



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Agenda

Date & Time: May 14, 2019 from 4:30 to 6 p.m.
Location: Yolo County HHSA – Bauer Building – Thomson Room
137 N. Cottonwood Street
Woodland, CA 95695
Organizer: Yolo County Health and Human Services Agency
Contact: Emily Meza: (530) 312-5146

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- 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 5/14/19 Agenda: Isaac Blackstock..... 2 Minutes**
 - ACTION REQUIRED: Approve Agenda
 - 5) **Approval of 3/12/19 Minutes Isaac Blackstock..... 3 Minutes**
 - ACTION REQUIRED: Approve Minutes
 - 6) **Approval of 4/9/19 Minutes: Isaac Blackstock 3 Minutes**
 - ACTION REQUIRED: Approve Minutes
 - 7) **Approval of 2019 Community Needs Assessment: Ian Evans 5 Minutes**
 - ACTION REQUIRED: Approve 2019 Community Needs Assessment
 - 8) **Public Hearing for Draft Community Action Plan: Ian Evans..... 30 Minutes**
 - 9) **Approval of Community Action Plan: Ian Evans..... 10 Minutes**
 - ACTION REQUIRED: Approve 2019 Community Needs Assessment
 - 10) **Update on Expenditure of 2018 Discretionary Funds: Ian Evans 5 Minutes**
 - 11) **Funding Recommendation for 2019 Discretionary Funds: Ian Evans 15 Minutes**
 - ACTION REQUIRED: Approve Funding Recommendation for 2019 Discretionary Funds
 - 12) **Adjourn**

Next Meeting

Date & Time: June 11, 2019 from 4:30 to 6:00 p.m.
Location: Yolo County Library – Davis Branch – Blanchard Room
315 E. 14th Street
Davis, CA 956916

Supporting Documentation for Item #5

Meeting Minutes from 3/12/2019



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

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

Location: Yolo County Library – Davis Branch – Children’s Activity Room
315 E. 14th Street
Davis, CA 95616

Organizer: Yolo County Health and Human Services Agency

Contact: Emily Meza: (530) 312-5146

Members Present: Irma Rodriguez, Elizabeth Mosley, Fran Maguire, Maria Elena Alvilar, Roz Stone, Bill Pride, Henry Valle, Greta Eoff, and Maria Chairez.

Members Excused: Isaac Blackstock, Pamela Byrd-Dunn, Sally Madden, Vincent Olvera, and Lizbeth West

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

Guest Presenters: None

Public Guests: Richard Reed, Deputy to Supervisor Provenza

Quorum was established with 7 members present and the meeting was brought to order at 4:40 pm by staff, Emily Meza, as both the Chair and Vice-Chair were absent. The Vice-Chair, Elizabeth Mosley, arrived during Item #2, Introductions, and assumed the meeting facilitation role at that time.

Two additional members arrived while the meeting was in progress.

1. Pledge of Allegiance

Emily Meza led members in the Pledge of Allegiance.

2. Introductions and Community Updates

Emily Meza led members in introductions and community updates.

CSAB welcomed new member Irma Rodriguez, representing the civic organization Concilio of Yolo County

3. Public Comments - None

4. Approval of 3/12/2019 Agenda.

The 3/12/19 agenda was approved with no amendments.

Motion: Bill Pride

Second: Maria Elena Alvilar

Ayes: Unanimous

Nays: None

Abstentions: None

5. Approval of 2/12/19 Minutes

The 2/12/19 minutes were approved with no amendments.

Motion: Bill Pride

Second: Fran Maguire

Ayes: Unanimous

Nays: None

Abstentions: None

6. 2018 CSBG Quarterly Report (4th Quarter)

Emily Meza presented the quarter 4 reporting information from the CSBG subcontractors. It provides a full year worth of data. She explained that for new programs without baseline data, it is understood that the target goals may end up being too high or too low. Also, programs that serve very high needs populations may not be able to achieve a high target goal. This doesn't mean that they are underperforming as compared to other programs serving similar populations.

- Davis Community Meals and Housing
 - PM 2.1 is 56% is the percent of the maximum time goal, so having a lower percentage is positive
 - PM 3.1 is 50% while goal was 80%
- Yolo Food Bank
 - There are fewer variables to measure in this program, resulting in fewer performance measures.
 - PM 1.1 is low (64%) compared to the goal. This is because the program was being redesigned at the time the performance measure goals were set. They also had some turnover of staff. The program relies on food donated through food drives. This also makes it difficult for them to estimate target goals.
 - PM 2.1 data is duplicated because they distribute food to partner agencies and are not required to record who receives the food that is distributed through their partner agencies. Estimated unduplicated is 12,257 individuals, or 4,377 households.
- Fourth and Hope
 - PM 3.1 is on par with DCMH results for a similar high needs population served by a housing program.
 - A member suggested considering tracking those who were offered, but declined housing
- Meals on Wheels
 - PM 3.2 is low, but this performance measure is impacted by many other factors, not just the work of Meals on Wheels.
- Yolo County Children's Alliance
 - HHS met with YCCA to review their data to ensure consistency in how their data was being defined and reported. They reviewed all data for 2018 and revised data for the full year accordingly.
 - PM 1.1 – They intended to serve 40 individuals with intensive case management. In reality most people needed only a light touch, As a result, they have served

many more people than anticipated such as families needing one month rent paid to avoid eviction, or needing assistance with move-in costs etc.

- They shifted budget mid-year to pay more for CSBG related staff costs, resulting in more clients being served by CSBG funds.
- A lot of the clients they serve are at risk of homelessness rather than homeless.

7. 2018 CSBG Annual Report

Emily Meza reported that HHSA completed and submitted the 2018 CSBG Annual Report on the March 8th due date. Two things of note:

- Total number of estimated unduplicated individuals served by CSBG funds 13,917
- Total number of estimated unduplicated households served by CSBG funds 5,717

Emily shared two client stories shared by YCCA and DCMH about clients served by CSBG funds through their programs.

8. 2018 Financial Update

At the last meeting, Kim Heuvelhorst reported that all of the CSBG providers had reported that they expected to expend all of their funds by the 12/31/18 deadline. She has since confirmed with HHSA fiscal department that all of the CSBG providers did in fact expend 100% of their funds by 12/31/2018.

9. 2020-21 Community Action Plan (CAP)

Emily Meza provided an overview of the purpose of the Community Action Plan. The agenda packet includes a training presentation attended by HHSA about the CAP. The CAP is required by CSD every two years. It includes a Community Needs Assessment to identify the top priorities for the low-income community which identifies the most needed services. Those priorities then drive the request for proposals process to solicit and select providers to provide those services. It determines how the CSBG funds will be used.

10. 2020-21 Community Needs Assessment

Kim Heuvelhorst explained that in addition to public data available online (i.e. from census data), there are two main components to the Community Needs Assessment. The first is the Low-Income Needs Survey which collects data about the needs of low-income residents. The surveys are available in English, Spanish and Russian languages, both online through Survey Monkey and also in paper form. HHSA distributed the surveys via a Press Release issued March 4, 2019. The Press Release went to the media (64 contacts), was posted online (noticed to 905 subscribers) and posted to the County's general Facebook (1,511 followers) and Twitter (1,502) feeds. The links for the electronic version of the survey are included in the Press Release. Additionally, HHSA distributed the surveys via multiple email distribution groups including the HHSA Stakeholder workgroup, Local Mental Health Board, Substance Use Provider Network, Health Council, County Libraries, the Hispanic and Russian cultural competency committees, a contact for Transition Aged Youth, the County Commission on Aging and Adult Services, Dignity Health Adult Day Health Center, and the Homeless and Poverty Action Coalition (HPAC). Printed copies of the paper survey were distributed to the HHSA Services Center Sites and Rotating Winter Shelter Sites. CSAB members were emailed the surveys, including an email with the links and attachments and were encouraged to further distribute them. Additional copies of the paper survey were provided at the meeting for CSAB members to distribute. CSAB members are invited to share survey link and paper copies widely, but are responsible for any coordination of return of paper surveys as needed. Online survey is highly encouraged. CSAB also suggested for future years to consider including the online survey links on the paper surveys so that people who have online access might choose to complete it online, reducing the burden of collecting and returning paper copies. The survey closes on March 29th and all paper surveys must be returned to Kim Heuvelhorst by that date to allow time for data entry of these prior to Community Action Plan

subcommittee meeting the following week. Surveys may be scanned and emailed to her at Kim.Heuvelhorst@yolocounty.org or delivered to her in person at HHSA, 137 N. Cottonwood St., Woodland. Kim requested that members email her to let her know which groups they reached with further distribution efforts so that she could document this if needed for the Community Action Plan. CSAB requested a weekly reminder email while the survey is open. HHSA will provide this. The second part of the Community Needs Assessment consists of six public forums, scheduled in different locations and different dates/times during the weeks of March 18th and 25th. The forum information is included on the surveys, and was in the press release. Additionally, HHSA developed flyers advertising the forums. Printed copies of these were provided at the meeting for CSAB members to take and distribute. A Spanish translator will be available at all of the forums, and HHSA is trying to arrange for a Russian Translator at the West Sacramento forum. HHSA will be present at all of the forums and will be facilitating them. Kim shared a copy of the agenda for the forum and a handout, Community Services Block Grant Public Forum Overview, that will be shared with forum attendees. CSAB members are encouraged to attend the public forums and a sign-up sheet for the forums was distributed.

11. Vacancy Update

One vacancy has been filled and was introduced earlier. The other vacancy has not been filled yet.

12. Adjourn

The meeting adjourned at 5:52 pm

Motion: Maria Chairez

Second: Bill Pride

Ayes: Unanimous

Nays: None

Abstentions: None

Supporting Documentation for Item #6

Meeting Minutes from 4/9/2019



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: April 9, 2019 from 4:30 to 6 p.m.

Location: Yolo County HHSA – West Sacramento Building A – River City Room
500 A Jefferson Blvd.
West Sacramento, CA 95691

Organizer: Yolo County Health and Human Services Agency

Contact: Emily Meza: (530) 312-5146

Members Present: Isaac Blackstock, Fran Maguire, Roz Stone, Maria Elena Alvilar, Bill Pride, Lizbeth West

Members Excused: Pamela Byrd-Dunn, Sally Madden, Vincent Olvera, Irma Rodriguez, Elizabeth Mosley, Henry Valle, Greta Eoff, and Maria Chairez.

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

Guest Presenters: None

Public Guests: None

Quorum was not established with only 6 members present (8 is required for a quorum). The meeting was brought to order at 4:44 pm by Isaac Blackstock.

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.

- Ian Evans explained that HHSA has done some targeted outreach to members who have missed repeated meetings to encourage their participation. If this does not result in increased participation, there will be a follow up email from HHSA, and ultimately may consider recommending to the Board of Supervisors (BOS) for their removal from CSAB. Suggestion for HHSA to send an email inquiring if they would like to resign from CSAB, prior to recommending removal by BOS. HHSA agreed this was a good suggestion.

3. Public Comments - None

4. Approval of 4/9/2019 Agenda.

Carried forward to next meeting since there was no quorum present.

5. Approval of 3/12/19 Minutes

Carried forward to next meeting since there was no quorum present.

6. 2019 CSBG Discretionary Funds

Ian Evans explained that HHSA was notified that there will be an allocation of \$30,000 in 2019 CSBG Discretionary funds. HHSA is waiting for a response from our CSD representative regarding eligible uses and whether or not the funds could be split between all sub-contractors as CSAB chose to do with the 2018 CSBG Discretionary funds.

7. CSD Monitoring

HHSA had a call with our CSD representative regarding our upcoming Onsite Monitoring Visit. The majority of the review will consist of a desk audit of documents that HHSA is sending to her ahead of time. The visit will occur on the afternoon of May 14th, beginning at 1 PM with an entrance interview, will include a visit to a local provider site and possibly an exit interview. She also plans to attend the CSAB meeting that evening. That meeting will also include a Public Hearing on the draft Community Action Plan. Isaac Blackstock requested that HHSA send a calendar invite for the entrance interview, provider site visit and exit interview (if applicable).

8. 2018 Onsite Monitoring Reports

The 2018 onsite monitoring reports have also been finalized and are included in the agenda packet for CSAB's review. Generally, providers are in compliance and there are no major problems (i.e. fraud etc.). Sometimes a provider is late in providing reports. Emily Meza explained that as HHSA was working on the 2018 CSBG Monitoring Reports, it was discovered that the 2017 reports were never finalized and sent to the providers. Those were reviewed, updated, and have been finalized at this time. If there was anything that would normally have resulted in a finding, it was noted but not considered a finding and no corrective action plan was required due to the delay in completion.

9. Community Needs Assessment Results

- **Low-Income Needs Surveys** – Ian Evans reviewed the data from the Low-Income Needs Survey. The data is included in the agenda packet for review. The survey closed 3/29/19. 545 surveys were received, compared to approximately 132 surveys received 2 years ago. 302 of the respondents self-identified as a low-income resident of Yolo County. There was broad representation of respondents with regards to affiliation, area of residence and age groups.
 - The top four priorities from the survey question #4 include housing/homeless services, income, employment and emergency assistance. HHSA explained that unlike the online survey which limited responses to one item only, the paper surveys often marked multiple choices for this question. When that was the case, HHSA entered all the answers that were marked. Ian also explained that there may have been some confusion regarding emergency shelter being listed in the Emergency Assistance category, when people intuitively seemed to think of it as part of the housing/homeless services category.
 - The top six priorities from the survey matrix sections include help finding housing, food, job skills training, help paying rent, permanent supportive housing and emergency shelter.
 - Comments from respondents indicated that medical and behavioral health topics should have been included.
 - Subcommittee had decided against including that since CSBG funds don't pay for these services, although it could help provide linkage to those services.
 - Consider adding those questions to future surveys to assess and document the need, even if CSBG funds won't be used to fund them.
 - The data could still be considered as part of the Community Needs Assessment and potentially could share the input with agencies that provide those services.

- During the public forums, when Mental Health or Substance Use services was mentioned, HHSA tried to capture this in the Disability Related category.
 - Also, suggestion to include questions on future surveys about shelter related needs such as pet accommodations, storage lockers, shower services etc. to housing/homeless services section.
 - Consider adding those questions to future surveys to assess and document the need, even if CSBG funds won't necessarily be used to fund them.
 - The data could still be considered as part of the Community Needs Assessment and potentially could share the input with agencies that provide those services.
 - Suggestion to obtain input from shelter providers regarding difficult topics such as accommodating pets.
- **Public Forums** – Ian Evans reviewed the data from the Public Forms. Six forums were conducted in Davis, West Sacramento, Woodland, Knights Landing, Esparto and Winters. The forum notes are included in the agenda packet for CSAB review in more detail. The meetings were started with an overview of the CSBG grant, then a brainstorming session with no restrictions around money or scope restrictions. Finally, HHSA provided an explanation of the funds available and narrowed the ideas down to some realistic funding priority areas. There were a variety of off-topic discussions initiated that had to be redirected and refocused.
- ***ACTION REQUIRED: Approve Program Priorities for the 2020/21 Community Action Plan*** –
 - In the absence of a quorum, the group decided to reach a consensus on the funding priority recommendations and have a vote to approve it, as part of the Community Needs Assessment, along with the vote on the Community Action Plan draft on May 14, 2019.
 - HHSA will send the recommendations by email and ask members to respond if they have any different ideas and also to encourage them to attend the May 14th meeting to vote.
 - 2018-19 plan priorities were housing/homeless services, emergency assistance and employment.
 - Group discussed the top four identified needs from question #4 (on page 4): #1 Housing/homeless services, #2 Income, #3 Employment, and #4 Emergency assistance.
 - Suggestion to combine Income and Employment and add Disability Related or Elderly Services as a fourth category, due to significant increased need in the aging homeless population. Group reached consensus in agreement about this suggestion, making the top four recommended priorities:
 - #1 Housing/Homeless Services
 - #2 Income & Employment
 - #3 Emergency Assistance
 - #4 Disability Related or Elderly Services
 - When it is time to develop the Request For Proposal for services, more specific details of the matrix questions identified on page 5 may be brought in.

10. Adjourn – Per the CSAB bylaws, a quorum is not required to adjourn the meeting
The meeting adjourned at 5:52 pm

Motion: Bill Pride
Second: Fran Maguire
Ayes: Unanimous
Nays: None
Abstentions: None

Supporting Documentation for Item #7

2019 Draft Community Needs Assessment

**Yolo County Community Services Action Board
2019 Comprehensive Community Needs Assessment**

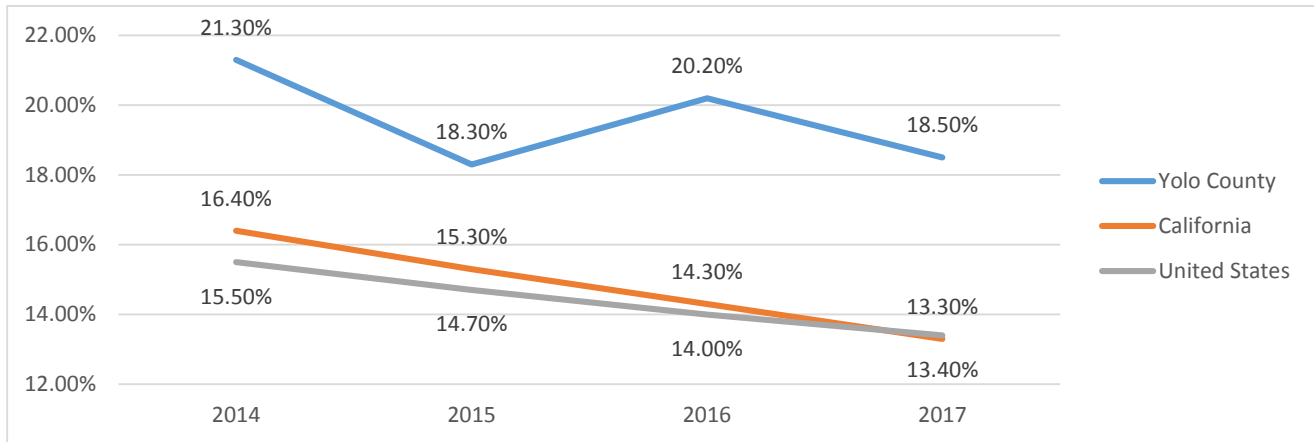
Background

As part of conducting its comprehensive community needs, HHS/CSAB examined census data specific to poverty in Yolo County.

Poverty in Yolo County

According to Census data, 18.5% (39,114 out of 211,305) of Yolo County residents live below the federal poverty level. Despite a decrease from 2016 to 2017, Yolo County’s poverty rate continues to trend higher than both national and state percentages.

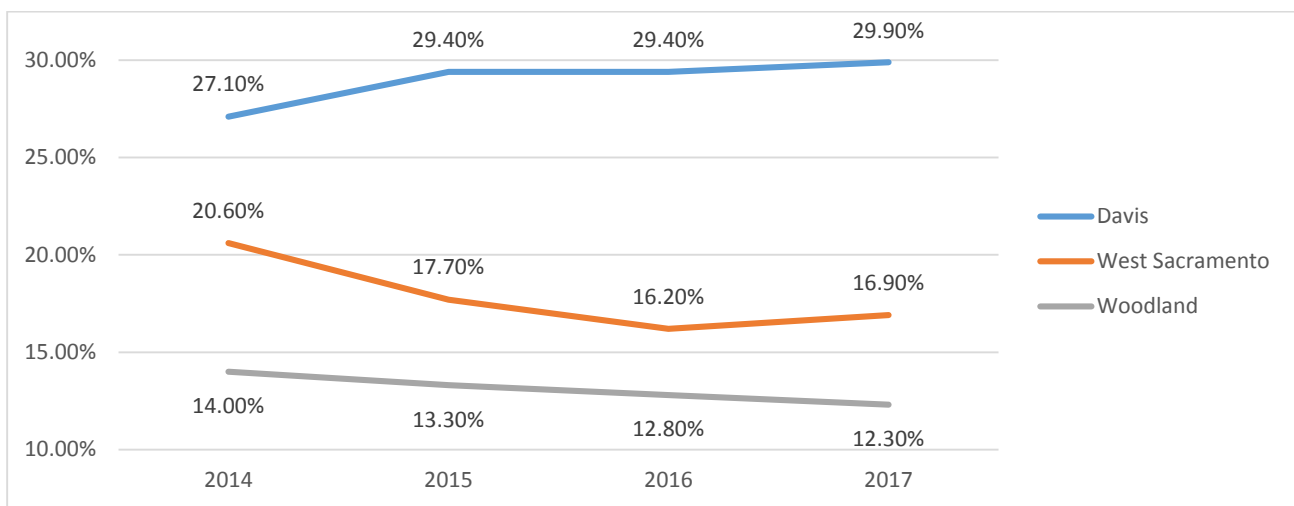
Percentage of Yolo County Residents with Incomes below the Federal Poverty Level over Time – 2014 to 2017



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 (2.90%) 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.

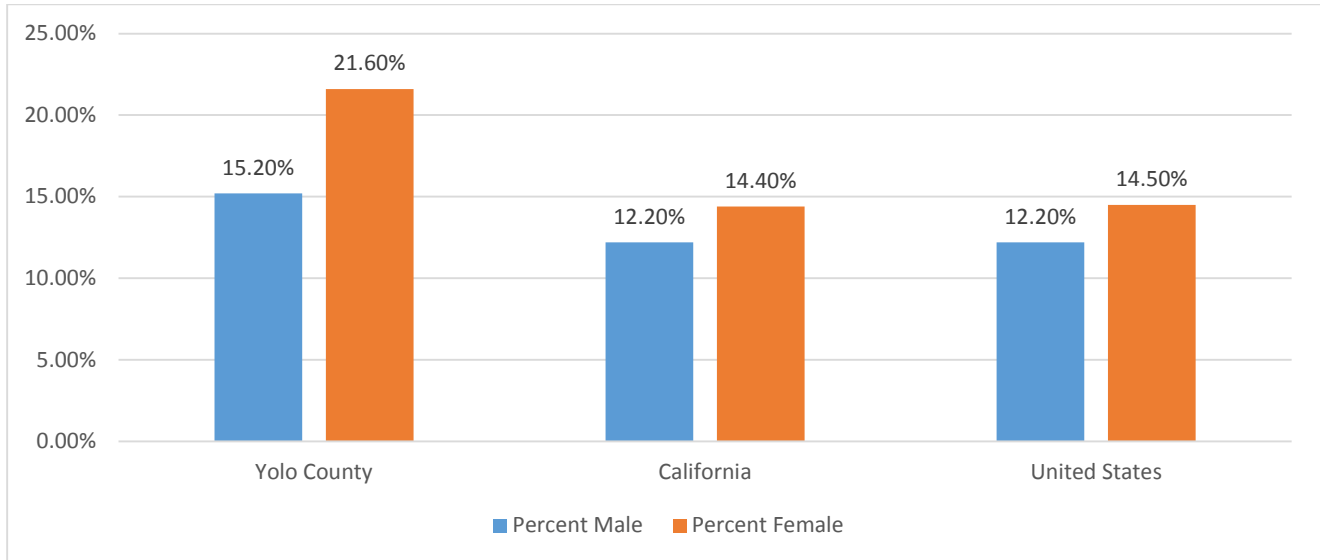
Percentage of Yolo County Residents with Incomes below the Federal Poverty Level by City over Time – 2014 to 2017 (based off five-year estimates)



Data Source: US Census Bureau, American Community Survey

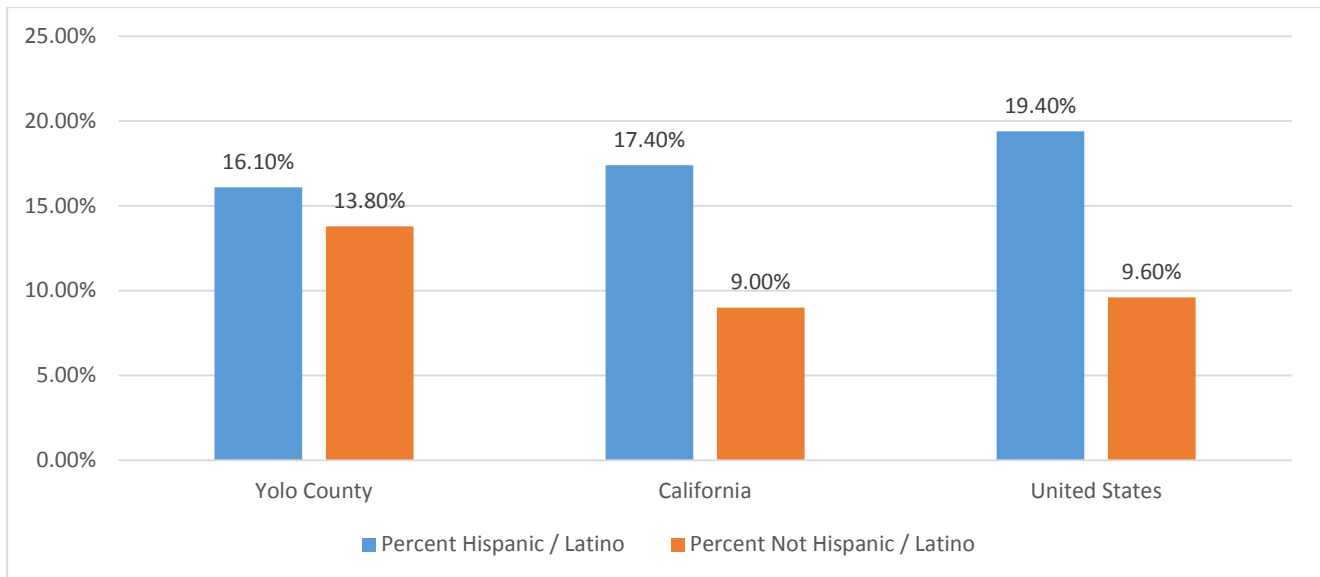
When comparing local poverty rates among gender and ethnicity, census data shows that female and Hispanic/Latino residents, have the highest rates. Yolo County’s trends are consistent with state and national percentages for gender and ethnicity.

Percentage of Males and Females Living Below the Federal Poverty Level in 2017



Data Source: US Census Bureau, American Community Survey

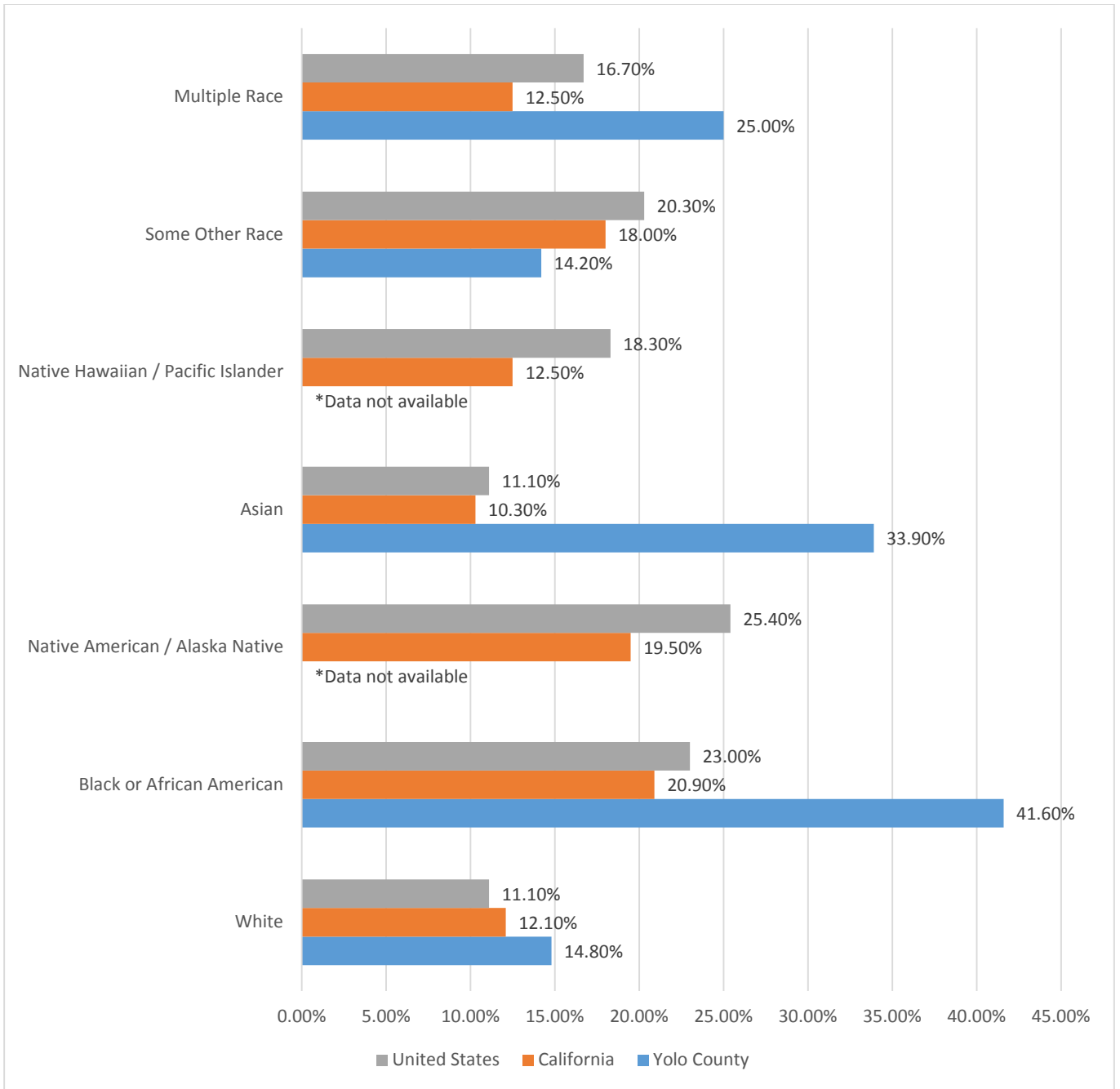
Percentage of Hispanic/Latinos and Not Hispanic/Latinos Living Below the Federal Poverty Level in 2017



Data Source: US Census Bureau, American Community Survey

When comparing local poverty rates among races, census data shows that Black or African American, Asian and Multiple Race residents have the highest rates. Yolo County’s data is only partially consistent with state and national percentages which show Native American/Alaska Native, Black or African American and Some Other Race residents experiencing the highest rates. The percentage of Asians living below the federal poverty level (33.90%) in 2017 in Yolo County constitutes over three times as much as the state’s percentage (10.30%) and the nation’s percentage (11.10%). Similarly, the percentage of Black or African Americans living below the federal poverty level (41.60%) is nearly twice as much as the state’s percentage (20.90%) and the nation’s percentage (23.00%). Note that the local poverty rate for Native Hawaiian/Pacific Islanders and Native American/Alaska Natives is not available because the number of sample cases was too small to provide a reliable estimate.

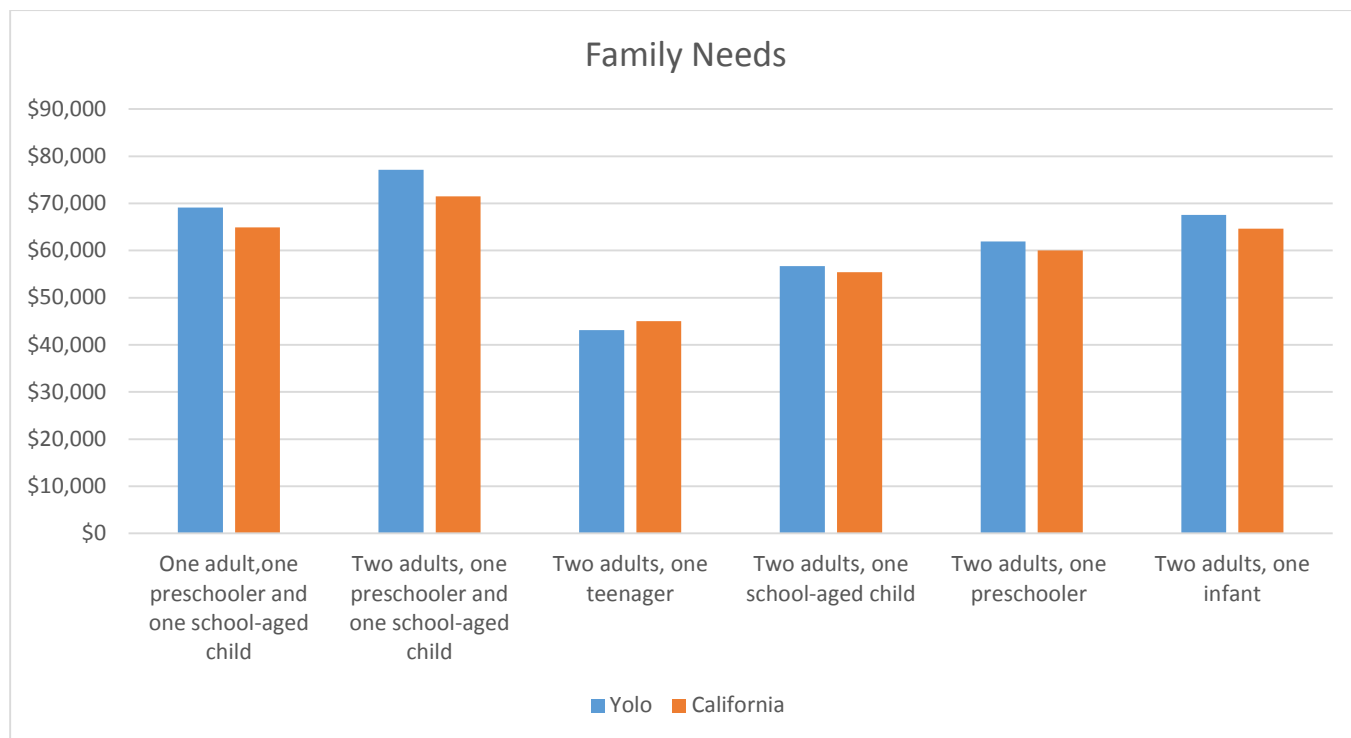
Percentage of Races Living Below the Federal Poverty level in 2017



Data Source: US Census Bureau, American Community Survey

As an alternative to the federal poverty level, the Family Needs Calculator (formerly the Self-Sufficiency Standard) represents the estimated amount of money a family needs to adequately meet its basic needs (housing, food, child care, health care, transportation and taxes) without public or private assistance. In Yolo County the annual salary needed in 2018 to meet these basic needs is shown below for a sampling of family types. It is worth noting that the Family Needs amount required for families in Yolo County is higher than the statewide average for all but one family type.

Annual Salary Needed to Meet Basic Needs in 2018



Data Source: Center for Community Economic Development, “2018 Family Needs Calculator.” Retrieved from: <https://insightcced.org/2018-family-needs-calculator/>

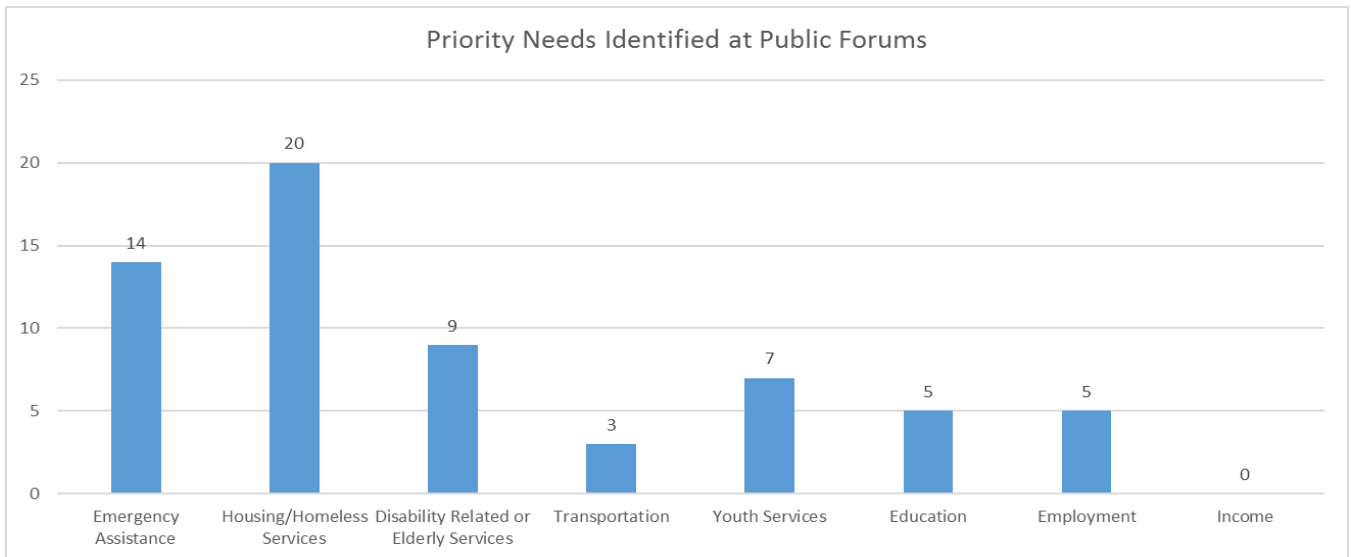
Community Needs Assessment Methodology

HHSA/CSAB used a two – pronged methodology to conduct its Community Needs Assessment consisting of community input at public forums and through a Low-Income Needs 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 email distribution groups.

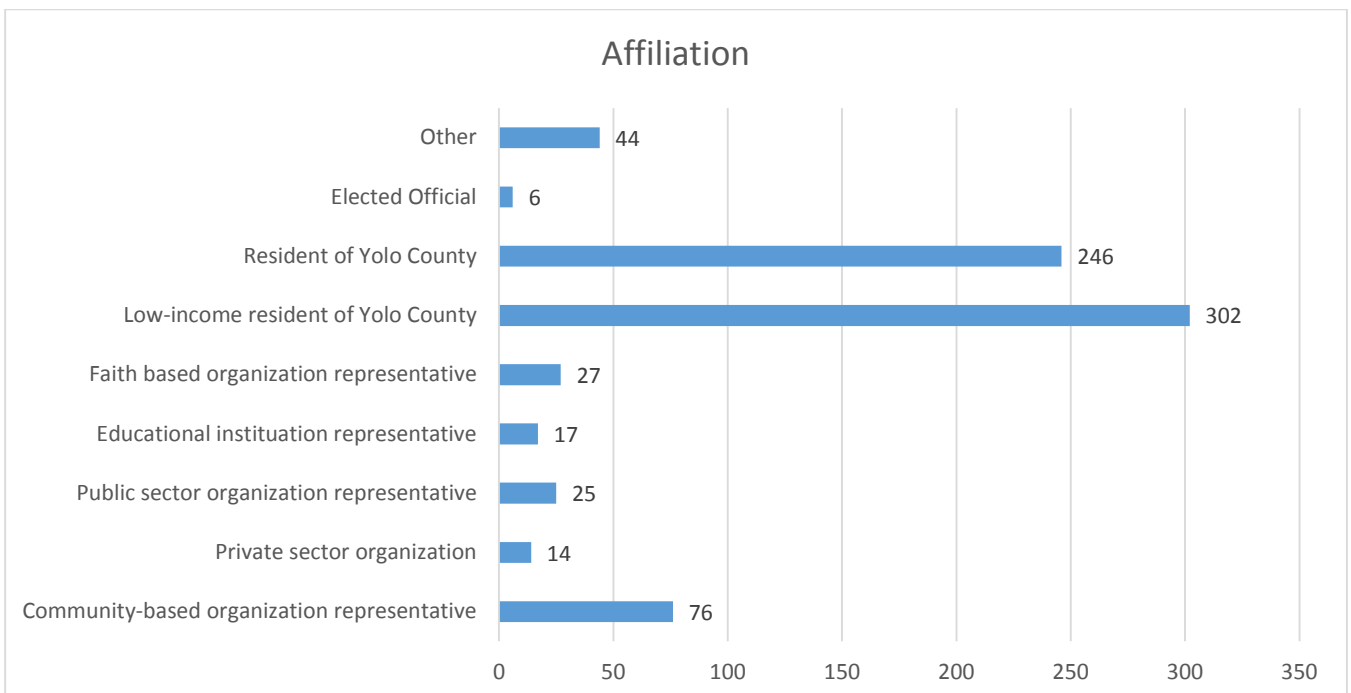
At each public forum, staff provided an overview of the Community Services Block Grant and the Community Needs Assessment process. Thereafter, staff invited attendees to provide testimony as to the needs of low-income residents. Staff recorded the testimony and coded the qualitative information into categories, which staff presented to CSAB as part of its Community Needs Assessment results. In total, 30 people provided testimony at the public forums. Many community members and community based organizations were represented. The top three priority needs identified at the Public Forums were housing/homeless services, emergency assistance and disability related or elderly services.



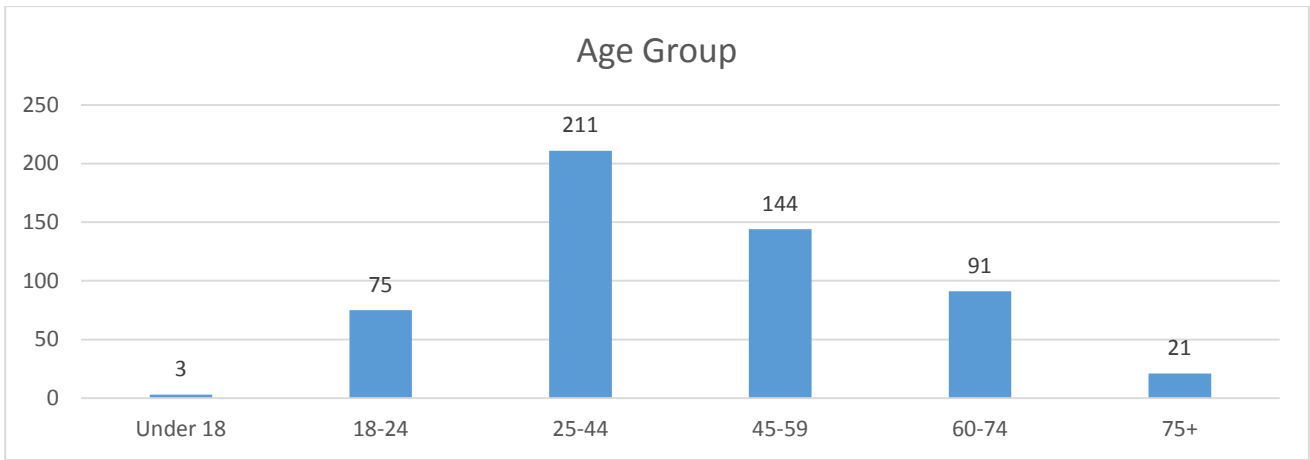
Survey

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 (sent to media contacts, posted online to the County’s website, general Facebook and Twitter feeds), posting the information at its County service centers, and distributing the information to all of its County stakeholder email distribution groups. Individual CSAB members also distributed the surveys further to community based organizations, local governing body representatives (i.e. County Board of Supervisors, City Council Members) and local advocacy committees.

In total, HHSA/CSAB received 545 responses, including a wide range of stakeholders. Out of 545 surveys received, the majority of respondents (302) self-identified as a “low-income resident of Yolo County”. Additionally, of the 44 people who self-identified as “other”, 24 specified affiliations that would be considered low-income such as homeless, SSDI recipient, social security recipient, student, etc.



The Low-Income Needs Survey also asked respondents to identify their age group. The responses indicate that the survey represents a wide representation of different age groups.

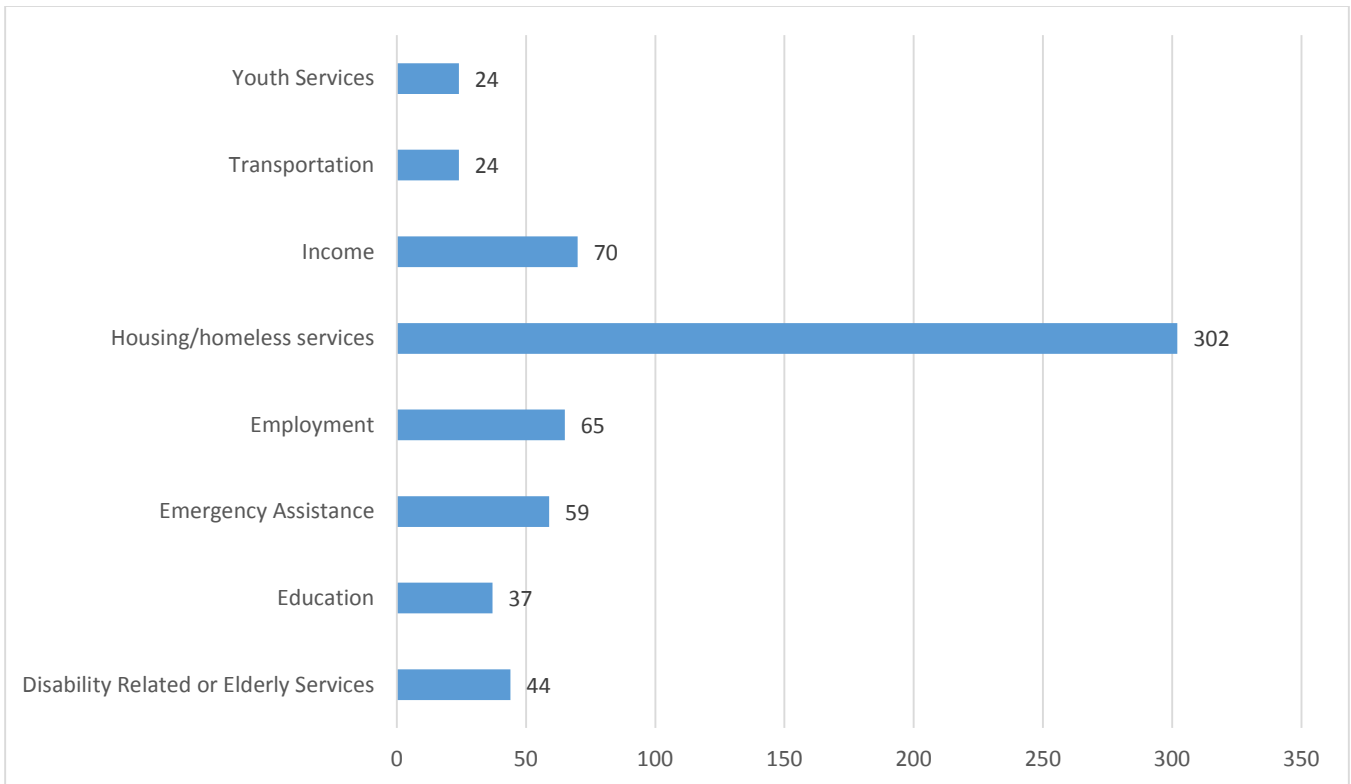


Findings

Staff organized the Low-Income Needs Survey results into graphs and tables, which staff presented to CSAB along with the notes from its public forums. Based on both the qualitative and quantitative data collected, HHSA/CSAB identified housing/homeless services, employment/income assistance, and emergency assistance as key causes and conditions of poverty that need to be addressed.

As depicted in the figure below, 302 survey responses rated housing/homeless services as the most pressing need for low-income individuals and families in Yolo County. Income assistance received the second highest rating with 70 responses, followed by 65 responses for employment assistance and 59 responses for emergency assistance.

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 weighted answer when asked to rate the need for each service within each larger category. The services are arranged in order of weighed average from highest to lowest. Responses were weighted using 3 points given for “1 – Very Needed”, 2 points for “2 – Somewhat Needed” and 1 point for “3-Rarely Needed”.

Survey Question— 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.

Answer Options	Very Needed	Somewhat Needed	Rarely Needed	Weighted Average
<i>Housing/Homeless Services - Help Finding Housing</i>	439	82	18	2.78
<i>Emergency Assistance - Food</i>	412	107	18	2.73
<i>Employment - Job Skills Training</i>	408	109	21	2.72
<i>Housing/Homeless Services - Help Paying Rent</i>	409	102	25	2.72
<i>Housing/Homeless Services - Permanent Supportive Housing</i>	403	101	31	2.70
<i>Emergency Assistance - Emergency Shelter</i>	410	93	36	2.69
<i>Employment -Job Placement Assistance</i>	383	131	22	2.67
<i>Education - Career/Technical Education</i>	384	124	31	2.65
<i>Housing/Homeless Services - Help Paying Utilities</i>	369	144	26	2.64
<i>Disability Related or Elderly - Advocacy for Disability Benefit</i>	379	118	39	2.63
<i>Youth Services - Childcare Services</i>	370	135	32	2.63
<i>Youth Services - Affordable Extracurricular/After School Programs</i>	375	121	40	2.63
<i>Housing/Homeless Services -Transitional and Bridge Housing</i>	376	114	44	2.62
<i>Income - Public Benefits Enrollment</i>	361	142	35	2.61
<i>Disability Related or Elderly - In-Home Support Services and Care</i>	356	143	39	2.59
<i>Employment -Employer Engagement and Recruitment</i>	345	149	38	2.58
<i>Transportation - Transportation Assistance</i>	342	162	35	2.57
<i>Youth Services - Parenting Support and Child Development Classes</i>	338	157	40	2.56
<i>Emergency Assistance - Protection from Violence</i>	342	144	50	2.54
<i>Housing/Homeless Services - Legal Services to Overcome Housing Barriers</i>	337	154	46	2.54
<i>Housing/Homeless Services - Eviction Prevention</i>	330	156	47	2.53
<i>Youth Services - Mentoring Programs (i.e. life skills, crime prevention)</i>	332	151	51	2.53
<i>Education - Life Skills Training</i>	313	188	34	2.52
<i>Emergency Assistance - Clothing and Other Weather Appropriate Items</i>	339	143	58	2.52
<i>Income - Money Management and Credit Repair</i>	315	178	43	2.51
<i>Youth Services - Tutoring Assistance</i>	292	190	51	2.45
<i>Disability Related or Elderly - Meal Delivery</i>	279	203	56	2.41
<i>Education - Adult Education Programs</i>	250	242	47	2.38
<i>Education - ESL Classes</i>	231	227	78	2.29
<i>Education - Literacy Classes</i>	222	242	72	2.28
<i>Income - Tax Preparation and Tax Credit Classes</i>	214	242	74	2.26

Identification of Program Priority Needs

Housing/Homeless Services

Consistent with past findings, the recent assessment substantiated the overwhelming need for housing and homeless services. This was the top priority need identified both at the public forums and through the Low-Income Needs Survey. According to the assessment results, priorities within this category include housing navigation assistance, eviction prevention assistance such as help paying rent and/or utilities, supportive services to assist persons maintain their permanent housing, and transitional/bridge housing.

Income and Employment

The assessment also revealed the need for assistance with income and employment. Although not identified as a priority need at the public forums, these received the 2nd and 3rd highest score when survey respondents were asked to rate the single most pressing need. Since these are so closely related, CSAB chose to combine them. Priorities within these categories include helping persons find and secure permanent employment, providing job skills training and assistance enrolling in public benefit programs such as CalWORKs, CalFresh and General Assistance.

Emergency Assistance

Another need identified by the assessment was emergency assistance in the form of shelter, food, supplies, and protection from violence. This category was identified as the 2nd highest need when discussed at the public forums, and the 4th highest need when survey respondents were asked to rate the single most pressing need. Priorities within this category include emergency shelter beds for persons and families experiencing homelessness, meals for food insecure persons and families, as well as safety from crime and domestic violence.

Disability Related or Elderly Services

This category of need received the 4th highest score when survey respondents were asked to rate the single most pressing need, and the 3rd highest need when discussed at the public forums. Priorities within this category include providing assistance to obtain disability benefits and assistance with in-home support services and care. CSAB recognized that the elderly and disabled are disproportionately represented in the local homeless population and chose to include this as a fourth category of priority need. This is consistent with an increased awareness of the growing aging homeless population, as reflected in this report by the Actionable Intelligence for Social Policy initiative: <https://www.aisp.upenn.edu/aginghomelessness/>

Supporting Documentation for Items #8 and #9

2020-21 Draft Community Action Plan

2020-2021 Community Action Plan

California Department of Community Services and Development

Community Services Block Grant



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Purpose

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) agencies plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to

individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency. Community Action Plans must comply with Organizational Standards and state and federal laws, as outlined below.

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that provide guidance for the development of a comprehensive Community Needs Assessment. The following is a list of Organizational Standards that will be met upon completion of the CAP and CNA. This section is informational only, and narrative responses are not required in this section. Agencies are encouraged to utilize this list as a resource when completing Organizational Standards annually (Appendix A).

State Assurances

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

Federal Assurances and Certification

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

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

2020/2021 Community Action Plan Checklist

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

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

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

Submission Date: June 30, 2019

Agency Contact Person Regarding the Community Action Plan:

Name:	Ian Evans, LMFT
Title:	Alcohol and Drug Administrator, Forensic and Homeless Team Clinical Manager
Phone:	(530) 666-8297
Email:	Ian.Evans@yolocounty.org

Certification of Community Action Plan and Assurances

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

Don Saylor _____
Board Chair (printed name) Board Chair (signature) Date

Karen Larsen _____
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:

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

- Yolo County residents are safe, healthy, and economically secure.

Mission Statement

Provide your agency's Mission Statement below:

The mission statement for Yolo County's Health and Human Services Agency (HHS) 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 HHS, 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.

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))

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, HHS/CSAB recognizes the importance of this mechanism and welcomes being held accountable.

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)

As required by federal statute and CSAB's bylaws, CSAB members are involved in the decision-making process and participate in the development, planning, implementation and evaluation of programs funded under CSBG. CSAB members convene meetings, at least bi-monthly, conduct a biannual Community Needs Assessment to identify critical gaps in Yolo County's social service system, oversee the provision of CSBG funds by making recommendations to the Board of Supervisors regarding the request for proposal and subcontracting process, and monitor the performance of CSBG subcontractors by examining outcome reports and conducting annual site visits.

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: May 14, 2019

Location: Yolo County HHSA – Bauer Building – Thomson Room,
137 N. Cottonwood Street, Woodland, CA 95695

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)
4/24/19	Yolo County Press Release sent to the media (64 contacts), was posted online (noticed to 905 subscribers) and posted to the County's general Facebook (1,511 followers) and Twitter (1,502) feeds.
4/25/19	The CSAB website http://www.yolocounty.org/CSAB
4/26/19	County Administration Building
4/26/19	Shared Press Release with the Homeless and Poverty Action Coalition (HPAC) email distribution list. HPAC is our local homeless continuum of care.

***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		

**Yolo County Community Services Action Board
2019 Comprehensive Community Needs Assessment**

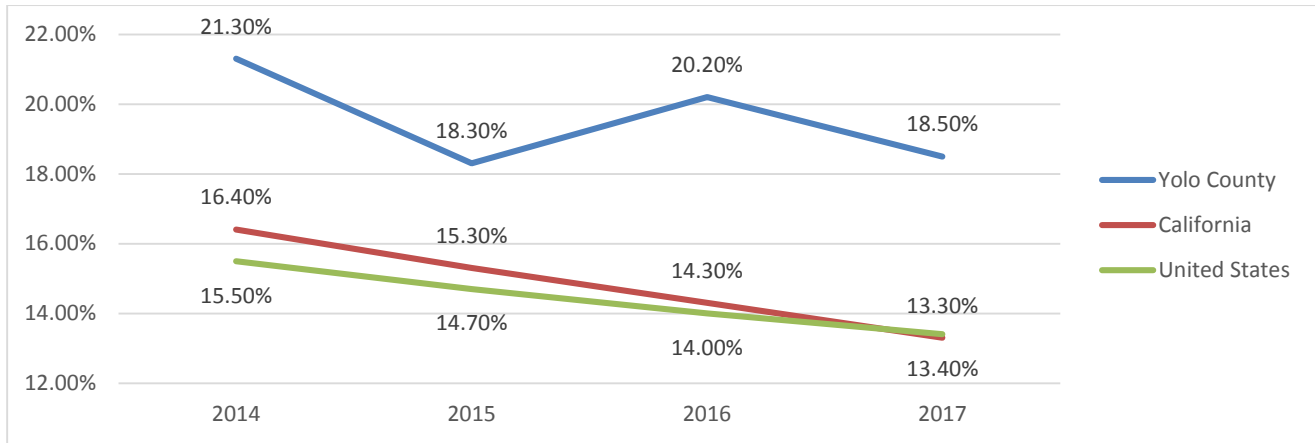
Background

As part of conducting its comprehensive community needs, HHSA/CSAB examined census data specific to poverty in Yolo County.

Poverty in Yolo County

According to Census data, 18.5% (39,114 out of 211,305) of Yolo County residents live below the federal poverty level. Despite a decrease from 2016 to 2017, Yolo County's poverty rate continues to trend higher than both national and state percentages.

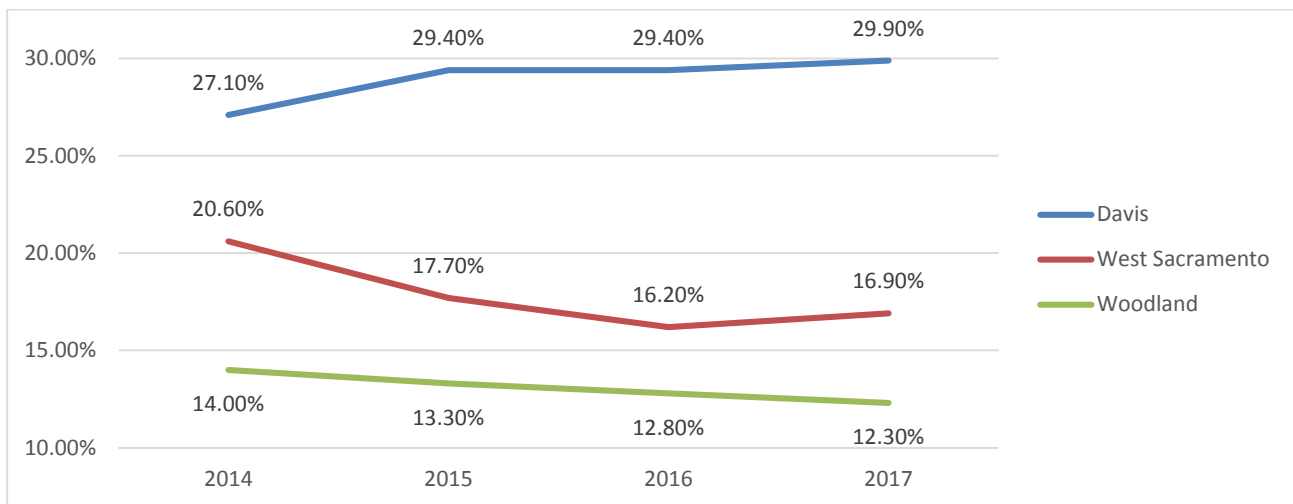
Percentage of Yolo County Residents with Incomes below the Federal Poverty Level over Time – 2014 to 2017



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 (2.90%) 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.

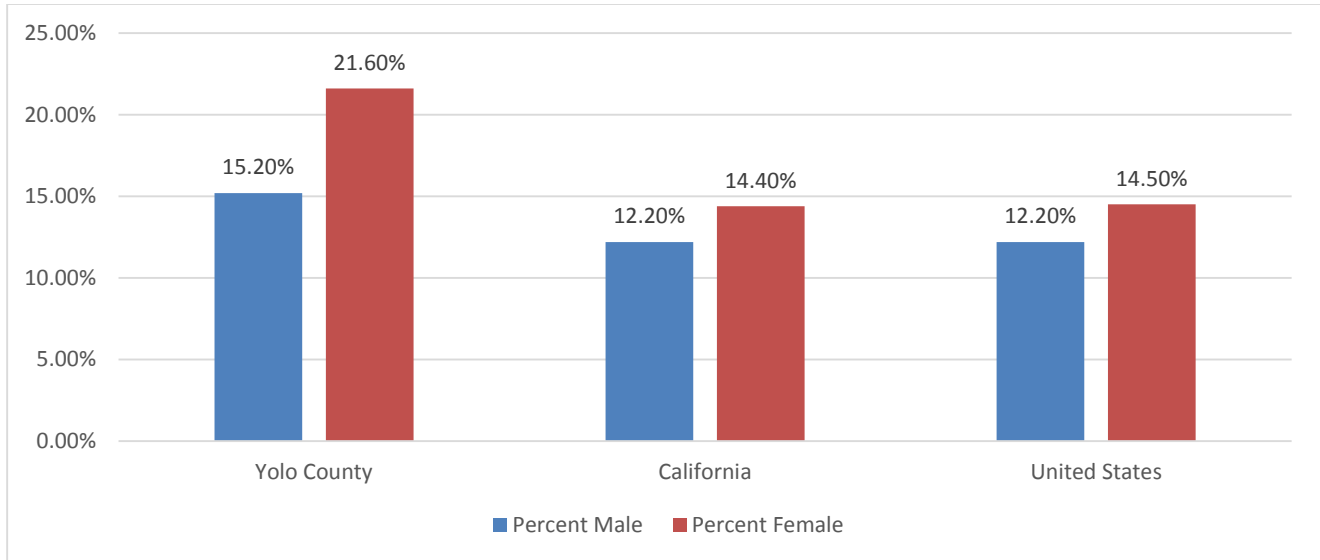
Percentage of Yolo County Residents with Incomes below the Federal Poverty Level by City over Time – 2014 to 2017 (based off five-year estimates)



Data Source: US Census Bureau, American Community Survey

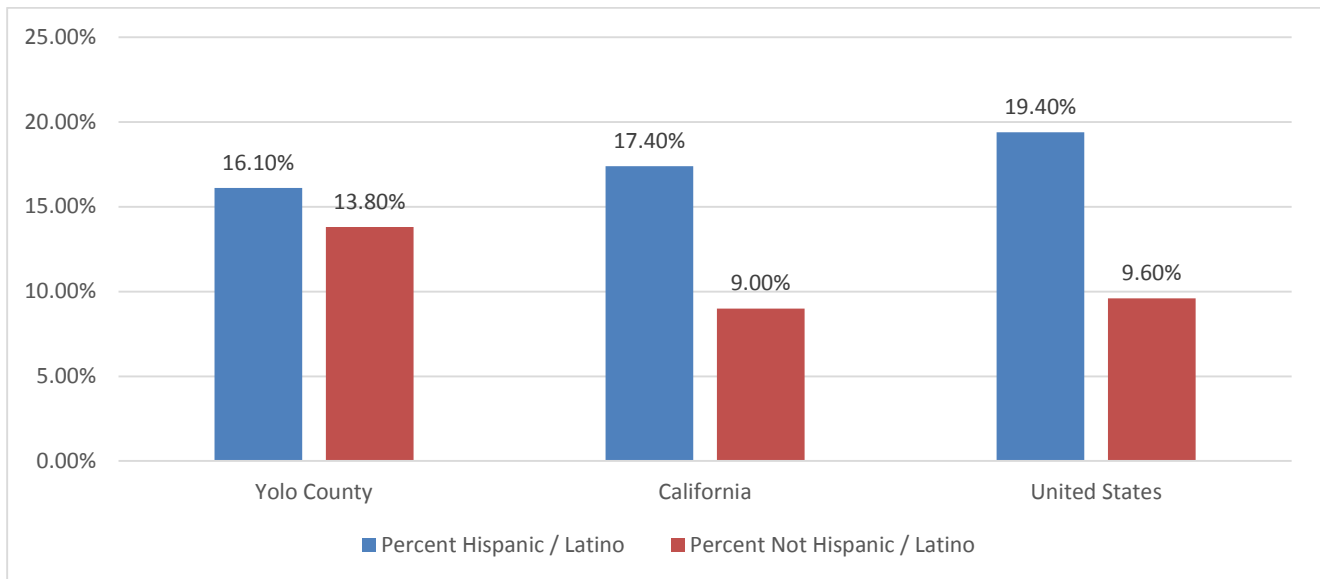
When comparing local poverty rates among gender and ethnicity, census data shows that female and Hispanic/Latino residents, have the highest rates. Yolo County's trends are consistent with state and national percentages for gender and ethnicity.

Percentage of Males and Females Living Below the Federal Poverty Level in 2017



Data Source: US Census Bureau, American Community Survey

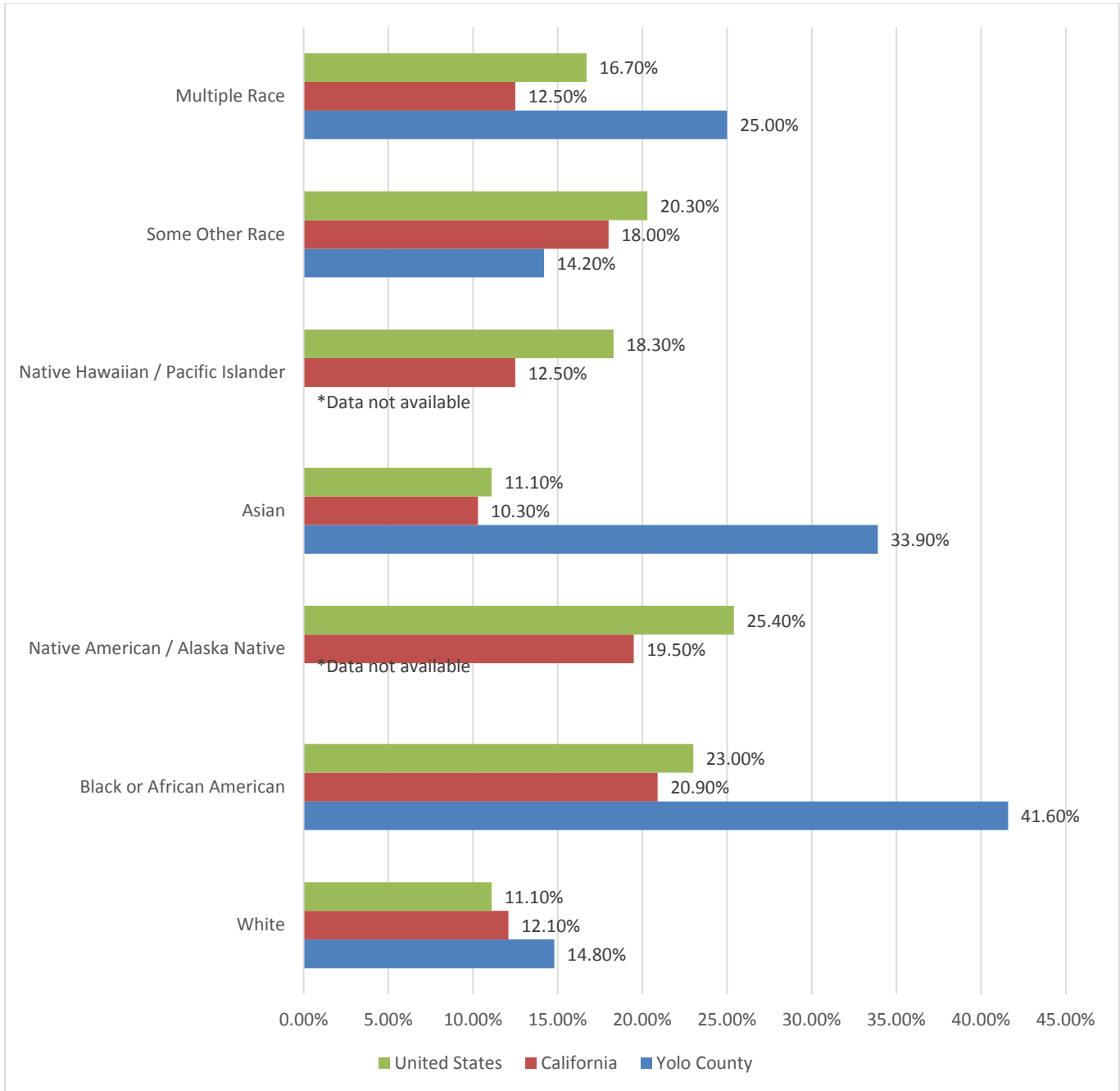
Percentage of Hispanic/Latinos and Not Hispanic/Latinos Living Below the Federal Poverty Level in 2017



Data Source: US Census Bureau, American Community Survey

When comparing local poverty rates among races, census data shows that Black or African American, Asian and Multiple Race residents have the highest rates. Yolo County’s data is only partially consistent with state and national percentages which show Native American/Alaska Native, Black or African American and Some Other Race residents experiencing the highest rates. The percentage of Asians living below the federal poverty level (33.90%) in 2017 in Yolo County constitutes over three times as much as the state’s percentage (10.30%) and the nation’s percentage (11.10%). Similarly, the percentage of Black or African Americans living below the federal poverty level (41.60%) is nearly twice as much as the state’s percentage (20.90%) and the nation’s percentage (23.00%). Note that the local poverty rate for Native Hawaiian/Pacific Islanders and Native American/Alaska Natives is not available because the number of sample cases was too small to provide a reliable estimate.

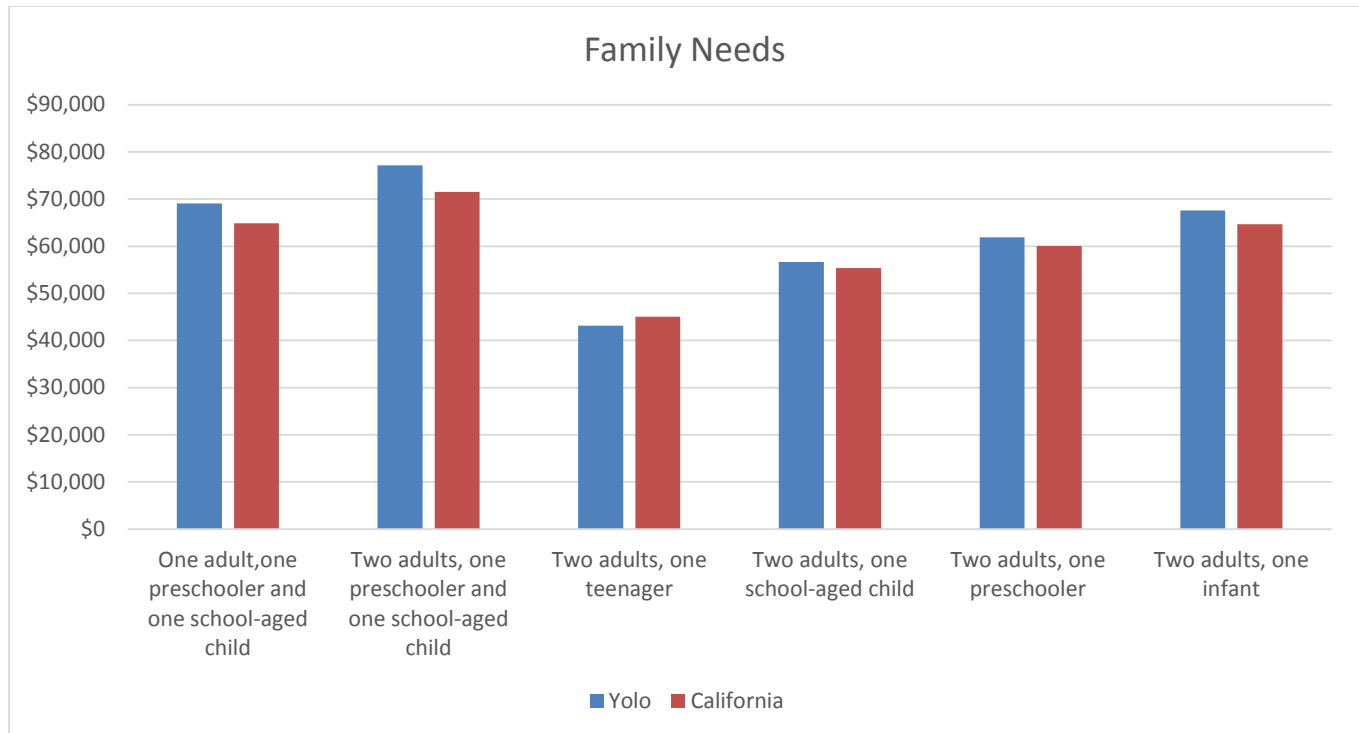
Percentage of Races Living Below the Federal Poverty level in 2017



Data Source: US Census Bureau, American Community Survey

As an alternative to the federal poverty level, the Family Needs Calculator (formerly the Self-Sufficiency Standard) represents the estimated amount of money a family needs to adequately meet its basic needs (housing, food, child care, health care, transportation and taxes) without public or private assistance. In Yolo County the annual salary needed in 2018 to meet these basic needs is shown below for a sampling of family types. It is worth noting that the Family Needs amount required for families in Yolo County is higher than the statewide average for all but one family type.

Annual Salary Needed to Meet Basic Needs in 2018



Data Source: Center for Community Economic Development, "2018 Family Needs Calculator." Retrieved from: <https://insightccd.org/2018-family-needs-calculator/>

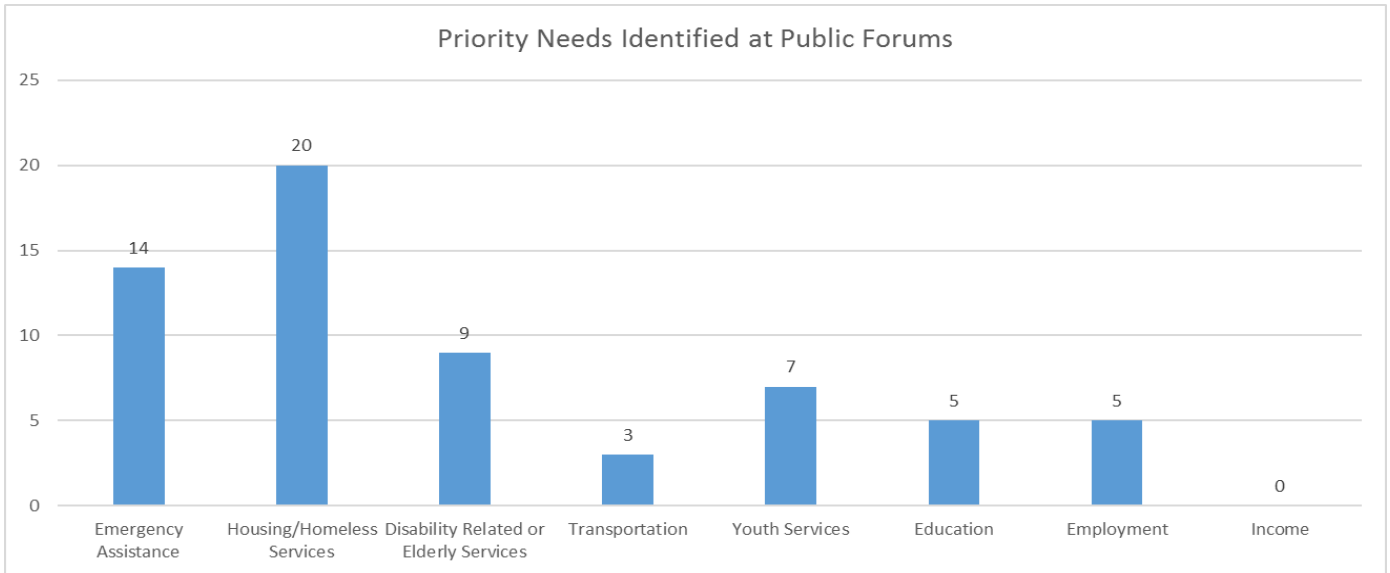
Community Needs Assessment Methodology

HHS/CSAB used a two – pronged methodology to conduct its Community Needs Assessment consisting of community input at public forums and through a Low-Income Needs Survey. The following sections explain each approach in more detail.

Public Forums

To ensure HHS/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. HHS/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 email distribution groups.

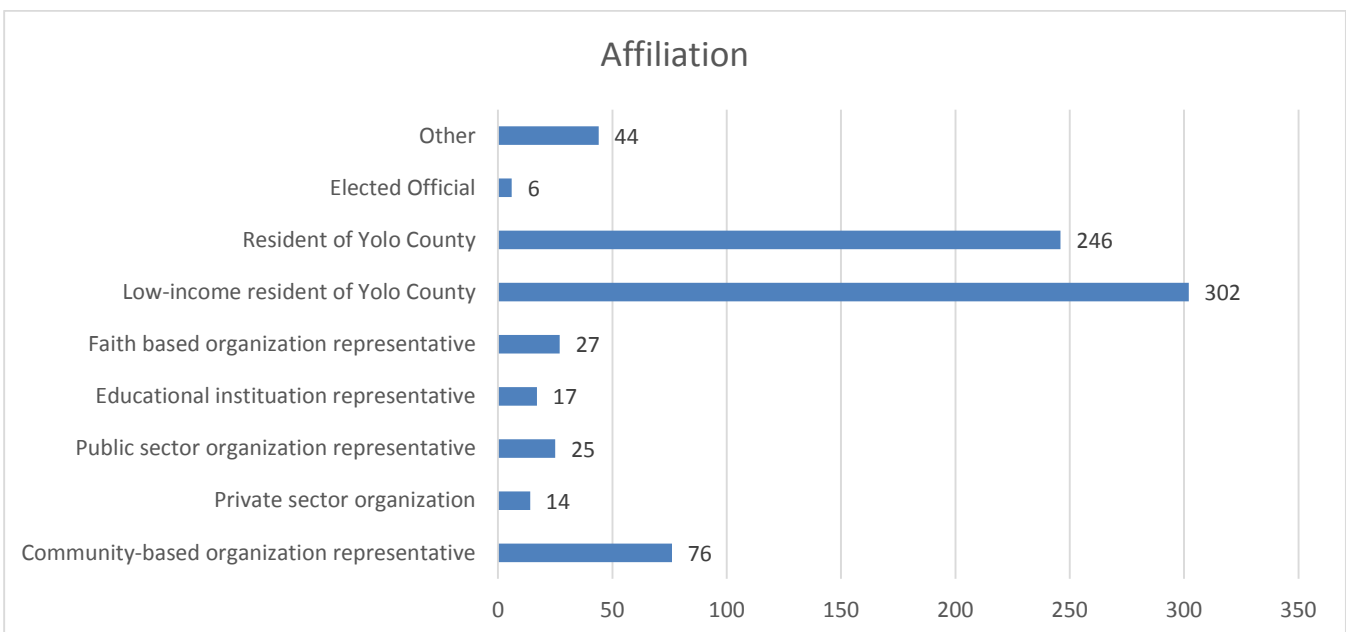
At each public forum, staff provided an overview of the Community Services Block Grant and the Community Needs Assessment process. Thereafter, staff invited attendees to provide testimony as to the needs of low-income residents. Staff recorded the testimony and coded the qualitative information into categories, which staff presented to CSAB as part of its Community Needs Assessment results. In total, 30 people provided testimony at the public forums. Many community members and community based organizations were represented. The top three priority needs identified at the Public Forums were housing/homeless services, emergency assistance and disability related or elderly services.



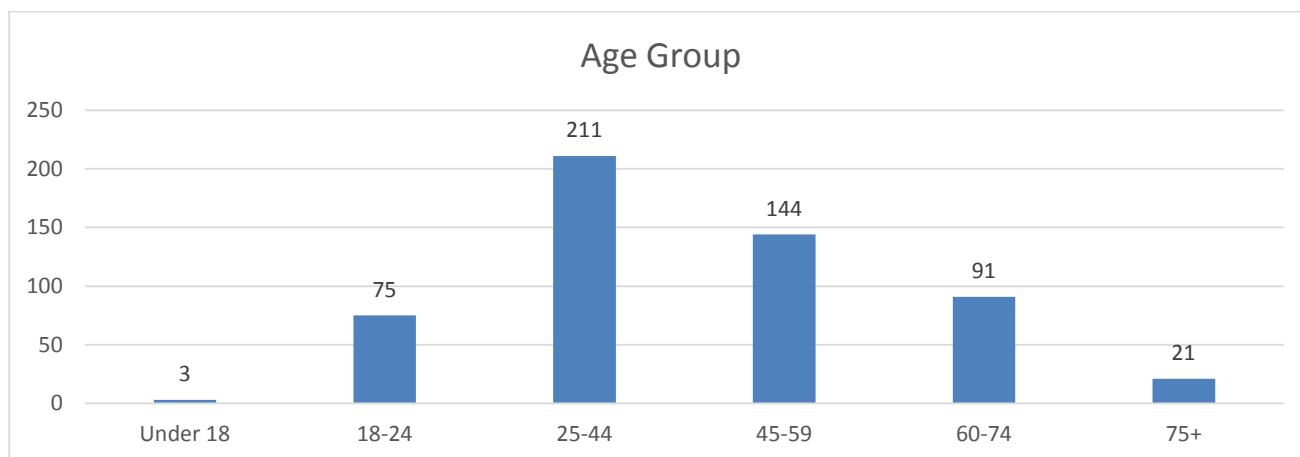
Survey

In an effort to collect quantitative data, HHS/CSAB also administered a Low-Income Needs Survey. The survey, available in electronic and paper formats as well as in English, Russian, and Spanish, allowed HHS/CSAB to seek more standardized responses. Similar to the public forums, HHS/CSAB publicly advertised the survey by disseminating a County press release (sent to media contacts, posted online to the County’s website, general Facebook and Twitter feeds), posting the information at its County service centers, and distributing the information to all of its County stakeholder email distribution groups. Individual CSAB members also distributed the surveys further to community based organizations, local governing body representatives (i.e. County Board of Supervisors, City Council Members) and local advocacy committees.

In total, HHS/CSAB received 545 responses, including a wide range of stakeholders. Out of 545 surveys received, the majority of respondents (302) self-identified as a “low-income resident of Yolo County”. Additionally, of the 44 people who self-identified as “other”, 24 specified affiliations that would be considered low-income such as homeless, SSDI recipient, social security recipient, student, etc.



The Low-Income Needs Survey also asked respondents to identify their age group. The responses indicate that the survey represents a wide representation of different age groups.

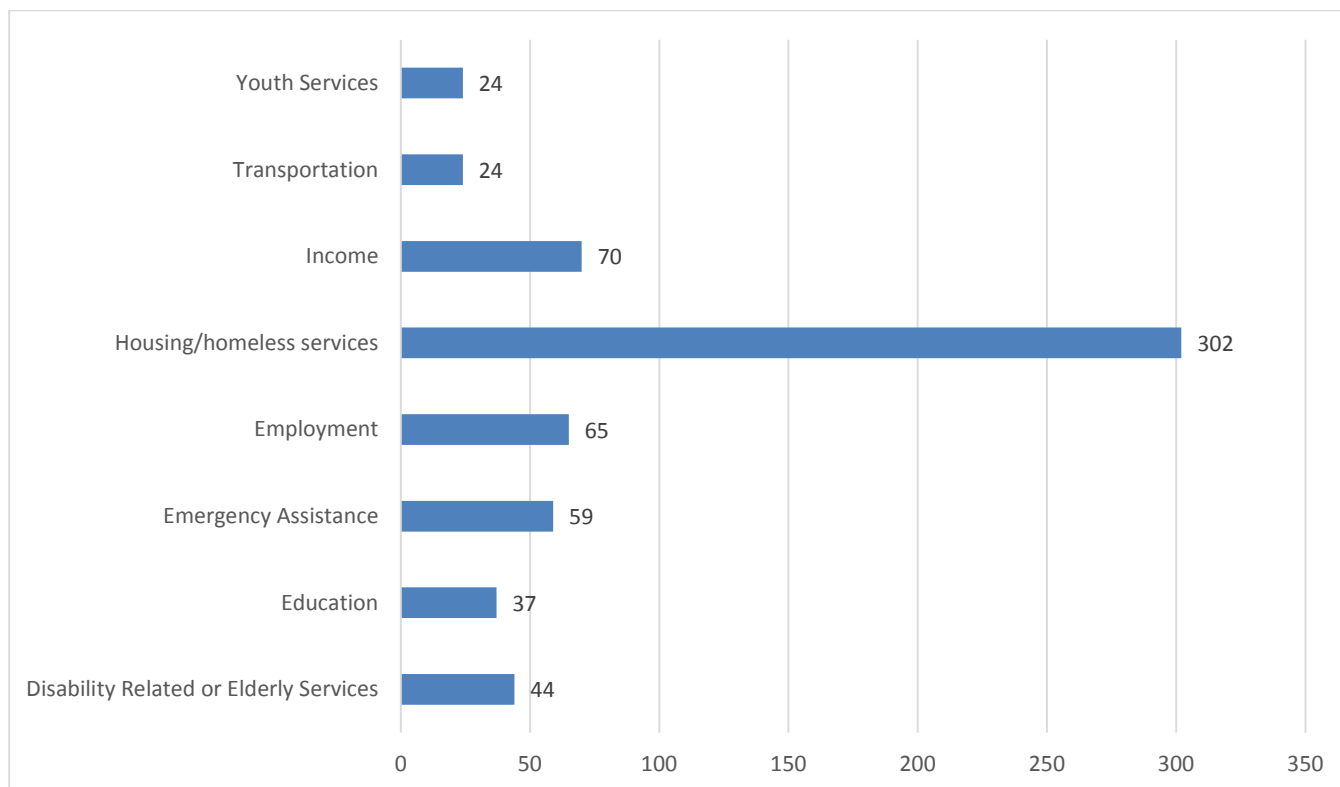


Findings

Staff organized the Low-Income Needs Survey results into graphs and tables, which staff presented to CSAB along with the notes from its public forums. Based on both the qualitative and quantitative data collected, HHSA/CSAB identified housing/homeless services, employment/income assistance, and emergency assistance as key causes and conditions of poverty that need to be addressed.

As depicted in the figure below, 302 survey responses rated housing/homeless services as the most pressing need for low-income individuals and families in Yolo County. Income assistance received the second highest rating with 70 responses, followed by 65 responses for employment assistance and 59 responses for emergency assistance.

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 weighted answer when asked to rate the need for each service within each larger category. The services are arranged in order of weighed average from highest to lowest. Responses were weighted using 3 points given for “1 – Very Needed”, 2 points for “2 – Somewhat Needed” and 1 point for “3-Rarely Needed”.

Survey Question— 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.

Answer Options	Very Needed	Somewhat Needed	Rarely Needed	Weighted Average
<i>Housing/Homeless Services - Help Finding Housing</i>	439	82	18	2.78
<i>Emergency Assistance - Food</i>	412	107	18	2.73
<i>Employment - Job Skills Training</i>	408	109	21	2.72
<i>Housing/Homeless Services - Help Paying Rent</i>	409	102	25	2.72
<i>Housing/Homeless Services - Permanent Supportive Housing</i>	403	101	31	2.70
<i>Emergency Assistance - Emergency Shelter</i>	410	93	36	2.69
<i>Employment -Job Placement Assistance</i>	383	131	22	2.67
<i>Education - Career/Technical Education</i>	384	124	31	2.65
<i>Housing/Homeless Services - Help Paying Utilities</i>	369	144	26	2.64
<i>Disability Related or Elderly - Advocacy for Disability Benefit</i>	379	118	39	2.63
<i>Youth Services - Childcare Services</i>	370	135	32	2.63
<i>Youth Services - Affordable Extracurricular/After School Programs</i>	375	121	40	2.63
<i>Housing/Homeless Services -Transitional and Bridge Housing</i>	376	114	44	2.62
<i>Income - Public Benefits Enrollment</i>	361	142	35	2.61
<i>Disability Related or Elderly - In-Home Support Services and Care</i>	356	143	39	2.59
<i>Employment -Employer Engagement and Recruitment</i>	345	149	38	2.58
<i>Transportation - Transportation Assistance</i>	342	162	35	2.57
<i>Youth Services - Parenting Support and Child Development Classes</i>	338	157	40	2.56
<i>Emergency Assistance - Protection from Violence</i>	342	144	50	2.54
<i>Housing/Homeless Services - Legal Services to Overcome Housing Barriers</i>	337	154	46	2.54
<i>Housing/Homeless Services - Eviction Prevention</i>	330	156	47	2.53
<i>Youth Services - Mentoring Programs (i.e. life skills, crime prevention)</i>	332	151	51	2.53
<i>Education - Life Skills Training</i>	313	188	34	2.52
<i>Emergency Assistance - Clothing and Other Weather Appropriate Items</i>	339	143	58	2.52
<i>Income - Money Management and Credit Repair</i>	315	178	43	2.51
<i>Youth Services - Tutoring Assistance</i>	292	190	51	2.45
<i>Disability Related or Elderly - Meal Delivery</i>	279	203	56	2.41
<i>Education - Adult Education Programs</i>	250	242	47	2.38
<i>Education - ESL Classes</i>	231	227	78	2.29
<i>Education - Literacy Classes</i>	222	242	72	2.28
<i>Income - Tax Preparation and Tax Credit Classes</i>	214	242	74	2.26

Identification of Program Priority Needs

Housing/Homeless Services

Consistent with past findings, the recent assessment substantiated the overwhelming need for housing and homeless services. This was the top priority need identified both at the public forums and through the low-income needs survey. According to the assessment results, priorities within this category include housing navigation assistance, eviction prevention assistance such as help paying rent and/or utilities, supportive services to assist persons maintain their permanent housing, and transitional/bridge housing.

Income and Employment

The assessment also revealed the need for assistance with income and employment. Although not identified as a priority need at the public forums, these received the 2nd and 3rd highest score when survey respondents were asked to rate the single most pressing need. Since these are so closely related, CSAB chose to combine them. Priorities within these categories include helping persons find and secure permanent employment, providing job skills training and assistance enrolling in public benefit programs such as CalWORKs, CalFresh and General Assistance.

Emergency Assistance

Another need identified by the assessment was emergency assistance in the form of shelter, food, supplies, and protection from violence. This category was identified as the 2nd highest need when discussed at the public forums, and the 4th highest need when survey respondents were asked to rate the single most pressing need. Priorities within this category include emergency shelter beds for persons and families experiencing homelessness, meals for food insecure persons and families, as well as safety from crime and domestic violence.

Disability Related or Elderly Services

This category of need received the 4th highest score when survey respondents were asked to rate the single most pressing need, and the 3rd highest need when discussed at the public forums. Priorities within this category include providing assistance to obtain disability benefits and assistance with in-home support services and care. CSAB recognized that the elderly and disabled are disproportionately represented in the local homeless population and chose to include this as a fourth category of priority need. This is consistent with an increased awareness of the growing aging homeless population, as reflected in this report by the Actionable Intelligence for Social Policy initiative: <https://www.aisp.upenn.edu/aginghomelessness/>

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	Not Used
Asset Mapping	Not Used
Surveys	March 3-29, 2019. Distributed via press release and various email stakeholder group, in person to various locations.
Community Dialogue	March 19, 20, 21, 26, 27 and 28. Six public forums were held in Knights Landing, Winters, Davis, West Sacramento and Esparto. Publicized via press release.
Interviews	Not Used
Public Records	US Census Bureau, American Community Survey, and Center for Community Economic Development "2018" Family Needs Calculator", were utilized to obtain local poverty data.

Date of most recent completed CNA: April 9, 2019

Date CNA approved by Tripartite Board (most recent): May 14, 2019
 (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)

The Low-Income Needs Survey which was utilized as part of the Community Needs Assessment, included a question to identify affiliations with these key sectors of the community. This allowed us the opportunity to consider the responses from each sector when reviewing the data from the survey and analyze any differences between them. All key sectors were adequately represented, with survey responses received from each of these:

- Community-based organization representative – 76 responses
- Faith-based organization representative – 27 responses
- Private sector representative – 14 responses
- Public sector representative – 25 responses
- Educational institution representative – 17 responses
- Low-income resident of Yolo County – 302
- Resident of Yolo County – 246
- Elected Official – 6
- Other – 44 (of these, the most commonly identified was homeless or student)

The survey results showed that every one of these sectors consistently identified housing/homeless services as the single most pressing need for low-income individuals and families in Yolo County.

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

High housing costs and a shortage of affordable housing in our community is one condition that contributes significantly to poverty in our service area. In 2017, census data estimates that 55.99% of Yolo County households were Rent Burdened, meaning that they were paying more than 30% of their income on housing expenses.

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

When an HHS program collects and analyzes relevant customer satisfaction data, our agency shares that with CSAB. For example, an email was sent earlier this year to the CSAB members with the link to a presentation about the results from a Consumer Perception Survey administered by the Yolo County Health and Human Services Behavioral Health Programs.

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)

HHS/CSAB utilized data available from the US Census Bureau specific to poverty and its prevalence related to gender, age, and race/ethnicity for our service area. This data is included in the Community Needs Assessment.

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)

HHS/CSAB collected both qualitative and quantitative data as part of our needs assessment process. Public forums were used primarily to gather qualitative data and the Low-Income Needs Survey was used primarily to gather quantitative data, although each provided the opportunity to provide both types of feedback. Each forum offered the opportunity for open discussion and dialogue, and priority needs were identified and documented. The survey gathered quantitative data and then invited respondents to provide additional comments. In both approaches, data was gathered around the need for services to help low-income individuals and families in our community. Data was gathered regarding needs in the categories of youth services, transportation, income, housing/homeless services, employment, emergency assistance, education and disability related or elderly services. All of the data was organized, presented to CSAB and reviewed at the April 9, 2019 board meeting.

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)

Both the public forums and the Low-Income Needs Surveys were utilized to collect information from low-income individuals and data from both were analyzed as part of the Community Needs Assessment. Some low-income individuals were present at the public forums. The Low-Income Needs Survey included an option for respondents to self-identify as a low-income resident of Yolo County. The majority of surveys received were from respondents who self-identified as low-income residents (302 out of 545 surveys received).

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)
Housing/homeless services – Providing programs/services to find and keep safe, decent, and affordable housing.	Yes	Yes	Yes
Income & Employment – Providing programs/services to secure stable income, and make better use of income; find and keep meaningful employment.	Yes	Yes	Yes
Emergency Assistance – Providing programs/services to meet the immediate needs of food, shelter, clothing, and protection from violence.	Yes	Yes	Yes
Disability Related or Elderly services – Providing program/services to meet the needs of disabled individuals or the elderly.	Yes	Yes	Yes

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

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

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

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

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

(CSBG Act Section 676b(3)(B),(5), State Assurance 12760)

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. Housing/homeless services	Providing programs/services to find and keep safe, decent, and affordable housing. HHSA will issue a Request for Proposal to provide this service for CY 2020-21.	Family & Individual	FNPI 4 SRV 4o
2. Income & Employment	Providing programs/services to secure stable income, and make better use of income; find and keep meaningful employment. HHSA will issue a Request for Proposal to provide this service for CY 2020-21.	Family & Individual	FNPI 1
3. Emergency Assistance	Providing programs/services to meet the immediate needs of food, shelter, clothing, and protection from violence. HHSA will issue a Request for Proposal to provide this service for CY 2020-21.	Family & Individual	SRV 4m SRV 5jj
4. Disability Related or Elderly services	Providing program/services to meet the needs of disabled individuals or the elderly. HHSA will issue a Request for Proposal to provide this service for CY 2020-21.	Family & Individual	FNPI 5f FNPI 5g FNPI 5h

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

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

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

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

Reporting Strategies Table

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

Indicator/Service Category (CNPI, FNPI, SRV)	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
FNPI 1	HMIS*	Case manager entry into HMIS and HHS analyst generating reports from HMIS.	Quarterly, Semi-Annual and Annual
FNPI 4	HMIS*	Case manager entry into HMIS and HHS analyst generating reports from HMIS.	Quarterly, Semi-Annual and Annual
FNPI 5f	Service provider tracking tool.	Service provider case notes provided to HHS analyst.	Quarterly, Semi-Annual and Annual
FNPI 5g	Service provider tracking tool.	Service provider case notes provided to HHS analyst.	Quarterly, Semi-Annual and Annual
FNPI 5h	Service provider tracking tool.	Service provider case notes provided to HHS analyst.	Quarterly, Semi-Annual and Annual
SRV 4m	HMIS*	Case manager entry into HMIS and HHS analyst generating reports from HMIS.	Quarterly, Semi-Annual and Annual
SRV 40	HMIS*	Case manager entry into HMIS and HHS analyst generating reports from HMIS.	Quarterly, Semi-Annual and Annual
SRV 5jj	Service provider tracking tool.	Service provider collects data from food distribution attendance and reports to HHS analyst.	Quarterly, Semi-Annual and Annual

*HMIS is the Homeless Management Information System. This automated system is mandated by HUD for use by homeless service providers. Historically, the only CSBG funded programs in our area that provide income and employment services are also homeless service providers.

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.

HHSA uses a competitive bid process to disburse the majority of CSBG funds to community-based organizations via subcontracts. HHSA retains a small portion of the CSBG funds to provide direct services through an emergent needs fund. This fund is used to provide assistance with eviction prevention, securing permanent housing, meeting emergency shelter needs or other gaps in direct client services. Client intake for these funds is completed through HHSA's internal teams or external partners following established procedures.

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.)

As stated above, the majority of the CSBG funds were disbursed to the following community based organizations, via a competitive bid process. These programs/services were selected to meet needs that were identified by the prior Community Needs Assessment and included in the 2018-19 Community Action Plan

- Davis Community Meals and Housing – Provides a Family Transitional Housing Program (5 units) and Day Shelter/Resource Center. The purpose is to improve the housing stability and economic security of individuals and families experiencing homelessness in Yolo County. CSBG dollars support personnel and operating costs.
- Food Bank of Yolo County – Provides food assistance distributed through partner agencies. The purpose is to improve client food security for low-income residents of Yolo County. CSBG dollars support personnel and operating costs.
- Meals on Wheels – Provides senior food home delivery. The purpose is to improve daily nutritional intake, decrease food insecurity and improve nutritional health of low-income and disabled or homebound seniors. CSBG dollars support personnel costs.
- Fourth and Hope – Provides emergency shelter (65 to 73 beds) for men, women, and families. The purpose is to improve the lives of persons experiencing homelessness in Yolo County by securing permanent housing placements, increasing non-cash benefits, and increasing income. CSBG dollars primarily support personnel costs and a small amount for direct assistance to clients and indirect administrative costs.
- Yolo County Children's Alliance – Provides housing navigation and financial housing assistance. The purpose is to improve the lives of low-income persons who are unstably housed or experiencing homelessness in Yolo County by securing permanent housing placements, increasing non-cash benefits, and increasing income. CSBG dollars support personnel costs, operating costs, direct assistance to clients and indirect administrative costs.

CSBG services funded for 2020-21 will be selected through the same process. Programs/services will be selected based on the needs identified in this 2020-21 Community Action Plan.

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))

HHSA coordinates CSBG funds with other organizations in our service area 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.

The Homeless and Poverty Action Coalition (HPAC), which is our local homeless Continuum of Care (CoC), is a formalized coalition of social service providers in our service area. HHSA Homeless Services staff attend and participate in the meeting and provide staff support to the coalition. Each meeting includes dedicated time for social service providers to share and receive updates about the programs and services available through their agency.

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).

HHSA/CSAB and its subcontractors work closely with the region's Continuum of Care (CoC) to ensure collaboration with all housing, homeless services, and emergency assistance providers in the community. HHSA has multiple other memorandums of understanding and service agreements with other entities to coordinate services. These are a few examples:

- Fourth and Hope Extended Shelter – HHSA provides wrap around supportive services
- Beamer Street affordable housing project – HHSA provides wrap around supportive services
- New Pathways transitional housing project – HHSA partially funds the program and assists in linkage to behavioural health services and mainstream benefits.

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)

Information from these key sectors was gathered during the public forums and the Low-Income Needs Survey and was reviewed and analyzed with CSAB as part of the Community Needs Assessment.

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))

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.; Davis Community Meals and Housing; Davis Opportunity Village; Department of Rehabilitation; Empower Yolo; Fourth and Hope; Interfaith Rotating Winter Shelter – Davis; Legal Services of Northern California; Meals on Wheels; Mercy Coalition; Resources for Independent Living; Rural Innovations in Social Economics, Inc.; Sacramento Steps Forward; Shores of Hope; Sutter Davis Hospital; Turning Point Community Programs; University of California, Davis; Volunteers of America; Workforce Innovation and Opportunity Act/Workforce Investment Board; Woodland Community College; Woodland Memorial Hospital; Woodland Opportunity Village; Yolo Community Care Continuum; Yolo County Children’s Alliance; Yolo County Departments, including the District Attorney’s Office, Office of Education, Probation, Public Defender’s Office and Sheriff’s Department; Yolo Food Bank; and Yolo County Housing.

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)

Services are selected based on the needs of low income individuals and families identified through the Community Needs Assessment. HHSA/CSAB were actively engaged through the Public Forums and reviewing the data and analysis from the Low-Income Needs Survey. HHSA staff are actively involved in the Homeless and Poverty Action Coalition meetings and have opportunities there to share and receive information about available programs and services for low-income individuals and families. 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. HHSA staff are actively involved in several collaborative meetings such as the Homeless and Poverty Action Coalition and the Homelessness Multi-Disciplinary Teams in each city.
- 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.

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)

N/A

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)

As mentioned previously, 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

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 2017-18 fiscal year, the County's Homeless Services Unit augmented the local homeless continuum resources for homeless services by \$6.6 Million by acquiring more grant funding.

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)

The CSAB tripartite board meetings are public and are posted online along with the agendas and minutes. CSAB publicizes public forums and surveys as part of the Community Needs Assessment process and a public hearing to receive feedback on the draft Community Action Plan. Volunteer hours are tracked and reported by service providers and included on the annual report.

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))

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. Resources for Independent Living was recently awarded funds through the Homeless Emergency Assistance Program to provide outreach, independent living skill training, and housing case management services to youth with disabilities living homeless in Yolo County.

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))

HHSA coordinates the delivery of employment/training services by referring clients to existing services whenever applicable. Since Workforce Innovation and Opportunity Act, CalWORKs, as well as One-Stop Center programming resides under the auspices of HHSA, case managers are particularly effective at establishing linkages for those services. All referrals are developed in a coordinated response that is based off an employment plan that considers individual desires and aptitudes.

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))

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 referrals to food closets, meals programs, and food distribution programs. HHSA also administers FreshText, a free service to connect residents to local food distribution by providing a text reminder 24 hours before the next free food distribution in their community.

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))

HHSA 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.

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))

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.

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.

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.

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)

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

- Submit monthly expenditure claims
- Submit quarterly performance measure reports
- Submit biannual and annual CNPI, FNPI, SRV and client characteristics 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.

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 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))

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.

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)

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 CSBG annual report. 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.

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.

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)

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.

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))

To improve service delivery and enhance impact for individuals, families, and communities with low-incomes, HHSa has 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 in 2015 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 eliminated 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 assigning a Clinical Manager to oversee the County's Homeless Services Unit, and the addition of a clinician and two case managers to the team. These additions are improving the quality of clinical services as each client is receiving more individualized care based upon his or her level of need.

Another example was that HHSA has continued to shift its efforts more towards evidence-based practices. For example, the County has implemented a Housing First model whenever possible. While challenging given the community's lack of affordable housing, the County prioritizes 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.

Finally, HHSA has implemented a requirement for including results based accountability performance measures into each of its contracts with service providers. This serves two purposes. First, it clearly documents for the service provider the expected program outcomes. Second, it ensures that relevant programmatic data is available to HHSA for analysis to ensure that program outcomes are effective in meeting the need the contract intends to address.

Appendix A

Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

CATEGORY ONE: CONSUMER INPUT AND INVOLVEMENT

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

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

Standard 1.3 The organization/department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

CATEGORY TWO: COMMUNITY ENGAGEMENT

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

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

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

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

CATEGORY THREE: COMMUNITY ASSESSMENT

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

Public Agency - Standard 3.1: The organization/department conducted a community assessment and issued a report within the past 3-year period, if no other report exists.

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

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

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

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

VISION AND DIRECTION

CATEGORY FOUR: ORGANIZATIONAL LEADERSHIP

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

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

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

CATEGORY FIVE: BOARD GOVERNANCE

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

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

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

Appendix B

State Assurances

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

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

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

Appendix C

Federal Assurances and Certification

CSBG Services

676(b)(1)(A) *The State will assure “that funds made available through grant or allotment will be used –*

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

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

- (I) document best practices based on successful grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;*
- (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;*

Needs of Youth

676(b)(1)(B) *The State will assure “that funds made available through grant or allotment will be used-*

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and*
- (ii) after-school child care programs;*

Coordination of Other Programs

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

Eligible Entity Service Delivery System

676(b)(3)(A) *a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C9(a), targeted to low-income individuals and families in communities within the State*

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

676(b)(3)(C) a description of “how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

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

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

Eligible Entity Emergency Food and Nutrition Services

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

Coordination with Faith-based Organizations, Charitable Groups, Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

Appendices (Optional)

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

Appendix A: Public Forum/Survey Press Release

COUNTY PRESS RELEASES

Seeking Input on Services for Low-Income Residents

Post Date:03/04/2019 3:21 PM

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 2020-21 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 and housing related services.

To participate in the survey, visit:

- English: <https://www.surveymonkey.com/r/YOLO-ENGLISH>
- Español: <https://www.surveymonkey.com/r/YOLO-SPANISH>
- Русский: <https://www.surveymonkey.com/r/YOLO-RUSSIAN>

To obtain paper surveys (including Spanish and Russian translations) visit any one of Yolo County's Service Centers located in West Sacramento (500 Jefferson Boulevard); Winters (111 East Grant Avenue); Woodland (25 North Cottonwood Street) or Davis (600 A Street). The deadline to respond is Friday, March 29.

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

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

Wednesday, March 20, 1:00-2:00 p.m. in Winters
Winters Community Library, 708 Railroad Avenue

Thursday, March 21, 5:30-6:30 p.m. in Davis
St. Martin's Episcopal Church, Rooms 6 and 7, 640 Hawthorne Lane

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

Wednesday, March 27, 6:00-7:00 p.m. in Woodland
Health & Human Services Agency, Bauer Building, Walker/Thomson Rooms, 137 North Cottonwood Street

Thursday, March 28, 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 Boards & Committees webpage under the Health and Human Services menu at www.yolocounty.org.

[Return to full list >>](#)

<https://www.yolocounty.org/Home/Components/News/News/10070/26?npage=2>

Appendix B: Public Forum/Survey Press Release Published in Daily Democrat Newspaper

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

Yolo County seeks ideas for low-income resident services

By [Woodland Daily Democrat](#) |

PUBLISHED: March 4, 2019 at 5:00 pm | UPDATED: March 5, 2019 at 1:09 pm

The Community Services Action Board of Yolo County is looking for ideas on how to better address the needs of low-income individuals and families that reside in the county.

The feedback will be used to set service priorities for the 2020-21 Community Services Block Grant funding cycle, according to Carolyn Jhajj of the county.

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 and housing related services.

To participate in the survey, visit:

English: <https://www.surveymonkey.com/r/YOLO-ENGLISH>

Español: <https://www.surveymonkey.com/r/YOLO-SPANISH>

Русский: <https://www.surveymonkey.com/r/YOLO-RUSSIAN>

To obtain paper surveys (including Spanish and Russian translations) visit any one of Yolo County's Service Centers located in West Sacramento (500 Jefferson Boulevard); Winters (111 East Grant Avenue); Woodland (25 North Cottonwood Street) or Davis (600 A Street). The deadline to respond is Friday, March 29.

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

- Tuesday, March 19, 4-5 p.m. in Knights Landing, Yolo County Library, Knights Landing Regional Branch, 42351 Third Street
- Wednesday, March 20, 1-2: p.m. in Winters, Winters Community Library, 708 Railroad Avenue.
- Thursday, March 21, 5:30-6:30 p.m. in Davis, St. Martin's Episcopal Church, Rooms 6 and 7, 640 Hawthorne Lane.
- Tuesday, March 26, 6-7 p.m. in West Sacramento, Health & Human Services Agency, A Building, River City Room, 500 Jefferson Boulevard.
- Wednesday, March 27, 6-7 p.m. in Woodland, Health & Human Services Agency, Bauer Building, Walker/Thomson Rooms, 137 North Cottonwood Street.
- Thursday, March 28, 1:30-2:30 p.m. in Esparto, Esparto Regional Branch Library, Wintun Community Room, 17065 Yolo Avenue.

<https://www.dailydemocrat.com/2019/03/04/yolo-county-seeks-ideas-for-low-income-resident-services/>

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 CSAB's scheduled meetings and share your ideas.

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



SCHEDULED MEETINGS

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

March 20, 1:00-2:00 p.m.
Winters Community
Library, 708 Railroad
Avenue, Winters

March 21, 5:30-6:30 p.m.
St. Martin's Episcopal
Church, Rooms 6 and 7,
640 Hawthorne Lane, Davis

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

March 27, 6:00-7:00 p.m.
Health & Human Services
Agency, Bauer Building,
Walker/Thomson Rooms,
137 North Cottonwood
Street, Woodland

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

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
 - Disability Related or Elderly services
 - Transportation
 - Emergency assistance
 - Employment
 - Housing/homeless services
 - Income
 - Youth services
- 4) Prioritizing Top Needs 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
- **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

Key Points to Consider

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 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

Wednesday, March 20, 1:00-2:00 p.m. in Winters
 Winters Community Library, 708 Railroad Avenue

Wednesday, March 27, 6:00-7:00 p.m. in Woodland
 Health & Human Services Agency, Bauer Building,
 Walker/Thomson Rooms, 137 North Cottonwood Street

Thursday, March 21, 5:30-6:30 p.m. in Davis
 St. Martin's Episcopal Church, Rooms 6 and 7,
 640 Hawthorne Lane

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

Appendix G: Public Hearing Press Release

COUNTY PRESS RELEASES

Public Hearing May 14 for Plan to Serve Low-Income Residents

Post Date:04/24/2019 9:37 AM

[Press Release](#)

(Woodland, CA) – The Community Services Action Board is holding 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 from this hearing will be used to set service priorities for the 2020-21 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 14, 5:00-5:30 p.m. in the Thomson Room of the Yolo County Health and Human Services Agency's Bauer Building, located at 137 N. Cottonwood Street in Woodland.

A copy of the proposed plan will be posted at least five days prior to the hearing on the Community Services Action Board webpage: www.yolocounty.org/CSAB.

[Return to full list >>](#)

<https://www.yolocounty.org/Home/Components/News/News/10136/26>

Appendix H: Public Hearing Press Release Published in Davis Enterprise Newspaper

Davis Enterprise <https://www.davisenterprise.com>

County hearing looks at low-income services

By Special to The Enterprise

The Community Services Action Board will hold a public hearing to receive input on its two-year plan to address the needs of low-income individuals and families in Yolo County.

The feedback from this hearing will be used to set priorities for the 2020-21 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.

The hearing will run from 5 to 5:30 p.m. Tuesday, May 14, in the Thomson Room of the Yolo County Health and Human Services Agency's Bauer Building, 137 N. Cottonwood Street in Woodland.

A copy of the proposed plan will be posted at least five days prior to the hearing on the Community Services Action Board webpage: www.yolocounty.org/CSAB.

April 26, 2019 | Posted in Briefly | [Leave a reply](#)

<https://www.davisenterprise.com/community/briefly/county-hearing-looks-at-low-income-services/>

Supporting Documentation for Item #11

Funding Recommendation for 2019 Discretionary Funds



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

2019 CSBG Funding Summary and Recommendation

In **January, 2019**, the Yolo County Health and Human Services Agency (HHS) executed a contract in the amount **\$294,566** for 2019 Community Services Block Grant (CSBG) funds from the State of California, Department of Community Services and Development (CSD). These funds must be spent from 1/1/19 through 12/31/19. Yolo County HHS retained **\$84,566** to cover administrative costs and maintain a housing and homeless services emergent need fund. Additionally, HHS executed a contract in the amount of **\$35,000** in 2018 CSBG Discretionary Increase funds to be spent by 5/31/19. These funds were divided equally between the five sub-contracted providers.

HHS amended the existing contracts with the five sub-contracted providers to extend the contracts through December 31, 2019 and add the Discretionary funding for calendar year 2019 in the amounts shown below. The Discretionary funding was to be utilized between 1/1/19-5/31/19.

CSBG Funds in Use in 2019			
Use of Funds	2019 General CSBG	2018 Discretionary	Total
Retained by HHS:	\$84,566	\$0	\$84,566
Awarded to Sub-contractors:	\$210,000	\$35,000	\$245,000
Total 2019 Funding:	\$294,566	\$35,000	\$329,566
<i>Sub-contractor Awards</i>			
Provider	2019 General CSBG	2018 Discretionary	Total
<i>Fourth & Hope</i>	<i>\$50,000</i>	<i>\$7,000</i>	<i>\$57,000</i>
<i>Yolo County Children's Alliance</i>	<i>\$50,000</i>	<i>\$7,000</i>	<i>\$57,000</i>
<i>Yolo Food Bank</i>	<i>\$50,000</i>	<i>\$7,000</i>	<i>\$57,000</i>
<i>Davis Community Meals & Housing</i>	<i>\$40,000</i>	<i>\$7,000</i>	<i>\$47,000</i>
<i>Meals on Wheels</i>	<i>\$20,000</i>	<i>\$7,000</i>	<i>\$27,000</i>

In **April 2019**, HHSA was notified of \$30,000 in 2019 CSBG Discretionary Increase to be spent from 6/1/19 through 5/31/20. Yolo County staff recommend that the 2019 CSBG Discretionary Increase be divided equally between the five sub-contracted providers and HHSA.

Staff Recommendation	
2019 Discretionary CSBG Increase	
<i>Fourth & Hope</i>	\$5,000
<i>Yolo County Children's Alliance</i>	\$5,000
<i>Yolo Food Bank</i>	\$5,000
<i>Davis Community Meals & Housing</i>	\$5,000
<i>Meals on Wheels</i>	\$5,000
<i>Yolo County HHSA</i>	\$5,000
Total	\$30,000

Timeline:

May 14, 2019	CSAB votes on Discretionary Increase funding recommendation
June or July, 2019	Board of Supervisors approves sub-contractor contracts for Discretionary CSBG Increase
May 31, 2020	Discretionary CSBG Increase funds spent