**Section 313.6 Community Services Program Plan**

a) Area Projects funded by the Department to provide community services shall, within 180 days of notification of initial funding and 45 days prior to contract renewal in subsequent years, submit a community services program plan to the Department and the appropriate Regional Youth Planning Committee.

b) Each community services program plan shall incorporate the previously submitted application and also include:

1) Documentation as to how the services will achieve the program goals and objectives in accordance with the community needs assessment and available resources.

2) Procedures which describe how the following functions will be carried out:

A) community organizing

B) advocacy services

C) direct services

3) A plan which details a time-line for implementation of the procedures stated in subsection (b)(2) above.

4) Staffing patterns and job descriptions.

5) Personnel policies.

6) Procedures for development, award and monitoring of subcontracts.

7) Fiscal record keeping.

8) Reporting procedures and documentation of programs towards goals and objectives.

9) A plan for monitoring of working agreements and network activities.

10) A plan to recruit, screen and train volunteers accompanied by a method of record keeping for activities performed by volunteers.

11) A financial development and fund raising plan which ensures that on-going attempts are made to generate resources from potential public and private sources.

12) An affirmative action plan, if necessitated by state or federal statutes or regulations.

13) A plan for staff development including staff training plans sponsored by the Area Project and participation in Department/Division training workshops.

14) listings of the service brokerage agreements for referral.

15) listings of the criteria for admission/discharge of a youth from the program.

16) appeal procedures for clients which are clear and comprehensive.

c) Plans will be rejected which are not clear, comprehensive, and sufficiently detailed relative to the components in Section 313.6(b)(10)-(15). Area Projects will be allowed 90 days to revise the plan for reconsideration. During this 90-day period the Department will not award a grant to another entity as Area Project for the geographic area in question, which award would preclude granting a subsequent award to the entity granted the additional time to revise its plan.