

2020-2021 Community Action Plan

California Department of Community Services and Development

Community Services Block Grant



Draft

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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:

Name:	Jean Warren, Program Manager
Title:	Program Manager
Phone:	(209) 357-0062 Ext. 125
Email:	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.

_____	_____	_____
Board Chair (printed name)	Board Chair (signature)	Date
 Jorge De Nava	 _____	 _____
Executive Director (printed name)	Executive Director (signature)	Date

**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).

_____	_____	_____
NCRT/NCRI (printed name)	NCRT/NCRI (signature)	Date

CSD Use Only:

Date CAP Received:	Date Accepted:	Accepted By:

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

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

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. 182 surveys were completed.
Community Dialogue	Community Needs Assessment Meetings were held as follows: 1. March 27, 2019 at 10:30am. Location: CVOC, 1801 H St. Modesto Suite A4, Modesto CA. 2. May 6, 2019 at 2:30 pm. Location: Salvation Army, 893 Lander Ave, Turlock, CA. 3. May 10, 2019 at 10:30 am. Location: Casa del Rio FRC , 2400 Stanislaus Street, Riverbank, CA
Interviews	
Public Records	Research of current conditions in Stanislaus County using 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 3 different locations 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 respondent 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 communities in Stanislaus County can be summarized as follows:

Unemployment/Poverty Working Poor: The average unemployment rate in Stanislaus County is 6.4 – 7.5%. While normal turnover and expansion provide job openings, competition is most intense at the entry level. Low-income 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 low income population. The majority of low-income clients who are unable to obtain viable employment lack specific vocational skills in occupations that would enable them compete for full-time employment. They need to acquire skills in order to be able to obtain higher paying jobs that offer stability and benefits. Low-income 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 low-income 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 the county. 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 low-income 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: The low-income who are unemployed, have been dependent on public assistance and/or have been employed in part-time or seasonal work cited the rising cost of housing as a major problem. Affordable housing is difficult to find and some low income housing is either in bad condition or located in high crime areas. Low-income 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: Rural low-income resident 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. Residents 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 rural residents from the ability to access these services.

Emergency Services: Since most low-income families exist at or below the Federal Poverty Level, few have the financial resources to handle even minor emergencies. Low-income families often require assistance for travel, health, food, housing, clothes or other one-time needs.

Community Resources: Low-income residents 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. Low-income 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 are 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.

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 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 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 D

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)

CVOC uses the US Census Community Survey as the primary source of data specific to Stanislaus County's poverty rates prevalence related to gender, age, and race/ethnicity. CVOC also uses county specific data compiled by local service organizations and county and city departments. CVOC includes program data collected via our agency data bases to determine poverty rates based on various demographics. Reviews county poverty demographics compared to the demographics of clients served by the agency is used to verify that CVOC is providing services to those most in need.

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, 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 in Stanislaus County as well as the needs of the low income. In addition, CVOC sought out input from stakeholders on the service priorities. Using information gather though the Community Needs Assessment, an analysis of both qualitative (data that was gathered through surveys, at community meetings, input from CVOC staff and 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.

6. 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 low-income population of Stanislaus 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 community at large, coordination meetings with other service providers as well as examination of the community profile and identified needs of the low-income population of the county. 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)
Homelessness	Yes	Yes	Yes
Lack of Affordable Housing:	Yes	Yes	Yes
Unemployment:	Yes	Yes	Yes
Crime/Gang Violence:	No*	No*	No*
Poverty/Working Poor:	Yes	Yes	Yes
Drug/Alcohol Abuse:	No*	No*	No*
Healthcare Access:	Yes	Yes	Yes
Lack of Community Resources	Yes	Yes	Yes
Lack of Public Transportation:	Yes	Yes	Yes
Illiteracy/HS Dropout Rates:	Yes	Yes	Yes

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 communities in the county, 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)
1. Employment Job Skills Training and Job Placement Assistance	Vocational Training , Job Search Workshops, Job Development, Job Placement, Employment Support Services,	Family and Individual	FNPI and SRV
2. Homeless Prevention and Homeless Assistance	Rental Assistance, Hotel/Motel Stays, Housing Counseling, Tenant/Landlord mediation, Referral Services	Family and Individual	FNPI and SRV
3. Housing/Energy Assistance	Energy Payment Assistance, Home Weatherization, Appliance Replacement	Family and Individual	FNPI and SRV
4. Education GED, ESL	High School Equivalency Classes, English-as-a-Second language Classes, Remedial Education,	Family and Individual	FNPI and SRV
5. Community Resources Accessibility to Needed Services	Community Resources Referral and Coordination.	Family and Individual and Community	FNPI, CNPI, SRV
6. Program Development	Planning and program expansion and development. Coordinating and	Agency and Community	CNPI

	collaboration to expand services.		
7. Transportation Assistance	CVOC Transportation system, bus pass, emergency transportation assistance, transportation to needed social services.	Family and Individual and Community	FNPI, CNPI, SRV
8. Emergency Assistance	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.

Indicator/Service Category (CNPI, FNPI, SRV)	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
FNPI 1a – 1g SRV 1a, 1b, 1f, 1g,1h, 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	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

	develop Matrix is used to determine employment successes.		
FNPI 2f, 2g, 2h SRV2r -2u	Education outcomes are measure based on the individual client attainment of GED, High School 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 SRV 4b, 4c, 4f, 4g, 4i, 4k, 4m, 4o,4p, 4q, 4s, 4t CNPI 4b	Follow-up to determine if housing situation has improved or stabilized. Follow-up inspections of Weatherized homes.	CVOC Client Data Tracking System, Excel Spreadsheet. Documentation contained in client files and CVOC Client Tracking. Energy Assistance and Home Weatherization data collect in ServTraq and in client files. Field Staff and MIS Staff collect and record required data.	Daily Data Collection Reporting – Monthly and Annual
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 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 low-income population. Given the socio-economic conditions of the county and taking into consideration economy, labor market and growth occupations, CVOC's strategy provides direct 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/CSP Program. Vocational training is designed to provide the low-income 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 Stanislaus County. CVOC provides technical skills training which responds to the current competitive labor market. CSBG dollars will support staff involved in Outreach, Intake and Case Management, vocational training costs, direct client training-related support services..

Language Skills: Low income 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 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 low-income clients 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 dollars will support GED instructional staff and materials.

Availability of Jobs: The One Stop structure provides linkages with economic development efforts and access to newly created jobs for our clients. Job Developers work with private business in developing new job opportunities and negotiating On-the-Job-Training (OJT) contracts to assist CVOC clients in obtaining that "first job." Due to the poor economic conditions in Stanislaus County, job development is a necessary activity for successful transition of clients into permanent employment. CSBG dollar will support Job Development staff, OJT contract costs, direct assistance to clients in support of employment attainment and retention.

Emergency Intervention: The immediate human need and suffering of the low-income 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 dollars will support Case Management staff, direct emergency services provided to clients.

Development of Resources: CSBG 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 clients 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/CSP Program with all other programs operated by the agency or other agencies that serve the needs of low-income population of Stanislaus County. 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 its participants 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 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 the low-income population of Stanislaus County. CVOC has a service MOU agreement with the Human Services Department in Stanislaus County and has partnered with this agency on Welfare to Work project. 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 Stanislaus County to provide work experience to migrant youth clients.

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 One Stop 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 and One-Stops also maintain shared listings of local CBO and FBO resources and services.

Since education is one of the greatest needs of our 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 Modesto Community College 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 low-income population. Through participation on local Workforce Development, Cal Works Welfare to Work, School to Work, Family Development, Child Care and other committees, CVOC has participated in 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 Stanislaus County have been 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 One Stop partner 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 communities as well as those individuals and families most in need of services. CVOC maintains communications networks through staff participation at community meetings, community events, job fairs, or other functions that are of interest to the low income community. Management staff regularly participates in collaboration and coordination events and meetings with service delivery agencies, local government, faith-based organizations, education, employment and other public service groups. These activities seek to reduce duplicative services and increase targeted services to those individuals, families and communities most in need.

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)

N/A – CVOC is a Migrant and Season Farmworker agency and submits a separate CSBG Annual Plan for the designated CSBG/MSFW service area.

5. 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 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 employment in training activities targeting youth, migrant and seasonal farmworkers and dislocated agriculture workers. CVOC utilizes High School Equivalency funds to enhance CSBG services in the areas of high school diploma and GED attainment. CVOC utilizes LIHEAP and DOE energy program, funds to provide energy related payment assistance, assistance with appliance replacement and weatherization and solar installations. CVOC has received various emergency assistance and jobs programs for residents in Stanislaus County. CVOC's received funding to operate Cal Works Job Search which serves current Cal Works/Cal Fresh recipients in securing employment, through structured job search activities. Through the leveraging of these resources and other resources, CVOC provides a much broader range of services and more comprehensive activities to the low-income 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/CSP 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 services to the low-income population of Stanislaus County. Severe reductions in CSBG funding would significantly reduce or eliminate 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.

6. 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.

7. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. 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 coordinates with local At Risk youth programs to provide job training, work experience, life skills training, job development, volunteer opportunities and youth mentoring. CVOC coordinates with local school districts for our High School Equivalency Program.

CVOC provides information and referral as well as public education to inform and the low income 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 low-income population.

8. 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 has active representation on the Stanislaus County Workforce Innovation and Opportunities (WIOA) boards and has worked with them in the development of policies and service systems that include service to the low-income population of Stanislaus County. CVOC participates in monthly Workforce Development meetings, development of Workforce Service Plans, participates in staff cross training, works with local shared technology development efforts, works with committee on issues of standardization, such as assessment, job development, facility design and other related issues. These efforts have improved the integration of the different partners systems.

CVOC has a service MOU agreement with the Department in Stanislaus County and has partnered with One Stop through the cross utilization of staff and standardized operating procedures. Based upon the common understanding developed through on-going efforts, the local Workforce Development groups are successfully operating service systems. Based upon the local partnership, CVOC has a good understanding of the local priorities, operating concerns, structures and our role in the local system.

CVOC has operated several projects in conjunction with the local Workforce Department. CVOC has contracted to jointly provided Dislocated Agricultural Worker WOIA Adult and Youth projects. In addition to working with the Department, CVOC has co-enrolled clients with the local Department of Rehabilitation, Social Services Cal Works and Housing Authorities

9. 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. Referrals to faith-based organizations that provide emergency food assistance to the low-income population of Stanislaus County. CVOC provides nutrition public education classes that include information on applying for the food assistance as well as information on shopping for and preparing low-cost meals.

10. 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 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 operates various home

weatherization and energy conservation programs which provide low-income clients with the ability to maintain their home and improve their living conditions.

11. 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 communities 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.

Appendix A – Community Needs Assessment

Appendix B – Documentation of Public Hearing Notices