2026/2027
Community Needs Assessment and Community Action Plan

Campesinos Unidos, Inc.

Contents

Introduction

The Department of Community Services and Development (CSD) has developed the 2026/2027 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) Service Providers network. CSD requests agencies submit a completed CAP, including a CNA, to CSD on or before **June 30, 2025**. Changes from the previous template are detailed below in the "What's New for 2026/2027?" section. Provide all narrative responses in 12-point Arial font with 1.15 spacing. A completed CAP template 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 confirm that they are in compliance. Signature of the board chair and executive director on the Cover Page certify compliance with the Federal CSBG Programmatic Assurances.

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 is provided in this template. CSBG agencies should review these assurances and confirm that they are in compliance. Signature of the board chair and executive director on the Cover Page certify compliance with the State Assurances.

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 the Organizational Standards. A list of Organizational Standards that are met by an accepted CAP, including a CNA, are 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 2026/2027?

Due Date. The due date for your agency's 2026/2027 CAP is June 30, 2025. However, earlier submission of the CSBG Network's CAPs will allow CSD more time to review and incorporate agency information in the CSBG State Plan and Application. CSD, therefore, requests that agencies submit their CAPs on or before May 31, 2025.

ROMA Certification Requirement. CSD requires that agencies have the capacity to provide their own ROMA, or comparable system, certification for your agency's 2026/2027 CAP. Certification can be provided by agency staff who have the required training or in partnership with a consultant or another agency.

Federal CSBG Programmatic and State Assurances Certification. In previous templates, the federal and state assurances were certified by signature on the Cover Page and by checking the box(es) in both federal and state assurances sections. In the 2026/2027 template, CSD has clarified the language above the signature block on the Cover Page and done away with the check boxes. Board chairs and executive directors will certify compliance with the assurances by signature only. However, the Federal CSBG Programmatic Assurances and the State Assurances language remain part of the 2026/2027 template.

Other Modifications. The title page of the template has been modified to include your agency's name and logo. Please use this space to brand your agency's CAP accordingly. CSD has also added references to the phases of the ROMA Cycle i.e. assessment, planning, implementation, achievement of results, and evaluation throughout the 2026/2027 template. Additionally, there are a few new questions, minor changes to old questions, and a reordering of some questions.

Checklist

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Cover Page

Agency Name:	Campesinos Unidos, Inc.
Name of CAP Contact:	Imelda Lopez
Title:	CSBG Program Director
Phone:	760-370-5131
Email:	ilopez@campesinosunidos.org

Date Most Recent CNA was Completed: (Organizational Standard 3.1)	

Board and Agency Certification

The undersigned hereby certifies that this agency will comply with the Federal CSBG Programmatic Assurances (CSBG Act Section 676(b)) and California State Assurances (Government Code Sections 12747(a), 12760, and 12768) for services and programs provided under the 2026/2027 Community Needs Assessment and Community Action Plan. The undersigned governing body accepts the completed Community Needs Assessment. (Organizational Standard 3.5)

Name:	Jose M. Lopez	**Name:**	Jose M. Lopez
Title:	**Executive Director**	**Title:**	**Board Chair**
Date:		**Date:**	

ROMA Certification

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan document the continuous use of the Results Oriented Management and Accountability (ROMA) system or comparable system (assessment, planning, implementation, achievement of results, and evaluation). (CSBG Act 676(b)(12), Organizational Standard 4.3)

Name:	Imelda Lopez
ROMA Title:	Nationally Certified ROMA Implementer (NCRI)
Date:	

CSD Use Only

Dates CAP		
Received	Accepted	Accepted By

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. Testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP.

Guidelines

Notice of Public Hearing

1. Notice of the public hearing should be published at least 10 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 should 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 10 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 should be made available for public review and inspection approximately 30 days prior to the public hearing. The draft CAP may 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 in Part III: Appendices as Appendix A.

Public Hearing

1. Agencies must conduct at least one public hearing on the draft CAP.
2. Public hearing(s) must be held in the designated CSBG service area(s).
3. Low-income testimony presented at the hearing or received during the comment period should be memorialized verbatim in the Low-Income Testimony and Agency's Response document and appended to the final CAP as Appendix B in Part III: Appendices.
4. The Low-Income Testimony and Agency's Response document should include the name of low-income individual, his/her 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

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 based on community need at the time of the hearing.

Public Hearing Report

Date(s) the Notice(s) of Public Hearing(s) was/were published	
Date Public Comment Period opened	
Date Public Comment Period closed	
Date(s) of Public Hearing(s)	
Location(s) of Public Hearing(s)	
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	
Number of attendees at the Public Hearing(s)	

Part I: Community Needs Assessment Summary

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

A community needs assessment provides a comprehensive "picture" of the needs in your service area(s). Resources are available to guide agencies through this process.

- CSD-lead training – "Community Needs Assessment: Common Pitfalls and Best Practices" on Tuesday, September 10, 2024, at 1:00 pm. Registration is required. The training will be recorded and posted on the Local Agencies Portal after the event.

- Examples of CNAs, timelines, and other resources are on the Local Agencies Portal.

- Community Action Guide to Comprehensive Community Needs Assessments published by the National Association for State Community Service Programs (NASCSP).

- Community Needs Assessment Tool designed by the National Community Action Partnership (NCAP).

- National and state quantitative data sets. See links below.

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
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 Health and Human Services** Data Portal
CSD Census Tableau Data by County		**Population Reference Bureau** KidsData
Data USA National Public Data	**National Equity Atlas** Racial and Economic Data	**Census Reporter** Census Data

Sample Data Sets		
Urban Institute SNAP Benefit Gap	**Race Counts** California Racial Disparity Data	**Rent Data** Fair Market Rent by ZIP
UC Davis **Center for Poverty & Inequality** Poverty Statistics	**University of Washington** **Center for Women's Welfare** California Self-Sufficiency Standard	**University of Wisconsin** **Robert Wood Johnson** **Foundation** County Health Rankings
Massachusetts **Institute of Technology** Living Wage Calculator	**Nonprofit Leadership Center** Volunteer Time Calculator	**Economic Policy Institute** Family Budget Calculator

Narrative

CSBG Act Section 676(b)(9)
Organizational Standards 2.2, 3.3
ROMA – Assessment

Based on your agency's most recent CNA, please respond to the questions below.

> 1. 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.

Campesinos Unidos, Inc. serves low-income individuals and families residing in Imperial County, located in the southeast corner of California. The county shares borders with Riverside County to the north, San Diego County to the west, Arizona to the east, and Mexico to the south, with the Colorado River marking its eastern boundary. It consists of seven incorporated cities, including El Centro, the largest city and county seat, followed by Calexico and Brawley, and 14 unincorporated areas.

Despite being a global leader in agriculture and a top producer of renewable energy, Imperial County's economy remains heavily reliant on three key sectors—government, agriculture, and retail trade—which together account for 70% of total employment. This economic structure, while vital to the region, limits diversification and leaves many residents vulnerable to fluctuations in these industries.

Covering an area of 4,597 square miles, Imperial County is the ninth-largest county in California. Its vast landscape consists of 2.94 million acres of rural desert and farmland, with approximately three-fourths of the county made up of mountain ranges and sandy desert. The region has a warm, arid climate, with temperatures ranging from 45°F to over 115°F and annual precipitation of less than three inches. The region's unique geography and climate present challenges for agricultural workers. As the largest labor force in the area, these workers frequently experience seasonal employment, which significantly contributes to economic instability and persistent poverty.

In addition, Imperial County's geographical isolation from major metropolitan areas, such as San Diego and Los Angeles, restricts access to essential resources. In response to these challenges, Campesinos Unidos, Inc. offers targeted support to low-income households throughout the county, ensuring that services reach those who need them most while addressing the pressing issues of poverty and limited resource access throughout the region.

> **2. Indicate from which sources your agency collected and analyzed quantitative data for its most recent 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 Equity Atlas
☒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
☐Other

Surveys
☒Clients
☒Partners and other service providers
☒General public
☒Staff
☒Board members
☒Private sector
☒Public sector
☐Educational Institutions
☐Other

Agency Data Sets
☒Client demographics
☒Service data
☒CSBG Annual Report
☒Client satisfaction data
☐Other

3. Indicate the approaches your agency took to gather qualitative data for its most recent 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**

4. Confirm that your agency collected and analyzed information from each of the five community sectors below as part of the assessment of needs and resources in your service area(s). Your agency must demonstrate that all sectors were included in the needs assessment by checking each box below; a response for each sector is required. (CSBG Act Section 676(b)(9), Organizational Standard 2.2)

Community Sectors
☒Community-based organizations
☒Faith-based organizations
☒Private sector (local utility companies, charitable organizations, local food banks)
☒Public sector (social services departments, state agencies)
☐Educational institutions (local school districts, colleges)

Results

CSBG Act Section 676(b)(11)
California Government Code Section 12747(a)
Organizational Standards 4.2
State Plan Summary and Section 14.1a
ROMA – Planning

Based on your agency's most recent CNA, please complete Table 1: Needs Table and Table 2: Priority Ranking Table.

Table 1: Needs Table					
Needs Identified	Level (C/F)	Agency Mission (Y/N)	Currently Addressing (Y/N)	If not currently addressing, why?	Agency Priority (Y/N)
To be determined.				Choose an item.	
				Choose an item.	
				Choose an item.	
				Choose an item.	
				Choose an item.	

Needs Identified: Enter each need identified in your agency's most recent CNA. Ideally, agencies should use ROMA needs statement language in Table 1. ROMA needs statements are complete sentences that identify the need. For example, "Individuals lack living wage jobs" or "Families lack access to affordable housing" are needs statements. Whereas "Employment" or "Housing" are not. Add row(s) if additional space is needed.

Level (C/F): Identify whether the need is a community level (C) or a family level (F) need. If the need is a community level need, the need impacts the geographical region directly. If the need is a family level need, it will impact individuals/families directly.

Agency Mission (Y/N): Indicate if the identified need aligns with your agency's mission.

Currently Addressing (Y/N): Indicate if your agency is addressing the identified need.

If not currently addressing, why?: If your agency is not addressing the identified need, please select a response from the dropdown menu.

Agency Priority: Indicate if the identified need is an agency priority.

Table 2: Priority Ranking Table			
	Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category
1.	To be determined.		
2.			
3.			
4.			
5.			

Agency Priorities: Rank the needs identified as a priority in Table 1: Needs Table according to your agency's planned priorities. Ideally, agencies should use ROMA needs statement language. Insert row(s) if additional space is needed.

Description of programs, services, activities: Briefly describe the program, services, or activities that your agency will provide to address the need. Including the number of clients who are expected to achieve the indicator in a specified timeframe.

Indicator/Service Category: List the indicator(s) (CNPI, FNPI) or service(s) (SRV) that will be reported on in Modules 3 and 4 of the CSBG 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 Sections 100651 and 100655

Vision and Mission Statements
ROMA – Planning

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.

Causes and Conditions of Poverty
Organizational Standards 1.1, 1.2, 3.2, 3.4
ROMA – Planning

1. Describe the key findings of your analysis of information collected directly from low-income individuals to better understand their needs. (Organizational Standards 1.1, 1.2)

To be determined.

2. Describe your agency's assessment findings specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area(s). (Organizational Standard 3.2)

Campesinos Unidos, Inc. analyzed the prevalence of poverty in Imperial County by collecting and reviewing data from various sources, including federal, national, state, and local datasets. The agency also distributed surveys to clients, partners, staff, and board members to gather quantitative and qualitative insights into the lived experiences of poverty in the community.

Specific attention was given to categorizing data by gender, age, and race/ethnicity to identify disparities and patterns unique to these groups. For instance, the analysis included examining poverty rates among women, children, seniors, and racial/ethnic minorities such as Hispanic/Latino populations. The findings from this analysis directly informed the development of the Community Action Plan and Community Needs Assessment to ensure targeted and equitable service delivery.

Please see Appendix C for Community Needs Assessment.

3. "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 your needs assessment data, describe the causes of poverty in your agency's service area(s). (Organizational Standard 3.4)

Poverty is a multifaceted issue rooted in systemic barriers that limit economic opportunity, access to essential services, and pathways to self-sufficiency. In Imperial County, several key factors contribute to persistent poverty. These causes create or reinforce barriers that prevent low-income individuals from accessing resources or becoming self-sufficient.

First, Imperial County's economy is heavily reliant on agriculture, which provides a large portion of local jobs. However, these jobs are typically seasonal and low-wage, contributing to high unemployment rates during off-seasons and economic instability for many households. This instability makes it difficult for residents to achieve financial security or build on long-term economic resilience.

Ironically, despite being a leading agricultural producer, Imperial County also experiences high rates of food insecurity. Many residents live in areas classified as food deserts by the United

States Department of Agriculture (USDA), meaning they have limited access to affordable and nutritious food. According to the most recent health Status Report from the Imperial County Public Health Department, 13 out of 18 census tracts in the county meet the USDA's definition of a food desert. This lack of access is driven by both geographic and economic barriers, including low incomes, limited transportation options, and few nearby grocery stores. As a result, Imperial County residents often struggle to meet their basic national needs. The lack of access to nutritious and affordable foods reinforces the cycle of poverty for households in Imperial County.

Another contributing factor is the county's limited higher education and vocational training opportunities. Although efforts have been made to expand local post-secondary education and vocational training opportunities, Imperial County continues to face barriers to higher education access and job skill training. Limited program availability, geographic isolation, and financial barriers still hinder residents from pursuing higher education or obtaining the skills needed to access better-paying jobs. As a result, the region continues to experience low educational attainment and limited access to vocational training, both of which restrict employment opportunities and contribute to economic instability.

Housing insecurity is also a significant cause of poverty in the region. Imperial County faces a shortage of safe and affordable housing. As a result, there is a high rate of overcrowded and cost-burdened households. Many families spend more than thirty percent of their income on rent, leaving little for other necessities. Further exacerbating this issue is the age and condition of Imperial County's housing stock. Many dwellings in the region are decades old and may not meet modern energy efficiency standards, leading to higher maintenance and utility costs. Additionally, extreme temperatures result in high energy costs, placing a significant energy burden on households already struggling to afford basic necessities.

Together, these factors create a complex web of challenges that make it difficult for low-income individuals and families in Imperial County to achieve and maintain self-sufficiency.

4. "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 your needs assessment data, describe the conditions of poverty in your agency's service area(s). (Organizational Standard 3.4)

Imperial County faces a range of economic and health-related conditions that impact the well-being of individuals and families and hinder community development. These conditions create persistent challenges that limit growth, reduce opportunity, and make it difficult for residents to achieve long-term stability.

According to the 2017-2021 American Community Survey, 21.04% of Imperial County residents live below the federal poverty level. This number is nearly double the state and national poverty rates of 12.25% and 12.63%, respectively. The high poverty rate reflects the deep-rooted economic hardships many households in Imperial County face.

Unemployment and underemployment are among the most visible conditions of poverty in the region. According to the U.S. Department of Labor, as of December 2022, Imperial County had an unemployment rate of 14.8%, compared to California's 3.7% and the national rate of 3.3%. While agriculture remains a central part of the local economy, many jobs are seasonal, low-wage, and lack stability. This not only leads to high unemployment rates but also leaves many workers, either unemployed or underemployed, without access to stable income during the off-season.

Housing instability is another major condition affecting low-income residents. More than half (51.67%) of rental households in Imperial County spend over 30% of their income on housing. Often, these cost-burdened homes are overcrowded or in substandard condition. According to the 2017-2021 American Community Survey, 42.21% of occupied units in the county have at least one issue, such as lack of complete plumbing or kitchen facilities, or severe cost burdens. Additionally, the aging housing stock and extreme heat lead to high utility bills, placing further financial pressure on households.

Food insecurity is another critical concern. According to Feeding America's Map the Meal Gap report, approximately 30,630 Imperial County residents struggle to access affordable and nutritious food. Many households reside in USDA-designated food deserts, with limited access to grocery stores. Poor nutrition negatively impacts overall health outcomes, leading to health issues such as obesity, diabetes, and heart disease. These chronic conditions hinder academic performance, workforce participation, and long-term quality of life.

Limited access to support services is another significant condition of poverty in Imperial County. While many programs exist to support low-income households, residents often face barriers that prevent them from navigating or completing the application process. This is closely tied to educational attainment and literacy. According to the National Center for Education Statistics (NCES), approximately 50% of Imperial County residents fall into Level 1 literacy. According to NCES, individuals with Level 1 literacy struggle with basic written tasks such as understanding a bus schedule or following basic written instructions. These challenges reduce residents' ability to engage with online forms, written notices, and program eligibility requirements. This is especially heightened when combined with other factors such as language barriers, digital exclusion, and a lack of available guidance. As a result, many individuals are unable to access critical support programs, further reinforcing the cycle of poverty and limiting opportunities for economic mobility.

> **5.** Describe your agency's data and findings obtained through the collecting, analyzing, and reporting of customer satisfaction data.

In preparation for CUI's Community Action Plan, customer satisfaction data is collected as part of our Community Needs Assessment process. Surveys are made available in both English and Spanish and are offered in paper format and online to ensure accessibility for a wide range of clients. Surveys were distributed to individuals who have accessed our services to gather feedback on their experiences. The survey includes questions about service quality, frequency of needs, and

participants' perceptions of the most important needs in our region. The data was compiled and reviewed by program staff and the governing board's planning committee. Findings were then presented to the full governing board and used to inform agency planning, strengthen service delivery, and ensure programs remain responsive to community priorities.

Tripartite Board of Directors

CSBG Act Sections 676B(a) and (b), 676(b)(10)
Organizational Standards 1.1. 3.5
ROMA – Evaluation

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), Organizational Standard 1.1)

Campesinos Unidos, Inc. (CUI) is governed by a 12-member tripartite Board of Directors. One-third of the board must consist of representatives of the low-income community, one-third representatives of the public sector, and one-third representatives of the private sector. Low-income representatives are recruited and selected through a democratic process of elections held in various locations throughout the county. Elections are conducted in accessible public spaces such as community centers, senior centers, libraries, and USDA Commodities distribution sites. Notices of these elections are posted at the election sites, on CUI's social media platforms and website, and in the office. Notices are also distributed directly to clients to encourage participation.

Vacancies on the board may be filled by approval of the board or, if the number of directors then in office is less than a quorum, by (1) the unanimous written consent of the directors then in office, (2) the affirmative vote of a majority of the directors then in office at a meeting held pursuant to notice or waivers of notice complying with section 5211 (a) (3) of the Corporations Code or (3) a sole remaining director. A director selected to fill a vacancy on the board shall be qualified as provided in Section 4 of this Article V. All vacancies will be filled in a timely manner.

Any low-income individual who believes they are not adequately represented on the Board may submit a written petition to the Executive Director or Board President. The petition should outline the nature of the concern. All petitions will be reviewed by the Executive Committee and recommendations will be presented to the full

2. Describe your process for communicating with and receiving formal approval from your agency board of the Community Needs Assessment (Organizational Standard 3.5).

The Board of Directors is involved throughout our entire Community Needs Assessment (CNA) process. The Planning Committee, along with staff, reviews and approves the surveys used to gather community input. Board members also participate in collecting customer satisfaction surveys within their communities. Once the data is compiled, needs are prioritized, and the draft CNA is presented to the Planning Committee for initial review and feedback. After revisions, the CNA is formally presented to the full Board of Directors for final review and approval. The approval is documented in the meeting minutes.

Service Delivery System

CSBG Act Section 676(b)(3)(A)
State Plan 14.3a
ROMA - Implementation

> 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 14.3a)

Campesinos Unidos, Inc. (CUI) uses CSBG funds to provide direct services to address immediate needs and the underlying causes of poverty for low-income individuals and families in Imperial County. All services are delivered directly by CUI staff, no subcontractors are used.

The client intake process begins with an application for services to determine eligibility based on household income, funding source regulations, and funding availability. During intake, staff assess client needs, verify eligibility, and determine the appropriate services to meet their immediate and critical needs. The intake process is standardized to ensure consistency, compliance, and accountability. To reduce barriers to access, intake and application options include in-person, mail-in, phone, and online submissions.

CSBG services at CUI include utility assistance, food assistance, eviction prevention, income tax preparation, assistance with applications for unemployment benefits, housing, child support, CalWorks, CalFresh, Social Security, Supplemental Social Security, and information and referrals to other local service providers. CUI uses Community Software Group (CSG) Engage software to document services provided and track client demographics and service outcomes.

Through the direct provision of critical services, CUI alleviates the conditions of poverty, strengthens household stability, and promotes economic security for Imperial County's low-income community.

> 2. Describe how the poverty data related to gender, age, and race/ethnicity referenced in Part II: Causes and Conditions of Poverty, Question 2 will inform your service delivery and strategies in the coming two years?

CUI's service delivery and strategies for the next two years are directly informed by the poverty data collected on gender, age, and race/ethnicity. We use national, state, and local data, combined with customer input from surveys, to create a comprehensive profile of the most pressing community needs. In the coming two years, CUI will continue utilizing a prioritization technique that assigns a numerical weight to identified needs based on frequency, severity, and available resources to ensure services address the most emergent needs

Linkages and Funding Coordination

CSBG Act Sections 676(b)(1)(B) and (C); 676(b)(3)(B), (C) and (D); 676(b)(4), (5), (6), and (9)
California Government Code Sections 12747(a), 12760
Organizational Standards 2.1
State Plan 9.3b, 9.4b, 9.5, 9.7, 14.1b, 14.1c, 14.3d, 14.4

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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)(9); Organizational Standard 2.1; State Plan 14.1c)

Campesinos Unidos, Inc. (CUI) coordinates funding and services with local partners to maximize resources and avoid duplication of efforts in the community. CUI is an active member of the Emergency Food and Shelter Program (EFSP). Through this collaboration, CUI receives funding to provide emergency food to families and individuals experiencing homelessness or at risk of homelessness. The Local Board elects a Fiscal Agent, currently United Way of Imperial County, which receives all county allocations from the National EFSP Board and directly coordinates vendor payments for recipient agencies. Recipient agencies, including Catholic Charities, Calexico Neighborhood House, Salvation Army, Center for Family Solutions, Cancer Resource Center of the Desert, and others, collaborate closely with one another to track funding availability and refer clients between agencies to ensure services are delivered efficiently and without overlap.

Additionally, CUI partners with the Internal Revenue Service (IRS) to coordinate two Volunteer Income Tax Assistance (VITA) sites. These sites provide free federal and state tax return preparation services to low and moderate-income households. Our VITA sites promote refundable credits like the Earned Income Tax Credit (EITC), an evidence-based strategy for reducing poverty among working families.

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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)(3)(C), Organizational Standard 2.1, State Plan 9.7)

Campesinos Unidos, Inc. (CUI) currently has a formal Memorandum of Understanding (MOU) with the Imperial County Workforce Development Board as a partner in the operations of the America's Job Center of California (AJCC) delivery system. The MOU outlines roles, responsibilities, and shared service delivery strategies between AJCC partners. The MOU supports a coordinated approach to workforce development services across the county, including a referral process and join participation in outreach and cross-training.

Although formal MOUs are limited, CUI maintains strong collaboration with several key community-based organizations and local service providers through the participation in local coalitions and working groups. These include the Imperial Valley Continuum of Care Council, Farm Worker

Services Coalition of Imperial County, the Imperial County Overall Economic Development Commission, and the Emergency Food and Shelter Program (EFSP) Local Board. Coordination in these groups is often informal but still effective, involving shared planning, client referrals, and strategic alignment of services and funding to avoid duplication and better serve low-income individuals and families.

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), California Government Code 12760)

Campesinos Unidos, Inc. (CUI) utilizes CSBG funds to provide direct services that stabilize households and address barriers to self-sufficiency. Core services include emergency food assistance, homeless prevention, and utility assistance to avoid disconnection or restore utility services. CUI also helps clients complete applications for public programs such as housing, unemployment benefits, child support services, Medicaid, Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), and Social Security. In addition, CUI operates two Volunteer Income Tax Assistance (VITA) sites in partnership with the Internal Revenue Service to provide free tax preparation services to low-income working families and promote the Earned Income Tax Credit (EITC) and California EITC.

Eligibility for services is determined by household income and aligned with federal, state, and program-specific guidelines. Assistance is also dependent on funding availability, with priority given to households facing urgent needs such as eviction, utility shut-off, or food insecurity.

To avoid duplication of services within Imperial County, CUI actively coordinates with other agencies that receive Emergency Food and Shelter Program (EFSP) funding. Agencies communicate regularly to refer clients based on available funding, service categories, and geographic location. This coordination ensures that individuals and families receive the support they need from the nearest provider while preventing duplication of services. CUI also engages in local coalitions and service networks to maintain communication, avoid overlap, and ensure that low-income residents receive necessary yet unduplicated support.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (CSBG Act Section 676(b)(3)(C))

Campesinos Unidos, Inc. (CUI) will leverage other funding sources to expand both programmatic reach and organizational capacity. This includes seeking general operating and unrestricted funds through private and public grant opportunities. By combining CSBG funds with other resources, CUI can address a broader range of community needs, invest in staff capacity, and strengthen our ability to deliver high-quality services. Examples of leveraged funding include:

- Local Initiatives Support Corporation (LISC) – to support emergency and essential service delivery.

- Emergency Food and Shelter Program (EFSP) – to provide eviction prevention, utility, food,

and emergency shelter services for households at risk of or experiencing homelessness.

- Southern California Gas Company (SoCal Gas) – to support utility assistance and outreach for low-income households.

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

CUI's contingency plan consists of the following:

1. Staff will gather information on reduction areas.

2. Focus will be placed on identifying the most impacted program areas and personnel.

3. Issues will be presented to the Board of Directors for review and policy direction.

4. The Community Needs Assessment will be considered in all decisions.

5. CUI staff and Board will develop a "Contingency Reduction Plan" with the following action steps:

   a. Reorganization of staff

   b. Personnel lay-offs, if necessary

   c. Phasing out of specific programs, if warranted, after thorough review of options. Program reductions will align with priority areas identified in CUI's Community Action Plan and Community Needs Assessment.

   d. Increased use of volunteers for service delivery.

   e. Expansion of fundraising activities.

The contingency plan process is flexible and allows for alternative strategies based on circumstances. In addition, CUI will continue to seek out opportunities to reduce costs and generate new resources to sustain core services. This includes actively pursuing new partnerships and funding streams to strengthen long-term sustainability and deepen our impact in the community.

6. 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)

Campesinos Unidos, Inc. (CUI) will support low-income youth by promoting increased coordination and collaboration with existing youth development programs. We will continue to partner with the Imperial Valley Regional Occupational Program (IVROP), which provides

intensive case management and wraparound services to help youth improve their educational attainment, build workforce readiness, and strengthen long-term career potential. IVROP also offers mentoring, financial literacy, entrepreneurship education, and comprehensive guidance and counseling. In addition to making referrals, CUI will provide on-the-job training opportunities for IVROP participants. These internships are aligned with individualized employment plans that reflect each youth's strengths, interests, and goals, helping them build confidence, professional experience, and pathways to sustainable employment.

7. 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)

Campesinos Unidos, Inc. (CUI) will partner with local organizations that specialize in youth development. We will continue working closely with agencies like the Imperial Valley Regional Occupational Group (IVROP), which offers case management, mentoring, and job readiness training for youth. When youth in low-income households are identified through our services, we will refer them to programs that align with their needs and goals.

Although CUI does not currently operate a stand-alone youth program, we will support youth-centered initiatives by serving as a connection point for families and youth to access services like life skills training, mentoring, and job creation. We will also participate in community and school-based events to promote safe spaces and positive youth engagement. By strengthening partnerships with local school districts and participating in outreach events that reach youth and families, we will continue expanding access to support services and help connect young people to necessary resources.

8. Describe your agency's 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)

Campesinos Unidos, Inc. (CUI) will not use CSBG funding to directly provide employment and training services. However, CUI actively coordinates with workforce development partners to ensure clients have access to those services when applicable. CUI is a required partner of the America's Job Center of California (AJCC) network in Imperial County under the Workforce Innovation and Opportunity Act (WIOA) and participates in coordinated service delivery to support individuals seeking employment and training opportunities.

In addition, CUI partners with the Imperial Valley Regional Occupational Program (IVROP) to provide on-the-job training for program participants. Referrals are made through a collaborative process aligned with each participant's employment plan, considering their individual interests and aptitudes. Through these partnerships, CUI ensures low-income individuals are connected to

services that support long-term workforce success.

9. 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)

Campesinos Unidos, Inc. (CUI) will provide direct emergency food assistance to economically disadvantaged individuals and families in Imperial County, including seniors, homeless individuals, migrant seasonal farmworkers, the unemployed, and others experiencing food insecurity.

CUI aims to counteract conditions of starvation and malnutrition among low-income individuals by ensuring immediate access to nutritious foods, emergency supplies, and referrals to long-term food security solutions. CUI will partner with the Imperial Valley Food Bank to supplement our in-house food pantry program. Additionally, we will coordinate with the Emergency Food and Shelter Program (EFSP) Local Board to provide nutritious food and emergency assistance. CUI will also assist clients with completing the Supplemental Nutrition Assistance Program (SNAP) applications to help increase their access to sustainable food resources. Clients will be referred to additional community-based providers to ensure they receive nutritional support when needed.

10. Is your agency a dual (CSBG and LIHEAP) service provider?

☒ Yes

☐ No

11. For dual agencies:

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), State Plan 9.5)

For all other agencies:

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

Campesinos Unidos, Inc. (CUI) is currently the sole provider of Low-Income Home Energy Assistance Program (LIHEAP) and Home Energy Assistance Program (HEAP) services in Imperial County. As a dual agency, CUI coordinates CSBG and LIHEAP services to ensure clients receive the full range of support they are eligible for. Clients seeking CSBG-funded assistance, such as eviction prevention, are evaluated for additional needs. When energy-related needs are identified, staff make internal referrals to LIHEAP. Similarly, LIHEAP clients may be referred to CSBG programs when additional needs are identified, such as housing instability or food insecurity. This coordination ensures that services are complementary and address client needs without duplication.

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 14.3d)

Campesinos Unidos, Inc. (CUI) will support innovative community and neighborhood-based initiatives that strengthen families by referring clients to trusted partner organizations throughout Imperial County. CSBG staff will make referrals to Family Resource Centers (FRCs), which offer a coordinated hub of services including health, education, mental health, and family support resources. These centers provide a family-centered approach to stabilizing households and improving long-term outcomes for youth and parents.

Additionally, CUI will continue coordinating with the Imperial Valley Regional Occupational Program (IVROP), which operates support services focused on positively impacting students and their families through educational, occupational, and community success services.

13. 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)

Campesinos Unidos, Inc. (CUI) will develop and maintain strong linkages to fill identified service gaps by providing information and referrals. As part of our intake process, CSBG-funded staff will assess client needs and connect individuals and families to appropriate internal programs or external community-based services. Staff will provide clear information on eligibility, available resources, and how to access them to help clients navigate these systems more easily.

CUI will also continue participating in key community networks to strengthen coordination and information sharing. One example is our ongoing membership in the Imperial Valley Continuum of Care Council (IVCCC), a collaborative network of service providers that includes law enforcement, schools, government agencies, nonprofits, and healthcare systems that work to address homelessness and related issues in Imperial County.

In addition, CUI will continue participating in local outreach events, which serve as valuable opportunities to connect with potential clients and build informal linkages with other service providers. These events allow staff to stay informed about new programs and local initiatives, promote agency visibility, and foster collaboration that benefits the broader community.

Monitoring
ROMA – Planning, Evaluation

1. 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, issuance of formal monitoring reports, and emergency monitoring procedures.

CUI will not utilize subcontractors.

ROMA Application

CSBG Act Section 676(b)(12)
Organizational Standards 4.2, 4.3
ROMA – Planning, Evaluation

> 1. Describe how your agency will evaluate the effectiveness of its 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)

Campesinos Unidos, Inc. (CUI) will evaluate the effectiveness of its programs and services by applying the Results Oriented Management and Accountability (ROMA) framework to measure client outcomes, identify gaps, and inform continuous improvement. As a nationally certified ROMA implementer, the CSBG Program Director ensures that CSBG-funded activities are tied to National Performance Indicators (NPIs) and aligned with the Community Action Plan (CAP). Each Program Director is responsible for collecting data using tools and procedures aligned with their program's funding requirements. Data sources include client intake forms, demographics, service logs, and outcome indicators compiled monthly, quarterly, or annually. Both manual and computerized systems are used across programs to track services, monitor performance, and meet reporting obligations.

The CSBG Director plays a key role in compiling data across programs during the preparation of the CSD CSBG Annual Report, which is used to evaluate agency-wide impact. The Board of Directors reviews this information to assess service effectiveness, identify gaps, and guide strategic planning. In addition, CUI uses a written prioritization technique to evaluate community needs and align services with areas of highest need. By combining this prioritization approach with outcome data, CUI ensures that programs remain responsive to community needs.

> 2. Select one need from Table 2: Priority Ranking Table and describe how your agency plans to implement, monitor progress, and evaluate the program designed to address the need. Organizational Standard 4.2)

TBD

Optional

3 . Select one community level need from Table 2: Priority Ranking Table or your agency's most recent Community Needs Assessment and describe how your agency plans to implement, monitor progress, and evaluate the program designed to address the need. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

Campesinos Unidos, Inc. (CUI) does not currently operate a formal community-level initiative. However, we will continue exploring opportunities to support community-level change in partnership with local organizations. As opportunities and partnerships evolve, the agency will assess the feasibility of implementing a community-level initiative that aligns with local needs and organizational capacity.

Federal CSBG Programmatic Assurances
CSBG Act Section 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--

   a. 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);
   b. to secure and retain meaningful employment;
   c. 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;
   d. to make better use of available income;
   e. to obtain and maintain adequate housing and a suitable living environment;
   f. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
   g. to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots
   h. 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.

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

<u>For CAA, MSFW, NAI, and LPA Agencies</u>

<u>California Government Code § 12747(a)</u>: Community action plans shall provide for the contingency of reduced federal funding.

<u>California Government Code § 12760</u>: 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.

<u>For MSFW Agencies Only</u>

<u>California Government Code § 12768</u>: 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.

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.

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.

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 4.2 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.

Part III: 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, the Low-Income Testimony and the Agency's Response document, and a copy of the most recent community needs assessment as appendices A, B, and C, respectively. Other appendices as necessary are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Notice of Public Hearing) or separated by divider sheets and submitted with the CAP.

Document Title	Appendix Location
Notice of Public Hearing	A
Low-Income Testimony and Agency's Response	B
Community Needs Assessment	C