

2024/2025 Community Needs Assessment and Community Action Plan

California Department of Community Services
and Development

Community Services Block Grant



Contents

Introduction	3
Purpose	3
Federal CSBG Programmatic Assurances and Certification.....	3
State Assurances and Certification	3
Compliance with CSBG Organizational Standards.....	4
What’s New for 2024/2025?	4
Checklist.....	6
Cover Page and Certification	7
Public Hearing(s).....	8
Part I: Community Needs Assessment	10
Community Needs Assessment Narrative	11
Community Needs Assessment Results	15
Part II: Community Action Plan.....	17
Vision and Mission Statement.....	17
Tripartite Board of Directors	18
Service Delivery System	19
Linkages and Funding Coordination.....	20
Monitoring.....	24
Data Analysis, Evaluation, and ROMA Application.....	25
Response and Community Awareness	26
Federal CSBG Programmatic Assurances and Certification.....	27
State Assurances and Certification	30
Organizational Standards.....	31
Appendices	33

Introduction

The Department of Community Services and Development (CSD) has developed the 2024/2025 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) Service Providers network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2023**. Changes from the previous template are detailed below in the “What’s New for 2024/2025?” section. Provide all narrative responses in 12-point Arial font with 1.15 spacing. When the CNA and CAP are complete, they should not exceed 65 pages, excluding the appendices.

Purpose

Public Law 105-285 (the CSBG Act) and the California Government Code require that CSD secure a CAP, including a CNA from each agency. Section 676(b)(11) of the CSBG Act directs that receipt of a CAP is a condition to receive funding. Section 12747(a) of the California Government Code requires the CAP to assess poverty-related needs, available resources, feasible goals, and strategies that yield program priorities consistent with standards of effectiveness established for the program. Although CSD may prescribe statewide priorities or strategies that shall be considered and addressed at the local level, each agency is authorized to set its own program priorities in conformance to its determination of local needs. The CAP supported by the CNA is a two-year plan that shows how agencies will deliver CSBG services. CSBG funds are by their nature designed to be flexible. They shall be used to support activities that increase the capacity of low-income families and individuals to become self-sufficient.

Federal CSBG Programmatic Assurances and Certification

The Federal CSBG Programmatic Assurances are found in section 676(b) of the CSBG Act. These assurances are an integral part of the information included in the CSBG State Plan. A list of the assurances that are applicable to CSBG agencies has been provided in the Federal Programmatic Assurances section of this template. CSBG agencies should review these assurances and certify that they are complying.

State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies’ CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and program performance improvement. A list of the applicable State Assurances and the agency certification for them are found in the State Assurances section of this template.

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 are met through the completion of the CAP and the CNA. A list of Organizational Standards that will be met upon completion of the CAP can be found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New for 2024/2025?

Community Action Plan Workgroup (CAPWG). In summer 2022, CSD organized a workgroup to inform the development of the 2024/2025 CNA and CAP. Workgroup members were selected from the CSBG Service Provider network and the ROMA Coalition. The feedback CSD received from the workgroup has informed not only the 2024/2025 template but also the accompanying CAP training scheduled for mid-December 2022.

Public Hearings – Additional Guidance. The public hearing requirement has been modified. Two years ago, we were in an active pandemic due to the COVID-19 virus. The public health guidelines throughout the state advised communities against large gatherings. CSD advised agencies to follow public health protocols and hold public meeting virtually if an in-person meeting was not an option. For the public hearing on the 2024/2025 draft CAP, CSD requests that agencies conduct in-person, virtual, or hybrid public hearings. While transmission rates of COVID-19 remain high in many communities, agencies are requested to follow their local public health guidelines when deciding in which format to conduct the public hearing. For more information, please see the Public Hearing section of this template.

CNA Helpful Resources. The Helpful Resources section in Part I: Community Needs Assessment contains additional data sets and resources. On recommendation of the CAPWG, CSD has added data sets from the Massachusetts Institute of Technology, the University of Wisconsin, and a point-in-time data set from the U.S. Department of Housing and Urban Development. We have also added links to the Local Agencies Portal where you can find examples of completed Community Needs Assessments and project timelines from the CSBG Service Providers network.

Part II: Community Action Plan. The number of questions in the Tripartite Board of Directors, Service Delivery System, Linkages and Funding Coordination, and Monitoring sections has changed. Questions were removed because it was determined that agencies meet these reporting requirements through other CSBG work products such as monitoring and Organizational Standards. In the Service Delivery System and Linkages and Funding Coordination sections, new questions were added. These questions will be covered during the template training webinar.

Sunset of COVID-19 Flexibilities. In the 2022/2023 template, CSD allowed agencies to indicate on selected questions whether there were changes to the response provided in the 2020-2021 CAP or whether agencies would like CSD to accept the 2020-2021 response without adaptations. This option was an effort to reduce administrative burden on agencies during the COVID-19 pandemic. While

CSD has retained some of the flexibilities developed in the previous template, the option for agencies to reference responses in their prior CAP has been discontinued.

Response and Community Awareness. This section replaces the “Additional Information” section in the previous template. For 2024/2025 CSD has included questions pertaining to Diversity, Equity, and Inclusion (DEI). The questions about disaster preparedness have been retained from the previous template. While none of this information is directly mandated by statute, CSD is requesting the information to gauge where the CSBG Service Provider network is as a whole on these topics. Responses to the questions in this section are mandatory.

ROMA Certification Requirement. Under section 676(b)(12) of the CSBG Act, CSD and all CSBG agencies are required to assure that we will participate in a Results Oriented Management and Accountability System “not later than fiscal year 2001.” CSD and the CSBG Service Providers have fulfilled this requirement through various approaches. With respect to the ROMA certification of the network CAPs (Organizational Standard 4.3), CSD has allowed agencies to submit their CAP without the signature of a ROMA trainer or implementer if the agency did not have a ROMA trainer or implementer on staff. CSD staff who had the requisite training would certify those CAPs on behalf of the agencies. This process will still be in place for the 2024/2025 template. However, for the 2026/2027 template, CSD will require that CSBG Service Providers provide their own ROMA certification either by staff who have the required ROMA training or in partnership with another agency or organization. CSBG Service Providers should begin formulating a plan to fulfill this requirement.

Checklist

- Cover Page and Certification**
- Public Hearing(s)**

Part I: Community Needs Assessment

- Narrative**
- Results**

Part II: Community Action Plan

- Vision Statement**
- Mission Statement**
- Tripartite Board of Directors**
- Service Delivery System**
- Linkages and Funding Coordination**
- Monitoring**
- Data Analysis, Evaluation, and ROMA Application**
- Response and Community Awareness**
- Federal CSBG Programmatic Assurances and Certification**
- State Assurances and Certification**
- Organizational Standards**
- Appendices**

COMMUNITY SERVICES BLOCK GRANT (CSBG)
 2024/2025 Community Needs Assessment and Community Action Plan
 Cover Page and Certification

Agency Name	Yolo County Health and Human Services
Name of CAP Contact	Anisa Vallejo
Title	Manager I
Phone	(530) 661-2629
Email	Anisa.Vallejo@yolocounty.org

CNA Completed MM/DD/YYYY:
 (Organizational Standard 3.1)

05/10/2023

Board and Agency Certification

The undersigned hereby certifies that this agency complies with the Federal CSBG Programmatic, and State Assurances as outlined in the CSBG Act and California Government Code, respectively for services provided under the Federal Fiscal Year 2024/2025 Community Action Plan. The undersigned further certifies the information in this Community Needs Assessment and the Community Action Plan is correct and has been authorized by the governing body of this organization. (Organizational Standard 3.5)

Oscar Villegas		
Board Chair (printed name)	Board Chair (signature)	Date
Nolan Sullivan		
Executive Director (printed name)	Executive Director (signature)	Date

Certification of ROMA Trainer/Implementer (If applicable)

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan documents the continuous use of the Results Oriented Management and Accountability (ROMA) system (assessment, planning, implementation, achievement of results, and evaluation).

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

CSD Use Only

Dates CAP (Parts I & II)		Accepted By
Received	Accepted	

Public Hearing(s)

California Government Code Section 12747(b)-(d)

State Statute Requirements

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. All testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP. Agencies shall indicate whether or not the concerns expressed by low-income individuals and families have been addressed. If an agency determines that any of the concerns have not been addressed in the CAP, the agency shall include in its response document, information about the concerns and comment as to their validity.

Guidelines

Notice of Public Hearing

1. Notice of the public hearing and comment period must be published at least 15 calendar days prior to the public hearing.
2. The notice may be published on the agency's website, social media channels, and/or in newspaper(s) of local distribution.
3. The notice must include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
4. The comment period should be open for at least 15 calendar days prior to the public hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
5. The draft CAP must be made available for public review and inspection at least 30 days prior to the public hearing. The draft CAP can be posted on the agency's website, social media channels, and distributed electronically or in paper format.
6. Attach a copy of the Notice(s) of Public Hearing as Appendix A to the final CAP.

Public Hearing

1. Agencies must conduct at least one public hearing on the draft CAP.
2. Public hearing(s) will be held in the designated CSBG service area(s).
3. Low-income testimony presented at the hearing or received during the comment period must be memorialized verbatim in the Low-Income Testimony and Agency's Response document and appended to the final CAP as Appendix B.
4. The Low-Income Testimony and Agency's Response document should include the name of low-income individual, his/her verbatim testimony, an indication of whether or not the need was addressed in the draft CAP, and the agency's response to the testimony if the concern was not addressed in the draft CAP.

Additional Guidance

COVID-19 poses unique challenges to fulfilling the public hearing requirement. CSD asks that agencies continue to adhere to state and local public health guidance to slow the spread of the virus and ensure public safety. The health and safety of agency staff and the communities you serve is paramount. Therefore, for the purposes of fulfilling the public hearing requirement on the draft CAP, agencies may conduct the public hearing in-person, remotely, or using a hybrid model (in-person and remotely) based on the public health protocols in place in their communities.

Public Hearing Report

Date(s) of Public Hearing(s)	06/13/2023
Location(s) of Public Hearing(s)	Yolo County HHSA – Bauer Building – Thomson Room; 137 N. Cottonwood Street, Woodland, CA 95695
Dates of the Comment Period(s)	06/13/2023
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	Yolo County website, Facebook, Twitter, media contacts
Date the Notice(s) of Public Hearing(s) was published	TBA
Number of Attendees at the Public Hearing(s) (Approximately)	TBA

Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

In 2011, NASCSP published a [Community Action to Comprehensive Community Needs Assessment Tool](#) that supports planning and implementing a comprehensive CNA. The tool lays out design choices, planning steps, implementation practices, analysis, and presentation options.

The National Community Action Partnership has an [Assessment Tool](#) designed specifically for the community needs assessment process. Here you can select from a variety of county-specific data sets.

Examples of Community Needs Assessments and project timelines from agencies within the California CSBG Providers network can be found on the [Local Agencies Portal](#) under the CSBG – Resources tab. If you do not have an account or have not received CSD login credentials, please email CSD at ExternalAccess@csd.ca.gov.

To provide a comprehensive “picture” of the community needs in your service area(s), agencies will collect and analyze both quantitative and qualitative data. Links to several national and state quantitative data sets are given below. Local and agency data also provide information about the needs of the community.

Sample Data Sets			
U.S. Census Bureau Poverty Data	U.S. Bureau of Labor Statistics Economic Data	U.S. Department of Housing and Urban Development Housing Data & Report	
HUD Exchange PIT and HIC Data Since 2007	National Low-Income Housing Coalition Housing Needs by State	National Center for Education Statistics IPEDS	
Massachusetts Institute of Technology Living Wage Calculator		University of Wisconsin Robert Wood Johnson Foundation County Health Rankings	
California Department of Education School Data via DataQuest	California Employment Development Department UI Data by County	California Department of Public Health Various Data Sets	
California Department of Finance Demographics	California Attorney General Open Justice	California Governor’s Office Covid-19 Data	California Health and Human Services Data Portal
CSD Census Tableau Data by County			Population Reference Bureau KidsData

Community Needs Assessment Narrative

CSBG Act Sections 676(b)(3)(C), 676(b)(9)

Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4

1. 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.

2. Describe the geographic location(s) that your agency is funded to serve with CSBG. If applicable, include a description of the various pockets, high-need areas, or neighborhoods of poverty that are being served by your agency.

Yolo County is a highly agricultural area of California's Sacramento Valley, spanning 1,024 square-miles. It holds four incorporated Cities – Woodland (the County seat), Davis, West Sacramento and Winters, with vast acres of farmland and rural roads spanning the distance between each City, as well as between several dozen other small unincorporated communities. At the time of the 2010 census, the total population in the County was 200,849; with the 2020 census being at 216,403, this demonstrates a growth of nearly 8%. The current estimated Yolo County population is now 222,115.

3. Indicate from which sources your agency collected and analyzed quantitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Federal Government/National Data Sets

- Census Bureau
- Bureau of Labor Statistics
- Department of Housing & Urban Development
- Department of Health & Human Services
- National Low-Income Housing Coalition
- National Center for Education Statistics
- Academic data resources
- Other online data resources
- Other

Local Data Sets

- Local crime statistics
- High school graduation rate
- School district school readiness
- Local employers
- Local labor market
- Childcare providers
- Public benefits usage
- County Public Health Department
- Other

California State Data Sets

- Employment Development Department
- Department of Education
- Department of Public Health
- Attorney General
- Department of Finance
- State Covid-19 Data
- Other

Surveys

- Clients
- Partners and other service providers
- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational institutions

Agency Data Sets

- Client demographics
- Service data
- CSBG Annual Report
- Client satisfaction data
- Other

4. If you selected "Other" in any of the data sets in Question 3, list the additional sources.

N/A

5. Indicate the approaches your agency took to gather qualitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Surveys

- Clients
- Partners and other service providers
- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational institutions

Interviews

- Local leaders
- Elected officials
- Partner organizations' leadership
- Board members
- New and potential partners
- Clients

Focus Groups

- Local leaders
- Elected officials
- Partner organizations' leadership
- Board members
- New and potential partners
- Clients
- Staff

 Community Forums **Asset Mapping** **Other**

6. If you selected “Other” in Question 5, please list the additional approaches your agency took to gather qualitative data.

N/A

7. Describe your agency’s analysis of the quantitative and qualitative data collected from low-income individuals and families. (Organizational Standards 1.1, 1.2, 3.3)

HHSA/CSAB collected both qualitative and quantitative data as part of our needs assessment process. The aim of the public forum was primarily to gather qualitative data and the aim of the Low-Income Needs Survey was used primarily to gather quantitative data, although each provided the opportunity to provide both types of feedback. Though poorly attended, the online 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. The Low-Income Needs Survey included an option for respondents to self-identify as a low-income resident of Yolo County. Of the 145 surveys received, 35 were from respondents who self-identified as low-income residents. Data was gathered regarding needs in the categories of youth services, transportation, income, housing/homeless services, employment, emergency assistance, education, disability related services, and senior services. All data was organized, presented to CSAB and reviewed at the May 9, 2023 board meeting.

8. Summarize the data gathered from each sector of the community listed below and detail how your agency used the information to assess needs and resources in your agency’s service area(s). Your agency must demonstrate that each sector was included in the needs assessment; A response for each sector is required. (CSBG Act Sections 676(b)(3)(C), 676(b)(9), Organizational Standard 2.2)

A. Community-based organizations

26 respondents identified being from community-based organizations. Of those respondents, 15 placed *housing* services in the top one or two of importance, 2 placed *employment* in the top one or two of importance, 11 placed *emergency assistance* in the top one or two of importance, and 2 placed *education* in the top one or two of importance.

B. Faith-based organizations

19 respondents identified being from faith-based organizations. Of those respondents, 2 placed *housing* services in the top one or two of importance, 1 placed *employment* in the top one or two of importance, 3 placed *emergency assistance* in the top one or two of importance, and 2 placed *education* in the top one or two of importance.

C. Private sector (local utility companies, charitable organizations, local food banks)

6 respondents identified being from the private sector. Of those respondents, 4 placed *housing* services in the top one or two of importance, 0 placed *employment* in the top one or two of importance, 0 placed *emergency assistance* in the top one or two of importance, and 4 placed *education* in the top one or two of importance.

D. Public sector (social services departments, state agencies)

14 respondents identified being from the public sector. Of those respondents, 9 placed *housing* services in the top one or two of importance, 3 placed *employment* in the top one or two of importance, 6 placed *emergency assistance* in the top one or two of importance, and 0 placed *education* in the top one or two of importance.

E. Educational institutions (local school districts, colleges)

4 respondents identified being from the private educational institutions. Of those respondents, 2 placed *housing* services in the top one or two of importance, 0 placed *employment* in the top one or two of importance, 1 placed *emergency assistance* in the top one or two of importance, and 1 placed *education* in the top one or two of importance.

9. “Causes of poverty” are the negative factors that create or foster barriers to self-sufficiency and/or reduce access to resources in communities in which low-income individuals live. After review and analysis of the data, describe the causes of poverty in your agency’s service area(s). (Organizational Standard 3.4)

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

10. “Conditions of poverty” are the negative environmental, safety, health and/or economic conditions that may reduce investment or growth in communities where low-income individuals live. After review and analysis of the data, describe the conditions of poverty in your agency’s service area(s). (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 2019, census data estimates that 51.8% of Yolo County households were Rent Burdened, meaning that they were paying more than 30% of their income on housing expenses. In 2022, census data estimates that 14.8% of Yolo County residents are living in poverty.

11. 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 HHSA program collects and analyzes relevant customer satisfaction data, our agency shares that with CSAB. For example, HHSA regularly send emails 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.

Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

State Plan 14.1a

Table 1: Needs Table

Complete the table below. Insert row(s) if additional space is needed.

Needs Identified	Level	Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
Housing Services	Community & Family	Yes	Yes	Yes
Emergency Assistance	Family	Yes	Yes	Yes
Employment	Family	Yes	Yes	Yes
Education	Family	Yes	Yes	Yes

Needs Identified: List the needs identified in your most recent CNA.

Level: List the need level, i.e., community or family. Community Level: Does the issue impact the community, not just clients or potential clients of the agency? For example, a community level employment need is: There is a lack of good paying jobs in our community. Family Level: Does the need concern individuals/families who have identified things in their own life that are lacking? An example of a family level employment need would be: Individuals do not have good paying jobs.

Essential to Agency Mission: Indicate if the identified need aligns with your agency's mission.

Currently Addressing: Indicate if your agency is already addressing the identified need.

Agency Priority: Indicate if the identified need will be addressed either directly or indirectly.

Table 2: Priority Ranking Table

List all needs identified as an agency priority in Table 1. Insert row(s) if additional space is needed.

Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category	Why is the need a priority?
1. Housing	Providing programs/services to find and keep safe, decent, and affordable housing.	FNPI 4 SRV 4o	TBA
2. Emergency Assistance	Providing programs/services to meet the immediate needs of food, shelter, clothing, and protection from violence.	SRV 4m SRV 5jj	
3. Employment	Providing employer engagement and recruitment, providing job placement assistance and skills training.	Individual FNPI 1	
4. Education	Providing adult education programs, English as second language classes, life skills training, literacy classes, career/technical education assistance.	CNPI 2 FNP 2 SRV 2	

Agency Priorities: Rank your agency’s planned programs, services and activities to address the needs identified in Table 1 as agency priorities.

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

Indicator/Service Category: List the indicator(s) (CNPI, FNPI) or service(s) (SRV) that will be reported in CSBG Annual Report.

Why is this need a priority: Provide a brief explanation about why this need has been identified as a priority. Connect the need with the data. (CSBG Act Section 676(b)(3)(A))

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

California Government Code Sections 12745(e), 12747(a)

California Code of Regulations, Title 22, Division 11, Chapter 1, Sections 100651 and 100655

Vision and Mission Statement

1. Provide your agency's Vision Statement.

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

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

2. Provide your agency's Mission Statement.

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

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

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

The mission statement for CSAB is as follows:

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

Tripartite Board of Directors

CSBG Act Sections 676B(a) and (b); 676(b)(10)

California Code of Regulations, Title 22, Division 11, Chapter 1, Section 100605

1. Describe your agency's procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10))

As mandated by federal statute and its bylaws, CSAB strives to maintain 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.

DRAFT

Service Delivery System

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

State Plan 14.3

1. Describe your agency's service delivery system. Include a description of your client intake process or system and specify whether services are delivered via direct services or subcontractors, or a combination of both. (CSBG Act Section 676(b)(3)(A), State Plan 14.3)

HHSA uses a competitive bid process to disburse a portion of the CSBG funds to community-based organizations via subcontracts. HHSA retains a portion of the CSBG funds to provide direct services through an emergent needs fund. This fund is used to aid 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.

5. List your agency's proposed programs/services/activities that will be funded by CSBG. Include a brief explanation as to why these were chosen and how they relate to the CNA. (CSBG Act Section 676(b)(3)(A), State Plan)

As stated above, a portion 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 2022-23 Community Action Plan:

- Fourth and Hope – Provides emergency shelter (100 beds) for men and women. The purpose is to improve the lives of persons experiencing homelessness in Yolo County by securing permanent housing placements, increasing income, assisting with access to primary healthcare and/or mental healthcare services and engaging clients in ongoing services. CSBG dollars primarily support personnel costs and a small amount for indirect administrative costs.
- Yolo County Children's Alliance – Provides case management services, 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 2024-25 will be selected through the same process. Programs/services will be selected based on the needs identified in this 2024-25 Community Action Plan.

Linkages and Funding Coordination

CSBG Act Sections 676(b)(1)(B) and (C); (3)(B), (C) and (D); 676(b)(4), (5), (6), and (9)

California Government Code Sections 12747, 12760

Organizational Standards 2.1, 2.4

State Plan 9.3a, 9.3b, 9.4b, 9.6, 9.7, 14.1b, 14.1c, 14.3d, 14.4

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, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(3)(C); Organizational Standard 2.1; State Plan 14.1c, 9.6, 9.7)

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 and local government jurisdictions in our service area. HHSA Homeless Services staff attend and participate in the meeting and provide staff support to the coalition. HPAC also holds provider meetings which include 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. (CSBG Act Section 676(b)(9), Organizational Standard 2.1; State Plan 14.1c, 9.6, 9.7)

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. For example, HHSA funds community-based providers to provide wrap around supportive services at West Beamer Street affordable housing project; East Beamer tiny homes project; West Capital affordable housing – HHSA funds a community-based organizations.

3. Describe how your agency ensures delivery of services to low-income individuals while avoiding duplication of services in the service area(s). (CSBG Act Section 676(b)(5), State Plan 9.3a, California Government Code 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 Forum 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.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (California Government Code Section 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

5. Describe your agency's contingency plan for potential funding reductions. (California Government Code Section 12747)

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.

6. Describe how your agency document the number of volunteers and hours mobilized to support your activities. (Organizational Standard 2.4)

Volunteer hours are tracked and reported by service providers and included on the annual report. 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.

7. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

CSBG funded programs will address the needs of low-income youth by facilitating linkages to the already existing various community youth-specific services including linkage with Yolo County's Child/Transitional Aged Youth (TAY) programming and housing and homeless programs.

8. Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after after-school childcare. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

HHSA/CSAB partner with a variety of local organizations that serve youth. HHSA/CSAB will encourage funded providers to link youth to local providers who specialize in youth services such as 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.

9. 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); State Plan 9.4b)

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, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan 14.4)

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, HHS administers CalFresh and provides information and referrals to food closets, meals programs, and food distribution programs. HHS also funds 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. Yolo Food Bank administers the FreshText program.

HHS also conducts CalFresh outreach to college students and will continue to do so.

11. Describe how your agency coordinates with other antipoverty programs in your area, including the emergency energy crisis intervention programs under Title XXVI, relating to low-income home energy assistance (LIHEAP) that are conducted in the community. (CSBG Act Section 676(b)(6))

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

12. Describe how your agency coordinates services with your local LIHEAP service provider?

TBD

13. 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), State Plan 14.3d)

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.

14. Describe how your agency will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations. (CSBG Act Section 676(b)(3)(B), State Plan 9.3b)

TBD

Monitoring

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

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

HHSAs monitoring includes two primary activities. The first activity is the submission of quarterly and biannual reports. The reports allow HHSAs 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. Though onsite monitoring was put on hold during the COVID-19 pandemic, it will be implemented again. These visits allow HHSAs to verify compliance with fiscal and programmatic requirements. HHSAs 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, type of monitoring, i.e., onsite, desk review, or both, follow-up on corrective action, and issuance of formal monitoring reports.

To evaluate programs and services, HHSAs 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 non-pandemic times when health and safety are not an issue, HHSAs conducts annual onsite monitoring visits, where HHSAs 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, HHSAs will seek further explanation. Additionally, if HHSAs determines that a subcontractor is noncompliant with one or more fiscal/programmatic requirement(s) than HHSAs may conduct more frequent visits/desk reviews until the issue is resolved.

Data Analysis, Evaluation, and ROMA Application

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

1. Describe your agency's method for evaluating the effectiveness of programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (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 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. Applying the Results Oriented Management and Accountability (ROMA) cycle of assessment, planning, implementation, achievement of results, and evaluation, describe one change your agency made to improve low-income individuals' and families' capacity for self-sufficiency. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

TBD

3. Applying the full ROMA cycle, describe one change your agency facilitated to help revitalize the low-income communities in your agency's service area(s). (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

TBD

Response and Community Awareness

Diversity, Equity, and Inclusion

1. Does your agency have Diversity, Equity, and Inclusion (DEI) programs in place that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures, and sexual orientations?

Yes

No

2. If yes, please describe.

TBD

Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster? The term disaster is used in broad terms including, but not limited to, a natural disaster, pandemic, etc.

Yes

No

2. If yes, when was the disaster plan last updated?

TBD

3. Briefly describe your agency's main strategies to remain operational during and after a disaster.

TBD

Federal CSBG Programmatic Assurances and Certification

CSBG Act 676(b)

Use of CSBG Funds Supporting Local Activities

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 title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, 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 (particularly 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. to secure and retain meaningful employment;
 - iii. to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
 - iv. to make better use of available income;
 - v. to obtain and maintain adequate housing and a suitable living environment;
 - vi. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
 - vii. to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots
 - viii. partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to
-
- I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for wide-spread replication; and
 - 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 childcare programs.

Coordination of Other Programs

676(b)(1)(C) The state will assure “that funds made available through grant or allotment will be used – (C) 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) Eligible entities will describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(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) Eligible entities will describe “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) Eligible entities will describe 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) Eligible entities will describe “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) “[A]n 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.”

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) “[T]he 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) “[A]n 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 service 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 serviced, which may be coordinated with the community needs assessment conducted for other programs.”

State and Eligible Entity Performance Measurement: ROMA or Alternate System

676(b)(12) “[A]n 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.”

Fiscal Controls, Audits, and Withholding

678D(a)(1)(B) An assurance that cost and accounting standards of the Office of Management and Budget (OMB) are maintained.

- By checking this box and signing the Cover Page and Certification, the agency’s Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

State Assurances and Certification

California Government Code Sections 12747(a), 12760, 12768

For CAA, MSFW, NAI, and LPA Agencies

[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.

- By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

For MSFW Agencies Only

[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.

- By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

Organizational Standards

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 (Private) The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

Standard 1.3 (Public) The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.

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

Category Three: Community Assessment

Standard 3.1 (Private) Organization conducted a community assessment and issued a report within the past 3 years.

Standard 3.1 (Public) The department conducted or was engaged in 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 includes 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.

Category Four: Organizational Leadership

Standard 4.1 (Private) The governing board has reviewed the organization's mission statement within the past 5 years and assured that:

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

Standard 4.1 (Public) The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that:

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

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 or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing and the Low-Income Testimony and the Agency's Response document as appendices A and B, respectively. Other appendices such as the community need assessment, surveys, maps, graphs, executive summaries, analytical summaries are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Copy of the Notice of Public Hearing) and submitted with the CAP.

Document Title	Appendix Location
Copy of the Notice(s) of Public Hearing	A
Low-Income Testimony and Agency's Response	B