

## Model Damage Assessment Style Guidelines.

### General Style:

This is an analysis by the Agency leadership. The tone must be flatly factual. The content must be agreed upon by and learned by Board Members. There must be a source of information that backs up the claimed losses. Generalizations about the need for Community Action, the agency and the CSBG local approach belong in talking points, media messages and other types of communications, not here. Agency facts that are not directly related can go at the end after the impact assessment. Or attach the short profile you will prepare for use.

### Style Details:

1. Use numbers and only concrete plain English terminology about CSBG, especially what is lost.  
Examples:
  - o Without the CSBG-supported half-time volunteer coordinator ...
  - o Without the facility whose maintenance costs are covered by CSBG ...
  - o Without the volunteer nurses whose liability insurance is supported by CSBG ...
  - o Without the CSBG-funded development staff/grant-writer etc ...
2. Use examples from popularly-supported local, preferably unique, programs that will suffer but not from programs that are huge federally-supported programs. Examples:
  - o Meal delivery to shut-in seniors living independently should be listed, but only if CSBG makes a direct contribution, not general “administrative costs”. Direct contributions include: a coordinator’s time for recruiting volunteer drivers, reimbursing gasoline for volunteers, the delivered meals or the food prep facilities, outreach/case managers time spent with the participants, and any ‘administrative ‘ functions that can be named as recognizable contributions: .
  - o Investments in young childrens’ day care facilities or home daycare placement for young children including Head Start participants. NOT increments to Head Start-funded functions.
  - o Parent programs, especially fathering activities, including Head Start dads, if NOT funded by Head Start. Example: The Dad’s Read program that meets in X center which CSBG funds and which uses donated books mobilized by the CSBG-supported family education coordinator. Head Start dads are target of the outreach, but it is not a Head Start initiative or one Head Start is supposed to fund but that needs more money.
  - o Job-creating programs (outside the agency, private sector or other non-profits like schools, hospitals )
3. Do not suggest other well-known programs will fall because CSBG ends. Example: if CSBG funds a person who arranges day care for part-day Head Start participants and makes sure the children get to where they are expected – list that service to 3-5 year olds as a CSBG program that will be lost; however, if CSBG subsidized the rent for the Head Start facility, only list it if you can offer a visible example of distinct damage like: ‘ two Head Start classrooms will be closed’ or ‘the space where Head Start children dance and perform gymnastics daily will be closed to them. During winter months, their exercise options will be limited. ‘

Claims that major federal programs in your area will collapse without CSBG or without the CAA must be documented. Be prepared to answer press and member questions like these:

- o Why won’t Head Start move to the school/the Salvation Army?
- o Why won’t LIHEAP be administered by the county DSS/the Catholic Charities?

- The Happy-Skippy Children's Palace two blocks down the street from you / the neighborhood elementary school tells us it will step up to serve our children when your center closes; why should we worry?

Better yet: Do not invite questions by writing '100,000 low-income residents will lose Head Start, [or LIHEAP, tax prep, food bank etc] be specific. Or skip the claim. The important idea is that the local control that led to the terrific initiatives listed above is lost along with these initiatives. There will not be the resources for developing alternatives.