



SAN BENITO COUNTY

TRACEY BELTON
DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 107 • HOLLISTER, CA 95023

(831) 637-9293 • FAX (831) 637-0996

SAN BENITO COUNTY COMMUNITY BOARD (CAB)

via ZOOM

AGENDA

January 14, 2021, 5:30 P.M.

Mission: The Community Action Board is committed to advocate for the vulnerable population in our community with resources, knowledge, and opportunities for advancement and independence

Vision: Ending Poverty by Empowering People

<i>Standard 5.5 The department's tripartite board/advisory body meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its governing documents. Quorum Met: Yes <input type="checkbox"/> No <input type="checkbox"/> *=Excused Absence</i>					
District	Representing the Low-Income (L)		Representing the Board of Supervisors (P)		Representing the Private Sector (PR)
1-Medina	<input type="checkbox"/>	Linda McKell	<input type="checkbox"/>	Carol Thomas	<input type="checkbox"/> Ellen Laitinen - <u>Chair</u>
2-Kosmicki	<input type="checkbox"/>	Gary Cameron	<input type="checkbox"/>	Vacant	VACANT
3-Hernandez	<input type="checkbox"/>	Juan Cruz	<input type="checkbox"/>	Tonia Sunseri	<input type="checkbox"/> Christy Eggers
4-Tiffany	<input type="checkbox"/>	Mel Tungate	<input type="checkbox"/>	Judi Johnson	<input type="checkbox"/> Dennis Wightman
5-Gonzales	<input type="checkbox"/>	Nelda Escamilla - <u>V Chair</u>	<input type="checkbox"/>	Shair Stevenson	<input type="checkbox"/> James Whitehead
Youth Advisor	<input type="checkbox"/>	Joey Fernandez			

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 DATED MARCH 17, 2020, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

At this time, the Community Action Board (CAB) is continuing to hold board meetings to conduct essential business. Members of the public are encouraged to participate electronically. Based on guidance from the California Department of Public Health, the Governor's Executive Order and Office, and the San Benito County Public Health Officer,

You are strongly urged to observe the online board meeting via zoom at:

<https://zoom.us/j/93659942862?pwd=YmY0VHN0NnU2dEh0Ynk5ckY0ZngyZz09>

Meeting ID: 936 5994 2862 - Password: 252970

1 669 900 6833 or +1 408 638 0968

I. General:

- A. **Public Comment Period:** Select the "Participants Tab" and click "Raise Hand" icon, the zoom facilitator will unmute you when your turn arrives. Guests may introduce themselves and request to comment on any non-agenda items. Time is limited to three (3) minutes per guest unless the board determines that more time is needed.

II. Regular Agenda:

- A. **Roll Call:** Roll will be taken to determine excused absences for attendance requirements.
- B. **Approval of Minutes:** The minutes of the December 17, 2020 CAB Meeting are **enclosed** for board review and approval.
- C. **CAB Training:** *Standard 5.8: The governing board members have been provided training on their duties and responsibilities within the past 2 years.* View 4 minute training video on CSBG National Goals: <https://www.youtube.com/watch?v=8sDfxOIkSHI&t=22s>



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program



- III. **Consent Items:** Items as a whole will be voted on. For any item the board wishes to discuss further, the board may request it to be pulled and placed in the Action, Information/Discussion:
- A. **H.O.M.E Resourc Center Reports:** Enclosed for board information are the monthly reports.
 - B. **2022-2023 Community Needs Assessment (CNA) and Community Action Plan (CAP) Cover Letter and Template:** The Department of Community Services and Development (CSD) has developed the 2022/2023 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2021** Enclosed for board information are the CNA & CAP Cover Letter and Template.
- IV. **Action Items/Discussion Items:**
- A. **Board Membership:** *Standard 5.1 The department's tripartite board/advisory body is structured in compliance with the CSBG Act.*
 1. **District #2 Representative of the Private Sector:** The enclosed application was received from Jessica Wohlander to fill the vacancy of Katherine Zavala, District #2 Representative of the Private Sector whose term expired on December 31, 2020. **Action Required.**
 2. **District #2 Representative of the Board of Supervisors (BOS):** The enclosed application was received from Yolanda Delgado to fill the vacancy of Darlene Boyd, District #2 Representative of the BOS. **Action Required.**
 4. **Youth Advisory Committee (YAC):** Any applications for the YAC may be reviewed and approved by the board.
 - B. **Committees:**
 1. **Strategic Planning Committee (SPC):** *Standard 6.1 The department has a strategic plan, or comparable planning document, in place that has been reviewed and accepted by the tripartite board/advisory body within the past 5 years. If the department does not have a plan, the tripartite board/advisory body will develop the plan.*
 - a. **Strategic Planning Retreat Goals & Activities:** A copy of the final Strategic Plan is enclosed.
 - b. **Ad Hoc Committee for Youth:** Staff and board members may provide an update on recruitment efforts, youth ideas, committee logo, etc.
- V. **Community Services Block Grant and other Grant updates, Additional Information and Discussion:** *Standard 5.9 The department's tripartite board/advisory body receives programmatic reports at each regular board/advisory meeting. Standard 8.7 The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.* Staff may provide updates current programs and the enclosed fund development.
- VI. **Outreach/Volunteer Opportunities & Updates:** *Standard 2.4 The department documents the number of volunteers and hours mobilized in support of its activities.*
- A. **2021 CAB Meeting Calendar:** Enclosed is the 2021 CAB Meeting Calendar which was also e-mail to all CAB & BOS members on January 5, 2021.
 - B. **2021 Point in Time (PIT) Homeless Census:** The 2021 PIT Homeless Census scheduled for January 27, 2021 @ 6 A.M. An update may be provided.
 - A. **Winter Shelter & Holiday Gift Donations:** Staff may provide an update.
- VII. **Adjournment:**

The next meeting will be held February 11, 2021 at 5:30 P.M



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SAN BENITO COUNTY COMMUNITY BOARD (CAB)

via ZOOM

MINUTES

December 17, 2020, 5:30 P.M.

Mission: The CAB will assist our vulnerable populations with resources to obtain skills, knowledge and opportunities toward self-sufficiency.

Vision: Ending Poverty by Empowering People

Standard 5.5 The department's tripartite board/advisory body meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its governing documents. Quorum Met: Yes <input type="checkbox"/> No <input type="checkbox"/> *=Excused Absence					
District	Representing the Low-Income (L)		Representing the Board of Supervisors (P)		Representing the Private Sector (PR)
1-Medina	<input type="checkbox"/>	Linda McKell	<input type="checkbox"/>	Carol Thomas	<input type="checkbox"/> Ellen Laitinen - <u>Chair</u>
2-Botelho	<input type="checkbox"/>	Gary Cameron	<input type="checkbox"/>	Darlene Boyd - <u>Secretary</u>	<input type="checkbox"/> Katherine Zavala
3-Hernandez	<input type="checkbox"/>	Juan Cruz	<input type="checkbox"/>	Tonia Sunseri	<input type="checkbox"/> Christy Eggers
4-Gillio	<input type="checkbox"/>	Mel Tungate	<input type="checkbox"/>	Judi Johnson	<input type="checkbox"/> Dennis Wightman
5-De La Cruz	<input type="checkbox"/>	Nelda Escamilla - <u>V Chair</u>	<input type="checkbox"/>	Shari A Stevenson	<input type="checkbox"/> James Whitehead

You are strongly urged to observe the online board meeting via zoom at:

<https://zoom.us/j/93659942862?pwd=YmY0VHN0NnU2dEh0Ynk5ckY0ZngyZz09>

Meeting ID: 936 5994 2862 Password: 252970

1 669 900 6833 or +1 408 638 0968

I. General:

A. Public Comment Period:

II. Regular Agenda:

A. Roll Call: Roll will be taken to determine excused absences for attendance requirements. Individuals who called in were excused by the chair.

B. Approval of Minutes: The minutes of the November 12, 2020 CAB Meeting were enclosed and approved as presented. *Motion/Second/Concur (M/S/C) Darlene Boyd/Jim Whitehead*

III. Consent Items: Items as a whole will be voted on. For any item the board wishes to discuss further, the board may request it to be pulled and placed in the Action, Information/Discussion: *M/S/C Darlene Boyd/Linda McKell*

A. 2021 Community Services Block Grant (CSBG) 2021 Allocation: Attached were the planning letter and allocation distribution spreadsheet for the 2021 CSBG contract.

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

1. Board Vacancy: The terms of Katherine Zavala, Representative of the Private Sector, District #2 and Shari Stevenson, Representative of the Board of Supervisors, District #5 are due to expire on December 31, 2020.

IV. Action Items/Discussion Items:



COMMUNITY ACTION BOARD & WORKFORCE Development BOARD

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The County of San Benito complies with the Americans with Disabilities Act (ADA) by assuring that auxiliary aids for services are available upon request to persons with disabilities. Persons with hearing disabilities can call the TDD/TTY phone (831) 637-3265. Persons requiring any special needs for access to should call the CSWD office

A. **Strategic Planning Committee (SPC):** *Standard 6.1 The department has a strategic plan, or comparable planning document, in place that has been reviewed and accepted by the tripartite board/advisory body within the past 5 years. If the department does not have a plan, the tripartite board/advisory body will develop the plan.*

1. **Strategic Planning Retreat Goals & Activities:** The Final Draft Strategic Plan was **enclosed** for board review and approved with the addition shown below ***M/S/C Darlene Boyd/ Carol Thomas.***

1. **Page 3**

- a. Include Joey's full name: Joey Fernandez
- b. Correct the spelling for **Katherine** Zavala

2. **Page 6**

- a. Change the font style of staff names. Use a font that is more consistent with the report.

3. **Page 14**

- a. add "(s)" to members from this statement



it should read: Include a Youth Member(s) on the Community Action Board

V. **Outreach/Volunteer Opportunities & Updates:** *Standard 2.4 The department documents the number of volunteers and hours mobilized in support of its activities.*

A. **2021 Point in Time (PIT) Homeless Census:** Staff provided an update on the 2021 PIT Homeless Census scheduled for January 25, 2021 @ 6 A.M. Information notice was **enclosed**.

B. **Winter Shelter & Holiday Party:** Staff provided an update stating there was no party this year. A toy drive was done as well as the annual "Adopt a Family" and all families received gifts through the generosity of the community.

VI. **Adjournment:** ***M/S/C Darlene Boyd/Nelda Escamilla***

The next meeting will be held January 14, 2021 at 5:30 P.M



MONTHLY ATTENDANCE REPORT					
Month	Female	Male	Total	Female Avg. by Month	Male Avg. by Month
January	524	829	1353	16.9032258	26.741935
February	395	791	1186	13.6206897	27.275862
March	428	746	1174	13.8064516	24.064516
April	375	775	1150	12.5	25.833333
May	454	692	1146	14.6451613	22.322581
June	787	1204	1991	26.2333333	40.133333
July	250	256	506	8.06451613	8.2580645
August	233	313	546	8.06451613	10.096774
September	189	409	598	6.3	13.633333
October	244	485	729	7.87096774	15.645161
November	204	456	660	6.8	
December	151	289	440	4.87096774	9.3225806
Total	4234	7245	11479		
YTD Avg	352.8333	603.75	956.5833		

CDBG Monthly Report

Date Submitted: 4-Jan-21
Agency Name: Community Homeless Solutions
Project Title: HOME Resource Center

Goal: To provide a safe, secure and more suitable living conditions for our homeless population

Objective #1: Offer (50) beds every night while the shelter is open and provide nutritious meals	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	
	1	344	1	344
Please give a brief description below of progress made towards achieving the objective				
<p>For the month of December, we had a total of 22 guests staying at the Home Resource Center, 21 duplicated and 1 unduplicated. There was a total of 345 bed nights. We also had several covid exposures as well which participated in the low number of guests.</p>				
Objective #2: The shelter will offer/coordinate programs such as substance abuse, mental health, legal clinics, veteran assistance and medical and dental programs.	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
	2		2	0
Please give a brief description below of progress made towards achieving the objective				
Clients who found employment	Full Time Employ	Temp Employ	Total Employed	
	1		1	
Clients who were housed:	Permanent Housing	Temp Housing	Total Housed	
	1		1	
<p>There was a total of 1 person who found a place to stay with the help of Nora at WPC. One person also acquired a permanent job during the month of December.</p>				
Objective #3: Shelter staff will provide daily meals to all clients	Unduplicated UOS-Mthv	Duplicated UOS-Mthv	Unduplicated UOS-Annual	Duplicated UOS-Annual
	22	323	22	323
Please give a brief description below of progress made towards achieving the objective				
<p>Meals were provided for the shelter by church groups and the community. Christmas dinner was sponsored by the community which donated items.</p>				
Please share a program or participant success story. If challenges were encountered, explain what steps your agency took to resolve them.				
Major Incident Reports. (Police called, Ambulance, Major Health issue, etc.), explain what steps your agency took to resolve them.				
<p>Covid exposures were a challenge this month. Thank goodness to the county for assisting with the quarantine trailers.</p>				

DEMOGRAPHICS	
IDENTIFY CLIENTS	
White	10
Hispanic	10
Black/African American	1
Asian	1
American Indian/Alaskan Native	
Native Hawaiian/Other Pacific Isl.	
Am. Indian/Alaskan Native & White	
Asian & White	
Black/African Am. & White	
Am. Indian/Alaskan & Black/African	
Other Multi-Racial	
TOTALS	22

INCOME LEVELS	
Please use the Federal Poverty Income Guidelines	
Extremely Low (<30%)	20
Low (31%-50%)	2
Moderate (51%-80%)	
Non-Low/Moderate Income (+80%)	
TOTALS	22

Total # of Female Head of Households	8
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If you need more space, please use the



DAVID SCRIBNER
ACTING DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

December 11, 2020

Dear CSBG Network:

To comply with Public Law 105-285 (the CSBG Act) the Department of Community Services and Development (CSD) is required to secure from each eligible entity a Community Action Plan (CAP) as a condition to receiving funding, which includes a community needs assessment (CNA) for the community served. The 2022/2023 CAP template is available on the Local Agencies Portal, the new CSD Providers' Website, located at <https://agencies.csd.ca.gov/>.

As part of conducting a comprehensive needs assessment, it will be important that you analyze both quantitative and qualitative data to identify the current and emerging needs in your service area. To support the collection of quantitative data for the development of your community needs assessment, CSD has provided links to multiple national and state data sets in the CAP template, including baseline Census data for each county. The Census poverty factors selected align to the federal assurances included in the CAP.

When completing and submitting the CAP, please note the following instructions:

- To be accepted, the completed CAP should be formatted as requested. Using the prompts in the template, provide detailed narrative answers. CAPs submitted without responses to each required question will not be accepted.
- The completed CAP cannot exceed 52 pages, including the question prompts. Appendices are excluded from this page count.
- Enter text directly into this template as indicated. The text boxes are expandable to allow additional space as needed. When complete, the entire CAP should not exceed 52 pages in length, which gives agencies up to 20 pages for their responses.
- Agencies must conduct a public hearing of their draft CAP. Given the COVID-19 pandemic, most agencies are operating under active shelter-in-place orders. If these orders are still in place when it comes time to hold the public hearing, agencies may conduct the public hearings virtually or in another format that adheres to the public health guidelines in your county. If you are still unable to conduct the public hearing due to the COVID-19 pandemic, agencies must contact their Field Representative at CSD at least 30 days prior to the submission of the CAP for additional guidance. Agencies will be

required to provide documentation to support their constraints to meet the public hearing requirement.

The signed Certification page and CAP, supported by the CNA, must be submitted electronically (PDF) by June 30, 2021 to CSBG.Div@csd.ca.gov and to your assigned Field Representative.

Finally, CSD will release a pre-recorded training webinar on the 2022-2023 CAP template on December 29, 2020. The link will be emailed to the network and be posted on the Local Agencies Portal. CSD will host a live Q&A session in mid-January 2021 to address any questions pertaining to the CAP template and its completion. The date and time of the live Q&A session and the webinar link will be sent shortly. In the interim, previous training materials are available under the Trainings tab in the Local Agencies Portal.

Please contact your assigned Field Representative if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Leslie Taylor".

LESLIE TAYLOR
Deputy Director Community Services Division

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

Purpose

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

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

State Assurances and Certification

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

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that are met through the completion of the CAP and the CNA. A list of Organizational Standards that will be met upon completion of the CAP can be found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New For 2022/2023?

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

Part I: Community Needs Assessment (CNA); and

Part II: Community Action Plan (CAP).

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

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

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

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

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

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

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

Checklist

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

Part I: Community Needs Assessment

- ☐ Narrative
- ☐ Results

Part II: Community Action Plan

- ☐ Vision Statement
 - ☐ Mission Statement
 - ☐ Tripartite Board of Directors
 - ☐ Service Delivery System
 - ☐ Linkages and Funding Coordination
 - ☐ Monitoring
 - ☐ Data Analysis and Evaluation
 - ☐ Additional Information (Optional)
-
- ☐ State Assurances and Certification
 - ☐ Organizational Standards
 - ☐ Appendices

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

Agency Name	
Name of CAP Contact	
Title	
Phone	
Email	

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

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Board and Agency Certification

The undersigned hereby certifies that this agency complies with the Federal CSBG Programmatic and State Assurances as outlined in the CSBG Act and California Government Code, respectively for services provided under the Federal Fiscal Year 2022/2023 Community Action Plan. The undersigned further certifies the information in this Community Needs Assessment and the Community Action Plan is correct and has been authorized by the governing body of this organization. (Organizational Standard 3.5)

Board Chair (printed name)	Board Chair (signature)	Date
Executive Director (printed name)	Executive Director (signature)	Date

Certification of ROMA Trainer/Implementer (If applicable)

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

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

CSD Use Only

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

Public Hearing(s)

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

State Statute Requirements

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

Public Hearing Guidelines

Notice of Public Hearing

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

Public Hearing

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

Guidance for Public Hearings During COVID-19

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

Public Hearing Report

Date(s) of Public Hearing(s)	
Location(s) of Public Hearing(s)	
Dates of the Comment Period(s)	
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	
Date the Notice(s) of Public Hearing(s) was published	
Number of Attendees at the Public Hearing(s) (Approximately)	

Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

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

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

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

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

Community Needs Assessment Narrative

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

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

State Plan

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

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

2. Describe how your agency collected and included current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area. (Organizational Standard 3.2, State Plan)

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

Federal Government/National Data Sets

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

Local Data Sets

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

Agency Data Sets

California State Data Sets

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

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

Surveys

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

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

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

Surveys

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

Focus Groups

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

Interviews

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

☐ Community Forums

☐ Asset Mapping

☐ Other

7. If you selected “Other” in Question 6, please list the additional approaches your agency took to gather qualitative data.
8. Describe your agency's analysis of the quantitative and qualitative data collected from low-income individuals and families. Include a description of the data collected. (Organizational Standards 1.1, 1.2, 3.3; State Plan)
9. Summarize the data gathered from each sector of the community listed below and detail how your agency used the information to assess needs and resources in your agency's service area(s). Your agency must demonstrate that each sector was included in the needs assessment; A response for each sector is required. (CSBG Act Sections 676(b)(3)(C), 676(b)(9); Organizational Standard 2.2; State Plan)
A. Community-based organizations
B. Faith-based organizations
C. Private sector (local utility companies, charitable organizations, local food banks)
D. Public sector (social services departments, state agencies)
E. Educational institutions (local school districts, colleges)
10. “Causes of poverty” are the negative factors that create or foster barriers to self-sufficiency and/or reduce access to resources in communities in which low-income individuals live. After

review and analysis of the data, describe the causes of poverty in your agency's service area(s). (Organizational Standard 3.4, State Plan)

11. "Conditions of poverty" are the negative environmental, safety, health and/or economic conditions that may reduce investment or growth in communities where low-income individuals live. After review and analysis of the data, describe the conditions of poverty in your agency's service area(s). (Organizational Standard 3.4, State Plan)

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

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

Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Table 1: Needs Table

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

Needs Identified	Level	Integral to Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)

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.

Integral 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

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

Agency Priorities	Description of programs, services, activities	Indicator(s)/Service(s) Category (CNPI, FNPI, SRV)
1.		
2.		
3.		
4.		
5.		
<p>Agency Priorities: Rank your agency priorities.</p> <p>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.</p> <p>Indicator/Service Category (CNPI, FNPI, SRV): List the indicator(s) or service(s) that will be reported in annual report.</p>		

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.

2. Provide your agency's Mission Statement.

Tripartite Board of Directors

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

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

State Plan

<p>1. Describe how your Advisory or Governing Board is involved in the decision-making process and participates in the development, planning, implementation and evaluation of programs to serve low-income communities. (CSBG Act Section 676B(a))</p>
<p><input type="checkbox"/> No change to the response in your agency's 2020-2021 CAP.</p> <p><input type="checkbox"/> Adaptations to the response in your agency's 2020-2021 CAP are described below.</p>
<p>2. Describe your agency's procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10), State Plan)</p>
<p><input type="checkbox"/> No change to the response in your agency's 2020-2021 CAP.</p> <p><input type="checkbox"/> Adaptations to the response in your agency's 2020-2021 CAP are described below.</p>
<p>3. Describe your Advisory or Governing Board's policy for filling board vacancies in accordance with established bylaws. Include the recruiting process, democratic selections process for low-income board members, and the timeframe established by your agency to fill vacancies. (State Plan)</p>
<p><input type="checkbox"/> No change to the response in your agency's 2020-2021 CAP.</p> <p><input type="checkbox"/> Adaptations to the response in your agency's 2020-2021 CAP are described below.</p>

Service Delivery System

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

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

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

Linkages and Funding Coordination

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

California Government Code Sections 12747, 12760

Organizational Standards 2.1, 2.4

State Plan

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(3)(C); Organizational Standard 2.1; State Plan)

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

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

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

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

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

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

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

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

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

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

9. If your agency uses CSBG funding to provide employment and training services, describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5), State Plan)

10. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan)

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

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

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

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

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

12. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act Section 676(b)(3)(D), State Plan)

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

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

Monitoring

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

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

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.

Data Analysis and Evaluation

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

1. Describe your agency's method for evaluating the effectiveness of programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

2. Applying the Results Oriented Management and Accountability (ROMA) cycle of assessment, planning, implementation, achievement of results, and evaluation, describe one change your agency made to improve low-income individuals' and families' capacity for self-sufficiency. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

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

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

Additional Information (Optional)

Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster?

☐ Yes

☐ No

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

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

Agency Capacity Building

1. Although the CNA focused on Community and Family Level needs, if your agency identified Agency Level need(s) during the CNA process, list them here.

2. Describe the steps your agency is planning to take to address the Agency Level need(s).

Federal CSBG Programmatic Assurances and Certification

CSBG Act 676(b)

Use of CSBG Funds Supporting Local Activities

676(b)(1)(A): The state will assure “that funds made available through grant or allotment will be used – (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- i. to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out 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
-
- 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

Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate System

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

Fiscal Controls, Audits, and Withholding

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

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

State Assurances and Certification

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

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

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

For MSFW Agencies Only

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

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

Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

Category One: Consumer Input and Involvement

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

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

Category Two: Community Engagement

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

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

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

Category Three: Community Assessment

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

Public Agency - Standard 3.1 The department conducted or was engaged in a community assessment and issued a report within the past 3-year period, if no other report exists.

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

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

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

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

Category Four: Organizational Leadership

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

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

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

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

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

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

Category Six: Strategic Planning

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

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

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

**SAN BENITO COUNTY
BOARDS AND COMMISSIONS**

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following commission: (PLEASE PRINT)

Community Action Board
BOARD/COMMISSION: _____

NAME: _____
Jessica Wohlander

PHONE: _____
(831)706-8829

E-mail: _____
jessica@terracultura.org

ADDRESS: _____
1880 Cole Road

CITY: _____
Aromas

ZIP: _____
95004

LENGTH OF RESIDENCY: _____
3 years

SUPERVISOR DISTRICT: _____
District 2

OCCUPATION: _____
Executive Director of Nonprofit

EDUCATION: _____
MA in International Development from the New School, BA in Legal Studies from University of California, Santa Cruz

AFFILIATIONS: _____
Co-Founder and Co-Executive Director of Terra Cultura,

Member of the Aromas Grange, founding member of the Central Coast Mutual Aid Network

REASON(S) FOR SEEKING APPOINTMENT: _____
The focus of my work and local involvement is centered

around strengthening the resilience of our community. This seems well aligned with the mission and vision of the Community Action

Board since our resilience will always be determined by our most vulnerable neighbors. I would be honored to participate in assisting the most vulnerable residents of the county by working with the Board of Supervisors to implement systems and services that will reduce poverty.

DATE: 12/16/20 **SIGNATURE:** Jessica Wohlander

Return completed form to: **SAN BENITO COUNTY**
Attention: Jennifer Frechette, Clerk of the Board
481 Fourth Street
Hollister, CA 95023

Any questions, please call: (831) 636-4000, Ext. 13
Revised 11-02-2020

**SAN BENITO COUNTY
BOARDS AND COMMISSIONS**

MEMBERSHIP APPLICATION

I hereby express an interest in being nominated for membership on the following commission: (PLEASE PRINT)

BOARD/COMMISSION: Community Action Board

NAME: Yolanda Delgado

PHONE: 831-331-8813 E-mail: 35delgado@gmail.com

ADDRESS: 75 Franklin St.

CITY: San Juan Bautista ZIP: 95045

LENGTH OF RESIDENCY: 11

SUPERVISOR DISTRICT: Kollin Kosmicki

OCCUPATION: Homeless Liaison

EDUCATION: AA in Allied Sciences

AFFILIATIONS: San Juan Bautista Planning Commission, San Juan Historical Board

REASON(S) FOR SEEKING APPOINTMENT: To ensure that the community at large
has the needed resources that are well deserved. I am confident my appointment
will be a positive addition to the mission statement of the organization.

DATE: 12/14/20 SIGNATURE: Yolanda M. Delgado

Return completed form to: **SAN BENITO COUNTY**
Attention: Jennifer Frechette, Clerk of the Board
481 Fourth Street
Hollister, CA 95023

Any questions, please call: (831) 636-4000, Ext. 13
Revised 11-02-2020



2021 - 2023

STRATEGIC PLAN



San Benito County Community Action Board



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Members



Ellen Laitinen
Board Chair



Carol Thomas
District 1



Shari Stevenson
District 5



Juan Cruz
District 3



Gary Cameron
District 2



Jim Whiehead
District 5



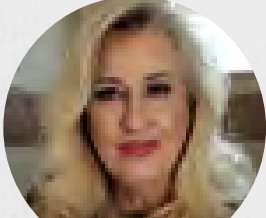
Mel Tungate
District 4



Darlene Boyd
Secretary



Linda Mckell
District 1



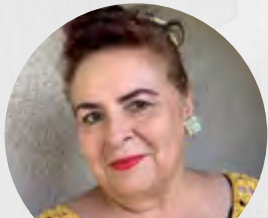
Tonia Sunseri
District 3



Judi Johnson
District 4



Dennis Wightman
District 4



Nelda Escamilla
Vice-Chair



Christy Eggers
District 3



Katherine Zavala
District 2



Joey Fernandez
Youth Member

Message from the Board Chair

Dear Community,



For the past four years, I have had the honor and the privilege to serve on the Community Action Board for San Benito County. Initially, I began as a board member representing the Private Sector for District 1 and now serve as the Community Action Board Chair. My journey began as a resident who simply wanted to be involved in serving the community in which I lived and help to better meet the felt needs of our vulnerable populations here within the county. It is here that I discovered a team of people made up of board members and staff, working under the direction of the Board of Supervisors, that not only deeply care about our county, but are actively engaged in helping to make a difference!

Our vision is "Ending Poverty by Empowering People". We seek to do this by serving our vulnerable populations with the resources needed to obtain skills, knowledge, and the opportunities needed to be more self-sufficient. Currently, we are updating our strategic plan so that we can identify the evolving needs of our stakeholders and focus our efforts to meet the specific needs of our community. This strategic plan also serves as a guideline with specific goals identified that reflect the input we have received from the community. As we continue to work together as a team, we are also excited to find new ways that we can network and partner with community leaders to broaden our resources in an effort to eliminate poverty. It is my great joy to continue in this work and I look forward to what new doors will open in the future to accomplish this vision together!

Ellen Laitinen
CAB Board Chair



Message from the Executive Director

For the last 12 years, I have been blessed to work with San Benito County Community Action Board (CAB) and Community Services & Workforce Development (CSWD). I have dedicated more than 25 years of my life as a public servant helping low-income residents and those most in need with services to meet their immediate needs. I am a firm believer of the CAB's mission to "End Poverty by Empowering People" and a champion to provide and empower our community with services and resources. Having lived in poverty myself in a migrant farm worker family and having lived in a labor camp for many years, I know the many challenges facing families when living in poverty. We are facing unprecedented times with the COVID Pandemic which is affecting everyone especially low-income families. Many are struggling with the basic necessities such as food, household supplies, healthcare and are unable to pay their rent and utilities.

The year 2020 is a year that will not be forgotten. In light of the COVID Pandemic and many challenges facing our community, the agency has increased its budget by almost 100% over the last year resulting in an increase of services. To highlight a few, our homeless services continue to expand. Over 250 homeless individuals received assistance with emergency shelter, rapid rehousing, Project Roomkey, and permanent housing. Over 150 households received rental assistance and avoided eviction. Annually, over 800 households receive energy assistance and services preventing shut-off through Low Income Home Energy Assistance Program (LIHEAP). The Volunteer Income Tax Assistance Program (VITA) provides free tax preparation services to almost 400 residents. In partnership with the Workforce Development Board, the America's Job Center of California provides workforce services to over 2,000 job seekers and businesses. In addition, the agency serves 67 migrant seasonal farm worker families at the Migrant Center. Not only are services provided

homeless shelter (HOME Resource Center) and the San Benito County Labor Camp. In past years, the agency has also provided grants to the food bank, shelter for victims of domestic violence and to other non-profit organizations.

As always, the CAB and CSWD is committed to meeting the needs of low-income individuals and to advocate for the vulnerable population in our community with resources, knowledge, and opportunities for advancement and independence. It is the agency's goal to empower those in need and provide a hand up approach to people and provide the skills and resources they need to reach self-sufficiency and independence.

Enrique Arreola
Deputy Director

COMMUNITY ACTION Staff Members

Sylvia Jacquez	Program Manager
Andi Anderson	Staff Services Specialist
Ruby Soto	Employment & Training Supervisor
Ester Alva	Employment Training Supervisor
Elsie Marshall	Employment & Training Counselor II
Sandra Mata	Employment & Training Counselor II
Thomas Abear	
Grace Orta	Integrated Case Worker
Jose Serrano	Eligibility Specialist
Nadia Kvitko	Employment & Training Counselor
Shardae Salgado	Vocational Assistant



MIGRANT CENTER Staff Members

Elias Baracio Migrant Center Manager
Lorraine Desrosiers Office Assistant

COMMUNITY ACTION **PROMISE**

Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the community and are dedicated to helping people, themselves, and each other.



MISSION **STATEMENT**

The Community Action Board is committed to advocate for the vulnerable population in our community with resources, knowledge, and opportunities for advancement and independence.





Community Action Awareness outreach at the Farmers Market

CORE VALUES

Community Voice
Advocate
Public Service
Sustainability
Integrity



VISION STATEMENT

Ending Poverty by
Empowering
People



ABOUT US

YOUTH RALLY THINK KINDNESS

The San Benito County Community Services and Workforce Development (CSWD) is the local Community Action Agency working to address the needs of the low-income community. Although the economy has seen improvement, low-income residents are still trying to recuperate from the downturn of the economy within the past 10 years. In addition to the downturn, COVID-19 has impacted the lives of the most vulnerable populations.

The agency reaches out to low-income people to address their multiple needs and administer a full range of coordinated programs designed to have a measurable impact on poverty. Of the clients served about 99% are low-income. CSWD envisions a future where San Benito County residents and communities will achieve self-sufficiency through the high-quality and client-focused programs are offered.

CSWD carries out its mission through a variety of means including, but not limited to, the following:

- community-wide needs assessment of needs and strengths;
- comprehensive anti-poverty strategies;
- provision of a broad range of direct services;
- mobilization of financial and non-financial (in-kind) resources;
- advocacy on behalf of low-income people; and
- partnerships with other community, regional, state, and national organizations.



ROMA

Results-Oriented Management & Accountability



■ WHAT IS ROMA?

The San Benito Community Services and Workforce Development (CSWD) receives Community Services Block Grant (CSBG) funds from the Federal Office of Community Services, and it is administered by the State Office of Community Services Department (CSD) in California. Since 1994, the Community Action network has used an evaluation tool called Results Oriented Management and Accountability (ROMA) in order, to ensure funds align with network goals and local efforts. The process of creating a local agency Theory of Change is a process of thinking about how the agency is supposed to work and what is supposed to change because of their work. The thinking process essentially answers the question “How will this agency affect the movement of people with low-incomes to stability and economic security?” and also “How will it affect the well-being of the community.”

THREE NATIONAL GOALS

- Individuals and Families with low incomes are stable and achieve economic security
- Communities where people with low incomes live are healthy and offer economic opportunity
- People with low incomes are engaged and active in building opportunities in communities

Using the ROMA goals to identify crucial components of the plan, San Benito Community Service and Workforce Development reviewed their internal capacity, outcomes, and other factors in order to compile the finalized strategic plan for 2021–2023. San Benito County Community Action Board, agency director and staff gathered together over three sessions to develop all parts of this strategic plan.

COMMUNITY PROFILE

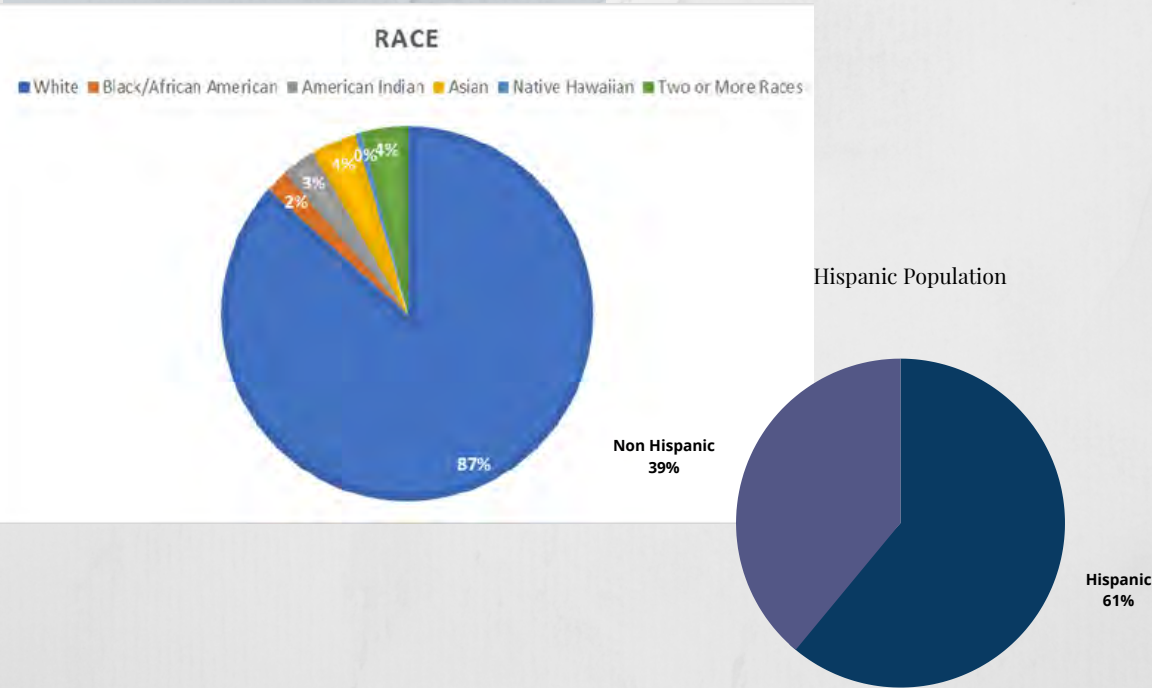


Located in California’s Central Coast region, San Benito county maintains a rural feel while offering a strong sense of community and historic charm in the County. The County encompasses almost 1,400 square miles and was formed from parts of Monterey County in 1874. San Benito’s largest industry is agriculture due to the fertile valley soil. Cool air regulates the County’s temperatures resulting in warm summers and mild winters, perfect for outdoor pursuits all year long.

San Benito County offers a wide array of “hidden” treasures including San Jan Bautista mission, winning wines and the majestic mountains of Pinnacles National Monument. The ideal proximity situated between the Silicon Valley and Monterey Bay provides easy access to big city amenities, while offering an idyllic and scenic setting with affordable housing and a quality lifestyle. (San Benito County webpage).

DEMOGRAPHICS

San Benito County is comprised of primarily 61% Hispanic or Latino population, 87% White, 2% African American, 4% Asian, 3% American Indian and 4% reporting two or more races (US Census Bureau).



INCOME AND EMPLOYMENT

The unemployment rate in San Benito County was 7.5% in October 2020, up from 3.8% in September 2019. This can be attributed to the pandemic of COVID-19 which occurred in March 2020. This compares with an unemployment rate of 9% for California in October 2020. (State of California Employment Development Department, December ,2020).

The median household size in San Benito County is 3.33 per household, with a median income of \$81,977 in comparison to California’s median income of \$63,059. The county’s poverty level is 8.6% of the population,

COMMUNITY PROFILE, con't

FOOD

15.7% of school-age children were eligible for free or reduced-price school meals and lived in 'food insecure households' (Kidsdata.org, 2018). Since the 2013/14 school year, the number of children eligible for school meals has increased each year.

HEALTH

Out of 58 California counties, San Benito County ranked 18th in length and 22nd quality of life and 25th in health factors such as, behaviors, care, social/economic and physical environment (Countyhealthrankings.org, 2020).

POPULATION

San Benito population is expected to grow each year. As migration accelerates, it is anticipated that growth is expected at 1.7% per year.
will add approximately 420 residents each year.

HOUSING

The median house cost is \$629,000 in San Benito County (Refin.com, October 2020) while the median gross rent is \$2,092 versus the median gross rent for California at \$2,070. The owner-occupancy is 63.5% (US Census Bureau, 2019).



PROGRAMS



■ HOUSING:

- Rental Assistance and Rapid Rehousing
- Helping Hands Permanent Supportive Housing
- Housing Opportunities Meals Empowerment (H.O.M.E.) Resource Shelter
- Housing Opportunities for Persons with AIDS (HOPWA)
- Housing and Homeless Services
- Emergency Housing
- Transitional and Permanent Housing Programs
- Operations of the San Benito County Migrant Housing and Labor Camp

■ EMPLOYMENT:

- Individual Training Account Scholarships
- Work Experience Program
- On-the-Job Training
- CalWorks Expanded Subsidized Employment
- Vocational Training
- Subsidized Employment

■ OTHER PROGRAMS:

- Family Emergency Winter Shelter
- Transportation Assistance
- Low Income Housing Energy Assistance Program (LIHEAP)
- Volunteer Income Tax Assistance Program (VITA)



GOALS & STRATEGIES



San Benito County Community Services and Workforce Development (CSWD) partnered with the California Community Action Partnership Association (CalCAPA) to begin its strategic planning in 2020 for the agency's three-year plan. In order to gain a better understanding of the current state of poverty in the county, the agency identified many key trends through the planning meetings, as well as assessing current demographics, housing, employment, and analyzing community survey and data reports. The input supported the development of the strategic plan, to identify the goals of the agency, CSWD makes it a priority to engage with the community and completed a community needs assessment as part of the 2021-2023 Community Action Plan, to assess how to leverage Community Services Block Grant (CSBG) funds effectively coupled with the agency's results-oriented management & accountability framework.

The strategic planning effort was led through facilitation with a CalCAPA consultant, agency staff, and board members to gain a better understanding of the current state of poverty in San Benito County. The San Benito Community Services and Workforce Development Deputy Director and staff are pleased to develop a responsive plan to meet the needs of residents in San Benito County.

Addressing the causes of poverty have become more challenging as individuals and families are facing high-rising prices in housing, lack of employment, low-levels of educational attainment to meet the demands of the workforce, access to nutritious food, access to affordable child care, and job development opportunities. CSWD is responding to the needs of residents within the county through impacted programs and the need to develop new initiatives, higher performing programs and lead impactful community-based services as a response to the local gaps and needs faced by vulnerable and low-income populations in the county. Funding is critical in a time of an uncertain federal landscape, in addition to the current health crisis faced nationwide. The agency is facing a need to establish internal capacity to evaluate performance, measure results and sustain services to decrease the poverty rates in San Benito County.

The Board and Agency Staff identified four (4) key strategic goals for the next three-year period to continue providing essential and effective services for the community. The four strategic goals also align with the 2020-2021 Community Action Plan. These goals will also enable the agency to assess future funding and programmatic decisions.



YOUTH SERVICES

Through the Community Needs Assessment completed in June 2020, Youth Services was identified as a priority for San Benito County and Community Services and Workforce Development. Youth Services include family recreation/sports center, youth employment, after-school programs, and community parks.



Alignment with National Community Action Goal
Individuals and families with low incomes are stable and achieve economic security.

STRATEGIC GOAL 1

Empowering Youth *Individual/Family Level*

ON-GOING STRATEGIES

- Support Youth Prevention/Intervention services and Youth Training
- Implement a Youth Job Training Program during summer months in partnership with America Job Center
- Include Youth Member(s) on the Community Action Board.
- Sustain Youth Programs and Apprenticeships
- Sustain Youth Programs and Apprenticeships
- Sustain partnerships with local and regional youth service organizations

ONE-TIME STRATEGIES

- Host Community Action Board Community Rally Youth Event
- Recruit and Approve youth for Youth Advisory Committee
- Assess Program Resources for Youth
- Develop program outcomes
- Evaluate Results for Sustainability

HOUSING & HOMELESS SERVICES

Through the Community Action Board Community Needs Assessment completed in June 2020, Housing and Homelessness was identified as a priority for San Benito County and the Community Services and Workforce Development.



Alignment with National Community Action Goal

Communities where people with low incomes live are healthy and offer economic opportunity.

STRATEGIC GOAL 2

Access to Housing & Sustainability

Agency Level

ON-GOING STRATEGIES

- Increase Housing Inventory for emergency, transitional and permanent housing
- Attend local and regional Homeless Services Provider Meetings
- Secure funding for housing, training, and outreach
- Partner with other agencies to ensure sustainability of developed programs
- Continue membership with the Coalition of Homeless Service Provider and Homeless Continuum of Care

ONE-TIME STRATEGIES

- Secure funding for Transitional Housing Units
- Secure funding for the on-going operations of the Emergency Shelter
- Identify CAB primary & alternate attendees for Homeless Services Provider Meetings
- Create a CAB Programs Program Outcomes Handbook
- Completion of Phase III of the HOME Resource Center for Transitional Housing Units

BOARD & STAFF DEVELOPMENT

Through the Community Action strategic planning process, Board & Staff Development were identified as a priority for San Benito County Community

STRATEGIC GOAL 3

Board & Staff Development

Agency Level

ON-GOING STRATEGIES

- Planning between San Benito Community Action Board & Community Services Workforce Development Staff
- Attend & Complete required organizational performance trainings
- Participate and Engage in community events to leverage collaboration & input
- Board Orientation & Community Action Board Member Recruitment Provided

ONE-TIME STRATEGIES

- Host and participate in Leadership Luncheon & Youth Rallies
- Conduct two (2) Annual board orientations for new members
- CAB members and staff attend community events to build partnerships and to promote awareness & community engagement
- Community Action Board recruitment is a priority for 100% board membership; board & staff recruit county-wide



Alignment with National Community Action Goal

Communities where people with low incomes live are healthy and offer economic opportunity

COMMUNITY OUTREACH

Through the Community Action strategic planning process, Community Outreach & Advocacy were identified as a priority for San Benito Community Services and Workforce Development.

STRATEGIC GOAL 4

Community Outreach & Advocacy

Community Level

STRATEGIES	
<div></div>	Promote programs and services through social media, on-line, PSA's, local news and other venues.
<div></div>	Collaboration between Community Action Board and Workforce Development Board to promote awareness to the community
<div></div>	Increase Participation in Community events, public meetings and collaboratives
<div></div>	Make presentations at Board of Supervisors Meetings on a quarterly basis
<div></div>	Engage with local elected officials to build awareness & support for the agency
ONE-TIME STRATEGIES	
<div></div>	Host Community Action Board booths at community events; Participate & attend community gatherings
<div></div>	Commitment Calendar developed for Community Action Board and review as Regular Agenda Item
<div></div>	Develop Quarterly Community Action Board Quarterly Presentations at Board of Supervisors meetings
<div></div>	Promote outreach and community engagement efforts to diverse populations to increase awareness of program services
<div></div>	Seek funding opportunities for the sustainability of existing and new programs through outreach & partnerships



Alignment with National Community Action Goal

People with low incomes are engaged and active in building opportunities in communities



The Strategic Plan 2021–2023 was developed through a facilitated process which included board members, management and staff to develop a 3-year plan that meets the needs of our San Benito County residents.

It is a pleasure to support our community through effective programs and services. For any questions on San Benito County Community Services and Workforce Development and our 2021–2023 Strategic Plan, feel free to contact our organization at (831) 637-9293.





CONTACT INFORMATION

San Benito County
Community Services and Workforce Development
1111 San Felipe Road, Suite 107
Hollister, CA 95023

Enrique Arreola, Deputy Director

Phone: (831) 637-9293

Fax: (831) 637-0996



www.sbcCAB.com

<https://hhsa.cosb.us/community-service-workforce-development/>



Fund Development Update

1/14/2021

Below is a summary of proposals submitted and grants received in 2020-present and a status for each proposal:

Funding Source	Total Request	Total Awarded	Purpose/Status
STATE: Homeless Housing Assistance Program (HHAP)	\$308,849	\$308,849	Approved: Funds will support shelter subsidies for the operations of the HOME Resource Center. Contract Received. BOS to approve at their 6.2.20 meeting.
CoC: Homeless Housing Assistance Program (HHAP)	\$305,000	\$305,000	Application Approved: Funds will support Rapid Rehousing/Rental Assistance for homeless individuals or those who are in imminent risk of homelessness. In addition, 8% to assist homeless youth and 10% for COVID related activities
Governor's COVID Homeless Emergency Funding		\$108,000	Approved: To Provide emergency funding due to the COVID-19 Pandemic. Funding to support primarily hotel vouchers and rental assistance. Contracts Executed.
Project Roomkey	\$200,000	\$50,000	Approved: To operate Project Roomkey by providing shelter for homeless community members at local hotels including supportive services
2020 CSBG and Discretionary Funding		\$308,206	Approved: To support activities to benefit our low-income residents. Funding to support a range of activities including hotel vouchers, supplies, transportation assistance, Winter Shelter...
CARES CSBG Supplemental & Discretionary Funding	\$409,929	\$369,559	Approved: To support activities to benefit our low-income residents. Funding to support a range of activities including youth services, hotel vouchers, supplies, transportation assistance, Winter Shelter...
2020 Community Development Block Grant (CDBG)	\$3,687,500	\$201,613	Status: Application re-submitted with revised resolution. Public Service activity for the emergency shelter was updated to include the City of Hollister's request within our application. The activity approved so far is for substance abuse disorder.
2018 HOME NOFA FTHB	\$1,000,000	\$1,100,000	Approved: To provide first time homebuyers assistance loans for the purchase of affordable/low-income housing. Status: contract has been received and will be managed by the Housing Coord.
2018 HOME NOFA TBRA	\$500,000	\$500,000	Approved: To provide rental subsidies for a period of 12 months. Status: Contract has been received.
2020/21 HUD Helping Hands	\$257,362	\$257,362	Approved: To provide permanent supportive housing, case management and supportive services. Annually, we received about this amount.
CDBG COVID Round 1	\$316,267		Status: Application was submitted in August. If funded, will provide short term rental assistance to SBC, Hollister and San Juan Bautista COVID impacted residents.
ESG COVID	\$325,000		Status: The City of Salinas is the lead agency on behalf of the CoC. Funds will support emergency shelter and rapid rehousing activities. Grant submitted in September.
ESG CV CARES	\$81,190	\$81,190	Approved: Funds awarded must be used to prevent, prepare for and respond to the COVID-19 Pandemic. Funds will be used for Emergency Shelter.
Housing Support Program	\$640,000	\$490,000	Approved: Funds are to provide Rapid Rehousing Services including 12 months of rental assistance and other housing related activities to CalWORKs families. Program will be managed by CalWORKs staff effective February 2021.
County CARES Services		\$433,000	The BOS approved an allocation to provide grant relief to non-traditional service providers impacted by COVID and provide assistance to COVID impacted residents in the form of rental assistance, utility assistance and food vouchers.
Project Roomkey		\$117,289	To provide homeless individuals with emergency shelter in local hotels in an effort to mitigate the spread of COVID.
Totals	\$8,031,097	\$ 4,630,068	

Thank you
Enrique

2021 CAB Meeting Calendar 5:30 P.M.

Holidays & Observances

January

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Jan 01	New Year's Day
Jan 18	Martin Luther King Day
Feb 12	Chinese New Year
Feb 12	Lincoln's Birthday
Feb 14	Valentine's Day
Feb 15	President's Day
Feb 17	Ash Wednesday
Mar 14	Daylight Saving (begin)
Mar 17	St. Patrick's Day
Mar 20	Vernal equinox (GMT)
Mar 28	Passover
Apr 01	April Fool's Day
Apr 04	Easter
Apr 13	Ramadan begins
Apr 21	Admin Assistants Day
May 09	Mother's Day
May 23	Pentecost
May 31	Memorial Day
Jun 14	Flag Day
Jun 20	Father's Day
Jun 21	June Solstice (GMT)
Jul 04	Independence Day
Sep 06	Labor Day
Sep 07	Rosh Hashanah
Sep 22	Autumnal equinox (GMT)
Oct 11	Columbus Day
Oct 31	Halloween
Nov 07	Daylight Saving (end)
Nov 11	Veterans Day
Nov 25	Thanksgiving
Nov 28	Hanukkah begins
Dec 21	December Solstice (GMT)
Dec 25	Christmas Day
Dec 26	Kwanzaa begins
Dec 31	New Year's Eve