	207
Heating/Energy Assistance	146	796
*Emergency Assistance & Service Coordination	165	990
*Support Services (case management)	<u>35</u>	<u>175</u>
Total	2031	4727

\*Services provided directly by Farmworker Services Specialist

- C. Are there other services that address the same need in the area?  
Please explain.**

There isn't an organization in Washington County which provides comprehensive social services to farmworker families. In times of crisis, WCCAO has been asked to fill this role. There are, however, a number of agencies providing specific services needed by farmworkers, such as:

Virginia Garcia Memorial Health Clinic  
 Oregon Legal Services Farmworker Program  
 Oregon Human Development Corp. (employment & training  
 for youth & adults; alcohol & drug counseling)  
 Title I Migrant Education  
 A Child's Place/Un Luger Para Los Ninos (child care)  
 Housing Development Corporation (Farmworker housing)  
 Migrant Indian Coalition (Migrant Head Start)  
 Centro Cultural (emergency hot meals and general  
 assistance)  
 Oregon Food Bank, Tualatin Valley Center (emergency food,  
 in coordination with Housing Services of Oregon & St.  
 Alexanders Church)  
 Hispanic Elders Project, Dept. of Aging Services  
 Adult & Family Services (Migrant food stamp outreach)  
 Employment Division (employment assistance)  
 Healthy Start

WCCAO's project would assess the comprehensive needs of farmworker families and provide direct services or services provided by other agencies in a coordinated manner that promotes the achievement of self-sufficiency by avoiding a piecemeal approach to individual problems.

- 10. How does the project promote a coordinated effort for service provision?  
Explain linkages to other programs.**

The purpose of this project is to coordinate with all farmworker service providers to assure that families are linked with services they need. Coordination will occur at the service provider level through the development of a farmworker services coalition and at the client level through the Farmworker Services Specialist.

11. **COST COMPARISON**

**Compare the cost and effectiveness of this approach with those of other major approaches to this problem.**

This approach will significantly improve the effectiveness of service provision to farmworkers by focusing on family self sufficiency as the priority outcome rather than hand outs as the result of an emergency. Family self sufficiency work requires a greater investment of staff time initially which is paid back in multiples as families gain the self esteem, knowledge, skills and tools to provide for themselves and contribute to the community.

12. **PROJECT SPONSOR INFORMATION:****A. Provide the following information:**

- (1) How long has the organization been in existence?  
27 years.
- (2) How long has the organization offered services to low/moderate income persons? 27 years.
- (3) What was the organization's total operating budget in the 1992-93 fiscal year? \$ 3,000,000
- (4) Divide the above amount into the amount of the CDBG request 1 %
- (5) **List other programs for low and moderate income persons provided by the organization.**

The following services are provided by WCCAO to low income residents of Washington County:

Information & Referral	Emergency Shelter
Homeless Services	Emergency Assistance
Transitional Housing	Rent Assistance
Heating Assistance	Transportation
Weatherization	Child Care Advocacy
Child Care	Parent Education
Energy Conservation	Special Housing Services
Head Start	Fair Housing Assistance
Migrant Services	Family Development
Housing Advocacy	Volunteer Opportunities

B. Has sponsor previously received CDBG funds for the same or similar project for the same target special population? Yes \_\_\_\_\_ No. X If yes, explain why additional CDBG support is necessary at this time.

C. Does the project represent an expansion of a previously funded project? Yes \_\_\_\_\_ No X If yes, document how CDBG funds will provide for the increased level of services.

D. Previous CDBG-funded projects since the 1983 Jobs Bill:  
None \_\_\_\_\_

(1) CDBG Project <u>Number</u>	(2) Year Of <u>Award</u>	(3) Amount <u>of award</u>	(4) Completed in <u>Time?</u>	(5) Completed Within <u>Budget?</u>	(6) Is Service Still <u>Offered?</u>
JB7	1983	\$52,075	Yes Yes	Yes	
4049	1984-85	\$12,500	Yes Yes	Yes	
144	1984-85	\$20,000	Yes Yes	Yes	
4145	1984-85	\$20,000	Yes Yes	Yes	
7251	1985-86	\$25,056	Yes Yes	Yes	
7660	1985-86	\$20,000	Yes Yes	Yes	
7661	1985-86	\$20,000	Yes Yes	Yes	
7662	1985-86	\$ 9,927	Yes Yes	Yes	
7663	1985-87	\$47,000	Yes Yes	Yes	
8660	1986-87	\$25,000	Yes Yes	Yes	
8661	1986-87	\$20,000	Yes Yes	Yes	
8662	1986-87	\$ 9,750	Yes Yes	Yes	
8663	1986-87	\$29,902	Yes Yes	Yes	
9101	1987-88	\$10,000	Yes Yes	Yes	
9663	1987-88	\$40,000	Yes Yes	Yes	
0335	1988-89	\$19,880	Yes Yes	Yes	
1335	1989-90	\$21,779	Yes Yes	Yes	
0501	1988-89	\$20,000	Yes Yes	Yes	
1501	1989-90	\$20,000	Yes Yes	Yes	
2501	1990-91	\$20,000	Yes Yes	Yes	
0502	1988-89	\$25,000	Yes Yes	Yes	
1502	1989-90	\$25,000	Yes Yes	Yes	
2502	1990-91	\$25,000	Yes Yes	Yes	
0301	1988-89	\$52,000	Yes Yes	Yes	
1301	1989-90	\$52,000	Yes Yes	Yes	
2301	1990-91	\$55,000	Yes Yes	Yes	
3325	1991-92	\$35,553	Yes Yes	Yes	
3301	1991-92	\$60,000	Yes Yes	Yes	

3501	1991-92	\$20,000	Yes	Yes	Yes
3502	1991-92	\$25,000	Yes	Yes	Yes
4301	1992-93	\$68,000	Yes	Yes	Yes
4501	1992-93	\$20,000	Yes	Yes	Yes
4502	1992-93	\$25,000	Yes	Yes	Yes
4224	1992-93	\$100,000	Yes	Yes	Yes

**(7) If any answers to (4), (5) or (6) above are no, please explain.**

**E. Operation and Maintenance:**

**(1) Legal responsibility for project:**

Washington County Community Action Organization (WCCAO) Inc. will assume legal responsibility for the continued operation and maintenance of the project at the end of the CDBG funding period.

**(2)a. Financial assets and resources at sponsor's disposal:**

WCCAO's projected annual operating budget for 1994-95 is approximately \$3,900,000.

**(2)b. General administrative and budgetary performance:**

WCCAO is a private, non-profit 501 (c) 3 corporation which is concerned about poverty and the needs of the poor in Washington County. Since 1965, WCCAO has had fiscal and administrative responsibility for numerous grants and projects providing human services. WCCAO has successfully managed annual budgets of over \$1,500,000 in local state and federal funds, including CDBG funds. WCCAO's Board of Directors oversees the management of the agency through subsidiary Board . Committees who work closely with staff to plan, organize, direct, coordinate and control day to day agency operations. WCCAO is audited yearly by an independent CPA firm. Over the years, independent annual audits have pointed to no questioned costs and have given an unqualified opinion of the Agency's financial control systems.

In the past two years, WCCAO's records have been reviewed by several funding sources including the State Community Services, Health and Human Services, Department of Energy and the Federal Emergency Management Agency. All of these reviews resulted in favorable opinions by the audit teams.



WCCAO operates on an agency budget which is approved by the Board of Directors and monitors, through monthly reports from the comptroller, the actual-to-budget performance of each program. This system of budget management allows for timely intervention and adjustment to operations if a problem develops. Additionally, Pauley Rogers prepared an audited report of the actual performance to budget. In the past two years, like years previous, WCCAO has not encountered any financial or programmatic problems.

**(2)c. Past experience in operating similar activities:**

WCCAO has 27 years of experience in developing and operating programs which serve the poor, elderly, disabled and minorities seeking assistance in Washington County. While this project represents a new year round service to farmworkers for WCCAO, the management responsibilities are generic to the organization's fundamental operations.

**(2)d. Staffing arrangements, ongoing operation:**

See WCCAO Organizational Chart attached.

The Farmworker Advocate Project will be operated out of WCCAO's Client Services Department. The Project will be managed by the Hillsboro Services Manager, who will be responsible for coordinating project activities, including supervising the Farmworker Services Specialist, who will provide direct assistance and assist with coordination. Since the Specialist position is a new one, recruitment will be done outside the agency if no one is identified through our internal recruitment process.

This project will give WCCAO increased capacity to serve farmworkers by putting in place a structure in which services are provided to farmworkers in a coordinated manner. This project will be continued in two ways: with increased church funds which are currently being leveraged by the agency, and with State funds earmarked for farmworker services.

13. **PROJECT MANAGEMENT CAPABILITY:**

A. Judy Schilling will be Project Manager for the Farmworker Advocate Project. Ms. Schilling has over 15 years experience in program management and administration and direct services to the low income community.

**B.1. Experience in dealing with elected officials, board members, low/moderate income persons; verifying client eligibility, reporting beneficiary information to monitoring/funding agencies:**

For 27 years, WCCAO has operated programs funded at the local, state, federal levels as well as with private funds and those provided by churches. As a private, non-profit organization, it is required to have a board of directors, which is, by mandate made up of elected officials and representatives from the low income community and the private sector. The variety of contracts and grants which WCCAO has operated has provided an array of experience in project monitoring, verifying client eligibility, and reporting beneficiary information.

**B.2. Experience in communicating the organization's programs, purpose to the media, funding sources, clients, general public:**

WCCAO has an active public relations and fundraising effort which includes press releases, public speaking, the development and dissemination of program brochures, annual reports and newsletters, as well as direct mail appeals and fundraising events. This effort is managed by WCCAO's Resource Development Director.

**B.3. Experience in government contract administration, knowledge of federal regulations governing procurement, EED, eligible costs:**

WCCAO has been responsible for numerous government contracts and grants, including:

- a. ACTION - RSVP
- b. ACTION - VISTA
- c. Health and Human Services
- d. Community Services Block Grant
- e. Community Development Block Grant
- f. Department of Energy
- g. State Housing and Community Services
- h. Job Training Partnership Act
- i. CETA
- j. FEMA
- k. USDA
- l. Local cities and county
- m. Department of Education
- n. Federal Office of Community Services

Each of these governmental agencies have regulations concerning eligible costs, acquisition, procurement, equal employment opportunity, and labor standards which WCCAO has complied with, including Affirmative Action and HUD Section 3 requirements.

14. BUDGET SUMMARY

BUDGET CATEGORIES	TOTAL PROJECT COST	CDBG FUNDING	OTHER COMMITTED SOURCES OF FUNDS					
			Federal	State	Local	County	In-Kind	Other (Specify)
a) Personnel Services	36,978	26,973						
b) Office Supplies	597			10,005	(Community Services Block Grant)			
c) Operating Supplies	1,900							597 United Way
d) Communications	600							1,900 United Way
e) Travel & Training	1,270							600 United Way
f) Legal & Public Notices								1,270 United Way
g) Professional Services	13,606	7,500						
h) Construction Contracts								6,106 United Way
i) Capital Outlay								
j) Property Acquisition								
k) Relocation Expenses								
l) Appraisal Fees								
m) Other (Specify)	27,480	9,900						
n) TOTAL PROJECT	82,431	44,373	*3,300 (FEMA)	10,800 (LIEAP)**				1,980 United Way 1,500 GAP
			3,300	20,805				13,953

15. BUDGET NARRATIVE: (Indicate the total project cost, the portion charged to CDBG funding and the portion committed by other funding sources.)

See attached Budget Narrative page:

\* FEMA - For direct payments to farmworkers for rent and utility assistance.

\*\* LIEAP - For direct payments to farmworkers for utility assistance.

**Budget Narrative WCCAO Farmworker Advocate Project**

**Budget**

Personnel			<i>CDBG</i>
Project Manager .2 FTE		\$ 5,622	
Farmworker Services Specialist 1 FTE		21,578	<i>21,578</i>
Information & Referral Specialist .08 FTE		1,588	
Support Staff (Secretarial, Data Entry) .04 FTE		<u>794</u>	
	Subtotal	\$29,582	
Taxes & Benefits		<u>\$ 7,396</u>	
	Personnel Subtotal	\$36,978	<i>5,395</i>
Office Supplies		597	
Operating Supplies			
Production of Project I & R Materials		<span style="border: 1px solid black; padding: 2px;">1,900</span>	
Communication			
Telephone		600	
Travel & Training		1,270	
Training - \$150			
Travel - (4,000 miles x \$.28/mi.) - \$1,120			
Professional Services		\$13,606	<i>2,500</i>
Contract - Virginia Garcia - \$2,500			<i>5,000</i>
Contract - TVFC Bulk Food Purchase - \$5,000			
Administration - \$6,106			
Other		\$27,480	
Office Space - \$1,980			<i>1,980</i>
Direct Client Assistance			
Rent - <span style="border: 1px solid black; padding: 2px;">\$8,000</span>			<i>7,920</i>
Utility - \$15,000			
Other Emergencies - \$2,500			<i>9,900</i>
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	<b>TOTAL</b>	<b>\$82,431</b>	