

# Agenda

**Group/Meeting Name:** Economic Opportunity Council (EOC) Business Meeting

**Date:** 4/11/2019      **Time: From:** 6:00 PM      **To** 8:00 PM

**Location:** 1470 Civic Ct. Suite 200, Concord 207

**Meeting Leader:** Renee Zeimer, Chair

**Purpose:** To Conduct EOC Monthly Meeting

*The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact EOC Staff at least 24 hours before the meeting at (925) 681-6311.*

**PERSONS WHO WISH TO ADDRESS THE EOC DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO TWO (2) MINUTES.**

*The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.  
Your patience is appreciated.*

**Desired Outcome: By the end of this meeting, we will:**

Understand the desired outcomes and ground rules for this meeting so that we accomplish our meeting objectives in a timely and efficient manner.
Receive any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community's concerns and/or interests for potential inclusion on future agenda.
Review and approve the draft January 10, 2019 EOC Business Meeting minutes.
Discuss and approve the Economic Opportunity Council (EOC) endorsement for Ajit Kaushal on the CalCAPA board, volunteering opportunities and legislative visit during the conference so that staff and members can move forward accordingly.
Update on the Public Hearings so that the members are aware of their tasks, dates and locations to ensure maximum participation by the board.
Overview of the Community Action Plan (CAP) so that members are fully informed on what the CAP is, how the public hearings are tied to it and how the board will use it in 2020-2021.
An update on the Community Action Month presentation for the Board of Supervisors meeting on May 21, 2019 so that members are informed and participate.
Receive the Community Services Bureau (CSB) Director's Report, EOC Chair, Administrative and EOC member's reports so that we are informed of activities and have identified appropriate next steps.
List next steps so that everyone is aware of their assigned tasks, upcoming meetings, and deadlines.
Evaluate the meeting.

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	5 Minutes

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
2. Public Comment	Present	Members of the Public	2 Minutes
<b>3. Action:</b> ➤ Review and approval of the January 10, 2019 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Secretary	10 Minutes
<b>4. Action:</b> CalCAPA Conference ➤ EOC Endorsement –Ajit Kaushal ➤ Volunteering opportunities ➤ Legislative Visit	Present Draft Clarify Check for Understanding Check for Approval	Staff	25 Minutes
5. 2019 Public Hearings	Present Draft Clarify Check for Understanding	Staff	20 Minutes
6. 2020-2021 Community Action Plan	Present Clarify Check for Understanding	Christina Reich Nancy Sparks	15 Minutes
7. Community Action Month	Present Clarify Check for Understanding	Staff	5 Minutes
<b>8. Reports:</b> • EOC Chair • Fiscal-Actual • CSB Staff • EOC Members <ul style="list-style-type: none"> <li>○ Policy Council</li> </ul>	Present	Group	5 Minutes 5 Minutes 10 Minutes  10 Minutes
9. Next steps	Present Clarify Check for Understanding	Group	5 Minutes
10. Evaluate the Meeting	Plus/Delta	Group	3 Minutes

Public comments on matters listed on the agenda may be submitted at least one full work day prior to the published meeting time, to the Economic Opportunity Council Board via email: [mtupou@ehsd.cccounty.us](mailto:mtupou@ehsd.cccounty.us) or [nsparks@ehsd.cccounty.us](mailto:nsparks@ehsd.cccounty.us) ;or via electronic mail: 1470 Civic Court, Suite 200 Concord, Ca 94520.



**Economic Opportunity Council (EOC) Business Meeting Minutes**

Location: 1470 Civic Court, Suite 200, Concord CA 94520



**Date:** 1/10/2019      **Time Convened:** 7:06 PM      **Time Terminated:** 8:05 PM      **Recorder:** Nancy Sparks

**Attendees:** Samuel Houston, Armando Morales, Devlyn Sewell, Renee Zeimer, Ajit Kaushal, Dawn Miguel, Lauren Babb, Cloudell Douglas

**Absentees:** Patricia Piquero, Tanya Brown, Acaria Almeida

**Staff:** Christina Reich, Nancy Sparks, Mele Tupou Lolohea (Excused)

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> <li>Chair Zeimer called the meeting to order at 7:05 PM. Kaushal read the desired outcomes.</li> <li>Zeimer read ground rules for all members to follow.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None present</li> </ul>
Interviewed Prospective Candidate	<ul style="list-style-type: none"> <li>The group interviewed Monisha Merchant, a resident from Concord.</li> <li>Merchant has experience working with low wage workers in the county.</li> <li>Merchant expressed her interest in supporting the County's effort to provide families and individuals access to services.</li> </ul> <p><b>A motion to recommend Monisha Merchant for approval to the Economic Opportunity Council was made by Miguel and second by Cloudell.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Morales, Babb, Sewell, Zeimer, Kaushal, Miguel, Douglas</b>  <b>Nays: None</b>  <b>Abstentions: Houston</b>  <b>Absent: Almeida, Piquero, Brown</b></p>
2018 Desk Review Report C-18-008	<ul style="list-style-type: none"> <li>Staff shared the desk review report with the board. Staff explained that the desk review included a review of our administrative, board governance, prior monitoring reports fiscal and programmatic documents. For 2018, the results of the desk review determined that the current board vacancy in the public sector 5 since</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p>July 1, 2017 is now considered a finding. Staff and the EOC will be recruiting to fill this seat as quickly as possible as staff is working on a recruitment plan.</p>
<p><b>Action:</b> Review and approval of the draft November 8, 2018 Business meeting minutes</p>	<ul style="list-style-type: none"> <li>The group reviewed the draft November 8, 2018 Business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft November 8, 2018 Business meeting minutes was made by Miguel and second by Kaushal.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Morales, Babb, Sewell, Zeimer, Kaushal, Miguel, Douglas</b>  <b>Nays: None</b>  <b>Abstentions:</b>  <b>Absent: Almeida, Piquero, Brown</b></p>
<p><b>Action:</b> 2019-2020 CSBG Budget Revisions</p>	<ul style="list-style-type: none"> <li>Staff presented the 2019-2020 CSBG Budget Revisions containing a slight increase. Staff was notified by The Department of Community Services and Development (CSD) that the initial contract amount of \$847,381 had been changed to \$850,578 resulting with a \$3,197 increase.</li> <li>Staff informed the group that the increase would be added back to the Student Intern salaries and benefits to compensate for the reduction of their allocation by \$5,063 that was given to the subcontractors for the 2019-2020 funding year.</li> </ul> <p><b>A motion to approve the 2019-2020 CSBG Budget Revisions was made by Kaushal and second by Douglas.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Morales, Babb, Sewell, Zeimer, Kaushal, Miguel, Douglas</b>  <b>Nays: None</b>  <b>Abstentions:</b>  <b>Absent: Almeida, Brown, Piquero</b></p>
<p><b>Action:</b> 2019-2020 CSBG Awarded Programs</p>	<ul style="list-style-type: none"> <li>Staff presented the final list of awardees for the 2019-2020 grant cycle to the group.</li> <li>Reich thanked the EOC for working diligently to resolve the issues faced by the board.</li> <li>The group expressed relief to move forward with upcoming CSBG events.</li> </ul> <p><b>A motion to ratify the approved 2019-2020 CSBG awarded programs was made by Houston and second by Douglas.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Morales, Sewell, Zeimer, Kaushal, Miguel, Babb, Douglas, Houston</b></p>

TOPIC	RECOMMENDATION / SUMMARY
	<p><b>Nays: None</b>  <b>Abstentions:</b>  <b>Absent: Almeida, Piquero, Brown</b></p>
2018 Annual Report	<ul style="list-style-type: none"> <li>• Staff shared the annual report with the members and asked for feedback from the group.</li> <li>• Staff mentioned that the annual report would be open for feedback period starting on Monday, January 14<sup>th</sup> through February 1<sup>st</sup> 2019.</li> <li>• Staff will be bringing the final version before the EOC during the February 14<sup>th</sup> 2019 business meeting before sending to the board of supervisor for approval.</li> </ul>
2019 Work Plan	<ul style="list-style-type: none"> <li>• Sparks presented the 2019 work plan and reminded the board to check their work plans for dates and times on important events during the year.</li> <li>• The group agreed with hosting the roundtable on February 25, 2019.</li> <li>• The group recommended save the dates be sent to the subcontractors for the roundtable.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• EOC Chair -Educational</li> <li>• Fiscal- Actual</li> <li>• CSB Staff</li> <li>• EOC Members <ul style="list-style-type: none"> <li>○ Policy council updates</li> </ul> </li> </ul>	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> <li>• Zeimer shared the Winter Jacket Drive flyer with the group. This drive is to help immigrant families at the border who need assistance as they continue on their migrant journey.</li> </ul> <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> <li>• Kaushal presented the November expenditure report for the 2018 CSBG 18F-5007 contract. 92% of the budget has been expended and we are right on target with Administrative costs.</li> <li>• Zeimer pointed out that the budget contained \$1,711 in unspent funding under program cost that will be used to cover the cost of the roundtable and public hearings in the upcoming month. Zeimer asked the group to come up with a proposed budget on how to spend the remaining \$1,711 during the next fiscal meeting.</li> </ul> <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><u>Policy Council</u></p> <p><u>EOC Members</u></p> <ul style="list-style-type: none"> <li>•</li> </ul>
Next Steps:	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• Staff will send out Winter Jacket flyer to the group</li> <li>• Staff will send out the Annual Report to the group for a 2-week comment period before presenting to the EOC at the February business meeting.</li> <li>• Staff will send out a survey monkey to the members regarding best dates and time for the 2019 EOC</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p>orientation.</p> <ul style="list-style-type: none"> <li>• Staff will send out an email reminder to the Outreach group for the January 24<sup>th</sup> Outreach subcommittee meeting in preparation for the 2019 Roundtable event in February.</li> <li>• Staff will send out save the dates to the subcontractors for the 2019 Roundtable event on February 25<sup>th</sup>.</li> <li>• Add Health Presentation on the February business meeting agenda for 15 minutes.</li> </ul>
Evaluate the Meeting	<ul style="list-style-type: none"> <li>• none</li> </ul>



**LEGISLATIVE BREAKFAST &  
CONFERENCE 2019  
SACRAMENTO, CA**

**Monday, May 13 – Wednesday, May 15, 2019**

## AGENDA

### Monday, May 13<sup>th</sup>

<b>1:00 – 5:00pm</b>	<b>Check-in/Registration</b>	<b>Front Lobby</b>
<b>5:00 – 6:00pm</b>	<b>Meet &amp; Greet</b> <i>Cash bar &amp; Hor d'oeuvres will be provided</i>	<b>Morgan's Restaurant</b>
<b>6:00pm</b>	<b>Dinner</b> <i>On Your Own</i>	<b>Local Eateries</b>

### Tuesday, May 14<sup>th</sup> (Legislative Breakfast)

<b>8:00 – 10:00am</b>	<b>Legislative Breakfast</b> Opening Ceremony Welcome Remarks "CAA Changed My Life" Customer Impacts Keynote Speaker Awards of Recognition	<b>Camellia Ballroom</b> Tony McAnelly Betty T. Yee Maria Elena de la Garza Mark Ghaly Gregory Scott
<b>10:00-10:15am</b>	<b>Break</b>	
<b>10:15 – 11:00am</b>	<b>General Training Session</b> <i>Speaker Allen Stansbury</i>	<b>Camellia Ballroom</b>
<b>11:00am-12:00pm</b>	<b>Advocacy Training/Visit to Legislators in their Offices</b> <i>Advocacy at home</i> <i>Speaker Allen Stansbury</i>	<b>Carr</b>
	<i>Working with a Lobbyist: a discussion with the pros</i> <i>Speaker TBD</i>	<b>Bataglieri</b>

<b>11:00am-12:00pm</b>	<b>(Cont.)</b> <i>Reduce Financial Leakage through Behavior Based Safety Management Programs</i> <i>Speaker Brett Faulknor &amp; Chip Arenchild, InterWest Insurance</i>	<b>Beavis</b>
	<i>Advocacy &amp; Messaging Tools for CA</i> <i>Speaker Lawrence Hiner, CalCAPA</i>	<b>Bondi</b>
	<i>Legislative Office Visits</i>	<b>Capitol</b>
<b>12:00 – 1:00pm</b>	<b>Lunch</b> <i>On Your Own</i>	<b>Local Eateries</b>
<b>1:00 – 3:00pm</b> <b>(1:00-2:00pm)</b>	<b>Advocacy Training/Visit to Legislators in their Offices</b> <i>All Children Thrive California: Fostering Health by Building Resilient Communities</i> <i>Speaker Reggie Caldwell, Kaytie Speziabile &amp; Mike Nguy, Public Health Advocates</i>	<b>Beavis</b>
	<i>Census 2020 Get Out the Count</i> <i>Speaker Allen Stansbury</i>	<b>Carr</b>
	<i>Helping CAA's Tell Their Story: Working with Media</i> <i>Speaker Jeff VonKraenel. Sacramento News &amp; Review</i>	<b>Bataglieri</b>
<b>3:00-3:30pm</b>	<i>Legislative Office Visit (Cont.)</i>	<b>Capitol</b>
<b>3:30-4:30pm</b>	<b>Break</b>	
	<b>Interview Panel with Sacramento Access TV</b> <i>History of Community Action Agencies in California</i> <i>Speakers: Elizabeth "Biz" Steinberg, Lois Carson</i>	<b>Camellia Ballroom</b>
<b>4:30-5:30pm</b>	<b>Executive Director Roundtable</b>	<b>Beavis</b>
	<b>Board Chair Meeting</b> <i>Facilitated by Kristen Petersen</i>	<b>Carr</b>
<b>6:00 – 8:00pm</b>	<b>Off-site Social Networking Activity</b> <i>Dinner will be included</i>	<b>TBA</b>



**Wednesday, May 15<sup>th</sup> (Annual Conference)**

**9:00 – 10:00am**      **Breakfast**  
On Your Own

**Local Eateries**

**10:00am – 12:00pm**   **CAC Meeting**

**Tofanelli**

**12:00-2:15pm**      **Annual Business Meeting with Lunch**  
Keynote Speaker  
By laws  
Elections  
SIG Study Update  
Award of Recognition  
Closing Ceremony

**Camellia Ballroom**  
**TBA**  
Brenda Callahan-Johnson  
Elizabeth 'Biz' Steinberg  
Brett Faulknor  
Brenda Callahan-Johnson  
Tony McAnelly

**2:30-3:30pm**      **CalCAPA Board Meeting**

**Bondi**



## **EAST PUBLIC HEARING**

Tuesday, April 16, 2019, 11:00 a.m.-12:30 p.m.  
2210 Gladstone Drive-Family Resource Center  
St. Vincent de Paul Conference Room  
Pittsburg, CA 94565

### **ECONOMIC OPPORTUNITY COUNCIL (EOC)**

Samuel Houston, Low Income Seat No. 1  
Dawn Miguel, Vice Chair, Low Income Seat No. 3  
Tanya Brown, Low Income Seat No. 4  
Armando Morales, Low Income Seat No. 5  
Acaria Almeida, Private/Non Profit Seat No. 1  
Kim McCarl, Private/Non Profit Seat No. 2  
Lauren Babb, Secretary, Private/Non Profit Seat No. 3  
Monisha Merchant, Private/Non Profit Seat No. 4  
Devlyn Sewell, Private/Non Profit Seat No. 5  
Cloudell Douglas, Public Sector 1  
Renee Zeimer, Chair, Public Sector 2  
Tricia Piquero, Public Sector 3  
Ajit Kaushal, Public Sector 4  
Michelle Chenault, Public Sector 5

### **STAFF**

Christina Reich, Program Director, Division Manager  
Nancy Sparks, Comprehensive Services Manager: 925.681.6305 or [nsparks@ehsd.cccounty.us](mailto:nsparks@ehsd.cccounty.us)  
Mele Tupou, Senior Clerk: 925.681.6311 or [mtupou@ehsd.cccounty.us](mailto:mtupou@ehsd.cccounty.us)

PERSONS WHO WISH TO ADDRESS THE COUNCIL WILL HAVE  
THREE (3) MINUTES\* TO SPEAK. PLEASE STATE YOUR NAME AND CITY.  
\*EOC Chair may reduce the amount of time allotted per speaker depending on  
the number of speakers. Your patience is appreciated.

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in the Public Hearing. Please contact EOC Staff at least 24 hours before the meeting at (925) 681-6311.

## **AGENDA**

**Purpose:** To gather input from the public in order to identify high priority needs of low-income and under-served populations in Contra Costa County.

- 11:00** Call to order – Tricia Piquero  
Welcome & Introductions – Renee Zeimer, Chair
- 11:05** What is Community Action? Where are we now? What is our charge? -Renee Zeimer

**11:15** Public Hearing Process – Nancy Sparks

**11:20** Public Comments

**12:00** EOC Comments

**12:20** Next Steps

**12:30** Adjourn

**2018-2019 Community Action Plan (CAP)**

<https://ehsd.org/wp-content/uploads/2017/10/CSBG-2018-2019-Community-Action-Plan-FINAL.pdf>



## **CENTRAL PUBLIC HEARING**

Wednesday, April 17, 2019, 6:00 p.m.-7:00 p.m.  
500 Ellinwood Way – Room A & B  
Pleasant Hill, CA 94523

### **ECONOMIC OPPORTUNITY COUNCIL (EOC)**

Samuel Houston, Low Income Seat No. 1  
Dawn Miguel, Vice Chair, Low Income Seat No. 2  
Tanya Brown, Low Income Seat No. 3  
Armando Morales, Low Income Seat No. 5  
Acaria Almeida, Private/Non Profit Seat No. 1  
Kim McCarl, Private/Non Profit Seat No. 2  
Lauren Babb, Secretary, Private/Non Profit Seat No. 3  
Monisha Merchant, Private/Non Profit Seat No. 4  
Devlyn Sewell, Private/Non Profit Seat No. 5  
Cloudell Douglas, Public Sector 1  
Renee Zeimer, Chair, Public Sector 2  
Tricia Piquero, Public Sector 3  
Ajit Kaushal, Public Sector 4  
Michelle Chenault, Public Sector 5

### **STAFF**

Christina Reich, Program Director, Division Manager  
Nancy Sparks, Comprehensive Services Manager: 925.681.6305 or [nsparks@ehsd.cccounty.us](mailto:nsparks@ehsd.cccounty.us)  
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\*EOC Chair may reduce the amount of time allotted per speaker depending on  
the number of speakers. Your patience is appreciated.

The EOC will provide reasonable accommodations for persons with disabilities planning to participate in the  
Public Hearing. Please contact EOC Staff at least 24 hours before the meeting at 925.681.6311.

## **AGENDA**

**Purpose:** To gather input from the public in order to identify high priority needs of  
low-income and under-served populations in Contra Costa County.

**6:00** Call to order – Lauren Babb  
Welcome & Introductions – Renee Zeimer, Chair

**6:05** What is Community Action? Where are we now? What is our charge?  
– Renee Zeimer, Chair

**6:15** Public Hearing Process – Nancy Sparks

**6:20** Public Comments

**6:50** EOC Comments

**6:55** Next Steps

**7:00** Adjourn

**2018-2019 Community Action Plan (CAP)**

<https://ehsd.org/wp-content/uploads/2017/10/CSBG-2018-2019-Community-Action-Plan-FINAL.pdf>



## WEST PUBLIC HEARING

Thursday, May 2, 2019, TBD p.m.-TBD p.m.  
1968 Rumrill Blvd.  
San Pablo, CA 94806

### ECONOMIC OPPORTUNITY COUNCIL (EOC)

Samuel Houston, Low Income Seat No. 1  
Dawn Miguel, Vice Chair, Low Income Seat No. 2  
Tanya Brown, Low Income Seat No. 3  
Armando Morales, Low Income Seat No. 5  
Acaria Almeida, Private/Non Profit Seat No. 1  
Kim McCarl, Private/Non Profit Seat No. 2  
Lauren Babb, Secretary, Private/Non Profit Seat No. 3  
Monisha Merchant, Private/Non Profit Seat No. 4  
Devlyn Sewell, Private/Non Profit Seat No. 5  
Cloudell Douglas, Public Sector 1  
Renee Zeimer, Chair, Public Sector 2  
Tricia Piquero, Public Sector 3  
Ajit Kaushal, Public Sector 4  
Michelle Chenault, Public Sector 5

### STAFF

Christina Reich, Program Director, Division Manager  
Nancy Sparks, Comprehensive Services Manager: 925.681.6305 or [nsparks@ehsd.cccounty.us](mailto:nsparks@ehsd.cccounty.us)  
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\*EOC Chair may reduce the amount of time allotted per speaker depending on  
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The EOC will provide reasonable accommodations for persons with disabilities planning to participate in the  
Public Hearing. Please contact EOC Staff at least 24 hours before the meeting at 925.681.6311.

## AGENDA

**Purpose:** To gather input from the public in order to identify high priority needs of  
low-income and under-served populations in Contra Costa County.

- 6:00** Call to order – EOC member  
Welcome & Introductions – Lauren Babb, Secretary
- 6:05** What is Community Action? Where are we now? What is our charge?  
– EOC Member

**6:15** Public Hearing Process – Nancy Sparks

**6:20** Public Comments

**6:50** EOC Comments

**6:55** Next Steps

**7:00** Adjourn

**2018-2019 Community Action Plan (CAP)**

<https://ehsd.org/wp-content/uploads/2017/10/CSBG-2018-2019-Community-Action-Plan-FINAL.pdf>

DRAFT

# 2020-2021 Community Action Plan

## California Department of Community Services and Development

### Community Services Block Grant





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## Purpose

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) agencies plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency. Community Action Plans must comply with Organizational Standards and state and federal laws, as outlined below.

## 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 provide guidance for the development of a comprehensive Community Needs Assessment. The following is a list of Organizational Standards that will be met upon completion of the CAP and CNA. This section is informational only, and narrative responses are not required in this section. Agencies are encouraged to utilize this list as a resource when completing Organizational Standards annually (Appendix A).

## State Assurances

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by agencies is included in California's State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and improve program performance. The following is a list of state assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix B).

## Federal Assurances and Certification

Public Law 105-285, s. 676(b) establishes federal assurances agencies are to comply with. CSD, in its state plan submission, provides a narrative describing how the agencies in California will comply with the assurances. By completing and submitting this Community Action Plan, your agency certifies that it will comply with all Federal Assurances and any other laws, rules, and statutes in the performance of the activities funded through this grant. [\(Federal Assurances can be found in the CSBG Act Section 676\)](#)

The following is a list of federal assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix C).

## **2020/2021 Community Action Plan Checklist**

The following is a check list of the components to be included in the CAP. The CAP is to be received by CSD no later than June 30, 2019:

- Cover Page and Certification**
- Vision Statement**
- Mission Statement**
- Tripartite Board of Directors**
- Documentation of Public Hearing(s)**
- Community Needs Assessment**
- Community Needs Assessment Process**
- Community Needs Assessment Results**
- Service Delivery System**
- Linkages and Funding Coordination**
- Monitoring**
- Data Analysis and Evaluation**
- Appendices (Optional)**

**COMMUNITY SERVICES BLOCK GRANT (CSBG)  
2020/2021 Program Year Community Action Plan  
Cover Page and Certification**

Submission Date:

**Agency Contact Person Regarding the Community Action Plan:**

<b>Name:</b>	
<b>Title:</b>	
<b>Phone:</b>	
<b>Email:</b>	

**Certification of Community Action Plan and Assurances**

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this FFY 2020/2021 Community Action Plan (CAP) and the information in this CAP is correct and has been authorized by the governing body of this organization.

\_\_\_\_\_

**Board Chair (printed name)**                      **Board Chair (signature)**                      **Date**

\_\_\_\_\_

**Executive Director (printed name)**                      **Executive Director (signature)**                      **Date**

**Certification of ROMA Trainer**  
***(If applicable)***

The undersigned hereby certifies that this organization'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).

\_\_\_\_\_

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

**CSD Use Only:**

<b>Date CAP Received:</b>	<b>Date Accepted:</b>	<b>Accepted By:</b>

## **Vision Statement**

*Provide your agency's Vision Statement below:*

## **Mission Statement**

*Provide your agency's Mission Statement below:*

## Tripartite Board of Directors

(Organizational Standards 5.1, 5.2, CSBG Act Section 676(b)(10))

Section 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations administer their CSBG program through tripartite boards that *“fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities.”*

1. Describe your agency’s procedures for establishing adequate board representation under which a low-income individual(s), community organization, religious organizations, 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 agency to petition for adequate representation. Please place emphasis on the *low-income individuals* on your board.  
(Organizational Standards 5.2, CSBG Act Section 676(b)(10))
  
2. Please describe how the individuals on your Advisory or Governing Board are involved in the decision-making process and participate in the development, planning, implementation and evaluation of programs funded under CSBG to meet the requirements listed above.  
(Organizational Standard 5.1)

## Documentation of Public Hearing(s)

[California Government Code 12747\(b\)-\(d\)](#) requires all agencies to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, **agencies must prepare and present the completed CAP for public review and comment.** The public hearing process must be documented to include how the hearing was advertised and all testimony presented by the low-income and identify whether the concerns expressed by that testimony are addressed in the CAP.

The agency shall conduct at least one public hearing and provide for a public comment period.

**Note: Public hearing(s) shall not be held outside of the service area(s)**

1. The agency has made (or will make) the plan available for review using the following process:

**Public Hearing**

Date:

---

Location:

---

**Public Comment Period**

Inclusive Dates for Comment:

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2. When and where was/will be the Public Hearing Notice(s) published or posted? List the dates and where below:

Date	Where (name of newspaper, website, or public place posted)

**\*Submit a copy of published notice(s) with the CAP Application for documentation purposes.**



## Community Needs Assessment

Public law 105-285 requires the state to secure from each agency, as a condition to receive funding, a CAP which includes a Community Needs Assessment (CNA) for the community served. Additionally, state law requires each CSBG agency to develop a CAP that assess poverty-related needs, available resources, feasible goals and strategies, and that yields program priorities consistent with standards of effectiveness established for the program (*California Government Code 12747(a)*).

As part of the CNA process, each organization will analyze both qualitative and quantitative data to provide a comprehensive “picture” of their service area. To assist the collection of quantitative data, CSD has provided a link to a dashboard with the latest Census data with easily available indicators at the county level.

[https://public.tableau.com/profile/benjamin.yeager#!/vizhome/Cap\\_Assessment/CAPData](https://public.tableau.com/profile/benjamin.yeager#!/vizhome/Cap_Assessment/CAPData)

The link gives agencies access to the five-year American Community Survey (ACS) data for every county in the state. By clicking on a county, the user will have access to quantitative data such as the poverty rate, median income information, and unemployment rate.

Helpful Resources		
<b>United States Census Bureau</b> Poverty Data  <a href="#">click here</a>	<b>State of California Department of Justice</b> Statistics by City and County  <a href="#">click here</a>	<b>U.S. Department of Housing and Urban Development</b> Homelessness Assistance  <a href="#">click here</a>
<b>Employment Development Department</b> <b>Unemployment Insurance Information by County</b>  <a href="#">click here</a>	<b>California Department of Education</b> Facts about California Schools Using DataQuest  <a href="#">click here</a>	<b>California Department of Public Health</b> Statistical Data  <a href="#">click here</a>
<b>Bureau of Labor Statistics</b> Labor Data  <a href="#">click here</a>	<b>California Department of Finance</b> Various Projections/ Estimates  <a href="#">click here</a>	<b>Community Action Partnership</b> Community Action guide to develop a CNA  <a href="#">click here</a>
<b>A Comprehensive Community Needs Assessment (CCNA) Tool</b> Statistical Data to assist CNA development  <a href="#">click here</a>		

## Community Needs Assessment Process

(Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4, 3.5)

The CNA captures the problems and conditions of poverty in the agency's service area based on objective, verifiable data and information gathered through various sources. Identified problems and conditions must be substantiated by corroboration through public forums, customer questionnaires, surveys, statistical data, evaluation studies, key informants, and/or other reliable sources. The CNA should be comprehensive and serve as the basis for the agency's goals, and program delivery strategies as reported on the CSBG Annual Report. The CNA should describe local poverty-related needs and be used to prioritize eligible activities offered to low-income community members over the next two (2) years.

***Please indicate which combination of activities were used in completing the CNA, including when and how these activities occurred in the spaces below. If the activity was not used, please type N/A or Not Used.***

<b>Focus Groups</b>	
<b>Asset Mapping</b>	
<b>Surveys</b>	
<b>Community Dialogue</b>	
<b>Interviews</b>	
<b>Public Records</b>	

***Date of most recent completed CNA:*** \_\_\_\_\_

***Date CNA approved by Tripartite Board (most recent):*** \_\_\_\_\_  
(Organizational Standard 3.5.)

Your responses to the questions below should describe how the agency ensures that the CNA reflects the current priorities of the low-income population in the service area, beyond the legal requirements for a local public hearing of the CAP.

1. For each key sector of the community listed below, summarize the information gathered from each sector and how it was used to assess needs and resources during the needs assessment process (or other planning process throughout the year). These sectors should include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.  
(Organizational Standard 2.2)
  
2. Describe the causes and conditions that contribute to poverty affecting the community in your service area.  
(Organizational Standard 3.4)
  
3. Describe your agency's approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board.  
(Organizational Standard 1.3)
  
4. 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)
  
5. Briefly summarize the type of both qualitative and quantitative data collected and analyzed as part of the needs assessment process.  
(Organizational Standard 3.3)
  
6. Describe how the agency analyzes information collected from low-income individuals as part of the community needs assessment process.  
(Organizational Standard 1.1, 1.2)

## Community Needs Assessment Results

(Organizational Standard 3.4, 4.2, 4.3, CSBG Act Section 5.76(b)(12))

*Utilize the table below to list the needs identified in your Community Needs Assessment. If additional space is needed, insert a new row.*

### Needs Table

Needs Identified	Integral to Agency Mission (Yes/No)	Currently Addressing (Yes/No)	Agency Priority (Yes/No)

**Needs Identified:** list the needs identified in your most recent Needs Assessment.

**Integral to Agency Mission:** indicate yes/no if the identified need aligns with your agency mission.

**Currently Addressing:** indicate yes/no if your agency is already addressing the identified need.

**Agency Priority:** indicate yes/no if the identified need will be addressed either directly or indirectly.

For needs marked “no” in “Agency Priority”, please describe how the gap was identified, (CNA, surveys, focus groups, etc.) and why the gap exists (Federal rules, state rules, lack of funding/resources, etc.) Explain how your agency plans to coordinate services and funding with other organizations to address these service gaps. Include how you ensure that funds are not used to duplicate services. If you will not be coordinating services to address the service gaps, please explain why.

(CSBG Act Section 676b(3)(B),(5), State Assurance 12760)

*Refer to Needs Table. For needs marked “yes” in “Agency Priority”, please stack rank according to priority, and complete the table below. If additional space is needed, insert a new row.*

**Priority Ranking Table**

Agency Priorities	Description of programs/services /activities	Agency/Community/Family & Individual	Indicator/Service Category (CNPI, FNPI, SRV)
1.			
2.			
3.			
4.			
5.			

**Agency Priorities:** Stack rank your agency priorities with the top priority ranking #1.

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

**Agency/Community/Family & Individual:** Identify if the need is agency, community, or family/individual level.

**Indicator/Service Category (CNPI, FNPI, SRV):** Indicate which indicator or service will be reported in annual report.

**Reporting Strategies Table**

*Utilize the table below to identify the reporting strategies for each Indicator/Service Category as identified in the Priority Ranking Table. If additional space is needed, insert a new row.*

Indicator/Service Category (CNPI, FNPI, SRV)	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting

**Indicator/Service Category:** Refer to Indicator/Service Category in last column of the Priority Ranking Table.

**Measurement Tool:** Identify the type of tool used to collect or measure the outcome.

**Data Source, Collection Procedure, Personnel:** Describe the source of data, how it is collected, and staff assigned to the task(s). Be specific and provide detail for activity both internal and external to the agency.

**Frequency of Data Collection and Reporting:** Describe how often data is collected and reported internally and externally. Include documentation available.

## Service Delivery System

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

Describe the overall Service Delivery System for services provided with CSBG funds and describe your agency's services enhance and/or differ from those offered by other providers, i.e. bundled services—please include specific examples.

1. Please describe the agency's service delivery system. Include a description of your client intake process or system. Also specify whether services are delivered via direct services or subcontractors, or a combination of both.
  
2. Please list your agency's programs/services/activities funded by CSBG, including a brief description, why these were chosen, how they relate to the CNA, and indicate the specific type of costs that CSBG dollars will support (examples: staff salary, program support, case mgmt., T/TA, etc.)

## Linkages and Funding Coordination

(Organizational Standards 2.1-2.4)

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

(State Assurance 12747, 12760, 12768)

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, please list the coalitions by name, who participates, and methods used by the coalition to coordinate services/funding.  
(Organizational Standard 2.1, CSBG Act Section 676(b)(1)(C),(3)(C))
  
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).
  
3. Describe how your agency utilizes information gathered from key sectors of the community:
  - a. Community-Based
  - b. Faith-Based
  - 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)

Describe how your agency will coordinate and partner with other organizations in your service area. (Organizational Standard 2.2, CSBG Act Section 676(b)(3)(C), (9))

4. Describe how services are targeted to low income individuals and families and indicate how staff is involved, i.e. attend community meetings, I&R, etc. Include how you ensure that funds are not used to duplicate services.  
(CSBG Act Section 676(b)(3)(C), 676(b)(9), State Assurance 12760)
  
5. If your agency is a Migrant and Seasonal Farmworker (MSFW) agency, describe how you will coordinate plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not a MSFW, please mark N/A.  
(State Assurance 12768)



6. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. Describe your agency's contingency plan for potential funding reductions.  
(State Assurance 12747)
  
7. Describe how your agency communicates its activities and its results to the community, including how the number of volunteers and hours are documented.  
(Organizational Standard 2.3, 2.4)
  
8. 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. Describe how your agency will contribute to the expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as: programs for the establishment of violence-free zones that would involve youth development and intervention models like youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs.  
(CSBG Act Section 676(b)(1)(B))
  
9. Describe how your agency will provide employment and training activities. 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))
  
10. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services to counteract conditions of starvation and malnutrition among low-income individuals.  
(CSBG Act Section 676(b)(4))
  
11. Describe how your agency will ensure coordination between antipoverty programs in each community in the State, and ensure where appropriate, that the emergency energy crisis intervention programs under title XVI (relating to low-income home energy assistance) are conducted in the community.  
(CSBG Act Section 676(b)(6))

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))

## Monitoring

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

1. Describe your agency's specific monitoring activities and how they are related to establishing and maintaining the integrity of the CSBG program, including 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 and type (i.e., onsite, desk review, or both)
3. Describe how your agency ensures that cost and accounting standards of the Office of Management and Budget (OMB) are maintained.  
(CSBG Act Section 678D(a)(1)(B))

## **Data Analysis and Evaluation**

(Organizational Standards 4.3, 4.4)

(CSBG Act Section 676(b)(12))

1. Describe your methods for evaluating the effectiveness of programs and services, including the frequency of evaluations.  
(Organizational Standard 4.3)
  
2. Describe how your agency ensures that updates on the progress of strategies included in your CAP are communicated to your board annually.  
(Organizational Standard 4.4)
  
3. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based on an in-depth analysis of performance data.  
(CSBG Act Section 676(b)(12))

## Appendix A

### 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.

**Standard 1.3** The organization/department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

##### 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 2.3** The organization/department communicates its activities and its results to the community.

**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-year period.

**Public Agency - Standard 3.1:** The organization/department conducted 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 analyzes both current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

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

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

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

## **VISION AND DIRECTION**

### **CATEGORY FOUR: ORGANIZATIONAL LEADERSHIP**

**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. In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

**Standard 4.4:** The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action Plan.

### **CATEGORY FIVE: BOARD GOVERNANCE**

**Standard 5.1:** The organization's/department's tripartite board/advisory body is structured in compliance with the CSBG Act

**Standard 5.2:** The organization's/department's tripartite board/advisory body either has:

1. Written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community, or
2. Another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.

## Appendix B

### State Assurances

[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.

[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.

## Appendix C

### Federal Assurances and Certification

#### **CSBG Services**

**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 part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers 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, (including self-sufficiency 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) secure and retain meaningful employment;*
- (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;*
- (iv) make better use of available income;*
- (v) obtain and maintain adequate housing and a suitable environment;*
- (vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family individual needs; and*
- (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots 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 partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;*
- (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 child care programs;*

### **Coordination of Other Programs**

**676(b)(1)(C)** *The State will assure “that funds made available through grant or allotment will be used 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)** *a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C9(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)** *a description of “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)** *a description of “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)** *a description of “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)** *“An 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.”*

**Coordination with Faith-based Organizations, Charitable Groups, 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)** *“An assurance that “the 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)** *“An 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 services 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 served, which may be coordinated with community-needs assessments conducted for other programs.”*

**State and Eligible Entity Performance Measurement: ROMA or Alternate system**

**676(b)(12)** *“An 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.”*

## **Appendices (Optional)**

All appendices should be labeled as an appendix (i.e., Appendix A: Community Survey Results) and submitted with the CAP.

Community Services Block Grant													
Monthly Expenditures													
2018 Contract # 18F-5007													
Term: Jan 1, 2018 through February 28, 2019													
Line Item	Description	sub object	Budget	1st Qtr Total	2nd Qtr Total	3rd Qtr Total	4th Qtr Total	Jan-19	Feb-19	Additional Feb 19 still in process	YTD Total	YTD Balance	%
<b>ADMINISTRATIVE COSTS:</b>													
1	<b>Salaries and Wages</b>	1011	18,235	6,342.07	3,715.72	2,873.16	2,871.04	-	-	-	15,801.99	2,433.01	87%
	Community Services Director	CR	4,802	2,331.15	587.35	-	-	-	-	-	2,918.50	1,883.50	61%
	Accountant III	SM	13,433	4,010.92	3,128.37	2,873.16	2,871.04	-	-	-	12,883.49	549.51	96%
2	<b>Fringe Benefits</b>		13,311	3,581.60	2,317.77	1,590.50	1,633.60	-	-	-	9,123.47	4,187.53	69%
3	<b>Other Costs-Indirect Costs</b>		71,579	9,811.81	36,900.49	14,566.15	16,921.09	-	-	-	78,199.54	(6,620.54)	109%
	Indirect Costs	5022	71,579	9,811.81	36,900.49	14,566.15	16,921.09				78,199.54	(6,620.54)	109%
<b>Total Administrative Costs</b>			<b>103,125</b>	<b>19,735.48</b>	<b>42,933.98</b>	<b>19,029.81</b>	<b>21,425.73</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>103,125.00</b>	<b>0.00</b>	<b>100%</b>
<b>PROGRAM COSTS:</b>													
1	<b>Salaries and Wages</b>	1011	229,626	43,320.54	56,168.60	58,251.31	60,608.30	5,654.87	5,512.19	-	229,515.81	110.19	100%
<b>Subtotal Program</b>			<b>136,036</b>	<b>33,488.03</b>	<b>29,882.88</b>	<b>33,357.02</b>	<b>38,858.03</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,585.96</b>	<b>450.04</b>	<b>100%</b>
	Division Manager	CR	33,492	6,957.50	8,085.93	9,474.66	8,904.39	-	-	-	33,422.48	69.52	100%
	Comprehensive Svcs Mgr	NS	68,579	16,645.47	16,645.47	17,144.85	18,287.85	-	-	-	68,723.64	(144.64)	100%
	Intermediate Clerk	MT	33,965	9,885.06	5,151.48	6,737.51	11,665.79				33,439.84	525.16	98%
	<b>Student Interns</b>		<b>93,590</b>	<b>9,832.51</b>	<b>26,285.72</b>	<b>24,894.29</b>	<b>21,750.27</b>	<b>5,654.87</b>	<b>5,512.19</b>	<b>-</b>	<b>93,929.85</b>	<b>(339.85)</b>	<b>100%</b>
2	<b>Fringe Benefits</b>		107,065	27,557.93	29,346.22	28,776.61	20,417.56	723.27	705.04	-	107,526.63	(461.63)	100%
	Program Fringe Benefits		95,834	26,385.91	26,213.02	25,599.35	17,635.72	-	-	-	95,834.00	-	100%
	Student Interns Fringe Benefits		11,231	1,172.02	3,133.20	3,177.26	2,781.84	723.27	705.04	-	11,692.63	(461.63)	104%
3	<b>Operating Expenses</b>		15,500	369.99	3,698.29	777.33	9,586.05	162.31	578.85	542.07	15,714.89	(214.89)	101%
	Office Supplies	2100	2,077	15.63	231.61	174.98	2,072.47		391.32	325.48	3,211.49	(1,134.49)	155%
	Communications	2110	1,096	160.30	301.24	61.83	723.45		187.53	118.56	1,552.91	(456.91)	142%
	Tel Exchange Service	2111	549	194.06	64.56	200.40	133.74				592.76	(43.76)	108%
	Membership Dues	2000	3,040	-	3,036.35	-	-				3,036.35	3.65	100%
	Auto Mileage-Employees	2301	521	-	-	225.08	78.48			63.03	366.59	154.41	70%
	Other Travel Empl/In-State Trave	2303	2,314	-	-	115.04	2,128.18				2,243.22	70.78	97%
	Training & Registration	2467	1,612	-	-	-	2,945.25			35.00	2,980.25	(1,368.25)	185%
	Educ Supplies & Courses	2477	1,476	-	-	-	-				-	1,476.00	0
	Other Costs	2479	2,815	-	64.53	-	1,504.48	162.31	-	-	1,731.32	1,083.68	62%
4	<b>Out-of-State Travel</b>		4,061	-	-	2,034.18	1,460.49	-	-	-	3,494.67	566.33	86%
5	<b>Subcontractor Services</b>		400,992	-	154,613.72	34,511.84	102,799.02	33,595.36	30,518.41	44,218.44	400,256.79	735.21	100%
1	Bay Area Community Resources	2310	28,497	-	10,842.57	-	-	14,933.56	1,809.52	176.14	27,761.79	735.21	97%
2	CC Health Svcs Homeless Prog	2310	28,497	-	10,000.00	-	5,000.00	-	10,000.00	3,497.00	28,497.00	-	100%
3	Contra Costa Interfaith Hsng	2310	28,497	-	9,128.93	4,267.86	6,338.06	2,489.81	-	6,272.34	28,497.00	-	100%
4	Opportunity Junction, Inc	2310	87,997	-	29,001.32	14,500.66	21,750.99	7,250.33	9,348.83	6,144.87	87,997.00	-	100%
5	Loaves & Fishes of CCC	2310	39,497	-	15,400.00	7,700.00	11,550.00	-	-	4,847.00	39,497.00	-	100%
6	Shelter Inc. of Contra Costa	2310	68,997	-	22,666.65	-	28,333.33	-	5,666.65	12,330.37	68,997.00	-	100%
7	The Contra Costa Clubhouses, In	2310	24,519	-	7,840.00	1,960.00	3,920.00	5,880.00	-	4,919.00	24,519.00	-	100%
8	White Pony Express	2310	37,497	-	12,167.66	6,083.32	12,166.64	3,041.66	-	4,037.72	37,497.00	-	100%
9	Monument Crisis Center	2310	28,497	-	13,760.00	-	13,740.00	-	-	997.00	28,497.00	-	100%
10	St. Vincent de Paul of Contra Cos	2310	28,497	-	23,806.59	-	-	-	3,693.41	997.00	28,497.00	-	100%
<b>Total Program Costs</b>			<b>757,244</b>	<b>71,248.46</b>	<b>243,826.83</b>	<b>124,351.27</b>	<b>194,871.42</b>	<b>40,135.81</b>	<b>37,314.49</b>	<b>44,760.51</b>	<b>756,508.79</b>	<b>735.21</b>	<b>100%</b>
<b>Total Expenditures</b>			<b>860,369</b>	<b>90,983.94</b>	<b>286,760.81</b>	<b>143,381.08</b>	<b>216,297.15</b>	<b>40,135.81</b>	<b>37,314.49</b>	<b>44,760.51</b>	<b>859,633.79</b>	<b>735.21</b>	<b>100%</b>



Community Services Block Grant									
Monthly Expenditures									
2019 Contract # 19F-4007									
Term: Jan 1, 2019 through December 31, 2019									
Line		sub			17%	1st Qtr	YTD	YTD	
Item	Description	object	Budget	Jan-19	Feb-19	Total	Total	Balance	%
<b>ADMINISTRATIVE COSTS:</b>									
1	Salaries and Wages	1011	18,235	1,093.38	1,223.72	2,317.10	2,317.10	15,917.90	13%
	Community Services Director	CR	4,803	-	-	-	-	4,803.00	0%
	Accountant III	SM	13,432	1,093.38	1,223.72	2,317.10	2,317.10	11,114.90	17%
2	Fringe Benefits		13,494	693.04	688.90	1,381.94	1,381.94	12,112.06	10%
3	Other Costs-Indirect Costs		69,838	-	9,016.82	9,016.82	9,016.82	60,821.18	13%
	Indirect Costs	5022	69,838	-	9,016.82	9,016.82	9,016.82	60,821.18	13%
<b>Total Administrative Costs</b>			<b>101,567</b>	<b>1,786.42</b>	<b>10,929.44</b>	<b>12,715.86</b>	<b>12,715.86</b>	<b>88,851.14</b>	<b>13%</b>
<b>PROGRAM COSTS:</b>									
1	Salaries and Wages	1011	221,551	12,500.03	13,076.64	25,576.67	25,576.67	195,974.33	12%
<b>Subtotal Program</b>			<b>131,041</b>	<b>12,500.03</b>	<b>13,076.64</b>	<b>25,576.67</b>	<b>25,576.67</b>	<b>105,464.33</b>	<b>20%</b>
	Division Manager	CR	33,492	2,761.68	2,867.90	5,629.58	5,629.58	27,862.42	17%
	Comprehensive Svcs Mgr	NS	64,807	6,000.70	6,000.70	12,001.40	12,001.40	52,805.60	19%
	Intermediate Clerk	MT	32,742	3,737.65	4,208.04	7,945.69	7,945.69	24,796.31	24%
	Student Interns		90,510	-	-	-	-	90,510.00	0%
2	Fringe Benefits		107,831	10,254.47	10,479.71	20,734.18	20,734.18	87,096.82	19%
	Program Fringe Benefits			10,254.47	10,479.71	20,734.18	20,734.18		
	Student Interns Fringe Benefits					-	-		
3	Operating Expenses		15,629	-	3,909.57	3,909.57	3,909.57	11,719.43	25%
	Office Supplies	2100	2,887	-	11.95	11.95	11.95	2,875.05	0%
	Communications	2110	1,077	-	-	-	-	1,077.00	0%
	Tel Exchange Service	2111	541	-	-	-	-	541.00	0%
	Membership Dues	2000	2,994	-	3,672.43	3,672.43	3,672.43	(678.43)	123%
	Auto Mileage-Employees	2301	513	-	-	-	-	513.00	0%
	Other Travel Emp/In-State Trave	2303	2,279	-	-	-	-	2,279.00	0%
	Training & Registration	2467	1,588	-	-	-	-	1,588.00	0%
	Educ Supplies & Courses	2477	1,454	-	-	-	-	1,454.00	0%
	Other Costs	2479	2,296	-	225.19	225.19	225.19	2,070.81	10%
4	Out-of-State Travel		4,000	-	-	-	-	4,000.00	0%
5	Subcontractor Services		400,000	-	-	-	-	400,000.00	0%
1	Bay Area Community Resources	2310	21,130.68	-	-	-	-	21,130.68	0%
2	The Contra Costa Clubhouses, Ir	2310	23,522	-	-	-	-	23,522.00	0%
3	CC Health Svcs Homeless Prog	2310	33,000	-	-	-	-	33,000.00	0%
4	Greater Richmond Interfaith Prog	2310	21,130.66	-	-	-	-	21,130.66	0%
5	Lao Family Community Dev	2310	21,130.66	-	-	-	-	21,130.66	0%
6	Loaves & Fishes of CCC	2310	40,002	-	-	-	-	40,002.00	0%
7	Monument Crisis Center	2310	28,000	-	-	-	-	28,000.00	0%
8	Opportunity Junction, Inc	2310	48,584	-	-	-	-	48,584.00	0%
9	Shelter Inc. of Contra Costa	2310	45,000	-	-	-	-	45,000.00	0%
10	St. Vincent de Paul of Contra Cos	2310	35,000	-	-	-	-	35,000.00	0%
11	STAND! For Families Free of Vio	2310	47,500	-	-	-	-	47,500.00	0%
12	White Pony Express	2310	36,000	-	-	-	-	36,000.00	0%
<b>Total Program Costs</b>			<b>749,011</b>	<b>22,754.50</b>	<b>27,465.92</b>	<b>50,220.42</b>	<b>50,220.42</b>	<b>698,790.58</b>	<b>7%</b>
<b>Total Expenditures</b>			<b>850,578</b>	<b>24,540.92</b>	<b>38,395.36</b>	<b>62,936.28</b>	<b>62,936.28</b>	<b>787,641.72</b>	<b>7%</b>
Prepared: 3/18/2019									



<b>Community Services Block Grant</b>						
<b>Discretionary Grant</b>						
<b>Monthly Expenditures</b>						
<b>2016 Contract # 18F-5007</b>						
<b>Term: Jan 1, 2018 through May 31, 2019</b>						
Line				YTD	YTD	
Item	Description	Budget	Feb-19	Total	Balance	%
	<b><u>PROGRAM COSTS:</u></b>					
<b>7.</b>	<b>Other Costs</b>	<b>35,000</b>	<b>14,230.05</b>	<b>14,230.05</b>	<b>20,769.95</b>	<b>41%</b>
1	Bay Area Community Resources	3,200	-	-	3,200	0%
2	CC Health Svcs Homeless Prog	3,200	3,200	3,200	-	100%
3	Contra Costa Interfaith Hsng	3,200	-	-	3,200	0%
4	Opportunity Junction, Inc	3,200	3,200	3,200	-	100%
5	Loaves & Fishes of CCC	3,200	-	-	3,200	0%
6	Shelter Inc. of Contra Costa	3,200	-	-	3,200	0%
7	The Contra Costa Clubhouses, Inc.	3,200	-	-	3,200	0%
8	White Pony Express	3,200	3,200	3,200	-	100%
9	Monument Crisis Center	3,200	3,200	3,200	-	100%
10	St. Vincent de Paul of Contra Costa Co	3,200	-	-	3,200	0%
11	EHSD-CSB	3,000	1,430.05	1,430.05	1,569.95	48%
	<b>Total Expenditures</b>	<b>35,000</b>	<b>14,230.05</b>	<b>14,230.05</b>	<b>20,769.95</b>	<b>41%</b>
	Prepared: 03/29/2019					



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Free Fax: 800-355-5043

<b>Main Address</b> MELE TUPOU EHSD COMMUNITY SERVICE BUREAU 1470 CIVIC COURT STE #200 CONCORD, CA 94520	<b>Invoice Address</b> Contra Costa Cty - Fiscal Unit/Purchasing EHSD Community Service Bureau 1470 Civic Court Bldg #200 Concord CA 94520 USA	<b>Shipping Address</b> Mele Tupou EHSD Community Service Bureau 1470 Civic Court Ste #200 CONCORD, CA 94520 USA Tel: 925-681-6311
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<b>Quotation Number:</b> 17580792 <b>Quote Date:</b> March 21, 2019 <b>Quote Valid Until:</b> April 20, 2019 <b>Account No.:</b> 1826712	<b>Questions Call:</b> Vickie Weber <b>Phone:</b> 877-446-7746 Ext. 8478 <b>Fax:</b> 800-355-5043 <b>Email:</b> vweber@4imprint.com
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<b>Item</b>	Super Soft Chenille Blanket	<b>Colors</b>	(Blanket,Trim): A Color Choice Required, A Color Choice Required		
<b>Qty</b>	<b>Item #</b>	<b>Description</b>	<b>Unit \$</b>	<b>Price \$</b>	<b>Total \$</b>
75	101305	Super Soft Chenille Blanket	14.8900	1,116.75	1,116.75
75	*Embroidery	Embroidery Run Charge	0.0000	0.00	0.00
		Freight		107.39	107.39
				<b>Tax</b>	97.72

**Artwork Instructions**

Product Color (Base, Trim): A Color Choice Required,A Color Choice Required

Imprint Location: Corner

Imprint Colors: To Be Determined

Additional Notes:

Blanket Color: \_\_\_\_\_?

Art prep time: 1-2 business days

Production time: 7 business days

Shipping from: WI, 4 business days

**Grand Total** 1,321.86

**\*\*\*IMPORTANT\*\*\*\*** To place your order please let your customer service representative know you would like to proceed along with providing any artwork or changes to the quote that are needed. If paying by credit card please call your customer service representative with your credit card details.

Please visit our website - [www.4imprint.com](http://www.4imprint.com)

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**Shipment Details**

Shipment to	Qty	Item #	Estimated Ship Date	Carrier, service	Estimated Delivery Date	Freight
Address as above.	75	101305	48	UPS Ground (Parcel)	Mar 21 2019	107.39



## 2019 Community Action Planning Calendar

2019 Planning Calendar	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>EOC</b>	1.10 Business Mtg.	2.14 Business Mtg.	3.14 Business Mtg.	4.11 Business Mtg.	5.9 Business Mtg.	6.13 Business Mtg.	7.11 Business Mtg.	8.8 Business Mtg.	9.12 Business Mtg.	10.10 Business Mtg.	10.7 Business Mtg.	12.12 Business Mtg.
	1.3 Fis/Exec. Mtg.	2/7 Exec. Mtg.	3/5 Exec.	4.4 Fis/Exec. Mtg.	5.2 Fis/Exec. Mtg.	6.6 Fis/Exec. Mtg.	7.4 Fis/Exec. Mtg.	8.1 Fis/Exec. Mtg.	9.5 Fis/Exec. Mtg.	10.3 Fis/Exec. Mtg.	10.7 Fis/Exec. Mtg.	12.5 Fis/Exec. Mtg.
	TBD: Prog. Services	2/5 Fiscal Mtg.	3/7 Fiscal	4.9 Outreach Mtg.	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services
	1.24: Outreach	TBD: Outreach	TBD: Prog. Services	TBD: Prog. Services	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach
	TBD: Governance	TBD: Governance	TBD: Outreach	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance
		TBD: Prog. Services	TBD: Governance									
<i>*BOS meetings are held Tues. @ 9am</i>				Staff Presents 2019 Legislative Platform adopted by Board of Supervisors	21st: Community Action Month presentation to Board of Supervisors			2019 Subcontractors onsite monitoring		2020-2021 Executive Committee Elections		Present 2019 Annual Report to the EOC
				1st: Form 700 due to Clerk of the Board					Begin Planning 2020-21 RFI Process	Program Services Subcommittee review subcontractors proposals and awards amounts	2020 Awarded Subcontractors presented to EOC	
			2019-2020 CSBG subcontractor's contracts executed									
<b>Events</b>		25th: 2019 Roundtable Event		16th: East County Public Hearing 11am - 12:30 pm 2210 Gladstone St. Pittsburg, CA			Strategic Plan retreat	Aug 28th-Aug. 31st: CAP Annual Convention- Chicago, Illinois			2019 CalCAPA Annual Conference	
		Public Hearings	14th: CSD Onsite visit	17th: Central County Public Hearing 6p.m. - 7pm 500 Ellinwood Pleasant Hill	2nd: West County Public Hearing-1968 Rumrill Blvd. San Pablo				EOC Annual Orientation		2020-21 RFI Information Session for subcontractors @ 40 Douglas	
<b>Reports / CSD Requirements</b>	CSBG Monthly Fiscal Report											
	20th: Bi-Monthly Expenditure due to CSD (Nov & Dec 2018)	20th: CSD 295/801/090 425 report due to CSD	1st: CSBG IS (Information System) Report due to CSD (for Jan-Dec 2018)		20th: Bi-Monthly Expenditure due to CSD (Mar & Apr)			Organizational Standards reviewed by CSD	20th: Bi-Monthly Expenditure due to CSD (Jul & Aug)	Year-End Budget Modification Developed w/ Fiscal Subcommittee & Submitted to CSD	15th: Last Day to Submit Budget Modification to CSD (if necessary)	20th: Bi-Monthly Expenditure due to CSD (Sept & Oct)