

## **REQUIRED FORMAT**

### **PUBLIC SERVICE SCOPE OF WORK**

#### **Project Description**

Describe the project and how the CDBG funds will be used. Be concise in stating the nature of the project and what program costs, positions, and operating expenses will be funded with the CDBG funds.

Describe the program delivery method and services provided. How will the project be carried out and what services will be provided. Do not list measurable program objectives in this section.

#### **Service Location**

List address(s) where services will be delivered.

#### **Agency Background**

Provide background information (include administrative office location(s)). Describe mission, purpose and the types of services provided.

#### **Target Population**

Provide a description of the client target population that the project will serve.

#### **Goals**

Describe the project's measurable outcomes. Outcomes and objectives should be results oriented, specific and measurable. Each outcome and objective should include the time frame for the accomplishment of the particular activity and indicate how many clients will be served by this outcome.

## EXAMPLE

### PUBLIC SERVICE SCOPE OF WORK

#### Project Description

Our agency will use the Community Development Block Grant for staffing one Program Coordinator and one Youth Coordinator, as well as operational expenses. The program will provide case management, educational and recreational activities to decrease gang involvement. The program will also provide weekly peer support meetings. Topics addressed at the meetings will include: self-esteem building, teen pregnancy, education, suicide prevention, career choices and family support.

Participants will be recruited through flyers that will be distributed at North and South Mountain High School and through school administration referrals. The overall purpose of the program is to provide an outlet to deter youth from entering into gang activities and involvement. Program services will be provided at 1234 N. Central Ave, Phoenix.

#### Agency Background

We are a grass roots non-profit organization established in 1985 to address the ever increasing gang problem in Phoenix. Our administrative offices are located at same address where we offer our programs. Our mission is to offer outreach services and supportive programs to youth at risk and their families. Our programs enhance community involvement, offer prevention services, peer support, educational tutoring classes and self-esteem building.

#### Target Population

The target population is low income youth between the ages of 10 and 18, who are former gang members or at risk of becoming involved in a gang and their families. 90% of our participants reside in the North High and South Mountain High School service area.

#### Goals

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|-------------|---------------------|--|
| Activity 1. | Youth Enrollment:   | 300 during contract year   |
| Activity 2. | Mentor Recruitment: | 15 former gang members will be recruited to facilitate weekly peer support meetings. They understand issues and can mentor others. |
| Activity 3. | Case Management:    | 65 of the 300 youth and family participants will receive intensive case management and referral services.                          |
| Activity 4. | Academic Tutoring:  | 225 youth will use academic tutoring services  |
| Activity 5. | Peer Meetings:      | 104 meetings during contract year @ two per week   |
| Activity 6. | Career Choices:     | 12 presentations during contract year @ one per month. Careers/Trades and options will be introduced and discussed.                |

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