Little Dixie CAA and other CSBG-funded agencies utilize various documents (many of which are standardized) to encourage and support the use of the full ROMA (Results Oriented Management and Accountability) Cycle. By employing the ROMA cycle, we are in a continuous learning mode, thereby allowing us to identify needs, determine how to address those needs, implement strategies, document activities and outcomes achieved and ultimately evaluate whether the strategies are effective. This process serves to improve service delivery and client-outcomes.

Your Board Packet contains copies of the following documents that LDCAA utilizes as roadmaps or guides to ensure agency activities are outcome-based, are in alignment with community-identified needs and are clearly focused on addressing and alleviating poverty. Documents within your packet include:

- 2017-2020 Strategic Plan – Board Approved May 2017
- 2018 Community Action Plan – Presented at March 2018 Board meeting
- 2018 Logic Models with Results – Component of CAP Plan presented at March 2018 Board meeting.

As required by the CSBG Organizational Standards, these documents undergo a formal review and analysis no less than once a year; however this process is ongoing as part of everyday delivery of agency-provided services. The ROMA cycle is also evident with Little Dixie CAA program director and Board meetings where discussions and trainings occur over program-specific activities and stakeholders engage in both formal and informal analysis of data/information and make recommendations. All documents listed above are representative of the needs as identified in the agency’s Community Needs Assessment report (latest of which was approved by the Board in March of 2016)

The agency utilizes a web-based tool, CAPTAIN, to document services provided and outcomes achieved. Training received by Staff and Board as well as Volunteer hours are also documented in CAPTAIN. This tool allows us to track where we are in goal achievement and take steps if/when deemed necessary to address barriers, training needs, etc.

**What we learned in 2018:** Strategic Plan goals did not align well with agency-provided services. Two strategies within the plan: 1)Lack of Education; and 2) Lack of Employment opportunities listed strategies i.e. provide GED classes and Job training, both of which are not agency-provided services. While staff can and did reach out to relevant resource providers (i.e.
Southern Workforce, Choctaw Nation, Libraries, etc.) to obtain data, LDCAA could not have a
direct impact on addressing these needs. Therefore, the 2018 Community Action Plan and the
logic models were revised. The revised goals are still representative of community needs.

Needs were prioritized via a survey to a smaller sample of the community. The survey was
completed by agency front-line staff, leadership, Board members, Healthy Start clients and
parents/primary caregivers of Head Start and Early Head Start students. Survey results identified
the following needs as prioritized below:

**Need 1: Housing: Increase access to Safe and Affordable Housing – A family level need**

**Need 2: Health & Safety: Increase access to health education/resources – A community and
family level need**

**Need 3: Income Management: Increase case management and resources to improve financial
health – A family level need**

**Need 4: Agency: Capacity Building for Staff and Board to improve service delivery – An
agency level need**

On October 31, 2018, reports were pulled from CAPTAIN for the time period January 1, 2018
through October 31, 2018 in order to complete the “Results” section of the 2018 logic models.
The CAPTAIN reports (quantitative data) revealed that agency activities had resulted in
exceeding the projected outcomes set for needs 1, 2 and 4 above. They revealed that the numbers
for clients who had improved financial health (need three) were relatively low. An analysis
which involved discussion with leadership, front line staff, CAPTAIN data entry personnel and
the CAPTAIN administrator revealed that not all indicators available to show “improved
financial health” were being documented. Therefore, for 2018, records from other reporting
sources such as Counselormax and client files were used to identify actual numbers of clients
who had achieved that outcome. The logic models will be updated at the end of the calendar year
and the agency expects to meet or exceed the stated goal. In addition to identifying the need to
update the CAP plan and logic models as part of ongoing analysis and continuous use of the
ROMA cycle, one result of the data analysis was the identification of a need for additional staff
training and cross-training to ensure all client outcomes resulting from services are clearly
understood, conveyed and reported to the greatest extent possible. This is one example of the
importance and need for employing the ROMA cycle.

The existing C.N.A. will expire in March of 2019; the agency is engaged in developing the new
community needs assessment report. Activities completed thus far: Collection and entry of 823
community needs assessment surveys; prioritization of needs; six community needs meetings to
identify barriers; resources; and strategies. The new completed C.N.A. report is expected to be
completed by January 2019 and submitted to ODOC and the Board for approval.
For more information, contact Little Dixie Community Action Agency, Inc.'s Mutual Self-Help T&MA Contractor Department for guidance and counseling. We can provide a qualified and experienced Self-Help Specialist to assist you at no charge to your organization.

Application Assistance
Financial Management Training
Staff Training
Program Reviews
Grant Management

Little Dixie C.A.A.
209 North 4th Street
Hugo, OK 74743
(580) 326-5165 telephone
(580) 326-9239 fax

Self-Help Housing...
Providing opportunities for families to work together to realize the American dream of homeownership.

Helping People, Changing Lives
Self-Help T&MA Contractor Department

Little Dixie C.A.A.'s Mutual Self-Help T&MA Contractor Department provides technical and management assistance to potential and existing Section 523 Self-Help Housing organizations.

Little Dixie began operating a Regional Self-Help Housing Technical Assistance program in 1980 through funding from USDA Rural Development. We work closely with USDA Rural Development offices to implement this service to the South Central Region of the United States, Arkansas, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Louisiana, Missouri, Nebraska, Kansas, and Wyoming.

Since 1980, Little Dixie T&MA Contractors have assisted more than 100 Self-Help Housing grantees in obtaining millions of dollars for program oversight and management.

Our T&MA Contractor Department strives to keep the South Central Region properly informed of current issues and updates that impact the self-help community.

We conduct both onsite and group workshops and training to current or prospective grantees to provide both fiscal and management training and technical assistance. We also work to facilitate communications between grantees, prospective grantees and industry resources in order to help them achieve their goals.

Self-Help Housing

Self-Help has been around for many years and it grew out of the early barn raising tradition of the Amish and Mennonites. Mutual Self-Help Housing is families working together to participate in the construction of their homes. The work performed by the families is referred to as "sweat equity" and the value of their contribution results in significant cost savings, making these homes affordable for low and very-low income households.

Homes are financed utilizing USDA Rural Development's 502 home ownership loan program. This is a very low interest loan based on the family's income and is available to low and very-low income credit worthy families in rural areas.

USDA Rural Development is committed to helping improve the economy and quality of life in rural America and supports that commitment by providing affordable housing opportunities for low and very-low income individuals/families. The Self-Help Program can make the American dream of homeownership for individuals/families become a reality.

Assisting the Grantee

The Mutual Self-Help T&MA Contractor Department assists organizations with training in areas such as pre and final application training, and overall program structuring, planning and operational management including budgeting, staffing, staff training and accounting requirements.

Assisting Rural Development

The Mutual Self-Help T&MA Contractor Department provides monitoring services to Rural Development offices within their region in program compliance reviews, administrative funding expenditures, expenditures of participating family funds and construction quality.

Assisting the Community

Communities benefit from money that will generate into the local economy through purchasing of supplies, building materials, employment of subcontractors, sale of real estate, enlargement of tax base and utility sales. The program brings pride into the community through revitalization of neighborhoods as well as the stabilization of the community by providing the opportunity for individuals and families to obtain affordable, safe and decent housing and homeownership.

Who is Eligible

Eligibility requirements include: Must be a State, political subdivision, or public nonprofit corporation including Indian tribes or Tribal corporations or a private nonprofit corporation. Nonprofit organizations must be organized under state and local laws; in good standing with the Secretary of State; tax exempt under IRS Section 501c3; have a board of directors with no less than 5 members and have the "production of affordable housing" as one of its purposes; must have at least five board members, the financial and administrative capacity to operate the program and must have previous experience operating housing programs.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex and family status. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
Salvation Army Bell Ringing Campaign

Little Dixie

Choctaw County

WHEN:
Wednesday - Friday
Beginning November 28th
Ending December 14th
SPECIAL SATURDAY -
DECEMBER 1ST

WHERE:
Walmart - 1911 E Jackson St.
Hugo, OK 74743

WHO TO CONTACT:
Macy Self
mself@littledixie.org
580-326-3351

Use the link below to view the Google Sheet and see available time slots

https://docs.google.com/spreadsheets/d/1tKM2yw9BoZs8PoovYsZ3GeelOn1sGOSthVj27rxiwSo/edit?usp=sharing
Salvation Army Bell Ringing Campaign

McCurtain County

**WHEN:**
Wednesday - Thursday
Beginning November 28th
Ending December 13th

**WHERE:**
Walmart - 501 S Park
Broken Bow, OK 74728

**WHO TO CONTACT:**
Cindy Cockerham
ccockerham@ldcaa.org
580-286-9348

Please Contact Cindy Cockerham to Sign Up Today!
Little Dixie
Salvation Army Bell Ringing Campaign
Pushmataha County

WHEN: Monday- Tuesday
Beginning November 26th
Ending December 11th

WHERE: Pruett's - 1002 E Main Street
Antlers, OK 74523

WHO TO CONTACT: Paula Dillishaw
pdillishaw@ldcaa.org
580-298-2921

OR

Karla Luginbill
kluginbill@ldcaa.org
580-298-2921