1

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Economic Opportunity Council (EOC) to a majority of members of the EOC less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Ct. Suite 200, Concord, CA 94520 during normal business hours.

Agenda

Group/N	leeting Name	:		EO	C Business	Meeting
Date:	6/13/2023	Time:	From:	6:30 p.m.	То	7:30 p.m.
Location	i: In-pe	r son: 1470	Civic Cou	rt, Suite 200, Con	f. Room #20	07, Concord
On-line/	Call-in	also may informat agenda. ZOOM <u>us.zoon</u> Passwo Call In Confer	v attend this ion is provic I: <u>https://c</u>	meeting remotely via 2 led below. For Public (<u>ccounty-</u> <u>158811170?pwd=(</u> 51 8-0254 e: 812185	Coom or call-ir Comment Instr	h person at the above location. The public h. Login information and call-in uctions, please refer to the bottom of this k01a2ZPRnhYMHhQZ0UvZz09
		HOW TO PRO	OVIDE PUE	BLIC COMMENT: ref	er to the bottor	n of this agenda.
Meeting Leader:	Renee	Zeimer, Ch	nair			
Purpose	To Co	nduct EOC	Business	Meeting		_
The Econo	mic Annortunity	ouncil will pr	ovide reasor	able accommodations	for persons w	ith disabilities planning to participate in

The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact staff at least 24 hours before the meeting at <u>akaur@ehsd.cccounty.us</u> or <u>creich@ehsd.cccounty.us</u>.

Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments to <u>akaur@ehsd.cccounty.us</u> or <u>creich@ehsd.cccounty.us</u> before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes. All votes taken during a teleconference will be by roll call. 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.

By the end of this meeting, we will:

1	Understand the desired outcomes and ground rules.
1.	
2.	Receive any public comments.
3.	Action: Review and approve the draft May 11, 2023 EOC Business Meeting minutes.
4.	Action: Review and Approve Amendment #1 for Grant #23F-4007
5.	Action: Approve attendees for 2023 National Community Action Conference in Atlanta, GA
6.	Action: Review and Approve the 2024-25 Community Action Plan
7.	Identify next steps and new business.
8.	Evaluate the meeting.

Agend	a		
What	How	Who	Time
1. Review Desired Outcomes & Meeting Rules	Present Clarify	Volunteer	2 Minutes

2	2	Check for Understanding		
2.	Public Comment	Present	Members of the Public	3 Minutes
3.	Action: Review and approve the draft May 11, 2023	Present		
	EOC Business Meeting minutes	Clarify	Group	5 Minutes
		Check for Understanding	Group	J Williutes
		Check for Approval		
4.	Action: Review and approve Amendment 1 for Grant	Present		
	#23F-4007	Clarify	Group	5 minutes
		Check for Understanding	Group	5 minutes
		Check for Approval		
5.	11 2	Present		
	Action Conference in Atlanta, GA	Clarify	CSB staff	10 Minutes
		Check for Understanding	CSB stall	10 Minutes
		Check for Approval		
6.	Action: Approved the 2024-25 Community Action Plan	Present		
		Clarify	C	20 11
		Check for Understanding	Group	30 Minutes
		Check for Approval		
7.	Next Steps and New Business	Present		
		Clarify	CSB staff	3 Minutes
		Check for Understanding		
8.	Meeting Evaluation	$+/\Delta$	Group	2 Minutes

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the EOC during public comment on matters within the jurisdiction of the EOC that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the "raise your hand" feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phone.

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 608-8819

Public comments may also be submitted before the meeting by email at <u>creich@ehsd.cccounty.us</u> or by voicemail at (925) 681-6345. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: 1470 Civic Court, Suite 200, Conf. Room #221, Concord



Date: 5/11/2023Time Convened: 6:19 pmTime Terminated: 8:28 pmRecorder: Christina Reich

Meeting attendees: Renee Zeimer, Devlyn Sewell, Ajit Kaushal, Monisha Merchant, LaTonia Peoples-Stokes, Patricia Campbell, Tim Barrow, Delphine Smith, Matt Rogers

Absentees: Desire Medlen, Sofia Navarro, Allison McKee Staff: Christina Reich, Nic Bryant, Michael Morris Guest: Steve Langsam

Quorum: Yes

ТОРІС	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	 Chair Zeimer called the meeting to order at 6:19 pm. Kaushal read the desired outcomes.
Public Comment	None
 Action: Interview a prospective EOC Board Member Discuss and make recommendations for a prospective EOC Board Member 	 Applicant Stephen Langsam of Pacheco was interviewed by the EOC members present. Reich reported that there is currently a vacancy in the District 5 Public seat as Sofia Navarro has requested to be an alternate due to the demands of her job. The EOC can vote to recommend Mr. Langsam to Supervisor Glover for appointment. Reich will coordinate with Glover's office. A motion to approve the recommendation of Stephen Langsam to Supervisor Glover for appointment to District 5 Public seat was made by Merchant and seconded by Peoples-Stokes. The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell, Kaushal, Merchant, Peoples-Stokes, Campbell, Barrow, Smith, Rogers Nays: None Abstentions: None Absent: None

⁴ TOPIC	RECOMMENDATION / SUMMARY
Action: • Approve the agenda as it currently reads as the Executive Committee did not meet to approve it.	 The agenda was approved by unanimous consent.
Action: • Review and approve the draft April 7, 2023 EOC Executive Subcommittee Meeting minutes	A motion to approve the Executive Subcommittee minutes of April 7, 2023 as presented was made by Sewell and seconded by Merchant. The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell, Kaushal, Merchant, Peoples-Stokes, Campbell, Barrow, Smith, Rogers Nays: None Abstentions: None Abstent: None
Action: • Review and approve the draft April 13, 2023 EOC Business Meeting minutes.	 There were three errors noted in the minutes on Page 1 of 4: under Public Comment, the word Refuse is to be replaced with Refuge three times. A motion was made to approve the minutes as corrected by Kaushal and seconded by Smith. The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell, Kaushal, Merchant, Peoples-Stokes, Campbell, Barrow, Smith, Rogers Nays: None Abstentions: None
 Fiscal Reports: CSBG March 2023 Expenditure Report for Grant #22F-5007 CSBG Discretionary Expenditure Report for March 2023 for Grant #22F-5007 Statuses on demands received, paid, and pending for Program Year 2023-2024 Grant #23F-4007. CSD amended revenue agreement for Spring 2023 	 Morris presented the expenditure report for Grant #22F-5007, and reported that we are 67% spent will many demands and expenditures still with auditors. Morris presented the expenditure report for the Discretionary Grant #22F-5007 reported we are 76% spent as of February and there are still expenses set to hit the books. We should be in good shape. Reich presented the demands spreadsheets showing all but \$165.03 spend by subcontractors. Operating expenses are set to hit the budget this month. Reich reported that the state indicated that we will be getting discretionary funding when the Contra Costa delegation went to the Legislative Conference in Sacramento in April. Nothing has come in yet but she anticipates to report on it in June. Reich thanked Amrita for leaving a legacy to Community Action in the development of the demand spreadsheets. She will be missed.

⁵ TOPIC	RECOMMENDATION / SUMMARY
Action: • Approve the budget modification for Grant #22F- 5007	 Morris reported that Amrita submitted a budget modification to move the \$165.03 unspent from contractors to operating expenses. A motion was made to approve the budget modification to move \$165.03 from contracts to operating expenses by Merchant and seconded by Smith. The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell, Kaushal, Merchant, Peoples-Stokes, Campbell, Barrow, Smith, Rogers Nays: None Abstentions: None Absent: None
 Discussion: Discuss County fiscal and administrative processes to understand impacts of delayed contracts and invoices for payment 	 As requested by the EOC, staff reported that 6 of the 13 CSBG contracts that were submitted in October 2022 are still in the process of being executed. Bryant indicated that there is a new system that is working now with newly submitted contracts but that older ones are still mired in the old system. He will report back to the EOC in June with a status update. Zeimer spoke about the hard work the staff and the EOC put in to creating systems to make sure or contracts were ready to be executed and that timelines were restructured to allow for the 6 month time period necessary to get them executed by the March 1 start date. Zeimer says this feels different this time. Things are really not running smoothly and there is a need for accountability. Kaushal added that the travel arrangements have been very disorganized in the past year. It is taking too long to get approvals. In one case, the approval came through the night before the conference started, leaving him no time to get coverage for his business. In two instances, he had to stay in hotels that were not where the conference was taking place. He is asking for accountability here too. Bryant said he will personally see to it that the travel arrangements are done correctly and timely.
Action: • Approve EOC member nominations for Family and Human Services and review open seats	 Reich reported that Merchant has requested to become an alternate due to her work demands so staff are recommending that the EOC approve her for the Alt #2 position, and move Rogers to Private/Non-Profit seat #4 from Alt 1. In addition, Navarro is also asking to be an alternate to we will ask Supervisor Glover to terminate her from Public Seat #5 so we can move her to the Alt #2 seat. Then, we will move Barrow from Alt Seat #2 to Private/Non-Profit Seat #2 and place Navarro in Alt Seat #2. A motion was made to appoint Merchant to Alt Seat #1, Navarro to Alt. Seat #2, Barrow to Private/Non-Profit Seat #2, and Rogers to Private/Non-Profit Seat 4 was made by Smith and seconded by Peoples-Stokes. The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell, Kaushal, Merchant, Peoples-Stokes, Campbell, Barrow, Smith, Rogers Nays: None

⁶ ТОРІС	RECOMMENDATION / SUMMARY
	Abstentions: None Absent: None
Legislative Conference: • Debrief CalCAPA Legislative Conference	 Reich reported that the conference was very good. The training and information sharing on the first day was well done. Kaushal reported that the visits went well and reminded folks that when you are selected to events, you need to fully participate in the agenda. Kaushal reported that CalCAPA changed their By-Laws during this conference and that now, in order to be on the board, you must be a Tripartite Board Chair or the Executive Director of the Community Action Agency. For him, this means that he will no longer be eligible to be on the board. Kaushal would like to have dialogue at a later time about how we can create a second chair position or come up with some other solution in our ByLaws.
 Public Hearings: Receive updates on 2023 Public Hearings 	 Reich reported that feedback from the Public Hearings is in the meeting packet. There will be a doodle going out for the Governance subcommittee to meet to begin determining priorities for the Community Action Plan, which is due June 30, 2023. Reich will send out the 2023-25 Community Assessment that was just received from the demographer.
Discussion: • Discuss May 2023 Community Action Month planning	 Reich reported that she is using the National Community Action Partnership Toolkit to create a social media campaign and to check out CSB's Facebook Page to see the posts. Sewell reported that she had the opportunity to attend the graduation of the all-women cohort at Rising Sun Center for Opportunity as part of Community Action Month. Reich also attended and reported that Sewell was able to speak to the graduates and offer to share her wisdom about being a woman in the trades. Sewell handed out her business cards. Sewell stated, "It was very gratifying and reaffirming of our mission." Reich reported that she had reserved time on the Board of Supervisors agenda for a presentation during the resolution on May 16, but there was a communication issue and the Executive Director had placed the item on the consent calendar so there will be no presentation. A graduate from Rising Sun was supposed to speak as well. Zeimer stated she will pull the item from consent and speak on it during public comment and will introduce the graduate after a few words. Bryant indicated that the EOC can get time on the agenda in the future to address the board with a presentation.
Reports:	In the interest of time, reports were tabled.
CSB Director	
CSB Staff CSC Chair	
EOC Chair EOC Members	
	Page 4 of 5

⁷ TOPIC	RECOMMENDATION / SUMMARY
Next Steps	 <u>Next Steps</u> Nic will report out on the new system for accountability with contract timelines at next meeting. Nic will provide oversight of EOC travel arrangements to ensure fairness, timeliness and accuracy. Reich will send out Community Assessment. Reich will schedule Governance Subcommittee by end of May.
Evaluate the Meeting	 Pluses – lots of information, good to have Nic here Deltas – went way over allotted time

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STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT - AMENDMENT

STD. 213A (Rev. 10/2019) CSD Rev (12/2019)

	AGREEMENT NUMBER	AMENDMENT NUMBER	PURCHASING AUTHORITY NUMBER (if applicable)
	23F-4007	1	
1.	This Agreement is entered into betwee	en the State Agency and	the Contractor named below
	STATE AGENCY NAME Department of Community Services	and Development	
	CONTRACTOR NAME	200 K 1000	
	Contra Costa Employment & Huma	an Services Departme	nt/Community Services Bureau
2.	The term of this	N. 1. N. 21. 202	1
	Agreement is : January 1, 202.	3 through May 31, 2024	ł
3.	The maximum amount	L \$000 045 00	
	of this Agreement is:	\$936,015.00	
4.	The parties mutually agree to this ame	endment as follows. Al	l actions noted below are by this reference made a
	part of the Agreement and incorporate	d herein:	

- changed from \$927,194.00 to \$936,015.00, reflecting an increase of \$8,821.00
- ii. Articles 6, 7 and 10 are deleted in their entirety and replaced with the attached articles 6 and 7

Documents can be accessed at https://providers.csd.ca.gov/.

All other terms and conditions shall remain the same. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTR	RACTOR			CALIFORNIA Department of General Services Use Only
CONTRACTOR NAME (If other than an individual, state	whether a corporation	, partnership, e	etc.)	
Contra Costa Employment & Human Service	s Department/Co	mmunity Se	ervices Bureau	
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP				
40 Douglas Drive, Martinez, CA 94553				
PRINTED NAME OF PERSON SIGNING		TITLE		7
CONTRACTOR AUTHORIZED SIGNATURE		DATE SIGN	ED	I hereby certify that all conditions for exemption have been complied with, and
STATE OF C	CALIFORNIA			the document is exempt from the Department of General Services approval.
CONTRACTING AGENCY NAME				7
Department of Community Services and Deve	elopment			
CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP	7
2389 Gateway Oaks Drive, Suite 100	Sacramento	CA	95833	
PRINTED NAME OF PERSON SIGNING	TITLE	. 1		7
Chris Vail	Chi	ef Financia	Officer	
CONTRACTING AGENCY AUTHORIZED SIGNATURE		DATE SIGN	ED	Exempt per

DocuSign Envelope ID: 90FE2194-E810-4811-B006-74859CDFF002

State of California Department of Community Services and Development 2023 CSBG Allocation CAAs

Attachment A

i	i				CAA			PROJECT BUDGETS	S
	Contract Number	First Release (8/30/22)	Second Release (4/12/23)	Total 2023 Contract	25% Advance (Automatic)	CAA-DISC 25% Advance (Upon Request)	CAA	CAA - Discretionary	Total 2023 Contract
	23F-4001	293,705	15,602	309,307	74,125	3,201	296,500	12,807	309,307
	23F-4002	,294,234	107,602	1,401,836	326,637	23,822	1,306,548	95,288	1,401,836
	23F-4003	1,333	12	1,345	0	0	1,345	0	1,345
	23F-4004	273,800	28,605	302,405	69,101	6,500	276,405	26,000	302,405
	23F-4005	389,584	19,972	409,556	98,322	4,066	393,291	16,265	409,556
	23F-4006	293,704	8,967	302,671	74,124	1,543	296,498	6,173	302,671
1	23F-4007	927,194	8,821	936.015	234.003	0	936.015	0	936.015
	23F-4008	40,903	26,389	67,292	10,323	6,500	41,292	26.000	67.292
	23F-4009	323,884	5,684	329,568	0	650	326,965	2,603	329,568
	23F-4010 1	096'666'	19,026	2,018,986	504,746	0	2,018,986	0	2,018,986
	23F-4011	273,087	28,599	301,686	68,921	6,500	275,686	26,000	301,686
	23F-4012	320,381	3,048	323,429	80,857	0	323,429	0	323,429
	23F-4013	382,943	3,643	386,586	96,646	0	386,586	0	386,586
	23F-4014	268,784	28,558	297,342	67,835	6,500	271,342	26,000	297,342
	23F-4015 1	,756,701	16,713	1,773,414	443,353	0	1,773,414	0	1,773,414
	23F-4016	280,367	31,372	311,739	0	7,176	283,034	28,705	311,739
	23F-4017	559,482	31,324	590,806	141,201	6,500	564,806		590,806
	23F-4018	265,243	28,524	293,767	66,941	6,500	267,767		293,767
	23F-4019	346,301	202 414 707	368,183	81,399	4,646	349,596	18,587	368,183
		6.149.474	135.626	6.285.100	0	19.280	6.207.978	77 122	6 285 100
City of Los Angeles Community Investment for Families Dept.	1	6,361,802	445,041	6,806,843	1,605,579	96,131	6,422,319	384,524	6,806,843
	23F-4023	312,051	10,220	322,271	78,755	1,812	315,020	7,251	322,271
	23F-4024	293,637	18,677	312,314	74,107	3,971	296,430	15,884	312,314
			12						
	23F-4025	494,821	30,707	525,528	124,882	6,500	499,528	26,000	525,528
	23F-4026	273,071	28,598	301,669	68,917	6,500	275,669	26,000	301,669
	23F-4027	489,515	30,657	520.172	123.543	6.500	494.172	26.000	520.172
	23F-4028	274.358	28.610	302.968	69.242	6.500	276.968	26,000	302.968
	23F-4029	292,893	21.111	314,004	0	4.581	295,680	18.324	314.004
	23F-4030 3	3,135,610	29,831	3,165,441	791,360	0	3,165,441	0	3,165,441
	23F-4031	414,183	3,941	418,124	104,531	0	418,124	0	418,124
	23F-4032 3 23F-4033 3	3,006,351	28,601 19 880	3,034,952	758,738	00	3,034,952	00	3,034,952
		00010001	000101	010'001'4	1001 100		21000113		2,100,010

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April 12, 2023

Staff Proposal for CSBG Amendment #1: \$8,821

Attend National Community Action Conference in Atlanta, GA – August 22-24, 2023

Send 4 People: Nic, Christina, and to EOC members.

Room Rate	\$714.00
Registration	\$955.00
Airfare	\$500.00
PerDiem	\$185.00
Ground Transportation	\$125.00
TOTAL	\$2,479.00
Send 4 People	\$9,916.00

Remaining \$1,095 to come from Head Start Training Budget for Nic's attendance.

2023 ANNUAL CONVENTION

Reimagining The Future: Advancing Equity and Sustaining Innovation

ABOUT THE EVENT

The Annual Convention is designed to provide Community Action professionals and board members with the latest in policy and programmatic updates, as well as management and governance tools.

DATES

Pre-Convention Training: August 21–22 Convention: August 23–25

LOCATION

Atlanta Marriott Marquis 265 Peachtree Center Avenue NE Atlanta, Georgia 30303



24-25 Community Action Plan

Current Mission Statement:

The mission of the Economic Opportunity Council, the Community Action Agency of Contra Costa County, is to arm the community with hope, knowledge, resources, and voice. Through our advocacy, inclusion and influence, we promote pathways out of poverty to unbar the doors to full participation and self-sufficiency.

Suggested Change:

The mission of the Economic Opportunity Council, the Community Action Agency of Contra Costa County, is to arm the community with hope, knowledge, resources, and voice. Through our advocacy, inclusion and influence, we promote pathways out of poverty to **"open the doors to opportunity"**, full participation and self-sufficiency.



Current Overarching Statement:

The Economic Opportunity Council declares that the top factors in order to lessen the effects of poverty and foster the health and well-being of all individuals in Contra Costa County are: (1) Affordable Housing & Shelter, (2) Food & Nutrition, (3) Mental Health Access and (4) employment & Job Training leading to skilled-based, "living wage" jobs. In addressing these top factors that have been compounded by the pandemic, we recognize there are overarching systemic issues to meaningful access namely service capacity limitations, delays in service response times, difficulties linking to appropriate, culturally sensitive services, and service integration. Health and well-being refers to the recognition of poverty as a public health issue and that the health and well-being of all residents is an overarching concern as it relates to all priority areas. Meaningful access refers to conditions of poorly resourced individuals who struggle with limited transportation options, inadequate or lack of electronic hardware, software and know-how to access online services, limited language access, and fear and/or difficulty producing acceptable personal identification documents needed to qualify or services. Integration refers to universal qualification metrics and seamless coordination of service delivery among programs, departments and providers.

Rename "Overarching Statement?" – Declaration, Decree, Proclamation, Pronouncement????

Suggested Change to Overarching Statement:

The Economic Opportunity Council concludes that the main factors of poverty in Contra Costa County are: 1. lack of affordable housing, shelters, and rental assistance; 2. food insecurity; 3 mental health access; and 4. underemployment.

These priority areas have increased in scale and intensity resulting in difficulties accessing services, negative stereotyping, fragmentation of care and loss of CoVID19, safety-net protections and supports that expired in early 2023.

The EOC also recognizes the organizational disruption within the county and among agency partners who are working to rebuild capacity and service delivery systems in the aftermath of the pandemic.

Recommended Actions

- Access and integration were constant themes we heard at the public hearing and these need to be called out in CAP and in our RFPs. See highlighted items on public hearing feedback list.
- Clients need to know that someone will be there at the other end of the line and assisting in reducing/eliminating any barriers to services.
- Services need to be provided in the context of an integrative approach.

Ensure the CAP includes our work to meet and exceed the organizational standards like maximum feasible participation, etc.

Hearing Date: March 29, 2023 Location: Concord Public Library

Agency: Economic Opportunity Council (EOC) - Community Services Bureau

Consolidated list of Comments Received

1. What has changed for you since 2021? For the better and the worse?

Homeless- NIMBU Too few homeless shelters No transport from shelters to jobs Services only offered at Concord shelter, if full must resort to Pittsburgh Services not working 2021 Good, 2023 better Moved around a lot, different jobs, drugs in the neighborhood, need a better response 2021 loss of work, health issues 2023 hope for better services for seniors-physical, three years to get into subsidized housing Moved to Concord, lost job Rent increase, rents are too high, unaffordable Got laid off, found ways to make it work

2. What are the biggest challenges you and your family facing and how are you dealing with them?

Walking paths, well lit up areas to exercise Better, safer, well lit outdoor spaces, walkable "Affordable housing" – Definition? is it a livable, sustainable Developer's/state laws building homes up to the limit Cost of gas Need more affordable public transportation

3. What services are you using and has been the most helpful? What's missing?

Need tents; shelter- Refuge Church, food pantries, people are using them all up. Amount of food potion size Need Clothing Pantries- full services

Housing vouchers- waitlist for section 8 closed indefinitely Improvements – graffiti abatement, public art

4. We have all be through a lot, what are you most proud of?

Finding peace; yoga Did not give up! Show up Proud to live in Concord

Hearing Date: April 5, 2023 Location: St. Vincent de Paul

Agency: Economic Opportunity Council (EOC) - Community Services Bureau

What has changed for you since 2021? For the better and the worse?

Housing, unstable, rent increases Mental Health for the family Educational services interrupted due to COVID Economic Changes Domestic Violence Employment opportunities Food stamp decrease Crime increase- House broken into, van stolen Pandemic Community relations with police and their response (Pittsburgh PD) Feeling unsafe- 911 calls going unanswered, fireworks or gunshots? Concerning Sideshow increase Homeless impact, shelter full

1. What are the biggest challenges you and your family facing and how are you dealing with them?

Inflation Resources needed; FEMA, Emergency Services Victims of crime, domestic violence, How do you pay for something when there is no resources? Vision is compromised Social services are not responsive, not timely, understaffed Lack of health services; health, vision, dental, mental Need social workers Meals for seniors with dietary restrictions

2. What services are you using and has been the most helpful? What's missing?

Delays in appts; medical supply needs, lack of responses Bags of food-Wheelchair foundation Independent living Missing Rental Assistance Programs Winter Nights Safe parking

3. We have all be through a lot, what are you most proud of?

Alive Live in Contra Costa County A child of God To be a positive person

Hearing Date: April 6, 2023 Location: GRIP

Agency: Economic Opportunity Council (EOC) - Community Services Bureau

Consolidated list of Comments Received

1. What has changed for you since 2021? For the better and the worse?

Inflation Not being able to contact social workers We need an advocate COVID- world upside down, now new apartment, new job Seniors are not accommodated Section 8 housing- disrepair, not available, difficult to qualify for Prices are too high Finding jobs

- 2. What are the biggest challenges you and your family facing and how are you dealing with them?
 - GRIP- needs more funding, clothing donations Schools- provide food for students Housing- need Section 8 back Food stamps went down WIC- More alternative options Lack of shelter, lack of support, lack of family time No homeless Action Centers, drop in centers Housing Authority, more emergency housing Missing service showers, charging station Need Health services More compassion for service providers Police Harassment Shelter for those with medical needs Needs safe areas for tents

3. What services are you using and has been the most helpful? What's missing?

Lack of support

Finding resources Family counseling Lack of safe environment for kids to play More classes on self-employment Budgeting classes Having a hard time staying out of jail due to lack of services Limited resources for the undocumented, uninsured Access to health GRIP is needed in more places, community support services Accessibility Consistency of services across counties Need ID assistance- need to lower cost 4. We have all be through a lot, what are you most proud of?

People power Still here There is a god Shelter help Woke up this morning GRIP is open 365

Agency: Economic Opportunity Council (EOC) - Community Services Bureau

Consolidated list of Comments Received

- 1. What has changed for you since 2021? For the better and the worse?
 - No more mask Too few homeless shelters Daycare is expensive Kids have social life now Health care is more expensive High demands low supply of teachers People are more aware of health Rent increase, rents are too high, unaffordable Pay isn't enough to support a family
- 2. What are the biggest challenges you and your family facing and how are you dealing with them?

Transition back to normal Housing, rent increases, trying to support family Medication supply- chain issues Uncovered healthcare

3. What services are you using and has been the most helpful? What's missing?

Using; WIC, Child care, food stamps, PG & E care, Free broadband

Missing; mental health support, husband got a better job so cut off from WIC Less opportunity to be involved with kids schools

4. We have all be through a lot, what are you most proud of?

Putting daughter in therapy Weekends off to be with a kid Can make something out of nothing Being more connected to others and making time for that Helping at daughters school policy council

2024/2025 Community Needs Assessment and Community Action Plan

California Department of Community Services and Development

Community Services Block Grant



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Introduction

The Department of Community Services and Development (CSD) has developed the 2024/2025 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) Service Providers network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2023**. Changes from the previous template are detailed below in the "What's New for 2024/2025?" section. Provide all narrative responses in 12-point Arial font with 1.15 spacing. When the CNA and CAP are complete, they should not exceed 65 pages, excluding the appendices.

Purpose

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

Federal CSBG Programmatic Assurances and Certification

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

State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies' CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on <u>State Accountability Measures</u> 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) <u>Information Memorandum (IM) #138</u> dated January 26, 2015, CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that are met through the completion of the CAP and the CNA. A list of Organizational Standards that will be met upon completion of the CAP can be found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New for 2024/2025?

<u>Community Action Plan Workgroup (CAPWG)</u>. In summer 2022, CSD organized a workgroup to inform the development of the 2024/2025 CNA and CAP. Workgroup members were selected from the CSBG Service Provider network and the ROMA Coalition. The feedback CSD received from the workgroup has informed not only the 2024/2025 template but also the accompanying CAP training scheduled for mid-December 2022.

Public Hearings – Additional Guidance. The public hearing requirement has been modified. Two years ago, we were in an active pandemic due to the COVID-19 virus. The public health guidelines throughout the state advised communities against large gatherings. CSD advised agencies to follow public health protocols and hold public meeting virtually if an in-person meeting was not an option. For the public hearing on the 2024/2025 draft CAP, CSD requests that agencies conduct in-person, virtual, or hybrid public hearings. While transmission rates of COVID-19 remain high in many communities, agencies are requested to follow their local public health guidelines when deciding in which format to conduct the public hearing. For more information, please see the Public Hearing section of this template.

<u>**CNA Helpful Resources**</u>. The Helpful Resources section in Part I: Community Needs Assessment contains additional data sets and resources. On recommendation of the CAPWG, CSD has added data sets from the Massachusetts Institute of Technology, the University of Wisconsin, and a point-in-time data set from the U.S. Department of Housing and Urban Development. We have also added links to the Local Agencies Portal where you can find examples of completed Community Needs Assessments and project timelines from the CSBG Service Providers network.

Part II: Community Action Plan. The number of questions in the Tripartite Board of Directors, Service Delivery System, Linkages and Funding Coordination, and Monitoring sections has changed. Questions were removed because it was determined that agencies meet these reporting requirements through other CSBG work products such as monitoring and Organizational Standards. In the Service Delivery System and Linkages and Funding Coordination sections, new questions were added. These questions will be covered during the template training webinar.

<u>Sunset of COVID-19 Flexibilities</u>. In the 2022/2023 template, CSD allowed agencies to indicate on selected questions whether there were changes to the response provided in the 2020-2021 CAP or whether agencies would like CSD to accept the 2020-2021 response without adaptions. This option was an effort to reduce administrative burden on agencies during the COVID-19 pandemic. While

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CSD has retained some of the flexibilities developed in the previous template, the option for agencies to reference responses in their prior CAP has been discontinued.

Response and Community Awareness. This section replaces the "Additional Information" section in the previous template. For 2024/2025 CSD has included questions pertaining to Diversity, Equity, and Inclusion (DEI). The questions about disaster preparedness have been retained from the previous template. While none of this information is directly mandated by statue, CSD is requesting the information to gauge where the CSBG Service Provider network is as a whole on these topics. Responses to the questions in this section are mandatory.

ROMA Certification Requirement. Under section 676(b)(12) of the CSBG Act, CSD and all CSBG agencies are required to assure that we will participate in a Results Oriented Management and Accountability System "not later than fiscal year 2001." CSD and the CSBG Service Providers have fulfilled this requirement through various approaches. With respect to the ROMA certification of the network CAPs (Organizational Standard 4.3), CSD has allowed agencies to submit their CAP without the signature of a ROMA trainer or implementer if the agency did not have a ROMA trainer or implementer on staff. CSD staff who had the requisite training would certify those CAPs on behalf of the agencies. This process will still be in place for the 2024/2025 template. However, for the 2026/2027 template, CSD will require that CSBG Service Providers provide their own ROMA certification either by staff who have the required ROMA training or in partnership with another agency or organization. CSBG Service Providers should begin formulating a plan to fulfill this requirement.

Checklist

- □ Cover Page and Certification
- □ Public Hearing(s)
- Part I: Community Needs Assessment
 - □ Narrative
 - □ Results
- Part II: Community Action Plan
 - □ Vision Statement
 - □ Mission Statement
 - □ Tripartite Board of Directors
 - □ Service Delivery System
 - □ Linkages and Funding Coordination
 - □ Monitoring
 - □ Data Analysis, Evaluation, and ROMA Application
 - □ Response and Community Awareness
 - □ Federal CSBG Programmatic Assurances and Certification
 - □ State Assurances and Certification
 - Organizational Standards
 - □ Appendices

COMMUNITY SERVICES BLOCK GRANT (CSBG) 2024/2025 Community Needs Assessment and Community Action Plan Cover Page and Certification

Agency Name	Contra Costa County Employment & Human Services Department Community Services
	Bureau
Name of CAP Contact	Christina Reich
Title	Division Manager
Phone	925-681-6345
Email	creich@ehsd.cccounty.us

CNA Completed MM/DD/YYYY:

(Organizational Standard 3.1)

05/08/2023

Board and Agency Certification

The undersigned hereby certifies that this agency complies with the Federal CSBG Programmatic, and State Assurances as outlined in the CSBG Act and California Government Code, respectively for services provided under the Federal Fiscal Year 2024/2025 Community Action Plan. The undersigned further certifies the information in this Community Needs Assessment and the Community Action Plan is correct and has been authorized by the governing body of this organization. (Organizational Standard 3.5)

John Gioia		
Board Chair (printed name)	Board Chair (signature)	Date
Marla Stuart		
Executive Director (printed name)	Executive Director (signature)	Date

<u>Certification of ROMA Trainer/Implementer</u> (If applicable)

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

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

CSD Use Only

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

Public Hearing(s)

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

State Statute Requirements

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

Guidelines

Notice of Public Hearing

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

Public Hearing

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

Additional Guidance

COVID-19 poses unique challenges to fulfilling the public hearing requirement. CSD asks that agencies continue to adhere to state and local public health guidance to slow the spread of the virus and ensure public safety. The health and safety of agency staff and the communities you serve is paramount. Therefore, for the purposes of fulfilling the public hearing requirement on the draft CAP, agencies may conduct the public hearing in-person, remotely, or using a hybrid model (in-person and remotely) based on the public health protocols in place in their communities.

Public Hearing Report

Date(s) of Public Hearing(s)	June 28, 2023 Zoom
Location(s) of Public Hearing(s)	2001
Dates of the Comment Period(s)	June 13-May 28
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	 Contra Costa County Website EHSD.org website Contra Costa County Community Services Bureau Website
Date the Notice(s) of Public Hearing(s) was published	May 30, 2023
Number of Attendees at the Public Hearing(s) (Approximately)	XX

Part I: Community Needs Assessment

CSBG Act Section 676(b)(11) California Government Code Section 12747(a)

Helpful Resources

In 2011, NASCSP published a <u>Community Action to Comprehensive Community Needs Assessment</u> <u>Tool</u> that supports planning and implementing a comprehensive CNA. The tool lays out design choices, planning steps, implementation practices, analysis, and presentation options.

The National Community Action Partnership has an <u>Assessment Tool</u> designed specifically for the community needs assessment process. Here you can select from a variety of county-specific data sets.

Examples of Community Needs Assessments and project timelines from agencies within the California CSBG Providers network can be found on the <u>Local Agencies Portal</u> under the CSBG – Resources tab. If you do not have an account or have not received CSD login credentials, please email CSD at <u>ExternalAccess@csd.ca.gov</u>.

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

Sample Data Sets					
U.S. Census Bureau Poverty Data	U.S. Bureau of Labor Statistics Economic Data		U.S. Department of Housing and Urban Development <u>Housing Data & Report</u>		opment
HUD Exchange PIT and HIC Data Since	e 2007	National Low-Income Housing Coalition National Center for Edu Housing Needs by State IPEDS			
Massachusetts Institute of Technology University of Wisconsin Living Wage Calculator Robert Wood Johnson Foundation County Health Rankings			nson Foundation		
California Department of Education School Data via DataQuest UI Data by		Development tment	lopment t Various Data Sets		
California Department of Finance Demographics	Atto	CaliforniaCaliforniaorney GeneralGovernor's OOpen JusticeCovid-19 Da		Office	California Health and Human Services Data Portal
CSD Census Tableau Data by County				Popula	ation Reference Bureau <u>KidsData</u>

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Community Needs Assessment Narrative

CSBG Act Sections 676(b)(3)(C), 676(b)(9) Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4

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

The Community Assessment process involves a highly collaborative assimilation of input from and engagement with numerous sources, stakeholders, community members and County staff. CSB Senior Management works with program managers and active parents to revise or refine the process, develop and implement surveys to identify emerging needs and issues, and compile and maintain demographic and referral information about CSB enrollment. The Policy Council participates in the assessment process throughout the year providing input through regular meetings, reviewing planning data in the context of shared governance and engaging in many other outreach and dialog opportunities. Each spring, the Policy Council receives a full presentation of the Community Assessment and exercises its mandate to evaluate, discuss and pose questions about its findings. Then in June, the Policy Council approves the current Community Assessment. A wide variety of data techniques and sources are used to conduct the Community Assessment. Federal and state agencies, such as the U.S. Census and the Departments of Finance, Education, and Employment Development, provide reliable and regularly updated estimates of residents and conditions that may be compared over time. Internal data sources include parent and family partnership data, parent planning sessions and self-assessment surveys. Program Information Reports (PIR) and data compiled by program managers throughout the year provide a profile of the demographics and needs of Head Start families and children. Local committees, commissions and community-based entities that serve low income and at-risk children and families, such as First 5 Contra Costa, the United Way, CalWORKs, the County Health Department, Contra Costa County Local Planning Council for Child Care, and the County Office of Education, also maintain on-theground utilization data. Community Care Licensing reports provides information about the demand for and utilization of childcare, as well as the number and location of licensed providers and childcare slots available. In collaboration with McKinney-Vento Local Education Agency Liaisons, the assessment process also helps identify the number and location of age-eligible children experiencing homelessness. Finally, and perhaps most importantly, The Economic Opportunity Council conducts four hearings throughout the community to hear directly from the low-income

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community.

Through this compilation of community knowledge, the assessment process helps identify and communicate the emerging needs and interests of community members. It helps determine the population of eligible children and where their families live, and it describes eligible children and families by age, race and ethnicity, primary language, income, family size, social service needs, educational attainment, employment status, work and job training needs, health factors, nutritional needs, special educational needs, foster care status and housing needs. The assessment process also helps program planners recognize and integrate other community strengths and resources.

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

CSB is funded to serve the entire county of Contra Costa. The greatest need is in East County (Bay Point, Pittsburg, and Antioch), followed by West County (Rodeo, San Pablo, North Richmond and Richmond), and then Central County (Concord). South Contra Costa County presents the area of least need, with only small pockets of poverty existing in the city of San Ramon.

3. Indicate from which sources your agency collected and analyzed quantitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Federal Government/National Data Sets

○ Census Bureau

○ Bureau of Labor Statistics

○ Department of Housing & Urban
Development

○ Department of Health & Human
Services

○ National Low-Income Housing Coalition
○ National Center for Education Statistics

○ Academic data resources
○ Other online data resources

Local Data Sets

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

California State Data Sets

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

Surveys

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

Agency Data Sets

 \boxtimes Client demographics \boxtimes Service data ⊠CSBG Annual Report ⊠Client satisfaction data Other

4. If you selected "Other" in any of the data sets in Question 3, list the additional sources.

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

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Surveys	Focus Groups
⊠Clients	⊠Local leaders
oxtimesPartners and other service providers	\boxtimes Elected officials
⊠General public	⊠Partner organizations' leadership
⊠Staff	⊠Board members
⊠Board members	\boxtimes New and potential partners
⊠Private sector	⊠Clients
\boxtimes Public sector	⊠Staff
\boxtimes Educational institutions	
	⊠Community Forums
Interviews	
⊠Local leaders	□Asset Mapping
⊠ Elected officials	
oxtimesPartner organizations' leadership	□ Other
⊠Board members	
oxtimesNew and potential partners	
⊠Clients	

7. Describe your agency's analysis of the quantitative and qualitative data collected from lowincome individuals and families. (Organizational Standards 1.1, 1.2, 3.3)

CSB contracts with a demographer every year to do a complete Community Assessment for Contra Costa County, focusing on the low-income community and factors contributing to poverty, which includes an executive summary and a key findings report. Such information includes but is not limited to housing data, crime rates, unemployment rates, health disparities, educational data, free and reduced school lunch data, poverty rates, child abuse and neglect information, and demographic data for all of the communities we serve. The demographer and a program analyst employed by CSB conducts listening sessions (also called hearings) to get the perspectives of the low-income communities in each part of our county: central, east, and west. This information is published and shared with the agency staff via a series of meetings that start with the Senior Management Team, the Economic Opportunity Council administering the CSBG funds, and the Head Start Policy Council. Then all staff receive the presentation at agency-wide meetings called All-Cluster Meetings. Then, key management staff convene a series of meeting to analyze the data and use it to determine the agencies goals and objectives each year, and the Community Action program priorities every two years.

- Summarize the data gathered from each sector of the community listed below and detail how your agency used the information to assess needs and resources in your agency's service area(s). Your agency must demonstrate that each sector was included in the needs assessment; A response for each sector is required. (CSBG Act Sections 676(b)(3)(C), 676(b)(9), Organizational Standard 2.2)
 - A. Community-based organizations

B. Faith-based organizations

CSB is fortunate to collaborate with the Interfaith Council of Contra Costa, which is an interfaith community, people from a diversity of religions, spiritual expressions and indigenous traditions, gathering to manifest our unity as we promote the spirit of community and service through caring,

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diversity and compassion to our Contra Costa Community. They have been active in combatting racism in communities of color, with a renewed fervor since the murder of George Floyd. The have also been working on mental health supports for those suffering the effects of isolation due to the pandemic, as well as housing and food resources. Our contractual relationship with St. Vincent de Paul provides us with an excellent opportunity to connect with their work, inspired by Gospel values, in providing safety net services to the poorest members of our communities.

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)

9. "Causes of poverty" are the negative factors that create or foster barriers to self-sufficiency and/or reduce access to resources in communities in which low-income individuals live. After review and analysis of the data, describe the causes of poverty in your agency's service area(s). (Organizational Standard 3.4)

To be determined at EOC Meeting on June 8, 2023....

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

To be determined at EOC Meeting on June 8, 2023...

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

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CSB conducts a client satisfaction survey every spring and reports it the governing body as function of our regularly scheduled Board of Supervisors Presentations each month. In addition, the Economic Opportunity Council includes satisfaction queries in their public hearing process every two years, which is also reported up to the board as a function of the approval of this Community Action Plan. Finally, staff and Economic Opportunity Council representatives conduct site monitoring each year and collect satisfaction data as a function of the monitoring process, which is reported up to the Board of Supervisors. The EOC analyzes this data as it is reported to them and acts on it via this Community Action Plan and the subsequent services it funds in response to the priorities set forth.

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Community Needs Assessment Results

CSBG Act Section 676(b)(11) California Government Code Section 12747(a) State Plan 14.1a

Table 1: Needs Table

Complete the table below. Insert row(s) if additional space is needed.

Needs Identified	Level	Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
To be completed at EOC Meeting on June 8, 2023				

Needs Identified: List the needs identified in your most recent CNA.

Level: List the need level, i.e., community or family. <u>Community Level</u>: Does the issue impact the community, not just clients or potential clients of the agency? For example, a community level employment need is: There is a lack of good paying jobs in our community. <u>Family Level</u>: Does the need concern individuals/families who have identified things in their own life that are lacking? An example of a family level employment need would be: Individuals do not have good paying jobs.

Essential to Agency Mission: Indicate if the identified need aligns with your agency's mission.

Currently Addressing: Indicate if your agency is already addressing the identified need.

Agency Priority: Indicate if the identified need will be addressed either directly or indirectly.

Table 2: Priority Ranking Table To be completed at EOC meeting on June 8.

List all needs identified as an agency priority in Table 1. Insert row(s) if additional space is needed.

Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category	Why is the need a priority?
1.			
2.			
3.			
4.			
5.			

Agency Priorities: Rank your agency's planned programs, services and activities to address the needs identified in Table 1 as agency priorities.

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

Indicator/Service Category: List the indicator(s) (CNPI, FNPI) or service(s) (SRV) that will be reported in CSBG Annual Report.

Why is this need a priority: Provide a brief explanation about why this need has been identified as a priority. Connect the need with the data. (CSBG Act Section 676(b)(3)(A))
Part II: Community Action Plan

CSBG Act Section 676(b)(11) California Government Code Sections 12745(e), 12747(a) California Code of Regulations, Title 22, Division 11, Chapter 1, Sections 100651 and 100655

Vision and Mission Statement

1. Provide your agency's Vision Statement.

Contra Costa County will continue to be a thriving community where all individuals and families can be healthy, safe, secure and self-sufficient.

2. Provide your agency's Mission Statement.

The Economic Opportunity Council (EOC) Mission Statement: The Mission of the Economic Opportunity Council and the Community Action Agency of Contra Costa County is to arm the community with hope, knowledge, resources, and voice. Through our advocacy, inclusion and influence, we promote pathways out of poverty to unbar the doors to full participation and self-sufficiency.

Tripartite Board of Directors

CSBG Act Sections 676B(a) and (b); 676(b)(10) California Code of Regulations, Title 22, Division 11, Chapter 1, Section 100605

 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))

All interested parties must apply through the Office of the Clerk of the Board of Supervisors and the application is readily available on the county's website. The Clerk of the Board then sends interested applicants to staff. Staff scheduled interviews during a Business Meeting with the tripartite board, the Economic Opportunity Council, who then interviews the applicant to ensure they are appropriate to serve the interests of the low-income community. The process is a little different for individuals interested in the Low-Income seats. Representatives of low-income persons shall be chosen in accordance with democratic selection procedures adequate to assure that they represent the low income persons in the geographic service area. Representatives of low income persons may be selected either to represent a specific area, group, or neighborhood within the service area. Among the selection procedures which may be employed, either separately or in combination, are the following" (a) nominations and elections, whether within the neighborhoods, community or service area as a whole; (b) selection at a meeting or conference of low income persons such that the date, time, and place of such a meeting or conference have been adequately publicized; (c) selection of a small area basis (such as a neighborhood or town) of representatives who in turn select members for the Board; (d) the Board may recognize a group(s) or organizations(s) composed primarily of low income persons and representing the interest of the low income population, whose membership may select one or more representatives of the Board. Persons at or below 125% of the poverty line shall be permitted to vote in the selection processes. The Board may request a waiver for this 125% poverty line eligibility in order to establish residency or criteria as a basis for eligibility. The Board shall make the request for a waiver in writing to the Director of the Office of Community Services. Only those persons sixteen (16) years or older shall be eligible to vote. Each person voting shall be permitted to only one (1) vote.

Service Delivery System

CSBG Act Section 676(b)(3)(A) State Plan 14.3

Describe your agency's service delivery system. Include a description of your client intake process or system and specify whether services are delivered via direct services or subcontractors, or a combination of both. (CSBG Act Section 676(b)(3)(A), State Plan 14.3)
2.

Linkages and Funding Coordination

CSBG Act Sections 676(b)(1)(B) and (C); (3)(B), (C) and (D); 676(b)(4), (5), (6), and (9) California Government Code Sections 12747, 12760 Organizational Standards 2.1, 2.4 State Plan 9.3a, 9.3b, 9.4b, 9.6, 9.7, 14.1b, 14.1c, 14.3d, 14.4

- Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(3)(C); Organizational Standard 2.1; State Plan 14.1c, 9.6, 9.7)
- 2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (CSBG Act Section 676(b)(9), Organizational Standard 2.1; State Plan 14.1c, 9.6, 9.7)
- Describe how your agency ensures delivery of services to low-income individuals while avoiding duplication of services in the service area(s). (CSBG Act Section 676(b)(5), State Plan 9.3a, California Government Code 12760)
- 4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (California Government Code Section 12747)
- 5. Describe your agency's contingency plan for potential funding reductions. (California Government Code Section 12747)
- 6. Describe how your agency documents the number of volunteers and hours mobilized to support your activities. (Organizational Standard 2.4)

- Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)
- 8. Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after after-school childcare. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)
- 9. Describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5); State Plan 9.4b)
- 10. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan 14.4)
- 11. Describe how your agency coordinates with other antipoverty programs in your area, including the emergency energy crisis intervention programs under Title XXVI, relating to low-income home energy assistance (LIHEAP) that are conducted in the community. (CSBG Act Section 676(b)(6))

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

CSB is a dual agency, providing CSBG and LIHEAP.

- 13. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act Section 676(b)(3)(D), State Plan 14.3d)
- 14. Describe how your agency will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations. (CSBG Act Section 676(b)(3)(B), State Plan 9.3b)

This is where we can put the access and integration information....

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, Evaluation, and ROMA Application

CSBG Act Section 676(b)(12) Organizational Standards 4.2, 4.3

 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)
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)
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)

Response and Community Awareness

Diversity, Equity, and Inclusion

1. Does your agency have Diversity, Equity, and Inclusion (DEI) programs in place that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures, and sexual orientations?

 $\boxtimes \mathsf{Yes}$

□No

2. If yes, please describe.

Bureau Level: CSB launched a DEI Community of Practice (CoP) in 2020, in partnership with the Administration for Children and Families Office of Head Start. The purpose of this CoP is to engage in dialogue and deepen understandings around issues of equity to strengthen their capacity to embed equity into program policies and practices in order to create more equitable, inclusive, and culturally, and linguistically responsive environments for children and families.

Department Level: EHSD has an established DEI Core Team that strives to sustain a healthy work environment by accepting, welcoming, and embracing people of all diverse backgrounds. By driving the necessary work, our goal is to improve and secure fair treatment, access, opportunity, and advancement of all EHSD employees and to improve and secure fair treatments, access, opportunity, and support to our clients.

County Level: Contra Costa County has a Racial Equity Task Force that works to ensure that Racial equity and immigrant inclusion is prioritized in the policies and practices of Contra Costa County to ensure all people in the County are healthy, resilient and experience economic wellbeing. They are guided by a 2019-2024 Racial Equity Action Plan.

Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster? The term disaster is used in broad terms including, but not limited to, a natural disaster, pandemic, etc.

⊠Yes

□No

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

XX/xx/xxxx waiting for response from the Office of Emergency Services....

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

CSB has disaster preparedness supplies in all offices and facilities that will sustain occupants for up to 72 hours. In addition, should there be a need to relocate operations, there are locations throughout the county to house essential staff with the remaining staff equipped to work from home if necessary. Many lessons were learned during the onset of the COVID-19 Pandemic and CSB is proud to report that operations never ceased and clients continued to be served, albeit in creative new ways, such as conducting drive by contactless supply pick-ups.

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 selfsufficiency (particularly for families and individuals who are attempting to transition off a State program carried out underpart A of title IV of the Social Security Act);
- ii. to secure and retain meaningful employment;
- iii. to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
- iv. to make better use of available income;
- v. to obtain and maintain adequate housing and a suitable living environment;
- vi. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
- vii. to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots
- viii. partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to
 - I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for wide-spread replication; and
 - II. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Needs of Youth

676(b)(1)(B) The state will assure "that funds made available through grant or allotment will be used – (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

- I. programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- II. after-school childcare programs.

Coordination of Other Programs

676(b)(1)(C) The state will assure "that funds made available through grant or allotment will be used -(C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including state welfare reform efforts)

Eligible Entity Service Delivery System

676(b)(3)(A) Eligible entities will describe "the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;

Eligible Entity Linkages – Approach to Filling Service Gaps

676(b)(3)(B) Eligible entities will describe "how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations."

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

676(b)(3)(C) Eligible entities will describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources."

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

676(b)(3)(D) Eligible entities will describe "how the local entity will use the funds [made available under 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting."

Eligible Entity Emergency Food and Nutrition Services

676(b)(4) An assurance "that eligible entities in the state will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals."

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

676(b)(5) An assurance "that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act."

State Coordination/Linkages and Low-income Home Energy Assistance

676(b)(6) "[A]n assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community."

Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate System

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

Fiscal Controls, Audits, and Withholding

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

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

State Assurances and Certification

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

For CAA, MSFW, NAI, and LPA Agencies

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

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

☑ 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.

For MSFW Agencies Only

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

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.

Organizational Standards

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Category One: Consumer Input and Involvement

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

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

Standard 1.3 (Private) The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

Standard 1.3 (Public) The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.

Category Two: Community Engagement

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

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

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

Category Three: Community Assessment

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

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

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

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

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

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

Category Four: Organizational Leadership

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

1. The mission addresses poverty; and

2. The organization's programs and services are in alignment with the mission.

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

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

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

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

Appendices

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

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