

# 2020-2021 Community Action Plan **MSFW**

## California Department of Community Services and Development Community Services Block Grant



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## Purpose

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) agencies plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency. Community Action Plans must comply with Organizational Standards and state and federal laws, as outlined below.

## 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 provide guidance for the development of a comprehensive Community Needs Assessment. The following is a list of Organizational Standards that will be met upon completion of the CAP and CNA. This section is informational only, and narrative responses are not required in this section. Agencies are encouraged to utilize this list as a resource when completing Organizational Standards annually (Appendix A).

## State Assurances

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by agencies is included in California's State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and improve program performance. The following is a list of state assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix B).

## Federal Assurances and Certification

Public Law 105-285, s. 676(b) establishes federal assurances agencies are to comply with. CSD, in its state plan submission, provides a narrative describing how the agencies in California will comply with the assurances. By completing and submitting this Community Action Plan, your agency certifies that it will comply with all Federal Assurances and any other laws, rules, and statutes in the performance of the activities funded through this grant. [\(Federal Assurances can be found in the CSBG Act Section 676\)](#)

The following is a list of federal assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix C).

## **2020/2021 Community Action Plan Checklist**

The following is a check list of the components to be included in the CAP. The CAP is to be received by CSD no later than June 30, 2019:

- Cover Page and Certification**
- Vision Statement**
- Mission Statement**
- Tripartite Board of Directors**
- Documentation of Public Hearing(s)**
- Community Needs Assessment**
- Community Needs Assessment Process**
- Community Needs Assessment Results**
- Service Delivery System**
- Linkages and Funding Coordination**
- Monitoring**
- Data Analysis and Evaluation**
- Appendices (Optional)**
- A . Documentation of Public Hearings**
- B. Community Needs Assessment - Stanislaus County**

**COMMUNITY SERVICES BLOCK GRANT (CSBG)  
2020/2021 Program Year Community Action Plan  
Cover Page and Certification**

Submission Date:

**Agency Contact Person Regarding the Community Action Plan:**

|               |                              |
|---------------|------------------------------|
| <b>Name:</b>  | Jean Warren, Program Manager |
| <b>Title:</b> | Program Manager              |
| <b>Phone:</b> | (209) 357-0062 Ext. 125      |
| <b>Email:</b> | jwarren@cvoc.org             |

**Certification of Community Action Plan and Assurances**

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this FFY 2020/2021 Community Action Plan (CAP) and the information in this CAP is correct and has been authorized by the governing body of this organization.

|                                                                  |                                       |             |
|------------------------------------------------------------------|---------------------------------------|-------------|
| <b>Board Chair (printed name)</b>                                | <b>Board Chair (signature)</b>        | <b>Date</b> |
| <b>Jorge De Nava</b><br><b>Executive Director (printed name)</b> | <b>Executive Director (signature)</b> | <b>Date</b> |

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

The undersigned hereby certifies that this organization’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).

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

**CSD Use Only:**

|                           |                       |                     |
|---------------------------|-----------------------|---------------------|
| <b>Date CAP Received:</b> | <b>Date Accepted:</b> | <b>Accepted By:</b> |
|                           |                       |                     |

## **Vision Statement**

*Provide your agency's Vision Statement below: Our vision is that people in our communities have stable and secure futures.*

## **Mission Statement**

*Provide your agency's Mission Statement below: Our mission is to provide employment, skills training, education, and emergency services to improve the quality of life for farmworkers and underserved members in our communities.*

## Tripartite Board of Directors

(Organizational Standards 5.1, 5.2, CSBG Act Section 676(b)(10))

Section 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations administer their CSBG program through tripartite boards that *“fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities.”*

1. Describe your agency’s procedures for establishing adequate board representation under which a low-income individual(s), community organization, religious organizations, 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 agency to petition for adequate representation. Please place emphasis on the *low-income individuals* on your board.  
(Organizational Standards 5.2, CSBG Act Section 676(b)(10))

**CVOC’s Board of Directors is a tripartite board which includes representation from the low/moderate income community as well as representation from the public sector which may include representatives from community organizations that serve the low-income population. Should an individual, group or organization that serves the low-income request representation on the CVOC Board of Directors, the procedure for submission of an application and procedures for selection of Board representatives, contained in the CVOC Board of Directors By Laws will be followed. A copy of the CVOC By Laws have been submitted to the Department of Community Services and Development and are available for review at the CVOC Administrative Offices in Winton, California. Representation on the CVOC Board of Directors is dictated by the By Laws and requests to amend the Board representation must follow the procedures contained in the By Laws.**

Please describe how the individuals on your Advisory or Governing Board are involved in the decision-making process and participate in the development, planning, implementation and evaluation of programs funded under CSBG to meet the requirements listed above. (Organizational Standard 5.1

**CVOC Board of Directors actively participate in the development of the CVOC Strategic Plan, planning and development of programs and services funded by CSBG through planning and development meetings, attendance at CSBG conferences, input at regular board and committee meetings, participation in the CSBG Annual Plan Community Needs Assessment and collaboration with other public and private agencies to seek input on needed programs and services. CSBG program implementation input, monitoring of program services and evaluation of CSBG programs occurs at each board meeting as well as during Board Committee Meetings designed to review program operations and customer satisfaction.**



## Documentation of Public Hearing(s)

[California Government Code 12747\(b\)-\(d\)](#) requires all agencies to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, **agencies must prepare and present the completed CAP for public review and comment.** The public hearing process must be documented to include how the hearing was advertised and all testimony presented by the low-income and identify whether the concerns expressed by that testimony are addressed in the CAP.

The agency shall conduct at least one public hearing and provide for a public comment period.

**Note: Public hearing(s) shall not be held outside of the service area(s)**

1. The agency has made (or will make) the plan available for review using the following process:

**Public Hearing**

Date: \_\_\_\_\_

Location: \_\_\_\_\_

**Public Comment Period**

Inclusive Dates for Comment: \_\_\_\_\_

2. When and where was/will be the Public Hearing Notice(s) published or posted? List the dates and where below:

| Date | Where (name of newspaper, website, or public place posted) |
|------|------------------------------------------------------------|
|      |                                                            |
|      |                                                            |
|      |                                                            |
|      |                                                            |
|      |                                                            |
|      |                                                            |

**\*Submit a copy of published notice(s) with the CAP Application for documentation purposes.**

## Community Needs Assessment

Public law 105-285 requires the state to secure from each agency, as a condition to receive funding, a CAP which includes a Community Needs Assessment (CNA) for the community served. Additionally, state law requires each CSBG agency to develop a CAP that assess poverty-related needs, available resources, feasible goals and strategies, and that yields program priorities consistent with standards of effectiveness established for the program (*California Government Code 12747(a)*).

As part of the CNA process, each organization will analyze both qualitative and quantitative data to provide a comprehensive “picture” of their service area. To assist the collection of quantitative data, CSD has provided a link to a dashboard with the latest Census data with easily available indicators at the county level.

[https://public.tableau.com/profile/benjamin.yeager#!/vizhome/Cap\\_Assessment/CAPData](https://public.tableau.com/profile/benjamin.yeager#!/vizhome/Cap_Assessment/CAPData)

The link gives agencies access to the five-year American Community Survey (ACS) data for every county in the state. By clicking on a county, the user will have access to quantitative data such as the poverty rate, median income information, and unemployment rate.

| Helpful Resources                                                                                                                             |                                                                                                                               |                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>United States Census Bureau</b><br>Poverty Data<br><br><a href="#">click here</a>                                                          | <b>State of California Department of Justice</b><br>Statistics by City and County<br><br><a href="#">click here</a>           | <b>U.S. Department of Housing and Urban Development</b><br>Homelessness Assistance<br><br><a href="#">click here</a> |
| <b>Employment Development Department</b><br><b>Unemployment Insurance Information by County</b><br><br><a href="#">click here</a>             | <b>California Department of Education</b><br>Facts about California Schools Using DataQuest<br><br><a href="#">click here</a> | <b>California Department of Public Health</b><br>Statistical Data<br><br><a href="#">click here</a>                  |
| <b>Bureau of Labor Statistics</b><br>Labor Data<br><br><a href="#">click here</a>                                                             | <b>California Department of Finance</b><br>Various Projections/ Estimates<br><br><a href="#">click here</a>                   | <b>Community Action Partnership</b><br>Community Action guide to develop a CNA<br><br><a href="#">click here</a>     |
| <b>A Comprehensive Community Needs Assessment (CCNA) Tool</b><br>Statistical Data to assist CNA development<br><br><a href="#">click here</a> |                                                                                                                               |                                                                                                                      |

## Community Needs Assessment Process

(Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4, 3.5)

The CNA captures the problems and conditions of poverty in the agency's service area based on objective, verifiable data and information gathered through various sources. Identified problems and conditions must be substantiated by corroboration through public forums, customer questionnaires, surveys, statistical data, evaluation studies, key informants, and/or other reliable sources. The CNA should be comprehensive and serve as the basis for the agency's goals, and program delivery strategies as reported on the CSBG Annual Report. The CNA should describe local poverty-related needs and be used to prioritize eligible activities offered to low-income community members over the next two (2) years.

*Please indicate which combination of activities were used in completing the CNA, including when and how these activities occurred in the spaces below. If the activity was not used, please type N/A or Not Used.*

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Focus Groups       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Asset Mapping      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Surveys            | During March, April and May 2018 Community Needs Surveys were distributed to Stake Holders. 313 Surveys were completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Community Dialogue | <p>Community Needs Assessment Meetings were held as follows:</p> <p><u>Stanislaus County:</u></p> <ol style="list-style-type: none"> <li>1. March 27, 2019 at 10:30am. Location: CVOC, 1801 H St. Modesto Suite A4, Modesto CA.</li> <li>2. May 6, 2019 at 2:30 pm. Location: Salvation Army, 893 Lander Ave, Turlock, CA.</li> <li>3. May 10, 2019 at 10:30 am. Location: Casa del Rio FRC , 2400 Stanislaus Street, Riverbank, CA</li> </ol> <p><u>Madera County:</u></p> <ol style="list-style-type: none"> <li>1. May 3, 2019 at 2:00 pm – CVOC, 1930 Howard Rd, Suite 125, Madera, CA 93637</li> <li>2. May 7, 2019 at 10:00 am – Oakhurst Public Library, 49044 Civic Cir, Oakhurst, CA 93644</li> <li>3. May 9, 2019 at 11:00 am – Sports &amp; Leisure Park, 625 N. 15<sup>th</sup> St, Chowchilla, CA 93610</li> </ol> <p><u>Merced County:</u></p> <ol style="list-style-type: none"> <li>1. May 2, 2019 at 10:30 am – CVOC, 6838 Bridget Ct, Winton, CA 95388</li> <li>2. May 9, 2019 at 3:00 pm – Los Banos Public Library, 1312 S 7<sup>th</sup> St, Los Banos, CA 93635</li> <li>3. May 10, 2019 at 3:00 pm – Le Grand Public Library, 12949 Le Grand Rd, Le Grand, CA 95333</li> </ol> |
| Interviews         | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Public Records     | Research of Migrant and Seasonal Farmworkers using NAWS, Census, other reports and community assessments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**Date of most recent completed CNA:** \_\_\_\_\_

**Date CNA approved by Tripartite Board (most recent):** \_\_\_\_\_

(Organizational Standard 3.5.)

Your responses to the questions below should describe how the agency ensures that the CNA reflects the current priorities of the low-income population in the service area, beyond the legal requirements for a local public hearing of the CAP.

1. For each key sector of the community listed below, summarize the information gathered from each sector and how it was used to assess needs and resources during the needs assessment process (or other planning process throughout the year). These sectors should include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions. (Organizational Standard 2.2)

**CVOC utilized the Community Needs Assessment Survey and Community Meetings conducted and 9 different locations ( 3 in Madera, 3 in Merced and 3 in Stanislaus counties) to survey all, community based organizations, faith-based organizations, local educational institutions, public sector agencies and private sector partners. The survey was mailed out to all CVOC partners listed above using our mailing list. Results from completed surveys were entered on an Excel spreadsheet and analyzed to determine responses from the various entities. The Survey asked respondents to identify which sector they represent and this information was analyzed to determine the input by sector. During Community Meetings, verbal input from representative of these sectors was also included in CVOC Community Needs Assessment. Please see Needs Identified Table included in the Community Needs Assessment as Appendix A.**

2. Describe the causes and conditions that contribute to poverty affecting the community in your service area. (Organizational Standard 3.4)

**Analysis of Census and other data, community needs surveys and focus group community meetings, that were employed to identify the causes and conditions that contribute to poverty affecting the farmworker communities in CVOC's MSFW Service Area County can be summarized as follows:**

**Unemployment/Poverty Working Poor:** The average unemployment rate in CVOC MSFW Service Area Counties (Madera, Merced, Stanislaus, Mariposa and Tuolumne averages 6.4 – 9.0%. The unemployment rate for seasonal agriculture workers is 20-25% Farmworker clients and local service groups, who responded to CVOC's Community Needs Survey, cited unemployment and lack of adequate income from employment (working poor) as a contributing factor to most other problems facing the farmworker and low income communities. Farmworkers who are unable to obtain employment in seasonal agriculture, lack specific vocational skills in occupations that would enable them compete for full-time, year-round employment opportunities both within and outside agriculture. Farmworker clients who have acquired new skills are forced to compete with highly skilled applicants for entry-level positions. The newly trained workers require assistance in job-search techniques in order to be able to obtain employment in skilled occupations.

**Homelessness:** Homeless and those at risk of becoming homeless cite lack of affordable housing, low wages and seasonal employment, lack of education and job skills as well as drug, alcohol and mental health issues are at the root of the their homelessness. Addressing the varied problems of the chronic homeless clients is a challenge facing agencies addressing the homeless problem. Most successful programs and services are directed at those that are homeless due to lack of job skills, loss of employment, or need temporary shelter/rent assistance to avoid becoming homeless.

**Crime/Gang Violence:** Residents of farmworker communities cite gang related crime in their communities as a major problem. Gang related activities have been at the center of many forums and discussions within CVOC MSFW Service Area. While most community leaders, agencies and law enforcement have spent time and resources on gang prevention, there is no easy solution to the problem of organized gang crimes. Most agencies focus on gang prevention through the provision of services to deter youth and young adults from joining gang and committing crimes.

**Health Care Access and Availability:** Residents of the farmworker communities are not able to access health care for a variety of reasons. With new regulations requiring everyone to have health insurance, those who have failed to obtain health insurance or free medical insurance cite the lack of health care and availability of facilities to treat those without insurance as a major concern. Health care costs continue to rise and low-cost, no cost clinic are unable to meet the needs of those who lack back health care. Lack of knowledge of how to access health insurance appears to be a problem for those that are socially isolated due to language barriers or legal residency issues.

**Illiteracy/High School Drop-out Rates:** Recent immigrants and the large farmworker and Hispanic populations are limited in their ability to read, write and speak English. This problem manifests itself in two ways: (1) those who have marketable job skills are often denied work because their English skills are limited and, (2) are unable to receive training for jobs due to their inability to understand written and spoken English. Persons who have not attained a High School Diploma or GED cannot find employment other than field work or other unskilled labor. Most employers require a minimum educational level of at least high school. Even lower skilled employment requires basic reading and math skills at the high school level. High School drop-outs are more likely to live in poverty, become involved in criminal activity, and have high incidences of drug and alcohol abuse.

**Affordable Housing:** Farmworkers who are unemployed, or have been employed in part-time or seasonal work cited the rising cost of housing as a major problem. Farmworker housing is limited due to the number of migrant center units available for year-round occupancy. Farmworkers that must leave temporary farmworker housing find that safe, adequate and affordable housing is difficult to obtain. Farmworker clients state that most of their income is spent paying their rent which leave little left to pay utilities, phone and other basic needs.

**Transportation:** Farmworkers residing in the rural areas cited a lack of public transportation in their communities created problems when seeking employment, training, education, and other needed services. Since many of the services are only available in the larger cities, those in rural areas had less access due to transportation issues. Farmworkers who lacked reliable private vehicles cited that job opportunities in the large cities were not accessible without public transportation. Since education and training programs and facilities are located in major cities, transportation was an issue preventing farmworkers residing in the rural communities from the ability to access these services.

**Emergency Services:** Migrant and Seasonal Farmworker families do not have the financial resources to handle even minor emergencies. Due to the seasonal nature of agriculture employment, farmworkers do not always have an income. Farmworker families often require assistance for travel, health, food, housing, clothes or other one-time needs.

**Community Resources:** Farmworkers cited a lack of resources in their communities. Limited resources that provide direct assistance to the low-income clients do not always reach those most in need, Farmworker residents were concerned that there was not enough information available on how to apply for services and which agencies were providing the services. Although there are services to

assist the low-income population, certain segments of the low-income population such as farmworkers, limited English speaking individuals, recent immigrants, clients residing in rural communities and youth lack the knowledge of available community resources. These resources can provide housing, transportation, childcare, etc., but often fail to reach these segments of the low-income communities.

Analysis of Census and other data, community needs surveys and focus group community meetings, the causes and conditions that contribute to poverty affecting the farmworker communities in CVOC's MSFW service area can be summarized as follows:

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

CVOC surveys all farmworker clients participating in agency programs at varying intervals to determine satisfaction with the services provided. From these surveys, CVOC analyzes the responses of the clients and includes these in the planning and development of programs and services as well as reports to the CVOC Board of Directors. During the 2020/2021 CSBG/MSFW Annual Plan development and Community Needs Assessment process, CVOC included a customer satisfaction survey question: "If you have used or are familiar with CVOC's programs and services, please complete the following scale. Please rate the quality and effectiveness of CVOC's services. (Please enter a check mark in the box using key below) 1= Poor; 2= Fair 3=Good 4= Excellent; or DK = Don't Know." Results of these surveys were included as part of the Community Needs Assessment. See Appendix A

4. 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)

Since specific data related to migrant and seasonal farmworkers' poverty rates and its prevalence related to gender, age, and race/ethnicity are not contained in the US Census data, CVOC uses data from The California Farm Labor Force Overview and Trends from the National Agricultural Workers Survey (NAWS) as well as other local data as referenced in the Migrant and Seasonal Farmworker Community Needs Assessment (Appendix A). CVOC also includes data compiled as part of the Workforce Investment and Opportunities Migrant and Seasonal Farmworker (WIOA 167 MSFW) Program Plan submitted to Department of Labor. CVOC includes program data collected via our agency data bases to determine poverty rates based on various demographics.

5. Briefly summarize the type of both qualitative and quantitative data collected and analyzed as part of the needs assessment process. (Organizational Standard 3.3)

As a part of the preparation of the 2020/21 Community Action Plan – Migrant and Seasonal Farmworkers, CVOC completed a Community Needs Assessment during March, April and the early part of May. The Community Needs Assessment was designed to identify the causes and conditions of poverty of migrant and seasonal farmworkers in CVOC Service Area as well as the needs of farmworkers. In addition, CVOC sought out input from stakeholders on the service priorities. Using information gathered through the Community Needs Assessment, an analysis of both qualitative (data that was gathered through surveys, at community meetings, input from CVOC staff and farmworker clients, input from local agencies) and quantitative data (statistics gathered from Census data and

other sources), CVOC developed the Community Needs Assessment that is reflective of the input of data these 2 data gathering methods.

- Describe how the agency analyzes information collected from low-income individuals as part of the community needs assessment process. (Organizational Standard 1.1, 1.2)

Central Valley Opportunity Center analysis of the needs of the farmworker population of Merced, Madera, Mariposa, Stanislaus and Tuolumne County consisted of a review of CVOC’s Strategic Plan, review of current program operations, evaluation of program effectiveness, community needs assessment meetings, solicitation of input from the farmworker community, coordination meetings with other service providers as well as examination of the agriculture workers community profile and identified needs of the farmworkers of our services area. CVOC conducted a Community Needs Survey as part of the annual planning process and sent surveys out to stake holders. The results of this Community Needs Surveys are included in the Community Needs Assessment. The Strategic Planning process included a comprehensive Needs Assessment of the CVOC service areas, low-income and target communities, client populations, client satisfaction, service organizations and the agency itself

## Community Needs Assessment Results

(Organizational Standard 3.4, 4.2, 4.3, CSBG Act Section 5.76(b)(12))

*Utilize the table below to list the needs identified in your Community Needs Assessment. If additional space is needed, insert a new row.*

### Needs Table

| Needs Identified                                                                                                                                                                                                                                  | Integral to Agency Mission (Yes/No) | Currently Addressing (Yes/No) | Agency Priority (Yes/No) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------|--------------------------|
| Surveys and testimony at Community Meetings indicate there is a need for employment services as 97 of the 313 surveys received ranked “unemployment” as number 1.                                                                                 | Yes                                 | Yes                           | Yes                      |
| Surveys and testimony at Community Meetings indicate there is a need for affordable housing. 92 of the 313 surveys received ranked “lack of affordable housing” as number 2.                                                                      | Yes                                 | Yes                           | Yes                      |
| Surveys and testimony at Community Meetings indicate there is a need for services for the homeless population. 74 of the 313 surveys received ranked “homelessness” as number 3.                                                                  | Yes                                 | Yes                           | Yes                      |
| Surveys and testimony at Community Meetings indicate there is a need for services aimed at helping the working poor and low-income population. 74 of the 313 surveys received ranked “poverty/working poor” as number 3. (Tied with Homelessness) | Yes                                 | Yes                           | Yes                      |
| Surveys and testimony at Community Meetings indicate there is a need for better accessibility to healthcare services. 56 of the 313 surveys received ranked “healthcare access” as number 4.                                                      | Yes                                 | Yes                           | Yes                      |

|                                                                                                                                                                                           |     |     |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|
| Surveys and testimony at Community Meetings indicate there is a need for AOD services. 41 of the 313 surveys received ranked “drug/alcohol abuse” as number 5.                            | No* | No* | No* |
| Surveys and testimony at Community Meetings indicate there is a need for services to combat crime/gang violence. 22 of the 313 surveys received ranked “crime/gang violence” as number 6. | No* | No* | No* |

**Needs Identified:** list the needs identified in your most recent Needs Assessment.

**Integral to Agency Mission:** indicate yes/no if the identified need aligns with your agency mission.

**Currently Addressing:** indicate yes/no if your agency is already addressing the identified need.

**Agency Priority:** indicate yes/no if the identified need will be addressed either directly or indirectly.

For needs marked “no” in “Agency Priority”, please describe how the gap was identified, (CNA, surveys, focus groups, etc.) and why the gap exists (Federal rules, state rules, lack of funding/resources, etc.) Explain how your agency plans to coordinate services and funding with other organizations to address these service gaps. Include how you ensure that funds are not used to duplicate services. If you will not be coordinating services to address the service gaps, please explain why.  
(CSBG Act Section 676b(3)(B),(5), State Assurance 12760)

**\*Needs identified as not a priority of service and will not be addressed by the agency are Crime/Gang Violence and Drug/Alcohol Abuse. While CVOC recognizes that these are problems low income, farmworker communities in CVOC MSFW Service Area, there are other agencies more equipped to deal with these problems and receive funding for activities directed and these types of problems. Coordination of activities that support clients that may be attempting to over-come issues related to drug/alcohol abuse or crime and gang violence will be available through the mix of services directly offered through the CSBG Program**

**Refer to Needs Table. For needs marked “yes” in “Agency Priority”, please stack rank according to priority, and complete the table below. If additional space is needed, insert a new row.**

**Priority Ranking Table**

| Agency Priorities                                                     | Description of programs/services /activities                                                             | Agency/Community/Family & Individual | Indicator/Service Category (CNPI, FNPI, SRV) |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------|
| <b>1. Employment Job Skills Training and Job Placement Assistance</b> | Vocational Training , Job Search Workshops, Job Development, Job Placement, Employment Support Services, | Family and Individual                | FNPI and SRV                                 |
| <b>2. Homeless Prevention and Homeless Assistance</b>                 | Rental Assistance, Hotel/Motel Stays, Housing Counseling, Tenant/Landlord                                | Family and Individual                | FNPI and SRV                                 |



|                                                                |                                                                                                                      |                                     |                 |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------|
|                                                                | mediation, Referral Services                                                                                         |                                     |                 |
| <b>3. Housing/Energy Assistance</b>                            | Energy Payment Assistance, Home Weatherization, Appliance Replacement                                                | Family and Individual               | FNPI and SRV    |
| <b>4. Education GED, ESL</b>                                   | High School Equivalency Classes, English-as-a-Second language Classes, Remedial Education,                           | Family and Individual               | FNPI and SRV    |
| <b>5. Youth Services</b>                                       | Migrant Summer Educational Program. Youth In-School Work Experience                                                  | Family and Individual               | FNPI and SRV    |
| <b>6. Community Resources Accessibility to Needed Services</b> | Community Resources Referral and Coordination.                                                                       | Family and Individual and Community | FNPI, CNPI, SRV |
| <b>7. Program Development</b>                                  | Planning and program expansion and development. Coordinating and collaboration to expand services.                   | Agency and Community                | CNPI            |
| <b>8. Transportation Assistance</b>                            | CVOC Transportation system, bus pass, emergency transportation assistance, transportation to needed social services. | Family and Individual and Community | FNPI, CNPI, SRV |
| <b>9. Emergency Assistance</b>                                 | Emergency Food, Shelter, clothing, and other services                                                                | Family and Individual               | FNPI, SRV       |

**Agency Priorities:** Stack rank your agency priorities with the top priority ranking #1.

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

**Agency/Community/Family & Individual:** Identify if the need is agency, community, or family/individual level.

**Indicator/Service Category (CNPI, FNPI, SRV):** Indicate which indicator or service will be reported in annual report.

**Reporting Strategies Table**

*Utilize the table below to identify the reporting strategies for each Indicator/Service Category as identified in the Priority Ranking Table. If additional space is needed, insert a new row.*

| <b>Indicator/Service Category<br/>(CNPI, FNPI, SRV)</b>                           | <b>Measurement Tool</b>                                                                                                                                                                                                                                                                                                                        | <b>Data Source, Collection Procedure, Personnel</b>                                                                                                                                       | <b>Frequency of Data Collection and Reporting</b>    |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| FNPI 1a – 1g<br>SRV 1a, 1b, 1f, 1g,1h,<br>SRV 1i -1q                              | Employment outcomes are measured based on individual client results recorded. Employment retention outcomes are measure by obtaining EDD wages reports to verify job retention and though client/employer contacts to obtain proof of employment retention, wage information. Family develop Matrix is used to determine employment successes. | CVOC Client Data Tracking System, Excel Spreadsheet. Documentation contained in client files. Field Staff and MIS Staff collect and record required data.                                 | Daily Data Collection Reporting – Monthly and Annual |
| FNPI 2d, 2f, 2g, 2h<br>SRV2r -2u                                                  | Education outcomes are measure based on the individual client attainment of GED, High School, High School credits, Diploma, credential, certificate, degree. An increase in remedial education and or English language proficiency is measure through pre and post testing comparisons.                                                        | CVOC Client Data Tracking System, Excel Spreadsheets. Documentation contained in client files and CVOC Client Tracking System Field Staff and MIS Staff collect and record required data. | Daily Data Collection Reporting – Monthly and Annual |
| FNPI 4a and 4e<br>SRV 4b, 4c, 4f, 4g, 4i, 4k,<br>4m, 4o,4p, 4q, 4s, 4t<br>CNPI 4b | Follow-up to determine if housing situation has improved or stabilized. Follow-up                                                                                                                                                                                                                                                              | CVOC Client Data Tracking System, Excel Spreadsheet. Documentation contained in client files                                                                                              | Daily Data Collection Reporting – Monthly and Annual |

|                  |                                                                                                                                      |                                                                                                                                                                                    |                                                      |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
|                  | to determine if clients referred for Energy Assistance and/or Weatherization Assistance received needed services                     | and CVOC Client Tracking. Field Staff and MIS Staff collect and record required data.                                                                                              |                                                      |
| SRV 5jj, SRV 5nn | Outcome of services provided based on needs of the family during crisis                                                              | CVOC Client Data Tracking System, Excel Spreadsheet. Documentation contained in client files and CVOC Client Tracking. Field Staff and MIS Staff collect and record required data. | Daily Data Collection Reporting – Monthly and Annual |
| CNPI 3a          | Determination of % of increased transportation services in rural areas targeting low-income.                                         | TBD                                                                                                                                                                                | Annual                                               |
| CNPI 3b          | Determination of % of increased access to community resources.                                                                       | TBD                                                                                                                                                                                | Annual                                               |
| CNPI 6 g 2c      | Determine % of increased participation in public forms, community meeting, etc for planning and development of programs and services | TBD                                                                                                                                                                                | Annual                                               |
|                  |                                                                                                                                      |                                                                                                                                                                                    |                                                      |

**Indicator/Service Category:** Refer to Indicator/Service Category in last column of the Priority Ranking Table.

**Measurement Tool:** Identify the type of tool used to collect or measure the outcome.

**Data Source, Collection Procedure, Personnel:** Describe the source of data, how it is collected, and staff assigned to the task(s). Be specific and provide detail for activity both internal and external to the agency.

**Frequency of Data Collection and Reporting:** Describe how often data is collected and reported internally and externally. Include documentation available.

## Service Delivery System

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

Describe the overall Service Delivery System for services provided with CSBG funds and describe your agency's services enhance and/or differ from those offered by other providers, i.e. bundled services—please include specific examples.

1. Please describe the agency's service delivery system. Include a description of your client intake process or system. Also specify whether services are delivered via direct services or subcontractors, or a combination of both.

**CVOC will comply with the requirement to serve eligible beneficiaries as defined by Government Code Section 12730(f). CVOC performs intake and eligibility determinations on all clients seeking any type of financial assistance under the CSBG/MSFW program/s. CVOC has developed a Client Intake/Eligibility system which ensures that clients are eligible to receive services. CVOC's Management Information Systems provides for proper documentation of eligibility for services. CVOC allows for self-certification for short-term services when clients are not able to produce verification of income. However, CVOC has access to EDD Wage Report verification information and in most cases can obtain some proof on income to determine that the client meets the income eligibility for services.**

**CVOC's service delivery system focuses heavily on Family Self-Sufficiency activities due to the serious family development needs of the migrant and seasonal farmworker populations. Given the socio-economic conditions of the agricultural workers and taking into consideration economy, labor market and growth occupations, CVOC's strategy provides services that remove common employment barriers, provide job skills training, and job placement assistance with the goal of self-sufficiency.**

2. Please list your agency's programs/services/activities funded by CSBG, including a brief description, why these were chosen, how they relate to the CNA, and indicate the specific type of costs that CSBG dollars will support (examples: staff salary, program support, case mgmt., T/TA, etc.)

**Job Skills: Vocational training in a variety of demand occupations is an integral part of CVOC's planned CSBG/MSFW Program. Vocational training is designed to provide the migrant and seasonal farmworker clients, who face a number of barriers to employment, with the skills necessary to compete for full-time employment in the demand occupations in the CVOC MSFW Service Area. CVOC provides technical skills training which responds to the current competitive labor market. CSBG/MSFW dollars will support staff involved in Outreach, Intake/Case Management, vocational training costs, direct client training-related support services.**

**Language Skills: Migrant and seasonal farmworker clients who have limited or lack English language proficiency are provided English-as-a-Second Language instruction by utilizing local educational agencies when available and through in-house ESL classroom instruction in CVOC training centers. This program is designed to provide limited English speakers with Basic English skills, which will enhance their ability to obtain employment. CVOC also provides the limited English-speaking clients**

with mini-curriculums in basic computer usage, word processing and Internet usage. CSBG/MSFW dollar will support ESL instructional staff and related materials.

**Remedial Education:** Remedial educational instruction in Math, English, Reading and Writing skills are provided through local educational agencies and through instruction at CVOC. GED instruction is provided for farmworkers who lack a high school diploma. Basic high school education is required for most positions; providing clients with this educational requirement enhances their employability. CSBG/MSFW dollars will support GED instructional staff and materials.

**Availability of Jobs:** The Workforce Investment structure provides linkages with economic development efforts and access to newly created jobs for our farmworker clients. Job Developers work with private business in developing new job opportunities and negotiating On-the-Job-Training (OJT) contracts to assist CVOC farmworker clients in obtaining that "first job." Due to the barriers facing migrant and seasonal farmworker in transitioning from seasonal/temporary employment to a full time year-round employment, job development is a necessary activity for successful transition into permanent employment. CSBG/MSFW dollars will support Job Development staff, OJT contract costs, direct assistance to clients in support of employment attainment and retention.

**Youth Program:** Migrant and seasonal farmworker youth that are at risk of dropping out of school or are at risk of not being able to obtain their High School Diploma are provided with summer educational high school credit attainment program. In-school migrant youth are provided with paid work experience to gain basic work skills and be able to earn money while staying in school. CSBG/MSFW dollars will support Youth Program support and instructional staff and program services costs.

**Emergency Intervention:** The immediate human need and suffering of the farmworker population cannot be ignored. CVOC staff performs casework for those in need of emergency services. These services are primarily referral and follow through to emergency services already available in the community such as shelter, food, and health care and financial aide. CVOC also provides direct emergency supportive services such as food vouchers, clothing, shelter and transportation assistance (gas, car repairs, bus fare, etc.) through federal, state and local funding resources. CSBG/MSFW dollars will support Case Management staff, direct emergency services provided to clients.

**Development of Resources:** CSBG/MSFW activities and services are dependent on the ability of the agency to continue to receive current and new funding that enhances and increases the programs and services CVOC provides. Fund development activities are essential to any agency seeking to increase services and add new programs to meet the needs of the farmworker and low-income communities. Collaboration and Coordination activities are also an integral part program services expansion and development. CSBG dollars will support Planning and Development Department salaries and fringe.

## Linkages and Funding Coordination

(Organizational Standards 2.1-2.4)(CSBG Act Section 676b(1)(B), (1)(C), (3)(C), (3)(D), (4), (5), (6), (9))  
(State Assurance 12747, 12760, 12768)

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, please list the coalitions by name, who participates, and methods used by the coalition to coordinate services/funding.  
(Organizational Standard 2.1, CSBG Act Section 676(b)(1)(C),(3)(C))

**CVOC coordinates the CSBG/MSFW Program with all other programs operated by the agency or other agencies that serve the migrant and seasonal farmworker population of CVOC's Farmworker Service Area. Central Valley Opportunity Center pursues a course of community involvement and cooperation for the maximum utilization of resources. CVOC is participating in several of the current efforts to coordinate and improve the provision of education and employment services. These projects include Welfare to Work, School to Work and One Stop Shop initiatives. CVOC's approach is to provide farmworker clients with supportive services through an active referral program to community resources capable of providing the desired service. Relations with other service deliverers have been established through financial and non-financial agreements. Other cooperative relationships have been developed through 40 years of working together to improve our communities.**

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding.  
(Organizational Standard 2.1).

**CVOC has active representation on the Madera, Merced and Stanislaus County Workforce Innovation and Opportunities (WIOA) Boards and MOU and service agreements that include the development of policies and service systems to increase employment and training services to migrant/seasonal farmworkers and other dislocated agricultural workers. CVOC has a service MOU agreement with the Human Services Departments in, Merced, Madera and Stanislaus County and has partnered with these agencies on Welfare to Work projects. CVOC has operated several projects in conjunction with the local Employment Development Department for providing Rapid Response for dislocated agricultural workers. CVOC has developed service partner agreement with Migrant Education in Merced and Stanislaus County to provide work experience to migrant youth clients. CVOC partners with the Merced County Office of Education to provide a Summer Migrant Youth education program.**

3. Describe how your agency utilizes information gathered from key sectors of the community:
  - a. Community-Based
  - b. Faith-Based
  - 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)

**CVOC has had a long history of working with faith-based organizations (FBO) and grassroots Community Based Organizations (CBO). Relationships with FBO's and CBO's have been developed to primarily assist with customer outreach. Many of the regional FBO's, in general do not provide formal**

services. Several do however provide, on informal case-by-case basis, assistance to persons who are in extreme need or who request help. This service is generally not extensive or prolonged and often results in referral to CVOC and the Workforce Investment System for more extensive assistance. The network has been extremely helpful in providing supportive services to participants such as emergency food, clothing, housing, counseling and job leads. Some local FBO's and CBO's have specific service missions such as providing homeless shelter services, target community development, youth services, substance abuse counseling, family counseling and emergency food. CVOC case managers utilize these services through customer referral to contact points and referral follow-up. The local Workforce Investment Partners also maintain shared listings of local CBO and FBO resources and services.

Since education is one of the greatest needs of our farmworker clients, CVOC coordinates with local education agencies. Adult Education Programs provide curriculum assistance as well as direct services to CVOC in our Basic Remedial Education component of our classroom-training program. Cross referrals between CVOC and educational agencies assist clients in obtaining academic and vocational education and training. The Community College Districts in CVOC's service area has committed to offer interested clients information on the California Student Opportunity and Access Programs (Cal Soap) which provide financial and academic information to students and parents on preparing and accessing college. The colleges will provide clients with an introduction to the opportunities and benefits of higher education facilities.

Describe how your agency will coordinate and partner with other organizations in your service area. (Organizational Standard 2.2, CSBG Act Section 676(b)(3)(C), (9))

CVOC has pursued a course of community involvement for the maximum utilization of resources. CVOC's approach is to provide its participants with supportive services through an active referral program to community resources capable of providing the desired service. CVOC staff also plays a strong advocacy role within the social services community by maintaining linkages with area agencies and monitoring the availability of services to the farmworker population. Through participation on local Workforce Investment, Cal Work, School to Work, Family Development, Child Care and other committees, CVOC is able to provide input on local design of employment, education and support service networks. Through this coordination and through 40 years of service in the community, relations with service providers in our farmworker service area have been well established. CVOC Case managers have listings of services available throughout the county and are, on an ongoing basis, in contact with local service providers. The local Workforce Investment partners have listings of services, eligibility and application information for each partner. Community resource planning efforts coordinated through the United Way, seek to identify community resources, share information on services and whenever possible support the coordination and expansion of these services.

4. Describe how services are targeted to low income individuals and families and indicate how staff is involved, i.e. attend community meetings, I&R, etc. Include how you ensure that funds are not used to duplicate services.  
(CSBG Act Section 676(b)(3)(C), 676(b)(9), State Assurance 12760)

CVOC's outreach efforts are targeted to reach the low-income farmworker communities that are in need of services. CVOC maintains outreach networks through staff participation at community

**meetings, community events, job fairs, or other functions that are of interest to the farmworker community.**

5. If your agency is a Migrant and Seasonal Farmworker (MSFW) agency, describe how you will coordinate plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not a MSFW, please mark N/A. (State Assurance 12768)

**CVOC seeks to coordinate resources with other CSD-funded agencies in our farmworker service area, especially local Community Action Agencies. Exchange of service information takes place regularly and line staff have developed methods for joint service to clients. Management staff participates in local planning sessions and special project development. CSBG/MSFW program funds will be utilized to foster linkages with neighborhood-based and community projects with the goal of coordinating activities and services to meet the needs of migrant and seasonal farmworker families.**

6. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. Describe your agency's contingency plan for potential funding reductions.  
(State Assurance 12747)

**CVOC's strives to maximize services by leveraging CSBG/MSFW funds with other public and private resources both within the agency and through participation in cooperative programs with other agencies. Some examples of this includes; CVOC utilizes Workforce Innovation and Opportunity Act funds to augment CSBG/MSFW employment in training activities for migrant and seasonal farmworkers and dislocated agriculture workers. CVOC utilizes High School Equivalency (HEP) funds to enhance CSBG/MSFW services in the areas of high school diploma and GED attainment. CVOC has received various emergency assistance and jobs programs targeted to farmworkers and other dislocated agricultural workers CVOC's receives funding for farmworker housing and utility assistance. Through the leveraging of these resources and other resources, CVOC provides a much broader range of services and more comprehensive activities to our farmworker clients.**

**In the event that federal funding is reduced, management will notify the CVOC Board of Directors of the amount of the reduction, the status of the current programs and provide an evaluation of the current program activities. The Board of Directors, along with management staff, will develop proposed reductions and/or elimination of activities based on the following:**

- 1. Determination of activities which may be funded from other sources such as other grants/contracts, in kind services, volunteer programs or increased match contributions.**
- 2. Evaluation of staff assigned to the CSBG/MSFW program activities, workloads in light of reduced funding for consideration or consolidated of positions, lay-off recommendations and alternative funding of positions.**
- 3. Review of across-the-board reduction of program activities and services in relation to the amount of the funding reduction.**



The CVOC Board of Directors will hold public hearings and request input on service reductions. The Board and management staff will prepare a recommendation on the reductions and consider alternatives prior to a final decision.

While any reduction in funding will impact the service levels, total elimination of funding would impact the ability of the agency to continue to operate some major components of our programs for farmworkers. Severe reductions in CSBG/MSFW funding would reduce services in areas of employment and training and education services, emergency services, public education and a substantial portion of the family development activities, reduce the ability of the agency to maintain the planning/development and agency coordination functions.

7. Describe how your agency communicates its activities and its results to the community, including how the number of volunteers and hours are documented. (Organizational Standard 2.3, 2.4)

CVOC staff prepares monthly program reports which are included in the CVOC Board Packet and are reviewed during the CVOC Board of Directors Monthly meetings. Program results are communicated to staff, local service partners and the general public via newsletter, website and other social media. CVOC includes program results and success stories at community presentations, outreach events and other community activities. CVOC's CSBG Annual Report is presented to the CVOC Board of Directors.

CVOC's tracking and reporting of volunteer hours are limited to the CVOC Board of Directors volunteer hours as there is no other current active volunteer program. CVOC volunteer board hours are tracked by the board liaison through attendance at board and committee meetings, attendance at board trainings and conferences.

8. 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. Describe how your agency will contribute to the expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as: programs for the establishment of violence-free zones that would involve youth development and intervention models like youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs. (CSBG Act Section 676(b)(1)(B))

CVOC utilizes CSBG/MSFW funds to support three (3) projects that provide critical services for at-risk-farmworker youth.

1. Migrant Summer Education Program – 6 week summer program for migrant youth at risk of dropping out of high school or lack the required credit for High School graduation. Program provides summer school in needed high school subjects with high school credit needs for graduation.
2. High School Equivalency Program – provides farmworker youth and adults with GED preparation courses and GED testing/attainment.
3. Migrant Youth Work Experience – provides in-school migrant youth with paid work experience.

CVOC also coordinates with other local At-Risk youth programs to provide job training, work experience, life skills training, job development, volunteer opportunities and youth mentoring.

**CVOC provides information and referral as well as public education to inform and the farmworker population of child care programs provided by local education agencies. CVOC coordinates with local child care and after school program to provide child care services to assist the farmworker population.**

9. Describe how your agency will provide employment and training activities. If your agency uses CSBG funding to provide employment and training services, 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))

**CVOC provides employment and training activities funded directly with CSBG/MSFW fund which are coordinated with funding CVOC receives from the Department of Labor Workforce Innovation and Opportunity Act (WIOA 167) Migrant and Seasonal Farmworker, WIOA Housing and Workforce Innovation and Opportunity Act (WIOA) and Dislocation Agriculture Worker Program. CSBG funds are used to augment the employment and training activities and services though increased family development activities, increased vocational training opportunities, additional provisions of support services and emergency services, additional job search and retention services, support for special projects, and transportation services which allows clients to participate in WIOA programs.**

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

**CVOC provides direct assistance in the form of food vouchers and through referral to local food banks, Cal Fresh (SNAP) programs, WIC, or other agencies. CVOC provides referrals to faith-based organizations that provide emergency food assistance CVOC provides nutrition public education classes that include information on applying for the food assistance program as well as information on shopping for and preparing low-cost meals.**

11. Describe how your agency will ensure coordination between antipoverty programs in each community in the State, and ensure where appropriate, that the emergency energy crisis intervention programs under title XVI (relating to low-income home energy assistance) are conducted in the community. (CSBG Act Section 676(b)(6))

**CVOC provides direct assistance in the form of rental and utility payment assistance for farmworker clients who are in jeopardy of losing their housing and/or utilities or are homeless and need assistance in obtaining housing. CVOC provides referral to local housing programs for assistance in home purchases, housing rehabilitation or other housing needs. CVOC provides direct LIHEAP services in Stanislaus County to farmworkers and referral to local LIHEAP home weatherization and energy conservation programs in Madera, Merced, Mariposa and Tuolumne counties.**

12. 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))

**CVOC utilizes funds to support community initiatives and provides non-financial support through active participation in neighborhood initiatives and innovative community projects. CVOC receives a number of local contracts which are designed to address the goal of strengthening families and moving families from dependence on public assistance to self-sufficiency.**

**CVOC's operation of the Cal Works program and public education activities include goals of family development and parental responsibility. CVOC's Case Management approach to services includes the goal of strengthening families and assisting families to develop goals for themselves and their communities. CVOC partners with local agencies involved in community and neighborhood initiatives to include the goal of family development.**

## **Monitoring**

**(CSBG Act Section 678D(a)(1)(B))**

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

**CVOC utilizes the following systematic approach to monitoring all grants and programs operated by the agency:**

**Compliance Monitoring:** To ensure that the requirements of a specified agreement or document are met. These are the Act Regulations, Annual Plan and any sub-agreement entered into under this grant as the documents against which compliance is monitored.

**Plan versus Actual Monitoring:** Provides CVOC with current information on the extent to which programs and various components are achieving goals in the Annual Plan or sub-grant contract. Using MIS reports, an analysis can be used to assess progress toward goals and objectives, to identify existing or emerging problems, and to indicate if corrective action should be initiated.

**Managerial Monitoring:** To review the quality of the program and effectiveness of services to participants. Program planners will "troubleshoot" problems identified through desk or compliance review, determine corrective action, provide technical assistance, and provide daily liaison with the agency or program to ensure that corrective action occurs.

**Monitoring activities are operated through CVOC's Planning unit. Additional monitoring is conducted by CVOC Board of Directors through review of reports to the board and evaluations of the Strategic Plan goals and outcomes. CVOC conducts annual and monthly program evaluations. Program design includes performance measures, as well as procedures for obtaining required information, in order to conduct evaluation of the programs.**

2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency and type (i.e., onsite, desk review, or both)

**N/A – CVOC does not use subcontractors.**

3. Describe how your agency ensures that cost and accounting standards of the Office of Management and Budget (OMB) are maintained.

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

**CVOC assures that all fiscal accounting procedures will be in compliance with Office of Management and Budget guidelines as defined by Section 678D(a)(1)(B). CVOC's single audit is prepared in accordance with the OMB statutes governing 501(c)(3) organizations. CVOC's Fiscal and Accounting procedures are documented in CVOC's Accounting Manual. Accounting procedures have been reviewed by CPAs, federal and state auditors and consultant firms, and have been deemed adequate and sufficient to protect and account for Federal and State Funds. CVOC's independent audit firm has noted no material weaknesses, reportable conditions or noncompliance issues related to the operation of any federal awards. Nor have they reported any finding/s that are required to be reported in accordance with Section 510(a) of Circular A-133. in any of the past 15 audit reports.**

## **Data Analysis and Evaluation**

(Organizational Standards 4.3, 4.4) (CSBG Act Section 676(b)(12))

1. Describe your methods for evaluating the effectiveness of programs and services, including the frequency of evaluations.

(Organizational Standard 4.3)

**CVOC has a formal monitoring and evaluation structure which is utilized for controlling all the corporation's activities. The following brief outline summarizes the steps which are taken to track and report the CSBG program's progress.**

- **At the start of each program year, staff receive an orientation to the goals and activities of the program. Reporting forms and requirements are distributed and reviewed to ensure an understanding of the required reporting procedures.**
- **In-house reports are submitted by staff on a monthly basis to the County Director, who reviews them for completeness, accuracy and to determine the level of activity within each component of the program. Based on this information, the County Director will make staffing changes or other program modifications. The County Director submits reports to the Planning Unit before the 5th working day of each month.**
- **The Planning Unit prepares reports or will directly notify the Executive Director of program performance levels and areas of concern. Quarterly reports are submitted to the Executive Director for review and submission.**

2. Describe how your agency ensures that updates on the progress of strategies included in your CAP are communicated to your board annually. (Organizational Standard 4.4)

**The Executive Director, during the monthly Board of Director's Meeting, updates the CVOC Board of Directors on the program's progress. The CVOC Board of Directors may make recommendations for program adjustments. A copy of the CSBG Annual Report as well as narrative summary of program accomplishments is submitted to the CVOC Board at the end of each program year as part of the final evaluation process.**

3. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based on an in-depth analysis of performance data. (CSBG Act Section 676(b)(12))

**During the CSBG Programs evaluation process, CVOC staff and board determined that the following program adjustments/additions would enhance services to low-income:**

- 1. Increase the use of social media to communicate programs and services – regular postings to social media sites, upgraded CVOC website, increased use of media to communicate programs and services.**
  
- 2. Increase presence in the community by participating in various events targeted to the low income farmworker community such as health fairs, job fairs, community based events, youth events.**
  
- 3. Added new job-related certifications to CVOC's current vocational training course to include MOS (Word/Excel) Certifications added to General Business course, Welding Certification added to Production Welding Course, Food Safety Certification added to Cooking Course.**

## Appendix A

### Organizational Standards

#### MAXIMUM FEASIBLE PARTICIPATION

##### 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** The organization/department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

##### 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 2.3** The organization/department communicates its activities and its results to the community.

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

##### CATEGORY THREE: COMMUNITY ASSESSMENT

**Private Agency - Standard 3.1:** Organization conducted a community assessment and issued a report within the past 3-year period.

**Public Agency - Standard 3.1:** The organization/department conducted 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 analyzes both 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.

## **VISION AND DIRECTION**

### **CATEGORY FOUR: ORGANIZATIONAL LEADERSHIP**

**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. In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

**Standard 4.4:** The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action Plan.

### **CATEGORY FIVE: BOARD GOVERNANCE**

**Standard 5.1:** The organization's/department's tripartite board/advisory body is structured in compliance with the CSBG Act

**Standard 5.2:** The organization's/department's tripartite board/advisory body either has:

1. Written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community, or
2. Another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.

## Appendix B

### State Assurances

[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.

[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.



## Appendix C

### Federal Assurances and Certification

#### **CSBG Services**

**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 part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers 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, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);*
- (ii) secure and retain meaningful employment;*
- (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;*
- (iv) make better use of available income;*
- (v) obtain and maintain adequate housing and a suitable environment;*
- (vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family individual needs; and*
- (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots 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 partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;*
- (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 child care programs;*

### **Coordination of Other Programs**

**676(b)(1)(C)** *The State will assure “that funds made available through grant or allotment will be used 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)** *a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C9(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)** *a description of “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)** a description of “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)** a description of “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)** “An 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.”

**Coordination with Faith-based Organizations, Charitable Groups, 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)** *“An assurance that “the 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)** *“An 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 services 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 served, which may be coordinated with community-needs assessments conducted for other programs.”*

**State and Eligible Entity Performance Measurement: ROMA or Alternate system**

**676(b)(12)** *“An 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.”*

## **Appendices (Optional)**

All appendices should be labeled as an appendix (i.e., Appendix A: Community Survey Results) and submitted with the CAP.