
ARLINGTON COUNTY, VIRGINIA
COMMUNITY SERVICES BLOCK GRANT AGREEMENT

THIS COMMUNITY SERVICES BLOCK GRANT AGREEMENT (this “**Agreement**”) is entered into this 1st day of July 2019 by and between **THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA**, a corporate and body politic of the Commonwealth of Virginia (the “**County Board**”), acting through its County Manager and County Attorney (the “**County Staff**”) and **LEGAL AID JUSTICE CENTER**, a Virginia non-stock corporation (the “**Subrecipient**”) (the County Board and the Subrecipient each a “**Party**” and collectively the “**Parties**”).

RECITALS

WHEREAS, pursuant to the Community Services Block Grant Act, as amended, 42 U.S.C. §§9901 *et. seq.* (the “**Act**”), and Virginia Code §§63.2-600 *et. seq.* (the “**Virginia Code**”), the Commonwealth of Virginia operates the Community Services Block Grant Program (“**CSBG**”) and Temporary Assistance for Needy Families Program (“**TANF**”), which provides financial assistance to Community Action Agencies and other Eligible Entities to perform the activities set forth in the Act; and

WHEREAS, on April 23, 2019, the County Board approved the draft Arlington County Fiscal Year 2020 Annual Action Plan (the “**Draft FY20 Annual Action Plan**”), and authorized the County Manager to, among other things, provide Arlington County CSBG grant funds to certain eligible subrecipients listed in the Draft FY19 Annual Action Plan; and

WHEREAS, pursuant to the Draft FY20 Annual Action Plan, the County Board approved and allocated up to a maximum of Twenty Five Thousand and 00/100 Dollars (\$25,000.00) to the Subrecipient for Immigrant Advocacy Center; and

WHEREAS, the County Board will be asked to adopt a finalized Arlington County Fiscal Year 2020 Annual Action Plan (the “**Final FY20 Annual Action Plan**”) following notice of allocation of CSBG grant funds from the federal government for fiscal year 2019 and CSBG TANF grant funds from the state funding agency for fiscal year 2020; and

WHEREAS, the amount of funding approved by the County Board in the Draft FY20 Annual Action Plan and the Final FY20 Annual Action Plan is a projected maximum, therefore, the actual amount of funding allocated to the Subrecipient may be adjusted prior to the end of fiscal year 2020; and

WHEREAS, the County Board desires to convey to the Subrecipient certain CSBG grant funds approved and allocated in the Draft FY20 Annual Action Plan (“**FY20 CSBG Grant Funds**”) for activities and programs as further described in the Scope of Services, attached hereto as **Exhibit B**, and the Subrecipient desires to accept the FY20 CSBG Grant Funds in order to support and complete such activities and programs as further described

in the Scope of Services, attached hereto as **Exhibit B**, subject to the terms and conditions of this Agreement, as set forth below.

NOW, THEREFORE, IN CONSIDERATION of the foregoing and the following covenants, warranties and agreements of the Parties hereto, as are hereinafter set forth, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by each Party hereto, the Parties hereby agree as follows:

[Remainder of Page Intentionally Left Blank]

TERMS OF AGREEMENT

I. ALLOCATION OF CSBG GRANT FUNDS

- A. It is expressly agreed and understood that the County Board is making available to the Subrecipient certain FY20 CSBG Grant Funds in the amount of up to Twenty Five Thousand 00/100 Dollars (\$25,000.00). Drawdowns for the payment of eligible expenses shall be made against the line item budgets attached hereto as **Exhibit A** (the “**Line Item Budget**”) and in accordance with performance.
- B. The Subrecipient covenants and agrees that all expenditures of FY20 CSBG Grant Funds shall be for uses permissible under all federal, state, and local laws and regulations governing the use of FY20 CSBG Grant Funds and that all FY20 CSBG Grant Funds disbursed pursuant to this Agreement shall be expended strictly in accordance with the Line Item Budget.
- C. All disbursements of FY20 CSBG Grant Funds by the County Board under this Agreement shall be subject to: (i) the availability of sufficient funding from the federal government and state funding agency, which acts as passthrough for the funds, and (ii) the Subrecipient’s compliance with all terms and conditions of this Agreement, including the reporting and inspection requirements set forth herein.
- D. The Subrecipient is obligated to take one of the following actions within seven (7) days after receipt of amounts paid to the Subrecipient by the County Board for work performed by any subcontractor under this Agreement:
 - 1) Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Agreement; or
 - 2) Notify County Staff and the subcontractor, in writing, of the Subrecipient’s intention to withhold all or a part of the subcontractor’s payment, with an explanation for the nonpayment.
- E. The Subrecipient recognizes and agrees that the grant amount in this Agreement is the projected maximum, not actual grant amount approved and allocated to the Subrecipient. The County Board may, at its sole discretion and acting through the County Staff, allocate and approve less than the maximum grant amount specified in this Agreement.

II. SCOPE OF SERVICE

- A. The Subrecipient covenants and agrees to use or cause to be used all of the FY20 CSBG Grant Funds disbursed under this Agreement in the support of “Immigrant Advocacy Center” by providing the services as outlined in the Scope of Services

attached hereto as **Exhibit B**.

- B. The Subrecipient shall be responsible for administering “Immigrant Advocacy Center” in a manner satisfactory to County Staff and consistent with any standards required by the Act, the Code of Virginia and all federal and state rules and regulations as a condition of expending the FY20 CSBG Grant Funds.
- C. The Subrecipient’s administration of “Immigrant Advocacy Center” shall be subject to review and approval by the County Manager or his designee.

III. **PERFORMANCE MONITORING**

County Staff will monitor the performance of the Subrecipient against the goals and performance standards using the program performance measures described in the Program Evaluation form attached hereto as **Exhibit C**. Substandard performance as determined by County Staff will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time after being notified by County Staff, this Agreement shall be terminated.

IV. **TIME OF PERFORMANCE**

Services of the Subrecipient shall start on the 1st day of July 2019 and end on the 30th day of June 2020. Subject to written authorization by the County Manager, the term of this Agreement and the provisions herein may be extended to cover any additional time period during which the Subrecipient remains in control of FY20 CSBG Grant Funds.

Any such FY20 CSBG Grant Funds not expended as of June 30, 2020, shall be returned to or retained by the County Board on or before August 1, 2020.

V. **GENERAL CONDITIONS**

- A. **“Independent Contractor”**. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the Parties. The Subrecipient shall at all times remain an “independent contractor” with respect to the services to be performed under this Agreement. The County Board shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers’ Compensation Insurance, as the Subrecipient is an independent contractor.
- B. **Hold Harmless**. The Subrecipient shall indemnify, defend and hold the County Board and its respective officers, employees, agents, successors and assigns harmless from and against: (1) any and all claims, liabilities and losses whatsoever (together with any expenses related thereto, including but not limited to, damages, court costs and attorney’s fees) occurring to or resulting from any and all persons,

firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and (2) any and all claims, liabilities and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the Subrecipient's performance or nonperformance called for in this Agreement. "Subrecipient's performance" includes Subrecipient's action or inaction and the action or inaction of Subrecipient's officers, employees, agents, contractors, and subcontractors. The provision of this Section V.B. shall survive the expiration or termination of this Agreement.

C. **Workers' Compensation.** If applicable, the Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

D. **Insurance & Bonding.** The Subrecipient shall carry sufficient insurance coverage to protect Agreement assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the County Board.

E. **Conflict of Interest.** No member of the County Board or any employee of Arlington County shall be admitted to any share or part of this Agreement or to any pecuniary benefit that may arise therefrom.

F. **Amendments.**

1) The County Staff or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the County Board. Such amendments shall not invalidate this Agreement, nor relieve or release the County Board or Subrecipient from its obligations under this Agreement.

2) The County Staff may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both County Board and Subrecipient.

G. **Suspension or Termination.** The County Board may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

1) Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;

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- 2) Ineffective or improper use of FY20 CSBG Grant Funds provided under this the provisions of this Agreement, the Act, the Code of Virginia and all federal and state rules and regulations related to the CSBG program; or
 - 3) Submission by the Subrecipient to the County Staff of reports that are incorrect or incomplete in any material respect.

In addition, this Agreement may also be terminated for convenience by either the County Board or the Subrecipient, in whole or in part, upon written notification, setting forth the reasons and conditions for such termination, including the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the County Board determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the County Board may terminate the award in its entirety.

VI. ADMINISTRATIVE REQUIREMENTS

A. Financial Management.

- 1) *Cost Principles.* The Subrecipient shall administer its activities and programs funded pursuant to this Agreement in conformance with Title 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Award,” as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

In accordance with Title 2 CFR Part 200, the Subrecipient covenants and agrees to relate financial data to performance data and develop unit cost information whenever practical. The Subrecipient’s financial management systems shall provide for the following:

- a. Accurate, current and complete disclosure of the financial results of each Arlington County-sponsored project or program.
- b. Effective control over and accountability for all FY20 CSBG Grant Funds, property and other assets. Subrecipient shall adequately safeguard all such assets and assure they are used solely for authorized purposes.
- c. Accounting records including cost accounting records that are supported by source documentation.

B. Documentation and Record Keeping.

- 1) *Records to be Maintained.* The Subrecipient shall maintain all records that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to records which provide a full description of each

activity undertaken.

- 2) *Retention.* The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement, including but not limited to client data, for a period of at least five (5) years. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the five -year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the five-year period, whichever occurs later.
- 3) *Client Data.* The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to County Staff or their designees for review upon request.
- 4) *Disclosure.* The Subrecipient understands that client information collected under this Agreement is private and the use or disclosure of such information, when not directly connected with the administration of the County Board's or Subrecipient's responsibilities with respect to services provided under this Agreement, is prohibited by the Virginia Freedom of Information Act unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.
- 5) *Audits and Inspections.* All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the County Staff or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to monitor, examine, audit (if required), and make excerpts or transcripts of all relevant data. Any deficiencies noted in reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above requirements will constitute a violation of this Agreement and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual monitoring (and, if required, agency audit) conducted in accordance with current County policy concerning subrecipient audits and, if required, a regular audit under Title 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards".
- 6) *Repayment of Award.* Grantee agrees to repay any grant amounts unsubstantiated by documentation as required under this Section B.

C. Reporting and Payment Procedures.

- 1) *Payment Procedures.* The County Board will pay to the Subrecipient funds

available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and County policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements. Payments will be adjusted by the County Staff in accordance with advance fund and program income balances available in Subrecipient accounts. In addition, the County Board reserves the right to liquidate funds available under this Agreement for costs incurred by the County on behalf of the Subrecipient.

- 2) *Progress Reports*. The Subrecipient shall submit regular Progress Reports to County Staff in the form, content, and frequency as required by County Staff.

VII. MISCELLANEOUS PROVISIONS

A. Notices, Demands, and Communications Between the Parties. Formal notices, demands, and communications between the Subrecipient and the County Board and County Staff shall be given either by (a) personal service, (b) delivery by reputable document delivery service such as Federal Express that provides a receipt showing date and time of delivery, (c) mailing utilizing a certified or first class mail postage prepaid service of the United States Postal Service that provides a receipt showing date and time of delivery, or (d) delivery by facsimile or electronic mail (email) with transmittal confirmation and confirmation of delivery, addressed to:

To the County: CPHD – Housing Division
2100 Clarendon Boulevard, Suite 700
Arlington, Virginia 22201
Attn: David Cristeal
Email: dcristeal@arlingtonva.us

With a Copy to: Office of the Arlington County Attorney
2100 Clarendon Blvd, Suite 403
Arlington, Virginia 22201
Attn: Brenda Heffernan, Assistant County Attorney
Fax: (703) 228-7106
Email: bheffernan@arlingtonva.us

To the Subrecipient: Legal Aid Justice Center
1000 Preston Avenue
Charlottesville, Virginia 22903
Attn: Angela Ciolfi, Executive Director
Email: angela@justiceforall.org

Notices personally delivered or delivered by document delivery service shall be deemed effective upon receipt. Notices mailed shall be deemed effective on the

second business day following deposit in the United States mail. Notices delivered by facsimile or email shall be deemed effective the next business day, not less than 24 hours, following the date of transmittal and confirmation of delivery to the intended recipient. Such written notices, demands, and communications shall be sent in the same manner to such other addresses as any Party may from time to time designate in writing.

- B. Relationship of Parties.** The provisions of this Agreement are intended solely for the purpose of defining the relative rights of the Parties as grantor and grantee and no relationship of partnership, joint venture or other joint enterprise shall be deemed to be created hereby by and among the Parties pursuant to this Agreement.
- C. Interpretation.** The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against any Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. The Section headings are for purposes of convenience only, and shall not be construed to limit or extend the meaning of this Agreement.
- D. Non-Liability of Officials, Employees and Agents.** No member, official, employee or agent of the County Board shall be personally liable to the Subrecipient in the event of any default or breach by the County Board or for any amount which may become due to the Subrecipient or its successors or assigns or on any obligation under the terms of this Agreement.
- E. No Third-Party Beneficiaries.** No provision of this Agreement shall be construed to confer any rights upon any person or entity who is not a Party hereto, whether a third-party beneficiary or otherwise.
- F. Severability.** If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of this Agreement shall not be affected thereby to the extent such remaining provisions are not rendered impractical to perform taking into consideration the purposes of this Agreement. In the event that all or any portion of this Agreement is found to be unenforceable, this Agreement or that portion which is found to be unenforceable shall be deemed to be a statement of intention by the Parties; and the Parties further agree that in such event, and to the maximum extent permitted by law, they shall take all steps necessary to comply with such procedures or requirements as may be necessary in order to make valid this Agreement or that portion which is found to be unenforceable.
- G. Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the Commonwealth of Virginia. The parties consent to the jurisdiction and venue of the courts of the Circuit Court for the County of Arlington, Virginia.

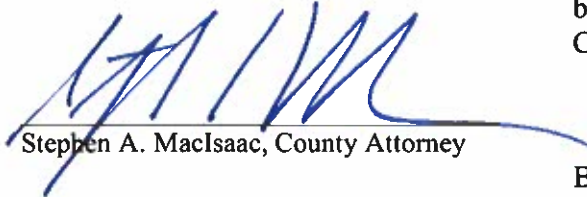
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- H. Remedies.** All remedies available to the County Board under this Agreement are cumulative and no remedy hereunder shall be exclusive of any other remedy available to the County Board at law or in equity.
- I. Liability of the County.** The County Board, by the acceptance and performance of this Agreement does not assume any liability, and the Subrecipient hereby releases the County Board and any of its individual agents or employees from any such liability, and no claim shall be made by the Subrecipient upon the County Board or such employees or agents for or on account of any matter or thing.
- J. Entire Agreement, Waivers and Amendments.** This Agreement integrates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations and previous agreements between the Parties with respect to the FY20 CSBG Grant Funds. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of the Party to be charged, and all amendments and modifications hereto must be in writing and signed by the appropriate authorities of the Parties. The County Board's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the County Board to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.
- K. Time of the Essence.** Time is of the essence in the performance of this Agreement.
- L. Language Construction.** The language of each and all paragraphs, terms and/or provisions of this Agreement, shall in all cases and for any and all purposes, and in any way and all circumstances whatsoever, be construed as a whole, according to its fair meaning, and not for or against any Party and with no regard whatsoever to the identity or status of any person or persons who drafted all or any portion of this Agreement.
- M. Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.
- N. No Waiver of Sovereign Immunity by County.** Notwithstanding any other provisions of this Agreement to the contrary, nothing in this Agreement nor any action taken by County Board pursuant to this Agreement nor any document which arises out of this Agreement shall constitute or be construed as a waiver of either the sovereign immunity or governmental immunity of the County's elected and appointed officials, officers and employees.
- O. Child Support Referral Policy.** In accordance with 42 U.S.C. § 9919(b), the Subrecipient shall inform custodial parents in single-parent families that participate in programs, activities, or services carried out or provided under this Agreement

IN WITNESS WHEREOF, the Parties have each executed, or caused to be duly executed, this Agreement under seal in duplicate, in the name and behalf of each of them (acting individually or by their respective officers or appropriate legal representatives, as the case may be, thereunto duly authorized) as of the day and year first written above.

COUNTY BOARD

Approved as to form:

**THE COUNTY BOARD OF
ARLINGTON COUNTY, VIRGINIA, a
body corporate and politic of the
Commonwealth of Virginia**


Stephen A. MacIsaac, County Attorney

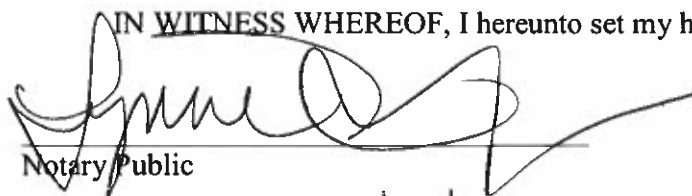
By: 
Mark Schwartz, County Manager

ACKNOWLEDGMENT

COMMONWEALTH OF VIRGINIA
COUNTY OF ARLINGTON

On this the 13th day of July, 2019, before me, personally appeared Mark Schwartz, who acknowledged himself to be the County Manager of Arlington County in the above instrument, and that he, as the County Manager of Arlington County, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the County Board of Arlington County, Virginia, a body corporate and politic of the Commonwealth of Virginia by himself as the County Manager of Arlington County.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.


Notary Public
My Commission Expires: 1/31/2023

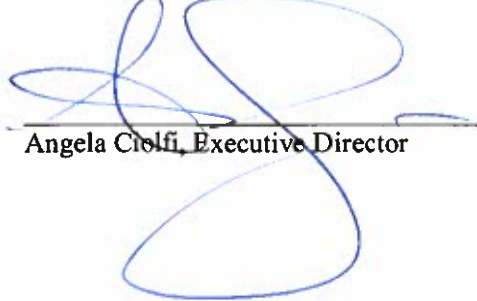


about the availability of child support services, and refer eligible parents to the child support offices of state and local governments.



Legal Aid Justice Center a Virginia non-stock corporation, as Grantee

By:


Angela Ciolfi, Executive Director

ACKNOWLEDGMENT

COMMONWEALTH OF VIRGINIA
COUNTY ARLINGTON

On this the 26 day of June, 2019, before me, personally appeared Angela Ciolfi, who acknowledged himself to be Executive Director of Legal Aid Justice Center in the above instrument, and that he, as Executive Director, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of Angela Ciolfi, by himself as Executive Director of Legal Aid Justice Center

IN WITNESS WHEREOF, I hereunto set my hand and official seal.


Notary Public

My Commission Expires: 11/30/2019



Lybia D Fulcher
NOTARY PUBLIC
Commonwealth of Virginia
Reg. #7631277
My Commission Expires
November 30, 2019

**EXHIBIT A
ARLINGTON COUNTY, VIRGINIA
COMMUNITY DEVELOPMENT FUND
LEGAL AID JUSTICE CENTER (LAJC)
FY 2020**

PROGRAM BUDGET

	CSBG Funds
Personnel and Fringe Expenses	
Attorneys	\$9,500
Legal Director	\$3,500
Managing Attorney	\$6,500
Community Organizer	\$2,500
Personnel Subtotal	\$22,000
Overhead Salaries and Fringe	
Proportional share of org. admin/supervision/finance	\$3,000
TOTAL CSBG FUNDS	\$25,000

STAFFING
 Provide list of staff and time commitments to be allocated to each activity specified
 Red # 10737700
 My Commission Expires
 November 30, 2019



Provide list of staff and time commitments to be allocated to each activity specified

<u>Name / Title</u>	<u>Time Commitments</u>
Nick Marritz, Staff Attorney	8 hrs. per week
Nady Peralta, Staff Attorney	4 hrs. per week
Hallie Ryan, Managing Attorney	6 hrs. per week
Simon Sandoval-Mosheberg, Legal Director	4 hrs. per week
Edgar Aranda-Yanoc, Community Organizer	4 hrs. per week

Any indirect costs charged must be consistent with the conditions of this Agreement. In addition, the County Staff may require a more detailed budget breakdown than the one contained herein, and the Grantee shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the County Staff. Any amendments to the above Line Item budget must be approved in writing by both the County Staff and the Grantee.

EXHIBIT B
ARLINGTON COUNTY, VIRGINIA
Legal Aid Justice Center
Immigrant Advocacy Program
FY2020

SCOPE OF SERVICE

CONSOLIDATED PLAN OBJECTIVE:

Promote healthy and self-sufficient families.

PROGRAM OBJECTIVES:

To educate and provide legal representation to low-income immigrants in the areas of employment, consumer and housing law.

STRATEGIES:

- Low-income Arlington County immigrants will have cases opened for legal assistance in the areas of consumer, housing and employment law.
- Low-income Arlington County immigrants will participate in in-depth seminars regarding their basic rights with regard to consumer, housing and employment law.
- Low-income Arlington immigrants will receive bilingual referrals to appropriate service providers.

PERFORMANCE MEASURES:

Legal Aid Justice Center agrees to be evaluated annually based on the attached Program Evaluation Form and to report client satisfaction information annually.

**EXHIBIT C
ARLINGTON COUNTY, VIRGINIA
COMMUNITY DEVELOPMENT FUND
LEGAL AID JUSTICE CENTER
FY 2020**

PROGRAM EVALUATION FORM

PROGRAM: Immigrant Advocacy Program
ALLOCATION: \$25,000 CSBG
IMPLEMENTING AGENCY: Legal Aid and Justice Center
GRANT YEAR: FY 2020
CD STAFF: Rolda Nedd
EVALUATION PERIOD: July 1, 2019-June 30, 2020

A. HOUSING AND COMMUNITY DEVELOPMENT OBJECTIVES:

Assist families to build assets.
 Increase individual and family well-being.
 Prevent households from becoming homeless.

B. PROGRAM OBJECTIVE:

Immigrant residents will become familiar with their rights and responsibilities in the workplace and housing rights and receive resources to help them ensure that these rights and responsibilities are met.

C. PROGRAM STRATEGIES:

1. Provide legal representation to 25 Arlington residents on legal matters impacting their housing and employment; close 16 cases
2. Provide in-depth seminars to 55 Arlington residents.
3. Provide written information on workers' rights and housing issues to 60 Arlington residents, and
4. Provide bilingual referral services to 60 callers.

D. PERFORMANCE MEASURES

KEY INDICATORS	EXPECTED	YTD	ACTUAL
1. Number of cases opened for legal representation during the grant period	25		
2. Number of residents who participate in in-depth seminars	55		
3. Number of cases closed with results favorable to clients.	20		
Number of clients advised and referred to appropriate services	60		

Demographics



- A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained;
- B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained;

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender

- a Male
- b Female
- c Other
- d Unknown not reported
- e TOTAL (auto calculated)

Number of Individuals

0

b. Ethnicity/Race

a. Ethnicity

- a 1 Hispanic, Latino or Spanish Origins
- a 2 Not Hispanic, Latino or Spanish Origins
- a 3 Unknown not reported
- a 4. TOTAL (auto calculated)

2. Age

- a 0-5
- b 6-13
- c 14-17
- d 18-24
- e 25-44
- f 45-54
- g 55-59
- h 60-64
- i 65-74
- j 75+
- k Unknown not reported
- l TOTAL (auto calculated)

Number of Individuals

0

b. Race

- b.1 American Indian or Alaska Native
- b.2 Asian
- b.3 Black or African American
- b.4 Native Hawaiian and Other Pacific Islander
- b.5 White
- b.6 Other
- b.7 Multi-race (two or more of the above)
- b.8 Unknown not reported
- b.9. TOTAL (auto calculated)

3. Education Levels

- a Grades 0-8
- b Grades 9-12/Non-Graduate
- c High School Graduate Equivalency Diploma
- d 12 grade + Some Post-Secondary
- e 2 or 4 years College Graduate

Number of Individuals

	[ages 14-24]	[ages 25+]
a		
b		
c		
d		
e		

7. Military Status

- b Veteran
- c Active Military
- d Unknown not reported
- e. TOTAL (auto calculated)

8. Work Status (Individuals 18+)

- a Employed Full Time
- b Employed Part-Time
- c Migrant Seasonal Farm Worker

Demographics

- A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:
 B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender

- a Male
- b Female
- c Other
- d Unknown not reported
- e **TOTAL (auto calculated)**

Number of Individuals

0

2. Age

- a 0-5
- b 6-13
- c 14-17
- d 18-24
- e 25-44
- f 45-54
- g 55-59
- h 60-64
- i 65-74
- j 75+
- k Unknown not reported
- l **TOTAL (auto calculated)**

Number of Individuals

0

3. Education Levels

- a Grades 0-8
- b Grades 9-12 Non-Graduate
- c High School Graduate Equivalency Diploma
- d 12 grade + Some Post-Secondary
- e 2 or 4 years College Graduate

[ages 14-24]

Number of Individuals

[ages 25+]

4. Ethnicity/Race

a. Ethnicity

- a 1 Hispanic, Latino or Spanish Origins
- a 2 Not Hispanic, Latino or Spanish Origins
- a 3 Unknown not reported
- a.4 **TOTAL (auto calculated)**

b. Race

- b 1 American Indian or Alaska Native
- b 2 Asian
- b 3 Black or African American
- b 4 Native Hawaiian and Other Pacific Islander
- b 5 White
- b 6 Other
- b 7 Multi-race (two or more of the above)
- b 8 Unknown not reported
- b.9 **TOTAL (auto calculated)**

7. Military Status

- a Veteran
- b Active Military
- c Unknown not reported
- d **TOTAL (auto calculated)**

8. Work Status

(Individuals 18+)

- a Employed Full-Time
- b Employed Part-Time
- c Migrant Seasonal Farm Worker

h Other	
i Unknown not reported	
j. TOTAL (auto calculated)	0

10. Household Size	Number of Households
a Single Person	
b Two	
c Three	
d Four	
e Five	
f Six or more	
g Unknown not reported	
h. TOTAL (auto calculated)	0

11. Housing	Number of Households
a Own	
b Rent	
c Other permanent housing	
d Homeless	
e Other	
f Unknown not reported	
g. TOTAL (auto calculated)	0

12. Level of Household Income	Number of Households
<i>(% of HHS Guideline)</i>	
a Up to 50%	
b 51% to 75%	
c 76% to 100%	
d 101% to 125%	
e 126% to 150%	
f 151% to 175%	
g 176% to 200%	
h 201% to 250%	
i 250% and over	
j Unknown not reported	
k. TOTAL (auto calculated)	0

- g No Income
- h Non-Cash Benefits Only
- i Unknown not reported

j. TOTAL (auto calculated)

Below, please report the types of Other income an received by the households who reported employment

14. Other Income Source

- a TANF
- b Supplemental Security Income (SSI)
- c Social Security Disability Income (SSDI)
- d VA Service-Connected Disability Compensation
- e VA Non-Service Connected Disability Pension
- f Private Disability Insurance
- g Worker's Compensation
- h Retirement Income from Social Security

- i Pension
- j Child Support
- k Alimony or other Spousal Support
- l Unemployment Insurance
- m EITC
- n Other
- o Unknown not reported

15. Non-Cash Benefits

- a SNAP
- b WIC
- c LIHEAP
- d Housing Choice Voucher
- e Public Housing
- f Permanent Supportive Housing
- g HUD-VASH
- h Childcare Voucher
- i Affordable Care Act Subsidy
- j Other
- k Unknown not reported

E. Number of Individuals Not Included in the Totals Above
(due to data collection system integration barriers)

a Please list the unduplicated number of INDIVIDUALS served in each program*

Program Name	Number of Individuals

F. Number of Households Not Included in the Totals Above
(due to data collection system integration barriers)

a Please list the unduplicated number of HOUSEHOLDS served in each program*

Program Name	Number of Households

**The system will add rows to allow reporting on multiple programs.*

For year-end reporting, dollar amount of funding from sources other than CSBG:

Other Federal Funds Leveraged	\$
State Funds Leveraged	\$
Local Funds Leveraged	\$
Private Funds Leveraged	\$
TOTAL FUNDS LEVERAGED	\$

For County staff only:

I. ANALYSIS:

II. RECOMMENDATIONS:

III. ACTIONS TAKEN: