



DUPAGE COUNTY
CSBG ADVISORY BOARD
MINUTES

October 21, 2025

Regular Meeting

11:30 AM

3500B
421 NORTH COUNTY FARM ROAD
WHEATON, IL 60187

1. CALL TO ORDER

Meeting was called to order by Kristin Sheffield at 11:30 AM.

2. ROLL CALL

Kristin Sheffield called for a motion to allow those on zoom due to illness or family emergency to participate in the meeting. Paula Garcia made a motion to allow those on zoom to participate in the meeting, Vanessa Roth seconded the motion, and all voted ayes. The motion was carried.

PRESENT: Kristin Sheffield, Vanessa Roth, Sergio Martinez, Michael C. Pesola, Molly Howieson, Kathleen McNamara, Greg Schwarze and Paula Garcia. Quorum Present.

ABSENT: Dawn DeSart, Cindy Cronin Cahill, Lynn LaPlante and Kari Galassi

ZOOM: Christina LePage, Don Davia, and Wendy Williams

3. PUBLIC COMMENTS AND CONCERNS

No public comments were received at this meeting.

4. APPROVAL OF MINUTES

Kristin Sheffield called for a motion to approve the August 19, 2025, minutes Greg Schwarze made a motion to approve the minutes, Sergio Martinez seconded the motion, and all voted ayes. The motion carried.

5. REPORTS- LISA HAMILTON

Lisa Hamilton reviewed the 3rd Quarter 2025 Outcome Summary Report which detailed each Work program's progress and accomplishments. The work programs are doing well and on track to serve all anticipated clients. Lisa explained that all checks have gone out to the scholarship recipients. H.O.M.E. DuPage has launched its new credit repair program and has 4 clients enrolled. GardenWorks, our community initiative, is currently supporting four gardens from last year and two additional gardens this year. Lisa explained that the garden by Bensenville Public Library is on hold until Spring of 2026. Teen Parent Connection is still holding car seat safety classes. We still have funds available to assist families disconnected from water and limited funds available if a disaster should occur. Handouts provided.

6. BUDGET REVIEW – GINA STRAFFORD-AHMED

Gina Strafford-Ahmed reviewed in detail the 2025 Budget and Expenditure Report. She explained that we are halfway through the year and on target. Gina explained that most agencies are on track to spend their funding, we are still waiting for some agencies to submit their 3rd quarter invoice. Gina explained that GardenWorks may not be able to spend all the funding by the end of the year because of placing one garden on hold until next year. She reminded the Board that the 2025 grant has until June 30th, 2026, to spend all funds. Gina explained that we may modify the grant until April of 2026, and will probably need to do so to spend all funding. Handout provided.

7. 211

Lisa Hamilton reviewed in detail the 211 DuPage 2025 Third Quarter Summary Report. She explained that housing and utility assistance were still the number one need and that the calls/texts are steadily increasing. Lisa stated that they have been promoting the text feature more and that hopefully in the near future they will be able to incorporate a chat feature. She explained to the Board that they do receive a lot of correspondence via email as well. She reminded the Board that they can see real time data on 211 counts which can be sorted monthly, yearly and by certain dates. Handout provided.

8. OLD BUSINESS**9. NEW BUSINESS-GINA STRAFFORD-AHMED**

Board Training: Annual Training was provided to the Board. Gina Strafford-Ahmed presented the training on Laws & Guidance/ CSBG Cost Allowability Framework Advisory Boards Responsibilities. Handouts provided.

10. FUTURE AGENDA ITEMS

The Board would like to see if possibly getting someone from Home DuPage to do a presentation on their programs for the January or April meeting.

11. BOARD MEMBER COMMENTS

Vanessa Roth thanked Gina for sending out the reminders on submitting the invoices.

12. INFORMATIONAL ITEMS

Vanessa Roth shared with the Board that their employment center has officially moved to the second floor of Jubilee Furniture in Carol Stream. This new location has more classroom and office space for clients to meet with their case manager. Vanessa also stated that they recently added a bathroom and shower for homeless clients. Kristen asked if it would be possible to host a meeting at Jubilee Furniture possibly in April.

13. ADJOURNMENT

Kristin Sheffield called for a motion to adjourn the meeting, Greg Schwarze made the motion to adjourn, Kathleen McNamara seconded the motion, and all voted ayes. The motion was carried. There being no further business, the meeting was adjourned at 12:32 PM.

2026 Tentative MEETING DATES: January 20, 2026, April 21, 2026, August 18, 2026, and October 20, 2026

Programs Funded by CSBG		Number Proposed to Enroll	Persons/Families Serving	Complete	In Progress	Failed	Drop Out	Rolled Over
WP 01.011 - Outreach Community Services		22	14	2	8	2	2	0
WP 01.031 - 360 Youth Services		32	38	2	33	2	1	0
WP 02.061 - Scholarship		12	10	10	0	0	0	0
WP 03.011 - H.O.M.E. DuPage - (Financial Fitness)		30	0	23	0	0	0	0
WP 03.011 - H.O.M.E. DuPage - (Financial Coaching)		30	27	4	22	0	1	0
WP 03.011 - H.O.M.E. DuPage - (Credit Repair Counseling)		6	4	0	4	0	0	0
WP 04.041 - Catholic Charities (Housing/Case Management)		75	57	37	8	0	12	0
WP 05.000 - GardenWorks (New Gardens) (Community Initiative)		2	2	0	2	0	0	0
WP 05.000 - GardenWorks (2024 Gardens) (Community Initiative)		4	4	0	4	0	0	0
WP 05.081 - Teen Parent Connections (Car Seat Program)		70	42	42	0	0	0	0
WP 05.081 - Teen Parent Connections (Pantry)		540	464	464	0	0	0	0
WP 07.011 - Family Self Sufficiency Program		30	40	5	33	0	2	0
WP 07.031 - Comprehensive Intakes		5,000	4,226	4,226	0	0	0	0
WP 07.031 - I&R/211 Calls		50,000	40,424	40,424	0	0	0	0
WP 07.031 - Community Outreach		7,000	8,640	8,640	0	0	0	0
WP 07.031 - Basic Needs - (Clothing/Household Goods)		100	173	173	0	0	0	0
WP 09.011 - Agency Capacity Building Activities		3	3	2	1	0	0	0
WP 10.01 - Disaster Assistance - (# of families)		2	0	0	0	0	0	0
WP 10.01 - Water Assistance		50	76	76	0	0	0	0

THE GARDEN WORKS PROJECT

Quarterly Report – Q3 2025

Organization: The GardenWorks Project

Program: Produce for People and Pantries

Funder: DuPage County Community Services – Community Services Block Grant

Reporting Period: July 1 – September 30, 2025

Contact: Teri Wood, Executive Director | teri@gardenworksproject.org

Executive Summary

Now in its third year, *Produce for People and Pantries* continues to expand access to fresh, locally grown produce through a network of community gardens in partnership with food pantries, schools, housing sites, and local organizations.

This quarter focused on: Site Maintenance | Produce Donations | 2026 Site Planning

1. Garden Site Maintenance

Throughout the summer and early fall, efforts centered on sustaining productive garden sites across all program locations.

- The Community Services Block Grant supports seven community gardens in DuPage County.
- Work & Learn sessions continued twice weekly at the New Hope Methodist Church Community Garden with Tuesday deliveries to Lehman Middle School (People's Resource Center) and Wayne Township Food Pantry.
- Mid-season improvements included replacing the compost bin at New Hope Church and supplying fall seeds at sites. Monitoring and program support was provided.
- Work began in early September to prepare gardens for fall planting and bed cover cropping.
- Overall, The GardenWorks Project maintains 161 garden beds which includes 4 x 8, tabletop and balcony box beds across 26 garden sites.

2. Produce Deliveries to Food Pantries and Directly to Food Insecure Individuals

- Donations are logged through the Fresh Food Connect app for impact tracking and transparency.
- At sites supported by CSBG, donation totals are as follows:
 - Lehman Middle School (People's Resource Center): 156 pounds
 - Wayne Township Food Pantry 263 pounds
 - Ann M Jeans School 136 pounds
 - *At other sites supported by the CSBG, produce is not weighed. It is harvested on site and serves to increase access to fresh produce to students, senior citizens and individuals and families facing food insecurity.*
- Fresh produce donations include tomatoes, a variety of peppers, zucchini, beans, cucumbers, lettuces, and kale.
- The GardenWorks Project's total program has contributed an estimated 4,200 pounds of fresh produce to local food pantries and partner agencies during the 2025 growing season.

3. Identifying and Planning for 2026 Locations

- Three informational meetings and site assessments were organized to determine new sites for 2026.
- Each current site supported by the CSBG was reviewed and scheduled meetings will be held to determine feasibility of expansion in 2026.
- Three potential locations were identified for new community garden to pantry sites in 2026.

4. Details regarding New 2025 Garden Sites

- **District 45 Early Childhood Center – Villa Park.**

The ECC had 183 pre-K students participate in the community garden this season. During the summer months, 12 families watered and harvested from the garden and took home fresh produce to supplement their meals.

When school resumed in August, families were greeted during *Meet the Teacher* with a fresh veggie table to take home and enjoy. As school began, the garden became a source for classes to harvest for snack time.

"The children had fun hunting for the different vegetables in the garden and also were excited to see how many of the vegetables started with a flower."
Joy Trostle, ECC Parent Coordinator

- **Hope's House** – Villa Park

Hope's House, an 18-bed, year-round emergency shelter run by Catholic Charities in Villa Park offers individuals and families facing homelessness an 8- to 10-week stay in a home-like setting. Produce was harvested and used on site in the house's kitchen for resident to enjoy. "The gardens were SO incredible to have this year!" Jane Maday, Kathy Paulsen Hope House Supervisor

- **Bensenville Public Library:** This project was placed on hold by the library until Spring 2026.

5. Additional Highlights

- Held joint educational workshop with partners from Morton Arboretum, University of Illinois Extension and Kane-DuPage Soil and Conservation District. Over 60 residents attended to learn about our programs.
- Participated and provided tours of our community garden during the DuPage County Fair on July 24 – 27.
- Participated at Veggie Fest on August 9 – 10 to increase awareness of our programs and provide information about volunteer opportunities.
- Collected mid-year feedback from garden stewards to inform 2026 training topics.

6. Next Steps (Q4 Preview)

- Complete final harvest reports and season close-out summaries.
- Prepare garden bed inventory and seed orders for 2026.
- Schedule fall stakeholder meeting to confirm expansion site commitments.



For more information, please contact Teri Wood at 630-780-8866 or email teri@gardenworksproject.org.

Community Garden Site Summary — Q3 2025

Reporting Period: July 1 – September 30, 2025

Site Name	Garden Type	Focus / Partner Organization	Maintenance Highlights (Jul–Sept)	Estimated Produce Donated (lbs)	Primary Pantry Recipient	Notes / 2026 Plans
New Hope Methodist Church Community Garden (est. 2024)	Community	Faith-based host site	Held twice-weekly “Work & Learn” sessions; Tuesdays / Fridays Fall seeds Replaced Replaced compost bin	Over 400 pounds as of 9/30	People’s Resource Center (156) Wayne Township Food Pantry (263)	Continue as core teaching & volunteer site Replace Trellis Bean Tunnels Plant Supports
Timber Lake Community Garden (est. 2024)	Community	Apartment complex		Produce remains onsite for low income residents		Possible expansion in 2026. Looking for stronger resident engagement.
Colony Park Senior Apartments Community Garden (est. 2024)	Community	Mercy Housing	Fall seeds	Produce remains on		Evaluate for adaptive gardening workshop Increase number of table top gardens.
Project Rise Garden (est. 2024)	Community	Faith-based host site	Maintained by host volunteers		Ann M Jeans School Pantry	Increase donations while keeping site as is.
Villa Park Early Childhood Center Community Garden (est. 2025)	School	School District 45	Summer: family garden; Fall: student activities			Confirm 2026 return with expanded curriculum
Hope’s House Garden (est. 2025)	Transitional Housing	Catholic Charities				Expansion planned for 2026
Bensenville Library Community Garden	Community	Bensenville Public Library				Project Remains on Hold until Spring 2026

CSBG PY25
1/1/25 - 10/03/25
BUDGET AND EXPENDITURE REPORT

	PY25	PY25	PY25	PY25	PY25
	BUDGET	MODIFICATION PROPOSED	MODIFIED	YTD EXPEND	UNSPENT
PROGRAM SUPPORT					
SALARY & FRINGE BENEFIT	792,542.00	(81,000.00)	711,542.00	522,226.74	189,315.26
OFFICE EQUIPMENT & SUPPLIES	1,096.00	43,000.00	44,096.00	23,088.94	21,007.06
POSTAGE	250.00		250.00	8.21	241.79
TRAVEL	2,000.00	5,000.00	7,000.00	4,544.84	2,455.16
T&TA	0.00	14,500.00	14,500.00	4,577.89	9,922.11
TELECOMMUNICATIONS	1,795.00		1,795.00	1,197.06	597.94
REPEAT BOUTIQUE	0.00	6,000.00	6,000.00	6,000.00	0.00
WIOA MOU	3,656.00	100.00	3,756.00	2,596.11	1,159.89
CATHOLIC CHARITIES (CMGT/BTSF)	65,000.00		65,000.00	39,540.44	25,459.56
360 YOUTH	55,242.00		55,242.00	19,981.12	35,260.88
OUTREACH COMMUNITY SERVICES	100,000.00	15,000.00	115,000.00	71,700.80	43,299.20
H.O.M.E. DUPAGE	46,888.00	40,000.00	86,888.00	51,745.52	35,142.48
TEEN PARENT CONNECTION	40,000.00		40,000.00	33,915.53	6,084.47
THE GARDEN WORKS	70,000.00	4,992.00	74,992.00	33,219.93	41,772.07
TOTAL PROGRAM SUPPORT	1,178,469.00	47,592.00	1,226,061.00	814,343.13	411,717.87
DIRECT CLIENT ASSISTANCE					
FAMILY SELF-SUFFICIENCY	15,000.00		15,000.00	7,394.16	7,605.84
DISASTER/EMER ASSISTANCE	10,000.00	31,340.00	41,340.00	15,159.65	26,180.35
HIGH TECH SCHOLARSHIPS	3,000.00	51,000.00	54,000.00	54,000.00	0.00
TOTAL DIRECT CLIENT ASSISTANCE	28,000.00	82,340.00	110,340.00	76,553.81	33,786.19
ADMINISTRATION					
DIRECT COST STAFF	37,557.00	3,715.00	41,272.00	30,205.75	11,066.25
TRAVEL/TRAINING	4,500.00	5,000.00	9,500.00	5,929.02	3,570.98
COPIER RENTAL	535.00		535.00	261.74	273.26
TELECOMMUNICATIONS	598.00		598.00	399.02	198.98
DUES, MEMBERSHIPS	4,400.00	8,235.00	12,635.00	9,774.89	2,860.11
MEETING EXPENSES	550.00		550.00	163.06	386.94
TOTAL ADMINISTRATION	48,140.00	16,950.00	65,090.00	46,733.48	18,356.52
SPECIAL					
T&TA	7,500.00	(7,500.00)	0.00	0.00	0.00
ROMA PROFESSIONALS TRAINING	7,500.00	(7,500.00)	0.00	0.00	0.00
TOTAL SPECIAL	15,000.00	(15,000.00)	0.00	0.00	0.00
TOTAL	1,269,609.00	131,882.00	1,401,491.00	937,630.42	463,860.58

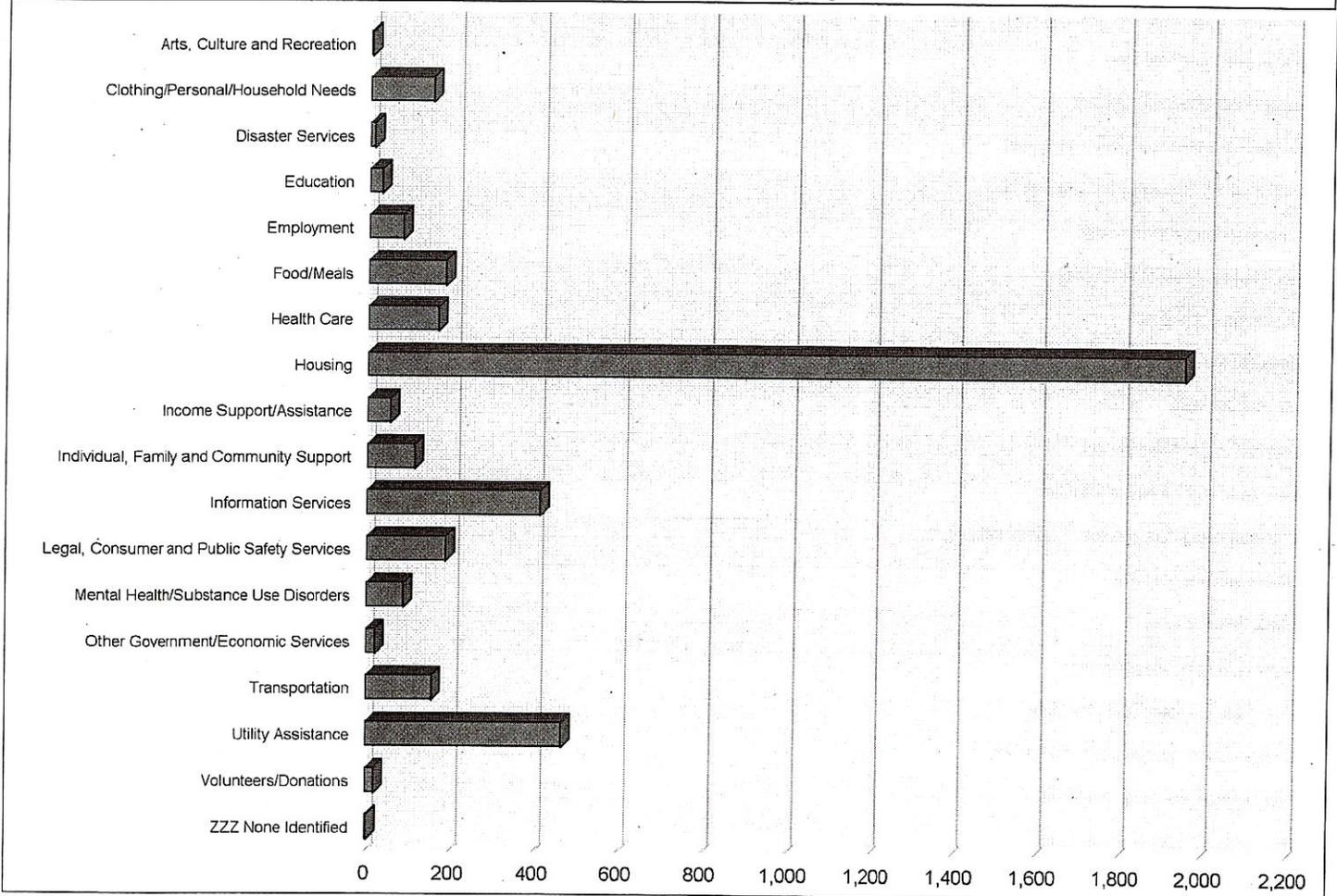
2-1-1 U.S. Problem/Needs Report

Summary

Report Period: 7/1/25 - 9/30/25

Need Category	Need Count	Percentage	Call Count	Percentage	Client Count	Percentage
Arts, Culture and Recreation	3	0.07%	3	0.12%		
Clothing/Personal/Household Needs	148	3.62%	134	5.27%		
Disaster Services	11	0.27%	11	0.43%		
Education	29	0.71%	28	1.10%		
Employment	80	1.96%	71	2.79%		
Food/Meals	182	4.45%	166	6.53%		
Health Care	165	4.03%	128	5.03%		
Housing	1,956	47.80%	1,238	48.68%		
Income Support/Assistance	54	1.32%	50	1.97%		
Individual, Family and Community Support	112	2.74%	99	3.89%		
Information Services	411	10.04%	409	16.08%		
Legal, Consumer and Public Safety Services	187	4.57%	123	4.84%		
Mental Health/Substance Use Disorders	88	2.15%	57	2.24%		
Other Government/Economic Services	21	0.51%	21	0.83%		
Transportation	156	3.81%	120	4.72%		
Utility Assistance	466	11.39%	387	15.22%		
Volunteers/Donations	20	0.49%	19	0.75%		
ZZZ None Identified	3	0.07%	9	0.35%		
Total:	4,092	100.00%	2,543	100.00%		

Need Count by Category



REFERRAL COUNT

Need Type	Total
211 Systems (TJ-3000.8500)	104
AARP Tax Aide Program Sites (DT-8800.0100-100)	1
Administrative Entities (TD-0300)	9
Adolescent/Youth Counseling (RP-1400.8000-050)	2
Adult Basic Education (HH-0500.0500)	4
Adult Day Programs (PH-0320)	1
Adult Literacy Programs (HH-4500.0500)	1
Adult Protective Services (PH-6500.0500)	2
Adult Psychiatry (RP-6400.0200)	1
Adult Residential Care Homes (BH-8400.6000-040)	1
Alcohol Use Disorder Support Groups (PN-8100.0500-070)	1
Animal Control (PD-0700.0400)	9
Animal Surrender Services (PD-7600.0700)	2
Autism Therapy (LR-0450)	3
Automobiles (BM-0500)	7
Automotive Repair and Maintenance (BM-7000.0500)	35
Baby Clothing (BM-6500.1500-100)	3
Banking and Financial Services (TB-0700)	6
Bereaved Parent Support Groups (PN-8100.1000-100)	5
Bereavement and Grief Counseling (RP-1400.8000-100)	4
Better Business Bureaus (DD-2100.1000)	2
Budget and Finance Offices (TD-0350.1000)	5
Building and Safety (TE-1000)	9
Burial Benefits (NS-1000)	1
Bus Fare (BT-8300.1000)	2
Career Counseling (ND-2000.1500-160)	5
Caregiver Consultation and Support (PH-0780)	2
Caregiver/Care Receiver Support Groups (PN-8100.4500-120)	2
Case/Care Management (PH-1000)	3
Cell Phones (BM-5050.1500)	5
Centers for Independent Living (LR-1550)	3
Child Care Expense Assistance (NL-3000.1500)	10
Child Support Assistance/Enforcement (FT-3000.1600)	6
Children's Protective Services (PH-6500.1500)	1
Clinical Psychiatric Evaluation (RP-5000.1500)	1
Clothing (BM-6500.1500)	35

Clothing Vouchers (BM-6500.1500-130)	9
Community Clinics (LN-1500)	10
Community Meals (BD-5000.1470)	5
Community Mental Health Agencies (RM-6500.1500)	3
Comprehensive Disability Related Employment Programs (ND-6500.1500)	3
Comprehensive Job Assistance Centers (ND-1500)	56
Comprehensive Outpatient Substance Use Disorder Treatment (RX-8450.1150)	3
Computer Distribution Programs (BM-6000.1500)	2
Computer Literacy Training Programs (PL-7400.1500)	5
Congregate Meals/Nutrition Sites (BD-5000.1500)	1
Consumer Protection Agencies (DD-2100)	5
Counseling Services (RP-1400)	14
Crime Victim Support (FN-1900)	3
Criminal Justice and Legal Services (F)	3
Crisis Intervention (RP-1500)	1
Crisis Intervention Hotlines/Helplines (RP-1500.1400)	10
Crisis Shelter (BH-1800.1500)	75
Debt Management (DM-1800)	3
Dental Care (LV-1600)	10
Detoxification (RX-1700)	4
Diapers (BM-6500.1500-150)	28
Discount Transit Passes (BT-8500.1000-180)	16
Domestic Violence Hotlines (RP-1500.1400-200)	1
Domestic Violence Intervention Programs (FF-0500.9100-180)	1
Domestic Violence Shelters (BH-1800.1500-100)	21
Domestic/Family Violence Legal Services (FT-3000.1750)	2
Driver Licenses (DF-7000.1850)	3
Economic Self Sufficiency Programs (PH-2360.2000)	4
Electric Service Payment Assistance (BV-8900.9300-180)	261
Emergency Rental Assistance Program (ERAP) (BH-3800.1920)	5
Emergency Veterinary Services (PD-9000.1800)	2
Eviction Prevention Assistance (FT-4500.1800)	9
Ex-Offender Employment Programs (ND-6500.1950)	2
Ex-Offender Reentry Programs (FF-1900)	2
Extreme Cold Warming Centers (TH-2600.1880)	10
Eye Care (LV-2400)	1
Family Based Services (PH-2360)	2

Family Crisis Shelters (BH-1800.1500-200)	24
Family Planning (LJ-2000)	21
Federal Health Insurance Marketplace Call Center/Website (LH-3500.0200-200)	1
Financial Literacy Training (DM-2000)	10
Food Pantries (BD-1800.2000)	289
Food Stamps/SNAP (NL-6000.2000)	35
Food Vouchers (BD-1800.2250)	8
Foreclosure Prevention Loan Modification/Refinancing Programs (BH-3500.3400-300)	9
Formula/Baby Food (BD-1800.8200-250)	3
Foster Care/Temporary Shelter for Animals (PD-7600.2100)	5
Free Transit Passes (BT-8500.1000-200)	9
Friendly Visiting (PH-1400.1900-230)	2
Furniture (BM-3000.2000)	5
Gas Money (BT-8300.2500)	12
Gas Service Payment Assistance (BV-8900.9300-250)	88
General Counseling Services (RP-1400.2500)	11
General Paratransit/Community Ride Programs (BT-4500.6500-280)	15
Glasses/Contact Lenses (LH-0600.9000-250)	2
Health Care (L)	3
Health Care Referrals (LH-2600)	5
Health Insurance Marketplaces (LH-3000.3050)	4
High School Equivalency/GED Test Instruction (HH-0500.2500-300)	1
Higher Education Awareness/Support Programs (HL-2500.2900)	5
Home Barrier Removal Grants (BH-3000.3520)	1
Home Delivered Meals (BD-5000.3500)	15
Home Health Care (LT-2800)	9
Home Maintenance and Minor Repair Services (PH-3300.2750)	65
Home Rehabilitation Services (BH-3000.3550-390)	5
Homeless Diversion Programs (BH-0500.3100)	8
Homeless Shelter (BH-1800.8500)	289
Homelessness Prevention Programs (BH-0500.3140)	15
Household Goods (BM-3000)	9
Housing Discrimination Assistance (FT-1800.3000)	4
Housing Expense Assistance (BH-3800)	125
Housing Search and Information (BH-3900)	194
Housing/Shelter (BH)	105
Identification Cards (DF-7000.3300)	2

Immigrant Benefits Assistance (FT-1000.3300)	8
In Home Assistance (PH-3300)	6
Individual Counseling (RF-3300)	1
Information and Referral (TJ-3000)	37
Job Finding Assistance (ND-3500)	8
Landlord/Tenant Assistance (FT-4500)	10
Lawyer Referral Services (FT-4800)	68
Legal Counseling (FP-4000)	51
Legal Services (FT)	30
Local Bus Transit Services (BT-4500.4700-500)	5
Low Cost Home Rental Listings (BH-3900.3050-440)	67
Low Income/Subsidized Rental Housing (BH-7000.4600)	55
Medicaid (NL-5000.5000)	21
Medicaid Information/Counseling (LH-3500.4900)	9
Medical Care Expense Assistance (LH-5100.5000)	20
Medical Equipment/Supplies (LH-5000)	1
Medical Expense Assistance (LH-5100)	8
Medicare (NS-8000.5000)	3
Medicare Information/Counseling (LH-3500.5000)	10
Mental Health Related Support Groups (PN-8100.5000)	2
Mobile Food Pantry Programs (BD-1800.5000)	1
Mortgage Payment Assistance (BH-3800.5000)	9
Motor Vehicle Registration (DF-7000.5500)	4
Municipal Police (FL-6500)	9
Neuter/Spay Services (PD-9000.6000)	2
Paratransit Programs (BT-4500.6500)	32
Pediatric Developmental Screening (LF-7000.6520)	1
Personal Financial Counseling (DM-6500)	10
Personal/Grooming Supplies (BM-6500.6500-650)	5
Prescription Drug Discount Cards (LH-6700.6250)	2
Prescription Expense Assistance (LH-5100.6500)	10
Property Tax Assessment Appeals Boards (DT-8400.6500)	3
Property Tax Exemption Information (DT-8700.6500-600)	5
Psychiatric Services (RP-6400)	1
Rent Payment Assistance (BH-3800.7000)	244
Rental Deposit Assistance (BH-3800.7250)	149
Residential Substance Use Disorder Treatment Facilities (RX-8450.7000)	1

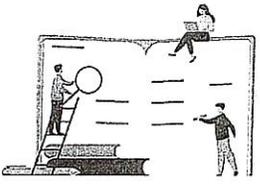
SSI Applications (NL-1000.8100-820)	1
Section 8 Housing Choice Vouchers (BH-7000.4600-700)	99
Section 8/Rental Assistance Program Rental Listings (BH-3900.3050-750)	81
Senior Housing Information and Referral (BH-8500.8000)	9
Senior Ride Programs (BT-4500.6500-800)	5
Separation/Divorce Support Groups (PN-8100.6500-750)	2
Shared Housing Facilities (BH-7000.4600-750)	11
Sheriff (FL-8200)	25
Social Security Numbers (DF-7000.8250)	1
Social Security Retirement Benefits (NS-7000.8000)	3
Speech and Language Pathology (LR-8000.8000)	1
Spouse/Intimate Partner Abuse Counseling (RP-1400.8000-020.80)	1
State Government Agencies/Departments (TD-0300.8000)	9
State Unemployment Insurance (NS-9000.9000)	4
Street Maintenance (TE-8000)	1
Student Financial Aid (HL-8000)	9
Substance Use Disorder Treatment Programs (RX-8450)	3
Summer Camps (PL-6400.1500-820)	1
Supportive Housing (BH-8400)	107
TANF (NL-1000.8500)	5
Tax Preparation Assistance (DT-8800)	1
Transitional Housing/Shelter (BH-8600)	209
Transportation (BT)	45
Transportation Passes (BT-8500)	5
Utility Assistance (BV-8900)	9
Utility Service Payment Assistance (BV-8900.9300)	155
VITA Program Sites (DT-8800.9300-930)	9
VITA Programs (DT-8800.9300)	10
Veteran Education Benefits (HL-8000.1800-900)	3
Veterinary Care Expense Assistance (PD-9000.9000)	1
Volunteer Opportunities (PX)	20
Voter Registration Offices (TQ-1800.9000)	2
WIC (NL-6000.9500)	1
Water Service Payment Assistance (BV-8900.9300-950)	28
Weatherization Programs (BH-3000.1800-950)	2
Well Animal Checkups (PD-9000.9700)	1
Yard Maintenance (PH-3300.9750)	4
Total	4092

MASTERING THE A-B CSBGs

Uses of CSBG Funds

Agenda:

- Laws and Guidance
- CSBG Cost Allowability Framework
- Questions about Specific Items of Cost



1

LAWS & GUIDANCE

-  Federal Community Services Block Grant (CSBG) Act- Section 672, et. seq. (42 U.S.C. § 9901 et. seq.)
-  HHS Block Grant Regulations - 45 C.F.R. Part 94
-  Uniform Administrative Requirements, Cost Principles, and Audit Requirements (Uniform Guidance) - 45 C.F.R. Part 75
-  Information Memoranda (IMs) - non-binding guidance, but very informative - IM #37, Definition and Allowability of Direct and Administrative Cost Block Appropriation and Allocations
-  State CSBG Laws - Statutes, regulations, award terms and conditions, informal guidance

2

CSBG COST ALLOWABILITY FRAMEWORK

- Is the cost supported by the community needs assessment and Community Action Plan?
- Any limitations or restrictions under the Federal CSBG Act?
- Any limitations or restrictions under the Uniform Guidance Grant Conditions (Subpart B)?
- Any state CSBG rules or guidance that apply?
- What documents can the applicant use to support the nature and quality of the CSBG Act?

3

COST SUPPORTED BY CMA + CAP

Purposes and Goals of the CSBG Act

- Reduce poverty
- Revitalize low-income communities
- Empower families and improve their economic self-sufficiency
- Community needs identified CSBG dollars are used

... so that this assistance can be used in a manner responsive to local needs and conditions ... [Sec. 672(2)(A)]

... organization of a range of services related to the needs of low-income families ... [Sec. 672(2)(B)]

... empower such residents and members to respond to the unique problems and needs within their communities ... [Sec. 672(2)(D)]

CSBG Act requires that Community Development Corporations (CDCs) address community needs (Sec. 672(3)(B))

Uses of CSBG based on community needs assessment

- All CSBG costs must address identified needs
- Services provided to income-eligible clients [Sec. 673(2)]

4

CSBG ACT COST LIMITATIONS

CSBG Act – A block grant BUT with strings attached:

- Designation of subrecipients
- Governance – tripartite board mandate
- Funding allocations
- Client eligibility 200% of Federal Poverty Level
- Use of funds – OMB 200 rules
- Buildings and facilities rules
- Lobbying and political activity rules
- Match rules
- ROMA

5

CSBG ACT COST LIMITATIONS BUILDINGS AND FACILITIES

The CSBG Act provides that:

CSBG may not be used by the State, or by any other person with which the State plans to carry out the purposes of this funding, for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility.

The (HHS) Secretary may waive the limitation contained in (the above) paragraph upon a State request for such a waiver, if the Secretary finds that the request describes extraordinary circumstances to justify the purchase of land or the construction of facilities (or the making of permanent improvements) and that permitting the waiver will contribute to the ability of the State to carry out the purposes of this Grant.

This provision prohibits the use of CSBG funds, absent a waiver from OCS, for any of the following:

- Cannot use CSBG funds to purchase or improve land
- Cannot purchase, construct, or permanently improve buildings
- Exception for low-cost residential weatherization or energy-related home repairs
- Federal waivers available for extraordinary circumstances

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**CSBG ACT
COST
LIMITATIONS
BUILDINGS
AND
FACILITIES**

Allowable costs:

- Maintenance and repair
- Rearrangement and alteration
- Interest on mortgage or improvement financing
- Depreciation

7

**CSBG ACT
COST
LIMITATIONS
POLITICAL
ACTIVITY**

Overview:

- Cannot use CSBG funds for partisan or nonpartisan political activities, voter registration, or transportation to polls
- Hatch Act applies to certain employees via federal CSBG Act
- Limits apply to employees, not the CAA

8

**UNIFORM
COST
GUIDANCE:**

Basic Cost Considerations (45 CFR §§ 75.402-411)

Must meet these parameters:

Federal Costing Allowability criteria (45 CFR §§ 75.403)

- Be necessary and reasonable;
- Be allocable
- Conform to limitations in UG or the federal award Be consistent with org. policies that apply to federal + nonfederal activities
- Be treated consistently as direct or indirect;
- Not included as a cost or match in any other federally funded program;
- Be adequately documented;
- Be incurred during the approved budget period;

9

USING CSBG FUNDS PROPERLY

Item #37 – CSBG funding can support:

- The creation of new programs and services
- Augmentation of existing programs and services
- Organizational infrastructure, technical assistance and training to help grantees address poverty conditions

10

USING CSBG FUNDS PROPERLY (CONTINUED)

-  **Linking and coordinating**
-  • Coordinate with other anti-poverty programs
-  • Support service delivery systems
-  • Form partnerships with community organizations

11

EXAMPLES OF CSBG DIRECT COSTS

-  • COORDINATING AND STRENGTHENING ACTIVITIES
-  • EXPAND LOCAL ANTI-POVERTY SERVICES
-  • LEVERAGE AND SUPPLEMENT OTHER PROGRAMS
-  • SUPPORT MULTI-AGENCY COLLABORATION
-  • PLANNING AND MANAGEMENT FUNCTIONS

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ADDITIONAL EXAMPLES

- Strategic planning
- Needs assessments
- Co-location of complementary services
- Cross-sector coalitions
- Information distribution

13

SPECIFIC ITEMS OF COST

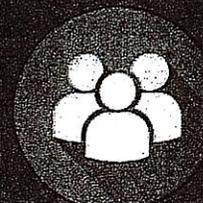
Questions:

- Can we charge gift cards, cash assistance, rental assistance, or mortgage assistance to CSBG funds?

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QUESTIONS?

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The Roles and Responsibilities of Public CAA Boards

By Edward Faust, Esq.
September 28, 2021

Tripartite boards of public Community Action Agencies (CAAs) face unique challenges in overseeing programs funded by the Community Services Block Grant (CSBG) and other sources. While their relationship with local government provides lines of communication to individuals with authority and influence in the community, the boards' powers are subject to what the local government has delegated to them. These dynamics can create some very confusing and often frustrating situations. This resource is intended to help address some of the most frequently asked questions about a tripartite board's role and responsibilities that we receive from public CAAs.

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1. How are public CAAs structured?

Understanding how their public CAA is structured can help tripartite board members navigate the board's role in administering CSBG and other funding streams. Public CAAs are created under and generally governed by local branches of government, but depending on the state, their structures vary widely. The most traditional form is a public CAA operated as a division or department of local government, such as a county or city. One example of

a public CAA that has this form is the Montgomery County Community Action Agency (MCCAA) in Maryland. MCCAA, which is profiled in CAPLAW's case study, *The Power of a Tripartite Board*, and is a division of the county's Department of Health and Human Services.

Public CAAs may also be created by other means, such as pursuant to a state statute or local ordinance. They also may be administered by multiple departments or jurisdictions, either as an interdepartmental office or a newly established entity with quasi-governmental powers. Examples of public CAAs created by state statute include (1) Human Resource Agencies that operate under Tennessee's Human Resource Agency Act¹; and (2) CAAs created under California's Joint Exercise of Powers Act, which allows two or more public agencies to create a separate legal entity pursuant to a Joint Powers Authority to provide certain public services². Even if a public CAA's daily operations are mostly separate from the local government or governments that created it, the entity is still controlled by the government(s). Thus, though structures vary, all public CAAs share the common thread of being controlled and managed by one or more local governments.

2. What are the responsibilities of a public CAA's tripartite board?

The federal CSBG Act specifically requires the tripartite board of a public CAA to "participate actively in the development, planning, implementation and evaluation" of CSBG-funded programs.³ The board's responsibilities are often further defined by the government or laws that created the public CAA and are laid out in the tripartite board's governing documents, which often take the form of bylaws.

Furthermore, Office of Community Services (OCS) CSBG Information Memorandum (IM) 82 does not distinguish between the responsibilities of nonprofit CAA and public CAA tripartite boards, requiring both to take responsibility for oversight and governance of CAAs.

The tripartite board also plays an important role in leading a public CAA's compliance with the CSBG Organizational Standards. Many of the concepts and directives in IM 82 are reflected in the CSBG Organizational Standards, which require the tripartite board to be involved in matters such as:

- Reviewing the CAA's mission statement;
- Participating in strategic planning and the community needs assessment;
- Receiving strategic, organizational, and programmatic updates;
- Receiving financial and audit reports; and
- Participating in the CSBG budget process, as allowed by local government procedures.

3. Should a public CAA refer to its board as "advisory" or "administering"?

No federal CSBG requirement exists which requires a public CAA board to be referred to as either "advisory" or "administering." The term "administering" is found in Section 9910(b) of the federal CSBG Act, which states that a public CAA "administers" the CSBG program through a tripartite board and that the low-income representatives on the board must actively participate in the development, planning, implementation, and evaluation of the CSBG program. OCS references the above language from the federal CSBG Act in IM 82, and also refers to a public CAA board as "advisory." Some state CSBG laws and/or local ordinances specify how public CAA boards will be referenced.

CAPLAW generally refers to a public CAA board as an administering one because doing so reflects the language in the federal CSBG Act and also emphasizes the active role that a public CAA board, and in particular the low-income representatives on the board, should play in overseeing the CSBG program. Some public CAAs will refer to their boards as “advisory” because that is how their local government refers to all boards that work closely with the county/city departments/divisions or because IM 82 uses that term. Regardless of the way the public CAA board is referenced, it is clear that the board, and in particular the low-income representatives, must actively participate in the development, planning, implementation, and evaluation of the CSBG program.

4. How does a public CAA’s tripartite board exercise decision-making authority over the CAA?

Tripartite boards of public CAAs can exercise decision-making authority to the extent permitted by the local governing officials. A delegation of such authority is often found in the public CAA’s bylaws, charter, a delineation of powers agreement, or enabling legislation specifying actions the board may take. In situations where a tripartite board’s ability to act on behalf of a public CAA is limited, the board should be charged with providing recommendations and advice on matters specific to the CAA’s programs. For example, a public CAA’s tripartite board may be authorized by its charter to review the Executive Director’s performance and provide recommendations to the Board of Supervisors (i.e., local governing officials) regarding the Executive Director’s compensation, but the local branch of government may retain the ultimate power to set the annual compensation of, and terminate, the Executive Director.

If a public CAA’s charter, bylaws, or delegation of authority documentation is silent with respect to the tripartite board’s authority to make decisions in certain areas, the board should consider whether a particular decision directly relates to the provision of services funded by CSBG. A public CAA’s tripartite board should have direct oversight over programs and services supported with CSBG funds, as the federal CSBG Act requires such active participation in the program’s development, planning, implementation, and evaluation.

Regardless of the scope of authority formally granted, there are many ways in which public CAA boards can effect change and exert influence on their agencies and communities without exercising direct decision-making power. These include building relationships with community members and government representatives, as well as consistently participating in local government affairs and advocating on behalf of low-income people. The CAPLAW case study on MCCA describes how the agency’s board has fulfilled its role in an impactful way despite having limited formal decision-making authority. Members of the board understand the vital role they play in fulfilling the purpose of the CAA, and they embrace that role.

5. What fiduciary duties do public CAA tripartite board members owe to their CAA?

The fiduciary duties of care and loyalty owed by board members to a nonprofit CAA usually come from state nonprofit corporation statutes. Since public CAAs are not subject to such laws, whether a public CAA’s tripartite board members owe any fiduciary duties to their CAA depends on the laws creating and governing the public CAA. Many local laws hold public entity board members to a similar standard by imposing fiduciary duties in some form.

Fiduciary duties may also be required under a public CAA's charter, bylaws, or delegation of authority documentation.

While public CAA board members are not necessarily obligated to act in accordance with nonprofit board fiduciary duties, the duty of care and duty of loyalty are both still useful, informative frameworks for how public CAA board members should conduct themselves in their capacity as board members to help achieve beneficial outcomes for their CAAs.

The duty of care is a standard of **diligence**; that is, board members should exercise **diligence and deliberation**. Assessing whether board members have fulfilled their duty of care involves asking questions such as, "Was the decision based on facts that were developed through an orderly process, or did the board just do what felt right at the time of the decision?" The **duty of care** is evaluated from a **reasonable person standard**—a board member should exercise the care that an ordinarily prudent person would exercise under similar circumstances. Attending board meetings, reading board materials, and asking hard questions are all activities that suggest a board member is meeting their duty of care.

The **duty of loyalty** is a standard of faithfulness—a board member gives **undivided allegiance** to the public CAA and its mission when making decisions affecting the CAA. This means that a board member should not use information obtained as a board member for personal gain (or self-dealing), and instead must act in the best interests of the public CAA. Board members should disclose and avoid conflicts of interest and recuse themselves from any decisions that might result in personal benefit.

6. Can public CAA board members vote by proxy?

Voting by proxy is a method of voting whereby a board member designates another person to cast a vote on the board member's behalf, usually because the board member is unable to attend the board meeting. Unlike nonprofit CAA board members, public CAA board members are often permitted to vote by proxy, though they should check their state and local laws, including their state's open meetings laws, to see if restrictions on proxy voting apply. Even if the applicable laws permit voting by proxy, CAPLAW encourages public CAAs to limit its use, as board members need to keep informed of the CAA's ongoing issues and exercise reasonable care when making decisions on behalf of the CAA. Even if public CAA tripartite board members are not formally subject to a fiduciary duty of care (see Question 4 above), it is difficult for a board member to make informed decisions and consider the best interests of the CAA without the information and opportunity for discussion provided by regular attendance at board meetings. Limiting the use of proxies will help board members stay fully engaged in the planning, development, implementation, and evaluation of the CSBG program, as required by the federal CSBG Act.

7. What board composition requirements apply to public CAA boards?

The federal CSBG Act requires that a public CAA administer its CSBG programs through a tripartite board or "another mechanism specified by the state to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of" CSBG programs.⁴ This means that a state can decide, through legislation, regulations, or policies, to provide some other mechanism or form to the boards of public CAAs within the state. Note, however, that the form taken must still assure that low-income individuals play a role in decisions about the CSBG programs at the CAA.

However, most public CAAs have tripartite boards and, if no alternative mechanism is established by the state, then the federal CSBG Act requires a public CAA to use the tripartite structure, which must be composed of:

- At least one third **democratically-selected** representatives of the low-income community **residing in the area served by the CAA**;
- One-third local elected officials (or their representatives); and
- The remaining members from major groups and interests in the community.⁵

Note that democratically-selected members of public CAA tripartite boards must reside in the service area, in contrast to those in the same sector on private CAA boards.

Under CSBG Organizational Standard 5.2, public CAAs must have a written democratic selection procedure, or rely on the alternative mechanism specified by the state. Public CAAs should also make sure that their board is compliant with additional requirements imposed by state CSBG statutes and regulations, such as term limits for certain categories of board members.

8. May a CAA have a tripartite board that is not divided into equal parts, i.e., into thirds?

The federal CSBG Act does not require that each of the three parts of the tripartite board be equal to 1/3 of the total. Rather, section 9910 of the federal CSBG Act requires that a CAA's tripartite board be composed of 1/3 elected public officials (or appointed, if no elected one is available or willing to serve); **no fewer than 1/3 democratically elected representatives of the low-income individuals and families from the community served**; and the remainder from major groups and interests in the community served. Thus, so long as 1/3 of the board are elected public officials (or appointed, if necessary), the Act allows for more than 1/3 of the board to be comprised of low-income representatives. Increasing the share of low-income representatives would decrease the number of private sector board members.

It is important to note that some states require in their state CSBG laws and/or policies that each sector of the board be exactly 1/3 of the total, rather than adopt the federal CSBG Act language. CAAs should check applicable state laws and regulations, as well as their grant agreement, to see if any such governance requirements are applicable.

9. Who selects the board members of the tripartite board?

The federal CSBG Act requires that the tripartite board be selected by the "organization." For a public CAA employing a tripartite board structure, the decision-making body of the organization is the local governing body (for example, the city council or board of county commissioners), unless that body has delegated the responsibility of selecting board members to the tripartite board itself. If the governing body retains the authority to choose the board, then the tripartite board can, and should, make recommendations to the governing officials. One way for a public CAA board to be involved in the selection of board members is to establish a board committee charged with overseeing these tasks. This committee is often referred to as the board governance committee and may perform several tasks including maintaining a list of potential board members that it reviews and updates regularly.

Unless an alternative to the tripartite structure has been established by the state, public CAAs with a tripartite board must use a democratic selection process to select low-income sector board members, regardless of the extent to which the decision-making body delegates the responsibility for selecting board members. Public CAAs with the authority to do so should consider voting to seat the democratically elected low-income sector representatives to retain the authority to remove them if such removal is necessary under board policies. In voting to seat the members, the board should respect the democratic selection process by only voting against seating a democratically elected board member if they are disqualified from board service, such as in the case of a conflict of interest.

10. Are all public CAA tripartite board meetings open to the public?

Not necessarily. While public CAA boards are bound by state open meetings laws with respect to board meetings, the obligations that come with holding an open meeting under those laws vary from state to state and may or may not obligate the CAA to allow members of the community to attend. They may also require a certain degree of advance notice and the publication of meeting minutes after the meeting. Public CAA board members may also be precluded from engaging in practices such as participating in board meetings via phone or teleconference and acting by written consent in lieu of holding a meeting. The CAPLAW case study *Leadership During Crisis*, featuring the Northern Kentucky Community Action Commission, offers a more detailed discussion of how a state's open meetings law may impact a board's operations.

ENDNOTES

¹ TN Code §13-26-101 *et seq.*

² Cal. Govt. Code § 6500 *et seq.*

³ 42 U.S.C. § 9910 (b)(1)(C).

⁴ 42 U.S.C. § 9910 (b)(2).

⁵ 42 U.S.C. § 9910 (b)(1).

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