

2024/2025
Community Needs Assessment and
Community Action Plan

California Department of Community Services
and Development

Community Services Block Grant



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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	Campeños Unidos, Inc.
Name of CAP Contact	Guadalupe L. Ponce
Title	CSBG Director
Phone	(760) 370-5129
Email	gponce@campeñosunidos.org

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

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)

Manuel Rodriguez		
Board Chair (printed name)	Board Chair (signature)	Date
Jose M. Lopez		
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)	May 24, 2023
Location(s) of Public Hearing(s)	<u>Physical Location:</u> Kiki Camarena Memorial Library 850 Encinas Avenue Calexico, CA 92231
Dates of the Comment Period(s)	February 14 – June 15, 2023
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	https://www.campesinosunidos.org https://www.facebook.com/CampesinosUnidosInc Imperial Valley Press El Sol del Valle
Date the Notice(s) of Public Hearing(s) was published	May 5-7, 2023
Number of Attendees at the Public Hearing(s) (Approximately)	To be determined.

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)

Campeños Unidos, Inc. accessed and reviewed federal, national, state, and local data sets, as well as client, partner, staff, and board member surveys to analyze current data specific to the prevalence of poverty in Imperial County. The 2024-2025 Community Action Plan and Community Needs Assessment is based on the data retrieved.

Please see Appendix C for 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.

Campeños Unidos, Inc. serves Imperial County low-income individuals and families.



Imperial County covers 2.94 million acres of rural desert and farmland and forms the southeast corner of California. Imperial County is surrounded by Riverside County to the north, San Diego

County to the west, Arizona to the east, and Mexico to the south. The eastern border of Imperial County is marked by the Colorado River. Imperial is the ninth largest county in California, covering an area of 4,597 square miles. Three-fourths of Imperial County consists of mountain ranges and desert sand.

Imperial County is a desert community with a warm, dry climate. Summers are extremely hot and dry while winters are temperate. Temperature normally ranges from 45 to 115+ degrees Fahrenheit with an annual rainfall of less than three inches.

There are seven incorporated cities in Imperial County. The City of El Centro, the county seat, continues to be the largest, followed by Calexico and Brawley. There are fourteen unincorporated areas/townships. The population within the county must rely entirely upon local service providers, as this area is far from the metropolitan areas of San Diego and Los Angeles, CA.

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 4, 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 6, 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)

CUI collects and analyzes both quantitative and qualitative data specific to poverty and its prevalence related to gender, age, and race/ethnicity for Imperial County as part of its Community Needs Assessment process.

CUI's 2023 Community Needs Assessment provides an analysis of the conditions of poverty as well as the specific needs of low-income residents in Imperial County.

CUI used a variety of activities to gather quantitative and qualitative data, including:

- Collection of the prevalence of Imperial County poverty and demographic data through the US Census and other national, state, and local sources.
- Review of several county-level assessments, including Imperial County Continuum of Care Point-In-Time Count, Imperial County Comprehensive Economic Development Strategy (CEDS), Catholic Charities of California-Poverty Data by County within Diocese in California, Imperial County Community Health Assessment and Community Health Improvement Plan 2017-2021, Imperial County Workforce Development Board Local Workforce Development Plan 2017- 2020.
- Data collection and reporting of CUI programs.
- Community Needs and Customer Satisfaction Surveys were provided to our program clients from February to June 2023.
- Surveys of Partners/Community Agencies.
- CUI hand-delivered Community Needs Assessment surveys throughout Imperial County from February to May 2023. Surveys were in English and Spanish. Surveys were hand-

delivered at Imperial Valley Food Bank distribution sites: Rodriguez Park, Calexico CA; Community Center, El Centro, CA; and Brawley Municipal Airport, Brawley, CA.

- All data collected was analyzed as part of the Campesinos Unidos, Inc. Community Needs Assessment.

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

In April 2023, CUI emailed a Community Needs Assessment Questionnaire to all members of the Imperial Valley Continuum of Care Council, the Emergency Food and Shelter Local Agency Board, the Farm Worker Services Coalition of Imperial County, and other community partners. Members include: law enforcement; hospitals; city, county, and state government officials; educational institutions; shelters; non-profit organizations; faith-based organizations; charitable organizations; local food bank; utility companies; along with concerned and interested individuals residing in Imperial County.

Responses were used to identify and prioritize community needs and are part of the Community Needs Assessment.

B. Faith-based organizations

In April 2023, CUI emailed a Community Needs Assessment Questionnaire to all members of the Imperial Valley Continuum of Care Council, the Emergency Food and Shelter Local Agency Board, the Farm Worker Services Coalition of Imperial County, and other community partners. Members include: law enforcement; hospitals; city, county, and state government officials; educational institutions; shelters; non-profit organizations; faith-based organizations; charitable organizations; local food bank; utility companies; along with concerned and

interested individuals residing in Imperial County.

Responses were used to identify and prioritize community needs and are part of the Community Needs Assessment.

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

In April 2023, CUI emailed a Community Needs Assessment Questionnaire to all members of the Imperial Valley Continuum of Care Council, the Emergency Food and Shelter Local Agency Board, the Farm Worker Services Coalition of Imperial County, and other community partners. Members include: law enforcement; hospitals; city, county, and state government officials; educational institutions; shelters; non-profit organizations; faith-based organizations; charitable organizations; local food bank; utility companies; along with concerned and interested individuals residing in Imperial County.

Responses were used to identify and prioritize community needs and are part of the Community Needs Assessment.

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

In April 2023, CUI emailed a Community Needs Assessment Questionnaire to all members of the Imperial Valley Continuum of Care Council, the Emergency Food and Shelter Local Agency Board, the Farm Worker Services Coalition of Imperial County, and other community partners. Members include: law enforcement; hospitals; city, county, and state government officials; educational institutions; shelters; non-profit organizations; faith-based organizations; charitable organizations; local food bank; utility companies; along with concerned and interested individuals residing in Imperial County.

Responses were used to identify and prioritize community needs and are part of the Community Needs Assessment.

E. Educational institutions (local school districts, colleges)

In April 2023, CUI emailed a Community Needs Assessment Questionnaire to all members of the Imperial Valley Continuum of Care Council, the Emergency Food and Shelter Local Agency Board, the Farm Worker Services Coalition of Imperial County, and other community partners. Members include: law enforcement; hospitals; city, county, and state government officials; educational institutions; shelters; non-profit organizations; faith-based organizations; charitable organizations; local food bank; utility companies; along with concerned and interested individuals residing in Imperial County.

Responses were used to identify and prioritize community needs and are part of the Community Needs Assessment.

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)

Analysis of qualitative community indicators data and qualitative feedback provided by stakeholders through the Community Needs Assessment process to indicate that the Lack of living wage jobs, low educational attainment, and affordable housing continue to be the major causes of poverty in Imperial County. Please refer to Appendix C for Community Needs Assessment.

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)

Poverty

The 2017-2021 American Community Survey estimates a total of 37,883 persons living below the 100% federal poverty income guidelines in Imperial County.

Report Area	Total Population	Population in Poverty	Population in Poverty, Percent
Imperial County, CA	180,051	37,883	21.04%
California	39,455,353	4,833,281	12.25%
United States	329,725,481	41,644,328	12.63%

*Note: This indicator is compared to the state average.
Data Source: US Census Bureau, American Community Survey. 2017-21. Source geography: Tract*

High Unemployment Rates

The U.S. Department of Labor indicates that Imperial County experienced an average unemployment rate of 14.8% in December 2022.

Report Area	Labor Force	Number Employed	Number Unemployed	Unemployment Rate
Imperial County, CA	70,917	60,448	10,469	14.8%
California	19,220,972	18,504,724	716,249	3.7%
United States	165,456,929	160,031,490	5,425,440	3.3%

*Note: This indicator is compared to the state average.
Data Source: US Department of Labor, Bureau of Labor Statistics. 2022 - December. Source geography: County*

Housing Cost Burden (Renters)

A housing cost burden is where housing costs are 30% or more of the total household income. The 2017-2021 American Community Survey indicates that 51.67% of all rental households in Imperial County experience a housing cost burden.

Substandard Housing

Substandard housing units have at least one of the following conditions: 1) lacking complete plumbing facilities, 2) lacking complete kitchen facilities, 3) with 1 or more occupants per room, 4) selected monthly owner costs as a percentage of household income greater than 30%, and 5) gross rent as a percentage of household income greater than 30%. These conditions help assess the quality of the housing inventory and its occupants. Further, they help identify homes where the quality of living can be considered substandard.

Of the 45,541 occupied housing units in Imperial County, 19,224 or 42.21% have one or more substandard conditions according to the 2017-2021 American Community Survey.

Food Insecurity

According to Feeding America, Imperial County has the highest rate of food insecurity in California, with one in five people unable to access sufficient affordable and nutritious food. As per their Map the Meal Gap report, the food insecurity rate in Imperial County is 19.0%.

Map the Meal Gap 2023	
Overall and Child Food Insecurity by County in 2020	
Imperial County, CA	
Total Population (17-21 ACS)	180,051
Food Insecurity Rate (2020)*	19.0%
# of Food Insecure Persons (2020)*	34,270
% FI ≤ Thresholds*	85%
% FI > High Threshold*	15%

In an attempt to eliminate hunger in Imperial County, The Imperial Valley Food Bank serves over 25,000 people a month, representing 14% of Imperial County residents.

Further, the *Imperial County Community Health Assessment & Community Health Improvement Plan (CHA/CHIP) 2017-2021*, the result of a cooperative process between stakeholders,

community members, community forum attendees, and workgroup members, identified healthy eating and active living as the number one priority. The lack of access to healthy and affordable foods was identified as a major theme in their *Community Themes and Strengths Assessment*. Additionally, high food insecurity was identified in their *Community Health Status Assessment*.

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

In preparation for CUI's Community Action Plan, a community needs assessment is conducted. The assessment includes customer satisfaction data collected using customer satisfaction surveys. The information is compiled and analyzed by staff and the governing board's planning committee. Results are reported to the complete governing board.

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)
To be identified.				

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. To be identified.			
2.			
3.			
4.			
5.			

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 communities we serve will prosper and its residents will have the best quality of life.

2. Provide your agency's Mission Statement.

CUI's mission is to promote self-sufficiency through greater social, economic, housing, and educational and employment opportunities for economically disadvantaged residents in the communities we serve.

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))

Campeños Unidos, Inc., CUI, is governed by a 12-member tripartite Board of Directors. One-third of Board membership is required to include low-income residents, one-third representing the public sector, and one-third representing the private sector. The low-income representatives are recruited and selected through a democratic process of elections in different areas of the county. Elections are held in public places like community centers, senior centers, and libraries. Elections have also been held at USDA Commodities distribution sites. Election notices are posted in places where elections are held, social media, and in CUI's office. Election notices are distributed to CUI clients.

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)

Campeños Unidos, Inc. will use CSBG funds to provide services to assist individuals and families stabilize their basic needs while facing barriers to self-sufficiency. By helping alleviate these immediate needs, we also gain the opportunity to offer additional emergency and social service support to improve the socio-economic status and overall wellness of low-income families/individuals in Imperial County. Eligibility for services is based on household income, funding source regulations, and funding availability.

Campeños Unidos, Inc.'s services are delivered directly to the clients; we do not use subcontractors. Most services require an intake/application. The process starts with an intake/application for services. Intakes/applications are completed in person, by mail, email, or phone. This process helps staff to determine the needs and priorities of clients to assist them with the appropriate services. Staff determine clients' eligibility for services as per funding agency requirements. CSBG services consist of utility assistance; food assistance; rental assistance; income tax preparation; assistance with forms for unemployment benefits, housing, child support, CalWorks, CalFresh, Supplemental Social Security; and information and referrals to other local service providers as per client needs. CSG Engage software is used to track CSBG client services and demographics.

2. Describe how the poverty data related to gender, age, and race/ethnicity referenced in Part I, Question 1 informs your service delivery and strategies in your service area?

CUI used poverty data from federal, national, state, and local data sets, as well as client, partner, staff, and board member surveys to inform our service delivery system and strategies to fit the needs of the community. For example, CUI's service flyers are culturally sensitive and bilingual in Spanish to help engage the local population. Further, CUI staff is bilingual in Spanish to ensure there are no communication barriers when providing services. Even more, CUI bridges the digital divide by hand-delivering service flyers to low-income apartment complexes, USDA food distributions, childcare centers and at local community events like farmer's markets, county fairs, and school events.

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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)

CUI partners with the Emergency Food and Shelter Program (EFSP) Local Board to provide assistance to families/individuals that are homeless or at-risk of homelessness. This collaboration allows us to help pay past due rent, utilities, hotel vouchers and provide emergency food.

Campesinos Unidos, Inc. has been a member of the EFSP Local Board for many years.

Every EFSP phase, the Local Board elects a Fiscal Agent. United Way of Imperial County is the current Fiscal Agent. The Fiscal Agent receives all the funding allocation for Imperial County from the National EFSP Board and coordinates the provision and payment of all services with the recipient agencies. The Fiscal Agent makes the direct payments to all vendors. During the last Phase, there were eleven recipients: Catholic Charities, Calexico Neighborhood House, Calipatria Unified School District/Niland Family Resource Center, Center for Family Solutions, Guadalupe's Men Shelter, House of Hope, Salvation Army, Sister Evelyn Mourey Center, Sure Helpline, After the Father's Heart, and Campesinos Unidos, Inc. In order to avoid duplication of services, agencies are in constant communication. As each agency exhausts its' funding allocations in the different categories (Supplemental Food, Mass Shelter, Utility Assistance, Rent and Mortgage, and Other Shelter) clients are referred to agencies with remaining funding allocations.

In addition, we partner with the Internal Revenue Service and coordinate two VITA sites. Federal

and state income tax returns are electronically filed free of charge for low to moderate-income working households. We promote the federal and State Earned Income Tax Credit (EITC). As per the report “Left on the Table”, by Antonio Avalos and Sean Alley, 2010, New America Foundation (www.newamerica.org), research shows that the federal EITC is an effective tool for supporting work and alleviating poverty by supplementing the earnings of minimum-wage workers. It is widely regarded as the nation’s most effective anti-poverty program.

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)

CUI has few formal written memorandums of understanding and service agreements. We have a written memorandum of understanding with Imperial County Workforce Development Board.

Our partnership and coordination efforts are more informal and consist of memberships and participation in local coalitions, commissions, and councils. CUI is a member of the Imperial Valley Continuum of Care Council, Farm Worker Services Coalition of Imperial County, Imperial County Overall Economic Development Commission, and the Emergency Food and Shelter Board.

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)

CUI will use CSBG funds to provide direct services to assist individuals and families stabilize their basic needs while facing barriers to self-sufficiency. By helping alleviate these immediate needs, we also gain the opportunity to offer additional emergency and social service support to improve socio-economic status and overall wellness of low-income families/individuals in Imperial County.

CUI will provide safety net services such as food, housing resources, homeless prevention services, utility bill financial assistance, and referrals to homeless services. Since CSBG funds will only pay for

staff salaries, we will partner with the Imperial Valley Food Bank to get the food that will be distributed. We will also partner with the Emergency Food and Shelter Program (EFSP) to provide food, homeless prevention, and utility bill financial assistance. CSBG funds will be used to provide assistance in completing forms for housing, unemployment, child support, SSI, medical card, TANF and Cal Fresh.

In addition, we will partner with the Internal Revenue Service and coordinate two VITA sites. Federal and state income tax returns will be electronically filed free of charge for low to moderate income working households. We will promote the federal Earned Income Tax Credit (EITC) and the California Earned Income Tax Credit (CA. EITC). As per the report "Left on the Table", by Antonio Avalos and Sean Alley, 2010, New America Foundation "research shows that the federal EITC is an effective tool for supporting work and alleviating poverty by supplementing the earnings of minimum-wage workers. It is widely regarded as the nation's most effective anti-poverty program."

Eligibility for services is based on household income, funding source regulations and funding availability.

While CSBG funds are not sufficient enough to provide all services needed by our clients, CUI makes regular referrals to community-based and public services programs that include employment and training programs, housing supports, counseling and treatment services, CalWORKs, vocational rehabilitation, disabilities advocacy and many other services.

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

CUI will leverage other funding sources to increase programmatic and/or organizational capacity by identifying general operating funds and unrestricted private funds through grants. Examples of additional funding that has been coordinated by CUI to meet the needs of low-income individuals

and families include:

- Local Initiative Support Corporation Funding
- Emergency Food and Shelter Program Funding
- Southern California Gas Company Funding

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

CUI's contingency plan consists of the following:

1. Staff will gather all information on reduction areas.
2. Focus will be made on the reduction areas and program personnel.
3. Issues will be presented to the Board of Directors for information and policy.
4. Community Needs Assessment will be taken into consideration.
5. CUI staff and Board will generate a "Contingency Reduction Plan" with the following action steps:
 - a. Reorganization of staff.
 - b. Personnel lay-offs, if necessary.
 - c. Phase out specific programs. Reduction of programs will be done if necessary and only after a thorough revision of options. Priorities within CUI's Community Action Plan will be analyzed.
 - d. Volunteers will be called for delivery of services.
 - e. Fundraising activities will increase.

The contingency plan process is flexible enough to implement other possible alternatives. depending on given circumstances. In addition, CUI will continuously explore opportunities for reducing costs as well as generating new resources.

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

CUI documents volunteer hours using sign-in logs, timecards, and other supportive documentation including volunteer agreements and volunteer contracts. Hours are reported on the CSBG Annual Report.

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)

CUI will refer youth to the Imperial Valley Regional Occupational Program (IVROP). IVROP is dedicated to creating paths to opportunities for students of all ages by empowering them to achieve their career, academic, and life goals to help them become successful contributing members of a global society.

IVROP convenes local business, civic, and education partners to implement a regional plan for Career Technical Education, preparing Imperial Valley students for postsecondary education and employment. IVROP also has family stabilization programs that provide support, guidance, and skill development for the family as a whole. IVROP is dedicated to positively impacting students, and their families, through comprehensive and multifaceted services which promote educational, occupational, and community success.

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)

CUI will promote increased coordination and collaboration for youth services through referrals to Imperial Valley Regional Occupational Program (IVROP). IVROP provides intensive case

management, and direct services and linkages to help youth improve their educational level, gain workforce skills, and improve their long-term labor market skills. Further, IVROP provides youth with adult mentoring, comprehensive guidance and counseling, financial literacy, entrepreneurship skills, and other support services. In addition to referrals, CUI will provide on-the-job training for IVROP program participants based on an employment plan that considers individual desires and aptitudes.

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)

CUI will not use CSBG funding to provide employment and training services. CUI coordinates the delivery of employment/training services by referring clients to existing services whenever applicable. CUI is a partner of the America's Job Centers as required by the Workforce Innovation and Opportunity Act. In addition, CUI partners with Imperial Valley Occupational Regional Center (IVROP) by providing on the job training to IVROP program participants. All participant referrals are developed in a coordinated response that is based on 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)

CUI will provide direct emergency food assistance to the economically disadvantaged, senior citizens, homeless individuals, families, the unemployed, migrant, and seasonal agricultural workers, and any others in need of emergency food and other basic needs in Imperial County.

CUI will partner with the Imperial Valley Food Bank to distribute USDA Commodities in Imperial County.

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))

CUI is currently the sole provider of Low-Income Home Energy Assistance Program (LIHEAP) and Home Energy Assistance Program (HEAP) services in Imperial County.

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

CUI is currently the sole provider of Low-Income Home Energy Assistance Program (LIHEAP) and Home Energy Assistance Program (HEAP) services in Imperial County.

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)

CUI will provide referrals, as per client needs, to community and neighborhood-based initiatives that strengthen families and encourage effective parenting.

CSBG staff will be referring families to the Family Resource Centers (FRC) located in Imperial County. The FRCs facilitate easy access to services for youth and their families. The FRCs integrate medical, social services, mental health and education services to provide a holistic approach to addressing the needs of youth and their families. With the collaboration of many agencies, the Family Resource Centers ensure the education, health and well-being of students and their families.

CSBG staff will also be making referrals to IVROP family stabilization programs that provide support, guidance, and skill development for the family as a whole. IVROP is dedicated to positively impacting students, and their families, through comprehensive and multifaceted services which promote educational, occupational, and community success.

In addition, CSBG staff will be referring clients to Imperial County America's Job Centers of California (AJCCs), formerly One Stop Centers. AJCCs are designed to be a 'One Stop' delivery system through which employment-related services and training are provided. AJCCs offer a comprehensive line up of employment and training services, including help with resume writing, interviewing skills, finding job openings, training programs, and much more. There are three full-service locations in Imperial County and two satellite offices.

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)

As referenced earlier in this document, CUI utilized information from Faith-Based, Private Sector, Public Sector, and Educational Institutions to assess the needs and resources in Imperial County.

One example of our partnership and coordination efforts is our membership in the Imperial Valley Continuum of Care Council. The Mission of the Imperial Valley Continuum of Care Council is to engage individuals and organizations of Imperial County in a community-based process that works to eradicate homelessness in the region, addresses the underlying causes of homelessness, and lessens the negative impact of homelessness on individuals, families, and the community.

Members of the Imperial Valley Continuum of Care Council include: law enforcement, hospitals, city, county and state government officials, fire departments, educational institutions, shelters, non-profit organizations, faith-based organizations, along with concerned and interested individuals residing in Imperial County.

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.

Each CUI program utilizes a unique method that tracks and measures program outcomes and performance. Program Directors monitor at the program level to ensure contract and performance standards compliance. Each program is responsible for accurate, timely recordkeeping, and integration of statistical data into a meaningful format to measure client well-being. Outcome indicators are collected from each program for compliance with CSD's NPI reporting and Results Oriented Management and Accountability standards.

The CSBG Director is responsible for the timely submittal of programmatic reports for CSD CSBG contracts. The CSBG Director oversees the day-to-day operations of the CSBG Department and, on an ongoing basis, performs observations of interaction between staff and clients, client file reviews, database reviews, purchase and expense reviews, and certifies the EARS expenditure reports on a monthly basis.

Fiscal monitoring by the Accounting Department is ongoing, with formal, monthly reviews by the CUI Board Finance Committee, and annual audits by an independent certified public accountant. The Accounting Department is responsible for timely submittal of fiscal reports for CSD contracts.

The CUI Board of Directors Finance Committee monitors the fiscal performance of all programs on an ongoing basis. The committee meets once per month. Monthly fiscal in-house reports are prepared by the accounting department staff and are presented to the Finance Committee for their review and evaluation. A report is then presented to the CUI Board of Directors for approval.

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.

CUI will not utilize subcontractors.

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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)

Each Program Director is responsible for data collection, data analysis and for evaluating the effectiveness of programs and services. Evaluations are conducted on an ongoing basis, depending on the program and nature of client services.

Program Directors use the data collected to identify how many customers have been served, measure performance, adjust the programs, analyze performance and impact on clients, prepare reports for funding sources, and to report to the agency Board.

Each program utilizes their unique method of collecting data, as required by each funding source.

Programs compile service information on a monthly, quarterly, semi-annual, or annual basis.

Most programs use a computerized database; some programs manually compile information, to store basic service information. Data collection forms and database are designed to meet all reporting requirements. Each program collects client application/intake, demographics, tracks services provided and collects program indicators as required by funding source.

The CSBG Director is responsible for completing CSBG reports. The CSBG Director will work with all Program Directors and their staff to make sure that data collected will provide outcome information to help measure the effectiveness of our programs and to comply with reporting of National Performance Indicators as stated in our CAP and CSD contract.

CUI will use CSD CSBG Annual report to monitor and measure the effectiveness of our programs and services.

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)

To be revised.

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)

The low-income community was faced with a variety of challenges and new barriers due to COVID-19. We were forced to quickly evaluate and make changes to our service delivery methods. To ensure the safety of clients, volunteers, and staff service adaptations were made. In-person direct services were limited. Intake/applications for services were completed by phone or by mail. Emergency food was distributed by appointment only. CUI operations remained open; our service delivery continued with changes in the provision of services.

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.

3. Does your agency have Diversity, Equity and Inclusion (DEI) policies 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

4. If yes, please describe.

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?

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

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 the agency meets 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 the agency meets 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 <i>To be attached.</i>	A
Low-Income Testimony and Agency's Response <i>To be attached.</i>	B