



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Agenda

Date & Time: February 12, 2019 from 4:30 to 6 p.m.
Location: Yolo County HHSA – Gonzales Building – Clarksburg Room
25 N. Cottonwood Street
Woodland, CA 95695
Organizer: Yolo County Health and Human Services Agency
Contact: Emily Meza: (530) 312-5146

-
- 1) **Pledge of Allegiance: Isaac Blackstock** 2 Minutes
 - 2) **Introductions and Community Updates: Isaac Blackstock**..... 10 Minutes
 - 3) **Public Comments: Isaac Blackstock** 5 Minutes
 - 4) **Approval of 1/8/19 Agenda: Isaac Blackstock**..... 3 Minutes
 - ACTION REQUIRED: Approve Agenda
 - 5) **Approval of 2/12/19 Agenda: Isaac Blackstock**..... 3 Minutes
 - ACTION REQUIRED: Approve Agenda
 - 6) **Approval of 12/11/18 Minutes: Isaac Blackstock** 5 Minutes
 - ACTION REQUIRED: Approve Minutes
 - 7) **Approval of 1/8/19 Minutes: Isaac Blackstock** 5 Minutes
 - ACTION REQUIRED: Approve Minutes
 - 8) **Elections: Isaac Blackstock** 10 Minutes
 - 9) **Yolo County Strategic Plan Input: Isaac Blackstock** 15 Minutes
 - ACTION REQUIRED: Complete Yolo County Strategic Plan Survey
 - 10) **2019 CSBG Contract Update: Emily Meza** 2 Minutes
 - 11) **Community Action Plan (CAP) Subcommittee Report Out: Ian Evans**..... 20 Minutes
 - Low-Income Needs Survey
 - Revised CAP Timelines
 - Community Engagement Plan
 - Community Action Plan Template
 - ACTION REQUIRED: Approve Survey Design, CAP Timelines and Community Engagement Plan
 - 12) **Teleconference Option: Kim Heuvelhorst** 5 Minutes
 - 13) **Future Agenda Items: Emily Meza** 5 Minutes
 - 14) **Adjourn**

Next Meeting

Date & Time: March 12, 2019 from 4:30 to 6:00 p.m.
Location: Yolo County Library – Davis Branch – Blanchard
Room 315 E. 14th Street
Davis, CA 9561

Supporting Documentation for Item #4

Meeting Agenda from 1/8/2019



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Agenda

Date & Time: January 8, 2019 from 4:30 to 6 p.m.

Location: Yolo County HHSA – West Sacramento – Building A – River City Room
500 Jefferson Blvd.
West Sacramento, CA 95605

Organizer: Yolo County Health and Human Services Agency

Contact: Emily Meza: (530) 312-5146

-
- 1) **Pledge of Allegiance: Isaac Blackstock..... 2 Minutes**
 - 2) **Introductions and Community Updates: Isaac Blackstock..... 10 Minutes**
 - 3) **Public Comments: Isaac Blackstock 5 Minutes**
 - 4) **Approval of 1/8/19 Agenda: Isaac Blackstock..... 3 Minutes**
 - ACTION REQUIRED: Approve Agenda
 - 5) **Approval of 12/11/18 Minutes: Isaac Blackstock 5 Minutes**
 - ACTION REQUIRED: Approve Minutes
 - 6) **Elections: Isaac Blackstock.....15 Minutes**
 - 7) **2019 Contract Update: Kim Heuvelhorst.....5 Minutes**
 - 8) **Update on Board Vacancies: Kim Heuvelhorst.....5 Minutes**
 - 9) **2020/21 Community Action Plan: Emily Meza.....40 Minutes**
 - Timeline
 - Community Needs Assessment
 - Community Input Meetings
 - Survey Design
 - 10) **Adjourn**

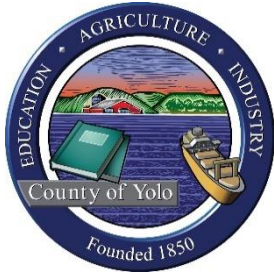
Next Meeting

Date & Time: February 12, 2019 from 4:30 to 6:00 p.m.

Location: Yolo County HHSA – Gonzales Building – Clarksburg Room
25 N. Cottonwood Street
Woodland, CA 95695

Supporting Documentation for Item #6

Meeting Minutes from 12/11/2018



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: December 11, 2018 from 4:30 to 6 p.m.

Location: Yolo County HHSA – West Sacramento
500 Jefferson Blvd, Building A – Community Room
West Sacramento, CA

Organizer: Yolo County Health and Human Services Agency

Members Present: Isaac Blackstock, Elizabeth Mosley, Roz Stone, Lizbeth West, Henry Valle, Fran Maguire, Maria Elena Alvillar, and Maria Chairez.

Members Excused: Bill Pride, Pamela Byrd-Dunn, Alicia Cruz, Sally Madden, Greta Eoff, and Vincent Olvera

HHSA Staff Present: Sandra Sigrist, Ian Evans and Kim Heuvelhorst

Guest Presenters: None

Meeting was brought to order by Isaac Blackstock at 4:30 pm.
Quorum established with 8 members present.

1. Pledge of Allegiance

Isaac Blackstock led members in the Pledge of Allegiance.

2. Introductions and Community Updates

Isaac Blackstock led members in Introductions and Community Updates.

3. Public Comments

No members of the public were present.

4. Approval of 12/11/2018 Agenda

The board approved the agenda with no amendments.

- A. **Motion:** Maria Chairez
- B. **Second:** Roz Stone
- C. Unanimous approval, no abstentions

5. Approval of 10/9/18 Minutes

The board approved the minutes with no amendments.

- A. **Motion:** Lizbeth West
- B. **Second:** Roz Stone
- C. Unanimous approval, no abstentions

6. Community Need Assessment: Kim Heuvelhorst

Kim Heuvelhorst explained the purpose of the Community Needs Assessment (CNA) and Community Action Plan (CAP), and provided an overview of the process and timeline for these. The CAP is required by the State Department of Community Services Development (CSD) every two years as a condition of receiving CSBG funds. The CNA is the start of the process and obtains community input through meetings in various parts of the county and through utilization of an online survey. The CNA identifies the three highest priority needs in the county. HHSA drafts the CAP, incorporating the priority needs from the CNA and outlining how the county will address those high priority needs. Requests for Proposals are developed for services providers, utilizing the identified priorities. Proposals are reviewed, applicants interviewed and the selection of vendors occurs to award the funding starting in 2020. CSAB will meet monthly for most of 2019 in order to accomplish the work involved. CSAB suggested utilizing an HPAC General Meeting as one of the community input sessions. Time will be set aside on the January CSAB meeting agenda to brainstorm how best to gather input from a wide range of stakeholders (i.e. social workers who work with youth, school districts, office of education etc.).

7. 2019 CSBG Contract: Ian Evans

Ian Evans provided an update on the 2019 CSBG allocation. Yolo County HHSA is in the process of executing the grant agreement with CSD and is currently obtaining the necessary approval from the Board of Supervisors to submit the grant agreement to CSD. The 2019 allocation amount has an increase of approximately \$4,024 from the 2018 allocation amount. Ian explained that one option would be to allocate these funds to the Yolo County HHSA Emergent Needs Fund. This fund is utilized for eviction prevention, move-in costs etc., and in 2018, this CSBG funds for the Emergent Needs Fund were exhausted by July. After discussion, the board approved a motion to add the extra funds to the Yolo County HHSA Emergent Needs Fund.

- A. **Motion:** Maria Chairez
- B. **Second:** Henry Valle
- C. Unanimous approval, no abstentions

8. Performance Measure Report – Q3: Kim Heuvelhorst

Kim Heuvelhorst reviewed the Performance Measure (PM) Report which has been updated with Quarter 3 information. She explained some content which may be confusing. The PM 1 'in quarter' is reporting just what occurred in that quarter, while the PM 1 'to date' is cumulative for the year to date. The PM 3 '% of goal' is also cumulative for the year to date, so it isn't expected to be 100% until the end of the 4th quarter. The Food Bank PM 3.1 indicates 'not yet reporting'. This is because the Food Bank is collecting data in 2018 to use as their baseline. Additionally, Yolo County Children's Alliance PM 1.1 is unusually high. This is because this was their first year for the program and they underestimated the volume of participants they would have. Additionally, HHSA will work with them on a way to further define who is being counted in this category (i.e. only those receiving financial assistance or only those receiving case management for a minimum threshold).

9. 2019 CSAB Meeting Schedule: Kim Heuvelhorst

Kim Heuvelhorst provided a draft 2019 CSAB Meeting Schedule which has been updated since the draft that was distributed with the agenda packet. There are extra meetings planned due to

the work anticipated for the Community Needs Assessment and Community Action Plan. An onsite monitor from CSD will be attending the May 14th CSAB meeting.

10. 2018 CSBG Expenditures: Kim Heuvelhorst

Kim Heuvelhorst provided an update on the 2018 CSBG expenditures. CSD contacted HHSA recently to verify that Yolo County expected to fully expend all of the 2018 CSBG funds by 12/31/18. HHSA confirmed this internally for the CSBG funds administered 'in house' and also verify with all of the service provided that they also expect to fully expend the funds by the end of December. HHSA responded to CSD with this update.

11. Update on Monitoring Visits: Kim Heuvelhorst

Kim Heuvelhorst provided an update on the CSBG monitoring site visits. These were completed at the end of November and board members attended at least three of them. HHSA is in the process of writing up the monitoring reports which include not only information about the visits but also other information such as whether performance measure data was reported on time. When the reports are finalized and approved, they are sent to providers. CSAB requested to receive a copy of the monitoring reports via email after they are sent to providers.

12. Board Vacancy Update: Kim Heuvelhorst

There are currently two vacancies on the CSAB. One position has been vacant for a couple of months, and the second is due to Alicia Cruz' retirement at the end of this month. HHSA has started the process of recruiting to fill those two vacancies and will post a press release. A board member asked how this is publicized besides the press release. Isaac Blackstock shared that he learned about it from HPAC and also thought that the supervisors may post it to their website and send it out to their provider list.

13. Adjourn

The meeting adjourned at 5:26 pm

- A. **Motion:** Maria Chairez
- B. **Second:** Elizabeth Mosley
- C. Unanimous approval, no abstentions

Supporting Documentation for Item #7

Meeting Minutes from 1/8/2019



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: January 8, 2019 from 4:30 to 6 p.m.

Location: Yolo County HHSA – West Sacramento
500 Jefferson Blvd, Building A – River City Room
West Sacramento, CA

Organizer: Yolo County Health and Human Services Agency

Members Present: Isaac Blackstock, Lizbeth West, Fran Maguire, and Maria Chairez.

Members Excused: Bill Pride, Roz Stone, Henry Valle, Maria Elena Alvillar, Elizabeth Mosley, Pamela Byrd-Dunn, Alicia Cruz, Sally Madden, Greta Eoff, and Vincent Olvera

HHSA Staff Present: Sandra Sigrist, Ian Evans, Emily Meza and Kim Heuvelhorst

Guest Presenters: None

Public Guests: Miguel and Susan Gonzales

Meeting was brought to order by Isaac Blackstock at 4:38 pm.
Quorum was not established with only 4 members present.

1. Pledge of Allegiance

Isaac Blackstock led members in the Pledge of Allegiance.

2. Introductions and Community Updates

Isaac Blackstock led members in Introductions and Community Updates.

CSAB requested that HHSA ask County Counsel if members can attend by phone if they are unable to attend in person. If this is permitted, HHSA will provide a phone and ensure that each meeting site has a live phone jack to provide a call in option.

3. Public Comments

Two members of the public were present. They are residents of Woodland and have volunteered with Fourth and Hope. Susan works at Woodland Healthcare and is also working on a master's thesis on homelessness. Her initial observation is that there are a lot of agencies providing homeless related services in Yolo County. Miguel recently retired from the State Controller's

Office and is looking for an opportunity to be involved locally. They saw the press release regarding the vacancies on the CSAB board and attended to learn more about CSAB.

4. Approval of 1/8/2019 Agenda

A quorum was not established, so the approval of the agenda will occur at the February meeting.

5. Approval of 12/11/18 Minutes

A quorum was not established, so the approval of the minutes will occur at the February meeting.

6. Elections: Isaac Blackstock

A quorum was not established, so the elections could not occur as scheduled. Isaac Blackstock shared that he is open to serving as Chair for another year if he is nominated.

7. 2019 CSBG Contract Update: Kim Heuvelhorst

Kim Heuvelhorst provided an update on the status of the 2019 CSBG Contract with the State Department of Housing and Community Development. All of the required items have been submitted to HCD. HCD requested for some updated insurance documents which HHSa is in the process of submitting. Following that, HHSa expects to receive the funds.

8. Update on Board Vacancies: Kim Heuvelhorst

Kim Heuvelhorst explained that there are currently two vacancies on the CSAB. One position has been vacant for a couple of months, and the second is due to Alicia Cruz' retirement at the end of December. Both positions are for members of civic organization, although there may be some flexibility around how that is defined. HHSa has posted the press release as of 1/2/19 and it was sent to the media (64 contacts), and is posted online (notice to 856 subscribers), as well as the County's general Facebook (1,440 followers) and Twitter (1,467 followers) feeds. It has also been sent to the Yolo County Homeless and Poverty Action Coalition (HPAC). There is no set deadline for when the application period will close. The positions are Board appointed, so applications are submitted to the Board of Supervisors and the entire application process goes through the Clerk of the Board.

Emily Meza explained that the primary responsibilities for CSAB members are: to attend the CSAB meetings, which are held bi-monthly or more frequently in the year during which the Community Action Plan is being developed; participate in development of the Community Needs Assessment and the Community Action Plan which determines the priorities for the Request for Proposal process; make funding recommendations to the Board of Supervisors about how to award the CSBG grant funds; and attend CSBG site monitoring visits if possible. She also explained that the current CSBG grant recipients are:

- Yolo County Children's Alliance (\$50,000 for homeless services)
- Fourth and Hope (\$50,000 for emergency shelter shelter)
- Meals on Wheels (\$20,000 for Senior hot meal program)
- Yolo Food Bank (\$50,000 to provide free food to their partner agencies)
- Davis Community Meals and Housing (\$40,000 for a family transitional housing program)

This year, in the second year of the cycle, CSAB invited these agencies to attend a CSAB meeting and present information to CSAB about their program and how the CSBG funds are being used.

9. 2020/21 Community Action Plan: Emily Meza

• **Overview**

Emily Meza explained that the Community Action Plan is developed to determine how the CSBG funds will be used to combat poverty. It is also a requirement of the funding and

must be completed every two years. CSAB will be developing the 2020/21 Community Action Plan this year. The Community Action Plan is developed based on the results of the Community Needs Assessment, and the completed plan is due to HCD by June 2019. After the Community Action Plan is written, CSAB will issue the Request for Proposals for service providers for the 2020/21 CSBG funds.

- **Community Input Process**

Ian Evans provided an overview of how this has been done in the past. The survey has been posted via Press Release, Facebook, Twitter, and sent to HPAC, other HHS partners and group forums, etc. Additionally, public forums have been held in each city and several rural areas. During the forums, there is verbal discussion where public feedback is obtained and then all attendees are also encouraged to complete the survey.

- **Survey Design and Collection Process**

CSAB members shared several ideas related to the survey design and collection process including the following suggestions:

- Include a question about children/youth and homelessness
- Expand the youth section on the survey
- Start the survey earlier and keep it open for 3 to 4 weeks instead of 2 weeks.
- Ensure that CSAB reaches out to education providers, perhaps holding a public forum at a school site.
- Ensure that CSAB reaches out to Veterans and suggestion to hold a public forum at a Veteran's Hall.
- Use a wider range of social media sites that might be more popular with younger community members (i.e. Discord)

One CSAB member explained that historically individual board members would share the survey with any individuals or groups that they wanted to be sure to reach, and were responsible to collect/return those surveys back to HHS.

- **Subcommittee**

CSAB has the option to form a subcommittee to work on the Community Needs Assessment and Community Action Plan or to complete the work during the regular meetings instead. After discussion, CSAB decided to form a subcommittee and start meeting in early February to develop recommendations and present them at the February 12th general CSAB meeting. To support the subcommittee, HHS will review what the required elements of the survey are and where there is flexibility. HHS will send an email to solicit members for subcommittee, requesting a response within one week, and will schedule a room during the first week of February for first subcommittee meeting.

10. Adjourn

The meeting adjourned at 5:42 pm

A quorum was not present, so the approval of the adjournment will occur at the February meeting.

Supporting Documentation for Item #9

Yolo County Strategic Plan Survey

Yolo County Strategic Plan Poster

Yolo County Strategic Plan Survey: Committees, Advisory Bodies and Special Districts

In all of its work, Yolo County strives to be innovative, collaborative, fiscally responsible, inclusive of the County's diverse population, strategically aligned and engaged with the community. Consistent with its ongoing commitment to these principles, Yolo County is developing a new Strategic Plan. The County Board of Supervisors will use this plan to help set County policies and prioritize resources for the next 3 to 5 years. As part of the County's dedication to engagement, we are asking all of the County's committees, advisory bodies, and special districts to submit responses to the questions below to provide the Board of Supervisors with suggestions for the new strategic plan of priorities and/or areas in need of resources.

Please complete the questions below as a group and submit by March 5, 2019.

1. What is the name of your committee, advisory body or special district?

[Click here to enter text.](#)

2. What is Yolo County's greatest strength and how should the County build on this strength?

[Click here to enter text.](#)

3. What is an area that Yolo County could improve on and how should the County do so?

[Click here to enter text.](#)

4. Based on your field of interest, what are the greatest challenges Yolo County will face over the next 3 to 5 years? What do you suggest as the best approaches for the County in tackling these challenges?

[Click here to enter text.](#)

5. Outside of your field of interest, what are the greatest challenges you believe Yolo County will face over the next 3 to 5 years? What do you suggest as the best approaches for the County in tackling these challenges?

[Click here to enter text.](#)

6. Is there any additional information or suggestions regarding the Strategic Plan that you would like to share?

[Click here to enter text.](#)



2016-2019 Strategic Plan

The Strategic Plan Goals and priority focus areas for 2016-2019 are supported by the following guiding principles of Operational Excellence:

- ★ Advance innovation
- ★ Collaborate to maximize success
- ★ Provide accessible, fiscally sound, dynamic and responsive services
- ★ Strategically align our organization
- ★ Engage and empower both our residents and County workforce



Thriving Residents

- ❑ Implement Community Health Improvement Plan
- ❑ Develop and implement strategies to reduce homelessness
- ❑ Expand best practices in programs benefitting children



Safe Communities

- ❑ Develop coordinated continuum of care ranging from prevention through intensive services
- ❑ Implement proactive, coordinated code enforcement effort
- ❑ Ensure robust disaster emergency management program
- ❑ Identify and address service delivery and critical infrastructure needs in unincorporated communities



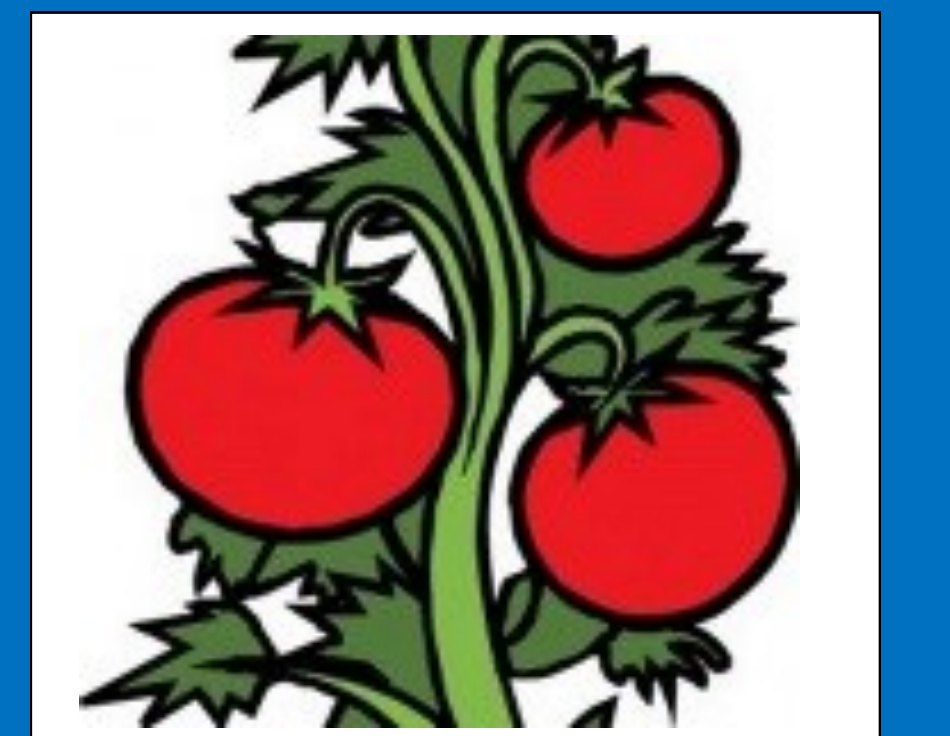
Sustainable Environment

- ❑ Ensure water reliability
- ❑ Identify and implement sustainable parks system model
- ❑ Identify countywide waste reduction strategies
- ❑ Update and implement Climate Action Plan



Flourishing Agriculture

- ❑ Ag land preservation
- ❑ Facilitate connections between growers and buyers
- ❑ Develop strategies, including a concierge approach, to nurture new ag/ag tech businesses
- ❑ Align workforce development efforts with ag and food system employer needs



Organizational Priorities

- Facilities and space planning (Capital Improvement Plan)
- Implementation of InforSystem and Talent Development programs
- Countywide implementation of Yolo Performance and related dashboards
- Law & Justice case management system development and implementation
- Outreach/education on county programs and services

Tools Required

- Data-driven, evidence-based, innovative practices, i.e. trauma-informed practices
- Efficient and effective information technology systems
- Effective allocation of resources to services
- Collaboration among departments and with partners
- Internal departments appropriately staffed to support organization
- Engaged County workforce

Supporting Documentation for Item #11

Community Action Plan Timeline

Low-Income Needs Survey

Proposed Community Engagement Plan

Community Action Plan Template

Timelines and Tasks for the 2020-2021 CSBG Community Action Plan (CAP)

Timeline	Task
January 8, 2019	CSAB meeting <ul style="list-style-type: none"> Establish CAP subcommittee
February 1, 2019 (<i>estimate</i>)	Receive 2018-19 CAP instructions from California State Department of Community Services and Development (CSD)
February 6, 2019	CAP subcommittee meeting <ul style="list-style-type: none"> Develop survey Develop community engagement plan for public forums
February 12, 2019	CSAB meeting <ul style="list-style-type: none"> Receive approval of survey Receive approval of community engagement plan
February 13-25, 2019	<ul style="list-style-type: none"> HHSA staff translate survey in Spanish and Russian
February 26-28, 2019	<ul style="list-style-type: none"> Send press release advertising public forums Release online survey throughout Yolo County
March 19, 21, 26, and 28, 2019	Hold public forums in Davis, Esparto, Knights Landing, Winters, West Sacramento, and Woodland
March 29, 2019	Close survey
April 2, 3, or 4, 2019	CAP subcommittee meeting <ul style="list-style-type: none"> Develop program priorities for CSAB's approval
April 9, 2019	CSAB meeting <ul style="list-style-type: none"> Share CAP subcommittee update Review and approve program priorities for CAP HHSA to continue writing CAP and incorporate priorities
May 14, 2019	CSAB meeting <ul style="list-style-type: none"> Public Hearing – open and close public comment period Review and approve CAP Recommend CAP to the Board of Supervisors (BOS) for approval
Mid-June 2019	Obtain BOS approval of CAP
June 28, 2019	Submit CAP to CSD
June 2019	Develop Request for Proposal (RFP) based on CAP
July 2019	CSAB meeting <ul style="list-style-type: none"> Review RFP Language
Early August 2019	Release RFP via BidSync
Mid August 2019	Notice of intent due from potential bidders
Mid August 2019	Hold bidder's conference
Mid September 2019	Receive proposals from bidders
Late September 2019	<ul style="list-style-type: none"> Interview qualified applicants

	<ul style="list-style-type: none">• Select recommended vendors
October 2019	CSAB meeting <ul style="list-style-type: none">• Approves final recommended awards
November 27, 2019	Finalize award agreements
December 2019	Obtain BOS approval of award agreement
January 1, 2019	Begin contract period

DRAFT



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 all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Community-based organization representative | <input type="checkbox"/> Low-income resident of Yolo County |
| <input type="checkbox"/> Private sector organization representative | <input type="checkbox"/> Resident of Yolo County |
| <input type="checkbox"/> Public sector organization representative | <input type="checkbox"/> Elected official |
| <input type="checkbox"/> Educational institution representative | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Faith based organization representative | _____ |

2. Which area do you live in (or closest to)?

- | | | | |
|--|----------------------------------|--|---|
| <input type="checkbox"/> Woodland | <input type="checkbox"/> Davis | <input type="checkbox"/> Esparto | <input type="checkbox"/> Other Yolo County Area |
| <input type="checkbox"/> West Sacramento | <input type="checkbox"/> Winters | <input type="checkbox"/> Knights Landing | <input type="checkbox"/> Outside of Yolo County |

3. What is your age group?

- | | | |
|-----------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Under 18 | <input type="checkbox"/> 25-44 | <input type="checkbox"/> 60-74 |
| <input type="checkbox"/> 18-24 | <input type="checkbox"/> 45-59 | <input type="checkbox"/> 75+ |

4. 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
- Disability Related or Elderly services — Addressing the needs of disabled individuals or the elderly
- Transportation – Accessing affordable and reliable transportation
- Emergency assistance — Meeting the immediate needs of food, shelter, clothing, and protection from violence
- 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

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

CATEGORY	SERVICE	VERY NEEDED	SOMEWHAT NEEDED	RARELY NEEDED
EDUCATION (ALL AGES)	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
DISABILITY RELATED OR ELDERLY SERVICES	In-home support services and care	1	2	3
	Meal delivery	1	2	3
	Advocacy for disability benefit (i.e. SSI/SSP, Veteran's Disability)	1	2	3
TRANSPORTATION (ALL AGES)	Transportation Assistance	1	2	3

CATEGORY	SERVICE	VERY NEEDED	SOMEWHAT NEEDED	RARELY NEEDED
EMERGENCY ASSISTANCE (ALL AGES)	Clothing and other weather appropriate items	1	2	3
	Emergency shelter	1	2	3
	Food	1	2	3
	Protection from violence	1	2	3
EMPLOYMENT (ALL AGES)	Employer engagement and recruitment	1	2	3
	Job placement assistance	1	2	3
	Job skills training	1	2	3
HOUSING/ HOMELESS SERVICES (ALL AGES)	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
	Permanent Supportive Housing and supportive services	1	2	3
	Transitional and bridge housing	1	2	3
INCOME (ALL AGES)	Money management and credit repair classes	1	2	3
	Public benefits enrollment assistance (i.e. Medi-Cal, CalFresh, CalWORKs, General Assistance)	1	2	3
	Tax preparation and tax credit classes	1	2	3
YOUTH SERVICES	Childcare services	1	2	3
	Mentoring programs (i.e. life skills, crime prevention)	1	2	3
	Parenting support and child development classes	1	2	3
	Tutoring assistance	1	2	3
	Affordable extracurricular/after school programs	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: **Kim Heuvelhorst**
 Yolo County Health and Human Services Agency
 137 North Cottonwood Street, Suite 2500
 Woodland, CA 95695

The deadline to submit is **March 29, 2019**. For questions, please contact **Kim Heuvelhorst** at Kim.Heuvelhorst@yolocounty.org.

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

Tuesday, March 19, 4:00-5:00 p.m. in Knights Landing
 Yolo County Library, Knights Landing Regional Branch,
 42351 Third Street

Tuesday, March 26, 6:00-7:00 p.m. in W. Sacramento
 Health & Human Services Agency, A Building, River City
 Room, 500 Jefferson Blvd

Thursday, March 21, 1:00-2:00 p.m. in Winters
 Winters Community Library, Margaret Parson Room,
 708 Railroad Avenue

Thursday, March 28, 1:30-2:30 p.m. in Esparto
 Esparto Regional Branch Library, Wintun Community
 Room, 17065 Yolo Avenue

Thursday, March 21, 6:00-7:00 p.m. in Davis
 St. Martin's Episcopal Church, Rooms 6 and 7,
 640 Hawthorne Lane

Thursday, March 28, 6:00-7:00 p.m. in Woodland
 Health & Human Services Agency, Gonzalez Building,
 Community Room, 25 North Cottonwood Street

2020-2021 CSBG Community Action Plan (CAP)
Community Needs Assessment – Proposed Community Engagement Plan

The Community Needs Assessment is an important part of the CAP. It is a comprehensive assessment of community needs and resources and is the basis for considering whether the current programs and plans are effectively responding to those needs identified in your community. Strategies for engaging the public in the community needs assessment were discussed at the January CSAB meeting and the February CSAB CAP Subcommittee. The information below is a compilation of ideas shared at those meetings. These will be further discussed and developed at the February CSAB meeting.

The Community Services Action Board (CSAB) plans a two – pronged approach to gathering input from the community using public forums and a low-income needs survey.

Public Forums

- CSAB plans to convene six public forums in West Sacramento, Woodland, Davis, Winters, Esparto and Knights Landing.
- At these forums, CSAB will hear testimony regarding the needs of low-income residents on key service topics, including education, disability related or elderly services, transportation, emergency assistance, employment, housing and homelessness, income and youth services.
- Attendees will also be invited to complete a Low-Income Needs Survey at these forums.

Low-Income Needs Survey

- CSAB developed a survey designed to collect data about the needs of low-income residents.
- CSAB plans to disseminate the survey as follows:
 - Issue a press release
 - Post on HHSA website, Facebook and Twitter accounts
 - Send to HHSA Stakeholder workgroup
 - Send to Local Mental Health Board
 - Send to Substance Use Provider Network
 - Send to Health Council
 - Send to Homeless and Poverty Action Coalition (HPAC)
 - Bring to Rotating Winter Shelters
 - Have printed copies in HHSA lobbies
 - Individual CSAB members send and/or bring paper surveys to:
 - City Councilmembers – ask to post on their social media pages
 - Fourth and Hope
 - Churches
 - Schools/Education providers
 - Communicare
 - Davis Community Meals and Housing
 - Legal Services of Northern CA
 - Veteran’s Halls or Groups
 - Farmer’s Markets
 - Additional social media sites
- At the February CSAB meeting, there will be a signup list for members to indicate where they plan to distribute the surveys

2020-2021 Community Action Plan

California Department of Community Services and Development

Community Services Block Grant



[intentionally left blank]

Contents

Purpose	3
Compliance with CSBG Organizational Standards	3
State Assurances	3
Federal Assurances and Certification	3
2020/2021 Community Action Plan Checklist	4
Cover Page and Certification	5
Vision Statement.....	6
Mission Statement	6
Tripartite Board of Directors.....	7
Documentation of Public Hearing(s).....	8
Community Needs Assessment	9
Community Needs Assessment Process	10
Community Needs Assessment Results	12
Service Delivery System	15
Linkages and Funding Coordination.....	16
Monitoring	19
Data Analysis and Evaluation	20
Appendix A	21
Organizational Standards.....	21
Appendix B	23
State Assurances	23
Appendix C	24
Federal Assurances and Certification	24
Appendices (Optional)	28

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)**

**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:	
Title:	
Phone:	
Email:	

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

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:

Mission Statement

Provide your agency's Mission Statement below:

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))

2. 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)

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	
Asset Mapping	
Surveys	
Community Dialogue	
Interviews	
Public Records	

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)

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

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

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)

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)

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)

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)

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)

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.			
2.			
3.			
4.			
5.			

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

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.
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.)

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))

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).

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)

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))

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)

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

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

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

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

9. Describe how your agency will provide employment and training activities. If your agency uses CSBG funding to provide employment and training services, describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102].
(CSBG Act Section 676(b)(5))

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

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

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

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

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.
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)
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))

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)

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)

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))

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.

Supporting Documentation for Item #12

Brown Act Rules for Teleconferencing

Particular care should be exercised when staff briefings of legislative body members occur by email because of the ease of using the “reply to all” button that may inadvertently result in a Brown Act violation.

Informal gatherings

Often members are tempted to mix business with pleasure — for example, by holding a post-meeting gathering. Informal gatherings at which local agency business is discussed or transacted violate the law if they are not conducted in conformance with the Brown Act.¹⁹ A luncheon gathering in a crowded dining room violates the Brown Act if the public does not have an opportunity to attend, hear, or participate in the deliberations of members.

Thursday at 11:30 a.m., as they did every week, the board of directors of the Dry Gulch Irrigation District trooped into Pop’s Donut Shoppe for an hour of talk and fellowship. They sat at the corner window, fronting on Main and Broadway, to show they had nothing to hide. Whenever he could, the managing editor of the weekly newspaper down the street hurried over to join the board.

A gathering like this would not violate the Brown Act if board members scrupulously avoided talking about irrigation district issues — which might be difficult. This kind of situation should be avoided. The public is unlikely to believe the board members could meet regularly without discussing public business. A newspaper executive’s presence in no way lessens the potential for a violation of the Brown Act.

- Q.** The agency has won a major victory in the Supreme Court on an issue of importance. The presiding officer decides to hold an impromptu press conference in order to make a statement to the print and broadcast media. All the other members show up in order to make statements of their own and be seen by the media. Is this gathering illegal?
- A.** *Technically there is no exception for this sort of gathering, but as long as members do not state their intentions as to future action to be taken and the press conference is open to the public, it seems harmless.*



Technological conferencing

Except for certain nonsubstantive purposes, such as scheduling a special meeting, a conference call including a majority of the members of a legislative body is an unlawful meeting. But, in an effort to keep up with information age technologies, the Brown Act specifically allows a legislative body to use any type of teleconferencing to meet, receive public comment and testimony, deliberate, or conduct a closed session.²⁰ While the Brown Act contains specific requirements for conducting a teleconference, the decision to use teleconferencing is entirely discretionary with the body. No person has a right under the Brown Act to have a meeting by teleconference.

“Teleconference” is defined as “a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either

audio or video, or both.”²¹ In addition to the specific requirements relating to teleconferencing, the meeting must comply with all provisions of the Brown Act otherwise applicable. The Brown Act contains the following teleconferencing requirements:²²

- Teleconferencing may be used for all purposes during any meeting;
- At least a quorum of the legislative body must participate from locations within the local agency’s jurisdiction;
- Additional teleconference locations may be made available for the public;
- Each teleconference location must be specifically identified in the notice and agenda of the meeting, including a full address and room number, as may be applicable;
- Agendas must be posted at each teleconference location, even if a hotel room or a residence;
- Each teleconference location, including a hotel room or residence, must be accessible to the public and have technology, such as a speakerphone, to enable the public to participate;
- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location; and
- All votes must be by roll call.

Q. A member on vacation wants to participate in a meeting of the legislative body and vote by cellular phone from her car while driving from Washington, D.C. to New York. May she?

A. *She may not participate or vote because she is not in a noticed and posted teleconference location.*

The use of teleconferencing to conduct a legislative body meeting presents a variety of issues beyond the scope of this guide to discuss in detail. Therefore, before teleconferencing a meeting, legal counsel for the local agency should be consulted.

Location of meetings

The Brown Act generally requires all regular and special meetings of a legislative body, including retreats and workshops, to be held within the boundaries of the territory over which the local agency exercises jurisdiction.²³

An open and publicized meeting of a legislative body may be held outside of agency boundaries if the purpose of the meeting is one of the following:²⁴

- Comply with state or federal law or a court order, or attend a judicial conference or administrative proceeding in which the local agency is a party;
- Inspect real or personal property that cannot be conveniently brought into the local agency’s territory, provided the meeting is limited to items relating to that real or personal property;

Q. The agency is considering approving a major retail mall. The developer has built other similar malls, and invites the entire legislative body to visit a mall outside the jurisdiction. May the entire body go?

A. *Yes, the Brown Act permits meetings outside the boundaries of the agency for specified reasons and inspection of property is one such reason. The field trip must be treated as a meeting and the public must be allowed to attend.*