

# **2018-2019 Community Action Plan**

**California Department of  
Community Services and Development**

**Community Services Block Grant**



## PURPOSE

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) eligible entities 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 adhere to the following federal and state laws:

### **COMPLIANCE WITH FEDERAL LAW**

To comply with the Community Services Block Grant (CSBG) Act, [Public Law 105-285](#), Section 676b (11) eligible entities must complete a Community Action Plan (CAP), as a condition to receive funding through a Community Services Block Grant. Federal law mandates the eligible entities to include a community-needs assessment in the CAP for the community served.

### **COMPLIANCE WITH STATE LAW**

To comply with [California Government Code 12747](#) pertaining to the Community Services Block Grant Program, Community Action Plans are to be developed using processes that assess poverty-related needs, available resources, feasible goals and strategies, and that yield program priorities consistent with standards of effectiveness established for the CSBG program. The CAP should identify eligible activities to be funded in the program service areas and the needs that each activity is designed to meet. Additionally, CAPs should provide for the contingency of reduced federal funding.

### **COMPLIANCE WITH CSBG ORGANIZATIONAL STANDARDS**

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG eligible entities will comply with implementation of the Organizational Standards. Compliance with Organizational Standards will be reported to OCS on an annual basis via the CSBG Annual report. In the section below, CSD has identified the Organizational Standards that provide guidance for the development of a comprehensive community needs assessment. CAP responses should reflect compliance with the Organizational Standards and demonstrate a thorough understanding of the Organizational Standards throughout the development of a comprehensive community needs assessment.

## **CONSUMER INPUT AND INVOLVEMENT**

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

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

## **COMMUNITY ENGAGEMENT**

**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. This sector would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

## **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:** 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:** 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.

**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.

## **STRATEGIC PLANNING**

**Private Agency Standard 6.4:** Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.

**Public Agency Standard 6.4:** Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.

## **STATE PLAN AND APPLICATION REQUIREMENTS**

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 eligible entities is included in CSDs biennial State Plan and Application.

**COMMUNITY SERVICES BLOCK GRANT  
2018/2019 PROGRAM YEAR COMMUNITY ACTION PLAN  
COVER PAGE AND CERTIFICATION**

**TO:** Department of Community Services and Development  
Attention: Field Operations Unit  
2389 Gateway Oaks Drive #100  
Sacramento, CA 95833

**FROM:** Yolo County Health and Human Services Agency  
Attention: Tracey Dickinson  
25 N Cottonwood Street, Suite 2000  
Woodland, CA 95695

**Agency Contact Person Regarding Community Action Plan**

Name: Tracey Dickinson  
Title: Communications and Strategy Manager  
Phone: (530) 666-8559 Ext: \_\_\_\_\_  
Fax: (530) 666-8294  
Email: Tracey.Dickinson@yolocounty.org

**CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES**

The undersigned hereby certifies that this agency complies with the Assurances and Requirements of this 2018/2019 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

# TABLE OF CONTENTS

The CAP is to be arranged in the order below. Please include the appropriate page numbers for reference. Additional attachments are to be added as appendices.

	(Insert Page Numbers)
Cover Page and Certification.....	<u>1</u>
Checklist.....	<u>3</u>
Vision Statement.....	<u>4</u>
Mission Statement.....	<u>4</u>
Comprehensive Community Needs Assessment.....	<u>7</u>
Documentation of Public Hearing(s).....	<u>16</u>
Federal Assurances.....	<u>20</u>
State Assurances.....	<u>31</u>
Individual and Community Eligibility Requirements.....	<u>32</u>
Monitoring and Evaluation.....	<u>33</u>
Data Collection.....	<u>34</u>
Appendices (Optional).....	<u>37</u>

## 2018 - 2019 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, 2017**:

- Cover Page and Certification**
- Table of Contents**
- Vision Statement**
- Mission Statement**
- Comprehensive Community Needs Assessment**
- Documentation of Public Hearing(s)**
- Federal Assurances**
- State Assurances**
- Individual and Community Eligibility Requirements**
- Monitoring and Evaluation**
- Data Collection**
- Appendices (Optional)**

## VISION STATEMENT

Provide your agency's Vision Statement which describes your agency's values. The vision is broader than any one agency can achieve; the agency collaborates with others in pursuit of this vision.

The vision statement for Yolo County's Health and Human Services Agency (HHSA) is as follows:

- Collaborative—promotes teamwork and partnership
- Accountable—is transparent, efficient, and effective
- Respectful—demonstrates integrity and trust
- Equitable—honors diversity and promotes equality
- Strategic—forward thinking and innovative

## MISSION STATEMENT

The Mission Statement describes the agency's reason for existence and may state its role in achieving its vision.

Organizational Standard 4.1 references the Mission Statement for private and public entities:

### Private Entities

The governing board has reviewed the organization's mission statement within the past 5 years and assured that:

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

### Public Entities

The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that:

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

Provide your agency's Mission Statement

### Mission Statement (Insert Statement)

The mission statement for Yolo County's Health and Human Services Agency (HHSA) is as follows:

- Promote a healthy, safe, and economically stable community.

In addition, the Board of Supervisors established the Yolo County Community Services Action Board (CSAB). Under the auspices of HHSA, CSAB serves as Yolo County's Community Action



Agency. The mission statement for CSAB is as follows:

- Combat poverty by promoting the health, safety, stability, and self-sufficiency of low-income persons residing in Yolo County.

## COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT

Public law 105-285 requires the state to secure from each eligible entity, as a condition to receive funding, a CAP which includes a community-needs assessment for the community served. Additionally, state law requires each CSBG eligible entity 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)*).

The Community Needs Assessment 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 Community Needs Assessment should be comprehensive and serve as the basis for the agency's goals, and program delivery strategies. The Community Needs Assessment 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.

As a part of the Community Needs Assessment 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 data dashboard including instructions and a data dictionary. The link gives agencies access to data for every county in the state. The dashboard can be accessed by clicking on the link or copying and pasting the link in your browser.

[https://public.tableau.com/views/Cap\\_Assessment/CAPData?:embed=y&:display\\_count=yes](https://public.tableau.com/views/Cap_Assessment/CAPData?:embed=y&:display_count=yes)

This data can be used as a starting point for developing your needs assessment. It is derived from data sources that align to the federal assurances required for the Community Services Block Grant. Each respondent is responsible for providing information regarding the needs around each federal assurance to indicate whether the agency or some other entity is providing the services.

By clicking on the State and County level Data page, the user will have access to quantitative poverty data. Analysis of the data collected is critical and must include not only the summarization of findings, but the identification, measurement and reporting of improvements

and changes in the community both in the conditions and resources to assist low-income consumers on their journey towards self-sufficiency.

In the space below, provide a narrative description of the causes and conditions of poverty affecting the community in your service area such as: child care, community housing, crime, educational achievement, employment/unemployment, income management, healthcare, homelessness, nutrition, and other factors not listed. In particular, describe how the agency ensures that the Community Needs Assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the CAP.

Agencies should describe the methods and strategies used to collect the information and should utilize a combination of activities and tools such as: focus groups, surveys; community dialogue, asset mapping, interviews, and public records.

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

## Comprehensive Community Needs Assessment (Insert Narrative)

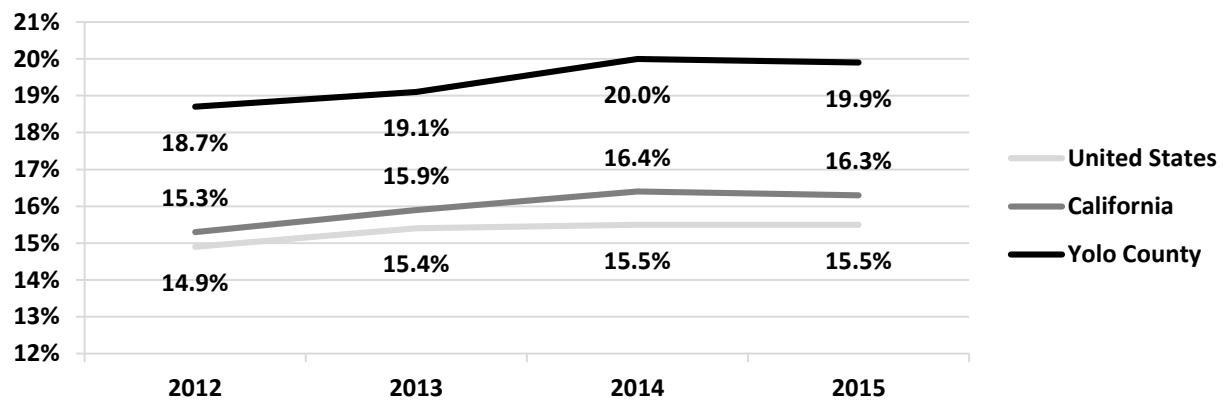
### Background

As a first step in conducting its comprehensive community needs assessment, HHSA/CSAB began by examining data specific to poverty in Yolo County.

### Poverty in Yolo County

According to Census data, 19.9% (39,688 out of 199,363) of Yolo County residents live below the federal poverty level. Despite decreasing slightly from 2014 to 2015, Yolo County's poverty rate continues to trend higher than both national and state percentages.

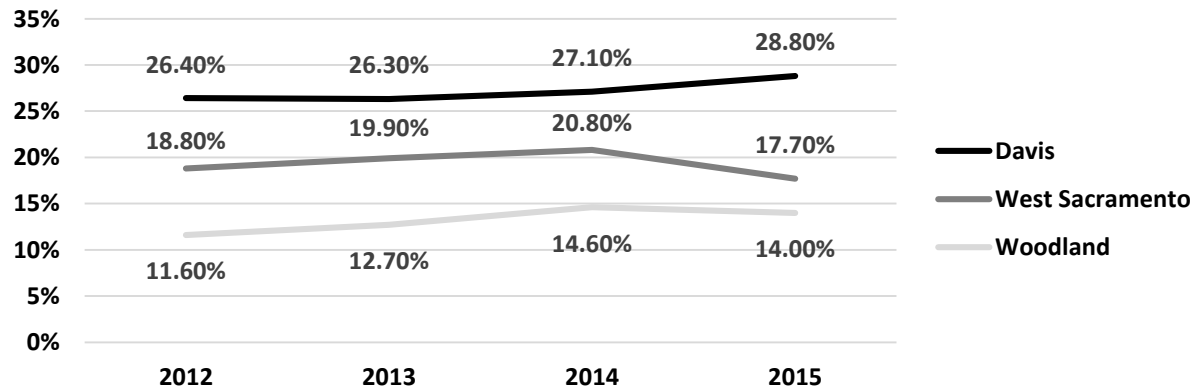
### Percentage of Yolo County Residents with Incomes below the Federal Poverty Level over Time—2012 to 2015



Data Source: US Census Bureau, American Community Survey

When comparing poverty rates among Yolo County's three largest cities, Davis has consistently experienced the highest rates, while West Sacramento experienced the largest one-year decrease (3.10%) from 2014 to 2015. One factor likely skewing Davis' poverty rate is the large population of University of California, Davis students who report little to no income.

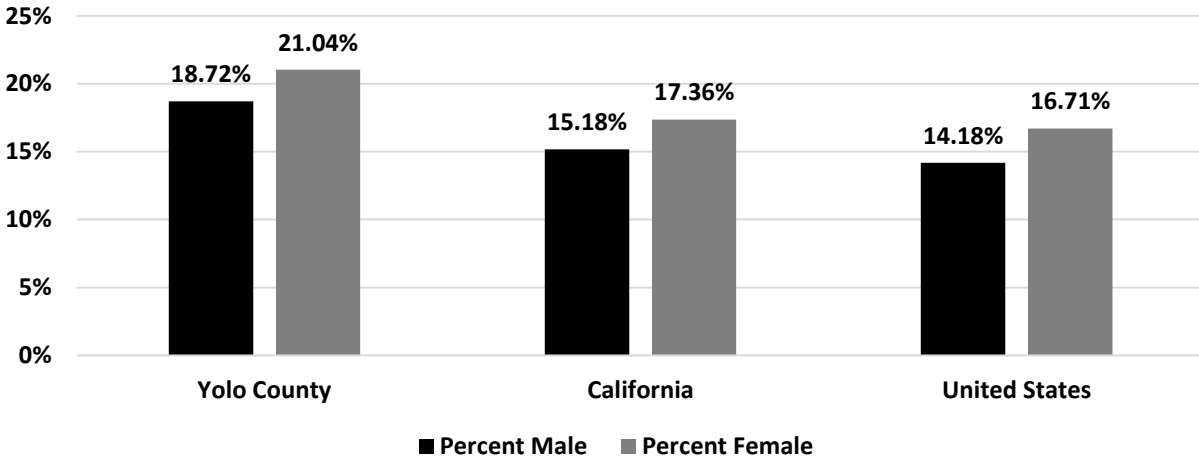
### Percentage of Yolo County Residents with Incomes below the Federal Poverty Level by City over Time: 2012—2015 (based off five-year estimates)



Data Source: US Census Bureau, American Community Survey

When comparing local poverty rates among gender, ethnicity, and race, women, non-Hispanics/Latinos, and Asians have the highest rates. Yolo County's trends are consistent with state and national percentages, except for two notable exceptions.

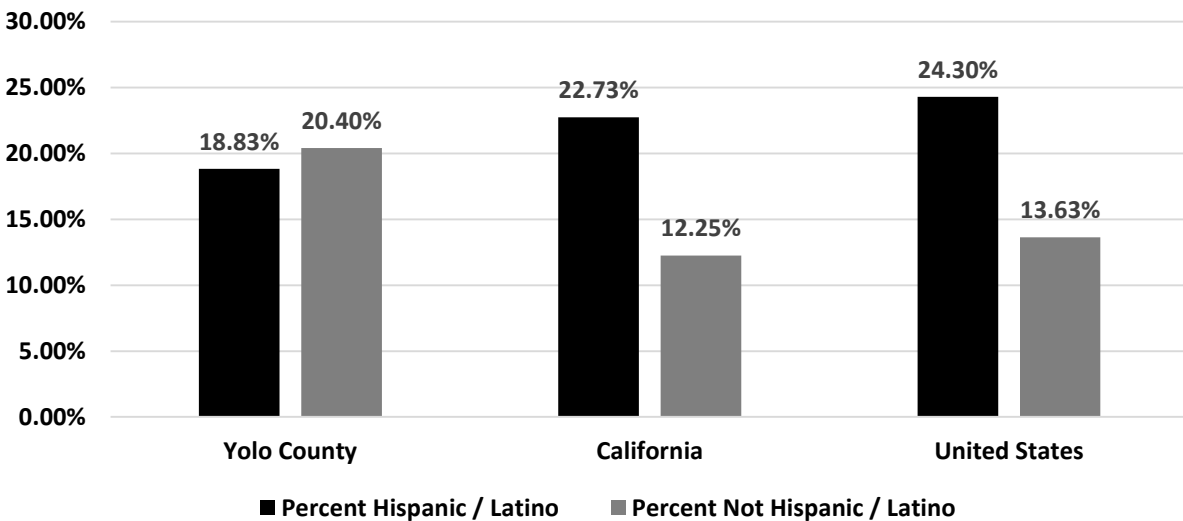
**Percent of Males and Females Living Below the Federal Poverty Level in 2015**



Data Source: US Census Bureau, American Community Survey

The first exception is that the percentage non-Hispanics/non-Latinos living below the federal poverty level (20.40%) in Yolo County constitutes a greater percentage than Hispanics/Latinos (18.72%). As demonstrated in the graph below, the opposite is true for California and the United States.

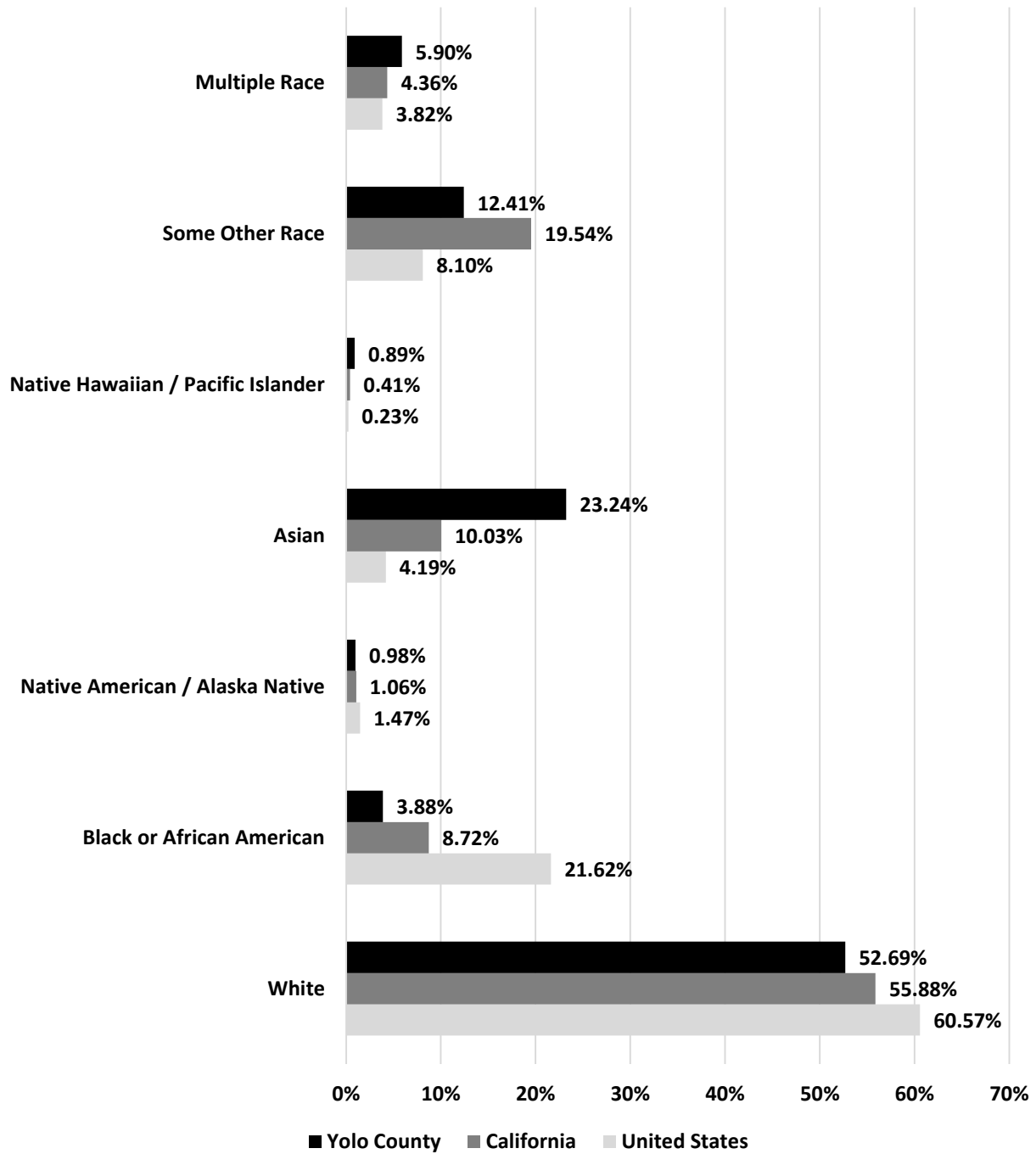
**Percent of Hispanic/Latinos and Not Hispanic/Latinos Living Below the Federal Poverty Level in 2015**



Data Source: US Census Bureau, American Community Survey

The second exception is that the percentage of Asians living below the federal poverty level (23.24%) in Yolo County constitutes nearly twice as much as the state's percentage (10.03%) and nearly five times as much as the nation's percentage (4.19%).

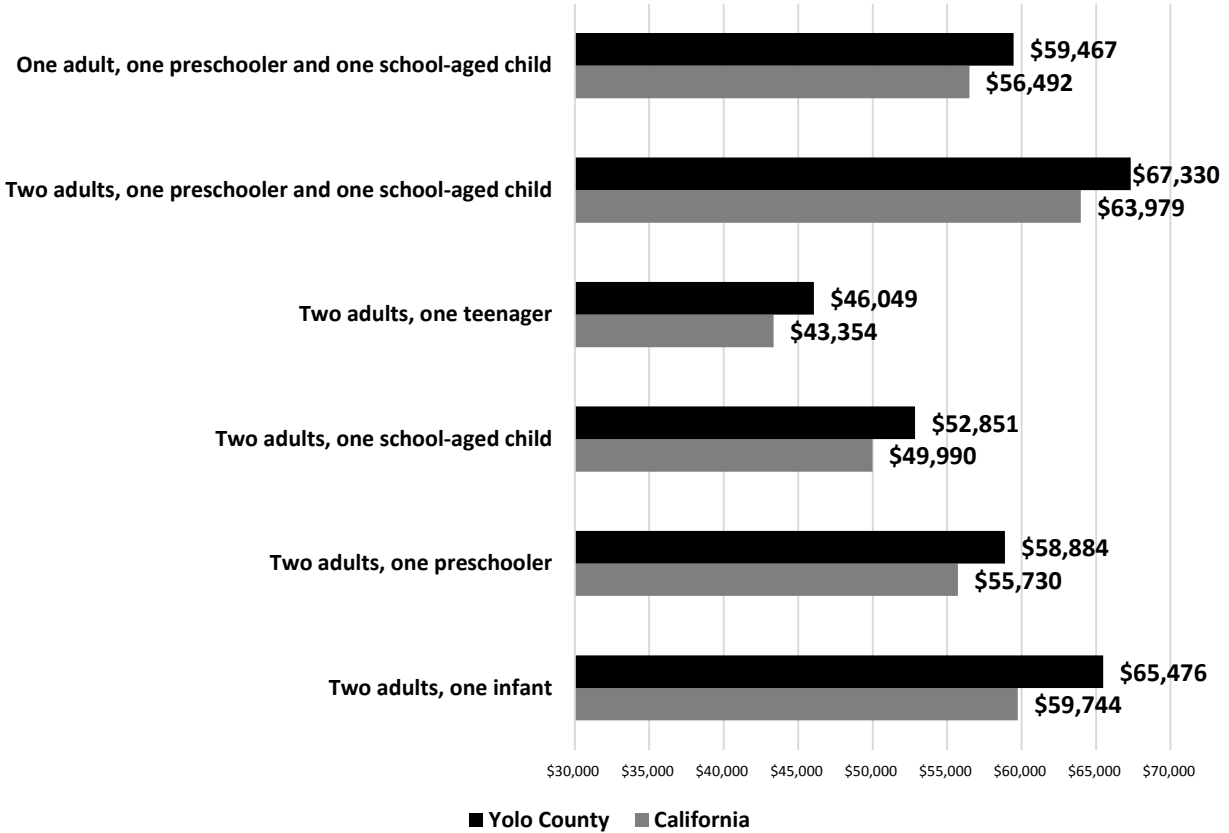
**Percent of Races Living Below the Federal Poverty Level in 2015**



Data Source: US Census Bureau, American Community Survey

As an alternative to the federal poverty level, the self-sufficiency standard (SSS) represents the estimated amount of money a family needs to adequately meet its basic needs. In 2014, the average SSSs for the six most common family types in Yolo County ranged from \$46,049 to \$67,330. In 2015, at least 34% (15,027) of Yolo County families earned less than \$50,000, meaning that they lived below the SSS.

**Estimated Annual Income Needed to Adequately Meet Basic Needs by Family Type in 2014**



Data Source: Center for Community Economic Development, "Self Sufficiently Tool for California." Retrieved from: <https://insightcced.org/tools-metrics/self-sufficiency-standard-tool-for-california/>

**Community Needs Assessment Methodology**

HHSA/CSAB used a two-pronged methodology to conduct its community needs assessment consisting of public forums and a survey. The following sections explain each approach in more detail.

**Public Forums**

To ensure HHSA/CSAB received input from all geographic areas within its service area, staff convened six public forums in the cities and/or unincorporated areas of Davis, Esparto, Knights Landing, West Sacramento, Winters, and Woodland. HHSA/CSAB publicly noticed the meetings by disseminating a County press release, posting the information at its County service centers, advertising in local newspapers, and distributing the information to all of its County stakeholder listservs.

At each public forum, staff provided an overview of the Community Services Block Grant and the community needs assessment process. Thereafter, staff invited attendees to provide testimony as to the needs of low-income residents. Staff recorded the testimony and coded the qualitative information into categories, which staff presented to CSAB as part of its community needs assessment results.

In total, 12 people provided testimony at the public forums. Representation varied from community based organizations to the County Office of Education and a local hospital.

### **Survey**

In an effort to collect quantitative data, HHSA/CSAB also administered a survey. The survey, available in electronic and paper formats as well as in English, Russian, and Spanish, allowed HHSA/CSAB to seek more standardized responses. Similar to the public forums, HHSA/CSAB publicly advertised the survey by disseminating a County press release, posting the information at its County service centers, and distributing the information to all of its County stakeholder listservs.

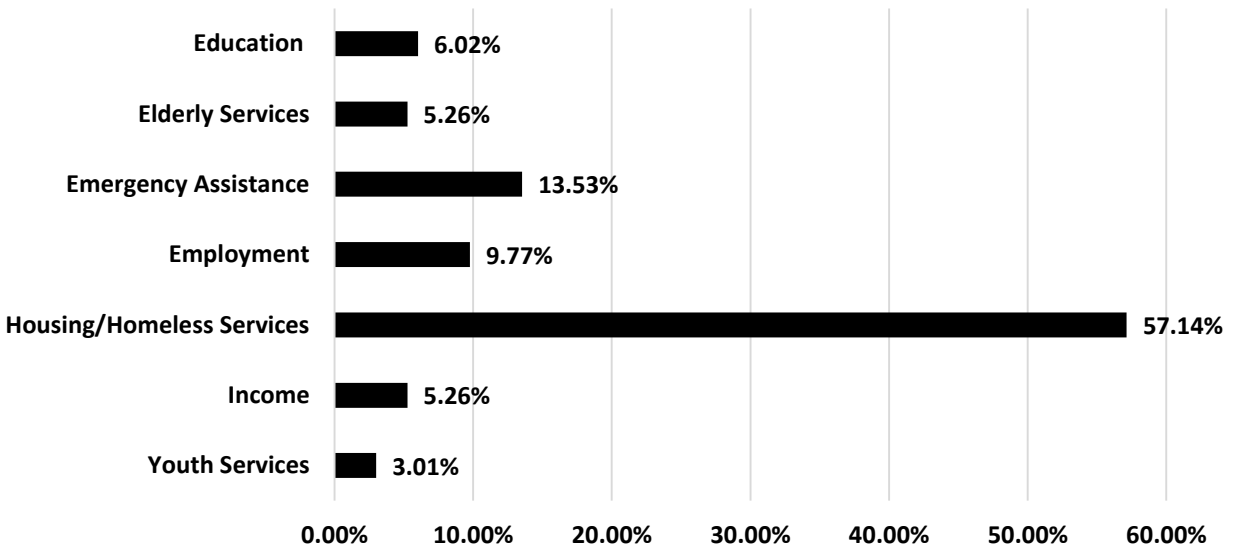
In total, HHSA/CSAB received 132 responses. Staff organized the results into graphs and tables, which staff presented to CSAB along with the coded data from its public forums.

### **Findings**

Based on both the qualitative and quantitative data collected, HHSA/CSAB identified housing/homeless services, emergency assistance, and employment assistance as key causes and conditions of poverty that need to be addressed.

As depicted in the figure below, 57.14 percent of survey participants rated housing/homeless services as the most pressing need for low-income individuals and families in Yolo County. Emergency assistance received the second highest rating with 13.53 percent followed by employment assistance with 9.77 percent.

**Survey Question—Which of the following do you think is the most pressing need for low-income individuals and families in Yolo County? Please mark one, most pressing need only.**



To further define the need, the table below features survey participants answers when asked to rate the need for each service within each larger category. The services are arranged in order of rating average from highest to lowest.

**Survey Question—Within each category, please rate the need for each service on a scale of 1 to 3 with**

**1 being rarely needed and 3 being very needed.**

<i>Answer Options</i>	<i>Rarely Needed</i>	<i>Somewhat Needed</i>	<i>Very Needed</i>	<i>Rating Average</i>
<i>Housing/Homeless Services — Help finding housing</i>	7	39	86	2.6
<i>Employment — Job skills training</i>	10	35	87	2.58
<i>Housing/Homeless Services — Supportive services to maintain permanent housing</i>	7	43	82	2.57
<i>Housing/Homeless Services — Transitional or bridge housing</i>	7	44	81	2.56
<i>Housing/Homeless Services — Help paying rent</i>	13	35	84	2.54
<i>Housing/Homeless Services — Help paying utilities</i>	7	53	72	2.49
<i>Education — Career/technical education assistance</i>	12	44	76	2.48
<i>Emergency Assistance — Emergency shelter</i>	13	42	77	2.48
<i>Youth Services — Parenting support and child development classes</i>	7	57	68	2.46
<i>Emergency Assistance — Food</i>	15	42	75	2.45
<i>Employment — Job placement assistance</i>	11	51	70	2.45
<i>Education — Life skills training</i>	10	57	66	2.42
<i>Elderly Services — In-home support services and care</i>	17	43	72	2.42
<i>Housing/Homeless Services — Eviction prevention</i>	15	47	70	2.42
<i>Youth Services — Childcare services</i>	11	55	66	2.42
<i>Elderly Services — Transportation assistance</i>	16	48	68	2.39
<i>Employment — Employer engagement and recruitment</i>	16	51	65	2.37
<i>Youth Services — Mentoring programs</i>	16	54	62	2.35
<i>Elderly Services — Meal delivery</i>	20	48	64	2.33
<i>Housing/Homeless Services — Legal services to overcome housing barriers</i>	15	59	58	2.33
<i>Youth Services — Tutoring assistance</i>	13	63	56	2.33
<i>Emergency Assistance — Clothing and other weather appropriate items</i>	18	63	51	2.25
<i>Income — Money management/credit repair classes</i>	20	65	47	2.2
<i>Education — English as second language classes</i>	26	56	51	2.19



<i>Education — Adult education programs</i>	21	68	44	2.17
<i>Education — Literacy classes</i>	30	57	45	2.11
<i>Income — Public benefits enrollment assistance</i>	28	64	40	2.09
<i>Income — Tax preparation/tax credit classes</i>	39	65	28	1.92

***Housing/Homeless Services***

Consistent with past findings, the recent assessment substantiated the overwhelming need for housing and homeless services. According to the assessment results, priorities within this category include housing navigation assistance, supportive services to assist persons maintain their permanent housing, eviction prevention assistance such as help paying rent and utilities, and transitional/bridge housing.

***Emergency Assistance***

The assessment also revealed the need for emergency assistance in the form of shelter, food, and supplies. This includes emergency shelter beds for persons and families experiencing homelessness, meals for food insecure persons and families, as well as supplies for persons and families in crises such as cold weather clothing or hygiene items.

***Employment Assistance***

A final need identified was employment assistance. Priorities within this category include providing job skills and technical training, helping persons to find and secure permanent employment, as well as conducting employer engagement.

Community Needs				
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
Housing/homeless services	Yes	Providing programs/services to find and keep safe, decent, and affordable housing.	HHSA/CSAB and its subcontractors work closely with the region's Continuum of Care (CoC) to ensure collaboration with all housing and homeless service providers in the community.	8
Emergency assistance	Yes	Providing programs/services to help persons meet the immediate needs of food, shelter, and clothing.	HHSA/CSAB and its subcontractors work closely with the region's Continuum of Care to ensure collaboration with all emergency assistance providers in the community.	8
Employment assistance	Yes	Providing programs/services to help persons find and keep meaningful employment.	HHSA/CSAB and its subcontractors work closely with the County's one-stop career centers, CalWORKs' welfare to work program, as well as Workforce Innovation and Opportunity Act services.	8

**Instructions:**

**Top Needs:** list the top needs from your most recent Needs Assessment

**Agency Priority:** Enter a Yes or No in the box to indicate if the need will be addressed directly or indirectly. If the need will not be met please provide explanation in narrative section below.

**Description of programs/services/activities:** Briefly describe the program, service or activity that your entity will directly provide.

**Coordination:** If your agency will address the need through coordination, describe what organizations and/or coalitions you will work with to meet the need, including the roles of each party.

**Page:** Please include the location where this information can be found.

DRAFT

**Insert Narrative (Explain why need will not be met.)**

While the community needs assessment identified housing/homeless services, emergency assistance, and employment assistance as its priorities, other categories identified during the input process included:

- Education
- Older adult services
- Income assistance
- Youth services

Given the limited amount of Community Services Block Grant (CSBG) funds, HHSA/CSAB plans to maximize impact by both subcontracting with community-based organizations and leveraging existing resources. Thus, despite not directly funding services in these categories, all CSBG dollars will indirectly support most needs. For example, many homeless service projects include case managers who teach clients financial literacy skills and offer clients support in obtaining higher education. In addition, most CSBG services serve all age ranges and use age-specific evidence based practices when appropriate.

## DOCUMENTATION OF PUBLIC HEARING(S)

[California Government Code 12747\(b\)-\(d\)](#) requires all eligible entities to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, agencies are to identify all testimony presented by the low-income and identify whether or not the concerns expressed by that testimony are addressed in the CAP.

Provide a narrative description of the agency’s public hearing process and methods used to invite the local community to the public hearing(s), and the methods used to gather the information about the low-income community’s needs. Examples include: Surveys, public forums, and secondary data collection.

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

**Public Hearing Process (Insert Narrative)**

HHSA/CSAB held a public hearing on May 9, 2017 at the County Library in Davis. Similar to when conducting its community needs assessment and advising its public forums and survey, HHSA/CSAB publicly noticed the hearing by disseminating a County press release and marketing in local newspapers.

Prior to the public hearing, staff posted a draft of its community action plan online so members of the public could read the plan in advance. At the hearing, staff invited attendees to provide testimony and/or comments. Staff recorded the testimony to share with CSAB members who ultimately decided whether the testimony warranted any changes to the draft plan. For any

testimony that went unaddressed, staff recorded the reason(s) why.

Below is an example of a diagram that can be used to capture and identify testimony of the low income.

Comment/Concern	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Job training needs	Yes	32	N/A
Transportation needs in ABC, CA	No	N/A	Due to limited funding, agency meets 50% of the transportation needs in ABC, CA.

#### Attachments

- Provide a copy of each public hearing notice published in the media.
- Provide a summary of all testimony presented by the low-income population:

\*\*Please see Appendix G and H for a copy of the public hearing press release and a copy of the public hearing notice published in the media\*\*

Comment/Concern	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Low-income housing	No		Due to the limited funding available, HHSA/CSAB cannot build more affordable housing; however, HHSA/CSAB plans to provide housing related supportive services to assist persons in retaining and securing low-income, permanent housing
Assistance with first and last month's rent	Yes	22	Not applicable
Dental care	No	Not applicable	Given the myriad of other needs, HHSA/CSAB was unable to prioritize

			dental care at this time
Job skills training	Yes	21	Not applicable
Long-term programming with at least two-year of continued supports	Yes	22	Not applicable
Housing services for women and families, including emergency shelter	Yes	22	Not applicable
Life skills training	Yes	24	Not applicable
Emergency shelter	Yes	22	Not applicable
Services dedicated to unincorporated/rural areas	No	Not applicable	HHSA/CSAB's intention is to provide services for all of Yolo County and does not have the resources to establish a dedicated project for the unincorporated/rural areas at this time
In the absence of permanent housing solutions, need transitional housing to fill the gap	Yes	22	Not applicable
Coordination between service providers for homeless individuals	Yes	23	Not applicable
Access to mental health care	Yes	21	Not applicable
Housing, crisis services	Yes	22	Not applicable
Youth services	No	Not applicable	HHSA/CSAB's intention is to provide services for all ages and does not have the resources to establish a dedicated project for just youth at this time
Trauma-informed services	Yes	23	Not applicable
Food assistance is not an emergency need, but a chronic need	Yes	22	Not applicable
Access to healthcare	Yes	20-21	

Mental health and substance use disorder treatment	Yes	22	
Affordable housing	No	Not applicable	Due to the limited funding available, HHSA/CSAB cannot build more affordable housing; however, HHSA/CSAB plans to provide housing related supportive services to assist persons in retaining and securing low-income, permanent housing
Need for more board and care facilities	No	Not applicable	Due to the limited funding available, HHSA/CSAB cannot build more board and care facilities at this time, but HHSA/CSAB will commit to advocating for this as part of its efforts
Until Yolo County has sufficient affordable housing, all the other services are just a stopgap in the struggle to avoid homelessness	No	Not applicable	Due to the limited funding available, HHSA/CSAB cannot build more affordable housing; however, HHSA/CSAB plans to provide housing related supportive services to assist persons in retaining and securing low-income, permanent housing
English second language classes	No	Not applicable	Given the myriad of other needs, HHSA/CSAB was unable to prioritize English second language classes at this time
Adult literacy	No	Not applicable	Given the myriad of other needs, HHSA/CSAB was unable to prioritize

			adult literacy at this time
More low income housing for families	No	Not applicable	Due to the limited funding available, HHSA/CSAB cannot build more affordable housing; however, HHSA/CSAB plans to provide housing related supportive services to assist persons in retaining and securing low-income, permanent housing

## FEDERAL ASSURANCES

Public Law 105-285 establishes programmatic assurances for the State and eligible entities as a condition of receiving CSBG funds. Provide a detailed narrative describing the activities your agency will conduct that will enable low-income families and individuals to achieve the programmatic purposes listed below. [\(Federal Assurances can be found on Public Law pages 2736-2739\)](#)

### 1. Programmatic Purposes

(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);

HHSA provides a variety of services, supported or leveraged by CSBG funds, designed to remove obstacles and solve problems that are barriers to self-sufficiency. Primary among such services is case management. CSBG funded case management provides whole person care that focuses on strengthening four target areas for each client, including (1) housing stability, (2) behavioral health, (3) physical health, and (4) self-sufficiency and purpose. More specifically, the case managers will develop plans for each client, which are likely to include:



- Assistance with securing personal identification and important documents
- Enrollment in benefits such as CalFresh, General Assistance, Medi-Cal, Supplemental Security Income, and/or Social Security Disability Insurance
- Connection to outpatient, mental health, and/or substance use treatment services
- Connection to primary care for physical health
- Placement in residential substance use disorder treatment, when determined appropriate and funding is available
- Assistance with child care, linkage to educational opportunities, transportation and classes on independent living skills
- For families, linkage with Yolo County's California Work Opportunity and Responsibility to Kids (CalWORKs) program
- For youth, linkage with Yolo County's Child/Transitional Aged Youth (TAY) programming
- For veterans, linkage with Yolo County's veterans services administration

(ii) secure and retain meaningful employment;

CSBG funded programs will assist persons to secure and retain meaningful employment by incorporating employment assistance into its case management. More specifically, case managers will assess each client's current employment readiness skills, and identify barriers to employment.

After learning about each client's needs, the case managers will create and implement an action plan as a supplement to their overall case plan. This will include help with job skills training and job search activities such as completing applications and writing resumes. Another integral component will be to linking to existing employment programs. Another component will be to develop and cultivate relationships with employers and employment support services to make for an easier matching and job placement process.

(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;

CSBG funded programs will assist persons to attain adequate education by incorporating education assistance into its case management. Similar to employment, case managers will create and implement an action plan as a supplement to their overall case plan based on each client's literacy and/or educational attainment goals. Some elements of the action plan are likely to include:

- Making referrals to adult education and literacy services within the community
- Providing tutoring assistance to schoolchildren
- Facilitating linkages to the County's One Stop Careers centers as well as Workforce Investment and Opportunity Action (WIOA) and CalWORKs' welfare to work programming whenever applicable

(iv) make better use of available income;

CSBG funded programs will assist persons to make better use of available income by incorporating financial literacy into its case management. More specifically, case managers will teach low-income individuals how to budget and how to resolve past debt problems. The case managers will also facilitate linkages to free tax assistance programs.

(v) obtain and maintain adequate housing and a suitable living environment;

CSBG funded programs will assist persons to obtain and maintain adequate housing as well as a suitable living environment by providing housing navigation and supportive services. More specifically, case manager responsibilities will include:

- Seeking out low cost rentals, subsidized units and vacant apartments
- Maintaining an extensive list of affordable housing options
- Partnering with the Yolo County Housing Authority for obtaining and maintaining available subsidy housing opportunities
- Building relationship with landlords who may be willing to negotiate lower rents or rent to people with poor rental or credit histories
- Matching client with appropriate housing and assisting them with applications
- Providing supportive services/after care services for at least two year (or indefinitely if a permanent supportive housing project) aimed at keeping clients housed, such as landlord mediations and eviction prevention activities that include financial literacy training and assistance with credit repair

In addition, CSBG funded programs will offer eviction prevention services by providing temporary rental and utility assistance.

(vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and

CSBG funded programs will assist persons to obtain emergency assistance by supporting services/programs that offer shelter, food, and clothing. Representing the most immediate and urgent needs, shelter, food, and clothing play an essential role in the community's overall social safety net.

For shelter, CSBG will fund emergency shelter and/or transitional housing beds for individuals and families experiencing homelessness. CSBG will also fund some limited temporary emergency motel vouchers for persons experiencing an immediate crisis where it poses a safety risk to have them remain in unsheltered homelessness.

For food, CSBG will fund the storage, transportation, and distribution of food to low-income individuals and families.

For clothing, CSBG will fund the purchase of clothing or other weather appropriate items for persons experiencing unsheltered homelessness.

(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 intervention in urban areas, to develop methodologies for widespread replication; and;

HSSA will support successful grassroots community interventions by providing CSBG funded staff to help plan and coordinate activities with community members and partners. At present, HSSA/CSAB uses CSBG to fund a portion of the County's Homeless Program Coordinator position.

Additionally, best practices are, and will continue to be, documented at the community level and incorporated into County scopes of work and service provision requirements for widespread replication. Within the County's homeless system, examples of best practices include the implementation of a full fidelity Housing First model and trauma informed care.

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

CSBG funded staff currently support and will continue to support partnerships with law enforcement agencies with the goal of reducing both criminal justice involvement and recidivism among low-income persons.

For example, community policing efforts are occurring in all three of Yolo County's major cities. The efforts include placing police officers with social workers to conduct joint outreach to homeless encampments. CSBG funded staff are also actively participating in the Stepping Up Initiative, which is a national effort to reduce the number of people with mental illness in jails. Lastly, CSBG funded staff commonly refer clients to the myriad of specialty and diversion courts available including mental health court, neighborhood court, and homeless neighborhood court.

Please indicate the activities your agency sponsors to satisfy the Federal Assurance listed in #1 above (check all that apply):

- Disaster Preparedness and Relief
- Energy Support
- Job Training
- Asset Development Programs
- Educational Support
- Career Development
- Volunteer Coordination Efforts
- Food Resources
- Health Education
- Tax Preparation /Tax Credit Information

- Mentoring
- Parent Support
- Child Development Information
- Medical Service Access
- Home Visiting/Case management
- Childcare Services/Head Start
- Other: Housing
- Other: [Click here to enter text.](#)

## 2. Needs of Youth

(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

Please select the types of programs your agency sponsors to address the needs of youth:

- Youth Mediation Programs
- Youth Mentoring Programs
- Tutoring
- Life Skills Training
- Youth Employment
- Entrepreneurship Programs for Youth
- Other: Youth Behavioral Health Services
- Other: [Click here to enter text.](#)
- Other: [Click here to enter text.](#)

### Narrative Response:

CSBG funded programs will address the needs of low-income youth by facilitating linkages to the community's various youth-specific services.

For example, Turning Point Community Programs offers an array of children as well as transition age youth behavioral health services. Embedded within these services are youth-specific evidence based practices such as youth peer mentors as well as child and family team meetings.

Another local provider who specializes in youth services is Empower Yolo. These services include individualized counseling, tutoring, mentoring, life skills training, and various enrichment activities such

as an academic leadership academy, a fitness club, and scholastic aptitude test preparation assistance.

(ii) after-school childcare programs

Similarly, CSBG funded programs will address the needs of low-income youth by facilitating linkages to the community's various after-school childcare programs.

Several entities within Yolo County's three largest cities offer after-school programs such as the Office of Education and the Young Men's Christian Association. In the unincorporated areas of the County, Rural Innovations in Social Economics and the library branches also offer after-school programs.

**3. Coordination of Other Programs**

(C) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts)

Please indicate the types of programs your agency coordinates services with:

- Local Workforce Investment Boards
- Social Service Departments
- CSBG MSFW Agency
- One-Stop Centers
- Child Care Centers
- Faith-Based Organizations
- Community Based Organizations
- Other: Hospitals
- Other: Health Care Providers
- Other: Veteran Service Providers
- Other: Behavioral Health Providers

Narrative Response:

HHSA/CSAB actively coordinates with dozens of entities, including, but not limited to:

- City of Davis
- City of West Sacramento
- City of Winters
- City of Woodland
- CommuniCare Health Centers, Inc.
- Housing Authority of Yolo County
- Davis Community Church
- Davis Community Meals and Housing
- Department of Rehabilitation
- Elica Health Centers
- Empower Yolo
- Fourth and Hope

- Legal Services of Northern California
- Rural Innovations in Social Economics, Inc.
- Sacramento Employment Training Agency
- Sacramento Steps Forward
- Sutter Davis Hospital
- Turning Point Community Programs
- University of California, Davis
- Workforce Innovation and Opportunity Act/Workforce Investment Board
- Woodland Community College
- Woodland Memorial Hospital
- Yolo Community Care Continuum
- Yolo County Children's Alliance
- Yolo County District Attorney's Office
- Yolo County Food Bank
- Yolo County Office of Education
- Yolo County Probation
- Yolo County Public Defender's Office
- Yolo County Sheriff's Department

#### **4. Emergency Food and Nutrition**

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.

HHSA subcontracts with local agencies to provide a variety of services needed to counteract the conditions of starvation and malnutrition among low-income individuals and families, including:

- Food delivery for low-income individuals, families, and homebound seniors
- Food acquisition
- Storing, transporting, and distributing food to the hungry through community-based organizations and school-programs
- Meals that are provided through various hot meals, emergency shelter and transitional housing programs

Additionally, HHSA administers CalFresh and provides information and referral to food closets, meals programs, and food distribution programs.

#### **5. Employment and Training**

Describe how your agency will coordinate with, and establish linkages between, governmental and other social services programs to assure the effective delivery of services and avoid duplication; and describe coordination of employment and training activities as defined in section 3 of the Workforce Innovation and Opportunity Act [29 U.S.C. 3102]. .

Please indicate the types of entities your agency coordinates services with:

- Workforce Investment Boards
- Social Service Departments
- One-Stop Centers
- Child Care Centers
- Faith-Based Organizations
- Local Colleges
- Adult Education programs
- Job Training Organizations
- CSBG MSFW Agency
- CalWORKS
- Community Based Organizations
- Substance Abuse Treatment Providers
- Other: [Click here to enter text.](#)
- Other: [Click here to enter text.](#)
- Other: [Click here to enter text.](#)

Narrative Response:

HHS has been involved in and will continue to be involved in many collaborative efforts with governmental and other social service programs to avoid duplication and to create a more efficient service delivery system for low-income residents.

**6. Low-Income Home Energy Assistance**

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 XXVI (relating to low-income home energy assistance) are conducted in the community.

HHS ensures the coordination between antipoverty programs and utilization of emergency energy crisis intervention programs under title XXVI when appropriate by continually providing training to its subcontractors about the program's eligibility requirements and benefits.

**7. Faith-Based Organizations, Charitable Groups, and Community Organization Partnerships**

Describe how your agency 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.

Please select the various organizations that your agency forms partnerships to serve low-income residents in your service area, check all that apply:

- Local school districts
- Social Service Departments
- State agencies
- Colleges
- Faith-Based Organizations
- Community Based Organizations
- Local Utility Companies
- Charitable Organizations
- Homeless Programs
- Participant in County Taskforce
- Local Food Banks
- Other: Hospitals
- Other: Law Enforcement Agencies
- Other: Health Care Providers

**Narrative Response:**

HHSA will coordinate with other programs serving low-income individuals and families by continuously seeking out partnerships. For example, within the County's homeless system, HHSA convenes multidisciplinary meetings, bringing together various stakeholders from different service areas to discuss cases. This team-based approach very much facilitates interdependency among agencies by cross-training staff in concepts and methodologies from different disciplines and promoting awareness of resources that each agency might provide.

**8. Establishment of Procedures for Adequate Board Representation**

Describe your agency's procedures for establishing adequate board representation under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism).

As mandated by federal statute and its bylaws, CSAB maintains a tripartite board comprised of five low-income members, five members representing each Board of Supervisor district, and five private sector members. This structure not only ensures adequate board representation, but also equitable geographic representation.

To further ensure adequate representation, particularly for its low-income members, CSAB outlines a petition process in its bylaws. The petition process includes instructions for the petitioner and procedures for how CSAB should respond to the petition. In all matters, HHSA/CSAB recognizes the importance of this mechanism and welcomes being held accountable.

**9. Cost and Accounting Standards**

Describe how your agency will ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds.



HHSA's fiscal unit monitors costs and uses Generally Accepted Accountability Principles to audit all expenditures billed against CSBG funds. To ensure subcontractor compliance with CSBG regulations, staff conducts an annual fiscal and programmatic onsite monitoring. If the County identifies any areas where the subcontractor is out of compliance, the County issues a written report with recommendations for improvement. The County also provides technical assistance to help the subcontractor resolve the issue.

Additionally, the Yolo County Department of Financial Services includes the CSD Supplemental Audit Guide in its fiscal procedures. The County also retains an outside certificated public accountant firm to conduct an annual single audit.

### **10. Service Delivery System**

- a. Provide a description of your agency's service delivery system, for services provided or coordinated with CSBG funds targeted to low-income individuals and families in communities within the State.
  
- b. 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 an in-depth analysis of performance data.

To improve service delivery and enhance impact for individuals, families, and communities with low-incomes, HHSA continued its efforts to become a fully integrated agency. Creating a "no wrong door" approach, the County integrated its Department of Employment and Social Services, Department of Alcohol, Drug, and Mental Health, and Public Health Department into one agency and converted its organizational structure to reflect the populations served—Adult and Aging; Child, Youth and Family; Community Health; and Service Centers. The result of such reorganization eliminates the need for clients to navigate multiple systems and allows for the efficient and seamless provision of appropriate services no matter where the clients enters.

As part of the integration, HHSA also restructured how it administers CSBG funding. Formerly housed within the Department of Employment and Social Services, the County's Homeless Services Unit now oversees the provision of CSBG funds. Since the County uses the majority of its funds to assist persons who are experiencing or at-risk of homelessness, this transition proved effective in creating a more well-managed program.

Another service delivery system improvement was the hiring of a Clinical Supervisor to oversee the County's Homeless Services Unit. This addition is improving the quality of clinical services as each client is receiving more individualized care based upon his or her level of need.

A final example was that HHSA began shifting its efforts more towards evidence-based practices. For example, during FY 2016 the County started implementing a full-fidelity Housing First model whenever possible. While difficult given the community's lack of affordable housing, the County prioritized providing immediate emergency shelter and wraparound supportive services to some of the most vulnerable persons experiencing homelessness in Yolo. This approach led to many permanent housing placements that may not have occurred without the short-term stabilization of having emergency shelter immediately following identification.

### **11. Linkages**

Describe how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

Linkages play a critical role in filling identified gaps in services. HHSa and its subcontractors ensure linkages occur by providing extensive training to staff on available resources within the community.

Moreover, for some services/programs, the community already has an established infrastructure for referrals. For example, the region's homeless Continuum of Care (CoC) uses coordinated entry to (1) assess all persons experiencing homelessness with a standard tool, (2) determine the appropriate level of care, and (3) prioritize serving the most vulnerable individuals first. In this way, coordinated entry facilitates the exchange of information among providers by directing linkages to appropriate services within the region's homeless system.

### **12. Funds Coordination**

Describe how CSBG funds will be coordinated with other public and private resources.

HHSa coordinates CSBG funds with other public and private resources in two ways.

First, HHSa uses a competitive bid process to disburse the majority of CSBG funds to community-based organizations via subcontracts. Subcontracting not only encourages collaboration, but also maximizes CSBG funds as community-based organizations can provide services/programs at a lower cost than the County.

Second, HHSa uses CSBG funds to leverage existing resources. Often, the competitive bid process prohibits proposals from using funds to supplant already existing services/programs. Rather proposals must use funds to create new programs or supplement already existing services/programs. Moreover, HHSa/CSAB carefully considers existing resources when conducting its community needs assessment and when writing its community action plan. In this way, HHSa/CSAB strives to allocate CSBG funds to fill gaps in the current continuum of services, which requires coordination with other public and private resources.

### **13. Innovative Community and Neighborhood Initiatives (Including Fatherhood/Parental Responsibility)**

Describe how your agency will use funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle which may include fatherhood and other initiatives with the goal of strengthening families and encouraging effective parenting.

Please select the community and neighborhood initiatives your agency will use to fulfill the purpose of this subtitle:

- Fatherhood Strengthening Classes
- Counseling
- Non-court-ordered parenting classes
- Co-parenting communication skills
- Classes assisting incarcerated or recently paroled men
- Job training and employment assistance
- Other:
- Other:
- Other: Click here to enter text.

**Narrative Response:**

CSBG funded programs will support innovative community and neighborhood-based initiatives by incorporating the goals of strengthening families and encouraging effective parenting into its case management practices. Doing so may include enrolling clients in counseling, therapy, and parenting classes. It may also include providing job training and employment assistance.

## STATE ASSURANCES

California State Law establishes assurances for the State and eligible entities. Provide narrative descriptions of how your agency is meeting each assurance.

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

In the event of reduced federal funding, HHSA’s contingency plan includes the following measures.

- As stated previously, a common practice in its competitive bid process is to require subcontractors to use CSBG funds to supplement, rather than to supplant existing services/programs. This ensures the service/program has at least one other funding source should the government reduce or eliminate CSBG funds.
- To further mitigate the impacts of reduced or eliminated CSBG funding, HHSA would work in partnership with CSAB to analyze each service/program and determine how to best leverage available resources. Based on the priorities identified by the most recent community needs assessment, HHSA/CSAB would devise a leveraging plan with each subcontractor. A large component of the plan would include assistance identifying and securing alternate funding sources.
- A final contingency measure is HHSA’s commitment to continually pursue and help other community-based organizations pursue competitive grant opportunities. For example, during the 2015-16 fiscal year, the County’s Homeless Services Unit augmented its annual budget for homeless services by over \$3 million simply by applying for more grants.

[California Government Code § 12760](#): Community action agencies funded under this article shall coordinate their plans and activities with other eligible entities 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.

HHSA coordinates plans and activities to avoid duplication of services in several ways.

- First, in writing its Community Action Plan, HHSA/CSAB carefully considers existing services and target populations so as not to duplicate efforts. Rather than replicate already existing services, HHSA/CSAB strives to address gaps in its current continuum of services.
- Second, HHSA highly values coordination. Whenever possible, HHSA/CSAB strives to create a systemic response to poverty. A key component of this is using its Community Action Plan to focus on communitywide outcomes. Doing so encourages responsiveness from the whole community, rather than individual agencies.
- Third, HHSA conducts continuous monitoring throughout the year to ensure CSBG funded programs are operating according to the terms within their executed contracts. This ensures equity by holding subcontractors accountable to same set of standards.

[California Government Code §12768](#): Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other eligible entities funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not an MSFW entity, please write “not applicable”.

Not applicable.

## INDIVIDUAL AND COMMUNITY ELIGIBILITY REQUIREMENTS

Describe how your agency verifies participant income eligibility:

- Pay Stubs
- Social Security Award Letters
- Bank Statements
- Tax Statements
- Zero-income Statements

Unemployment Insurance Letters

Qualification for other need-based program, describe

Other, describe:

Income eligibility for general/short term services: For services with limited in-take procedures (where individual income verification is not possible or practical), describe how your agency generally verifies income eligibility for services? An example of these services is emergency food assistance.

HHS ensures that all subcontractors use the current Federal Poverty Income Level to determine income eligibility. Unfortunately, not all potential clients have income documentation, so in some cases, the subcontractors use signed self-declaration forms. HHS, through annual monitoring visits, verifies these self-declaration forms.

Community-targeted services: For services that provide a community-wide benefit (e.g. development of community assets/facilities; building partnerships with other organizations), describe how your agency ensures the services target low-income communities?

HHS utilizes a well-established group of subcontractors to provide community-wide benefits. HHS verifies that these providers target low-income individuals through quarterly reports, monthly invoicing, and annual monitoring visits.

## **MONITORING AND EVALUATION**

CSBG eligible entities are required to be actively involved in the evaluation of your community action programs. Provide a narrative description of the specific method(s) of evaluation, frequency, and monitoring conducted that ensures high standards of program and fiscal performance.

1. Describe your methods for evaluating programs and services.

To evaluate programs and services, HHSA requires its subcontractors to do the following:

- Submit monthly expenditure claims
- Submit quarterly performance measure reports
- Submit biannual 801 and 295 reports

In addition, HHSA conducts an annual onsite monitoring visit, where HHSA evaluates both fiscal and programmatic compliance. The fiscal monitoring includes an analysis of expenditures and a review of internal control procedures, while the programmatic monitoring includes an evaluation of fidelity to the contract's scope of work.

2. Describe the frequency of evaluations conducted.

Despite largely following the schedule listed above, the frequency of evaluations is also dependent on outcomes and findings. For example, if a subcontractor reports lower than expected outcomes, HHSA will seek further explanation. Additionally, if HHSA determines that a subcontractor is non-compliant with one or more fiscal/programmatic requirement(s) than HHSA may conduct more frequent visits until the issue is resolved.

3. Describe specific monitoring activities and how they are related to establishing and maintaining the integrity of the CSBG program.

As described previously, HHSA's monitoring includes two primary activities.

The first activity is the submission of quarterly and biannual reports. The reports allow HHSA to continuously evaluate the provision of services and progress towards addressing the needs identified in the community action plan.

The second activity is an annual fiscal and programmatic onsite monitoring. The visits allow HHSA to verify compliance with fiscal and programmatic requirements. HHSA documents the visits by writing reports and issuing recommendations for improvement.

Overall, both activities maintain the integrity of the CSBG program by encouraging transparency and holding subcontractors accountable.

## DATA COLLECTION

The success of the CSBG Network relies heavily on the quality and relevance of data collected on individuals and families served. To comply with the requirements set forth by OCS with the [State and Federal Accountability Measures](#), provide a narrative description on your agency's data collection and reporting process. Explain how your agency ensures accurate data is collected and reported on ALL agency activities, not just CSBG funded activities. Describe the system(s) your agency has in place to ensure accuracy, review the data prior to submission to the State, and how the data is used, analyzed and acted on to improve agency programs and services.

Describe the data collection process.

While the data collection process varies depending on the type of service/program, HHSA generally requires each subcontractor to collect information on the data elements necessary to complete the 801 and 295 reports. If there is a data collection system where the data can be easily stored and extrapolated, such as the Homeless Management Information System, HHSA is also likely to require its usage.

Describe the data reporting process.

To assist its subcontractors with the data reporting process, each year HHSA includes an updated timeline of due dates as an exhibit within the executed contract. To further ensure timely report submission, an HHSA analyst sends a reminder to the subcontractors at least two weeks in advance of the due date.

Once HHSA receives the data, an analyst tabulates the information by collating each subcontractor's report to create a comprehensive, countywide report.

To ensure data quality and accuracy, the analyst compares data with previous submissions if available. The analyst also crosschecks the information with the information stored within the data collection system if applicable.

Describe how the data is used, analyzed and acted on to improve agency programs and services.

HHSA uses the quarterly performance measurement data to inform CSAB of its progress. If the data suggests poor performance, HHSA/CSAB will work with the subcontractor to determine the cause of the poor performance and establish a technical assistance plan to meet the goal in the future.

## **CSBG/NATIONAL PERFORMANCE INDICATORS (NPI) CAP PROJECTIONS**

The Office of Community Services (OCS) published [CSBG IM #152 Annual Report](#) on January 19, 2017. The CSBG Annual Report replaces the current CSBG IS and includes an updated set of CSBG outcome measures that will replace the current NPI structure. CSBG Eligible Entities will begin data collection with the new structure beginning October 2017. As more information is gathered CSD will ask agencies to complete their projections in accordance with the new outcome reporting structure.

## **APPENDICES (OPTIONAL)**

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

DRAFT



# APPENDIX A: PUBLIC FORUM/SURVEY PRESS RELEASE

5/3/2017

Yolo County : County Press Releases : Seeking Input on Services for Low-Income Residents

## County Press Releases

### **Seeking Input on Services for Low-Income Residents**

**Post Date:** 03/24/2017 11:07 AM

#### Press Release

(Woodland, CA) – The Community Services Action Board is seeking input on how to better address the needs of low-income individuals and families that reside in Yolo County. The feedback will be used to set service priorities for the 2018-19 Community Services Block Grant funding cycle. Established by the federal government in 1968, the Community Services Block Grant is dedicated to assisting persons living in poverty. Examples of currently funded services in Yolo County include emergency food and shelter, as well as homeless prevention.

To participate in the survey, visit: [www.surveymonkey.com/r/YoloCountyLow-IncomeNeedsSurvey](http://www.surveymonkey.com/r/YoloCountyLow-IncomeNeedsSurvey). To obtain paper surveys (including Russian and Spanish translations) visit any one of Yolo County's Service Centers located in West Sacramento (500 Jefferson Boulevard), Winters (111 East Grant Avenue) or Woodland (25 North Cottonwood Street). The deadline to respond is Friday, April 7.

In addition to the survey, Yolo County is convening six public forums to solicit further input.

Monday, April 3, 4:00-5:00 p.m. in Knights Landing  
Yolo County Library, Knights Landing Regional Branch, 42351 Third Street

Tuesday, April 4, 6:00-7:00 p.m. in Davis  
St. Martin's Episcopal Church, Rooms 6 and 7, 640 Hawthorne Lane

Wednesday, April 5, 6:00-7:00 p.m. in West Sacramento  
Health & Human Services Agency, A Building, River City Room, 500 Jefferson Blvd

Thursday, April 6, 1:00-2:00 p.m. in Winters  
Winters Community Library, Margaret Parson Room, 708 Railroad Avenue

Thursday, April 6, 6:00-7:00 p.m. in Woodland  
Health & Human Services Agency, Gonzalez Building, Community Room, 25 North Cottonwood Street

Friday, April 7, 1:30-2:30 p.m. in Esparto  
Esparto Regional Branch Library, Wintun Community Room, 17065 Yolo Avenue

For more information about Yolo County's Community Services Action Board, visit the Homeless Services webpage under the Health and Human Services menu at [www.yolocounty.org](http://www.yolocounty.org).

*[Return to full list >>](#)*

# APPENDIX B: PUBLIC FORUM/SURVEY PRESS RELEASE PUBLISHED IN DAILY DEMOCRAT NEWSPAPER

5/3/2017

Yolo County planning forums on assisting low-income residents

Daily Democrat (<http://www.dailydemocrat.com>)

Go Back

Print Page

## Yolo County planning forums on assisting low-income residents

*By Democrat staff*

Friday, March 24, 2017

Yolo County's Community Services Action Board is seeking input on how to better address the needs of low-income individuals and families that reside in Yolo County.

According to the county's Public Information Officer, Beth Gabor, the feedback will be used to set service priorities for the 2018-19 Community Services Block Grant funding cycle.

"Established by the federal government in 1968, the Community Services Block Grant is dedicated to assisting persons living in poverty," she reported. "Examples of currently funded services in Yolo County include emergency food and shelter, as well as homeless prevention."

In addition to a planned survey, Yolo County is also convening six public forums to solicit further input.

Those forums are planned for:

- 4 to 5 p.m., Monday, April 3, at the Knights Landing Regional Branch Library, 42351 Third Street.
- 6 to 7 p.m., Tuesday, April 3, at St. Martin's Episcopal Church, Rooms 6 and 7, 640 Hawthorne Lane.
- 6 to 7 p.m., Wednesday, April 5, at the Health & Human Services Agency, A Building, River City Room, 500 Jefferson Blvd., West Sacramento.
- 1 to 2 p.m., Thursday, April 6, at the Winters Community Library, Margaret Parson Room, 708 Railroad Ave.
- 1:30 to 2:30 p.m., Friday, April 7, at the Esparto Regional Branch Library, Wintun Community Room, 17065 Yolo Ave.

To participate in the survey, visit: [www.surveymonkey.com/r/YoloCountyLow-IncomeNeedsSurvey](http://www.surveymonkey.com/r/YoloCountyLow-IncomeNeedsSurvey).

To obtain paper surveys (including Russian and Spanish translations) visit any one of Yolo County's Service Centers located in West Sacramento (500 Jefferson Boulevard), Winters (111 East Grant Avenue) or Woodland (25 North Cottonwood Street).

The deadline to respond is Friday, April 7.

Go Back

Print Page

URL: <http://www.dailydemocrat.com/general-news/20170324/yolo-county-planning-forums-on-assisting-low-income-residents>

© 2017 Daily Democrat (<http://www.dailydemocrat.com>)

## APPENDIX C: PUBLIC FORUM FLYER



# COMMUNITY INPUT NEEDED

The Yolo County Community Services Action Board (CSAB) wants your input on how to better address the needs of low-income individuals and families.

**Please consider attending one of HHSA's scheduled meetings and share your ideas.**

CSAB will incorporate your feedback into its two-year plan to combat poverty.



## SCHEDULED MEETINGS

**Monday, April 3, 4:00-5:00  
p.m.**

**Yolo County Library, Knights  
Landing Regional Branch,  
42351 Third Street, Knights  
Landing**

**Tuesday, April 4, 6:00-7:00  
p.m.**

**St. Martin's Episcopal  
Church, Rooms 6 and 7, 640  
Hawthorne Lane, Davis**

**Wednesday, April 5, 6:00-  
7:00 p.m.**

**Health & Human Services  
Agency, A Building, River  
City Room, 500 Jefferson  
Blvd, West Sacramento**

**Thursday, April 6, 1:00-2:00  
p.m.**

**Winters Community Library,  
Margaret Parson Room, 708  
Railroad Avenue, Winters**

**Thursday, April 6, 6:00-7:00  
p.m.**

**Health & Human Services  
Agency, Gonzalez Building,  
Community Room, 25 North  
Cottonwood Street,  
Woodland**

**Friday, April 7, 1:30-2:30 p.m.**

**Esparto Regional Branch  
Library, Wintun Community  
Room, 17065 Yolo Avenue,  
Esparto**

# APPENDIX D: PUBLIC FORUM AGENDA



## COUNTY OF YOLO

Health and Human Services Agency

---

Community Services Action Board

### Community Services Block Grant Public Forum Agenda

- 1) Welcome and Introductions ..... 5 Minutes
- 2) Context Setting..... 10 Minutes
  - Purpose of the Forum
  - Background of the Community Services Block Grant
- 3) Group Brainstorm ..... 30 Minutes
  - Education
  - Elderly services
  - Emergency assistance
  - Employment
  - Housing/homeless services
  - Income
  - Youth services
- 4) Criteria for Selection ..... 10 Minutes
- 5) Next Steps ..... 5 Minutes

# APPENDIX E: PUBLIC FORUM HANDOUT



## COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

### Community Services Block Grant Public Forum Overview

#### **Purpose of Forum**

---

The purpose of today's forum is to collect input on the needs of low-income individuals and families living in Yolo County. The County will incorporate the feedback into its two-year plan for how to allocate Community Services Block Grant funding.

#### **Background on the Community Services Block Grant**

---

Established under the Economic Opportunity Act of 1964, the Community Services Block Grant was created by President Lyndon B. Johnson as part of his "War on Poverty" initiative.

Each year, Yolo County receives approximately \$300,000 in funding. In partnership with various community-based organizations, the County uses the funding to offer services meant to encourage self-sufficiency among low-income persons.

#### **Eligible Services**

---

Federal statute defines the following as services eligible to be funded by the Community Services Block Grant:

- **Education**—getting an adequate education
- **Elderly services**—addressing the needs of the elderly
- **Emergency assistance**—meeting the immediate needs of food, shelter, and clothing
- **Employment**—finding and keeping meaningful employment
- **Housing/homeless services**—finding and keeping safe, decent, and affordable housing
- **Income**—securing stable income and making better use of income
- **Youth services**—addressing the needs of youth

#### **Evaluative Criteria**

---

Given the limited amount of funding, it is important to establish some evaluative criteria. The criteria will help the Yolo County Community Services Action Board as well as the Board of Supervisors prioritize input and ultimately select which services to fund. Here are several examples of commonly used criteria and their definitions:

- **Efficiency**—the ability to accomplish an activity or perform a task with the least waste of time and effort
- **Equity**—to institute something that is fair
- **Legality**—the quality or state of being in accordance with the law
- **Political acceptability**—to be considered within the realm of what is appropriate by political decision makers
- **Executability**—the ability to accomplish a plan, taking into consideration the various constraints that may impact execution

# APPENDIX F: PAPER VERSION OF SURVEY



## COUNTY OF YOLO

Health and Human Services Agency

### Community Services Action Board Low-Income Needs Survey

The Yolo County Community Services Action Board (CSAB) wants your input on how to better address the needs of low-income individuals and families. Please complete this anonymous survey and CSAB will incorporate your feedback into its two-year plan to combat poverty.

**1. Which category best describes your affiliation? Please mark one, most applicable answer only.**

- Low-income resident of Yolo County
- Resident of Yolo County
- Community-based organization representative
- Elected official
- Other, please specify: \_\_\_\_\_

**2. Which of the following do you think is the most pressing need for low-income individuals and families in Yolo County? Please mark one, most pressing need only.**

- Education — Getting an adequate education
- Elderly services — Addressing the needs of the elderly
- Emergency assistance — Meeting the immediate needs of food, shelter, and clothing
- Employment — Finding and keeping meaningful employment
- Housing/homeless services — Finding and keeping safe, decent, and affordable housing
- Income — Securing stable income and making better use of income
- Youth services — Addressing the needs of youth

**3. Within each category, please rate the need for each service on a scale of 1 to 3 with 1 being rarely needed and 3 being very needed.**

CATEGORY	SERVICE	RARELY NEEDED	SOMEWHAT NEEDED	VERY NEEDED
EDUCATION	Adult education programs	1	2	3
	English as second language classes	1	2	3
	Life skills training	1	2	3
	Literacy classes	1	2	3
	Career/technical education assistance	1	2	3
ELDERLY SERVICES	In-home support services and care	1	2	3
	Meal delivery	1	2	3
	Transportation assistance	1	2	3
EMERGENCY ASSISTANCE	Clothing and other weather appropriate items	1	2	3
	Emergency shelter	1	2	3
	Food	1	2	3
EMPLOYMENT	Employer engagement and recruitment	1	2	3
	Job placement assistance	1	2	3
	Job skills training	1	2	3

CATEGORY	SERVICE	RARELY NEEDED	SOMEWHAT NEEDED	VERY NEEDED
HOUSING/ HOMELESS SERVICES	Eviction prevention	1	2	3
	Help finding housing	1	2	3
	Help paying rent	1	2	3
	Help paying utilities	1	2	3
	Legal services to overcome housing barriers	1	2	3
	Supportive services to maintain permanent housing	1	2	3
	Transitional and bridge housing	1	2	3
INCOME	Money management and credit repair classes	1	2	3
	Public benefits enrollment assistance	1	2	3
	Tax preparation and tax credit classes	1	2	3
YOUTH SERVICES	Childcare services	1	2	3
	Mentoring programs	1	2	3
	Parenting support and child development classes	1	2	3
	Tutoring assistance	1	2	3

**4. Use the space below for additional ideas and/or comments:**

Thank you for your feedback! Please return the survey by mailing it to:

Attn: Tracey Dickinson  
 Yolo County Health and Human Services Agency  
 137 North Cottonwood Street, Suite 2500  
 Woodland, CA 95695

The deadline to submit is April 7, 2017. For questions, please contact Tracey Dickinson at [Tracey.Dickinson@yolocounty.org](mailto:Tracey.Dickinson@yolocounty.org).

Additionally, CSAB invites you to tell us more in person by attending one of our upcoming public forums.

Monday, April 3, 4:00-5:00 p.m. in Knights Landing  
 Yolo County Library, Knights Landing Regional  
 Branch, 42351 Third Street

Thursday, April 6, 1:00-2:00 p.m. in Winters  
 Winters Community Library, Margaret Parson Room,  
 708 Railroad Avenue

Tuesday, April 4, 6:00-7:00 p.m. in Davis  
 St. Martin's Episcopal Church, Rooms 6 and 7, 640  
 Hawthorne Lane

Thursday, April 6, 6:00-7:00 p.m. in Woodland  
 Health & Human Services Agency, Gonzalez Building,  
 Community Room, 25 North Cottonwood Street

Wednesday, April 5, 6:00-7:00 p.m. in W. Sacramento  
 Health & Human Services Agency, A Building, River  
 City Room, 500 Jefferson Blvd

Friday, April 7, 1:30-2:30 p.m. in Esparto  
 Esparto Regional Branch Library, Wintun Community  
 Room, 17065 Yolo Avenue

## APPENDIX G: PUBLIC HEARING PRESS RELEASE

5/3/2017

Yolo County : County Press Releases : Public Hearing for Plan to Serve Low-Income Residents May 9

### County Press Releases

#### **Public Hearing for Plan to Serve Low-Income Residents May 9**

**Post Date:** 04/17/2017 4:24 PM

#### Press Release

(Woodland, CA) – Yolo County's Community Services Action Board is hosting a public hearing to receive input on its two-year plan to better address the needs of low-income individuals and families that reside in Yolo County. The feedback will be used to set service priorities for the 2018-19 Community Services Block Grant funding cycle. Established by the federal government in 1964, the Community Services Block Grant is dedicated to assisting persons living in poverty.

The public hearing will be held on Tuesday, May 9 at 4:30 p.m. at Yolo County's Mary L. Stephens Davis Branch Library in the Blanchard Room, located at 315 East 14th Street in Davis.

A copy of the proposed plan will be posted at least five days prior to the noticed hearing on the Community Services Action Board webpage at [www.yolocounty.org](http://www.yolocounty.org) (select Health & Human Services menu > Homeless Services (under Adult & Aging sub-heading > Community Services Action Board (on left-hand menu).

*[Return to full list >>](#)*



# APPENDIX H: PUBLIC HEARING PRESS RELEASE PUBLISHED IN DAVIS ENTERPRISE NEWSPAPER

5/3/2017

Input sought on low-income needs

## THE DAVIS enterprise

YOLO COUNTY NEWS

Briefly

### Input sought on low-income needs

By Enterprise staff

April 18, 2017

HOME

f Share

🐦 Tweet

NEWS

WEB UPDATE

Yolo County's Community Services Action Board is hosting a public hearing to receive input on its two-year plan to better address the needs of low-income individuals and families who live in Yolo County.

FORUM

SPORTS

FEATURES

The feedback will be used to set service priorities for the 2018-19 Community Services Block Grant funding cycle. Established by the federal government in 1964, the Community Services Block Grant is dedicated to assisting people living in poverty.

ARTS

BUSINESS

OBITUARIES

The public hearing will begin at 4:30 p.m. Tuesday, May 9, in the Blanchard Room at the Stephens Branch Library, 315 E. 14th St. in Davis.

GALLERY

CLASSIFIEDS

OPEN HOUSES

WEB HELP

CONTACT US

### Search

Custom Search

Search

### Recent Posts

May is Bike Month 2017

Workshops address child sex trafficking

New Davis bike map published

Aggie roundup: Bertsch garners Big West Athlete of the Week honor

Return of the MU: UC Davis lounge reopens after 2-year remodel

A copy of the proposed plan will be posted online at [www.yolocounty.org](http://www.yolocounty.org) — select Health & Human Services menu > Homeless Services (under Adult & Aging sub-heading > Community Services Action Board on left-hand menu).

0 Comments

Sort by Oldest

This thread is closed

Facebook Comments Plugin

f Share

🐦 Tweet