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## Agenda

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**Group/Meeting Name:** Economic Opportunity Council AD HOC Committee Meeting on the  
2024-25 CSBG Community Action Plan

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**Date:** 5/24/2023 **Time: From:** 12:00 p.m. **To** 1:00 p.m.

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**Location:** ZOOM - See below

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PUBLIC ACCESS: The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below. For Public Comment Instructions, please refer to the bottom of this agenda.

### Online/Call-in:

#### **HOW TO JOIN THE MEETING VIA ZOOM:**

**Link:** <https://cccouny-us.zoom.us/j/86893576456?pwd=ZjgwM2JNRHBTQ0xYaW5ObHBuNGxhQT09>

**Passcode:** 935734

#### **HOW TO JOIN THE MEETING VIA CALL-IN:**

- **Zoom meeting Dial-In-Number:** 1-888-278-0254 US
- **Conference code:** 812185
- **Meeting ID:** 868 9357 6456

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**HOW TO PROVIDE PUBLIC COMMENT:** refer to the bottom of this agenda.

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**Meeting Leader:** Renee Zeimer, Chair

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**Purpose:** Determine Priorities for 2024-25 CSBG Community Action Plan

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*The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact staff at least 24 hours before the meeting at [akaur@ehsd.cccounty.us](mailto:akaur@ehsd.cccounty.us) or [reich@ehsd.cccounty.us](mailto:reich@ehsd.cccounty.us).*

*Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments to [akaur@ehsd.cccounty.us](mailto:akaur@ehsd.cccounty.us) or [reich@ehsd.cccounty.us](mailto:reich@ehsd.cccounty.us) before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes. All votes taken during a teleconference will be by roll call. The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day. Your patience is appreciated.*

### **By the end of this meeting, we will:**

- |   |
|---|
| 1. Understand the desired outcomes and ground rules.  |
| 2. Receive any public comments.   |
| 3. Review Public Hearing Feedback so that our community informs our work needs as stated by the public. |
| 4. Review 2023-2025 CSB Community Assessment so that our work is informed by data.                      |
| 5. Review Community Action Plan Template so that we are aware of the scope of the document.             |
| 6. Identify Next Steps.   |
| 7. Evaluate the meeting.  |

## Agenda

What	How	Who	Time
1. Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minutes
2. Public Comment	Present	Members of the Public	3 Minutes
3. Review Public Hearing Feedback	Present Clarify Check for Understanding	CSB staff	5 Minutes
4. Review Community Assessment	Present Clarify Check for Understanding	CSB staff	5 Minutes
5. Review Community Action Plan Template	Present Clarify Check for Understanding Check for Approval	Group	10 Minutes
6. Next Steps	Present Clarify Check for Understanding	CSB staff	5 Minutes
7. Meeting Evaluation	+/\u0394	Group	5 Minutes

### *HOW TO PROVIDE PUBLIC COMMENT:*

*Persons who wish to address the EOC during public comment on matters within the jurisdiction of the EOC that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the "raise your hand" feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phone.*

*All public comments will be limited to 2 minutes per speaker.*

*For assistance with remote access contact: (925) 681-6345*

*Public comments may also be submitted before the meeting by email at [akaaur@ehsd.cccounty](mailto:akaaur@ehsd.cccounty) or [creich@ehsd.cccounty.us](mailto:creich@ehsd.cccounty.us) or by voicemail at (925) 681-6345. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting*

**Hearing Date:** March 29, 2023      **Location:** Concord Public Library

**Agency:** Economic Opportunity Council (EOC) - Community Services Bureau

### **Consolidated list of Comments Received**

1. [\*What has changed for you since 2021? For the better and the worse?\*](#)

Homeless- NIMBU  
Too few homeless shelters  
No transport from shelters to jobs  
Services only offered at Concord shelter, if full must resort to Pittsburgh  
Services not working  
2021 Good, 2023 better  
Moved around a lot, different jobs, drugs in the neighborhood, need a better response  
2021 loss of work, health issues  
2023 hope for better services for seniors-physical, three years to get into subsidized housing  
Moved to Concord, lost job  
Rent increase, rents are too high, unaffordable  
Got laid off, found ways to make it work

2. [\*What are the biggest challenges you and your family facing and how are you dealing with them?\*](#)

Walking paths, well lit up areas to exercise  
Better, safer, well lit outdoor spaces, walkable  
“Affordable housing” – Definition? is it a livable, sustainable  
Developer’s/state laws building homes up to the limit  
Cost of gas  
Need more affordable public transportation

3. [\*What services are you using and has been the most helpful? What’s missing?\*](#)

Need tents;  
shelter- Refuge Church, food pantries, people are using them all up. Amount of food portion size  
Need Clothing Pantries- full services  
Housing vouchers- waitlist for section 8 closed indefinitely  
Improvements – graffiti abatement, public art

4. [\*We have all be through a lot, what are you most proud of?\*](#)

Finding peace; yoga  
Did not give up! Show up  
Proud to live in Concord

**Hearing Date:** April 5, 2023      **Location:** St. Vincent de Paul

**Agency:** Economic Opportunity Council (EOC) - Community Services Bureau

*What has changed for you since 2021? For the better and the worse?*

Housing, unstable, rent increases  
Mental Health for the family  
Educational services interrupted due to COVID  
Economic Changes  
Domestic Violence  
Employment opportunities  
Food stamp decrease  
Crime increase- House broken into, van stolen  
Pandemic  
Community relations with police and their response (Pittsburgh PD)  
Feeling unsafe- 911 calls going unanswered, fireworks or gunshots? Concerning  
Sideshow increase  
Homeless impact, shelter full

1. *What are the biggest challenges you and your family facing and how are you dealing with them?*

Inflation  
Resources needed; FEMA, Emergency Services  
Victims of crime, domestic violence,  
How do you pay for something when there is no resources?  
Vision is compromised  
Social services are not responsive, not timely, understaffed  
Lack of health services; health, vision, dental, mental  
Need social workers  
Meals for seniors with dietary restrictions

2. *What services are you using and has been the most helpful? What's missing?*

Delays in appts; medical supply needs, lack of responses  
Bags of food-  
Wheelchair foundation  
Independent living  
Missing Rental Assistance Programs  
Winter Nights Safe parking

3. *We have all be through a lot, what are you most proud of?*

Alive  
Live in Contra Costa County  
A child of God  
To be a positive person

**Hearing Date:** April 6, 2023    **Location:** GRIP

**Agency:** Economic Opportunity Council (EOC) - Community Services Bureau

**Consolidated list of Comments Received**

1. *What has changed for you since 2021? For the better and the worse?*

Inflation  
Not being able to contact social workers  
We need an advocate  
COVID- world upside down, now new apartment, new job  
Seniors are not accommodated  
Section 8 housing- disrepair, not available, difficult to qualify for  
Prices are too high  
Finding jobs

2. *What are the biggest challenges you and your family facing and how are you dealing with them?*

GRIP- needs more funding, clothing donations  
Schools- provide food for students  
Housing- need Section 8 back  
Food stamps went down  
WIC- More alternative options  
Lack of shelter, lack of support, lack of family time  
No homeless Action Centers, drop in centers  
Housing Authority, more emergency housing  
Missing service showers, charging station  
Need Health services  
More compassion for service providers  
Police Harassment  
Shelter for those with medical needs  
Needs safe areas for tents

3. *What services are you using and has been the most helpful? What's missing?*

Lack of support  
Finding resources  
Family counseling  
Lack of safe environment for kids to play  
More classes on self-employment  
Budgeting classes  
Having a hard time staying out of jail due to lack of services  
Limited resources for the undocumented, uninsured  
Access to health  
GRIP is needed in more places, community support services  
Accessibility  
Consistency of services across counties  
Need ID assistance- need to lower cost

Rodeo Baptist church open more days

4. *We have all be through a lot, what are you most proud of?*

People power

Still here

There is a god

Shelter help

Woke up this morning

GRIP is open 365

**Hearing Date:** April 19, 2023      **Location:** Head Start

**Agency:** Economic Opportunity Council (EOC) - Community Services Bureau

**Consolidated list of Comments Received**

1. *What has changed for you since 2021? For the better and the worse?*

No more mask  
Too few homeless shelters  
Daycare is expensive  
Kids have social life now  
Health care is more expensive  
High demands low supply of teachers  
People are more aware of health  
Rent increase, rents are too high, unaffordable  
Pay isn't enough to support a family

2. *What are the biggest challenges you and your family facing and how are you dealing with them?*

Transition back to normal  
Housing, rent increases, trying to support family  
Medication supply- chain issues  
Uncovered healthcare

3. *What services are you using and has been the most helpful? What's missing?*

Using; WIC, Child care, food stamps, PG & E care, Free broadband

Missing; mental health support, husband got a better job so cut off from WIC  
Less opportunity to be involved with kids schools

4. *We have all be through a lot, what are you most proud of?*

Putting daughter in therapy  
Weekends off to be with a kid  
Can make something out of nothing  
Being more connected to others and making time for that  
Helping at daughters school  
policy council



CONTRA COSTA COUNTY  
COMMUNITY SERVICES  
BUREAU

# **2023 – 2025 COMMUNITY ASSESSMENT KEY FINDINGS**



**Contra Costa County  
Employment and Human Services Department  
Community Services Bureau**

Revised 5/2023



## Demography

Contra Costa County has grown 1% to 1,161,643 since 2020. The county's proportion of Black (9%) and Asian (18%) residents remains higher than California overall, while its proportion of Latino residents (26%) remains much lower than the state (40%). In 2021, 75% (871,672) of Contra Costa County residents are U.S. born, 11% (123,494) are non-citizens, and 1% of non-citizens are 0-4 year olds. In 2021, 23% (263,508) of all residents are 0-17 year olds, 30% (78,586) of these are 0-5, 24% (64,322) are 0-4, and 14% (37,778) are 0-2 year olds.

Since 2020, women with births rose 7% to 14,853 in Contra Costa, for a birth rate of 54.7 per 1,000, while and the teen birth rate fell to 7.6. About 9,538 native-born women had births, up 4%, and 5,315 foreign-born women had births, up 14%. Native-born women with births are more likely to be unmarried (33%), compared to foreign born women with births (18%). About 1,185 (11%) married and 1,325 (32%) unmarried women with births live below FPL in 2021, up 277 married and 119 unmarried women with births.

Households rose 2% or 6,807 to 405,106, families rose 2% or 4,777 to 291,088, married-couple families rose 1% or 3,057 to 221,647, and families headed by single females rose 3% or 1,265 to 49,044. The county (32%) continues to exceed the state (30%) in the proportion of families with children. In 2021, 53,210 children age 0-5 live in married-couple families, 4,063 live in single male-headed families, and 9,717 live in single female-headed families.

## Economy

At \$127,279, median income for Contra County families rose 6% since 2020, compared to a 7% gain in the state (\$95,971). Of county householders with children age 0-5, 66% (50,555) live in families in which all parents work. In 2021, 86% of county workers commute, down 4%, and 46% (217,277) of commuters are female. The percentage of county homes affordable to median income households (15%) fell 9 points since 2020, as 2023 median monthly rents and owner-occupied housing costs rose 6%. About 80,133 (29%) owner-occupied units and 68,092 (51%) renter-occupied units are unaffordable in 2021. In 2021, 9,119 people from 6,816 households accessed homeless-related services, down 7% since 2020, and 1,889 county students are homeless in 2020-21.

In 2021, 65% (605,752) of Contra Costa residents 16 and over were in the civilian labor force, up 2% or 9,273 since 2020. About 50% (226,381) of males worked full time (up 1%), compared to 35% (164,593) of females (up 2%). Countywide, 62% of married and 72% of unmarried women with births work, and 19,244 (70%) women with 0-5 year olds work, down 14,812 (44%) since 2020. In January 2023, the county has 555,800 civilian workers, up 12,800 or 2%, and 21,800 unemployed residents, down 1,100 or 5% since January 2022. Unemployment in Contra Costa (3.9%) continues lower than the state (4.3%) with both rates improved since January 2022.

About 8% (94,523) of Contra Costa residents live below the FPL in 2021, up 2% or 1,502, 26,509 children live below FPL, up 5% or 1,222, and 12% (9,097) of children less than 6 live below FPL, up 9% or 742. About 6% of families and 9% of families with children live below FPL. The number of 60-84 year olds in poverty rose 4% to 15,217. About 8% of all county residents, 8% of native-born, 6% of naturalized citizens and 14% of non-citizens lived below the FPL. About 33% (2,282) of married couples below FPL have 0-4 year olds, up 30% or 531 since 2020. About 31% (566) of single male-headed families below FPL and 37% (3,085) of single female-headed families below FPL have 0-4 year olds.

CalWORKs cases rose 6% in the county, with 5,944 cash grant cases involving 11,013 children in July 2022. In 2021, 20,056 (5%) county households rely on SSI (down 3%), 10,746 (3%) receive cash PA (up 19%) and 27,449 (7%) receive SNAP (up 13%). About 43,947 (17%) of all county children live in PA households (up 3%), with 48% (21,276) in married-couple families, 43% (18,874) in single female-headed families, and 8% (3,423) in single male-headed families. About 6,396 (2%) of women age 15-50 receive PA in the county, including 969 women with births.

## Health and Safety

In Contra Costa, 54,756 (5%) residents are uninsured in 2021, compared to 7% statewide. About 3% (7,989) of county children are uninsured (up 6% or 445), including 2% (1,792) of 0-5 year olds. Medicaid-only coverage among county 0-18 year olds rose 3% or 1,945 to 27% (69,031), compared to 42% in the state. Foreign-born (9%) county residents are 3 times more likely than native-born (3%) to be uninsured, and non-citizens (16%) are 5 times more likely than naturalized citizens (3%) to be uninsured.

About 30% of low income 0-5 year olds in the county had a recent dental visit in 2023, compared to 31% in 2022 and 34% in the state. About 7% of county and state births are low birthweight in 2022, 90% of pregnant women in the county receive first trimester prenatal care, but 26% of women with live births had inadequate weight gain during pregnancy, up from 25%. About 14% of Contra Costa women with births experienced food insecurity during pregnancy, up from 13%. Infant mortality in the county rose to 3.6 per 1,000 in 2022, compared to 3.9 in the state.

As of April 02, 2023, COVID-19 cases topped 274,856 with 1,571 deaths (0.6%) in the county, 4,533,680 tests have been administered with a 5% positivity rate, and 84% of residents have received a primary series of vaccines, compared to 73% statewide. In 2021, 20,120 tests were administered to 5,899 homeless individuals, including 1,025 children, with 621 positive cases and 6 deaths among the county's homeless.

About 17,468 children and 84,451 adults with asthma are at risk from poor air quality in the county in 2022, 11% of county residents age 1-17 have ever been diagnosed with asthma, and 14.2 per 10,000 county children had an asthma-related hospitalization in 2020. In 2021, chlamydia rates fell 7% to 483.9 per 100,000 in the county, but gonorrhea rates rose 11% to 379.4 for females and 5% to 480.1 for males. HIV/AIDS diagnoses (279.9 per 100,000 or 2,718 cases) still compare favorably to the state (411.4), but cases rose 2% since 2021. In 2021, the county has 201.7 drug-induced deaths (16.6 per 100,000), up 3.2 points from 13.4 in 2021. Countywide, opioid deaths rose 27% since 2020 to 183, 498,097 opioid prescriptions were written (349.6 per 1,000), and 341 ER visits (31.2 per 100,000) involved opioid overdoses.

Since 2020, felony arrests among county adults rose 3% or 200 to 7,084, with drug offenses up 31%. However, arrests for violent offenses fell 14%, property offenses fell 8%, and sex offenses fell 10% since 2020. California's death by homicide rate is 5.2, compared to 5.9 in Contra Costa, with both rates increased. California's firearm-related death rate is 7.8 in both the state and county. The county had 385 juvenile arrests in 2021, down 25% or 129 since 2020, with 174 (45%) for felonies and 77 (20%) for violent offenses.

Domestic violence calls from county residents fell 13% or 419 calls to 2,771 in 2021, and the county's rate of substantiated cases at 6% continues lower than 12% statewide, with both improved, and the county saw a 32% reduction of 240 cases to 509. In 2022, 26% of all 9,082 child abuse allegations involve children age 0-5, with 5% (468) infants less than 1, 8% (719) children age 1-2, and 13% (1,197) children age 3-5. As of January 2023, the county has 555 children in foster care, up 3% or 14, with 223 first entries. Foster children age 0-5 represent 30% of all Contra Costa children in care, down from 31%. Infants less than 1 month old comprise 18% (40) of first entries, those age 1-11 months comprise 9% (21), and 1-2 year olds comprise 11% (25). In all, children age 0-5 represent 50% (111) of all first entries in 2022, down from 57% in 2021. Contra Costa schools enrolled 768 foster students in 2020-21, down 11% or 95 since 2019-20.

## Education

School enrollment in the county is 169,225 in 2022, with the student body now 39% Latino, 27% White, 14% Asian, 8% Black, 7% multi-racial and 4% Filipino, reflecting declines in Black (down 4%) and White (down 7%) students. Compared to 58% statewide, 36% (60,513) of Contra Costa students are FRPM-eligible in 2022, with both improved since 2021. Of residents 3 and older in school, 17,322 (6%) attend preschool, down 5% or 892, with 46% in public schools, compared to 56% statewide. About 13,770 (52%) of county 3-4 year olds attend school, down 818 or 6% since 2020. The number of all county enrollees in college is 80,548 in 2021, including 36,963 (46%) males and 43,585 (54%) females. Countywide, 11% (41,867) of males and 10% (40,697) of females have less than a high school diploma, up 4% for males and up 2% for females since 2020. About 1,474 residents below FPL attend preschool, down 6% since 2020.

TK enrollment in Contra Costa fell 10% from the prior year to 2,300, while the state fell 12%. The county has 536 (23%) English Learners and 860 (37%) Socioeconomically Disadvantaged students, with both down since 2020. In 2023, EL students of all ages rose to 19% in the state, while the county EL enrollment rose to 16% (27,724). Since 2020, California children in linguistically isolated households fell 5%, while the county saw a 2% drop to 12,288. About 66% (8,151) of county children in limited-English households speak Spanish, down 10% since 2020. In Contra Costa in 2022, 51% students meet or exceed the English Language Arts standard, compared to 47% in the state, while 39% of county students meet or exceed the Mathematics standard, compared to 33% in the state. In 2022, the countywide chronic absenteeism rate rose to 27%, and the county graduation rate rose 1.0 point to 91%.

In 2022-23, Head Start served 550 0-2 year olds and 892 3-5 year olds in Contra Costa, with single-parent families representing 71% (351) of Early Head Start families and 78% (654) of Head Start families. In 2023-24, about 8,316 0-2 year olds (up 6% or 488) including 2,510 pregnant women (up 19% or 396) and 6,272 3-5 year olds (up 2% or 104) may be income-eligible for Head Start services. In April 2023, Contra Costa has 19,580 daycare slots and 2,182 infant slots in licensed centers, a 2% increase in daycare slots since 2022. Contra Costa also has 409 licensed family homes that serve at least 9 children with 5,682 slots, with capacity down 1% since 2022. Licensed childcare is available to 33% of Contra Costa children age 0-12 whose parents work, and 85% seeking childcare in the county did so because parents work, up from 76% in 2019. Since 2019, full-time care for infants costs 7% to 18% more, and full-time daycare costs 9% to 10% more.

2024/2025  
Community Needs Assessment and  
Community Action Plan

California Department of Community Services  
and Development

Community Services Block Grant



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## Introduction

The Department of Community Services and Development (CSD) has developed the 2024/2025 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) Service Providers network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2023**. Changes from the previous template are detailed below in the “What’s New for 2024/2025?” section. Provide all narrative responses in 12-point Arial font with 1.15 spacing. When the CNA and CAP are complete, they should not exceed 65 pages, excluding the appendices.

## Purpose

Public Law 105-285 (the CSBG Act) and the California Government Code require that CSD secure a CAP, including a CNA from each agency. Section 676(b)(11) of the CSBG Act directs that receipt of a CAP is a condition to receive funding. Section 12747(a) of the California Government Code requires the CAP to assess poverty-related needs, available resources, feasible goals, and strategies that yield program priorities consistent with standards of effectiveness established for the program. Although CSD may prescribe statewide priorities or strategies that shall be considered and addressed at the local level, each agency is authorized to set its own program priorities in conformance to its determination of local needs. The CAP supported by the CNA is a two-year plan that shows how agencies will deliver CSBG services. CSBG funds are by their nature designed to be flexible. They shall be used to support activities that increase the capacity of low-income families and individuals to become self-sufficient.

## Federal CSBG Programmatic Assurances and Certification

The Federal CSBG Programmatic Assurances are found in section 676(b) of the CSBG Act. These assurances are an integral part of the information included in the CSBG State Plan. A list of the assurances that are applicable to CSBG agencies has been provided in the Federal Programmatic Assurances section of this template. CSBG agencies should review these assurances and certify that they are complying.

## State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies’ CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and program performance improvement. A list of the applicable State Assurances and the agency certification for them are found in the State Assurances section of this template.

## Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138](#) dated January 26, 2015, CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that are met through the completion of the CAP and the CNA. A list of Organizational Standards that will be met upon completion of the CAP can be found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

## What's New for 2024/2025?

**Community Action Plan Workgroup (CAPWG)**. In summer 2022, CSD organized a workgroup to inform the development of the 2024/2025 CNA and CAP. Workgroup members were selected from the CSBG Service Provider network and the ROMA Coalition. The feedback CSD received from the workgroup has informed not only the 2024/2025 template but also the accompanying CAP training scheduled for mid-December 2022.

**Public Hearings – Additional Guidance**. The public hearing requirement has been modified. Two years ago, we were in an active pandemic due to the COVID-19 virus. The public health guidelines throughout the state advised communities against large gatherings. CSD advised agencies to follow public health protocols and hold public meeting virtually if an in-person meeting was not an option. For the public hearing on the 2024/2025 draft CAP, CSD requests that agencies conduct in-person, virtual, or hybrid public hearings. While transmission rates of COVID-19 remain high in many communities, agencies are requested to follow their local public health guidelines when deciding in which format to conduct the public hearing. For more information, please see the Public Hearing section of this template.

**CNA Helpful Resources**. The Helpful Resources section in Part I: Community Needs Assessment contains additional data sets and resources. On recommendation of the CAPWG, CSD has added data sets from the Massachusetts Institute of Technology, the University of Wisconsin, and a point-in-time data set from the U.S. Department of Housing and Urban Development. We have also added links to the Local Agencies Portal where you can find examples of completed Community Needs Assessments and project timelines from the CSBG Service Providers network.

**Part II: Community Action Plan**. The number of questions in the Tripartite Board of Directors, Service Delivery System, Linkages and Funding Coordination, and Monitoring sections has changed. Questions were removed because it was determined that agencies meet these reporting requirements through other CSBG work products such as monitoring and Organizational Standards. In the Service Delivery System and Linkages and Funding Coordination sections, new questions were added. These questions will be covered during the template training webinar.

**Sunset of COVID-19 Flexibilities**. In the 2022/2023 template, CSD allowed agencies to indicate on selected questions whether there were changes to the response provided in the 2020-2021 CAP or whether agencies would like CSD to accept the 2020-2021 response without adaptations. This option was an effort to reduce administrative burden on agencies during the COVID-19 pandemic. While

CSD has retained some of the flexibilities developed in the previous template, the option for agencies to reference responses in their prior CAP has been discontinued.

**Response and Community Awareness.** This section replaces the “Additional Information” section in the previous template. For 2024/2025 CSD has included questions pertaining to Diversity, Equity, and Inclusion (DEI). The questions about disaster preparedness have been retained from the previous template. While none of this information is directly mandated by statute, CSD is requesting the information to gauge where the CSBG Service Provider network is as a whole on these topics. Responses to the questions in this section are mandatory.

**ROMA Certification Requirement.** Under section 676(b)(12) of the CSBG Act, CSD and all CSBG agencies are required to assure that we will participate in a Results Oriented Management and Accountability System “not later than fiscal year 2001.” CSD and the CSBG Service Providers have fulfilled this requirement through various approaches. With respect to the ROMA certification of the network CAPs (Organizational Standard 4.3), CSD has allowed agencies to submit their CAP without the signature of a ROMA trainer or implementer if the agency did not have a ROMA trainer or implementer on staff. CSD staff who had the requisite training would certify those CAPs on behalf of the agencies. This process will still be in place for the 2024/2025 template. However, for the 2026/2027 template, CSD will require that CSBG Service Providers provide their own ROMA certification either by staff who have the required ROMA training or in partnership with another agency or organization. CSBG Service Providers should begin formulating a plan to fulfill this requirement.



## Checklist

- Cover Page and Certification
- Public Hearing(s)

### Part I: Community Needs Assessment

- Narrative
- Results

### Part II: Community Action Plan

- Vision Statement
- Mission Statement
- Tripartite Board of Directors
- Service Delivery System
- Linkages and Funding Coordination
- Monitoring
- Data Analysis, Evaluation, and ROMA Application
- Response and Community Awareness
- Federal CSBG Programmatic Assurances and Certification
- State Assurances and Certification
- Organizational Standards
- Appendices



COMMUNITY SERVICES BLOCK GRANT (CSBG)  
 2024/2025 Community Needs Assessment and Community Action Plan  
 Cover Page and Certification

<b>Agency Name</b>	
<b>Name of CAP Contact</b>	
<b>Title</b>	
<b>Phone</b>	
<b>Email</b>	

**CNA Completed MM/DD/YYYY:**  
 (Organizational Standard 3.1)

**Board and Agency Certification**

The undersigned hereby certifies that this agency complies with the Federal CSBG Programmatic, and State Assurances as outlined in the CSBG Act and California Government Code, respectively for services provided under the Federal Fiscal Year 2024/2025 Community Action Plan. The undersigned further certifies the information in this Community Needs Assessment and the Community Action Plan is correct and has been authorized by the governing body of this organization. (Organizational Standard 3.5)

<b>Board Chair (printed name)</b>	<b>Board Chair (signature)</b>	<b>Date</b>
<b>Executive Director (printed name)</b>	<b>Executive Director (signature)</b>	<b>Date</b>

**Certification of ROMA Trainer/Implementer (If applicable)**

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan documents the continuous use of the Results Oriented Management and Accountability (ROMA) system (assessment, planning, implementation, achievement of results, and evaluation).

<b>NCRT/NCRI (printed name)</b>	<b>NCRT/NCRI (signature)</b>	<b>Date</b>

**CSD Use Only**

Dates CAP (Parts I & II)		Accepted By
Received	Accepted	

## Public Hearing(s)

California Government Code Section 12747(b)-(d)

### State Statute Requirements

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. All testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP. Agencies shall indicate whether or not the concerns expressed by low-income individuals and families have been addressed. If an agency determines that any of the concerns have not been addressed in the CAP, the agency shall include in its response document, information about the concerns and comment as to their validity.

### Guidelines

#### Notice of Public Hearing

1. Notice of the public hearing and comment period must be published at least 15 calendar days prior to the public hearing.
2. The notice may be published on the agency's website, social media channels, and/or in newspaper(s) of local distribution.
3. The notice must include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
4. The comment period should be open for at least 15 calendar days prior to the public hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
5. The draft CAP must be made available for public review and inspection at least 30 days prior to the public hearing. The draft CAP can be posted on the agency's website, social media channels, and distributed electronically or in paper format.
6. Attach a copy of the Notice(s) of Public Hearing as Appendix A to the final CAP.

#### Public Hearing

1. Agencies must conduct at least one public hearing on the draft CAP.
2. Public hearing(s) will be held in the designated CSBG service area(s).
3. Low-income testimony presented at the hearing or received during the comment period must be memorialized verbatim in the Low-Income Testimony and Agency's Response document and appended to the final CAP as Appendix B.
4. The Low-Income Testimony and Agency's Response document should include the name of low-income individual, his/her verbatim testimony, an indication of whether or not the need was addressed in the draft CAP, and the agency's response to the testimony if the concern was not addressed in the draft CAP.

### **Additional Guidance**

COVID-19 poses unique challenges to fulfilling the public hearing requirement. CSD asks that agencies continue to adhere to state and local public health guidance to slow the spread of the virus and ensure public safety. The health and safety of agency staff and the communities you serve is paramount. Therefore, for the purposes of fulfilling the public hearing requirement on the draft CAP, agencies may conduct the public hearing in-person, remotely, or using a hybrid model (in-person and remotely) based on the public health protocols in place in their communities.

### **Public Hearing Report**

Date(s) of Public Hearing(s)	
Location(s) of Public Hearing(s)	
Dates of the Comment Period(s)	
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	
Date the Notice(s) of Public Hearing(s) was published	
Number of Attendees at the Public Hearing(s) (Approximately)	

## Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

### Helpful Resources

In 2011, NASCSP published a [Community Action to Comprehensive Community Needs Assessment Tool](#) that supports planning and implementing a comprehensive CNA. The tool lays out design choices, planning steps, implementation practices, analysis, and presentation options.

The National Community Action Partnership has an [Assessment Tool](#) designed specifically for the community needs assessment process. Here you can select from a variety of county-specific data sets.

Examples of Community Needs Assessments and project timelines from agencies within the California CSBG Providers network can be found on the [Local Agencies Portal](#) under the CSBG – Resources tab. If you do not have an account or have not received CSD login credentials, please email CSD at [ExternalAccess@csd.ca.gov](mailto:ExternalAccess@csd.ca.gov).

To provide a comprehensive “picture” of the community needs in your service area(s), agencies will collect and analyze both quantitative and qualitative data. Links to several national and state quantitative data sets are given below. Local and agency data also provide information about the needs of the community.

Sample Data Sets			
U.S. Census Bureau <a href="#">Poverty Data</a>	U.S. Bureau of Labor Statistics <a href="#">Economic Data</a>	U.S. Department of Housing and Urban Development <a href="#">Housing Data &amp; Report</a>	
HUD Exchange <a href="#">PIT and HIC Data Since 2007</a>	National Low-Income Housing Coalition <a href="#">Housing Needs by State</a>	National Center for Education Statistics <a href="#">IPEDS</a>	
Massachusetts Institute of Technology <a href="#">Living Wage Calculator</a>		University of Wisconsin Robert Wood Johnson Foundation <a href="#">County Health Rankings</a>	
California Department of Education <a href="#">School Data via DataQuest</a>	California Employment Development Department <a href="#">UI Data by County</a>	California Department of Public Health <a href="#">Various Data Sets</a>	
California Department of Finance <a href="#">Demographics</a>	California Attorney General <a href="#">Open Justice</a>	California Governor’s Office <a href="#">Covid-19 Data</a>	California Health and Human Services <a href="#">Data Portal</a>
CSD Census Tableau <a href="#">Data by County</a>			Population Reference Bureau <a href="#">KidsData</a>

## Community Needs Assessment Narrative

CSBG Act Sections 676(b)(3)(C), 676(b)(9)

Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4

1. Describe how your agency collected and included current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area. (Organizational Standard 3.2)

2. Describe the geographic location(s) that your agency is funded to serve with CSBG. If applicable, include a description of the various pockets, high-need areas, or neighborhoods of poverty that are being served by your agency.

3. Indicate from which sources your agency collected and analyzed quantitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

### Federal Government/National Data Sets

- Census Bureau
- Bureau of Labor Statistics
- Department of Housing & Urban Development
- Department of Health & Human Services
- National Low-Income Housing Coalition
- National Center for Education Statistics
- Academic data resources
- Other online data resources
- Other

### Local Data Sets

- Local crime statistics
- High school graduation rate
- School district school readiness
- Local employers
- Local labor market
- Childcare providers
- Public benefits usage
- County Public Health Department
- Other

**California State Data Sets**

- Employment Development Department
- Department of Education
- Department of Public Health
- Attorney General
- Department of Finance
- State Covid-19 Data
- Other

**Surveys**

- Clients
- Partners and other service providers
- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational institutions

**Agency Data Sets**

- Client demographics
- Service data
- CSBG Annual Report
- Client satisfaction data
- Other

4. If you selected "Other" in any of the data sets in Question 3, list the additional sources.

5. Indicate the approaches your agency took to gather qualitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

**Surveys**

- Clients
- Partners and other service providers
- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational institutions

**Interviews**

- Local leaders
- Elected officials
- Partner organizations' leadership
- Board members
- New and potential partners
- Clients

**Focus Groups**

- Local leaders
- Elected officials
- Partner organizations' leadership
- Board members
- New and potential partners
- Clients
- Staff

 **Community Forums** **Asset Mapping** **Other**

6. If you selected “Other” in Question 5, please list the additional approaches your agency took to gather qualitative data.

7. Describe your agency’s analysis of the quantitative and qualitative data collected from low-income individuals and families. (Organizational Standards 1.1, 1.2, 3.3)

8. Summarize the data gathered from each sector of the community listed below and detail how your agency used the information to assess needs and resources in your agency’s service area(s). Your agency must demonstrate that each sector was included in the needs assessment; A response for each sector is required. (CSBG Act Sections 676(b)(3)(C), 676(b)(9), Organizational Standard 2.2)

A. Community-based organizations

B. Faith-based organizations

C. Private sector (local utility companies, charitable organizations, local food banks)

D. Public sector (social services departments, state agencies)

E. Educational institutions (local school districts, colleges)

9. “Causes of poverty” are the negative factors that create or foster barriers to self-sufficiency and/or reduce access to resources in communities in which low-income individuals live. After review and analysis of the data, describe the causes of poverty in your agency’s service area(s). (Organizational Standard 3.4)

10. “Conditions of poverty” are the negative environmental, safety, health and/or economic conditions that may reduce investment or growth in communities where low-income individuals live. After review and analysis of the data, describe the conditions of poverty in your agency’s service area(s). (Organizational Standard 3.4)

11. Describe your agency’s approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 1.3)



# Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

State Plan 14.1a

## **Table 1: Needs Table**

Complete the table below. Insert row(s) if additional space is needed.

Needs Identified	Level	Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)

**Needs Identified:** List the needs identified in your most recent CNA.

**Level:** List the need level, i.e., community or family. Community Level: Does the issue impact the community, not just clients or potential clients of the agency? For example, a community level employment need is: There is a lack of good paying jobs in our community. Family Level: Does the need concern individuals/families who have identified things in their own life that are lacking? An example of a family level employment need would be: Individuals do not have good paying jobs.

**Essential to Agency Mission:** Indicate if the identified need aligns with your agency's mission.

**Currently Addressing:** Indicate if your agency is already addressing the identified need.

**Agency Priority:** Indicate if the identified need will be addressed either directly or indirectly.

**Table 2: Priority Ranking Table**

List all needs identified as an agency priority in Table 1. Insert row(s) if additional space is needed.

Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category	Why is the need a priority?
1.			
2.			
3.			
4.			
5.			

**Agency Priorities:** Rank your agency’s planned programs, services and activities to address the needs identified in Table 1 as agency priorities.

**Description of programs, services, activities:** Briefly describe the program, services or activities that your agency will provide to address the need. Identify the number of clients to be served or the number of units offered, including timeframes for each.

**Indicator/Service Category:** List the indicator(s) (CNPI, FNPI) or service(s) (SRV) that will be reported in CSBG Annual Report.

**Why is this need a priority:** Provide a brief explanation about why this need has been identified as a priority. Connect the need with the data. (CSBG Act Section 676(b)(3)(A))

## Part II: Community Action Plan

CSBG Act Section 676(b)(11)

California Government Code Sections 12745(e), 12747(a)

California Code of Regulations, Title 22, Division 11, Chapter 1, Sections 100651 and 100655

### Vision and Mission Statement

1. Provide your agency's Vision Statement.

2. Provide your agency's Mission Statement.

## Tripartite Board of Directors

CSBG Act Sections 676B(a) and (b); 676(b)(10)

California Code of Regulations, Title 22, Division 11, Chapter 1, Section 100605

1. Describe your agency's procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10))

## Service Delivery System

CSBG Act Section 676(b)(3)(A)

State Plan 14.3

1. Describe your agency's service delivery system. Include a description of your client intake process or system and specify whether services are delivered via direct services or subcontractors, or a combination of both. (CSBG Act Section 676(b)(3)(A), State Plan 14.3)

2.

## Linkages and Funding Coordination

CSBG Act Sections 676(b)(1)(B) and (C); (3)(B), (C) and (D); 676(b)(4), (5), (6), and (9)

California Government Code Sections 12747, 12760

Organizational Standards 2.1, 2.4

State Plan 9.3a, 9.3b, 9.4b, 9.6, 9.7, 14.1b, 14.1c, 14.3d, 14.4

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(3)(C); Organizational Standard 2.1; State Plan 14.1c, 9.6, 9.7)

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (CSBG Act Section 676(b)(9), Organizational Standard 2.1; State Plan 14.1c, 9.6, 9.7)

3. Describe how your agency ensures delivery of services to low-income individuals while avoiding duplication of services in the service area(s). (CSBG Act Section 676(b)(5), State Plan 9.3a, California Government Code 12760)

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (California Government Code Section 12747)

5. Describe your agency's contingency plan for potential funding reductions. (California Government Code Section 12747)

6. Describe how your agency documents the number of volunteers and hours mobilized to support your activities. (Organizational Standard 2.4)

7. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

8. Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after after-school childcare. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

9. Describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5); State Plan 9.4b)

10. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan 14.4)

11. Describe how your agency coordinates with other antipoverty programs in your area, including the emergency energy crisis intervention programs under Title XXVI, relating to low-income home energy assistance (LIHEAP) that are conducted in the community. (CSBG Act Section 676(b)(6))

12. Describe how your agency coordinates services with your local LIHEAP service provider?

13. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act Section 676(b)(3)(D), State Plan 14.3d)

14. Describe how your agency will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations. (CSBG Act Section 676(b)(3)(B), State Plan 9.3b)



## Monitoring

CSBG Act Section 678D(a)(1)(A) and (B)

1. Describe how your agency's monitoring activities are related to establishing and maintaining the integrity of the CSBG program. Include your process for maintaining high standards of program and fiscal performance.

2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency, type of monitoring, i.e., onsite, desk review, or both, follow-up on corrective action, and issuance of formal monitoring reports.

## Data Analysis, Evaluation, and ROMA Application

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

1. Describe your agency's method for evaluating the effectiveness of programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

2. Applying the Results Oriented Management and Accountability (ROMA) cycle of assessment, planning, implementation, achievement of results, and evaluation, describe one change your agency made to improve low-income individuals' and families' capacity for self-sufficiency. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

3. Applying the full ROMA cycle, describe one change your agency facilitated to help revitalize the low-income communities in your agency's service area(s). (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

## Response and Community Awareness

### Diversity, Equity, and Inclusion

1. Does your agency have Diversity, Equity, and Inclusion (DEI) programs in place that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures, and sexual orientations?

Yes

No

2. If yes, please describe.

### Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster? The term disaster is used in broad terms including, but not limited to, a natural disaster, pandemic, etc.

Yes

No

2. If yes, when was the disaster plan last updated?

3. Briefly describe your agency's main strategies to remain operational during and after a disaster.

# Federal CSBG Programmatic Assurances and Certification

CSBG Act 676(b)

## Use of CSBG Funds Supporting Local Activities

**676(b)(1)(A):** The state will assure “that funds made available through grant or allotment will be used – (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- i. to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out underpart A of title IV of the Social Security Act);
  - ii. to secure and retain meaningful employment;
  - iii. to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
  - iv. to make better use of available income;
  - v. to obtain and maintain adequate housing and a suitable living environment;
  - vi. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
  - vii. to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots
  - viii. partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to
- 
- I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for wide-spread replication; and
  - II. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

## Needs of Youth

**676(b)(1)(B)** The state will assure “that funds made available through grant or allotment will be used – (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

- I. programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- II. after-school childcare programs.

## **Coordination of Other Programs**

**676(b)(1)(C)** The state will assure “that funds made available through grant or allotment will be used – (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)

## **Eligible Entity Service Delivery System**

**676(b)(3)(A)** Eligible entities will describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;

## **Eligible Entity Linkages – Approach to Filling Service Gaps**

**676(b)(3)(B)** Eligible entities will describe “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations.”

## **Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources**

**676(b)(3)(C)** Eligible entities will describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

## **Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility**

**676(b)(3)(D)** Eligible entities will describe “how the local entity will use the funds [made available under 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting.”

## **Eligible Entity Emergency Food and Nutrition Services**

**676(b)(4)** An assurance “that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”

## **State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities**

**676(b)(5)** An assurance “that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act.”

## **State Coordination/Linkages and Low-income Home Energy Assistance**

**676(b)(6)** “[A]n assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.”

## **Community Organizations**

**676(b)(9)** An assurance “that the State and eligible entities in the state will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”

### **Eligible Entity Tripartite Board Representation**

**676(b)(10)** “[T]he State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.”

### **Eligible Entity Community Action Plans and Community Needs Assessments**

**676(b)(11)** “[A]n assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community service block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State Plan) that includes a community needs assessment for the community serviced, which may be coordinated with the community needs assessment conducted for other programs.”

### **State and Eligible Entity Performance Measurement: ROMA or Alternate System**

**676(b)(12)** “[A]n assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

### **Fiscal Controls, Audits, and Withholding**

**678D(a)(1)(B)** An assurance that cost and accounting standards of the Office of Management and Budget (OMB) are maintained.

- By checking this box and signing the Cover Page and Certification, the agency’s Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

## State Assurances and Certification

California Government Code Sections 12747(a), 12760, 12768

### **For CAA, MSFW, NAI, and LPA Agencies**

[California Government Code § 12747\(a\)](#): Community action plans shall provide for the contingency of reduced federal funding.

[California Government Code § 12760](#): CSBG agencies funded under this article shall coordinate their plans and activities with other agencies funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) that serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all community agencies and the populations they serve.

- By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

### **For MSFW Agencies Only**

[California Government Code § 12768](#): Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries.

- By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

# Organizational Standards

## Category One: Consumer Input and Involvement

**Standard 1.1** The organization/department demonstrates low-income individuals' participation in its activities.

**Standard 1.2** The organization/department analyzes information collected directly from low-income individuals as part of the community assessment.

**Standard 1.3 (Private)** The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

**Standard 1.3 (Public)** The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.

## Category Two: Community Engagement

**Standard 2.1** The organization/department has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.

**Standard 2.2** The organization/department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

**Standard 2.4** The organization/department documents the number of volunteers and hours mobilized in support of its activities.

## Category Three: Community Assessment

**Standard 3.1 (Private)** Organization conducted a community assessment and issued a report within the past 3 years.

**Standard 3.1 (Public)** The department conducted or was engaged in a community assessment and issued a report within the past 3-year period, if no other report exists.

**Standard 3.2** As part of the community assessment, the organization/department collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).



**Standard 3.3** The organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

**Standard 3.4** The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

**Standard 3.5** The governing board or tripartite board/advisory body formally accepts the completed community assessment.

#### **Category Four: Organizational Leadership**

**Standard 4.1 (Private)** The governing board has reviewed the organization's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The organization's programs and services are in alignment with the mission.

**Standard 4.1 (Public)** The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The CSBG programs and services are in alignment with the mission.

**Standard 4.2** The organization's/department's Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

**Standard 4.3** The organization's/department's Community Action Plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

## Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing and the Low-Income Testimony and the Agency's Response document as appendices A and B, respectively. Other appendices such as the community need assessment, surveys, maps, graphs, executive summaries, analytical summaries are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Copy of the Notice of Public Hearing) and submitted with the CAP.

Document Title	Appendix Location
Copy of the Notice(s) of Public Hearing	A
Low-Income Testimony and Agency's Response	B