

2022/2023
Community Needs Assessment and
Community Action Plan

MSFW

California Department of
Community Services and Development

Community Services Block Grant

DRAFT



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 2022/2023?..... | 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..... | 20 |
| Part II: Community Action Plan | 23 |
| Vision and Mission Statement..... | 23 |
| Tripartite Board of Directors | 24 |
| Service Delivery System | 25 |
| Linkages and Funding Coordination..... | 28 |
| Monitoring..... | 32 |
| Data Analysis and Evaluation..... | 34 |
| Additional Information (Optional)..... | 36 |
| State Assurances and Certification | 40 |
| Organizational Standards..... | 41 |
| Appendices..... | 43 |

Introduction

The Department of Community Services and Development (CSD) has developed the 2022/2023 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2021**. In an effort to reduce administrative burden during the Novel Coronavirus (COVID-19) pandemic, CSD has made changes to the CAP template. The changes are detailed below in the “What’s New for 2022/2023?” section. Provide all narrative responses in 12-point Arial font with 1.5 spacing. When the CNA and CAP are complete, they should not exceed 52 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 in compliance.

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 2022/2023?

Two-Part Layout. The 2022/2023 template has been divided into two parts:

Part I: Community Needs Assessment (CNA); and

Part II: Community Action Plan (CAP).

The CNA portion has sections for the needs assessment narrative and the results. Surveys and analysis documents may be attached as appendices. The CAP portion encompasses all the usual topics such as Vision and Mission Statement, Tripartite Board of Directors, Service Delivery System, Linkages, Monitoring, etc.

Revised Public Hearing Section. In addition to including the statute for the public hearing requirement, CSD has incorporated new guidelines for issuing the Notice of Public Hearing and the draft CAP, and documenting low-income testimony delivered at the public hearing. The Low-Income Testimony and Agency Response document will be required as an appendix. See the section on Public Hearing(s) for more details.

CNA Helpful Resources. Part I: Community Needs Assessment contains resources on conducting a needs assessment, influence of COVID-19 on the process, and updated links to state and national quantitative data sets.

Revised and Reduced Narrative Sections. Every effort has been made to reduce the administrative burden of conducting a CNA and preparing a CAP during an active pandemic. Although these tasks are fundamental to CSBG and should not be overlooked, CSD is aware of the reduced capacity and other circumstances under which many of the agencies are functioning. CSD has removed questions, utilized check boxes when possible, and made some questions optional. Many questions about the federal and state assurances have been removed. However, agencies are still required to certify that they are in compliance with the assurances. In the sections pertaining to the Tripartite Board of Directors and Linkages, for instance, agencies may indicate whether there are changes to the response in the 2020-2021 CAP or whether they would like CSD to accept the 2020-2021 CAP response without adaptations. Please keep in mind that these flexibilities are made because of the COVID-19 pandemic and may not be utilized in future years.

Additional Information. CSD has added a section to address disaster preparedness and agency capacity building. While this information is not directly mandated by statute, it is important to know agencies have disaster response plans in place and are making efforts to increase their own capacities. Responses to these questions are optional.

Federal and State Assurances Certification. Pertaining to the federal and state assurances, CSD removed questions where possible. If compliance to an assurance could be demonstrated without a narrative, the question was removed. However, agencies will still be required to certify that the Federal CSBG Programmatic Assurances and the State Assurances are being met. Agency certifications are found in those sections.

CSBG State Plan References. Information for the CSBG State Plan comes largely from CAPs submitted by agencies. To help agencies understand their roll in preparing the CSBG State Plan, CSD has indicated which questions contribute to the development of the annual CSBG State Plan.

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 and Evaluation
- Additional Information (Optional)
- Federal CSBG Programmatic Assurances and Certification
- State Assurances and Certification
- Organizational Standards
- Appendices

COMMUNITY SERVICES BLOCK GRANT (CSBG)
2022/2023 Community Needs Assessment and Community Action Plan
Cover Page and Certification

| | |
|----------------------------|--|
| Agency Name | Central Valley Opportunity Center |
| Name of CAP Contact | Jean Warren |
| Title | Program Manager |
| Phone | (209) 357-0062 Ext. 125 |
| Email | jwarren@cvoc.org |

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

05/26/2021

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 2022/2023 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)

| | | |
|--|---------------------------------------|-------------|
| Dee Tatum | | |
| Board Chair (printed name) | Board Chair (signature) | Date |
| Jorge De Nava | | |
| 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.

Public Hearing Guidelines

Notice of Public Hearing

1. Notice of the 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, Facebook page, 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 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 hearing. The draft CAP can be posted on the agency's website, Facebook page, 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) shall not be held outside of the 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.

Guidance for Public Hearings During COVID-19

The COVID-19 pandemic poses unique challenges to fulfilling the public hearing requirement. CSD asks that agencies adhere to state and county 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. If a public hearing cannot be conducted in person, CSD encourages agencies to utilize other formats or methods that will still adhere to the state and county public health guidance. If conducting a public hearing through other formats or methods is still not possible, agencies must contact their Field Representative at CSD at least 30 days prior to the submission of the CAP for additional guidance. Agencies will be required to provide documentation to support their constraints to meet the public hearing requirement.

Public Hearing Report

| | |
|--|--|
| Date(s) of Public Hearing(s) | June 18, 2021 |
| Location(s) of Public Hearing(s) | Zoom |
| Dates of the Comment Period(s) | June 1, 2021 – June 23, 2021 |
| Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels) | Website, Facebook, newspapers, various social service agencies, CVOC Centers, Handed out at outreach events. |
| Date the Notice(s) of Public Hearing(s) was published | June 1, 2021 |
| Number of Attendees at the Public Hearing(s) (Approximately) | |

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 [resources](#) such as an online Community Needs Assessment Tool and information about conducting a needs assessment during the COVID-19 pandemic. The Partnership also has a [Data Hub](#) designed specifically for the community needs assessment process.

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.

| National and State 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 | U.S. Department of Health and Human Services Data Portal |
| Baseline Census Data by County | National Low-Income Housing Coalition Housing Needs by State | National Center for Education Statistics IPEDS | |
| California Department of Finance Demographics | California Attorney General Access RSS Data | California Department of Public Health Various Data Sets | California Governor's Office Covid-19 Data |
| California Department of Education School Data via DataQuest | | California Employment Development Department UI Data by County | |

Community Needs Assessment Narrative

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

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

State Plan

1. How did the agency share the CAP, including the CNA, with the community, stakeholders, partner organizations? (Check all that apply.)

- The agency's website
- Posted on the agency's Facebook page
- Electronic reports were sent
- Printed copies were distributed
- Social media channels
- Other – Zoom Meeting

2. 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, State Plan)

Since specific data related to migrant and seasonal farmworkers' poverty rates and its prevalence related to gender, age, and race/ethnicity are not contained in the US Census data, CVOC uses data from The California Farm Labor Force Overview and Trends from the National Agricultural Workers Survey (NAWS) as well as other local data as referenced in the Migrant and Seasonal Farmworker Community Needs Assessment. CVOC also includes data compiled as part of the Workforce Investment and Opportunities Migrant and Seasonal Farmworker (WIOA 167 MSFW) Program Plan submitted to Department of Labor. CVOC includes program data collected via our agency data bases to determine poverty rates based on various demographics.

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

CVOC services the low-income migrant seasonal farm worker community in the heart of California's agriculturally rich San Joaquin Valley. The fertile soil, flat land, climate, and systems of irrigation canals have made the San Joaquin Valley one of the highest agricultural producing regions of California's agriculture industry. CVOC's Migrant and Seasonal Farmworker service area is made up of both rural farm land, and metropolitan areas which are predominately located in close to

Interstate 5, and Highway 99 that pass through the counties. CVOC provides CSBG/MSFW funded services all throughout Merced, Madera, Mariposa, Tuolumne, and Stanislaus Counties in both the metropolitan and rural areas of each county. CVOC has established psychical locations in Winton, Modesto, Ceres and Madera with additional services provided to more rural areas through our customized bus that is equipped with desks, printers, and WIFI.

4. 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
- Other online data resources
- 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

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

Agency Data Sets

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

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

CVOC used public records and data for research of Migrant and Seasonal Farmworkers using

NAWS, NASS, Census, other reports, and community assessments.

6. 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

Focus Groups

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

Interviews

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

Community Forums

Asset Mapping

Other

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

CVOC uses public records to conduct research of Migrant and Seasonal Farmworkers in all five counties using NAWS, NASS, Census, other reports and community assessments.

8. Describe your agency's analysis of the quantitative and qualitative data collected from low-income individuals and families. Include a description of the data collected. (Organizational Standards 1.1, 1.2, 3.3; State Plan)

Central Valley Opportunity Center analysis of the needs of the farmworker population of Merced, Madera, Mariposa, Stanislaus and Tuolumne County consisted of a review of CVOC's Strategic Plan, review of current program operations, evaluation of program effectiveness, community needs assessment meetings, solicitation of input from the farmworker community, coordination meetings with other service providers as well as examination of the agriculture workers community profile and identified needs of the farmworkers of our services area. CVOC conducted a Community Needs Survey as part of the annual planning process and sent surveys out to stake holders. The results of this Community Needs Surveys are included in the Community Needs Assessment. The Strategic

Planning process included a comprehensive Needs Assessment of the CVOC service areas, low-income and target communities, client populations, client satisfaction, service organizations and the agency itself

As a part of the preparation of the 2022/2023 Community Action Plan – Migrant and Seasonal Farmworkers, CVOC completed a Community Needs Assessment during March, April and the early part of May. The Community Needs Assessment was designed to identify the causes and conditions of poverty of migrant and seasonal farmworkers in CVOC Service Area as well as the needs of farmworkers. In addition, CVOC sought out input from stakeholders on the service priorities. Using information gathered through the Community Needs Assessment, an analysis of both qualitative (data that was gathered through surveys, at community meetings, input from CVOC staff and farmworker clients, input from local agencies) and quantitative data (statistics gathered from Census data and other sources), CVOC developed the Community Needs Assessment that is reflective of the input of data these 2 data gathering methods.

9. 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; State Plan)

A. Community-based organizations

CVOC utilized the Community Needs Assessment Survey and 9 Community Meetings were conducted both in person in (3 in Madera, 3 in Merced and 3 in Stanislaus counties), and virtually to survey all sectors of the community. Links to online surveys and Zoom meeting invitations were emailed out to all CVOC community-based organization within CVOC partnerships. Results from completed surveys were entered on an Excel spreadsheet and analyzed to determine responses from the various entities. The Survey asked respondents to identify which sector they represent and this information was analyzed to determine the input by sector. During Community Meetings, any verbal input from representative of these sectors was also included in CVOC Community Needs Assessment. Please see Needs Identified Table included in the Community Needs Assessment as Appendix C.

B. Faith-based organizations

CVOC utilized the Community Needs Assessment Survey and 9 Community Meetings were conducted both in person (3 in Madera, 3 in Merced and 3 in Stanislaus counties), and virtually to survey all sectors of the community. Links to online surveys and Zoom meeting invitations were emailed out to all CVOC faith-based organization within CVOC partnerships. Results from completed surveys were entered on an Excel spreadsheet and analyzed to determine responses from the various entities. The Survey asked respondents to identify which sector they represent and this information was analyzed to determine the input by sector. During Community Meetings, any verbal input from representative of these sectors was also included in CVOC Community Needs Assessment. During the collection of surveys, faith-based organization staff mentioned homelessness services, utility assistance, rental assistance, transportation assistance, and job training as the top five needs in the community. Please see Needs Identified Table included in the Community Needs Assessment as Appendix C.

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

CVOC utilized the Community Needs Assessment Survey and 9 Community Meetings were conducted both in person (3 in Madera, 3 in Merced and 3 in Stanislaus counties), and virtually to survey all sectors of the community. Links to online surveys and Zoom meeting invitations were emailed out to all CVOC private sector partners within CVOC partnerships. Results from completed surveys were entered on an Excel spreadsheet and analyzed to determine responses from the various entities. The Survey asked respondents to identify which sector they represent and this information was analyzed to determine the input by sector. During Community Meetings, any verbal input from representative of these sectors was also included in CVOC Community Needs Assessment. Please see Needs Identified Table included in the Community Needs Assessment as Appendix C. During the collection of surveys individuals from private sector mentioned the need for substance abuse counseling, youth programs, English classes for farmworkers, AgTech repair training, mortgage/rent payments, citizenship test workshops, and PPE and COVID19 vaccines.

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

CVOC utilized the Community Needs Assessment Survey and 9 Community Meetings were conducted both in person (3 in Madera, 3 in Merced and 3 in Stanislaus counties), and virtually to

survey all sectors of the community. Links to online surveys and Zoom meeting invitations were emailed out to all CVOC public sector partners within CVOC partnerships. Results from completed surveys were entered on an Excel spreadsheet and analyzed to determine responses from the various entities. The Survey asked respondents to identify which sector they represent and this information was analyzed to determine the input by sector. During Community Meetings, any verbal input from representative of these sectors was also included in CVOC Community Needs Assessment. Please see Needs Identified Table included in the Community Needs Assessment as Appendix C.

E. Educational institutions (local school districts, colleges)

CVOC utilized the Community Needs Assessment Survey and 9 Community Meetings were conducted both in person in (3 in Madera, 3 in Merced and 3 in Stanislaus counties), and virtually to survey all sectors of the community. Links to online surveys and Zoom meeting invitations were emailed out to all CVOC Community-based organization within CVOC partnerships. Results from completed surveys were entered on an Excel spreadsheet and analyzed to determine responses from the various entities. The Survey asked respondents to identify which sector they represent and this information was analyzed to determine the input by sector. During Community Meetings, any verbal input from representative of these sectors was also included in CVOC Community Needs Assessment. Please see Needs Identified Table included in the Community Needs Assessment as Appendix C. During the collection of surveys, staff from educational institutions mentioned the need for low income housing, homeless shelters, food assistance, utility assistance, substance abuse counseling, youth programs, job trainings, and direct relief payments to low income individuals.

10. “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, State Plan)

Unemployment/Working Poor: Farmworkers who are unable to obtain employment in seasonal agriculture, lack specific vocational skills in occupations that would enable them compete for full-time, year-round employment opportunities both within and outside agriculture. Farmworker clients who have acquired new skills are forced to compete with highly skilled applicants for entry-level positions. The newly trained workers require assistance in job-search techniques in order to be able to obtain employment in skilled occupations.

Homelessness: Homeless and those at risk of becoming homeless cite lack of affordable housing, low wages and seasonal employment, lack of education and job skills as well as drug, alcohol and mental health issues are at the root of their homelessness. Addressing the varied problems of the chronic homeless clients is a challenge facing agencies addressing the homeless problem. Most successful programs and services are directed at those that are homeless due to lack of job skills, loss of employment, or need temporary shelter/rent assistance to avoid becoming homeless.

Lack of Transportation: Transportation: Farmworkers residing in the rural areas cited a lack of public transportation in their communities created problems when seeking employment, training, education, and other needed services. Since many of the services are only available in the larger cities, those in rural areas had less access due to transportation issues. Farmworkers who lacked reliable private vehicles cited that job opportunities in the large cities were not accessible without public transportation. Since education and training programs and facilities are located in major cities, transportation was an issue preventing farmworkers residing in the rural communities from the ability to access these services.

Illiteracy/Low Educational Attainment: Illiteracy/High School Drop-out Rates: Recent immigrants and the large farmworker and Hispanic populations are limited in their ability to read, write and speak English. This problem manifests itself in two ways: (1) those who have marketable job skills are often denied work because their English skills are limited and, (2) are unable to receive training for jobs due to their inability to understand written and spoken English. Persons who have not attained a High School Diploma or GED cannot find employment other than field work or other unskilled labor. Most employers require a minimum educational level of at least high school. Even lower skilled employment requires basic reading and math skills at the high school level. High School drop-outs are more likely to live in poverty, become involved in criminal activity, and have high incidences of drug and alcohol abuse. According to the California Department of Education Migrant students have a 11.1% drop out rate for school year 2019/2020.

Lack of Affordable Housing: Farmworkers who are unemployed, or have been employed in part-time or seasonal work cited the rising cost of housing as a major problem. Farmworker housing is limited due to the number of migrant center units available for year-round occupancy. Farmworkers that must leave temporary farmworker housing find that safe, adequate and affordable housing is difficult to obtain. Farmworker clients state that most of their income is spent paying their rent which

leave little left to pay utilities, phone and other basic needs.

Unforeseen Emergency Services: Migrant and Seasonal Farmworker families do not have the financial resources to handle even minor emergencies. Due to the seasonal nature of agriculture employment, farmworkers do not always have an income. Farmworker families often require assistance for travel, health, food, housing, clothes or other one-time needs.

Community Resources: Farmworkers cited a lack of resources in their communities. Limited resources that provide direct assistance to the low-income clients do not always reach those most in need, Farmworker residents were concerned that there was not enough information available on how to apply for services and which agencies were providing the services. Although there are services to assist the low-income population, certain segments of the low-income population such as farmworkers, limited English speaking individuals, recent immigrants, clients residing in rural communities and youth lack the knowledge of available community resources. These resources can provide housing, transportation, childcare, etc., but often fail to reach these segments of the low-income communities.

COVID-19: The coronavirus pandemic has pushed more people into poverty through the loss of income either due to a sudden death, or job loss. The pandemic has disproportionately affected minority and low-income communities. In California farmworkers have three times the rate of infection than other residents.

11. “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, State Plan)

Safety: The lack of safety in farmworker communities reduces the growth of low-income individuals in those neighborhoods Residents of farmworker communities cite crime and gang violence in their communities as a major problem. Farmworkers are vulnerable in terms of the being able to recover from the personal impact of crimes due to lack of resources to replace property, obtain needed medical attention, relocate to safer areas, or to report a crime for fear of deportation.

Gang related activities have been at the center of many forums and discussions within CVOC MSFW Service Area. While most community leaders, agencies and law enforcement have spent time and resources on gang prevention, there is no easy solution to the problem of organized gang crimes. Most agencies focus on gang prevention through the provision of services to deter youth

and young adults from joining gang and committing crimes.

Health and Access: Poor health and access to healthcare can reduce an individual's chances of employment and income earning potential. Residents of the farmworker communities are not able to access health care for a variety of reasons. New state regulations require everyone to have health insurance and those who have failed to purchase health insurance or enroll into free medical insurance cite the lack of health care and availability of facilities as a major concern. Health care costs continue to rise and low-cost, no cost clinics are unable to meet the needs of those who lack health care insurance. Lack of knowledge of how to access health insurance appears to be a problem for those that are socially isolated due to language barriers or legal residency issues.

The University of California Global Health Institute reported that Farmworker are at increased risk for a number of important non-occupational conditions like obesity and diabetes; and occupational conditions like injury or respiratory illnesses. The report found that there is a lack of primary care services in the San Joaquin Valley, especially south of San Joaquin County, which is where CVOC MSFW service area is located.

Economic Conditions: Poor economic conditions reduce the growth of the farmworker community in CVOC MSFW service area. Farmworker clients and local service groups, who responded to CVOC's Community Needs Survey, cited unemployment and lack of adequate income from employment (working poor) as a contributing factor to most other problems facing the farmworker and low-income communities. For the month of April, the unemployment rate in CVOC's MSFW service area ranges from 7.8 -10.9%. The average wage for a farmworker is \$13.43 an hour, however seasonal employment and piece rate pay make farmworker's annual income far less than the hourly rate would suggest.

12. Describe your agency's approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 6.4, State Plan)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Table 1: Needs Table

Complete the table below. Insert a row if additional space is needed.

| Needs Identified | Level | Integral to Agency Mission (Y/N) | Currently Addressing (Y/N) | Agency Priority (Y/N) |
|---|------------|----------------------------------|----------------------------|-----------------------|
| Homeless Services | Individual | Yes | Yes | Yes |
| Employment Services | Individual | Yes | Yes | Yes |
| Drug/Alcohol Abuse Services | Community | No | No | No |
| Crime/Gang Violence Prevention Services | Community | No | No | No |
| Affordable Housing | Community | Yes | Yes | Yes |
| Services aimed at the poverty/working poor | Individual | Yes | Yes | Yes |
| Illiteracy/HS Drop Out Services | Individual | Yes | Yes | Yes |
| <p>Needs Identified: List the needs identified in your most recent CNA.</p> <p>Level: List the need level, i.e. community or family. <u>Community Level:</u> 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. <u>Family Level:</u> 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.</p> <p>Integral to Agency Mission: Indicate if the identified need aligns with your agency’s mission.</p> <p>Currently Addressing: Indicate if your agency is already addressing the identified need.</p> <p>Agency Priority: Indicate if the identified need will be addressed either directly or indirectly.</p> | | | | |

Table 2: Priority Ranking Table

Prioritize all needs identified as an agency priority in Table 1. Insert a row if additional space is needed.

| Agency Priorities | Description of programs, services, activities | Indicator(s)/Service(s) Category (CNPI, FNPI, SRV) |
|--|--|--|
| 1. Employment Job Skills Training and Job Placement Assistance | Vocational Training , Job Search Workshops, Job Development, Job Placement, Employment Support Services | FNPI and SRV |
| 2. Homeless Prevention and Homeless Assistance | Rental Assistance, Hotel/Motel Stays, Housing Counseling, Tenant/Landlord mediation, Referral Services | FNPI and SRV |
| 3. Housing/Energy Assistance | Energy Payment Assistance, Home Weatherization, Appliance Replacement | FNPI and SRV |
| 4. Education GED, ESL | High School Equivalency Classes, English-as-a-Second language Classes, Remedial Education, | FNPI and SRV |
| 5. Youth Services | Migrant Summer Educational Program. Youth In-School Work Experience | FNPI and SRV |
| 6. Community Resources Accessibility to Needed Services | Community Resources Referral and Coordination. | FNPI, CNPI and SRV |
| 7. Program Development | Planning and program expansion and development. Coordinating and collaboration to expand services. | CNPI |
| 8. Transportation Assistance | CVOC Transportation system, bus pass, emergency transportation assistance, transportation to needed social services. | FNPI, CNPI and SRV |
| 9. Emergency Assistance | Emergency Food, Shelter, clothing, and other services | FNPI and SRV |

Agency Priorities: Rank your 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 (CNPI, FNPI, SRV): List the indicator(s) or service(s) that will be reported in annual report.

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.

Our vision is that people in our communities have stable and secure futures.

2. Provide your agency's Mission Statement.

Our mission is to provide employment, skills training, education, and emergency services to improve the quality of life for farmworkers and underserved members in our communities.

Tripartite Board of Directors

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

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

State Plan

1. Describe how your Advisory or Governing Board is involved in the decision-making process and participates in the development, planning, implementation and evaluation of programs to serve low-income communities. (CSBG Act Section 676B(a))

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

2. 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), State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

3. Describe your Advisory or Governing Board's policy for filling board vacancies in accordance with established bylaws. Include the recruiting process, democratic selections process for low-income board members, and the timeframe established by your agency to fill vacancies. (State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

Service Delivery System

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

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)

CVOC will comply with the requirement to serve eligible beneficiaries as defined by Government Code Section 12730(f). CVOC performs intake and eligibility determinations on all clients seeking any type of financial assistance under the CSBG/MSFW program/s. CVOC has developed a Client Intake/Eligibility system which ensures that clients are eligible to receive services. CVOC's Management Information Systems provides for proper documentation of eligibility for services. CVOC allows for self-certification for short-term services when clients are not able to produce verification of income. However, CVOC has access to EDD Wage Report verification information and in most cases can obtain some proof on income to determine that the client meets the income eligibility for services. CVOC's service delivery system focuses heavily on Family Self-Sufficiency activities due to the serious family development needs of the migrant and seasonal farmworker populations. Given the socio-economic conditions of the agricultural workers and taking into consideration economy, labor market and growth occupations, CVOC's strategy provides services that remove common employment barriers, provide job skills training, and job placement assistance with the goal of self-sufficiency.

2. 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)

Job Skills: Vocational training in a variety of demand occupations is an integral part of CVOC's planned CSBG/MSFW Program. Vocational training is designed to provide the migrant and seasonal farmworker clients, who face a number of barriers to employment, with the skills necessary to compete for full-time employment in the demand occupations in the CVOC MSFW Service Area. CVOC provides technical skills training which responds to the current competitive labor market. CSBG/MSFW dollars will support staff involved in Outreach, Intake/Case Management, vocational training costs, direct client training-related support services.

Language Skills: Migrant and seasonal farmworker clients who have limited or lack English language proficiency are provided English-as-a-Second Language instruction by utilizing local educational agencies when available and through in-house ESL classroom instruction in CVOC training centers. This program is designed to provide limited English speakers with Basic English skills, which will enhance their ability to obtain employment. CVOC also provides the limited English-speaking clients with mini-curriculum in basic computer usage, word processing and Internet usage. CSBG/MSFW dollars will support ESL instructional staff and related materials.

Remedial Education: Remedial educational instruction in Math, English, Reading and Writing skills are provided through local educational agencies and through instruction at CVOC. GED instruction is provided for farmworkers who lack a high school diploma. Basic high school education is required for most positions; providing clients with this educational requirement enhances their employability. CSBG/MSFW dollars will support GED instructional staff and materials.

Availability of Jobs: The Workforce Investment structure provides linkages with economic development efforts and access to newly created jobs for our farmworker clients. Job Developers work with private business in developing new job opportunities and negotiating On-the-Job-Training (OJT) contracts to assist CVOC farmworker clients in obtaining that "first job." Due to the barriers facing migrant and seasonal farmworker in transitioning from seasonal/temporary employment to a full time year-round employment, job development is a necessary activity for successful transition into permanent employment. CSBG/MSFW dollars will support Job Development staff, OJT contract costs, direct assistance to clients in support of employment attainment and retention.

Youth Program: Migrant and seasonal farmworker youth that are at risk of dropping out of school or are at risk of not being able to obtain their High School Diploma are provided with summer educational high school credit attainment program. In-school migrant youth are provided with paid work experience to gain basic work skills and be able to earn money while staying in school. CSBG/MSFW dollars will support Youth Program support and instructional staff and program services costs.

Emergency Intervention: The immediate human need and suffering of the farmworker population cannot be ignored. CVOC staff performs casework for those in need of emergency services. These services are primarily referral and follow through to emergency services already available in the community such as shelter, food, and health care and financial aide. CVOC also provides direct

emergency supportive services such as food vouchers, clothing, shelter and transportation assistance (gas, car repairs, bus fare, etc.) through federal, state and local funding resources. CSBG/MSFW dollars will support Case Management staff, direct emergency services provided to clients.

Development of Resources: CSBG/MSFW activities and services are dependent on the ability of the agency to continue to receive current and new funding that enhances and increases the programs and services CVOC provides. Fund development activities are essential to any agency seeking to increase services and add new programs to meet the needs of the farmworker and low-income communities. Collaboration and Coordination activities are also an integral part program services expansion and development. CSBG dollars will support Planning and Development Department salaries and fringe.

Linkages and Funding Coordination

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

California Government Code Sections 12747, 12760

Organizational Standards 2.1, 2.4

State Plan

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)

CVOC coordinates the CSBG/MSFW Program with all other programs operated by the agency or other agencies that serve the migrant and seasonal farmworker population of CVOC's Farmworker Service Area. Central Valley Opportunity Center pursues a course of community involvement and cooperation for the maximum utilization of resources. CVOC is participating in several of the current efforts to coordinate and improve the provision of education and employment services. These projects include Welfare to Work, School to Work and One Stop Shop initiatives. CVOC's approach is to provide farmworker clients with supportive services through an active referral program to community resources capable of providing the desired service. Relations with other service deliverers have been established through financial and non-financial agreements. Other cooperative relationships have been developed through 40 years of working together to improve our communities.

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (Organizational Standard 2.1, State Plan)

CVOC has active representation on the Madera, Merced and Stanislaus County Workforce Innovation and Opportunities (WIOA) Boards and MOU and service agreements that include the development of policies and service systems to increase employment and training services to migrant/seasonal farmworkers and other dislocated agricultural workers. CVOC has a service MOU agreement with the Human Services Departments in, Merced, Madera and Stanislaus County and has partnered with these agencies on Welfare to Work projects. CVOC has operated several projects in conjunction with the local Employment Development Department for providing Rapid Response for dislocated agricultural workers. CVOC has developed service partner agreement

with Migrant Education in Merced and Stanislaus County to provide work experience to migrant youth clients. CVOC partners with the Merced County Office of Education to provide a Summer Migrant Youth education program. During 2021 in response to the COVID-19 pandemic, CVOC developed partnerships with the County of Madera, Merced and Stanislaus agencies to coordinate and provide direct services to farmworkers.

3. Describe how services are targeted to low-income individuals and families and indicate how staff is involved, i.e. attend community meetings, provide information, make referrals, etc. Include how you ensure that funds are not used to duplicate services. (CSBG Act Section 676(b)(9), California Government Code Section 12760, State Plan)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (California Government Code Section 12747, State Plan)

CVOC's strives to maximize services by leveraging CSBG/MSFW funds with other public and private resources both within the agency and through participation in cooperative programs with other agencies. Some examples of this includes; CVOC utilizes Workforce Innovation and Opportunity Act funds to augment CSBG/MSFW employment in training activities for migrant and seasonal farmworkers and dislocated agriculture workers. CVOC utilizes High School Equivalency (HEP) funds to enhance CSBG/MSFW services in the areas of high school diploma and GED attainment. CVOC has received various emergency assistance and jobs programs targeted to farmworkers and other dislocated agricultural workers CVOC's receives funding for farmworker housing and utility assistance. Through the leveraging of these resources and other resources, CVOC provides a much broader range of services and more comprehensive activities to our farmworker clients.

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

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

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

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

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)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

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-school child care. (CSBG Act Section 676(b)(1)(B), State Plan)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

9. 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), State Plan)

CVOC provides employment and training activities funded directly with CSBG/MSFW fund which are coordinated with funding CVOC receives from the Department of Labor Workforce Innovation and Opportunity Act (WIOA 167) Migrant and Seasonal Farmworker, WIOA Housing and Workforce Innovation and Opportunity Act (WIOA) and Dislocation Agriculture Worker Program. CSBG funds are used to augment the employment and training activities and services through increased family development activities, increased vocational training opportunities, additional

provisions of support services and emergency services, additional job search and retention services, support for special projects, and transportation services which allows clients to participate in WIOA programs.

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)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

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

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

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), State Plan)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

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.

CVOC utilizes the following systematic approach to monitoring all grants and programs operated by the agency:

Compliance Monitoring: To ensure that the requirements of a specified agreement or document are met. These are the Act Regulations, Annual Plan and any sub-agreement entered into under this grant as the documents against which compliance is monitored.

Plan versus Actual Monitoring: Provides CVOC with current information on the extent to which programs and various components are achieving goals in the Annual Plan or sub-grant contract. Using MIS reports, an analysis can be used to assess progress toward goals and objectives, to identify existing or emerging problems, and to indicate if corrective action should be initiated.

Managerial Monitoring: To review the quality of the program and effectiveness of services to participants. Program planners will "troubleshoot" problems identified through desk or compliance review, determine corrective action, provide technical assistance, and provide daily liaison with the agency or program to ensure that corrective action occurs.

Monitoring activities are operated through CVOC's Planning unit. Additional monitoring is conducted by CVOC Board of Directors through review of reports to the board and evaluations of the Strategic Plan goals and outcomes. CVOC conducts annual and monthly program evaluations. Program design includes performance measures, as well as procedures for obtaining required information, in order to conduct evaluation of the programs.

2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency, type of monitoring, i.e., onsite, desk review, or both, follow-up on corrective action, and issuance of formal monitoring reports.

N/A – CVOC does not use subcontractors.

Data Analysis and Evaluation

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)

CVOC has a formal monitoring and evaluation structure which is utilized for controlling all the corporation's activities. The following brief outline summarizes the steps which are taken to track and report the CSBG program's progress.

- At the start of each program year, staff receive an orientation to the goals and activities of the program. Reporting forms and requirements are distributed and reviewed to ensure an understanding of the required reporting procedures.
- In-house reports are submitted by staff on a monthly basis to the County Director, who reviews them for completeness, accuracy and to determine the level of activity within each component of the program. Based on this information, the County Director will make staffing changes or other program modifications. The County Director submits reports to the Planning Unit before the 5th working day of each month.
- The Planning Unit prepares reports or will directly notify the Executive Director of program performance levels and areas of concern. Quarterly reports are submitted to the Executive Director for review and submission.

2. 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)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

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) (Optional)



Additional Information (Optional)

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? |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 2. If so, when was the disaster plan last updated? |
| |
| 3. Briefly describe your agency's main strategies to remain operational during and after a disaster. |
| CVOC's internal methods of remaining operational during a disaster require that management teams meet to develop written plans and procedures in response to the disaster. Rather than a single plan, CVOC has a method of development of a response to a disaster which includes a written plan/directive/s specific to the need to remain operational. |

Agency Capacity Building

| |
|---|
| 1. Although the CNA focused on Community and Family Level needs, if your agency identified Agency Level need(s) during the CNA process, list them here. |
| |
| 2. Describe the steps your agency is planning to take to address the Agency Level need(s). |
| |

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 underpart 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

[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.

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 the agency meets assurances set out above.**

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.

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

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

Public Agency - Standard 3.1 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.

VISION AND DIRECTION

Category Four: Organizational Leadership

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

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

Public Agency - Standard 4.1 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.

Category Six: Strategic Planning

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

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 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 |
| Community Needs Assessment CVOC Migrant and Seasonal Farmworker Service Area | C |