CALIFORNIA
2020-2021
CSBG STATE PLAN
AND APPLICATION

Prepared for:
The United States Department of Health and Human Services
Administration for Children and Families
Office of Community Services

www.csd.ca.gov
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The mission of the Department of Community Services and Development (CSD) is to reduce poverty for all Californians. Through a statewide network of non-profit and public community-based organizations, CSD administers effective and innovative community services and energy programs that aim to help low income families, individuals, and communities throughout the state achieve self-sufficiency and economic security to attain a higher quality of life.

COMMUNITY SERVICES BLOCK GRANT

The Community Services Block Grant (CSBG) is funded under the U.S. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Community Services (OCS). In California, CSBG is "governed by the principle of community self-help, thereby promoting new economic opportunities for Californians living in poverty through well-planned, broadly-based and locally controlled programs of community action."1

CSD has been designated by the Governor of California as the lead department for purposes of carrying out California’s CSBG activities and ensuring program compliance, pursuant to the CSBG Act (42 U.S.C. § 9901 et. Seq) and California Government Code (§ 12725 et. Seq.) herein referred to as "the Act".

CSBG funding helps low-income Californians achieve economic security through a range of services that address housing, employment, education, income support and management, health and nutrition, emergency services, and more.

These locally determined efforts to alleviate the causes and conditions of poverty are administered by a statewide network of 60 public and non-profit agencies. As a condition of funding, each agency is required to submit a comprehensive local needs assessment as part of the biennial Community Action Plan (CAP).

NUMBERS AT A GLANCE2

Over 1 Million Services and Outcomes for Over 750,000 Californians

Vulnerable Populations Served

Include:

129,361 Seniors
63,973 People with disabilities
55,714 People who lacked health insurance
267,510 Children

1 California Government Code §12725 et seq
2 As reported in the 2018 CSBG Annual Report, data subject to final approval
CSD is pleased to submit the CSBG State Plan and Application for FFY 2020 (October 1, 2019 to September 30, 2020) and 2021 (October 1, 2020 to September 30, 2021) to the U.S. Department of Health and Human Services, ACF, OCS.

The CSBG State Plan contains several elements, including:

- Administrative, financial, programmatic assurances, and certifications signed by CSD Director Linné Stout, that designate the department to receive and administer the CSBG funds in California;
- A detailed narrative plan showcasing how CSD plans to carry out the federal assurances in FFY 2020 and 2021;
- Evidence that public and legislative hearing requirements have been met; and
- Results from the 2018 CSBG Annual Report that describe the activities, services, and outcomes conducted by California’s CSBG agencies during the 2018 program year.

CSD’s CSBG State Plan Goals and Objectives

1. Foster a culture of collaboration and innovation across state and local entities by focusing on a client centered, whole person approach to help address California’s cost crisis through targeted initiatives that may include but are not limited to: Continuum of Care services for homeless individuals and families, disaster preparedness and recovery assistance, nutritious food distribution, California Earned Income Tax Credit (CalEITC) awareness, and free tax preparation services.

2. Focus on actionable data to improve outcomes that support the reduction in poverty for vulnerable populations.

3. Establish and maintain new training and support programs to sustain excellence through a highly skilled workforce at the State and local level.
Services and strategies provided by California’s CSBG network of non-profit, local government, Migrant & Seasonal Farmworker (MSFW), and Native American Indian Tribal Agencies (NAI) have resulted in **1,066,335 services and outcomes** for participants and communities with low incomes during 2018.¹ In addition, CSBG Agencies prepared and distributed more than **28 million meals and food parcels** to families and individuals in need.

**SUPPORTIVE SERVICES AND OUTCOMES INCLUDE:**

### 50,651 - Employment Services
50,651 employment services which reduced or eliminated barriers to initial or continuous employment, and 17,965 Californians achieved outcomes such as acquired a job, increased their income, or achieved “living wage” employment and benefits.

### 129,779 - Education and Cognitive Development Initiatives and Support Services
129,779 education and cognitive development services, and 98,639 children, youth, and parents increased skills and knowledge to improve literacy and school readiness, and enriched their home environments.

### 75,820 - Income and Asset Building Services
75,820 income and asset building services, and 24,812 Californians increased their savings, purchased an asset, raised their credit scores, or improved their financial well-being.

### 184,797 - Housing Assistance Services
184,797 housing assistance services, and 70,369 low-income individuals received temporary shelter, affordable housing placement, eviction and foreclosure prevention, utility payment assistance, or home weatherization services.

### 25,850 - Civic Engagement and Community Involvement
25,850 civic engagement and community involvement opportunities, and 28,110 individuals increased their knowledge and leadership skills to improve conditions in their community and their social networks.

### 201,439 - Health and Social/Behavioral Development Services
#### 28,669,859 - Nutrition Services
201,439 health, social, and behavioral development services, and 28,669,859 nutrition services. 158,104 low-income individuals maintained independent living situations, improved their physical, mental, and behavioral health or received prepared meals and food parcels through various distribution facilities.

¹As reported in the 2018 CSBG Annual Report, data subject to final approval
Executive Summary

Distribution of CSBG Funds

CSD will distribute the CSBG grant award received for FFY 2020-2021 based on the following distribution formula:

- **CSBG Agency Network Funding:** 90%
- **Discretionary Funding:** 5%
- **State Use of Administration Funding:** 5%

As reported in the 2018 CSBG Annual Report, data subject to final approval.

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"Thank God for Amador-Tuolumne Community Action Agency. They have helped me so much. If it wasn't for ATCAA, I would literally be living in the streets right now."

-Helen Goldman, 83 year old widow and temporary resident of the Tuolumne County Shelter
Overview of Funding

CSBG funds are distributed to 50 states, U.S. territories, NAI tribes, and other organizations. There are currently 35 private non-profit and 25 local governmental organizations for a total of 60 agencies across California (referred to as “CSBG agencies”) receiving CSBG funds. In 2020 and 2021, California’s network of CSBG agencies will continue to develop and administer programs that assist low-income individuals and families to attain the skills, knowledge, and motivation necessary to achieve economic security and self-sufficiency.

CSBG Agency Network Funding: 90 Percent of Funds

At a minimum, 90 percent of California’s CSBG award will be distributed to the network of CSBG agencies that meet both Federal and State requirements [42 U.S.C. 9902(1)(a) and CA Gov. Code § 12730(g)]. The budgeted distribution of funds estimate is based on the 2019 CSBG allocation.

Of the 90 percent of funds, 76.1 percent is allocated to Community Action Agencies, 10 percent is allocated to Migrant and Seasonal Farmworkers Agencies, and 3.9 percent is allocated to Native American Indian Agencies.

Since the late 1980’s, CSD and the tribal and Indian community leaders throughout the State mutually agreed that reservations and Rancherias are considered “pockets of poverty,” and that a minimum funding level of $1,000 would be provided for any county, reservation or Rancheria that would otherwise receive less than this amount due to a small NAI population. American Indian Tribes and tribal organizations applying for and receiving funds directly from the U.S. Department of Health and Human Services will be ineligible for NAI funding from the State.

<table>
<thead>
<tr>
<th>CSBG Agency</th>
<th>Funding Amount</th>
<th>Type of CSBG Agency</th>
<th>Counties Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley Community Action Agency</td>
<td>$266,863</td>
<td>Public</td>
<td>Alameda</td>
</tr>
<tr>
<td>City of Oakland, Department of Human Services</td>
<td>$1,354,323</td>
<td>Public</td>
<td>Alameda</td>
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<tr>
<td>CSBG Agency</td>
<td>Funding Amount</td>
<td>Type of CSBG Agency</td>
<td>Counties Served</td>
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</tr>
<tr>
<td>Inyo Mono Advocates for Community Action, Inc.</td>
<td>$260,149</td>
<td>Nonprofit</td>
<td>Alpine, Mariposa, Tuolumne, Inyo Mono</td>
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<tr>
<td>Amador-Tuolumne Community Action Agency</td>
<td>$261,283</td>
<td>Public</td>
<td>Amador, Tuolumne</td>
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<tr>
<td>Community Action Agency of Butte County, Inc.</td>
<td>$361,292</td>
<td>Nonprofit</td>
<td>Butte</td>
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<td>Calaveras-Mariposa Community Action Agency</td>
<td>$260,612</td>
<td>Public</td>
<td>Calaveras, Mariposa</td>
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<td>Contra Costa County Employment &amp; Human Services Department / Community Services Bureau</td>
<td>$850,578</td>
<td>Public</td>
<td>Contra Costa</td>
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<td>Del Norte Senior Center, Inc.</td>
<td>$51,176</td>
<td>Nonprofit</td>
<td>Del Norte</td>
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<td>El Dorado County Health and Human Services Agency</td>
<td>$285,947</td>
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<td>El Dorado</td>
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<tr>
<td>Fresno County Economic Opportunities Commission</td>
<td>$1,854,644</td>
<td>Nonprofit</td>
<td>Fresno</td>
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<td>Glenn County Health and Human Services Agency</td>
<td>$262,075</td>
<td>Public</td>
<td>Glenn, Colusa, Trinity</td>
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<tr>
<td>Redwood Community Action Agency</td>
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<td>Nonprofit</td>
<td>Humboldt</td>
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<td>Campesinos Unidos, Inc.</td>
<td>$313,349</td>
<td>Nonprofit</td>
<td>Imperial</td>
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<td>Community Action Partnership of Kern</td>
<td>$1,489,531</td>
<td>Nonprofit</td>
<td>Kern</td>
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<td>Kings Community Action Organization, Inc.</td>
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<td>North Coast Opportunities, Inc.</td>
<td>$546,506</td>
<td>Nonprofit</td>
<td>Lake, Mendocino</td>
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<td>Plumas County Community Development</td>
<td>$260,279</td>
<td>Public</td>
<td>Lassen, Plumas, Sierra</td>
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<td>Foothill Unity Center, Inc.</td>
<td>$322,321</td>
<td>Nonprofit</td>
<td>Los Angeles</td>
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<tr>
<td>Long Beach Community Action Partnership</td>
<td>$787,087</td>
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<td>Los Angeles</td>
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<td>CSBG Agency</td>
<td>Funding Amount</td>
<td>Type of CSBG Agency</td>
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<tr>
<td>County of Los Angeles Department of Public Social Services</td>
<td>$6,072,078</td>
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<td>Los Angeles</td>
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<tr>
<td>City of Los Angeles, Housing and Community Investment Department</td>
<td>$6,576,134</td>
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<td>Los Angeles</td>
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<td>Community Action Partnership of Madera County, Inc.</td>
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<td>Merced County Community Action Agency</td>
<td>$499,402</td>
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<td>Modoc Siskiyou Community Action Agency</td>
<td>$262,075</td>
<td>Public</td>
<td>Modoc, Siskiyou</td>
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<tr>
<td>Monterey County Community Action Partnership</td>
<td>$500,384</td>
<td>Public</td>
<td>Monterey</td>
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<td>Community Action of Napa Valley</td>
<td>$286,986</td>
<td>Nonprofit</td>
<td>Napa</td>
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<td>Nevada County Department of Housing and Community Services</td>
<td>$271,287</td>
<td>Public</td>
<td>Nevada</td>
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<td>Community Action Partnership of Orange County</td>
<td>$2,733,254</td>
<td>Nonprofit</td>
<td>Orange</td>
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<td>Project GO, Inc.</td>
<td>$334,328</td>
<td>Nonprofit</td>
<td>Placer</td>
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<td>Community Action Partnership of Riverside County</td>
<td>$2,600,540</td>
<td>Public</td>
<td>Riverside</td>
</tr>
<tr>
<td>Sacramento Employment and Training Agency</td>
<td>$1,767,288</td>
<td>Public</td>
<td>Sacramento</td>
</tr>
<tr>
<td>San Benito County Health and Human Services Agency, Community Services and Workforce Development</td>
<td>$267,930</td>
<td>Public</td>
<td>San Benito</td>
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<tr>
<td>Community Action Partnership of San Bernardino County</td>
<td>$2,692,859</td>
<td>Nonprofit</td>
<td>San Bernardino</td>
</tr>
<tr>
<td>County of San Diego, Health and Human Services Agency, Community Action Partnership</td>
<td>$3,335,519</td>
<td>Public</td>
<td>San Diego</td>
</tr>
<tr>
<td>Urban Services, YMCA, San Francisco</td>
<td>$855,136</td>
<td>Nonprofit</td>
<td>San Francisco</td>
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<tr>
<td>CSBG Agency</td>
<td>Funding Amount</td>
<td>Type of CSBG Agency</td>
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<tr>
<td>San Joaquin County Department of Aging and Community Services</td>
<td>$975,038</td>
<td>Public</td>
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<td>Community Action Partnership of San Luis Obispo County, Inc.</td>
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<td>San Mateo County Human Services Agency</td>
<td>$453,450</td>
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<td>Community Action Commission of Santa Barbara County</td>
<td>$529,942</td>
<td>Nonprofit</td>
<td>Santa Barbara</td>
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<td>Sacred Heart Community Service</td>
<td>$1,415,828</td>
<td>Nonprofit</td>
<td>Santa Clara</td>
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<td>Community Action Board of Santa Cruz County, Inc.</td>
<td>$290,213</td>
<td>Nonprofit</td>
<td>Santa Cruz</td>
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<td>Shasta County Community Action Agency</td>
<td>$299,498</td>
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<td>Community Action Partnership of Solano, JPA</td>
<td>$384,710</td>
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<td>Community Action Partnership of Sonoma County</td>
<td>$448,690</td>
<td>Nonprofit</td>
<td>Sonoma</td>
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<td>Central Valley Opportunity Center, Incorporated</td>
<td>$1,339,880</td>
<td>Nonprofit MSFW</td>
<td>Mariposa, Tuolumne, Stanislaus, Madera, Merced</td>
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<td>Sutter County Community Action Agency</td>
<td>$269,159</td>
<td>Nonprofit</td>
<td>Sutter</td>
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<td>Tehama County Community Action Agency</td>
<td>$285,566</td>
<td>Public</td>
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<td>Community Services &amp; Employment Training, Inc.</td>
<td>$898,711</td>
<td>Nonprofit</td>
<td>Tulare</td>
</tr>
<tr>
<td>Community Action of Ventura County, Inc.</td>
<td>$682,002</td>
<td>Nonprofit</td>
<td>Ventura</td>
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<td>County of Yolo, Department of Employment and Social Services</td>
<td>$294,566</td>
<td>Public</td>
<td>Yolo</td>
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<td>Yuba County Community Services Commission</td>
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<td>California Human Development Corporation</td>
<td>$1,466,613</td>
<td>Nonprofit MSFW</td>
<td>Alpine, Amador, Butte,</td>
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<tr>
<td>CSBG Agency</td>
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<td>Counties Served</td>
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</tr>
<tr>
<td>Center for Employment Training</td>
<td>$1,976,739</td>
<td>Nonprofit MSFW</td>
<td>Alameda, Imperial, Inyo, Los Angeles, Mono, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Francisco, Santa Barbara, San Luis Obispo, San Mateo, Santa Clara,</td>
</tr>
<tr>
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</tr>
<tr>
<td>Proteus, Inc.</td>
<td>$2,359,335</td>
<td>Nonprofit MSFW</td>
<td>Fresno, Kern, Kings, Tulare</td>
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<tr>
<td>Karuk Tribe</td>
<td>$121,497</td>
<td>Nonprofit NAI</td>
<td>Siskiyou, Humboldt</td>
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<td>Northern California Indian Development Council, Inc.</td>
<td>$2,080,897</td>
<td>Nonprofit NAI</td>
<td>Statewide</td>
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<td>County of Los Angeles Workforce Development, Aging &amp; Community Services</td>
<td>$284,472</td>
<td>Public NAI</td>
<td>Los Angeles</td>
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<tr>
<td>Total</td>
<td>$57,389,212.00</td>
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</table>
Discretionary Funding: Five Percent of Funds

In accordance with Section 675C(b) of the Act [42 U.S.C. § 9907(b)], excluding administration, and in accordance with California Government Code § 12786, CSD will use five percent of its annual CSBG funding for discretionary purposes. If the CSBG allocation is reduced, CSD will backfill up to 3.5 percent using the discretionary dollars to keep CSBG agencies funded at the previous year’s allocation amount. If necessary, CSD will adjust its planned activities which may include reducing the amount allocated to disaster relief or innovative projects.

CSD will continue to seek input from the CSBG agency network regarding the use of discretionary funds. CSD may initiate a competitive grant process to make discretionary funds available to support targeted initiatives.

### Use of Remainder/Discretionary Funds – Per Year

[See 675C(b)(1) of the CSBG Act]

<table>
<thead>
<tr>
<th>Remainder/Discretionary Fund Uses</th>
<th>Planned %</th>
<th>Brief Description of Services and/or Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training and Technical Assistance (T&amp;TA) to CSBG Agency Network</td>
<td>20%</td>
<td>Annual support for Member Associations: California Community Action Partnership Association (CalCAPA), and La Cooperativa Campesina de California. Annual support for California Community Economic Development Association (CCEDA).</td>
</tr>
<tr>
<td>Innovative programs/activities by eligible entities or other neighborhood groups</td>
<td>52%</td>
<td>CSD may elect to distribute the discretionary funds equally or through a competitive process to CSBG agencies to enhance and/or expand new or existing programs or to increase agency capacity. Other options may include making funds available for specific targeted initiatives.</td>
</tr>
<tr>
<td>Remainder/Discretionary Fund Uses</td>
<td>Planned %</td>
<td>Brief Description of Services and/or Activities</td>
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<tr>
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<tr>
<td>Other activities</td>
<td>28%</td>
<td>Annual support for Limited Purpose Agencies (LPAs) as defined in subdivision (a) of Government Code § 12775 as community-based nonprofit organizations.</td>
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<tr>
<td></td>
<td></td>
<td>Annual support for SupplyBank.org to provide unmet material essentials for low-income individuals and families.</td>
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<tr>
<td></td>
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<td>Funds may be used for Administrative automation tools.</td>
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<td>In a State of Emergency, CSD may make available all or a portion of disaster funding to CSBG agencies in affected counties.</td>
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<td>Potential reductions to CSBG funding may also be backfilled with discretionary funds.</td>
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</tbody>
</table>

**Totals** 100%

Activities that are funded under the discretionary funds include:

**Annual Support for Member Associations**

**California Community Action Partnership Association**

CalCAPA is the recognized State member association and lead agency administering the ACF, Region IX Regional Performance & Innovation Consortia (RPIC). The RPIC serves as a comprehensive T&TA system to provide services to California’s agencies. CSD will partner with CalCAPA and RPIC to ensure that agencies in California meet operational and organizational needs. Through ongoing collaboration, CSD and CalCAPA will increase agencies’ capacity, and identify exemplary practices in the CSBG network.

**La Cooperativa Campesina de California**

La Cooperativa Campesina de California is the lead agency conducting training CSBG agencies specific to serving MSFWs. Discretionary funding allocated to La Cooperativa supports La Voz del Campo Bulletin and Radio Bilingue broadcasts to provide farmworkers and their families with information on farmworker issues, programs, and services. Discretionary funding also supports SupplyBank.org, an innovative, dignified approach to address unmet material needs of low-income families and individuals using a food bank distribution model. Through the partnership with La Cooperativa, CSD is able to identify the needs of MSFW and provide adequate services specific to the needs of the farmworker population.
**Annual Support for Training and Technical Assistance**

T&TA is provided to CSBG agencies in partnership with CalCAPA. Training needs are identified through on-site monitoring, desk reviews, review of Organizational Standards, and communication with the agencies.

CSD reviews training requests received on an ongoing basis. Depending upon the training need, CSD staff will either conduct the training or refer the agency to CalCAPA. CalCAPA delivers T&TA to agencies in a broad range of topical areas, including but not limited to; deficiencies arising out of monitoring, capacity building needs, board management, strategic planning, Results Oriented Management and Accountability (ROMA) and other elements.

In partnership with CalCAPA, CSD hosts quarterly CSBG Advisory Committee (CAC) meetings. The CAC meeting is an opportunity to update agencies on CSBG related topics and issues, and to share experiences and innovations.

CSD also partners with CCEDA, an organization that has expertise in community economic development. CCEDA provides T&TA to CSBG agencies to achieve results through a full range of economic and community development strategies.

**Competitive Grants**

CSD may administer a competitive grant process to make discretionary funds available to California’s network of CSBG agencies to support targeted community initiatives, to add a new component to an existing program in selected categories, or to identify other funding needs for agencies. Funds will not be awarded to entities who intend to appropriate additional funds to an existing program without the intent to expand services.

**Annual support for Limited Purpose Agencies**

LPAs may receive discretionary funds to provide services with specific focus on training, technical assistance, special support programs, or other activities servicing eligible beneficiaries. Of the 60 CSBG agencies, there are currently three LPAs: the Del Norte Senior Center (DNSC), the Community Design Center (CDC), and Rural Community Assistance Corporation (RCAC).

**Disaster Relief Funding**

If a State of Emergency is declared by the California Governor’s Office, or at the CSD Director’s discretion, CSD may make available all or a portion of the discretionary funding set-aside for disaster relief to CSBG agencies in the counties and areas affected. Typically, the amount reserved for disaster relief is $250,000 per year, subject to the availability of funds.
State Use of Administration Funding: Five Percent of funds

**State Staff Positions/Full-Time Equivalents**

CSBG funds 80.9 State staff positions in whole or in part (24.7 State full time equivalents) under this State Plan.

2020 Proposed Allocation: $3,188,289

### State Training and Technical Assistance

In addition to the T&TA provided by CalCAPA, CSD provides ongoing technical support to the network of CSBG agencies to improve fiscal and programmatic accountability and program administration. Categories of T&TA provided by CSD and CalCAPA are described below.

#### Training and Technical Assistance

<table>
<thead>
<tr>
<th>Training, Technical Assistance, or Both</th>
<th>Topic</th>
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<tbody>
<tr>
<td>Both</td>
<td>Fiscal</td>
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<td>Both</td>
<td>Governance/Tripartite Boards</td>
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<td>Technical Assistance</td>
<td>Organizational Standards – General</td>
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<td>Technical Assistance</td>
<td>Organizational Standards – for CSBG eligible entities with unmet Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs)</td>
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<td>Strategic Planning</td>
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<td>Community Economic Development</td>
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<tr>
<td>Both</td>
<td>New Executive Director &amp; Employee Onboarding</td>
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</table>
STATE COORDINATION AND RESPONSIBILITIES

To meet assurance 676(b)(5) of “the Act”, CSD recognizes the importance of developing strategic partnerships between the State of California and the network of CSBG agencies at the local level.

Communication

Communication Plan

CSD will use various methods of communication to keep the network of CSBG agencies, CalCAPA, and other State partners up-to-date and actively engaged. Formats used to inform the network include postings on CSD’s public and provider websites, public notices, blog posts, emails, phone calls, presentations during the quarterly CSBG Advisory Council (CSBG-AC) and CAC meetings, and webinars. These communication methods will be used to provide information regarding CSBG legislative and programmatic updates, funding opportunities, and feedback regarding performance, best practices, and service delivery.

Linkages at the State Level

To support State efforts to reduce poverty, CSD administers the Low-Income Home Energy Assistance Program (LIHEAP) and Weatherization Assistance Program (WAP) and participates in State interagency workgroups that focus on key anti-poverty initiatives.

Low-Income Home Energy Assistance Program and Weatherization Assistance Program

CSD leads and administers key energy efficiency and weatherization programs for low-income Californians. CSD provides administrative support for the LIHEAP and the WAP by serving as the lead State administrator for LIHEAP and WAP services and service areas. LIHEAP and WAP services include utility bill assistance, emergency assistance with home heating and cooling repairs, home energy shut-off emergency assistance, weather stripping, caulking, energy-efficient lighting, and thermostat repair/replacement. Approximately 50 percent of CSBG agencies manage both the LIHEAP and CSBG program.
State Interagency Team

CSD actively participates in the State Interagency Team (SIT). The SIT provides leadership and guidance to facilitate the implementation of programs benefitting children, youth, and families in California. The SIT brings together various agencies with aligned missions and goals to build a network of shared responsibility and accountability for improving the welfare of children, youth and families. The team ensures the planning, funding and policy are coordinated among State departments to maximize the impact. CSD will continue to engage and participate on the SIT to further develop and support existing programs.

CSD also participates in sub-workgroups of the SIT including the:

- Critical Incident Workgroup - Focused on preventing child fatalities and near fatalities that are the result of abuse and neglect by sharing strategies, information and data that impacts the common population of children and families;
- California Home Visiting Program - Focused on improving the quality, efficiency, and effectiveness of home visiting through interagency collaboration through improved service delivery and coordination;
- Workgroup to Eliminate Disparities & Disproportionality - Focused on developing recommendations for addressing disparity and disproportionality as it impacts service delivery to economically or racially disadvantaged individuals/communities; and
- Homelessness Matters Workgroup - Focused on promoting awareness about the plight of homeless students in California.

CSD also participates in the California Department of Social Services (CDSS) Food Access Nutrition Education and Outreach Participation Committee meetings comprised of Federal, State, County, non-profit, advocates, and others focused on providing and coordinating the Supplemental Nutrition Assistance Program (SNAP) and SNAP Education (SNAP-Ed) program for low-income Californians.

California Health in All Policies Task Force

CSD continues to participate in the California Health in All Policies (HiAP) Task Force, led by the California Department of Public Health. HiAP is a collaborative approach to integrate and articulate health considerations into policymaking across sectors to improve the health of all Californians. HiAP brings together State agencies, departments, and offices to make recommendations that focus on achieving health equity to increase the length of people’s lives and ensure that their lives are healthy and productive.
Government Alliance on Race and Equity

The Government Alliance on Race and Equity (GARE) is a national network of governments working to achieve racial equity and advance opportunities for all. In 2018, CSD employees joined together to represent the department in the GARE Capitol Cohort. As part of the inaugural call of 19 State departments, CSD staff participated in a year-long series of trainings with the goal of creating a Racial Equity Action Plan.

CSD plans to use the Racial Equity Action Plan to inform internal and external processes and practices as a department.

Linkages at the Local Level

To support local efforts to reduce poverty, CSD continues to lead the SIT Reducing Poverty Workgroup and the CSBG-AC to foster communication and collaboration between California State departments and local agencies.

State Interagency Team Reducing Poverty Workgroup

The Reducing Poverty Workgroup was formed as a subgroup of the SIT and is comprised of participants from State and Federal agencies, and local private non-profit organizations. The goal of the SIT Reducing Poverty Workgroup is to reduce poverty in California by increasing the number of Federal and State Earned Income Tax Credits (EITCs) claimed by eligible low-income populations and to increase awareness and outreach for the California EITC (CalEITC) program. CSD will continue to lead the workgroup and recruit new partners, agencies, and departments to participate.

California Earned Income Tax Credit

The EITC is widely recognized as one of the nation’s most powerful resources for lifting low-income people out of poverty. In 2015, California established the CalEITC, extending a new cashback credit to the poorest working families in the State. To further reach eligible Californians and ensure that they file their taxes and claim the EITC, the Franchise Tax Board (FTB) and CSD developed a strategic partnership to support education and outreach activities for the CalEITC. Through the efforts of the SIT Reducing Poverty Workgroup, FTB elected to partner with CSD to make grant funds available for community-based outreach efforts.

Since 2016, CSD has awarded and administered over $19 million in grant awards to nonprofit and local government agencies to increase CalEITC education and outreach. Grants awarded targeted counties across the State with the highest rate of potential tax filers. Grants were also awarded to address the needs of rural communities, and others statewide.

In 2018, the Budget Act appropriated $10 million to FTB to increase awareness of CalEITC and to provide free tax preparation assistance. Of the amount appropriated,
$5 million was designated for CalEITC education and outreach activities, and nearly $5 million was designated to support free tax preparation assistance. CSD collaborated with the FTB to award and administer the grant funds. Also, in 2018, the CalEITC eligibility guidelines were expanded to include tax filers between 18-25 and over 65 years old. The age expansion required the Reducing Poverty Workgroup to strategically develop outreach and education strategies to target newly eligible populations. For the 2018 tax year, 1,917,562 CalEITC tax credits were issued, totaling over $353 million with an average credit of $1841.

Now in 2019, California expanded CalEITC to further assist families facing the State’s cost crisis. The Fiscal Year (FY) 2019-2020 California State Budget Act more than doubles the investment in CalEITC to $1 billion, which will increase the number of participating households from two million to three million. The expansion of CalEITC, when combined with the Federal EITC, increases the potential value of tax credits available for low-income families to over $6,000. The Budget Act also expanded the credit to help low-income families with young children through a new $1,000 credit for families with children under the age of six, and increased income eligibility to $30,000 to include full-time workers making the 2022 minimum wage of $15 an hour.

The 2019-2020 Budget Act has once again appropriated $10 million to FTB to increase awareness of CalEITC and free tax preparation assistance for the 2019 tax season. CSD will continue to collaborate with FTB to make $5 million in grant funds available to community-based or non-profit organizations for CalEITC education and outreach activities, and $5 million to support organizations that provide free tax preparation assistance.

**CSBG Advisory Council**

CSD facilitates the CSBG-AC, formerly the CSBG Working Group (CWG), which is a group comprised of CalCAPA and select CSBG agencies. The CSBG-AC meets quarterly and provides the participants a forum to make recommendations to CSD regarding potential policy changes and engage in peer-to-peer networking with other agencies.

1 FTB CalEITC Total Statistics as of June 9, 2019.
CSBG AGENCIES’ PROGRAMMATIC ASSURANCES AND NARRATIVE

As the lead agency designated to administer CSBG in California, CSD provides the following narrative detailing how the State will meet each CSBG assurance as defined by section 676(b) of “the Act”:

Use of Funds Supporting Local Activities

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 title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

(ii) to secure and retain meaningful employment;

(iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;

(iv) to make better use of available income;

(v) to obtain and maintain adequate housing and a suitable living environment;

(vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
(vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots 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 widespread 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;

A minimum of 90 percent California CSBG funds are distributed to CSBG agencies to provide services at the local level. A community needs assessment is submitted by CSBG agencies on a biennial basis as part of the CAP, which will describe the most vital needs of the communities in which they serve. The CAP will also highlight community partner coordination efforts, the identification of roles within service areas, and how each agency will work with local stakeholders to meet the Federal assurances. This assessment provides descriptions of service delivery systems and programs to address community needs which may include: homeless services and transitional housing, disaster preparedness and recovery, nutritious food distribution, health education and access, behavioral health services, employment skills training and career development, financial literacy programs, free tax preparation assistance, language and educational supports, mentoring, parenting development, childcare services, and other activities.

CSD will evaluate the submitted responses and annual outcome projections to ensure programmatic activities are on target to achieve these assurances and that the coordination and established linkages between governmental and social services programs are effective in addressing the needs of low-income Californians. Examples of coordination and linkages include partnerships with local Workforce Investment Boards, Homeless Continuum of Care coalitions, disaster recovery resource centers, social service departments, centralized one-stop service centers, community health and childcare centers, faith-based organizations, educational institutions, and other community-based organizations that focus on the diverse needs of low-income families and individuals throughout the State.
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;

CSBG agencies meet the identified needs of youth in their communities as described in the CAP through several methods that include but are not limited to: homeless youth assistance, gang suppression and prevention, substance abuse and teen pregnancy prevention initiatives, behavioral health services for children and transition age youth, recreation and education focused programs, summer youth programs, youth civic engagement initiatives, life skills and financial literacy training, employment skills training, entrepreneurship programs, mentoring, tutoring, and free book distribution 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)

CSD requires CSBG agencies to describe the systems used to ensure coordination with other community partner programs in the CAP by identifying roles within service areas and highlighting how each entity will work with local stakeholders to certify compliance with this assurance.
State Use of Discretionary Funds

676(b)(2) The description of “how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle.

See section: “Discretionary Funding: 5% of Funds”.

Eligible Entity Service Delivery System

676(b)(3)(A) 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;

While CSBG agencies adopt service delivery systems that seek to maximize client access, avoid duplication of services, and provide a variety of needs, each agency operates according to their own diverse community conditions and priorities. Some agencies rely on providing services at a centralized location while others, particularly those in rural and remote regions of the State, provide mobile services or make use of satellite offices. Agencies may also rely on trusted community partners to subcontract services aligned with CSBG mission and goals.

Some services provided by CSBG agencies and/or partners include: housing and emergency services, employment services, food assistance programs, immigration services, tax preparation assistance, child development services, and utility assistance programs. Agencies and partners incorporate intake and eligibility processes to assess and track client demographic information. By implementing an intake process, CSBG agencies can assess priorities and develop strategies to reach low-income individuals and families. CSD requires CSBG agencies to certify compliance with this assurance in the CAP.

Eligible Entity Linkages – Approach to Filling Service Gaps

676(b)(3)(B) 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.”

CSBG agencies collaborate with trusted local community organizations, service providers, and public and private organizations to ensure effective delivery of services to low-income Californians. Agencies establish contractual relationships and informal
agreements with trusted subcontractors and community partners to enhance the services they provide.

Community needs assessment data is used by CSBG agencies to identify opportunities to resolve gaps in services, thereby enhancing current programs. Cross-referrals to clients is common practice, as agencies share information about respective services through participation in local area commissions.

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

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

The CAP requires descriptive language to identify how each CSBG agency will coordinate public and private resources to effectively mobilize and leverage CSBG funds. To maximize delivery of services, agencies coordinate with a network of public and private sector partners including, but not limited to: Workforce Investments Boards, Homeless Service Provider coalitions, disaster recovery resource centers, social service departments, centralized one-stop service centers, CalWORKs, CalFresh, transitional housing programs, healthcare providers, senior centers, community advisory boards, youth councils and emergency services providers. By establishing these partnerships, agencies can more effectively address the diverse needs of low-income individuals and families in California by using direct referrals, joint case management, shared use of space to deliver services, and subcontractor agreements.

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

676(b)(3)(D)  *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."*

**Note:** The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using State remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the State indicates funds allocated for these activities under item 7.9(f).

The network of agencies use CSBG funding to support innovative community-based initiatives that encourage parental responsibility including: fatherhood strengthening classes, parent and child joint counseling, co-parenting communication skills training,
programs to address health disparities, parental engagement groups, therapy, and other strategies to encourage active involvement in the lives of children to prevent child abandonment.

CSBG agencies also focus on programs that assist incarcerated or recently paroled men, providing job training and employment assistance to empower them to provide financial support for their children, and re-establish healthy connections to their families. Many agencies partner with Women and Infant Children, Child Support Services Department, CDSS, Head Start, First 5, and many other State programs to connect clients with additional resources and services.

**Eligible Entity Emergency Food and Nutrition Services**

676(b)(4) Describe how the State will assure “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.”

CSBG agencies work to offset conditions of starvation and malnutrition by providing emergency food assistance and nutritional services by allocating funds to community food banks. In addition, some CSBG agencies operate emergency food services in-house to address the food security of their clients, including: coordinating summer lunch programs, supporting clients with CalFresh applications, and providing emergency food vouchers or gift cards.

CSBG funding in conjunction with public and private resources is used by many agencies to operate nutrition-related programs that promote the availability of nutritious foods, including outreach programs (FreshText), food banks, and development of community gardens. CSBG agencies are required to describe emergency food and nutrition services in their CAP.

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

676(b)(5) Describe how the State will assure “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.”
CSD requires CSBG agencies to establish linkages between governmental and social services programs that are effective in addressing the needs of low-income Californians. Examples of coordination and linkages include: partnerships with local Workforce Investment Boards, CalWORKS, Welfare to Work programs, CalFresh, Veteran’s services, Association of Farmworker Opportunity Programs, social service departments, centralized service centers, community health and childcare centers, faith-based organizations, educational institutions, and other community-based organizations.

CSBG agencies and community partners coordinate diverse employment training programs that target low-income individuals including youth, migrant, seasonal, and displaced agriculture workers, and other low-income individuals. These programs include but are not limited to language courses, high school diploma or general education diploma completion, computer skills training, interview skills workshops, life skills and financial literacy training, and job placement programs that focus on preparing low-income individuals to enter or reenter the workforce.

State Coordination/Linkages and Low-income Home Energy Assistance

676(b)(6)  Provide “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.”

CSD ensures that antipoverty programs throughout the State effectively coordinate in each community, including coordination with the Federal LIHEAP. CSD administers the LIHEAP and the WAP, which provides weatherization services and energy crisis intervention for low-income Californians. CSBG agencies provide energy outreach, education, utility assistance, heating, ventilation, and air conditioning repair and replacement, energy-efficient appliance repair and replacement, California Alternative Rates for Energy application assistance and enrollment, and overall Energy Savings Assistance Program services.

Approximately 50 percent of the CSBG agencies administer both the CSBG and LIHEAP grants. The remaining CSBG agencies work in collaboration with the local LIHEAP provider and utilize the linkage to serve the low-income individuals and families in their community through direct referrals.

Federal Investigations

676(b)(7)  Provide “an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D.”

See section: “Audits”.
Funding Reduction or Termination

676(b)(8)  Provide “an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).”

CSD assures that “any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b).”

CSD requires each CSBG agency to describe contingency plans for potential funding reductions as part of the CAP. In the event that there is a reduction in the CSBG allocation, CSD will backfill up to 3.5 percent using the discretionary dollars to keep CSBG agencies funded at their previous year’s allocation amount. If necessary, CSD will make adjustments to its planned activities, which may include reducing the amount allocated to disaster or innovative projects.

Coordination with Faith-based Organizations, Charitable Groups, Community Organizations

676(b)(9)  Describe how the State will assure “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.”

CSD will assure that CSBG agencies coordinate programs and develop partnerships with local community organizations that serve low-income families and individuals including faith-based and charitable organizations through program performance monitoring, review of annual programmatic reports, and responses submitted in the CAP.
Eligible Entity Tripartite Board Representation

676(b)(10)  *Describe how “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.”*

CSD monitors each CSBG agency tripartite board through the analysis of the board roster, bylaws, and approved board meeting minutes. CSBG agencies are required to describe their procedures for ensuring low-income representation on their board as part of the CAP. CSD reviews the written procedures describing how each agency’s board will comply with the Federal assurance mandating tripartite board composition. CSD ensures that CSBG agencies institute a democratic selection process for low-income board members and requires CSBG agencies to describe the recruitment and selection process. Several agencies have implemented several outreach strategies to ensure the participation of low-income community residents, including public forums, social media, newspapers, and community canvassing.

Eligible Entity Community Action Plans and Community Needs Assessments

676(b)(11)  *Provide “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.”*

CSD requires each agency to submit a CAP in order to receive CSBG funding no later than June 30th on a biennial basis. The CAP includes a community needs assessment for their service area describing the immediate issues impacting the community. CSBG agencies provide a detailed description of the data collection methods used to inform the delivery of services. CSBG agencies use several methods to collect quantitative and qualitative data, including: community forums, public comments, online and in-person surveys, interviews, and surveying community partners. In addition, some CSBG agencies have developed surveys in multiple languages to reach specific populations. As a result, CSBG agencies have identified issues, such as: affordable housing, employment, public safety, childcare, and health access as main concerns impacting local communities. Based on the needs assessment, CSBG agencies develop strategic plans to provide support services according to local needs.
CSD reviews all needs assessments and CAP responses to ensure the conditions of poverty and barriers to economic security are appropriately captured for each agency’s service area. CSD Staff reviews the data to confirm that data is dependable and verifiable.

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

**676(b)(12)** Provide “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.”

The State of California and the network of CSBG agencies participate in ROMA. CSD assures agencies will meet the ROMA Cycle principles by assessing community needs through the completion of a comprehensive needs assessment, planning and implementing activities and services based on their needs assessment, collecting and tracking outcome data, and evaluating performance results.

Validation of the ROMA Cycle is completed by CSD through review and analysis of the community needs assessment as part of the biennial CAP, annual programmatic reporting, on-site monitoring visits, and organizational standards assessments. The data derived from the community needs assessment will inform the goal-setting process and assist in formulating programmatic activities. CSBG agencies will be required to provide data-driven examples of improvements made to service delivery and performance, as well as highlight how these improvements impact low-income individuals and families within their communities.

**Validation for CSBG Eligible Entity Programmatic Narrative Sections**

**676(b)(13)** Provide “information describing how the State will carry out the assurances described in this section.”

The State provides information on carrying out each of the assurances within this document and in corresponding items throughout the CSBG State Plan.
PROGRAM HIGHLIGHTS

Community Action Agency of Butte County, Inc.

(Camp Fire Disaster response efforts)

“The spirit of Community Action can be that needed inspiration when tragedy strikes and when it seems that no end is in sight.” – Tom Tenorio, CEO of the Community Action Agency of Butte County.

On November 8, 2018, the Camp Fire became the most destructive wildfire in California state history. Approximately 93 percent of the town of Paradise and much of the surrounding community was destroyed. Worst of all, 85 residents tragically lost their lives to the fire. While many staff members of the Community Action Agency of Butte County, Inc. (Butte County CAA), the local Community Services Block Grant Agency for Paradise, lost their homes in the Camp Fire, they still reported to work every day to help their community recover from the aftermath of the fire, a recovery effort that continues to this day.

Within hours of the fire, Butte County CAA leaped into action. In partnership with CSD, Butte County CAA used CSBG discretionary funding and LIHEAP emergency energy crisis intervention funds to help survivors of the fire with shelter, gift-cards to pay for critical expenses, and direct payment to lodging vendors for displaced families. Butte County CAA’s North State Food Bank also immediately provided nutritious food and supplies to evacuation centers and impromptu shelters that popped up due to the sheer magnitude of people fleeing the fire. After soliciting new and regular food donors for additional donations, an outpouring of support came quickly, and a new partnership was established with the Grassroots Alliance, a private non-profit experienced in providing support to communities met by disaster. This partnership brought generous corporate donations to help support the growing need for assistance.

Two weeks after the fire, Butte County CAA established a weekly Tailgate Food Giveaway, targeting locals affected by the fire. Within the first several months after the disaster, over 700,000 pounds of food were delivered to those in need.

CSBG funding uniquely equips CAA’s to quickly provide services tailored to the needs of their communities in the immediate wake of a disaster like the Camp Fire. Butte
County CAA now focuses on support and assistance for those impacted by the Camp Fire through comprehensive case management to help people to develop and execute a plan for the road ahead. With help from the local Butte County CAA team, the supportive staff at CSD, and an outpouring of community support, Butte County and the Town of Paradise continue to witness the true commitment of people living the Promise of Community Action.

**Community Action Partnership of San Luis Obispo County, Inc.**

*(40 Prado Homeless Services Center)*

The 40 Prado Homeless Services Center opened its doors in San Luis Obispo County on September 17, 2018 to provide a cost-effective and central location for homeless families and individuals as they embark on the path to self-sufficiency. In partnership with the compassionate community of San Luis Obispo County, the Community Action Partnership of San Luis Obispo County, Inc. (CAPSLO) spearheaded planning and construction to bring 40 Prado to life.

40 Prado is a 24-hour, year-round facility that provides personal care and shelter for 100 clients, including an average of ten children a night, and serves 84,000 meals per year. As part of the County’s Continuum of Care, CAPSLO and 40 Prado effectively assist the homeless by providing customized services that include: counseling, case management, on-site primary healthcare, veterans’ services, and much more. Built to improve the health and stability of its participants, 40 Prado aims to provide families and individuals with a means to an end.

To meet the needs of homeless individuals who come to 40 Prado with mental health issues, CAPSLO has begun collaborating with Transitions Mental Health Association (TMHA) on a program that provides mobile mental health services for clients classified as “Moderate to Severe.” TMHA’s Homeless Outreach Team works with 40 Prado staff to reach the most challenging of clients, utilizing mobile tele-psychiatry services to identify those who suffer from dual diagnoses, such as mental health illnesses in conjunction with substance abuse disorders, and prescribe necessary medications.

Since December 2018, 12 children and one pregnant mom have been served through the Early Head Start Program located at 40 Prado, and two children and their families have been provided regular opportunities to promote positive parent-child relationships.
and high-quality early learning experiences while staying at the center, through the Head Start Home Base Program. Out of this program, two families have been placed in housing to date.

Sacramento Employment and Training Agency

(Black Child Legacy Campaign)

In 2009, County Supervisor Phil Serna appointed a commission to analyze the disproportionate death rate among African American children in Sacramento County compared to other racial groups. The Steering Committee on Reduction of African American Child Deaths identified four factors, including: perinatal conditions, infant sleep-related deaths, child abuse or neglect, and/or third-party homicides. In addition, poverty, limited access to education, and stress also contribute to the high number of African American child deaths in Sacramento County. To address and improve the African American child death rate, the CSBG funded, the Sacramento Employment and Training Agency (SETA) joined a coalition along with the Sierra Health foundation, Mutual Assistance Network, Liberty Towers, Sacramento County Department of Human Assistance, the Greater Sacramento Urban League, and South Sacramento Christian Center.

The Black Child Legacy Campaign is community-driven movement that seeks a 20 percent reduction in deaths of African American children by 2020 in Sacramento County. In addition to serving on the Steering Committee, SETA serves as a first responder for seven neighborhoods in Sacramento County as part of Multi-Disciplinary Teams (MDT’s). MDT’s are designed to respond to the immediate needs of families in crisis, including facilitating communication between families and first responders and de-escalating potential violence. MDT’s provide culturally relevant resources that address the immediate needs of Sacramento communities. As trusted community partners, MDT’s connect families and individuals to a network of resources and programs that include: healthcare services, food and housing assistance, youth and teen programs, counseling, and parenting support groups.

SETA has four dedicated staff members who serve on MDT’s to offer resources and support in workforce development and other CSBG programs. Since the Black Child Legacy Campaign was initiated in Sacramento County, the child death rate has been reduced by 15 percent. The program’s success is the result of community action and the collaboration among several public and private agencies to the Black Child Legacy Campaign, including SETA.
Community Action Partnership of Kern

(CalEITC Education and Outreach)

The EITC is a widely recognized resource for lifting low-income individuals and families out of poverty. As trusted messengers, CSBG agencies serve as key community partners to support California EITC education and outreach efforts. In 2018, the Community Action Partnership of Kern (CAPK) was awarded a CalEITC Education and Outreach grant administered by CSD.

CAPK conducted strategic outreach in low-income Spanish speaking neighborhoods and communities to increase awareness of CalEITC. Efforts included high profile television and radio advertisements, as well as direct outreach. CAPK also developed a highly successful partnership with Community Service Employment Training (CSET), the CSBG agency in neighboring Tulare County. CSET fully integrated CalEITC education in their daily operations, including workshops with Health and Human Services Welfare to Work participants. CSET recruited and trained “Next Step” program participants (Welfare to Work) to volunteer for free tax preparation services. Volunteers gained valuable employment skills and experience that supported their transition to steady employment.

CAPK worked closely with CSD, CSET, and other local resources to reach more CalEITC eligible tax filers. The partnership between CSD, CAPK, and CSET effectively leveraged CalEITC outreach efforts and provided opportunities to “Next Step” participants with beneficial training and employment skills to enter the workforce.
STATE ACCOUNTABILITY REQUIREMENTS

Public Hearing

The combined public and legislative hearing was hosted jointly by the California State Senate and Assembly, Human Services Committees and other interested parties on August 27, 2019 at 2:00 p.m. at the State Capitol, Room 3191 in Sacramento, California.

Public Notice

Public notice was published for ten days prior to the public hearing for the 2020-2021 CSBG State Plan and Application using CSD’s Public Website: http://www.csd.ca.gov and social media channels to notify internal and external stakeholders, as well as the public. A notice was sent to all CSBG eligible entities through CSD’s Provider Website.

Public Inspection

Although not considered a State accountability requirement, the draft 2020-2021 CSBG State Plan and Application was published on CSD’s Public Website at http://www.csd.ca.gov on July 31, 2019. Additionally, CSD transmitted the State Plan to all CSBG eligible entities, the California State Senate and Assembly Human Services Committees and other interested parties. The public was given the opportunity to review and submit comments on the State Plan.

Written comments were accepted until 5:00 p.m. on August 27, 2019. Comments were submitted via email to CSBG.Div@csd.ca.gov or mailed to:

Department of Community Services and Development
Attention: Community Services Division
2389 Gateway Oaks Drive, #100
Sacramento, CA 95833
## Monitoring and Corrective Action

### Monitoring Schedule and Policies

<table>
<thead>
<tr>
<th>CSBG Agency</th>
<th>Monitoring Type</th>
<th>Review Type</th>
<th>Target Quarter</th>
<th>Description of “Other”</th>
</tr>
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<td>FY1 Q3</td>
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See Attachment 4: CSD California State Monitoring Procedures for California’s CSBG monitoring policy.

**Corrective Action/Termination**

42 U.S.C. §9915 of the Federal CSBG statutes specifies procedures for corrective action, termination, and reduction of funding in compliance with Federal law. The process includes:

1. Inform the eligible entity of the deficiency to be corrected;
2. Require the eligible entity to correct the deficiency;
3. Offer technical assistance to help correct the deficiency, if appropriate; and
4. Allow the eligible entity to develop and implement a quality improvement plan (QIP) to correct the deficiency.

CSD cooperates fully with investigations, audits, and program reviews conducted by the Federal government by providing access to State fiscal and programmatic records. Access to eligible entity fiscal and programmatic records is assured through contract requirements.

CSD will submit written documentation to OCS within 30 calendar days of the State approving a QIP. The documentation will describe the details of the QIP, and the corrective action and timeline of actions to be completed. CSD will provide applicable updates to OCS and notification of the resolution of the QIP and/or required subsequent action.

The State will assure, per Section 676(b)(8), that “any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below
the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b).”

**Policies on CSBG Agency Designation, De-designation, and Re-designation**

The State CSBG statute or regulations that provides for the designation of new eligible entities is addressed in California Government Codes §12750.1. and §12750.2 (Appendix -Attachment 5).

The State CSBG statute and/or regulations provide for de-designation of eligible entities. This subject is addressed in California Government Code §12781 and 22 CCR §100780 (Appendix - Attachment 6).

**Organizational Standards**

CSD conducts an annual assessment for each CSBG agency to determine if the organizational standards have been met. The assessment is conducted through a web-based system that includes required submission of all applicable documentation from each eligible entity. Upon completion of an in-house assessment and evaluation, CSD will analyze the information and validate that the required supporting documentation meets the standard. If it is determined that the standard is not met, a TAP will be initiated. Upon mutual agreement of the TAP, CSD will work with the CSBG agency to provide assistance to meet the standards. Upon final submission of the organizational standards, the agency will be notified of their final assessment score.

CSD will exempt the CDC and RCAC from meeting the Organizational Standards. Both entities are designated as LPAs that are funded from the CSBG discretionary funds and are not required to have a tripartite board. The Karuk Tribe of California will also be exempt from meeting the Organizational Standards. The Karuk Tribe of California is a NAI Tribe that is governed by a nine-member Tribal Council and is not required to administer the CSBG through a tripartite board.

During calendar year 2018, 71 percent of CSBG agencies met 100 percent of the State adopted Organizational Standards. The State expects 72 percent of eligible entities will meet all the State-adopted Organizational Standards in the next year.

**Fiscal Controls**

CSBG funded administrative and programmatic costs are tracked through the statewide financial reporting and accounting system, Financial Information System for California (FI$Cal). All Federal Trust Fund (FTF) activities are accounted by the State Controller’s Office (SCO).
FI$Cal allows CSD and eligible entities within the State who receive Federal funding to account at the appropriation and individual account levels to facilitate control and reconciliation with SCO accounts.

Audits

Single Audit Management Decisions

CSBG agencies are required to have a single agency-wide audit conducted in accordance with the Office of Management & Budget. The CSD Audit Services Unit (ASU) reviews the annual audits that are submitted by the agencies that receive funding through CSD.

CSD conforms with the single audit as dictated in 2CFR200.521. Further, CSD adheres to the requirements through its process with the SCO. The SCO has the responsibility for reviewing the audit reports for compliance with Title 2 CFR requirements (generally referred to as crosscutting issues). As the pass-through entity, the CSD ASU has the responsibility for verifying that Federal funds administered by CSD are expended in accordance with Federal regulations, statutory requirements, State law, and contract provisions. For agencies that the SCO does not have oversight responsibility, CSD reviews the independent auditors’ reports for compliance with Title 2 CFR as well as for financial compliance with the applicable regulations and laws.

Per Title 2CFR200.521, CSD ASU has six months from the date that the audit report is received to address and resolve any issues identified. Audit reports are received in accordance with 2CFR200.501. The Federal awarding agency or pass-through entity responsible for issuing a management decision must do so within six months of acceptance of the audit report.

When the audit is received, the auditor:

- Collects the closeouts for the contracts that are completed in the audit report. If a closeout report has not been received, the program analyst is contacted to determine the status of the closeout.
- Collects relevant materials from prior audit reports that contain contracts that are included in the current audit.
- Compares CSD financial records of disbursements to reported expenditures and total audited costs. (Supplemental schedules required in CSD contract language form the basis for CSD’s final reconciliation of completed contracts.)
- Identifies a finding for each discrepancy noted when discrepancies between audited costs and reported and costs are noted. Each finding indicates what action the agency needs to take to clear/resolve the finding. When it is warranted, CSD’s Financial Services Unit is notified to establish an account receivable.
- Issues a management decision addressing the findings identified during CSD’s review to the eligible entity in a transmittal letter.
Federal Investigations

676(b)(7) Provide “an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D.”

In accordance with Section 678D of the Act, as required by the assurance under Section 676(b)(7) of the Act, the State will “permit” and cooperate with Federal investigations undertaken.

Federal Certifications

As the lead agency designated to administer CSBG in California, CSD certifies that it will meet the following Federal certifications:

Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was
placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

**Statement for Loan Guarantees and Loan Insurance**

The undersigned States, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions. Submission of this statement is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

☒ By checking this box, the State CSBG authorized official is providing the certification set out above.

**Drug-Free Workplace Requirements**

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

**Certification Regarding Drug-Free Workplace Requirements**

(Instructions for Certification)

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the
Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

(1) For grantees, other than individuals, Alternate I applies.

(2) For grantees who are individuals, Alternate II applies.

(3) Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee’s drug-free workplace requirements.

(4) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

(5) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question.

(6) Definitions of terms in the Non-Procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees’ attention is called, in particular, to the following definitions from these rules:

**Controlled substance** means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

**Conviction** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

**Criminal drug statute** means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

**Employee** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the
grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee’s payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee’s payroll; or employees of sub recipients or subcontractors in covered workplaces).

**Certification Regarding Drug-Free Workplace Requirements**

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee’s policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

2389 Gateway Oaks Drive, #100
Sacramento, Sacramento County, California, 95833

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.
By checking this box, the State CSBG authorized official is providing the certification set out above.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

☒ By checking this box, the State CSBG authorized official is providing the certification set out above.

Environmental Tobacco Smoke

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children’s services and that all subgrantees shall certify accordingly.

☒ By checking this box, the State CSBG authorized official is providing the certification set out above.
Exhibit A: Gender Distribution of Participants Served in 2018

- Male Participants: 250,119 (33.22%)
- Female Participants: 338,619 (44.98%)
- Other: 261 (0.03%)
- Unknown/Not Reported: 163,838 (21.76%)

Exhibit B: Age of Participants Served in 2018

- Ages 0 to 5: 135,041 (17.9%)
- Ages 6 to 13: 81,826 (10.9%)
- Ages 14 to 17: 50,643 (6.7%)
- Ages 18 to 24: 51,786 (6.9%)
- Ages 24 to 44: 159,215 (21.1%)
- Ages 45 to 54: 47,866 (6.4%)
- Ages 55 to 59: 33,953 (4.5%)
- Ages 60 to 64: 28,672 (3.8%)
- Ages 65 to 74: 41,218 (5.5%)
- Ages 75+: 25,518 (3.4%)
- Unknown/Not Reported: 97,099 (12.9%)

*As reported in the 2018 CSBG Annual Report, data subject to final approval.
Exhibit C: Ethnicity of Participants Served in 2018

Exhibit D: Race of Participants Served in 2018

*As reported in the 2018 CSBG Annual Report, data subject to final approval.

The data reported in Exhibit C and Exhibit D align with data collection by the United States Census Bureau. Individuals are asked to provide answers to two separate questions that address ethnicity and race separately, regardless of their response to either question, as they are viewed by the Census as separate identity classifications. If ethnicity or race are unknown or not collected, those unduplicated counts are included in the unknown category.
Exhibit E: Family Type of Participants Served in 2018

*As reported in the 2018 CSBG Annual Report, data subject to final approval.
APPENDIX

Attachment 1: State’s Official CSBG Designation Letter
Attachment 2: Documentation of Legislative and Public Hearing
Attachment 3: Public Hearing Transcript
Attachment 4: CSD California State Monitoring Procedures
Attachment 5: California Government Codes §12750.1 and §12750.2
Attachment 6: California Government Code §12781 and 22 CCR §100780
Attachment 7: CSBG Program Notice (CPN-C-16-01) Eligibility for Households Receiving CalWORKs Benefits
Attachment 8: Glossary of Terms
May 22, 2019

Mr. Clarence H. Carter
Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
330 C Street, S.W.
Washington, D.C. 20201

Dear Mr. Carter:

Pursuant to 42 U.S.C. 9908(a) (1) and Title 45, Part 96.10(b) of the Code of Federal Regulations, I hereby delegate signature authority to Linné K. Stout, Director of the State of California’s Department of Community Services and Development, and her successor, for the purposes of submitting the application and certifying compliance with federal assurances relating to the Community Services Block Grant and Low-Income Home Energy Assistance Program.

Sincerely,

Gavin Newsom
Governor of California
Documentation of Legislative and Public Hearing

STATE OF CALIFORNIA
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
NOTICE OF PUBLIC HEARING
2020-21 COMMUNITY SERVICES BLOCK GRANT (CSBG)

The State Legislature will conduct a public hearing to receive comments on the 2020-21 State Plan and Application for the Community Services Block Grant (CSBG) Program. The hearing is scheduled for 2:00 p.m. on August 27, 2019, at the State Capitol, Sacramento, CA 95814.

Persons presenting oral testimony are requested to provide a written statement of their presentation at the conclusion of their testimony. If unable to attend, please send written comments to: Department of Community Services and Development, 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833, Attention: Justin Lytle or email: CSBG.Div@CSD.CA.GOV. Comments will be accepted until 5:00 p.m., August 27, 2019. The Department of Community Services and Development will review comments and may incorporate applicable changes to the final plan. A copy of the draft plan may be obtained on CSD’s website at www.csd.ca.gov or by calling (916) 576-7109.

*NOTICE*
Americans with Disabilities Act

Individuals who, because of a disability, need special assistance to attend or participate in this hearing may request assistance by calling the California State Senate Sergeant-at-Arms Office at (916) 651-4184. Requests should be made five workings days in advance whenever possible.
La Legislatura Estatal llevará a cabo una audiencia pública para recibir comentarios sobre el Plan Estatal 2020-21 y la Aplicación para la Subvención de Bloque para Desarrollo Comunitario (CSBG, por sus siglas en inglés). La audiencia está programada para la 2:00 p.m. del 27 de agosto de 2017, en el Capitolio del Estado, Sacramento, CA 95814.

Se solicita a las personas que presenten testimonio oral proporcionar un informe escrito de su presentación a la conclusión de su testimonio. Si no puede asistir, envíe los comentarios por escrito a: Departamento de Servicios comunitarios y Desarrollo, 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833, Atención: Justin Lytle o al correo electrónico: CSBGDIV@CSD.ca.gov. Los comentarios serán aceptados hasta las 5:00 p.m., del 27 de agosto de 2019. El Departamento de Servicios comunitarios y Desarrollo revisará los comentarios y podrá incorporar los cambios aplicables al plan final. Una copia del anteproyecto del plan puede obtenerse en el sitio web de CSD en https://csd.ca.gov/Pages/Public-Notices-Page-1.aspx o llamando al (916) 576-7109.

*AVISO*

Ley de Americanos con Discapacidades

Los individuos que, debido a una discapacidad, necesiten asistencia especial para asistir o participar en esta audiencia pueden solicitar asistencia llamando al Comité de Servicios Humanos de la Asamblea de California al 916-319-2089. Las solicitudes deben hacerse con cinco días hábiles de anticipación siempre que sea posible.
Public Notices

Notice of Public Hearing: Draft 2020-2021 CSBG State Plan & Application

The State Legislature will conduct a public hearing to receive comments on the 2020-2021 State Plan and Application for the Community Services Block Grant (CSBG). The hearing is scheduled for 2:00 p.m. on August 27, 2019 at the State Capitol, Room 3191, Sacramento, CA 95814.

- Public Hearing Notice (English)
- Public Hearing Notice (Spanish)
- Updated/ Draft 2020-2021 CSBG State Plan and Application

Proof of Facebook publication on August 13, 2019:
Proof of Twitter publication on August 13, 2019:

Coming Soon: 2020-2021 Community Services Block Grant (CSBG) Draft State Plan Hearing scheduled for August 27th. Details: csd.ca.gov/Pages/Public-N ...
August 27, 2019

The Honorable Toni G. Atkins  
Senate President pro Tempore  
State Capitol, Room 205  
Sacramento, CA 95814

The Honorable Anthony Rendon  
Speaker of the Assembly  
State Capitol, Room 219  
Sacramento, CA 95814

RE: 2020-21 Community Services Block Grant State Plan and Application

Dear President pro Tempore Atkins and Speaker Rendon:

On August 27, 2019, the Senate and Assembly Committees on Human Services held a joint oversight hearing on the California Department of Community Services and Development’s proposed Community Services Block Grant State Plan and Application for federal fiscal years 2020 and 2021. The hearing was held pursuant to federal law (Public Law 97-35, as amended) and state law [Government Code Sections 12736(a) and 12741(b)].

The committees received testimony from Jason Wimbley, Chief Deputy Director of the Department of Community Services and Development, providing an overview of the State Plan. In addition, the committees heard testimony from: Tony McAnelly, Executive Director of the California Community Action Partnership Association (CalCAPA); Brenda Callahan-Johnson, Executive Director of the Merced County Community Action Agency and Past President of the CalCAPA Board of Directors; Patricia Nickols-Butler, Chief Executive Officer (CEO) of Community Action Partnership of San Bernardino; Gregory Gehr, Executive Director of the Northern California Indian Development Council; Pritika Ram, MPA, Director of Administration for the Community Action Partnership of Kern; Robert Alcazar, CEO of Proteus; and, Thomas Tenorio, CEO of the Community Action Agency of Butte County. Time was also allotted for public comment.

A court reporter has supplied a transcript of the hearing that will be included in the final Plan, which will be submitted to the Secretary of the U.S. Department of Health and Human Services.

The Senate and Assembly Committees on Human Services hereby certify that the State Plan conforms to the requirements of State law.

Sincerely,

MELISSA HURTADO  
Chair, Senate Human Services Committee

ELOISE GOMEZ REYES  
Chair, Assembly Human Services Committee

cc: Linné Stout, Director, California Department of Community Services and Development

KC:tjz
STATE OF CALIFORNIA
DEPARTMENT OF RESOURCES
COMMUNITY SERVICES AND DEVELOPMENT

JOINT OVERSIGHT HEARING SENATE AND
ASSEMBLY HUMAN SERVICES COMMITTEES

PUBLIC HEARING

STATE CAPITOL
ROOM 3191
1315 10TH STREET
SACRAMENTO, CA 95814

WEDNESDAY, AUGUST 27, 2018
2:02 P.M.

Reported by:
Peter Petty

CALIFORNIA REPORTING, LLC
229 Napa Street, Rodeo, California 94572 (510) 224-4476
APPEARANCES

JOINT SENATE AND ASSEMBLY HUMAN SERVICES
COMMITTEES MEMBERS:

Senator Melissa Hurtado, Chair
Assemblymember Eloise Gomez Reyes, Cochair
Assemblymember Joaquin Arambula
Assemblymember Mike A. Gipson
Assemblymember Devon J. Mathis
Senator Jim Beall
Senator Richard Pan
Senator Scott D. Weiner

PRESENTERS:

Jason Wimbley, Chief Deputy Director, Department of Community Services and Development (CSD)
Tony McAnelly, Executive Director, California Community Action Partnership (CalCAPA)
Brenda Callahan-Johnson, Executive Director, Merced County Community Action Agency
Patricia Nikols-Butler, CEO, Community Action Partnership of San Bernardino County
Gregory Gehr, Executive Director, Northern California Indian Development Council
Thomas Tenorio, CEO, Community Action Agency of Butte County
Robert Alcazar, CEO, Proteus
Pritika Ram, MPA, Director of Administration, Community Action Partnership of Kern

PUBLIC COMMENT:

None
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COCHAIR HURTADO: Good afternoon, everyone. The Joint Oversight Hearing of the Senate and Assembly Human Services Committees will come to order.

I want to thank Assemblymember Reyes and the members of the Assembly Human Services Committee, the Senate Human Services Committee, as well as our panelists for joining us today.

This hearing focuses the federal Community Services Block Grant and how it is administered in California. As such, it serves two purposes. One, it meets federal requirement that the state’s lead agency over CSBG which is a Department of Community Services and Development hold a public hearing on its draft state plan for CSBG; and two, it also meets the requirement that the state hold a legislative hearing on CSBG every three years.

CSBG is a federally funded locally driven antipoverty program that has roots dating back to the war on poverty of the 1960s. In recent years, California has received about $63 million in federal funds under the CSBG program. These funds are used to provide services that are developed and offered in direct response to community need. Local entities, while required to meet program and fiscal standards, are given the flexibility to determine the type
of services that are most needed within their own communities. CSBG funds, an array of services ranging from meeting the basic human need for food to more complex needs like exiting from or avoiding homelessness.

Additionally, the flexibility of CSBG allows eligible entities to be nimble during a crisis. For example, CSBG funds were used to respond in real time to the natural disasters that recently hit California during which CSBG funds were used to provide food, shelter, and other basic necessities. While many Californians are enjoying the benefits of a thriving economy, poverty persists for many others. Sadly, California is one of three states tied for highest poverty rate in the country. We share that ranking with Florida and Louisiana.

According to some estimates, almost 2 million people in California live in deep poverty, 5 million live at the poverty line, and 7.2 million are living near poverty. This means 14.1 million, or 36.4 percent, of Californians are living at or near the poverty line. Additionally, with about 130,000 people experiencing homelessness, California had the largest homeless population in the country in 2018.

These numbers are troubling. And I’m especially concerned with the impact of deep poverty on our children and our older adults. Thus, I look forward to hearing more
about how local Community Action Agencies are responsive to community need and how the Department works to support those efforts while also overseeing proper administration of precious federal dollars.

In particular, I am interested in hearing more about how Community Action Agencies are responding to the housing crisis, natural disasters, the need to migrant farmworkers and members of the 109 Indian tribes throughout the state.

Additionally, I’d like to hear how changes in thorough policies regarding public charge are impacting low-income communities.

I’d like to invite my colleagues and Assemblymember Reyes to offer her remarks and then we’ll go ahead and open it up to other members of this committee.

COCHAIR REYES: Thank you very much, Senator Hurtado.

California’s poverty rate is of great concern to the entire legislature. The fact that we have a thriving economy and that we’re tied, as Senator Hurtado mentioned, for the highest poverty rate in the country is completely unacceptable. California faces a number of complex factors that contribute to poverty in the state including lack of affordable housing, high rates of homelessness, and hunger among some of our most vulnerable populations.
My colleagues and I have introduced a number of bills aimed at addressing and alleviating the conditions of poverty, especially among children and seniors, but there’s always more that can be done and that’s why I’m looking forward to hearing from today’s panelists, most especially those from San Bernardino.

The Community Services Block Grant is a versatile source of federal funding that provides a direct and immediate relief for individuals living in poverty. I’m interested to learn how your organizations have used these funds to respond to the unique needs of our communities. Specifically, I’d like to hear how CSBG funds have been used to respond to natural disasters. I know we’re going to hear from Butte County, such as wildfires and earthquakes. How CSBG funds facilitate greater access to food among vulnerable populations, we’ll be hearing from San Bernardino. And whether CSBG funds have been used to prepare communities for the upcoming census, something that is very important to us here in the legislature.

And also, how CSBG funds can be used to meet needs that are otherwise unmet by other antipoverty programs such as CalWORKS and CalFresh.

Again, I want to thank you all for your participation today. I’m looking forward to a robust discussion about the important work accomplished using the
Community Services Block Grant and how the legislature can support the incredible work you all are doing in our communities.

Thank you.

CHAIR HURTADO: Do we have any other members of the committee who would like to do introduction? Go ahead.

ASSEMBLYMEMBER GIPSON: Let me say thank you very much, Senator Hurtado, and also Member Reyes and my colleagues.

I am one, excited about this hearing; two, when I was the Los Angeles County Community Action Board Chair for CDBG for maybe nine years in Los Angeles County, we had a very robust budget of $10 million for five supervisorial districts in the County of Los Angeles and know quite well what those funds were geared to and how it really changed and helped change the trajectory of people in the grassroots level.

Now being in this position, you know, looking at and being part of this committee, Community Service Block Grants funds for the state, I’m particularly interesting to see what we can do better because there are, you know, there are still people no matter how much money we’re getting that I know that the federal budgets are continuing to dwindle. The numbers are never the same as it used to be. Looking how we can one, step up to the plate to try to
help the most vulnerable people amongst us in California.

So I’m looking very forward to the robust conversation moving forward. And thank you very much, Senator, for your leadership as you provide and preside over this joint hearing.

Thank you.

CHAIR HURTADO: Thank you so much. At this time, I’ll go ahead invite the first panel up. We have Linne Stout.

I apologize. So Jason Wimbley and Tony McAnelly, Brenda Callahan-Johnson. And that’s it.

So we will have the panelists present the prepared remarks and then open it up for questions for members of the committees.

Welcome, and thank you for participating in this hearing. Please state your name and your organization. And please feel free to begin your testimony when you are ready.

MR. WIMBLEY: Is it on now? Okay.

Jason Wimbley, chief deputy director with the Department Community Services and Development.

Good afternoon, Senator Hurtado, Assemblymember Reyes, and members of the Senate in the Assembly Human Services Committees. Thank you for this opportunity to provide an overview of the Community Services Block Grant
state plan and to share our efforts to maximize federal resources to reduce poverty for all Californians.

As I mentioned, I’m Jason Wimbley, chief deputy director of CSD, I’m here on behalf of Director Stout who came down with an illness last night and apologizes for not being able to make today’s hearing.

CSD’s mission is to reduce poverty by leading a development and coordination of effective and innovative programs for low-income communities. The Department administers funding that help low-income Californians achieve and maintain economic security, meet their home energy needs, and reduce a utility cost through energy efficiency upgrades and clean access to renewable energy. These programs include, among others, the federal low-income home energy assistance program and the state’s CAP and trade funded low-income weatherization program which serves multifamily affordable housing and farmworker households.

As the state department designated to administer the CSBG, we work with nonprofit and local community -- or local government agencies throughout the state. These include Community Action Agencies, migrant and seasonal farmworker agencies, and Native American Indian organizations.

This funding source is flexible in that it can be
spent on a variety of services and support specific to the needs of the low-income communities. And a unique requirement is that organizations are required to have tripart governing boards comprised of low-income community members in addition to private sector and public officials or their designees.

In order to receive the funding, each local agency must develop and submit a needs assessment and formed by surveys, public forms, and a direct involvement for low-income residents in the planning and implementation of programs and services to be delivered in that community.

The needs assessments are conducted every two years and submitted to the Department as part of each agency’s local Community Action Plan. The plan addresses the immediate issues impacting the health and well-being of Californians, communities, and provide quantitative and qualitative data that inform the source-related strategies of each agency.

In addition, the local plans contribute to the overall state plan in addressing federally mandated program assurances that the state must adhere to by showing how the use of funds improve the lives of Californians most vulnerable.

The goals and objectives in the state plan include fostering a culture of collaboration and innovation across
the state and local entities by focusing on a client-centered whole person approach to help address California’s cost crisis through several targeted initiatives include continuum of care services for homeless, individuals, and families, disaster -- sorry, disaster preparedness and recovery assistance, nutritious food distribution, and California Income Tax credit awareness and free tax preparation services.

In addition, focusing on actionable data to improve outcomes as support the reduction in poverty for vulnerable populations and establishing and maintaining new training and support programs to sustain excellence through a highly skilled workforce at the state and local level.

We’re fortunate to have local agencies here today to tell you about the programs they administer and the successes they’ve had as they work to build a California for all. I’ve had the opportunity to visit many local agencies and have witnessed firsthand the impact through innovative community and neighborhood-base initiatives have made for Californians in need. I know that you’ll enjoy hearing directly from them as well.

Now I’d like to briefly highlight some of the key information about the Community Services Block Grant. This year, California received over 63 million CSBG funding. These funds are distributed in accordance to state and
federal law and allocations are determined based on the number of low income living within each county in the state. Ninety percent of the funds go directly to local agencies.

Included in state plan is data that provides a glimpse of the great work the local agencies do every day to support low-income Californians on the road to economic stability. On an annual basis, the Department reports outcome statistics to the federal government. In 2018, California, through our network of local agencies, reported over 1 million supportive services and outcomes for low-income participants in California. This includes serving 260,000 -- 267,000 children, 179,000 seniors, 63,000 people with disabilities, and 55,000 people with lack -- who lacked health insurance.

These services and outcomes include housing assistance services where 70,000 low-income individuals receive temporary shelter, affordable housing placement, eviction and foreclosure prevention, utility payment assistance, or home weatherization services. Employment services which reduce or eliminate the barriers to initial or continuous employment, and almost 18,000 Californians achieve outcomes such as acquired a job, increase their earning, or achieve living wage employment and benefits.

Education and cognitive development skill services
where 98,000 children, youth, and parents, increase skills and knowledge to improve literacy and school readiness, and enrich their home environments. In addition, 28 million meals and food parcels were distributed to families and individuals in need during 2018.

Of the remaining 10 percent of the CSBG funding, 5 percent is discretionary which includes funding for disaster relief efforts, training and technical assistance in collaboration with the California Community Action Partnership, and other innovative or targeted initiatives. The remaining 5 percent is used by the state for administration and oversight and to further develop productive state and local partnerships to address gaps in service as we move toward a client-centered whole person approach to our work.

CSD and CSBG agencies have taken a lead role in bringing their benefits of the earned income tax credits to low-income Californians while partnering with other public and private partners to increase awareness of the federal and state credit which are some of the most powerful tools for lifting low-income people out of poverty.

Since 2015, CSD has led a reducing poverty work group to coordinate public and private efforts to increase the amount of EITC claimed. Through these efforts, CSD has partnered with the franchise tax board toward $10 million
in grant funds to community-based education and outreach efforts to increase awareness of the CalEITC and support tax preparation assistance for low-income tax filers.

With Governor Newsom and the legislature’s significant expense of CalEITC this year, CSD and its partners are more committed than ever to ensuring that every Californian that earned this important resource can claim it. Productive partnerships at every level are critical to the success of CSBG and CSD is committed to lead by example in the effort to build a California for all. By working with our partners, we can assure that each Californian is served by CSBG is seen as a whole person and that well-rounded data-driven services meet their needs as they navigate a new path toward economic security.

CSD is committed to ensure that California continues to have a strong leadership and partnerships needed to weather any challenges that may lay ahead.

Thank you for this opportunity to present this CSGB state plan, we appreciate your ongoing support at the CSGB program. I’ll be happy to answer any questions that you have.

MR. MCANELLY: So I’m Tony McAnelly, I’m the executive director for the California Community Action Partnership Association, that’s a mouthful. We call that CalCAPA.
CHAIR HURTADO: So if his battery goes dead, he’s not off the hook.

MR. MCANELLY: There you go.

Madam Chairperson, members of the committee, thank you for having us here today, I appreciate the opportunity to speak to you on behalf of the community action network in the state of California.

The CalCAPA network consists of the 58 Community Action Agencies and other affiliated members that serve low-income families and individuals in all 58 counties across the state of California. In California, hundreds of thousands of people and their families each year obtain help from community action to provide basic needs for their families, obtain jobs, establish safe homes, and receive education so that they can exit poverty for good.

Community action is not just a safety net. It creates opportunity and builds healthy communities. It finds unmet needs and creates local solutions to local problems. Our network helps start small businesses, builds affordable housing, and trains skilled workers. Because we believe when people thrive, our communities thrive.

CalCAPA’s mission is to advance all of California’s ability to help economically disadvantaged people achieve self-sufficiency by generating quality training and technical assistance for our agencies, developing and
promoting a transformative public policy and practices, and building awareness and partnerships across our state for a more equitable economy.

One of the main focuses of CalCAPA is training and technical assistance for agencies. We refer to this as T&TA. Our T&TA (indiscernible) compliance with a Community Services Block Grant organizational standards for private, nonprofit, and public agencies that are approved for funding for CSGB. Our T&TA activities also satisfy additional ancillary needs of the same agencies and areas including general workforce development, manager and leadership development, team building, and custom trading programs as well.

Our T&TA is funded by a combination of grants, discretionary funding from CSD, and fee for service where the agencies pay some portion for the training that they receive. The bulk of the T&TA that CalCAPA performs supports the tripartite boards. This is a unique way of having your board leadership that involves those that are receiving the services and the decisions about how those services are providing their local community.

By training these tripartite boards, we are able to sound strategic planning and we expand the adoption of what’s called the ROMA model. And ROMA stands for results oriented management accountability. So our agencies are
looking to be sure they are making a difference with the programs.

CalCAPA has a number of trainers on staff, we contract with several training facilitators around the state to infuse additional expertise in specific areas. We host a minimum of two conferences each year to more deeply explore those just in time topics that affect the CSGB network, and those that are operating public and nonprofit agencies. With support from the Department of Community Services and Development, CalCAPA has launched a new program called the CalCAPA academy. We use an Internet-based learning management system that helps us to track the learning and the training for all of our agencies across the state and throughout our entire network.

CalCAPA academy houses e-learning courses and provides access to instructor-led courses all around the state on at an on-demand system. Because this CalCAPA academy is Internet-based and there are several other large state agencies across the United States that are also moving into this Internet-based training, we’re able to collaborate and to build our expertise with theirs.

Contact creators are able to design and share courses that are applicable to other networks. And as this library of learning assets grows, learners will be able to follow prescribed learning plans. This role-based
curriculum can be -- consist of tailored courses to support each of our agencies and meeting their mission. The membership in this academy is open to all of our member agencies and by request anybody that would like to participate.

On behalf of our network, I’d like to thank you for your previous support of the CSBG and urge you to continue to support the role of this important funding throughout the state of California.

Thank you very much. And I’d be happy to answer any questions that you might have.

MS. CALLAHAN-JOHNSON: Good afternoon, Senator Hurtado, Assemblymember Reyes, and honorable members of the committee.

My name is Brenda Callahan-Johnson, and I’m the director of the Merced County Community Action Agency, as well as the past president of CalCAPA through May of this year.

It is an honor to join you today and speak on behalf of Community Action Agencies throughout California. Although our names aren’t the same and some of us are private nonprofits while others are arms of local government, are mission is to positively impact poverty in our communities, easing the plight of the poor, and raising them out of the ranks of poverty. Because of the
partnership between the Department of Community Services and the 58 CSBG entities statewide, we have made long strides towards helping the most vulnerable in our communities live better lives and realize their dreams.

There are 58 CSBG entities in California representing every corner of this huge state. CSBG dollars are the funds that bind us, that guide us, and that give us the flexibility to respond to each community in a different way making our services more targeted and impactful to those that we serve. The fact that a huge majority of our agencies have been in their respective communities since 1965 points to our flexibility and ability to adapt to the ever changing faces of the poor in our state.

When I first started in community action in 1991, five months out of college, I taught a class on canning and preserving fruits and vegetables. We regularly distributed wood in the winter. Obviously times change, now fruit is cheaper to buy in the store and wood burning isn’t optimal for our air quality. Change doesn’t scare us, it excites us.

To give example to what we do across the state, Community Action Agencies are actively involved if not the leaders on the issues of homelessness, running homeless management information systems to track data on every homeless person receiving services in shelters, affordable
housing, and rental assistance programs.

The data we collect guides entire communities on projects and priorities when dealing with their homeless populations. CSBG dollars give us the flexibility to try new ideas and expand programs that are effective when compared to other funding sources that might limit our ability to be so flexible.

One example in my community is since building UC Merced, housing availability has plummeted to 1 percent. As you can imagine, housing the homeless is especially difficult in this environment when competition for housing is mainstream workers and students. With CSBG dollars, we have not only been able to add a position of a housing advocate to identify potential landlords but walk the customer through the housing process and act as a contact for the landlords who may be expiring problems with their tenants.

We have also been able to extend stays in navigation centers and shelters for people who are still waiting to be housed. State and federal programs have strict limits on how long individuals can stay in these programs which doesn’t always correlate with the need. CSBG addresses that need. This is just one example of the flexibility of CSBG but other agencies throughout the state could fill your days with similar stories of how
essential CSBG is in their community.

Most recently many of the Community Action Agencies and especially in the Central Valley of California which is sustained by ag workers have been able to use CSBG dollars to provide meeting locations, office equipment, marketing campaigns, and contact points for immigration and naturalization services, including DACA recertifications and funds for people to recertify. A service that was not needed in our community as early as three years ago. Change came quickly and we adapted.

CSBG-funded agencies served hundreds of thousands of low-income Californians and their families last year and inserted over $500 million in funding into California through partnerships with private funders, federal dollars, and leveraging of other CSBG resources. CSBG is the seed money that allows us to make $1 into $9 through collaboration, innovation, and a true belief that we can always do better for those in need. We strongly encourage your continued support of CSBG not only in the state but your community.

Thank you for your time and I’m here to answer any questions.

CHAIR HURTADO: Thank you for your testimony. And I will go ahead and open it up for questions from committee members and we’ll start with our cochair here.
COCHAIR REYES: One of the areas that I’ve seen through in every hearing that we have is that there are great programs but the outreach is the most important. CalEITC is a great example that we have the earned income tax credit, but if the community doesn’t know about it, then it doesn’t matter, the money is put into this fund.

What specific success stories do you have about community outreach for the programs that are funded through CSBG?

MR. WIMBLEY: Well I can offer the example of the California earned income tax credit outreach. So as I mentioned, since 2015, the Department has worked -- has formed a strategic partnership with the franchise tax board to promote greater awareness to the California and federal both the state and federal earned income tax credits and tax preparation services. And as a result of those efforts, we have seen an increase, realized an increase in the number of individuals that have claimed those credits that are eligible to do so.

And the organizations that we fund are community-based. They’re connected to the communities that they serve and provide effective outreach to. And that’s why I think we’ve seen the success and upturn of those that have been claiming that valuable resource.

COCHAIR REYES: I will tell you that in San
Bernardino that it has been successful. The outreach for
the CalEITC. I’ve seen them in the community, the
Franchise Tax Board came out at that time it was Fiona
Ma --

MR. WIMBLEY: Uh-huh.

COCHAIR REYES: -- came out with the big bus, had
the computers set up and did a lot of work there.

MR. WIMBLEY: That’s great.

COCHAIR REYES: The outreach for me is probably one
of the most important things, is making sure that we get
the services and the funds to the people who most need
them.

Thank you for responding.

CHAIR HURTADO: Senator Pan.

MR. PAN: Thank you. Thank you so very much and I
appreciate the presentation. I understand this is the
oversight hearing for the block --- block events state plan
which we do every two years, correct?

First -- and basically I had the form the
background information. So I was looking at first of all
people served. I did note that at least on the sheet I have
actually doesn’t break out Latino so I am trying to figure
out our -- who we’re serving in terms of our ethnic racial
disparities. I would point out, I mean we do have 19
percent other so it’s hard to figure out like who the other
is and people who didn’t report. As a member of the API
caucus, I would make note that Asians were only 5 percent,
although we’re 16 percent of the population. And I know we
have tremendous income disparities in the API population,
particularly in our Pacific Island communities but also
among our Asian communities.

So I guess one question is why are we serving so
few API?

MR. WIMBLEY: That’s a -- that’s a good question.
In terms of -- you know, that’s something I don’t
have an immediate answer for but --

MR. PAN: Okay.

MR. WIMBLEY: -- something I can research and --
MR. PAN: If someone could please --

MR. WIMBLEY: -- get back to you. Yes.

MR. PAN: -- get back to me on that.

So -- and also again, I make note that Latinos not
even on the list so I can’t figure out how we’re doing with
that as well.

So in terms of reporting, I think it would be good
for us to have the kind of data to let us know what we’re
doing and how we might want to redirect. I realize that
this may be, you know, self-reported data so it has its own
challenges.

MR. WIMBLEY: Right.
MR. PAN: People may not want to but still it would be good to have a breakdown of that.

The other question I had was, you know, you do list -- do a list of these activities as well, I -- you know, a list of so many thousand people get services delivered. And then -- so in terms of the evaluation, so for example, under “Income and Asset Building Services,” and again, you have several of them, you know, it’s listed 75,000 people services were delivered but only twenty-four or about 25,000 said they increased their savings. 185,000, approximately, received housing assistance services, but only 70,000, which is less than half received temporary shelter and so forth.

So I’m trying to get a better handle on the outcomes. I realize these are challenges problems, right?

MR. WIMBLEY: Right.

MR. PAN: So, I mean, I’m not trying to be critical in saying that well, gee, you helped less than half of them. I mean, there’re tremendous problems. But in terms of evaluation, I think it’d be helpful to have something that can better reflect both what’s being done and the reasons for the outcomes that were achieved. I mean, so I have a hard sense to get -- to feel whether is that good enough, not good enough, et cetera?

So is there someplace that there’s a report that
actually says well, this is what we’ve done and this is what the expected outcome was and we either hit the mark or we didn’t hit the mark on those things?

MR. WIMBLEY: So, this is a new reporting where we’re making those distinctions between serves and outcomes -- or outcomes and the number of folks served.

MR. PAN: Okay.

MR. WIMBLEY: And so what we can do is we can -- I can go after -- following the hearing, I can do some further research to see if we have any information that could explain.

MR. PAN: Okay. So what would be helpful is having a better description of your evaluation plan and what sort of reports we expect back so we know.

And I just should also just say, you know, I -- my background actually, I’m not only a pediatrician, I was actually was a professor in community development at UC Davis. Community building is something that I care a lot about. You talk to my staff, I mean, that’s what we did. So what -- those (indiscernible) what you do is right in line with that.

MR. WIMBLEY: Okay.

MR. PAN: So in that sense, you know, and I want you to continue doing it. Okay? But I’m also asking some of these questions because I want to feel a little bit of,
you know, we want to step it up here a little bit.

I realize that this is also a federal grant, you have federal constraints. I know that when you go to the budget subcommittee, you probably have to go through some of that as well. But I think that -- you know, I do think that, you know, your agency does and can make a big difference in people’s lives.

Oftentimes, for example, there’s a study looking at well, what happens when you have people in poverty? Because this is what this is about, right?

MR. WIMBLEY: Right.

MR. PAN: This goes all the way back to, you know, President Johnson. Actually slightly older than I am, this program, it started before I was born. But it really was about figuring out how do we build those -- that social (indiscernible) that linkages between people.

MR. WIMBLEY: Right.

MR. PAN: And the fact is is that people who are in poverty often have fewer connections.

MR. WIMBLEY: Right.

MR. PAN: And it’s one of the issues, it’s not -- obviously they also have fewer resources, right?

MR. WIMBLEY: Uh-huh, uh-huh.

MR. PAN: So they both have fewer resources and fewer connections. So even a, you know, so even if we give
people more resources, that in itself will be helpful but may not necessarily help them as much as we can also build those connections.

MR. WIMBLEY: Right.

MR. PAN: And that’s frankly what I think at least my reading is is what you are supposed to do, right?

MR. WIMBLEY: Correct.

MR. PAN: Let’s do that. So, you know, I want you to be very successful. And I really did want to, you know, I really appreciated your presentation. I’m also hoping that we can get a bit more information. I also know this is a two-year -- every two years.

MR. WIMBLEY: Uh-huh.

MR. PAN: So maybe my last question before I move on is is that since the last two years, the hearing two years ago, what have we leaved this two years that we’re going to be doing different for this next two years? So I’m not sure I quite -- I heard a lot of present -- talk about, you know, your presentation, I appreciate it about what you’ve been doing.

So I’d like to know is what is it that you’ve learned in the past two or more years that you’re doing to change what we’re going to do moving forward to make this program even better and more effective?

MR. WIMBLEY: Right. So one of the -- one of the
areas that we’re going to be looking at to improve is data
collection and definitely your comments are timely and we
can factor that in.

    We have been in conversation with the feds on this
issue of reporting as I mentioned earlier. We are
transitioning to a new metrics that we’re using to better
quantify the outcomes of the CSBG program. So that’s
definitely a focus.

    And then in terms of services as emphasized in the
state plan, this issue of housing, this housing crisis that
California is definitely experiencing is going to be
something that’s front and center for most of our community
organizations. And they have identified that as a pressing
issue and we’ll be mobilizing to address it in different
forms.

    MR. PAN: Okay. Thank you. I would just make
note, you know, certainly there’s federal requirements,
this is a federally-funded program, you need to meet those.
I also hope, though, as you’re looking at data collection
and so forth, thinking about in addition to what the
federal government want and I understand you don’t want to
spend all your money just on data collection.

    MR. WIMBLEY: Right.

    MR. PAN: But think about what are the kind of
things we need to know here in California, as well in
trying to construct your data collection and data reporting and evaluation plan.

MR. WIMBLEY: And do you want to add anything?

MR. MCANELLY: I just want to --

MR. PAN: Yes, please.

MR. MCANELLY: I want to talk (indiscernible) but I want to talk a little about data collection and outcomes.
You had mentioned the broad -- I don’t remember exactly what it was but the broad number was homelessness and housing assistance and then the outcome was those that achieve temporary shelter. Half. Well there’s another way to look at that which is sometimes, the best outcome under homeless and housing assistance is not to receive temporary shelter. Sometimes the best outcome is to stay in your home. And those numbers are not recorded. So the data collections that we have, it doesn’t always reflect all of the possible outcomes that could have under that broader heading that we have.

MR. PAN: So please help us help you by helping us better understand your outcomes. That’s why I say, I don’t know whether this is good, bad, or what.

MR. WIMBLEY: Right. Right.

MR. PAN: So having that context and explanation would be helpful -- very helpful. Thank you.

CHAIR HURTADO: Mr. Arambula.
MR. ARAMBULA: Thank you, Chair Hurtado.

And just to put some context on it, we’re holding this hearing because you have a mandate to have both the legislative hearing over your funding.

MR. WIMBLEY: Uh-huh.

MR. ARAMBULA: And as such, we need to make sure that our questions are being very directed and if we have an opportunity to ask you about our local programs. So while I can appreciate that there are 58 different agencies that are working, maybe there are some agencies that could do more work.

MR. WIMBLEY: Uh-huh.

MR. ARAMBULA: I’m lucky that my senator has actually placed my mother on to one of the agencies on the board that is before us here today. Yet, I find that your mission as CSD, as you’ve wrote it is to foster a culture of collaboration and innovation that’s a whole person approach.

My struggle is what if my county is not participating in what we know is an evidence-based program that’s working, that’s whole person cares. Is there ever an opportunity for us in these contracts that you currently have with EOC to make sure that our voices are being heard at Fresno County.

MR. WIMBLEY: Uh-huh.
MR. ARAMBULA: That we’re participating in the whole person cares program. That we as a state have put additional resources into the budget this year. It would seem that your organization and team could help to make the case for why whole person cares is the right approach.

MR. WIMBLEY: Right.

MR. ARAMBULA: For my county to be participating in.

MR. WIMBLEY: Right.

MR. ARAMBULA: Because what I feel that’s happening is we’re leaving money on the table.

MR. WIMBLEY: Uh-huh.

MR. ARAMBULA: That other counties are utilizing and my community and members are not participating in. And so I’d like some assistance if I can from this group since we only meet every two years to have an oversight.

MR. WIMBLEY: Right.

MR. ARAMBULA: To see if you can help us with this task through our board of supervisors to figure out why we are not participating currently in the whole person cares pilot program and what we need to be doing. Because if we’re spending $1.8 million for EOC, I’d like to know what type of collaboration they’re doing that’s more beneficial --

MR. WIMBLEY: Uh-huh.
MR. ARAMBULA: -- than applying for the whole person cares pilot program.

MR. WIMBLEY: Right.

MR. ARAMBULA: So I’ll start with that. I do want to say a couple atta boys or atta girls, if I can. La Cooperativa de Campesina de California is a wonderful organization as well as Proteus, some of the groups that you’re working with in the valley do great work. And I continue to look to those organizations which are trusted messengers in my community, especially as we have issues and fears regarding public charge, it’s important to continue to use those resources.

But I wanted to ask you two questions, if I could. The first is regarding a task force that you guys have. It’s on page 18, the Health and All Policies Task Force.

MR. WIMBLEY: Uh-huh.

MR. ARAMBULA: I wanted to see if you had any updates.

And the second was in the overview that we had regarding this hearing today. Currently CSBG is to not -- to only be funded for those who are under 100 percent of the federal poverty level.

MR. WIMBLEY: Correct.

MR. ARAMBULA: Is there a parity, is there actually a level that would make more sense? Is -- if the state was
interested and willing, I look towards things like Medi-Cal which are at 138 percent where there’s something that actually makes logical sense.

MR. WIMBLEY: Uh-huh.

MR. ARAMBULA: Is that something you guys have thought about and what would a cost be associated with that? That’s not inherently tied to the state plan but I do want to just take that opportunity to ask those two questions.

MR. MCANELLY: I would say as far as the funding goes, not only is that something we’ve thought about, but the federal government has thought about it. The federal government has established that rate at a 125 percent and we have actually tried a few times to mix some (indiscernible) into getting legislative change in California to match the federal legislation of 125 percent and I’ve not been able to accomplishment that yet. We would love to support having that happen and be part of what we’re doing.

Part of CalCAPA’s role is to work as the advocacy arm of the network. And so I get tasked with a lot of that stuff. And I would love to work with you or with anyone else that’s interested in doing that to ensure that we can align state legislation with federal legislation, that would be fantastic.
MR. ARAMBULA: I’d love to follow up offline on that specifically if we can.

MR. MCANELLY: Certainly.

MR. ARAMBULA: But then if we could get an update on that task force, I’d appreciate that too.

MR. WIMBLEY: So as far as a task force, I don’t participate in it directly, but I do know that I -- we have had interest at the Department in exploring how health can integrate into a lot of the work that we’re doing on our energy programs. Because definitely there’s a direct nexus to the home -- the home rehabilitation that our programs provide and not only focusing on energy reduction and greenhouse gas reduction, but also can be used the opportunity to improve the living conditions of those homes and doing it in a way that we can quantify what the impacts are.

One example and there’s been some studies that have been undertaken by public health in terms of a pilot that’s shed some light on the program’s ability to impact air quality and provide air quality improvements within the home that could provide positive outcomes for young children dealing with asthma or other respiratory issues.

And then also with -- with climate change as is occurring in our state, areas where there’s a need for better regulating of indoor air temperatures where some of
the more vulnerable population members, you know, cannot
deal with, you know, extreme heat or extreme cold as an
example and their homes are not equipped to provide, you
know, the basic need of regulating their indoor air
temperature.

So it’s something that we’re definitely giving some
thought to and spearheading. And that’s an area of focus
right now for the Department.

MR. ARAMBULA: And I would be remiss if I made
chairs not to highlight the work of our chair of human
services that she’s done on EITC and ITEN. While we have
made great strides this year, there is still work to be
done and our ability to make sure that all working families
in California --

MR. WIMBLEY: Uh-huh.

MR. ARAMBULA: -- and given an opportunity for EITC
is something I hope the legislature and this administration
can work on next year so that your organization can
continue to help us with outreach.

Thank you, Jason.

CHAIR HURTADO: Do we have any additional questions
form committee members? Go ahead.

COCHAIR REYES: I did want to follow up on
something that Dr. Pan mentioned about building wealth.

In the discretionary funds, can -- is that
something that can be used to help with first-time
homebuyers with down payments? Is that thinking outside
the box or is that not part of this box?

MS. CALLAHAN-JOHNSON: Do I push this if it’s not
on? Okay.

So it’s -- I mean, I guess the best way I would
describe it would be a catch-22 because we’re dealing with
people that are living at less than 100 percent of poverty
level. So when you’re talking about people that are that
low income, a family of four that makes $27,000 a year even
with down payment assistance, it would not be a family that
could sustain a mortgage. They barely can sustain
sometimes subsidized housing because of the situation that
they’re in.

So we’re dealing with a population kind of by
federal design that is so low income that not only are
outcomes harder because, you know, Dr. Pan mentioned they
don’t have any savings. Well, you know, once people get
EITC credit, it just kind of keeps them above water. You
know, they pay their back due PG&E bill or their back due
rent because they don’t have enough money on a monthly
basis to make ends meet and so they’re constantly making a
decision of what they’re going to pay.

And so EITC I always say gives them some breathing
room so that they can catch up and maybe, you know, not
worry about where their next meal is going to come from or if the landlord is going to come knocking. So it’s a great idea, it’s just our people are so low income even with down payment assistance to sustain a mortgage in almost any county in California would probably be a leap of faith.

COCHAIR REYES: And is something that if -- if one of the -- one of your grantees were to find a way to help with this, and of course then the payment would be through subsidized housing assistance. Is it something that is completely out of the question or is it something that could be worked on through the discretion --

MS. CALLAHAN-JOHNSON: I don’t think anything is -- that’s the great part about CSBG. And I would just say that to Dr. Arambula as well is every two years, every community writes what is called a Community Action Plan. It gives the Department a lot more teeth if you go to those public meetings or even in writing make statements that have to be included in that plan that says what your ideas are or what you think is an important component because many times those aren’t participated in highly or maybe people come and there’s one or two agendas instead of maybe a broader agenda of people that aren’t represented.

So I would encourage strongly any ideas that any of you had or any community members that’s included in that Community Action Plan because that’s how you get change
made in the community is when the community states that’s what they need.

   COCHAIR REYES: And two more questions, if I may. One is funds for DACA renewal I believe is in one of your presentations.

   MS. CALLAHAN-JOHNSON: Yes.

   COCHAIR REYES: So these funds can be used for DACA renewal?

   MS. CALLAHAN-JOHNSON: Yes, uh-huh.

   COCHAIR REYES: All right. Again, the requirement is that you -- that you qualify, first of all.

   MS. CALLAHAN-JOHNSON: Correct.

   COCHAIR REYES: Okay. My last question has to do with federal investigations. Section 676(B)7 talks about -- it says, “Provide an assurance that the state will permit and cooperate with federal investigations undertaken in accordance with Section 678(D).

   Does this include immigration status? So if the feds are asking for immigration status, is that something that’s going to provided?

   MR. WIMBLEY: You know that is something that hasn’t come up in the past and I understand why you pose a question and that’s something I would have to take back and further research to give you a correct answer on.

   COCHAIR REYES: Thank you.
MS. CALLAHAN-JOHNSON: I can tell you that each local Community Action Agency has a local plan to respond. We only respond if there’s a warrant. We will not give just blanket information. So I think every agency kind of does what they feel comfortable with. Obviously ones that are arms of local government might respond different than private nonprofits are willing to respond.

But we have a very, you know, our staff is trained, our sites are trained. We, you know, have samples of correct warrants and incorrect warrants. We have secure areas. So we have some flexibility because we’re a nonprofit but I would say the agencies that are arms of local government probably have a different response to federal investigations.

COCHAIR REYES: Thank you.

MS. CALLAHAN-JOHNSON: Thank you.

CHAIR HURTADO: Thank you. So I have just a couple of questions.

Mr. Wimbley, I just wanted to kind of get a sense from you of what trends or changes, you know, have you observed in the program over the -- over the last couple of years or during your time.

MR. WIMBLEY: Oh, yes.

CHAIR HURTADO: With the Department.

MR. WIMBLEY: I had mentioned earlier that -- that
in terms of the changes, one is going to be on reporting as we are looking to improve the program’s ability to quantify its true impact on the clients that we serve as well as poverty in the state.

The second will be this emerging issue of housing.

CHAIR HURTADO: Uh-huh.

MR. WIMBLEY: And the homeless population that -- that the state is mobilizing to to better address.

And then I would say our -- in addition to that from a Department standpoint disaster response is another area. You know, might probably going back over the past four or five years, it was the drought, you know, emergency that we were responding to, now that has evolved into wildfires that we’re dealing with that have impacting a great deal of our communities as well as contributing to the housing crisis that we’re dealing with as a state.

So those are the things that we’re trying to figure out ways that our agencies and the Department can better intersect and respond to, because definitely has an impact on those that we serve.

CHAIR HURTADO: So I know you mentioned and touched on natural disasters. What -- what role has the Department or the program played when it comes to the most recent natural disasters that we’ve had here in the state?

MR. WIMBLEY: Great question. So the Department
plays two roles. So the Department’s connected to the state response. So health and human service agencies and Cal Emergency Service Response. We are part of that network of state departments that respond. And we used information that we obtained from there to -- to relay to our local agencies to make sure that we are trying to be as responsive as possible to the needs that exist during and following a natural disaster.

In addition, our service networks include energy providers as well as our CSBG-funded agencies. And those that administer the energy programs have -- there are emergency provisions that are built into the program that can be made available upon natural disaster.

So for example, a transportation services, home vouchers, assistance with energy or providing temporary generators and things of that nature, those are the provisions that could be provided under the federal program. So it’s critical to try to orchestrate how those resources can be brought to bear on a community that has been impacted by a natural disaster.

And then on our -- then on the community, the CSBG side, again going back to the fact that these dollars are more flexible and those organizations are sometimes positioned to do something more than just those are offerings of the energy program is working with those
organizations to figure out how they can position themselves to do an immediate assessment and then also identify what needs that they feel that they can impact, you know, with the funds that they have access to.

In addition, we’ve also streamlined how our programs can respond to a natural disaster. So making sure that we can figure out how we can make available these dollars that we have in the discretionary fund, make those dollars available as quickly as possible to our agencies.

CHAIR HURTADO: Thank you. I know you also touched a little bit on the drought, can you tell me a little bit more about that and the work that you -- that as a Department you’ve done under this program?

MR. WIMBLEY: With the drought response, there were two things -- well, with the discretionary dollars, we funded a water assistance program. So basically, it was modeled after our federal energy assistance program that provides utility assistance to help individuals pay their -- to cover the cost for their home energy.

We provide similar assistance for water. There were individuals -- during the drought, there were individuals that had employments that were impacted or lost their jobs during the drought and were having difficulty, you know, making ends meet. And also there were costs -- increased costs to water service and access that we were
trying to help our low-income families better cope with.

In addition, we did receive a small allocation or a small appropriation of general funds that was used to establish a drought emergency assistance program that provided a variety of supportive services to individuals that worked in the agriculture industry that had their employment impacted directly by the drought. So that provided housing assistance vouchers, employment and job training, also retraining in different industries. So folks that were working in agriculture, they could work in truck driving or something else.

So it was a variety of supports to help individuals weather the storm and get on their feet financially and overcome some of impacts of the drought.

CHAIR HURTADO: Okay. I just -- just so much bigger response. Earlier today I heard from a member of my community that doesn’t have -- has spotty energy and use in his -- in their -- you know, in their home. And also water is still a major issue --

MR. WIMBLEY: Right.

CHAIR HURTADO: -- even though we’re no longer in a drought.

MR. WIMBLEY: Right.

CHAIR HURTADO: So I -- this is something that’s really near and dear and specific to my -- to the district
I represent as I’m sure there’s other parts of California as well.

MR. WIMBLEY: Right.

CHAIR HURTADO: So thank you so much for your response.

I do have another question more so for our community action. Wanted to really get an understanding of how it is you recruit, you know, for your board members. It’s my understanding that you have to -- have it be reflective of the community that it serves.

MS. CALLAHAN-JOHNSON: So everybody -- you have to get to the same end point but how you get there is different depending on your Community Action Agency. I could tell you that most of the Central Valley agencies are very similar in how they recruit. It has to be a democratic process for the low-income representation.

CHAIR HURTADO: Uh-huh.

MS. CALLAHAN-JOHNSON: In our particular community, we advertise openings through a public process and have people get low-income people to sign a petition for them to run and then we do a ballot at community centers. There’s communities that actually have competition and there’s communities where you don’t have competition. And so when only one person signs up, we just do a public notice and then that person is seated.
A third of our board are elected officials. So many times we try to get them from each five -- each of our five of our supervisorial districts. And so we send a blanket letter to all of the elected officials in those supervisorial districts when we have an opening and say this is kind of our mission, this is what the obligation would be, and then if you have interest. And then we let the elected officials decide amongst themselves because that’s not, you know, a stream that we want to put our toe in.

And a third way that we have is major organizations. And our definition of a major organization is somebody that has a minimum of 25 members and that represents and shares our vision and mission in the community and that’s an application process and the board themselves decides from the application process what community group would serve the most diverse population or maybe areas that were not being heard. So it’s a very democratic process.

CHAIR HURTADO: Well, thank you so much for your time here today, for your testimony. We really appreciate it. We have no further questions at this moment. Thank you so much.

MS. CALLAHAN-JOHNSON: Thank you.

CHAIR HURTADO: So next up, I’d like to call our
second panel.

And if you can just please state your name and your affiliation and please feel free to begin when you are ready.

MS. NICKOLS-BUTLER: Good afternoon, my name is Patricia Nikols-Butler and I’m the CEO of Community Action Partnership of San Bernardino County.

Thank you Senator Hurtado and Assemblymember Gomez-Reyes for the opportunity to speak to you today regarding the importance of Community Services Block Grant funding in our county. It makes a huge impact for the residents that we serve each and every day.

I join you today to share with you some examples of our county and the innovative ways that we’re addressing poverty. But let me tell you a little bit about the funding that we receive and how we’re able to leverage that funding.

In 2018, we received a grant of approximately $2.7 million of Community Services Block Grant funding. And we were able to leverage that funding to a total budget of over 24 almost $25 million. That’s critically important because it shows you the ability and the benefit of a Community Services Block Grant in allowing us to not only provide what we call the administrative for our agency but also to be able to attract not only other governmental
funds but also private funds that we apply for on a regular basis. So with that funding, we leveraged about $9 for every dollar of CSBG funding.

It is critical for us to be able to provide life sustaining services in San Bernardino County to low-income residents. We’re the largest county not only in California but in the United States. By population, we’re just over 2 million. And from a size, we’re not only large but we are -- we have approximately 21 square miles of land mass making us the fifth most populous county in California.

Sixteen percent of those individuals are living in poverty which is the larger than the average for the state. The poverty rate is even worse for vulnerable population such as single women, children, and ethnic minorities.

Additionally, according to the California food policy advocates, 466,000 adults and children in San Bernardino County live in food insecure households. I’d like to tell you about some of the programs that we use CSBG funding for and how they help members of these vulnerable populations in our community.

Community Action Partnership of San Bernardino operates the largest food bank in the county. We contract with approximately 200 local agencies which include churches, nonprofit organizations, community centers to operate food pantries. With those organizations, we
distributed over 15 million pounds of food. Last year we provided over 150,000 unduplicated households with free food with these pantries. Additionally, we contract with 25 soup kitchens across the County that provided over 409,000 nutritious meals to the most food insecure individuals in our county.

Our food bank started three new exciting programs within the past couple of years. The first is our Senior Choice Program. We were excited about that program because we know that seniors are disproportionately affected by poverty. And so this program allowed us to partner with 16 centers throughout San Bernardino County in apartment locations to provide healthy food to those seniors residing. Set up in a Farmer’s Market setting and with that setting, individuals can come in and select organic produce. Any type of food that we have available, most often it’s healthy food for the seniors.

In addition, we provide those seniors with hygiene items that we procure in terms of donations. And for these seniors living on a fixed income, availability of fresh produce and other healthy food items has been life changing.

Another new program we started as a result of us conducting a poverty symposium in 2016 and 2017 at our local universities. So we identified that a lot of the
students who were attending college did not have adequate food. And that again the beauty of CSBG. It allowed us to identify a need and to come up with a solution to that need. So we developed what we call the Campus Cupboard Program which consists of partnerships with eight local colleges and universities to provide food insecure students, hygiene items, and other supplies.

And the third program that we developed was our food pharmacy program. This program’s in partnership with a private sector company called Landmark Health. The focus on this program is unique in that it is helping low-income individuals suffering from diabetes participate in the program and go through a six-week diabetes education course, including healthy cooking demonstrations.

Participants when they begin the program, their blood is drawn and checked on the first session and redrawn at various intervals over a six-month tracking period to show their progress and success. The food pharmacy program has not only taught participants the importance of healthy eating habits, it has provided them with measurable improvements in their health.

And we know from our studies that we’ve done that low-income individuals disproportionately are affected in terms of their health outcomes. And so by us being able to teach them through class, cooking demonstrations, and also
providing the food for those demonstrations, many of them reported improved results. We served about 800 -- 180 individuals last year and about 59 percent of those showed a change in their AB1C levels.

In addition to the various programs that we operate through our food bank, we also utilize CSBG funding to support our family development program. This program consists of case management services in which clients are guided to meet specific goals such as getting an education, opening a business, or getting a job. We operate a transitional housing program which has eight units in which individuals reside for up to 12 months. And at the end of that 12 months, they’re able to move on to permanent housing. If they’re not, they’re extended up for another 12 months until we’re able to make sure that they’ve transitioned off of public assistance and that they have the ability to main whatever permanent housing we identify.

This program has been a very important service in our county because we know that housing costs are extremely high. Not only most of our low-income families have had an eviction and sometimes two which precludes them or makes it extremely difficult to get a landlord to accept them into housing.

We also provide emergency services to those in need of emergency housing, transportation assistance, and
finally our family development program provides free tax
preparation to middle- and low-income individuals in the
county.

And I want to thank our Assemblymember Gomez-Reyes
for being so supportive of our VITA program and coming out
and actually helping us to promote the program throughout
San Bernardino County by doing public service
announcements.

The CSBG grant is essential for Community Action
Partnership of San Bernardino County to provide these
critical and life changing programs to the low-income
citizens of San Bernardino County.

I also want to mention to you that with other
federal funding that we receive, we’re the largest provider
of utility assistance. So we help keep the lights on for
many of our residents because of the LIHEAP program. While
we cannot augment this program with our CSBG, it’s
definitely a program that we operate in partnership and
provide the administrative support for that program.

So I just would like to thank you for the
opportunity to share how important these funds are for our
organization and what a difference it makes in San
Bernardino County, a county that is very much still
struggling.

Thank you.
MR. GEHR: Aiuke (phonetic). My name is Greg Gehr, I am the executive director for Northern California Indian Development Council or NCIDC as you’ll hear most people refer to us as. I’m honored to be here today to provide a perspective on the use of Community Service Block Grant Programs to help poverty-level American Indians and communities in California achieve self-sufficiency.

California is one of, if not the only, state in the union that has an American Indian set aside under the Community Service Block Grant Program. Since the implementation of the Community Service Block Grant Program in 1982, California has maintained an Indian set aside of 3.9 percent of the CSBG allocation.

The Northern California Indian Development Council is one of two eligible CSGB organizations along with the Karuk Tribe that are both a limited purpose agency and a Native American Indian organization or agency under CSD’s designations. Though NCIDC and the Karuk Tribe were originally designated as limited purpose agencies under the Community Services Administration prior to the formation of the Community Development Block Grant and it was that status that made us an eligible entity that continues to toady.

NDIDC is a private nonprofit corporation with membership consisting of Indian tribes and Indian
organizations. Our original direct service area is northwestern California, thus the name Northern California Indian Development Council. We still have primary service -- direct services and boots on the ground in Humboldt, Del Norte, Siskiyou, and Trinity Counties and offices in each. But in 1986, we were approached to take on the job of passing through and administering the statewide Community Service Block Grant Program as one of the eligible entities under the law.

We currently have 57 counties and over 100 tribes that we work with throughout the state of California in any given year. And last year, there were over 14,000 people, Indian people, touched by Community Service Block Grant Programs in one way or another.

In order to facilitate the delivery of services to this large American Indian eligible beneficiary network throughout the state, NCIDC has established a subcontractor network of American Indian Organizations deliver direct services. The majority of these subcontractors have also been designated as U.S. Department of Labor Native American grantees under the Workforce Innovation and Opportunity Act or WIOA program. Our American Indian set aside program augments these employment and training and other ancillary services and allows us to case manage clients with both CSBG and WIOA resources to provide more flexibility in
addressing barriers that clients face in achieving success. In most instances, the addition of this funding has expanded the capacity of these subcontractor agencies, strengthen their management and operational systems, and provided a catalyst to develop additional programs and services for their American Indian service populations.

We’ve been asked about some of the innovative programs today that we have being developed and I’m proud to highlight a few of them. We have an online tribal college currently being developed by California Indian manpower consortium within our network to do entrepreneurial and business development and business startup training. They’re also doing caretaker training, they’re currently in the accreditation process. And it’s something that’s very exciting to see online and distance learning to be able to reach very rural Indian reservations and communities that otherwise don’t have access to those kinds of things.

We have a Southern California partner. The Southern California SCAIR, American Indian Resource Center who has developed onsite mental health counseling that they have integrated into their case management services. Working with USD down there and their program, they do practicums and internships for the graduated students to get their hours under supervision, and they have
incorporated traditional tribal mental health, tribal
traditional health aspects into the contemporary counseling
services, and talk about intergenerational trauma and talk
about issues that are very unique and specific to some of
the populations they serve. And they’re achieving a great
success. In fact, we’re currently talking about distance
medicine and whether we can expand this out of Southern
California and in other aspects of the state.

We have a huge, in terms of marketing and outreach,
a huge effort for Census 2020. This is probably one of the
most important outreach efforts right now within Indian
Country and the state as a general. The entire -- my
entire CSBG network is actively engaged. We have small
grants from California complete camp committee that are
helping us fund some of our outreach efforts. Every tribe,
every subcontractor is involved.

I’ve been to four tribal events in the last month
and a half with staff, tabling, doing outreach, trying to
get to communities that there’s no other way to get to.
The Klamath Salmon festival of the Yurok Tribe, the
Sovereign Days of the Hoopa Tribe, the Cultural Days of the
Wiyot Tribe. And in a week or two we’ll be up at Tolowa
Smith -- the Tolowa Dee-ni’ Nation doing theirs.

We’re online with social media. We are doing mail
campaigns. We’re doing poster contests with kids. Indian
Country’s engaged and we’re going to get every Indian person and every person living in Indian Country counted this year. Pounds the table.

Another program I’m excited about is the Indigenous Educational Advocacy Program being funded by a foundation to help Indian parents with disability, children with disabilities that have IEPs or 504 plans. There’s discipline or differential discipline happening in the school. We’re establishing an educational advocate to help empower parents to be able to be on parent committees to be able to work with their children to get their disability plans recognized by the school district. And this a program that’s starting up in northwestern California and we hope to be able to expand.

Another program that I’m very proud of is our disaster response. NCIDC is able to use CSBG and some rapid response money to do initial surveying of communities after a disaster. And we then are able to apply for and get national dislocated worker grants. They used to be called national emergency grants into play to do cleanup and repair on reservations and in Indian communities from damages. I currently have crews working on the fires of the twenty -- the storms of 2017, the car and campfires, the wildfires that happened in Lake Mendocino, and now the storms that happened at the beginning of this year what
they’re calling the severe storms of 2019. We are just now
been told that we will be funded for some cleanup crews
from that one as well.

These crews go out and hire dislocated or long-term
unemployed Indian people, usually four or five to a crew,
give them some tools and some training and put them into
the community. They clear culverts or clear fire-damaged
fencing or brush or work on buildings or whatever is
necessary to try and clean up and repair from various
disasters.

In regard to the on Reservation and Rancheria
allocations, NCIDC contracts directly with each tribal
government or their designated tribal entity for the
provision of services within the Reservation or Rancheria.
We successfully use this funding to augment existing
programs on Reservation, initiate new services, and expand
capacities to administer and operate additional programs.

Many small tribes get under $1500 a year, 1-5-0-0,
1,500. I think 1320 is currently the minimum allocation.
But there are a lot of small tribes in California and that
little bit of money with the flexibility that comes along
with it oftentimes gives them the ability to do something
very meaningful.

Some of the programs that you might see on tribes
as you’ve looked over the last couple of years. A lot of
community gardens and other related wellness and exercise programs. You’re seeing youth educational support and youth career exploration and work experience programs. Cultural and language programs. Adult employment and training support. Services for elder, emergency safety net services, and similar activities.

We appreciate the partnership that our American Indian set aside network has established with non-Native CSBG agencies in California such as the Community Action Agencies you see sitting here at this table and the strong support of the staff and leadership of the Department of Community Services and Development as we work on addressing poverty and promoting self-sufficiency in Indian Country as described in the draft plan before you today.

Finally, I want to acknowledge the support of the California Legislature in maintaining the California set aside for Indian people within the CSBG program. It is unique, it is extremely helpful, it has allowed a lot of small tribes that don’t have some of the resources of larger and other tribes to really do meaningful activities. And I thank you for listening to our story today.

MR. TENORIO: Good afternoon, Chair, members of the state assembly, and state Senate Human Services Committee. Thank you for the time to share about our experience.

My name is Tom Tenorio, I’m the chief executive
officer of the Community Action Agency of Butte County, Inc. And just a little bit, I’ve been there for 25 years. I’ve been in the field a bit longer. And follow Patricia as the head of our state association, preceded Brenda. And also was chair of our national association.

The Community Action Agency of Butte County has since 1967 served the county of Butte and other surrounding communities to promote opportunities for greater economic security of low-income residents. And we do so through a broad variety of strategies that respond to needs. So this is just a little bit about us as a whole before I focus in on what I was requested to focus in on.

And these strategies range from energy efficiency to food bank to affordable housing for workers, homeless families, and seniors. Our work involves many partners around shared interests of improving our communities for all of us to leverage the benefit of limited resources. We’re a nonprofit member of the state’s Community Services Block Grant funded network. And included in that breadth of activities is also a vital interest in increasing our tax preparation assistance activity that we do very well up in the north state along with participating as my colleague is in the consensus complete count efforts.

But for right now, I want to focus in on the role of CSBG in disaster response. And while I can speak of
this somewhat dispassionately, there are still many who cannot. On a normal day, our work is challenging. Twenty percent of our population is under the poverty guidelines. Our vacancy rate for affordable housing hovered at about 1 percent. And yet on November 8th, the campfire turned it into daunting.

Best practices call for preparation by nonprofit such as our first circumstances that could challenge our ability to continue business. But it’s not clear that there was anything that could have prepared anyone for what happened as the fire roared at times at the rate of one football field per second, displacing over 50,000 -- 52,000 people and wiping out 14,000 homes.

Butte’s area is fortunate. As with others in our network and in our community, we have people who care and are committed to our mission and our purpose. We had staff who were burned out of their homes come to work days later so that they could help others. It helped us to be able to be nimble in our response and it helped us to develop responses that evolved with the need.

The -- and I don’t want to paint the picture that we were the only ones because I can’t tell you how many times I heard the term that there is no book to address disasters like what happened. But we were one of many.

Within a few hours of the start of the fire that
burned for two weeks, our regional food bank had food on its way to survivors. And within the same amount of time, the state Department of Community Service and Development gave us the green light to divert energy block grant funds to emergency response support fund where we could help put up folks in hotels, motels, just to give them a sense of hope and stability while they were enduring the first few hours of what they were going to be living for the coming months.

Then in similar responsiveness, state CSD staff made available funding from the Community Services Block Grant discretionary grant program out of which we were then able to then help folks to locate into whatever available apartment housing there were. And unfortunately -- fortunately or unfortunately to even relocate out of the area because all of the housing within a 75-mile radius was taken up with survivors who had flee the disaster.

The Draft 2019 CSBG State Plan has ably described a portion of our response to the immediate need to help preserve people’s hope in their limited funds, leveraging food funds from state, CSD, and other state agencies, we were able to accomplish the following: We assisted 43 households with emergency lodging assistance onsite at hotels to stabilize and minimize trauma and the impact of limited resources of survivor families.
We assisted 31 households with rapid rehousing assistance that enabled them to move in their very limited housing available in the region. We assisted four households with homeless prevention assistance to keep families from joining the ranks of the homeless. And we distributed 45,000 disaster food boxes with 146,000 pounds of healthy food to families lining up in our street distributions.

You probably already seen all the videos, all the photos, none of it does it justice. If you ever at all have an opportunity, any visitors we have we say go visit paradise, it’s like nothing else you’ve ever seen.

We have a long way to go in the recovery process and we’re not the only community that has suffered disaster, we realize that. But you just need to know that nimble -- a nimble and responsive network exists to leverage partnerships both above and below for such times as this as a disaster. And we just want to thank you for your support of the CSBG program.

MR. ALCAZAR: Yes, please. Thank you for the invite and the opportunity to give you an update information of the organization that I represent.

My name is Robert Alcazar, I’m the CEO of Proteus, Inc., in Central Valley. We were established in 1967. And we’re a nonprofit based in Central Valley. We operate in
the counties of Fresno, Tulare, Kings, and Kern. I’ve had
the pleasure of working with Proteus since 1978. So it
ages me, ages me pretty well. And I’ve seen the change
evolve many times over. The one constant has been the
clarity of our purpose in helping change the lives of
farmworkers and their families in achieving self-
sufficiency.

What I only bring to the table more than anything
with our organization, we have a lot of passion for
farmworkers and a lot of us come from the background of
farm working communities. So your CEO was a former
farmworker, a lot of our staff are as well. That’s what
keeps the glue together more than anything else is the
passion for our staff to have for anybody who comes in our
doors certain farmworkers.

Our mission is to provide education, job training,
job placement, and other support service to farmworker
families and other program participants. We serve anybody
that comes through our doors, basically and CSBG gives us
the leverage to be able to leverage and offer services.
And the way I put it is we’re like the one-stop center for
farmworkers that come through our doors. We always praise
the mission of our staff to make sure that somebody comes
out with something, a service of something.

Our community CSBG Block Grant is a very much
needed services to socioeconomic disadvantage customers in Central Valley. It provides, you know, services to our residents in Central Valley that include job search assistance, training services, rental, utility, clothing, medical, and transportation services. Array of services of one customer may need for one reason or another.

Also, we’ve been given the opportunity to offer farmworker families the low-income weatherization program in Central Valley through La Cooperative Compesina CSD. We’ll offer a full range of energy services such as appliances, energy efficiency appliances, weatherization, and solar. We are proud of the fact that we can improve the quality of life for our customers and hire within the disadvantaged communities in Central Valley.

That’s our main goal is self-sufficiency for our customers living here of being impacted by disaster or don’t have the resources is to them an opportunity to give them a help up by bringing education services or a job, basically. We’ll be able hopefully in our contract to serve 270 homes, 40 of those homes will be solar installation of those homes throughout the Central Valley.

Just a couple of stories that I have. For example of our customer Diego Perez, for example, in February of 2019, Diego Perez came to our Sanger Proteus office in search of workforce and support services. At a time of
enrollment, he was married, supporting a family of four and was a seasonal farmworker earning minimum wage. At Proteus he was provided with CSBG sponsored services. Diego enrolled and completed a Proteus truck driving occupational training class that we oversee. He got his Class A license in April of 2019. I’m proud to announce that Diego is now a full-time truck driver earning $16 per hour and no longer has to depend on low wages to support his family. Now $16 an hour is not a lot I would say in the bigger city but in the Central Valley, it’s not bad.

David Vasquez, for example, is another of our customers that came to the Selma Proteus Office in need of workforce and support service. At the time of his registration, he was a seasonal farmworker earning minimum wage and struggling to find stable employment. With the help of us and Proteus, he was CSBG’s sponsored services of criminal assistance and job readiness skill. In addition, he enrolled and successfully completed also another truck driving training. He is now a full-time truck driver earned $15.50 per hour with full benefits.

This is just a small sample of people that come through our doors because we -- in our funds, CSBG gives us the opportunity to leverage all our resource collectively together.

Our organizations comprise of six divisions which
include we are the national grantee 167 farmworker program
in the Central Valley. One of five other sister agencies
through the state of California receive direct WIOA funding
direct from farmworkers in our locations.

We also (speaks in different language) Title II
funding from the EDE side of the state. Also we do adult
education also. We also receive Welfare to Work Programs
to each of our counties. And then we also offer farmworker
temporary housing, dislocated (speaks in different
language), ADD, and also energy efficiency programs.

CSBG utilizes supplement and provides direct
services in the form of emergency services, adult
education, English as a second language, provides
citizenship classes. We provide vocational and training
such as office automation, truck driving, and solar
installation just but a few.

We do heat stress prevention, pesticide safety. We
also have youth services. We also have deferred action.
We help people that are going to the process. Immigration
services and outreach. And also I would like to mention
that our immigrant committee at this point since the last
couple of years, the messaging from the national side has
been really extremely challenging. That may create some
fear for our immigrant community to come out and just to
get services. The thing that we bring to the table I think
with other partners is that we’re a trusted organization, that they’re willing to talk to us and we try to calm those fears. Even those sometimes it’s very difficult giving these distressing times.

We have two mobile employment centers or mobile units that travel to rural communities to provide services. We do our energy assessors when they go out to visit homes and do the assessment, they also inform the residents of the homes the other services that are offered and they get a chance to see what is needed or not needed and they’re referred to us and we follow up.

And, you know, some of these examples as, you know, we had classes in ABE and 126 individuals received their high school education in 2018. And through our citizenship classes, 88 went through our classes and 10 got their citizenship.

We have ESL classes when -- which 91 percent participants when they attend class. What we do also is provide them with childcare so they can focus on their ESL.

A total of 1,326 services were given in 2018 to 572 families. Eighty individuals who were enrolled in a training service also received a support service to help during the training. And all I can say again is that the way we’ve always kind of approached our services and leverage with our partners and local Community Action
Agencies have been really extremely oriented to help each other as much as we can. We also are the one-stop operator in three counties. One in Delano, a local workforce investment area; also in Fresno County, on the east side of Fresno Count; and also in Sierra County, we are considered a one-stop operator.

So that’s the leverage that CSBG brings forward in an organization like ours. We understand also, too, that we don’t have all the resources. And the main thing that we try to do is leverage as much as we can. We are heavily involved with complete committees as well. From inside, we will assist in any way possible that we can.

We partner with the consulate of Mexico, consulting in services to ensure that our messaging is correct and also to inform of the service that we do provide. And, again, you know, out of our locations, we view ourselves to be the one-stop operator for services for emergencies and farmworkers and other people. And pretty much I can only thank you for the opportunity to share that. CSGB for us has been really the tool in leveraging (indiscernible) that we provide a full range services without CSBG, it would be very difficult to move forward and deal with provide more services.

Thank you.

MS. RAM: Hi. My name is Pritika Ram, I’ve the
director of administration for Community Action Partnership of Kern, and I’m the proxy for Jeremy Tobias, he’s our CEO. Unfortunately he’s traveling for the national conference, so he’s not here, so you have me.

And I’m joined by our board member Pastor Mullings whose in the audience now and he represents our private sector. We also operate a tripartite board of 15 members.

So CAPK based out of Kerns. Chairwoman Hurtado, thank you so much we have a represent -- person that represents you on our board and we’re happy to have Jose on our board, he’s a great addition.

CAPK is a private nonprofit so we’re not a public CAP or a private CAP. Our allocation for CSBG right now, we get 1.5 million of that, it’s shared among about seven programs. And I’ll be talking about some of those programs today. And if there’s any questions you have, please chime in.

So one of the programs that helps supplement -- the CSBG program helps supplement is our VITA program which is noted in the state plan I believe on page 34. And so our CAPK VITA program is a year-round free tax preparation e-filing services program for low- to moderate-income individuals. During the 2019 tax filing season and in partnership with our local United Way, because we share that effort, we had total refunds that were about
11 million in federal, and state EITC dollars around 5 million. All together, that joint effort served about 7,000, a little bit more than 7,000 unique users for the ’19 tax season.

We also are in partnership with Community Services Employment Training, CSET, that’s another CAP agency based out of Tulare. And they’ve been our awesome partner with CalEITC which is a program as we’ve talked about today that increases awareness for individuals that are low income. And for us, it’s been great because CSET has this really neat model that is called next program that highlights individuals that are part of the Welfare to Work Program. So that’s something that we want to share, too. So we’re learning -- I’m learning a lot today from our brother and sister CAP agencies about some of the cool programs that they’re running but CSET should be definitely highlighted for some of the neat things they’re doing with their CalEITC dollars.

We’d like to take VITA just a little bit step further and what we’d like to do for the upcoming tax season is incorporate a financial empowerment piece where we’re filing taxes, where folks are actually receiving their taxes, but what are they doing with it? And what kind of comprehensive care we’re providing to them in terms of budgeting? What is short-term, long-term plan look
like? So we’d like to incorporate that. Right now we’re utilizing a model called your money, your goals. And that model seems to be working in our East Kern Resource Center. It’s smaller, it’s a smaller community, but folks are able to kind of address some of their budgeting issues and how to plan for the future. So we’d like to incorporate that with VITA because we have a captured audience.

The other program that’s supported partially by CSBG is our 2-1-1 program. It’s a call center. It’s a 24-hour information referral services program. For this last calendar year of ’18, we reached about 125 calls which was -- 125,000 calls which is huge for us. We also supply back office services for about four other counties. Not only do we do Kern, we also provide support to Kings, Tulare, Mariposa, Merced which are the mountain valleys and Stanislaus.

And we maintain a database of about 3,000 community resources for the county of Kern which is really great because it allows us to partner with some of our agencies not only by providing services, but also leveraging some funds so we can get some grants geared towards 2-1-1.

One of those programs is Coordinated Entry System. So October of ’18 is when CAPK started and became the designated coordinated entry system for Kern. So what that basically means is that all homeless calls that are coming
into the county come in through 2-1-1. They’re identified as a homeless caller per federal guidelines, and they’re pushed to our coordinated entry team.

What they’re doing is identifying those individual, putting them into an HMIS system, which is our Homeless Management Information System, and this is a shared platform among all homeless service providers so that way we have a single point of entry for everyone that we’re serving in the county. We’re able to search them, we’re able to say, you know, Patient A -- or Client A, rather, came in and went to one service provider and someone’s looking for them for paperwork. Instead of giving them the runaround, we’re able to identify them in the system, when was the last time they were seen? What’s a gap? How do we address it?

And so that coordinated entry program that is operated under a 2-1-1 umbrella has been working really well for us. To date, we’ve handled about 1800 calls and the user is homeless individuals. And then conducted about 1800 QRTs which are quick referral tools, it’s just a really quick snapshot assessment to identify who these individuals are. And then we do a step further and do the VI-SPDATs that are specifically for singles and families to identify where they’re at in terms of severity of homeless. Are you couch surfing, which is not considered homeless at
this point, did you sleep in a park last night? Okay, well, that severity level is a little bit higher.

And so it’s awesome because we’re able to partner with all of our homeless service providers in the county. But not only that, we’re able to incorporate city and county in this effort. So it’s not only one or two agencies working on it, it really is a county effort.

So that’s kind of a neat programs that are supported through CSBG. What I kind of picked up from other folks that were talking about kind of neat initiatives that they’re working on or the panel would like to see. Housing is something that is under our umbrella that we’re researching seeing how we can support existing service providers. Because obviously we don’t want to just come in and overlap and duplicate services, we want to see where we fit in.

And then the other piece is getting a little bit more extended in the homeless arena by potentially becoming a direct service provider. What that means for us right now is just researching options of looking at low bearing housing or emergency shelters. What can a CAP agency do to help our community?

A model that we’d like to look at is CAPSLO, so Elizabeth Steinberg’s office, they have 40 Prado which is a beautiful site, and it really meets the needs of the
community and I think that’s something our agency could potentially do. And it’s with CSBG funds that we’re able to kind of help us research if it’s something that we want to do and potentially use CSBG to help support that effort.

That’s all I have. I know, lots.

Thank you.

CHAIR HURTADO: Thank you. That was -- thank you for informing us about the important work that you’re all doing. Very informational. A lot of great things going on throughout the state of California that you’re working on.

At this moment, I’ll go ahead and open it up for questions from members but we’ll start with our cochair, of course.

COCHAIR REYES: They’ve all deserted us. But we’re taking care of business here.

I know that you’ve talked about how you’ve heard what some of the others are doing with their own programs. And so my question is, do you speak regularly to one another to find best practices, maybe what somebody else is doing, see if that could duplicated in your particular program?

MR. TENORIO: Our efforts cover a lot of different methods of coordination and communication. For instance, Pat and I serve on the state food bank association board together and I’m always stealing ideas from Pat.
COCHAIR REYES: She’s a good one to steal ideas from.

MR. TENORIO: Yes.

COCHAIR REYES: I will tell you -- I will tell you that we have a senior advocacy week in the district where we take one week and we visit senior centers, senior housing. And we schedule these. My first year was 14; second year, 21; this year we have 30. And this year, we’re going to partner with Patricia and the organization, they’re going to go with us to provide the healthy foods for our seniors and hygiene, hygienic products. This is something that we would never have thought of. But it’s something that through once they saw what we were doing, then it’s a partnership. And I think that clearly this is something we want to be able to do. We’re elected to serve the community. And anything that we can do to partner with any organization, we’re going to do it to provide more service to the community.

So that was one of the programs. And I absolutely -- I am so grateful that you all are going to partner with us. Thank you.

MR. TENORIO: And just one more example would be this. Within hours, I reached out to CAP Sonoma who had endured the fire the prior year and was able to -- because I knew that -- in some ways, you know, we can have the
resources available to us to help provide some measure of comfort and effective assistance. But there are going to be those folks who only want to know at the end of the day, what did you do with the money? And so we were fortunate to be able to reach out to CAP Sonoma who had their --
their models of documentation available to be able to provide to us that we then just tweaked a bit so that we could then ensure that we were just reaching out as quickly as possible to help serve folks who were desperate.

MS. NIKOLS-BUTLER: Similar if I could respond back also to other platforms where we were able to share information of best practices. Our state agency Community Services Department and Development conducts meetings with all exec directors of Community Action Agencies on a regular basis and also our state association. They are a member organization that allows all Community Action Agencies to call them for resources and information and then the national conference that was alluded to that’s going to be going on at the end of this week is also another platform for CAP agencies to attend and hear what other Community Action Agencies are doing not only in California but throughout the United States.

COCHAIR REYES: Wonderful. I’m glad to hear that. I’m very glad to hear that.

Some of you talked about the census complete count
2020 and some of the work you’re doing directly. Are all of you doing something with the census?

GROUP: Yeah, we are.

MS. RAM: We’re part -- Kern County we’re part of the Kern complete -- Kern complete count committee. And we’re heading the communications department, that sector. We’re using 2-1-1 to kind of leverage some of those communications. And if folks call in, we’re able to share information.

COCHAIR REYES: I was interested in that as well. We have a 2-1-1 for our homeless. And so the call comes directly to you?

MS. RAM: Right. So we operate the 2-1-1 program. Individuals can call in to 2-1-1, they go through an I&R staff members and they’re calling in for homeless services.

COCHAIR REYES: I&R?


COCHAIR REYES: So many acronyms.

MS. RAM: So many acronyms. And so then they’re pushed to our coordinated entry team. And those individuals are either able to do a further assessment and more importantly get them into the HMIS system.

COCHAIR REYES: I wonder, is that similar to the rest of you? The 2-1-1. Does the 2-1-1 come to -- directly to you?
MS. NICKOLS-BUTLER: Yes.

COCHAIR REYES: Okay.

MS. NICKOLS-BUTLER: The San Bernardino County it is the Inland Empire United Way that oversees the coordinated entry system.

MR. ALCAZAR: And for us, it’s United Way as well in our local area.

COCHAIR REYES: Wonderful. A phrase that you used, Mr. Alcazar, was one-stop operator. What does that mean?

MR. ALCAZAR: Well, that’s kind of the division of the one-stop shop or it’s the local worker’s investment board has been driven that message, we’ve been doing it for years since 1967. Array of services for somebody to get something. And that’s the whole philosophy was we have an array of services where with our partners and we can’t deliver it, who can they go to if they need something, somehow?

So there’s where we kind of have them walk out with something, rather than nothing. So that’s a philosophy that we’ve had for a long time. For (indiscernible) seasonal farmworkers. Don’t get me wrong, they go to the one -- our population, they have multiple barriers, but they’re a great working community. They may go for the traditional workforce investment programs but they may have a language or other things as barriers and not ready for
full-time employment. So they are often directed back to us where we work with the most challenging population. We’re glad to do that just for them to give them the help up.

And (indiscernible) brings that part of it in a local Community Action Programs and local CAPs, too, the same thing. We have a different kind of philosophy and energy to really have them take an exception and not get discouraged. In a one-stop system, sometimes people get lost because of the bureaucratic process. And I’m not knocking that, because we’re --

COCHAIR REYES: Oh, you can knock it, we all know.

MR. ALCAZAR: But, you know, we are a one-stop operator in similar counties. In fact, we try to be sensitive and be energetic and make sure that no one gets dropped in the system. So that’s our philosophy, our thoughts.

COCHAIR REYES: Thank you. I know, Mr. Gehr, when you talked about your work with the census, it’s clear that you then become the main organization to count our Native Americans -- American --

MR. GEHR: There’s a statewide Native complete count committee. And all of our CSBG network, the entire network is part of that statewide system that’s been funded. And we have had two meetings already and we --
there was a very negative impact on Indian Country, as on a lot of non-Indian programs from the last census. The last census did not do an accurate and complete count of low-income people. It didn’t collect the data in a way that could be used to accurately portray the numbers necessary for the apportionment of money at the federal and state levels. And programs have been suffering since that time.

We’re still using 19-year-old data to apportion and distribute money and it no longer reflects the actual communities that the money is going to. The tribes have realized this. Indian communities have realized this, and it’s become a passionate issue in Indian Country to make sure that people who are normally very distrustful of folks walking down the reservation dirt road to their house on the top of the hill to ask them to fill out a form to do that.

And we have a couple of really unique challenges. This year it’s going to be online. Half of Indian Country doesn’t have an Internet or a computer. Most of Indian Country in rural communities has P.O. Boxes. P.O. Boxes can’t do the online. They’re going to get somebody who’s going to walk up to their door old school and give them a paper form. They won’t put it in the mail, they’re going to walk up and give it to them. A huge amount of distrust.

We’re establishing question assistance centers
and question assistance kiosks so we can go out in the community and give them a safe place to come to. We’ll help them get the number that they need to be able to do it online. Because there is a process to do that if you jump through enough flaming hoops and try and get them to be able to have a safe and comfortable place that they can do the census and complete the census.

And we’re really engaging the youth. One of the ways that we’re realizing -- I can sit here and talk about this until the cows come home and nobody’s going to listen to me. But when it’s your teenage niece or son or grandson or granddaughter or somebody that’s talking to you about what it is important, they seem to have a voice that’s more listened to. So we’re really trying to empower youth ambassadors Indian Country to carry this message as well.

COCHAIR REYES: I know that in the immigrant community, census count is going to be -- it always is a problem that children aren’t counted or there’s always an undercount of our immigrant community. So we’re going to have to work really hard.

And then now with the rhetoric from the -- at the federal level about citizenship. Although it’s not going to be a question, enough doubt was put into the minds of people and these ICE raids. So when the immigrant community, when somebody comes knocking on the door,
they’re already thinking everything they’ve been read --
they’ve been hearing and reading about. And so that’s
going to be a great challenge.

A word, Mr. Alcazar, that you used was trusted. And I am so grateful for all of the organizations because
you have been there for so many years. The community knows
you, the community has relied on you, and the community
trusts you. So the message that needs to go from
Sacramento to the community should go through you because
the community does trust you.

I want to thank you so much for all of the
information you’ve provided. Please know that -- I mean,
my partnership is right here. But I am a legislator for
the state of California and we want to partner any way that
we can. We have -- I can, I think I can speak for all of
our colleagues, wouldn’t you say, Senator, when I say that
we are here to serve.

I guess they don’t want me to continue my
sentence. We are here to serve. We are absolutely here to
serve and any way that we can serve, that we can partner,
we will be there. And please count on us. There are lots
of things that we want for our community. And we do look
for those organizations that have been in our community,
serving the community and are trusted by the community.

Thank you all so very much.
MR. ALCAZAR: Thank you.

CHAIR HURTADO: Thank you. So I have a couple of questions. I wanted to get a little bit more of an understanding of the jobs training program that you have at Proteus. Is it -- is there a specific reason why, you know, you do trucking or --

MR. ALCAZAR: We have a vocational training school that we’ve -- we formed some years back. And part of our mission is to provide job training. So we have a skill center in which we provide in our Visalia Service Center office automations, basic office skills training. Get them to a point so they get a job, hopefully in an office and go into maybe some medical assistant or some variety of different things. Or just -- just basic computer skills that they can go with. It’s more an office setting.

And we have -- truck driving training has been -- probably a model that there is a lot of jobs in trucking. Trucking industry has been most successful. And for farmworkers for our population, even though they might have some academic challenges, that’s something that’s a (indiscernible) job, they can get the training, pass a test, and then we have some of our participants that have formed their own business already. They own their own trucks. And they come back and recruit truck drivers from
our business.

And then we have solar training. We’ve been in the arena for the last ten years. Just basic solar insulation and for say initially it was the solar farms and everything else, and now it’s evolved to solar homes that we’ve been providing that training for quite a bit of time already.

And we also offer it to the general public. Our worker’s investment board sends participants to us and they go through our training. And it’s an investment for them we charge. But it’s also for -- for some that don’t have a capacity, we have scholarships to try to get them through.

Our mission for the most part has always been, I would say English, job placement, and training. That’s what we’re driven is, that’s what drives people to get an opportunity to become self-sufficient in the long run.

CHAIR HURTADO: And so another question. I know that you guys have a very respected organization. You’ve been here since 1967 in the valley, thank you for all your work in all these years.

What -- what would you say that Proteus has grown or evolved over -- over that time?

MR. ALCAZAR: We’ve evolved from very basic for all organizations like the War on Poverty, and even CSD. The birth came before all the Community Action Agencies the
same way. Why Proteus? The name Proteus is a unique name
and I shared with our -- my colleague that our founders got
together and they found that name. And it means first. Or
it also means change. And I think that’s where our
founders thought about Proteus the change, constant change.
And it’s true. My career in Proteus is always about
change, even now.

We as baby boomers because started there so young
are now are changing because the younger generation are
coming up. And it is change. Organization is ever
evolving changing from a small amount of money to we’re all
over $33 million strong now. I mean, that’s a lot of it is
because of the diversity we’re bringing to the table as
much as possible.

And again being involved in the long-time partner
brings that trust factor with our funding sources that we
always make our production but we need a hat, make sure
that we’re strong in everything that we touch and deal
with.

And our philosophy, at least from my leadership,
the path has always been about partnership. And I really
believe strongly because we can’t do it all. Leveraging
and resources can use our facilities for everything you
need or we can help on some form or fashion. It’s key for
us to have that presence. So that’s the leadership part
that we try to bring in in this organization to continue
that training aspect of things.

And a lot of our staff over time had gone on and
evolved and become CEOs at other organizations. And that’s
part of the change.

CHAIR HURTADO: Thank you. And, you know, I also
wanted to ask Mr. Gehr, you know, it’s my understanding
that there has been some leveraging of -- of federal CSBG
dollars to bring food to the elders in the Lake Blue
Rancheria, can you -- can you tell us a little bit more
about that?

MR. GEHR: It’s actually a very small program but
one that’s near and dear to my heart. And I think it
really does help illustrate how a little bit of CSBG can go
a long way.

The Blue Lake Rancheria has a elders’ nutrition
program where they make meals, package up several meals and
deliver them to the elder’s home. They don’t -- you’ll
hear me elder, not senior. In Indian County, it’s elder.

But they’ll deliver them to the homes. So for people who
are trying to maintain an independent living style as an
elder, they can have precooked meals available to them,
pull them out of the freezer, be able to make them up. And
it’s a real valuable service to maintain independence for
our elder community.
The adjacent county, Trinity County, Blue Lake Rancheria is in Humboldt County, and they have a program and they’re serving people on the Rancheria and in a larger area of Humboldt County. Trinity County, which is an extremely rural and an extremely impoverished county that’s directly adjacent to Humboldt, directly east of it, does not have a program. And we had identified almost 40 Indian elders who were at risk of not being able to maintain their independence because there was no program to serve them.

And so NCIDC found a volunteer from the Nor-el-muc nation, an elder himself, who said for gas reimbursements, I will be a volunteer. And I will go to Blue Lake, I will pick them up and I will drive them to all of my friends, all of these elders and make sure that each one gets a meal. And we’ll put it in their freezers and make sure they’re okay, and I’ll be somebody who can check up on them because they don’t sometimes see somebody for a few days.

And -- and -- so -- and we’ve been running that ever since. Nor-el-muc is interestingly enough, one of the non, not yet federally acknowledged tribes. We have a whole group of tribes in California that are historic tribes but have not yet gained federal acknowledgment. They call it the federal recognition process. But I won’t say that. I recognize them quite plainly. They’re
standing right there in front of us and have been there for 10,000 years. But they’re not acknowledged by the federal government. And so they have a nonprofit 501(c)3 that they do their tribal things through and they’re doing a federal acknowledgment petition and have been for 30 years.

But in the -- in the meantime, they help serve the needs of Indian people in that county and they recruit the volunteer and they help coordinate the delivery of those meals. And those elders in Trinity County continue to maintain an independent living style because of a few hundred dollars for gas to get those meals out to them.

CHAIR HURTADO: Thank you.

MR. GEHR: Sure.

CHAIR HURTADO: Mr. Tenorio, I know you touched on this on the work that you -- that you, you know, worked on during the fires. And I wanted to know, how, you know, how is the community doing? How currently and what more can we do?

MR. TENORIO: Hm, how much time have you got? You know, the short answer is they’re -- they’re -- they’re doing.

I believe at last count, there was a 150 permits pulled up on the ridge for rebuilding purposes. But 14,000 homes were destroyed. The water system’s testing is behind schedule because they can’t test a lot of the individual
lots, they just don’t have the staff to be able to do it. And the ones who are building are the ones who have wells.

So fortunately the debris removal is ahead of schedule according to FEMA. The resources that are supposed to be coming into the community to help with some of the recovery efforts is, so to speak, on its way. I believe we’re a part of the integral part of the continue of care here, they’re in our community. And so we’re positioning our continue of care to be part of the recipient of some of these dollars that are supposed to be in California or on their way to California. But there’s still a lot, there’s a long, long road ahead of us.

CHAIR HURTADO: Would you mind touching a little bit on like the types of services that, you know, the survivors are, you know, using now or.

MR. TENORIO: Right about now, it’s either if we can move them out of the hotels and motels because there’s some still living in the hotels and motels in the region. If -- if -- because we have case managers who are paid out of some of the CSBG dollars that we’ve received to identify what their support structures are elsewhere. If that’s going to really be a part of their future success story, then we’re, you know, we’re making that available to them. We’re not, of course, forcing them, anybody can relocate. But, you know, when you start coming to the end of your --
what is it? Your ninth month in a hotel room, you’re
starting to look at what are your future options? And
whether it’s really realistic to stay there. So if not
rapid rehousing, then relocation.

And then continually through that whole period,
you know, we’re continuing to provide food. You know,
they -- they can kind of run their clocks by our
distributions in various areas. And now we’re starting to
reach out to the FEMA communities that are popping up in
Gridley and Oroville, and not yet in Chico, but at least in
those communities just to make sure that those -- those
communities and those families are fed.

CHAIR HURTADO: Thank you so much for answering
my questions.

Let’s see if I have any additional ones.

I wanted to take just kind of a quick moment to
also touch on the 2-1-1 program in Kern County. 125,000
calls, right, in 2018 you said?

MS. RAM: Yeah, for calendar year ’18.

CHAIR HURTADO: Wow. So I wanted to get more of
an understanding and have a conversation because there are
a number of proposals under consideration legislature that
the support, the enhancement of a no wrong door --

MS. RAM: Uh-huh.

CHAIR HURTADO: -- system for ultra -- adult
seeking services?

    MS. RAM: Uh-huh.

    CHAIR HURTADO: And so how -- how could Kern County’s 2-1-1 program fit into a no wrong door system or, you know, does it already?

    MS. RAM: Yeah. So, no, we currently do not.

For the elderly population and the elderly population with disabilities specifically but more recently, the National Council of Independent Living -- thank you -- of aging and disability published a survey that gave great strategies on what other folks are using in different states and how to incorporate better services that are patient-centered and kind of looked at that whole person care model --

    CHAIR HURTADO: Uh-huh.

    MS. RAM: -- specifically for that population.

And I think our I&R staff, our information referral staff could really follow that model. And, again, it looks similar to the coordinated entry model. I know I said coordinated entry for homeless but that model can apply to any subpopulation. It’s a matter of just bringing in a subgroup of individuals, identifying who they are, what services are accessing, where’s the gaps in services, and how we as a CAP agency and/or partners in the community can address those. Because they’re going to multiple places, right? So you don’t want to duplicate services.
The master plan for aging that was published recently, I think that is an interesting document that the governor is supporting, but I really like the strategies in the other document that I mentioned. And I think I shared that with your team.

CHAIR HURTADO: Uh-huh.

MS. RAM: But that is something that we’re looking at to incorporate into 2-1-1. So not only would be 2-1-1 just receiving calls but how can we kind of move that model into a more case management, patient-centered focused type of program.

Does that answer your question?

CHAIR HURTADO: Yes, it does. Thank you.

All right. Well, I really just want to thank you all for taking time out of your day to come up here and to provide your testimony. I feel like we learned a lot.

COCHAIR REYES: Yes.

CHAIR HURTADO: And just always feel free to communicate with us and let us know what is going on and how we could be supportive here and keeping us informed of course is really important. But thank you for the work that you are doing in our communities across the state. And we appreciate your time here. Good day.

GROUP: Thank you.

CHAIR HURTADO: So now at this time, we’ll go
ahead and open it up to -- for public comment. So if there’s anyone who’d like to speak, please approach the microphone, state your name and affiliation and provide your comments. And we are asking that comments be kept to no more than three minutes.

Do we have any? I think we have no comments.

Okay. All right.

So once again -- I’m going to go ahead and, you know, have Assemblymember go ahead and provide closing statements at this moment. Thank you.

COCHAIR REYES: I just want to thank you all once again for being here. This has been very informative. We have much to learn and you’re the ones that are going to be teach us because you’ve been doing it for years.

We want to be sure that we make policy, that we pass policy that makes your life easier. We want to be sure that we have budget items that include the things that you need included. And we don’t put so many restrictions on it that it then causes you more problems. It’s not worth taking the money because we’re putting so many restrictions on it.

But as the Senator has said, communicate with us, tell us how we can be helpful. We will then work with our colleagues to make sure we get it passed.

And I want to thank most especially my -- my
counterpart in the senate. Senator Hurtado for all of her hard work in putting this hearing together to make sure that we do hear from all of you and that we comply with the requirements at the federal government.

Thank you.

CHAIR HURTADO: Well, thank you. Once again, I’d like to thank our panelists for taking time out of their busy day to educate the committees on benefits of this CSBG program. CSBG is obviously an important poverty-fighting weapon that impacts the lives of low-income individuals throughout the state and it’s very impressive how you leverage the federal dollars to change lives.

Thank you for the work you do to benefit some of our most vulnerable communities. But I also wanted to take a moment to thank Assemblywoman Reyes for her time and committee to our communities across the state. For her time and commitment here today. We appreciate it.

And I also want to thank our committee staffer and consultants for the work that they do and there’s no way we can do, you know, do this without them so thank you. I believe that we have met our federal mandates at this hearing and I call this hearing -- meeting is adjourned.

(Whereupon, the Public Hearing was adjourned at 4:08 p.m.)
REPORTER’S CERTIFICATE

I do hereby certify that the testimony in the foregoing hearing was taken at the time and place therein stated; that the testimony of said witnesses were reported by me, a certified electronic court reporter and a disinterested person, and was under my supervision thereafter transcribed into typewriting.

And I further certify that I am not of counsel or attorney for either or any of the parties to said hearing nor in any way interested in the outcome of the cause named in said caption.

IN WITNESS WHEREOF, I have hereunto set my hand this 30th day of August, 2019.

[Signature]

PETER PETTY  
CER**D-493  
Notary Public
TRANSCRIBER'S CERTIFICATE

I do hereby certify that the testimony in the foregoing hearing was taken at the time and place therein stated; that the testimony of said witnesses were transcribed by me, a certified transcriber.

And I further certify that I am not of counsel or attorney for either or any of the parties to said hearing nor in any way interested in the outcome of the cause named in said caption.

IN WITNESS WHEREOF, I have hereunto set my hand this 30th day of August, 2019.

Jill Jacoby
Certified Transcriber
AAERT No. CERT**D-633
Legislative and Public Hearing Public Comments and Responses

Public comments submitted to CSD are incorporated in the Community Services Block Grant (CSBG) State Plan and Application. The following is a summary of the written and/or oral testimony received and CSD’s response.

Commenter: Greg Gehr

(1) In multiple places in the State plan, it references “Limited Purpose Agencies” or LPAs. However, nowhere in the plan does it reference the fact that there are two additional eligible LPA agencies, the Karuk Tribe and the Northern California Indian Development Council, Inc. which are also NAI agencies. This information about the eligible entity status of the NCIDC and the Karuk Tribe as LPAs should be contained within the State Plan along with the other eligible agency references.

(2) The description of the 3.9 percent American Indian Set Aside within the California CSBG program is also omitted from the Plan and should be added.

(3) Finally, the designation of Rancherias and Reservations as “Pockets of Poverty” has been omitted from the Plan and should be added.

CSD Response:

(1) The Department of Community Services and Development (CSD) will work with Mr. Gehr and NCIDC in the forthcoming year to address the eligible entity status of the NCIDC and the Karuk Tribe as LPAs.

(2) CSD has updated the final version of the 2020-2021 State Plan and Application to incorporate the Native American Indian (NAI) allocation percentage of 3.9 percent located under the heading CSBG Agency Network Funding 90 Percent of Funds starting on page 8.

(3) CSD has updated the final version of the 2020-2021 State Plan and Application to incorporate the following statement included on page 8:

“Since the late 1980’s, CSD and the tribal and Indian community leaders throughout the State mutually agreed that reservations and Rancherias are considered “pockets of poverty,” and that a minimum funding level of $1,000 would be provided for any county, reservation or Rancheria that would otherwise receive less than this amount due to a small NAI population. American Indian Tribes and tribal organizations applying for and receiving funds directly from the U.S. Department of Health and Human Services will be ineligible for NAI funding from the State.”

CSD recognizes all members of the public and the joint Assembly and Senate Human Services Committee members who provided comments to the California 2020-2021 CSBG State Plan and Application. CSD will address any additional questions and comments expressed during the public and legislative hearing held on August 27, 2019 at a later time.
Community Services Block Grant

Monitoring Procedures
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The Community Services Block Grant Monitoring (CSBG) Procedures have been prepared by the Community Services Division, Field Operations Unit (FOU), to provide uniform procedures and guidance to FOU staff for the administration of the Community Services Block Grant Program.

**PROGRAM OVERVIEW**

**Federal Administration**

Community Action originated with President Lyndon B. Johnson’s War on Poverty and the 1964 Economic Opportunity Act. Public agencies and private nonprofits called Community Action Agencies (CAA) were formed to promote self-sufficiency and respond to immediate social and economic needs within their communities.

In 1981, several funding streams were consolidated into the Community Services Block Grant. The Community Services Block Grant refers to the federal funds and program established by the CSBG Program in the Omnibus Budget Reconciliation Action of 1981 as contained in Public Law 97-35, as that law has been amended from time to time and as currently codified as Section 9901 et. seq. of Title 42 of the United States Code.

The CSBG Program is funded under the U.S. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Community Services (OCS). CSBG funds are distributed to 50 states, U.S. Territories, Native American Indian Tribes and other organizations. CSBG activities are carried out by a national network of over 1,000 CSBG “eligible entities” which provide a diverse range of services for, and advocacy on behalf of, low-income individuals and families. An eligible entity may include a private nonprofit organization or public agency that operates one or more projects funded under the CSBG Program in accordance with federal law. By law, at least 90 percent of a State’s CSBG allocation must be allocated to local eligible entities.

**State Administration**

California Government Code §12725 et seq. provides that the CSBG Program shall be governed by the principle of community self-help, thereby promoting new economic opportunities for Californians living in poverty through well-planned, broadly-based and locally-controlled programs of community action. It also provides authorization for the Governor of the State of California to assume responsibility for California’s CSBG Program and for the state to implement this block grant in conformity with the laws, principles, purposes and policies of the CSBG Program. The Governor has designated the California Department of Community Services & Development (CSD) as the lead Department for purposes of carrying out California’s CSBG activities and ensuring program compliance.

CSD’s current network of CSBG eligible entities consists of approximately 60 non-profit and local governmental organizations (Community Action Agency, Migrant Seasonal Farm Workers (MSFW), Native American Indian Program (NAI) and Limited Purpose Agency (LPA)) that receive CSBG funds. CSD’s eligible entities are required to conduct
a needs assessment, develop a Community Action Plan, and offer services based on identified local needs.

CSBG funds result in innovative programs that address the leading causes of poverty as determined locally by community-based organizations and promote the goals of self-sufficiency and independence among low-income individuals.

For example, CSBG funding supports projects that:

- Lessen poverty in communities
- Address the needs of low-income individuals including the homeless, migrant seasonal workers, youth and the elderly
- Provide access to early childhood programs
- Provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health

The flexible use of CSBG funds allows services offered throughout the State to vary depending on the local needs assessment conducted in each community. CSBG is not a program, it is a funding stream.

Field Operations Unit Role

The Field Operations Unit (FOU) is responsible for ensuring each eligible entity (Agency) complies with CSBG federal and state laws, regulations, policies and contractual requirements. This is accomplished through several methods including, but not limited to, the following:

- Evaluating and approving Agency Community Action Plans (CAP), including goals, planned activities, work plans and budgets.
- Monitoring and evaluating Agency performance for compliance with provisions of applicable federal and state laws, regulations, policies, program guidelines and other contractual provisions.
- Planning and providing Agency training and technical assistance through individual consultations, written instructions, and webinars.
- Consulting with and otherwise advising CSD management and staff on policies and procedures that impact CSBG Program activities.

MONITORING PROGRAM OVERVIEW

Pursuant to the CSBG Act (42 U.S.C.§9901 et seq.), Public Law Section 678B, CSD has responsibility to ensure CSBG Agencies carry out their programs in accordance with all applicable laws, regulations, policies and the executed contract.
The FOU’s monitoring objectives are to determine if Agencies are:

- Complying with federal and state laws, regulations and policies.
- Carrying out their CSBG programs as approved by their CAP.
- Carrying out their CSBG programs in accordance with their Work Plan.
- Demonstrating a continuing capacity to carry out the approved programs.
- Requesting reimbursement only for approved budget costs.
- Needing additional training and technical assistance.
- Meeting applicable Organizational Standards.

Field Representative Role and Responsibilities

The Field Representative’s role is multi-faceted, challenging, and requires the ability to proactively participate in the monitoring of the Agencies and their contracts. The Field Representatives are considered to be the critical link, the liaison between the Department and the Agencies; without their active involvement, the ability to appropriately monitor, support, and facilitate transactions would be greatly diminished.

More specifically, Field Representatives monitor, evaluate and train agencies to ensure compliance with laws, regulations, and contracts administered by CSD, helping them to improve service delivery, increase capacity, and produce greater outcomes. Additionally, Field Representatives conduct analytical studies, analyze and evaluate proposals, and review and/or evaluate Agency requests.

During the performance of duties, the Field Representative is expected to:

A. Be proactive in the oversight of their assigned Agencies.

B. Develop and maintain a positive rapport with their assigned Agencies.

C. Be receptive to ideas and responsive to Agency needs.

D. Be courteous, helpful, professional, and timely.

E. Provide timely and accurate reviews of program deliverables.

**DESCRIPTION OF MONITORING ACTIVITIES**

The FOU monitoring activities occur year-round, in the FOU’s office and at the Agency’s site. Monitoring is conducted in collaboration with Agency staff and in a manner to assist Agencies with the most efficient and effective uses of federal funds to build capacity,
improve service delivery, and achieve intended outcomes with the goal of helping families move out of poverty.

Following is a brief description of the FOU’s reviews and monitoring activities:

A. Community Action Plans (CAP): Agencies must complete a Community Action Plan (CAP), as a condition to receive CSBG funding. Agency CAPs are to be submitted biennially to the FOU by June 30. The CAP serves as the Agency’s two-year roadmap demonstrating how it plans to deliver services. It identifies the causes and condition of poverty, assesses poverty-related needs, including resources in the community and establishes detailed plan, goals, and priorities for strategically delivering these services to individuals and families most affected by poverty. The CAP also identifies eligible activities to be funded in the program service areas and the needs that each activity is designed to meet.

The following is a list of the components typically included in the CAP.

- Cover Page/Agency Certification
- Compliance with Organizational Standards
- State and Federal Assurances 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
- Appendix (as required)

The FOU’s review of the CAP typically occurs during July and August. The Field Representative evaluates the CAP, including goals, planned activities, priorities, including adherence to the Organizational Standards and other supporting documentation for completeness and compliance. The Community Action Plan Review Analysis form (CSD 410) is used to complete the CAP review.

Following the Field Representative’s review and acceptance of the CAP, a letter is sent to the Agency acknowledging receipt and acceptance of their CAP.

B. Contracts: CSD enters into a Standard Agreement (contract), (STD 213), with Agencies receiving CSBG funds. The Annual contract term is January 1st to December 31st. The contract, which is entered into after an Agency’s CAP is accepted by the FOU, specifies the grant amount, scope of work, requirements, and
other terms and conditions. Development of the contract is a collaborative effort involving several CSD Units. The contract is sent to Agencies in October for review, signature, and return of several documents as stipulated in the contract.

CSD employs a parallel contract execution process. Concurrent with the Contractor’s hardcopy submission of the CSBG Annual Agreement, the Contractor must also email specific project deliverables (budget forms, budget narrative, current board roster, board meeting schedule, Annual workplan, etc.) to their assigned Field Representative for review. The Contracts Unit reviews the hardcopy contract package submitted by the agency, and if complete the package is sent to CSD’s Deputy Director of Administrative Services for execution and the executed contract is delivered to the FOU. Upon receipt of the emailed Agreement package the Field Representative prepares the contract file folder and completes a thorough review/analysis of the contract deliverables. Following completion of this review, the Field Representative signs the Contract Review Tracking Sheet (CSD 473) and forwards the Contract Package to the FOU Manager for review. Upon approval by the FOU Manager, the Field Representative sends a notification to the Fiscal Unit, which authorizes the issuance of the Working Capital Advance (WCA) and payment of subsequent invoices.

C. Pre-Monitoring Assessment (PMA): The PMA is an in-house review process conducted annually by the assigned Field Representative, usually between December and prior to the start of the monitoring season. The PMA is intended to identify key contractual factors (based upon the CSBG annual contract) along with administrative or programmatic events, which may indicate a potentially underperforming agency, an administratively challenged agency or simply an agency in need of training/technical assistance.

The PMA is designed to identify early warning signs that could be mitigated before the Agency is in an at-risk situation. Items on this assessment correspond with items on the Desk Review and On-Site Review Tools and are used as part of CSD’s comprehensive CSBG Monitoring Process.

The Pre-Monitoring Assessment Tool is used to perform the PMA. Agency compliance is assessed in the areas of: Board Governance, Fiscal Procedures, Program Performance, Responses to and measured progress to resolve open Monitoring Findings/Technical Assistance Plans, Organizational Standards compliance, key staffing retention, and general items. The PMA assesses key administrative, programmatic and fiscal factors; any cumulative result exceeding the acceptable assessment total score may be grounds for an unplanned onsite visit.

The completed Pre-Monitoring Assessment Tool is submitted to the FOU Manager for review and issues identified during the PMA are discussed with the FOU Manager. For any agency that scores higher than the acceptable score on the Pre-Monitoring Assessment Tool, the Field Representative will schedule a meeting with the FOU manager to decide what the Agency may need up to and including an
unplanned onsite visit. Based upon this discussion the FOU Manager may also decide to include other CSD units that might participate in the visit.

D. **Desk Review:** This is an in-house review process that is conducted annually usually between April and October, for all Agencies, with the exception of those agencies that have received an onsite monitoring visit during the year. The review assesses an Agency’s overall capacity to administer their CSBG Program and determines whether the Agency has any training and technical assistance needs. The scope of the review may include an assessment of the Agency’s board governance, fiscal progress based upon the agency’s 3-year historical spending practices, programmatic performance, compliance with Organizational Standards and any open findings from previous monitoring reports. These documents are submitted during the contract term and are readily available to the Field Representative. Any follow up needed is conducted at the time of the document/data review.

The Agency will receive written notification/letter summarizing the results of the desk review no later than five working days following the review.

E. **On-site Monitoring Visit:** Pursuant to the CSBG Act (42 U.S.C. §9901 et seq.), Agencies are required to have an on-site monitoring visit conducted once during each three (3) year period. A new CSBG eligible entity is required to have an on-site visit immediately after the completion of its first year after being designated as an eligible entity. The on-site monitoring visit is a comprehensive review to assess an Agency’s overall capacity to administer their CSBG Program in compliance with laws, regulations, policies and contractual requirements. The on-site monitoring season generally runs March through October.

The on-site visit involves a partnership between the Agency and the Field Representative to assist with and ensure any compliance deficiencies are identified early and are corrected in a timely fashion. Agencies are expected to cooperate with the FOU by providing access to all programs, records, documents, resources, personnel, inventory, and other documentation reasonably related to the administration and implementation of the services and activities funded by CSBG funds including the direct services performed by subcontractors. When possible, the on-site visit is scheduled during the time of the Agency’s Board meeting, to provide an opportunity for the Field Representative to attend the Board meeting.

The Field Representative coordinates a mutually agreed to date for the onsite visit and written confirmation is provided to the Agency generally between November and December of the year prior to the scheduled visit.

Next, a document request letter will be sent to the Agency no later than 45 calendar days in advance of the on-site visit. The letter will include details of the monitoring visit, such as the duration of the visit, documentation that will be requested before or during the monitoring and other details such as our agreed upon times for the entrance conference, program site visits and the exit conference.
The documents review process is accomplished via a three-phased approach.

In phase I, Agencies are requested to submit the following documents (upload to the eGov Document Portal, or scan and email to the assigned Field Representative) to CSD prior to the on-site visit.

- Procurement Policy
- Equipment Log (If applicable)
- Verification that Working Capital Advance has been deposited into an interest-bearing account
- Child Support Referral Policy or Child Support Referral Literature
- Records Retention Policy (Reference Org Std 8.13)
- Cost Allocation Plan
- Subcontractor List (CSD Form 163)
- Subcontractor Reviews/Monitoring Reports
- Subcontractor Monitoring Policy and Procedures
- Current Board Roster – if more than 3 months old
- Current Bylaws
- Outstanding Board Meeting Minutes
- Outreach Literature

The eGov Document Portal or Data repository, was recently implemented in response to the network’s request for a streamlined method to submit and store commonly requested program documents to CSD. The repository will serve as the primary location for agencies to upload and store commonly requested documents. The Field Representative will retrieve documentation as needed from the repository, thus eliminating the need to email agencies requesting specific documentation. If the agency’s documentation is not stored in the repository, CSD will contact the agency and request they upload the document(s) to the repository.

Additionally, storing common documents in the repository will ensure that items are readily available to upload to the applicable organizational standard(s). The eGov Document Portal categorizes each document for easy accessibility. The Data Repository is also accessible by the Energy Division for dual CSBG and Energy service providers. The document repository will reduce the number of requests for the same documents from CSD.

The Field Representative reviews the standard documentation for completeness and adherence to the applicable laws and regulations and develops a list of questions to discuss with the Agency, and/or requests additional information. During this first phase, the Field Representative will initiate an expenditure lifecycle review as well as a programmatic review. For the expenditure lifecycle review, the Field Representative will review previously submitted financial (monthly or bi-monthly) expenditure activity reports and select two to four expenditure line items based upon the Agency’s annual CSBG allocation (see the Expenditure and Programmatic
Criterion chart below). The Field Representative will request the general ledger entries that support the specific line item amount.

Expenditure and Programmatic Criterion

The Field Representatives use the tables below to determine the number of transactions and client files that will be reviewed during the onsite process.

<table>
<thead>
<tr>
<th>CSBG Allocation</th>
<th>Expenditure Line Items</th>
<th>Individual Invoices/Charges (Agency General Ledger)</th>
<th>Total # of Transactions to be Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $300,000</td>
<td>2</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Between $300,001 to $1 Million</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Over $1 Million</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CSBG Allocation</th>
<th>FNPI (CSBG Annual Report)</th>
<th>Client Files (From Agency List)</th>
<th>Total # of Client Files to be Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $300,000</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Between $300,001 to $1 Million</td>
<td>4</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Over $1 Million</td>
<td>5</td>
<td>3</td>
<td>15</td>
</tr>
</tbody>
</table>

The programmatic review is based upon actual data (CNPI’s and FNPI’s) Agencies submit in the CSBG Annual report. Again, based upon the Agency’s annual CSBG allocation the Field Representative selects three to five outcome indicators for testing and outcome verification. In this phase, the Field Representative will request documentation that provides a list (of clients) that matches the number of actual results reported in the Annual Report.

Phase II of the documentation review process involves a more detailed information request and review for both expenditures and programmatic data.

The Phase II programmatic review entails a similar supporting documentation request and review. The Field Representative will identify between 3 – 5 client files from the client list for each FNPI that will be tested. Requested documentation includes proof of income eligibility family size, type of service received, and dates that services were received, client’s last name and any data associated to verify that the outcome was achieved. CSD provides an encryption protocol to protect
confidentiality as one goal of the onsite process is to perform most of the client file verification at CSD and prior to the onsite.

The life cycle testing of expenditures continues with the receipt of the Agency’s supporting financial documentation, which typically includes payroll registers, timesheets, subcontractor invoices, travel requests, agency invoices, and canceled checks. The review begins at the initial point of the request for purchase. The field representative will review the supporting documentation to ensure purchases were made and reconciled according to the Agency’s Procurement Policy and Cost Allocation Plan. CSD also confirms that the appropriate signatures and approvals have been given for the purchase.

Prior to conducting the onsite, the Field Representative schedules a pre-onsite meeting with the FOU Manager no less than three working days prior to the onsite visit. The purpose of the pre-meeting is to discuss the preliminary results of the desk review and other monitoring documentation/information. Listed below is the information that is presented to the FOU Manager for discussion.

Discussion items at Pre-Onsite meeting:
- Results of preliminary desk review
- Organizational Standards results
  - Open Technical Assistance Plans
- Issues or notable comments from board minute review
- Board Governance
  - Involvement
  - Vacancies
- Budget line items selected for lifecycle review from open contracts
- Unresolved monitoring findings
- Year to Date expenditures (including analysis of current spending practices compared to the agency’s 3-year historical spending trend)
- Other pertinent issues that will be discussed during the onsite visit
- Potential training and technical assistance topics

Phase III is the actual Onsite Monitoring visit. The on-site monitoring visit begins with an Entrance Conference with the Executive Director, Finance Manager, and anyone else the Agency deems appropriate. CSD routinely requests Agencies to invite Board members to attend the Entrance Conference. The Entrance Conference may be an excellent opportunity to increase the knowledge of board members and further inform them about their CSBG funding.

Typical topics discussed at the Entrance Conference include:
- Overview of Monitoring Process (a one-page handout)
- CSD Updates (new staff, new programs)
- Current year discretionary funding opportunities
- Results from CSD Desk Review
• CSBG Advisory Committee Meetings (upcoming schedule and location)
• Organizational Standards (Discussion of Compliance/Status of TAPs)
• Development of Community Action Plan (if Applicable)
• 3 Year Historical Expenditure Spending trend report

During the visit the Field Representative utilizes the On-site Monitoring Tool. The Onsite Monitoring tool is an instrument that essentially becomes the roadmap for the visit. The Tool is sent to the Agency prior to the Onsite visit with the Phase II data request; and though it is a fillable document, the purpose is not for Agency staff to complete it, but rather the tool will guide the content/discussion during the visit. Agencies preparing for the onsite can use it as a checklist (i.e. in preparation for the visit) to ensure all required documentation is collected and emailed to CSD prior to the visit.

The Onsite tool allows the FOU to consistently perform a set of standard assessments and observations for every Agency, that includes reviewing fiscal, administrative and programmatic documentation; reviewing Subcontractor management procedures, interviewing key staff and Board members; and observing programs and Board participation.

At the conclusion of the on-site monitoring visit, an Exit Conference is held typically with the Executive Director, Finance Manager, and anyone else the Agency deems appropriate. The Exit Conference provides an opportunity for the Field Representative to summarize his/her observations during the review and notify the Agency whether there are any potential findings of non-compliance as a result of the review.

Following the Onsite visit, a post onsite meeting is held with the FOU Manager to provide a quick update on the visit and discuss any potential finding, observations, recommendations, and or Training and Technical Assistance. The post meeting is scheduled no later than 3 working days after returning to the office. Following the post-onsite meeting the Field Representative ensures all documents are properly labelled and filed electronically; including a list of documents that are saved electronically. The following documents are contained in the Onsite accordion file:

• Board Roster (CSD 188)
• Board meeting minutes (those mentioned in the Desk Review)
• Entrance conference sign in sheet
• Current Expenditure Activity Report (including 3-year Historical Expenditure Spending Trend)
• Equipment list (if applicable)
• Subcontractor list (CSD 163)
• Child Support verification
• Exit Conference sign in sheet
• Programmatic documentation
• Onsite Monitoring Tool
• Fiscal documentation

Additionally, the Field Representative completes an On-site Monitoring Report. This report provides a summary of the on-site monitoring activities and includes any findings of non-compliance with statutory, regulations and/or contractual requirements supported by the facts considered in reaching the conclusion(s). Deficiencies noted in the monitoring report will be cited as follows:

• Recommendations – There is no breach of the CSD contract, and/or federal and/or state requirements; however, it is recommended by CSD to improve current processes, systems, or “best practices” that contribute to increased efficiencies.

• Observations – A compliance issue that is considered a minor breach of the contract and any material referenced within the contract. If the compliance is not remedied prior to the next monitoring review, the issue may be elevated to a Finding.

• Findings – A compliance issue with the CSBG contract, federal and/or state requirements, regulations, policies or procedures.

For each area of non-compliance, the Field Representative identifies specific corrective action by which the deficiency can be resolved and assigns due dates for the Agency to correct compliance-related deficiencies.

Corrective action citing Board vacancies will be managed as follows:

Agencies are required to submit a board roster with the annual CSBG contract.

• The board roster includes board member names, title/position on the board, specific sector, contact information, board vacancy and date of vacancy (if applicable)
• Each Agency will receive either an onsite monitoring visit or desk review where an updated roster is requested if any changes have occurred.
• The board roster is reviewed and at the time of monitoring to determine if there are any board vacancies. If a board vacancy is identified, then depending on the length of time of the board vacancy will determine what action will be applied.

• Vacancy(ies) less than 3 months - no action taken
• Vacancy(ies) between 3 months to 12 months – Agency is assessed an Observation
• Vacancy (ies) More than 12 months – Agency is assessed a Finding
- Long standing board vacancies may require additional follow up or require training and technical assistance. Not correcting long standing board vacancies could potentially place an Agency on a Quality Improvement Plan (QIP)

- Follow up on filling board vacancies is conducted quarterly; the Agency is required to submit an update on the progress and activities they have completed to fill the board vacancy and a completion date by which all vacancies will be filled.

  - CSD will offer training and technical assistance if needed to assist an Agency in filling a board vacancy. In addition, CSD will provide trainings on different strategies for board recruitment.

Following the FOU Manager’s approval, a draft of the onsite report is sent via email to the Agency’s Executive Director for review and comment, typically within three weeks after the monitoring visit. The Agency will have five working days to review the document and submit corrections or request changes. If no comments or requests for changes are received, the Final On-site Monitoring Report is mailed to the Agency Executive Director and Board Chair within 60 calendar days of completing the on-site monitoring visit.

Along with the Final Monitoring Report, the Field Representative emails a Monitoring Satisfaction Survey to the agency to solicit input about the monitoring process. The purpose of the Monitoring Survey is to measure Community Services Block Grant (CSBG) agencies satisfaction with how the Monitoring was performed by CSD’s Community Services Division - Field Operations Unit. The feedback received will assist the Field Operations Unit to further improve the way oversight responsibilities are performed to strengthen its effectiveness, increase efficiency, offer transparency, and further improve the partnership between CSD and the CSBG Agencies.

Due to the number of CSBG providers in California (approximately 60), CSD issues the same survey for a three-year cycle (the time required for every agencies to have their mandatory onsite monitoring visit). During the three-year cycle CSD continues to gather feedback while planning process improvements to be implemented at the onset of the next Onsite visit cycle. Following the completion of a cycle, improvements are implemented, another survey is developed, and the continuous improvement process continues with the next three-year cycle.

F. Preliminary Expenditure Review: This is an in-house review that is conducted throughout the year. The expenditure review is an analysis of an Agency’s expenditures as compared to the approved budget to identify and address low expenditures, budget line item overages, and/or zero reporting. CSD has developed a tool which compares the current year spending performance to the Agency’s spending pattern over that past three years. The three-year historical spending trend tool provides a better picture of “typical” expenditure performance. If there is a current expenditure variance (ahead or behind), greater than 15% from the three-
year historical spending trend, CSD will contact your agency, send a copy of the chart and discuss what’s going on.

G. **Annual Report**: This is an in-house review process conducted in January and February. Agencies are required to submit programmatic reports to the FOU using a web-based, data entry system that automates the submission and review of Administrative, Financial and Programmatic activities and client demographic information from January 1 to December 31.

H. **Organizational Standards Review**: The organizational standards are a set of measurements to ensure that each Agency has the applicable organizational capacity (fiscal and administrative) to administer the community services block grant. Annually each Agency completes an automated self-assessment including uploading verifying documentation using a web-based system for each organizational standard. CSD performs an evaluation of the documentation uploaded by the Agency to verify the standards are met. Upon completion of the review, if a Standard is deemed unmet, by CSD or if the Agency upon submission designates a Standard as unmet, a technical assistance plan is required. The Agency develops a TAP including steps to meet the standard and a timeline for completion. Following review and agreement of the Technical Assistance Plan, CSD will work with the Agency to help meet the Standard(s). Upon resolution of the Technical Assistance Plan, CSD provides the Agency with notice of satisfactorily meeting the Standard.

**MONITORING FOLLOW-UP**

When findings are included in the monitoring report, the Agency is required to resolve the issue on or before the established due date or within the timeframe established in the corrective action plan. Until such time, the Agency will submit a Monitoring Finding Status report providing the progress on resolving the issue. Upon receipt of the Agency’s Monitoring Finding Status Report, the Field Representative conducts a review to ensure the Agency is progressing in resolving the finding(s). A letter is sent to the Agency acknowledging receipt of the status report or closing the finding. The Field Representative will take these additional steps:

- Track monitoring findings and conduct on-going follow up based on the timeframe established in the monitoring report.

- Whenever an Agency is not compliant with submitting the applicable status update(s) or resolving a finding by the established due date, notify the Agency Executive Director by sending a follow up letter.

Pursuant to the CSBG Act (Section 678B, 678C, 42 USC 9914), unmet monitoring deficiencies will result in the FOU working more closely with the Agency to put in place a technical assistance plan or quality improvement plan, as appropriate. Below are the definitions for:
• Technical Assistance Plan: Training and technical assistance provided by CSD and/or other organizations to address deficiencies that could be resolved within one year.

• Quality Improvement Plan (QIP): The corrective steps/actions that are to be taken, and by when, to address significant/serious deficiencies. The QIP is due within 60 days after being informed of the deficiency. The FOU is required to either approve the proposed plan or specify the reasons why the proposed plan cannot be approved; and after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding of the Agency. The Office of Community Services will be informed within 30 calendar days of approving the QIP.

Whenever deficiencies are not resolved in a timely manner, it may lead to the FOU conducting follow up reviews, including a return visit to the Agency and their programs that fail to meet the goals, standards, and requirements established by the State. Also, the FOU will make training and technical assistance resources available to the Agency as directed by CSD or requested by the Agency.

Upon receipt and acceptance of the monitoring corrective action documentation or completion of the assigned action required by CSD, CSD will provide acknowledgement of the completed corrective action via a letter to the Agency and the Agency Executive Director that the corrective action has been completed and the monitoring report closed.

CLOSEOUT

As required by Federal and State law, and thereby in each contract, CSD must assure that agencies submit a timely close-out package to bring closure to a contract and assure that any funds due either party are expeditiously processed.

Agencies are required to submit a contract close-out package to CSD within 90 days of the expiration of each contract but no later than March 31. The exception is when an Agency has an approved contract term extension.

The close-out of a contract does not affect the following:

• CSD’s right to disallow costs and recover funds on the basis of a later audit or other review.

• The Agency’s obligation to return any funds due as a result of later refunds, corrections, or other transactions.

• Records retention requirements.

• Equipment management requirements.

• Audit requirements.
The Field Representative completes a review of the Agency’s close out package no later than April 30, except for those contracts that have a term extension. The review is an analysis of the close-out reports and to determine completeness, accuracy of the documents prior to closing out of the grant. A Close-out letter is issued upon determination that the entity submitted all the applicable documentation and fiscal reports.

**TRAINING & TECHNICAL ASSISTANCE**

Agencies must be familiar with CSBG laws, regulations, policies and program requirements. CSD is responsible for providing Agencies with a range of technical assistance and training to establish and maintain sound grants management and program practices.

The FOU serves as an official conduit of information, including laws, regulations, rules, and other official memoranda from funding sources to eligible entities. The FOU offers on-going support, training, and technical assistance, as requested or needed, to help Agencies provide services to low-income clients. Training or workshops are typically conducted prior to contract issuance and/or if necessary, for the development of Agencies’ biennial Community Action Plan. Training and/or workshops may be regionalized (a North/South venue) or centralized (one workshop centrally located).

CSD established the Technical Support Unit (TSU), creating a third unit under the CSBG Division to further support and expand the department’s dedication to provide on-going training and technical assistance to the CSBG network of Agencies. TSU is responsible for maintaining the effective administration of the Community Services Block Grant (CSBG), CSBG Discretionary Initiatives, and other programs as developed within the Community Services Division. The TSU works with the FOU to evaluate the performance and provides training and technical support to CSBG Agencies.

Training services are performed several ways, such as:

- A site visit to the Agency
- By telephone or Webinar
- Subject-specific regional training seminars

In addition, CSD enters into an annual contract with an association that specializes in helping CSBG Agencies increase their knowledge, skills, and capacities to fulfill their various missions. For example, through this association, Agencies may participate in network meetings to problem solve, attend conferences, receive specific training such as in building organizational capacity and community relations, and request technical assistance.
The CSD provider website offers information such as policies, trainings, informational bulletins and other important information for CSD’s community service providers administering a CSBG program at: http://providers.csd.ca.gov/

Periodically, CSD participates in multi-state training, workshops, or conferences at the request of our funding sources. Field Representatives may be asked to participate as presenters, facilitators, and/or to provide on-site support.

**CSD RECORDKEEPING**

The FOU is responsible for maintaining contract files, records, and relevant documentation consistent with federal requirements and CSD’s Records Retention Schedule.

The Field Representative will maintain complete, organized, and standardized contract files.
California Government Codes §12750.1 and §12750.2

California Code, Government Code - GOV § 12750.1

(a) No new community action agency may be designated by the director for a political subdivision that is served by an existing community action agency unless any of the following exist:

(1) The political subdivision is informed in writing by the director that the existing community action agency has failed to comply, after having a reasonable opportunity to do so, with the requirements of this chapter, subject to paragraph (5) of subdivision (c) of Section 12781.

(2) The political subdivision is informed by its existing community action agency that because of changes in assistance furnished to programs to economically disadvantaged persons it can no longer operate a satisfactory community action program.

(3) The director is petitioned by significant numbers of eligible beneficiaries to reconsider its existing designation and, based on that reconsideration, determines to designate an alternate community action agency.

(b) In the event that the designation of an existing community action agency is revoked, the director shall designate a new community action agency within a period of 90 days after the effective date of the revocation, subject to Section 12750.2.

(c) New community action agency designations may be made in political subdivisions or combinations of political subdivisions in a county or portion thereof for which no community action agency has been designated provided that the community to be served has a population of at least 50,000, as determined by the Bureau of Census from the most recent available census or survey. The director may waive the general requirement that the community to be served have a population of at least 50,000 in those instances where no practical grouping of contiguous political subdivisions can be made in order to meet that requirement.

(d) A private nonprofit agency that serves a political subdivision or combination of political subdivisions having more than 50,000 population shall be entitled to petition the department for State designation as a community action agency, provided it has a governing board meeting community action agency requirements and has the capability to plan, conduct, administer, and evaluate a community action program.
California Code, Government Code - GOV § 12750.2

For purposes of serving any area of the State in which community action programs cease to be provided, the director shall designate an organization in accordance with Section 9909 of Title 42 of the United States Code, as amended, and through a process that shall include all of the following:

(a) Notice of intent to designate.

(b) Request for proposals by any political subdivision or by any other qualified organization that can demonstrate adequate representation of low-income individuals in the development, planning, implementation, and evaluation of the community action program.

(c) Invitation to the political subdivision to participate in the review of the proposals.
California State Plan and Application 2020-2021

California Code, Government Code - GOV § 12781

The department shall have the following powers and duties:

(a) Development of an orderly grant application process culminating in a prescribed contract.

(b) Ensuring that eligible entities will have a timely cashflow within the guidelines of the Federal Cash Management Improvement Act of 1990 (P.L. 101-453), as amended. The department shall issue to each eligible entity an advance payment at the beginning of the contract period equal to 25 percent of the eligible entity’s total contract amount. Payments thereafter shall be equal to expenditures reported on the eligible entity’s financial progress reports, not to exceed the eligible entity's total contract amount.

(c) Promulgation of uniform contracts management standards to include:

(1) Standards for fiscal control and fund accounting that do all of the following:

(A) Require new eligible entities to be certified by an accountant prior to receiving financial assistance.

(B) Require periodic financial reporting to the office and an annual audit.

(C) Permit a defined range of flexibility from approved budgets and the use of negotiated indirect costs rates.

(D) For the purpose of administrative expenditures, permit an eligible entity to use funds allocated under this chapter in an amount not to exceed 12 percent of the total operating funds of its community action program.

(E) Limit the use of funds for construction, as required by Federal law.

(2) Minimum standards for procurement to prevent conflict of interest or malfeasance.

(3) Standards regarding property that provide that title to property purchased with funds granted under this chapter or with funds formerly granted pursuant to the Federal Economic Opportunity Act of 1964 (Chapter 34 (commencing with Section 2701) of Title 42 of the United States Code) shall vest in the grantee, subject to conditions requiring prudent property management and the provision for disposition of the property among other eligible entities in the event of closeout.

(4) Procedures for the withholding of payments or recovery of moneys where the underlying cost expenditures or obligations claimed by the eligible entity are disallowed.
(5) Standards for termination or reduction of financial assistance to an eligible entity, or revocation of the designation of a community action agency, for failure to comply with this chapter. The department may terminate or reduce any financial assistance provided to an eligible entity under this chapter forthwith, if the department finds there is evidence of fraud or illegal use of funds. The department also may terminate or reduce any financial assistance to an eligible entity, if the department determines that “cause,” as defined in Section 9908(c) of Title 42 of the United States Code, as amended, exists and after providing notice and an opportunity for a hearing on the record, subject to review by the secretary consistent with Section 9915 of Title 42 of the United States Code, as amended.

(d) Promulgation of regulations pursuant to the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340), Chapter 4 (commencing with Section 11370), and Chapter 5 (commencing with Section 11500), of Part 1) that are necessary and appropriate for the effective administration of this chapter. At a minimum these regulations shall clearly define all of the following:

(1) The due process rights, including notification, right of appeal, and opportunity for a fair hearing, of eligible entities, and the procedures to be followed in order to guarantee those rights, in cases of denial of refunding, suspension, reduction, or termination of funding, or revocation of designation by the department.

(2) The obligation of eligible entities to provide a fair procedure for clients denied services by eligible entities.

(3) The requirement that community action agencies select tripartite boards that include persons who represent the poor. These regulations shall ensure that democratic procedures are fully operative and may include criteria for tenure, geographic representation, and election procedures.

(e) Establishment of procedures for orderly closeout of terminated entities.

(f) Monitoring and periodic evaluation of eligible entities, using evaluation methods and standards that have been published prior to the evaluation and that provide eligible entities an opportunity to respond to evaluation findings.

(g) Development of standards to ensure compliance by eligible entities with Federal and state requirements for public access to records, prohibition of partisan political activities, and nondiscrimination.

(h) Establishment of policies and procedures that ensure freedom of information.

(i) Fostering cooperation among community action agencies, including providing opportunities for community action agencies to work together and publishing a directory, that shall be periodically updated, of all grantees under this program and the LIHEAP (Subchapter II (commencing with Section 8621) of Chapter 94 of Title 42 of the United States Code).
(j) Establishment of procedures for the allocation of the funds available pursuant to subdivision (c) of Section 12759.

(k) Identification and encouragement of linkages with other state departments, local governments or private groups that oversee programs providing resources for low-income persons in order to coordinate existing efforts to overcome poverty.
§ 100780. Denial of Refunding, Suspension and Termination of Contract Procedures.

(a) Purpose and Scope - This section establishes the rules and procedures governing the denial of refunding and the suspension and termination of contracts. This section shall not apply to any administrative action based upon any violation or alleged violation of Title VI of the Civil Rights Act of 1964. In case of such violations or alleged violations, the provisions of 45 CFR Part 1010 shall apply.

(b) Definitions.

(1) The term “termination” means the cancellation by the Department of state and or Federal assistance in whole or in part, under a contract at any time prior to the time of completion.

(2) The term “suspension” means an action taken by the Department which temporarily suspends state and/or Federal assistance under the contract, pending DEO's decision to terminate the contract.

(3) The term “responsible Department official” means the Director, Deputy Director, or any other official who is authorized to make the contract in questions, or the designee of any of these officials.

(c) Failure to Comply with Contract Terms and Conditions.

When a grantee has materially failed to comply with the contract terms and conditions, the Department may suspend the contract in whole or in part.

(d) Suspension Notice.

(1) The responsible Department official shall notify the grantee in writing that the Department intends to suspend a contract, in whole or in part, unless good cause is shown why the contract should not be suspended. The notice shall specify the grounds for the proposed suspension, the proposed effective date of suspension and the grantee’s right to submit written material in opposition to the intended suspension and of its right to request an informal meeting at which the grantee may respond with an attempt to show cause why such suspension should not occur. The period of time within which the grantee may submit such written material or request the informal meeting shall be specified in the notice of intent to suspend and shall be no less than 5 days after the notice has been sent. If the grantee requests a meeting, the responsible Department official shall set a time and place for the meeting, which shall not be less than 5 days after the grantee’s request is received by the Department. In lieu of the right of the grantee to request an informal meeting, the responsible Department official may on his/her own initiative establish a time and place for such a meeting. In no event, however, shall such a meeting be scheduled less than 7 days after the notice of intent to suspend has been sent to the grantee. The responsible Department official may
(2) At the time the responsible Department official sends the notice of intent to suspend the grantee, he/she shall also send a copy of it to any delegate agency whose activities or failure to act are a substantial cause of the proposed suspension, and shall inform such delegate agency that it shall be entitled to submit written material or to participate in the informal meeting referred to in subparagraph (d)(1) of this section. The responsible Department official may give such notice to any other delegate agency.

(3) Within 3 days of receipt of the notice, the grantee shall send a copy of these regulations to all delegate agencies which would be financially affected by the proposed suspension action. Any delegate agency which wishes to submit written material may do so within the time stated in the notice. Any delegate agency that wishes to participate in the informal meeting may request permission to do so from the responsible Department official, who may in his/her discretion, grant or deny such permission. In acting upon any such request from a delegate agency, the responsible Department official shall take into account the effect of the proposed suspension on the particular delegate agency, the extent to which the meeting would become unduly complicated as a result of granting such permission, and the extent to which the interest of the delegate agency requesting such permission appears to be adequately represented by other participants.

(4) In the notice of intent to suspend, the responsible Department official shall invite voluntary action to adequately correct the deficiency which led to the initiation of the suspension proceeding.

(5) The responsible Department official shall consider any timely material presented to him/her during the course of the informal meeting provided for in subparagraph (d)(1) of this section, as well as any showing that the grantee has adequately corrected the deficiency which led to the initiation of suspension proceedings. If after considering the material presented to him/her, the responsible Department official concludes the grantee has failed to show cause why the contract should not be suspended, he/she may suspend the grant in whole or in part and under such terms and conditions as he/she shall specify.

(6) Notice of such suspension shall be promptly transmitted to the grantee and shall become effective upon delivery. Suspension shall not exceed a 30 day period unless during such period of time, termination proceedings are initiated or unless the responsible DEO official and the grantee agree to a continuation of the suspension for an additional period of time. If termination proceedings are initiated, the suspension shall remain in full force and effect until such proceedings have been fully concluded.

(7) During a period of suspension, no new expenditures shall be made by the grantee and no new obligations shall be incurred in connection with the suspended program except as specifically authorized in writing by the responsible Department official. Expenditures to fulfill legally enforceable commitments made prior to the notice of
suspension, in good faith and in accordance with the grantee’s approved work program, and not in anticipation of suspension or termination, shall not be considered new expenditures. However, funds shall not be recognized as committed solely because the grantee has obligated them by contract or otherwise to a delegate agency.

(8) The responsible Department official may in his/her discretion modify the terms, condition and nature of the suspension or rescind the suspension action at any time on his/her own initiative or upon a showing satisfactory to him/her that the grantee has adequately corrected the deficiency which led to the suspension and that repetition is not threatened. A suspension partly or fully rescinded may, in the discretion of the responsible Department official, be re-imposed with or without further proceeding. Provided, however, that the total time of suspension may not exceed 30 days unless termination proceedings are initiated in accordance with Department policies and procedures governing the termination of contracts or unless the responsible Department official and the grantee agree to a continuation of the suspension for an additional period of time. If termination proceedings are initiated, the suspension shall remain in full force and effect until such proceedings have been fully concluded.

(e) Notice and Pre-hearing Procedures.

(1) If the responsible DEO official believes a grantee’s violation of the terms and conditions of its contract is sufficiently serious to warrant termination, whether or not the contract has been suspended, he/she shall state that there appears to be grounds which warrant termination and shall set forth the specific reasons therefor. If the reason(s) result in whole or substantial part from the activities of a delegate agency, the notice shall identify that delegate agency. The notice shall also advise the grantee that the matter has been set down for hearing at a stated time and place in accordance with paragraph (f) of this section. In the alternative, the notice shall advise the grantee of its right to request a hearing and shall fix a period of time which shall not be less than 10 days, in which the grantee may request such a hearing.

(2) Termination hearings shall be conducted in accordance with the provisions of paragraphs (g) and (h) of this section. They shall be scheduled for the earliest practicable date, but not later than 30 days after a grantee has requested such a hearing. Consideration shall be given to a request by a grantee to advance or postpone the date of a hearing scheduled by the Department. Any such hearing shall afford the grantee a full and fair opportunity to demonstrate that it is in compliance with all applicable laws, regulations, and other requirements. In any termination hearing, the Department shall have the burden of justifying the proposed termination. However, if the basis of the proposed termination is the failure of a grantee to take action required by law, regulation, or other requirement, the grantee shall have the burden of proving that such action was timely taken.

(3) If a grantee requests that the Department hold a hearing in accordance with subparagraph (e)(1) of this section, it shall send a copy of its request for such a hearing to all delegate agencies which would
be financially affected by the termination and to each delegate agency identified in the notice pursuant to subparagraph (e)(1) of this section. This material shall be sent to these delegate agencies at the same time the grantee's request is made to the Department. The grantee shall promptly send the Department a list of the delegate agencies to which it has sent such material and the date on which it was sent.

(4) If the responsible Department official pursuant to subparagraph (e)(1) of this section informs a grantee that a proposed termination action has been set for hearing, the grantee shall, within 5 days of its receipt of this notice, send a copy of it to all delegate agencies which would be financially affected by the termination action and to each delegate agency identified in the notice pursuant to subparagraph (e)(1) of this section. The grantee shall send the responsible Department official a list of all delegate agencies notified and the dates of notification.

(5) If the responsible Department official has initiated termination proceedings because of the activities of a delegate agency, that delegate agency may participate in the hearing as a matter of right. Any other delegate agency, person, agency or organization that wishes to participate in the hearing may, in accordance with paragraph (g) of this section, request permission to do so from the presiding officer of the hearing. Such participation shall not, without the consent of the Department and the grantee, alter the time limitations for the delivery of papers or other procedures set forth in this section.

(6) The results of the proceeding and any measure taken thereafter by the Department pursuant to this section shall be fully binding upon the grantee and all its delegate agencies whether or not they actually participated in the hearing.

(7) A grantee may waive a hearing and submit written information and argument for the record. Such material shall be submitted to the responsible Department official within a reasonable period of time to be fixed by him/her upon the request of the grantee. The failure of a grantee to request a hearing, or to appear at a hearing for which a date has been set, unless excused for good cause, shall be deemed a waiver of the right to a hearing and consent to the making of a decision on the basis of such information as is then in the possession of the Department.

(8) The responsible Department official may attempt, either personally or through a representative, to resolve the issues in dispute by informal means prior to the date of any applicable hearing.

(f) Time and Place of Termination Hearings.

The termination hearing shall be held in Sacramento, CA, at a time and place fixed by the responsible Department official, unless he/she determines that the convenience of the Department or of the parties or their representatives requires that another place be selected.

(g) Termination Hearing Procedures.
(1) The termination hearing, the decision on termination and any review thereof shall be conducted in accordance with paragraph (g), (h) and (i) of this section.

(2) The presiding officer at the hearing shall be the responsible Department official. The presiding officer shall conduct a full and fair hearing, avoid delay, maintain order, and make a sufficient record for a full and true disclosure of the facts and issues. To accomplish these ends, the presiding officer shall have all powers authorized by law, and he/she may make all procedural and evidentiary rulings necessary for the conduct of the hearing. The hearing shall be open to the public unless the presiding officer, for good cause shown, determines otherwise.

(A) After the notice described in subparagraph (g)(6) of this section is filed with the presiding officer, he/she shall not consult any person or party on a fact in issue unless on notice and opportunity for all parties to participate. However, in performing his/her functions under this subparagraph the presiding officer may use the assistance and advise of an attorney designated by the General Counsel of the Department. The attorney designated to assist him/her however, must not have represented the Department or any other party or otherwise participated in a proceeding, recommendation, or decision in the particular matter.

(3) Both the Department and the grantee are entitled to present their cases by oral or documentary evidence, to submit rebuttal evidence and to conduct such examination and cross-examination as may be required for a full and true disclosure of the facts bearing on the issues. The issues shall be those stated in the notice required to be filed by subparagraph (g)(6) of this section, those stipulated in a pre-hearing conference or those agreed to by the parties.

(4) In addition to the Department, the grantee, and any delegate agencies which have a right to appear, the presiding officer, in his/her discretion, may permit the participation in the proceedings of such persons or organizations as he/she deems necessary for a proper determination of the issues involved. Such participation may be limited to those issues or activities which the presiding officer believes will meet the needs of the proceeding, and may be limited to the filing of written material.

(A) Any person or organization that wishes to participate in a proceeding may apply for permission to do so from the presiding officer. This application, which shall be made as soon as possible after the notice of proposed termination has been received by the grantee, shall state the applicant's interest in the proceeding, the evidence or arguments the applicant intends to contribute, and the necessity for the introduction of such evidence or arguments.

(B) The presiding officer shall permit or deny such participation and shall give notice of his/her decision to the applicant, the grantee, and the Department and, in the case of denial, a brief statement of the reasons therefor. The presiding officer may, however, subsequently permit such participation if, in his/her opinion, it is warranted by subsequent circumstances. If participation is granted, the presiding officer shall notify all
parties of that fact and may, in appropriate cases, include in the notification a brief statement of the issues as to which participation is permitted.

(C) Permission to participate to any extent is not a recognition that the participant has any interest which may be adversely affected or that the participant may be aggrieved by any decision, but is allowed solely for the aid and information of the presiding officer.

(5) All papers and documents which are required to be filed shall be filed with the presiding officer. Prior to filing, copies shall be sent to the other parties.

(6) The responsible Department official shall send the grantee and any other party a notice which states the time, place, and nature of the hearing, and the legal authority and jurisdiction under which the hearing is to be held. The notice shall also identify with reasonable specificity the facts relied on in justifying termination and the Department requirements which it is contended the grantee has violated. The notice shall be filed and served not later than 10 days prior to the hearing and a copy therefor shall be filed with the presiding officer.

(7) The grantee and any other party which has a right or permission to participate in the hearing shall give written confirmation to the Department of its intention to appear at the hearing 3 days before it is scheduled to occur. Failure to do so may, at the discretion of the presiding officer, be deemed a waiver of the right to a hearing.

(8) All papers and documents filed or sent to a party shall be signed in ink by the appropriate party or his/her authorized representative. The date on which papers are filed shall be the day on which the papers or documents are deposited, postage prepaid in the U.S. mail, or are delivered in person. The effective date of the notice specifying the grounds which warrant termination shall be the date of its delivery or attempted delivery at the grantee's last known address as reflected in the records of the Department.

(9) Prior to the commencement of a hearing the presiding officer may, subject to the provisions of subparagraph (g)(2)(A) of this section, require the parties to meet with him/her or correspond with him/her concerning the settlement of any matter which will expedite a quick and fair conclusion of the hearing.

(10) Technical rules of evidence shall not apply to hearings conducted pursuant to this section but the presiding officer shall apply rules or principles designed to assure production of relevant evidence and to subject testimony to such examination and cross-examination as may be required for a full and true disclosure of the facts. The presiding officer may exclude irrelevant, immaterial, or unduly repetitious evidence. A transcript shall be made of the oral evidence and shall be made available to any participant upon payment of the prescribed costs. All documents and other evidence submitted shall be open to examination by the parties and opportunity shall be given to refute facts and arguments advanced by either side on the issues.

(11) If the presiding officer determines that the interests of justice would be served, he/she may authorize the taking of depositions provided that all parties are afforded an
opportunity to participate in the taking of the depositions. The party who requested the deposition shall arrange for a transcript to be made of the proceedings and shall upon request, and at his/her expense, furnish all other parties with copies of the transcript.

(12) Official notice may be taken of a public document, or part thereof, such as a statute, official report, decision, opinion or published scientific data issued by any agency of the Federal Government or a State or local government and such document or data may be entered on the record without further proof of authenticity. Official notice may also be taken of such matters as may be judicially noticed in the courts of the United States, State of California, or any other matter of established fact within the general knowledge of the Department. If the decision of the presiding officer rests on official notice of a material fact not appearing in evidence, a party shall on timely request be afforded an opportunity to show the contrary.

(13) After the hearing has concluded, but before the presiding officer makes his/her decision, he/she shall afford each participant a reasonable opportunity to submit proposed findings of fact and conclusions. After considering each proposed finding or conclusion the presiding officer shall state in his/her decision whether he/she has accepted or rejected them in accordance with the provisions of paragraph (h) and (i) of this section.

(h) Decision.

(1) Each decision of a presiding officer shall set forth his/her findings of fact, and conclusions, and shall state whether he/she has accepted or rejected each proposed finding of fact and conclusion committed by the parties, pursuant to subparagraph (g)(13) of this section. Findings of fact shall be based only upon evidence submitted to the presiding officer and matters of which official notice has been taken. The decision shall also specify the requirement or requirements with which it is found that the grantee has failed to comply.

(2) The decision of the presiding officer may provide for continued suspension or termination of the contract in whole or in part, and may contain such terms, conditions, and other provisions as are consistent with and will effectuate the purposes of the Community Services Block Grant Act, as amended.

(3) If the hearing is held by an independent hearing examiner rather than by the responsible Department official, he/she shall make an initial decision, and a copy of this initial decision shall be mailed to all parties. Any party may, within 20 days of the mailing of such initial decision or such longer period of time as the presiding officer specifies, file with the responsible Department official his/her exceptions to the initial decision and any supporting brief or statement. Upon the filing of such exceptions, the responsible Department official shall, within 20 days of the mailing of the exceptions, review the initial decision and issue his/her own decision thereon, including the reasons therefor. The decision of the responsible Department official may increase, modify, approve, vacate, remit, or mitigate any sanction imposed in the initial decision or may remand the matter to the presiding officer for further hearing or consideration.
(4) Whenever a hearing is waived, a decision shall be made by the responsible Department official and a written copy of the final decision of the responsible Department official shall be given to the grantee.

(5) The grantee may request the Director to review a final decision made by the responsible Department official which provides for termination. Such a request must be made in writing within 15 days after the grantee has been notified of the decision in question and must state in detail the reasons for seeking the review. In the event the grantee requests such a review, the Director or his/her designee shall consider the reasons stated by the grantee for seeking the review and shall approve, modify, vacate or mitigate any sanction imposed by the responsible Department official or remand the matter to the responsible Department official for further hearing or consideration. The decision of the responsible Department official will be given great weight by the Director or his/her designee during the review. During the course of his/her review, the Director or his/her designee may, but is not required to, hold a hearing or allow the filing of briefs and arguments. Pending the decision of the Director or his/her designee, the grant shall remain suspended under the terms and the conditions specified by the responsible Department official unless the responsible Department official or the Director or his/her designee determines otherwise. Every reasonable effort shall be made to complete the review by the Director or his/her designee within 30 days of receipt of the grantee’s request by the Director. The Director or his/her designee may, however, extend this period of time if he/she determines that additional time is necessary for an adequate review.

(6) The responsible Department official or the presiding officer of a termination hearing may alter, eliminate or modify any of the provisions of this section with the consent of the grantee and, in the case of a termination hearing, with the consent of all delegate agencies that have a right to participate in the hearing pursuant to subparagraph (e)(5) of this section. Such consent must be in writing or be recorded in the hearing transcript.

(7) The procedures established by this section shall not preclude the Department from pursuing other remedies authorized by law.

(i) Right to Counsel; Travel Expenses.

(1) The Department and the grantee shall have the right to be represented by counsel or other authorized representatives in all proceedings under this section. Any grantee or delegate agency if authorized by resolution of their Board of Directors, may transfer sufficient funds from their current operating grants to pay for fees, travel and per diem expenses of such attorney. The fees for such attorneys shall be the reasonable and customary fees for an attorney practicing in the locality of the attorney. However, such fees shall not exceed $100 per day, exclusive of travel costs and per diem, without the prior written approval of the Department.

(2) The Board of Directors of the grantee or any delegate agency which has a right to participate in an informal meeting pursuant to subparagraph (e)(8) of this section will also be authorized to designate two persons in addition to an attorney whose travel and
per diem expenses to attend the meeting or hearing may be paid from the organization’s current operating grant. Such travel and per diem expenses shall conform to the policies set forth in Office of Management and Budget (OMB) Circular A-110, dated 7/30/76, and OMB Circular A-102, dated 9/12/77, and other applicable Federal laws or regulations which may supersede these policies.

(j) Denial of Refunding.

(1) No grantee shall be denied refunding by the Department without the Department first complying with paragraphs (e), (f), (g), (h) and (i) of this section.

(2) In addition to the general requirements of subsection (a), the Department shall obtain authority to terminate the contract of community action agency grantees or migrant and seasonal farmworker organization grantees from the Secretary of the U.S. Department of Health and Human Services pursuant to Section 676 A of the Community Services Block Grant Act, (42 U.S.C. 9905A), prior to a denial of refunding.

(k) Disposition of Unexpended Funds.

Upon termination, the disposition of unexpended CSBG funds and of property purchased with program funds shall be in accordance with the provisions of Section 100740 of Article 3 of these regulations, entitled Grant Closeouts for Terminated Grantees. Termination shall not affect expenditures or legally binding commitments made prior to the grantees receipt of notice of the termination provided such expenditures were made in good faith and are otherwise allowable.

Note: Authority cited: Section 12781(d)(1) and (e), Government Code. Reference: Section 12781(d)(1), Government Code
CSD PROGRAM NOTICE - CSBG

ISSUE DATE May 19, 2016
EXPIRATION Until Replaced or Revoked
FROM: Linné Stout, Director

SUBJECT Eligibility for Households Receiving CalWORKs Benefits

PURPOSE The purpose of this Notice is to provide local agencies with guidance on client eligibility for Community Services Block Grant (CSBG)-funded services, when receiving benefits under the Temporary Assistance to Needy Families (TANF) program, known as California Work Opportunity and Responsibility to Kids (CalWORKs) program in California (hereinafter TANF/CalWORKs).

SCOPE This Notice applies to all CSBG eligible entities and organizations designated to receive CSBG funds.

REFERENCE CSBG Act, 42 USC §§9901(1), 9902(2)
CA Gov. Code §12730(h)
45 CFR §96.30 (a)

EFFECTIVE DATE Upon Issuance

GENERAL

Background Agencies have requested guidance on the issue of eligibility for applicants/households that apply for CSBG-funded services and receive TANF/CalWORKs assistance, but have a monthly income exceeding 100% of the Federal Poverty Level (FPL). Federal law states that individuals/households must not exceed 100% of the FPL to be eligible for CSBG services. According to State law, however, TANF/CalWORKs participants are automatically eligible to receive CSBG-funded services,

Serving Low-Income Families Through Community Partners
despite the potential to exceed the income eligibility criteria. This Program Notice resolves the conflict between Federal and State law and ensures both purposes are not overlooked.

TANF/CalWORKs is a program that provides cash aid and education, employment, and training programs to California families with low or very low incomes who are either under-employed, unemployed, or about to become unemployed to move toward self-sufficiency. One of the CSBG Act's key purposes [42 USC §9901(1)] is to support activities that help remove obstacles to self-sufficiency, particularly for families "attempting to transition off" of TANF, also known as CalWORKs in California.

Analysis

Federal Law states that the poverty line (100 percent of the FPL) "shall be used as criterion of eligibility in the community services block grant program." (42 USC §9902 (2)). The Federal law does provide some flexibility to states when determining the eligibility levels for CSBG-funded programs. "Whenever a State determines that it serves the objectives of the block grant program... the State may revise the poverty line to not to exceed 125 percent of the official poverty line otherwise applicable under this paragraph." (42 USC §9902 (2)).

State CSBG law considers (without using the terminology 'categorical eligibility') CalWORKs recipients as automatically eligible for CSBG-funded services:

(h) "Eligible beneficiaries" means all of the following:
(1) All individuals living in households with incomes not to exceed the official poverty line according to the poverty guidelines updated periodically in the Federal Register by the United States Department of Health and Human Services, as defined in Section 9902 of Title 42 of the United States Code, as amended.
(2) All individuals eligible to receive Temporary Assistance for Needy Families under the state's plan approved under Public Law 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, and (Chapter 2 (commencing with Section 11200) of Part 3 of Division 9 of the Welfare and Institutions Code) or assistance under Part A of Title IV of the Social Security Act (42 U.S.C. Sec. 601 et seq.).
(3) Residents of a target area or members of a target group having a measurably high incidence of poverty and that is the specific focus of a project financed under this chapter.

[Cal. Gov. Code §12730(h)]

For the purpose of determining CSBG household eligibility, "household" is defined in accordance with the United States Department of Health
and Human Services poverty guidelines. The poverty guidelines provide the official poverty measure for persons in families/households of 1 or more persons. Using this measure, the CSBG household is defined as 1 or more persons.

This language creates a potential conflict between Federal and State CSBG laws, as Federal law does not provide categorical eligibility for CSBG-funded services to TANF/CalWORKs participants, who may exceed 100 percent of the FPL, as provided in California’s CSBG law. Federal statute, however, does grant authority to increase the eligibility level for CSBG-funded programs to 125 percent of the FPL (42 U.S.C. § 9902(2)).

To resolve potential conflicts between state and federal laws, CSD must take legal and policy implications into account when creating guidelines. If there is a conflict between federal and state law, CSD is required to adhere to federal law, as it is considered the “supreme law of the land” and supersedes state law. Therefore, the foundational rule in this case must be that CSBG applicants’ income shall not exceed 100% of the FPL. While this initial rule resolves potential federal challenges, it does not fully capture State law, TANF/CalWORKs and CSBG programs’ mission: to reduce poverty and assist applicants gain self-sufficiency.

Both the Federal and State CSBG statutes make an explicit connection between CSBG and TANF or CalWORKs and the purpose of self-sufficiency by providing resources to those individuals moving away from poverty. This purpose seems to be defeated if a family that receives CalWORKs is unable to receive CSBG-funded services, some of which provide opportunities for CalWORKs recipients to fulfill/comply with the program’s work participation requirements. CSD has the authority to allow CalWORKs participants to participate in CSBG-funded programs if the household income does not exceed 125 percent of the FPL, in accordance with the Federal statute’s flexibility to states.

**Conclusion**

To accomplish the purpose of the CSBG and CalWORKs programs, and to comply with both state and federal law, agencies administering CSBG shall consider an applicant/household who does not receive CalWORKs and does not exceed 100% of the FPL eligible for CSBG-funded programs. An applicant/household who receives CalWORKs and exceeds 100% of the federal poverty level, but does not exceed 125% of the FPL is also eligible for CSBG services.

The increase in income eligibility for CSBG applicants is limited to participants of the CalWORKs program. Participants in other federally or state funded programs such as SSI, CalFresh, or Head Start, must qualify at the 100% FPL to be eligible for CSBG-funded programs.
GLOSSARY OF TERMS

ACF: Administration for Children and Families

ASU: Audit Services Unit

CAA: Community Action Agency

CAC: CSBG Advisory Committee

CalCAPA: California Community Action Partnership Association

CalEITC: California Earned Income Tax Credit

CAP: Community Action Plan

CCEDA: California Community Economic Development Association

CDC: Community Design Center

CSD: Community Services and Development

CSBG: Community Services Block Grant

EITC: Earned Income Tax Credit

EMT: Emergency Medical Technician

FI$CAL: Financial Information System for California

FFY: Federal Fiscal Year

FPL: Federal Poverty Level

FTB: Franchise Tax Board

HiAP: Health in All Policies

LACCD: Los Angeles Community College District

LIHEAP: Low-Income Home Energy Assistance Program

LIWP: Low-Income Weatherization Program

LPA: Limited Purpose Agency

NAI: Native American Indian
MSFW: Migrant & Seasonal Farmworker Program
OCS: Office of Community Services
QIP: Quality Improvement Plan
RCAC: Rural Community Assistance Corporation
ROMA: Results Oriented Management and Accountability
RPIC: Regional Performance & Innovation Consortia
SCO: State Controller’s Office
SIT: State Interagency Team
SNAP: Supplemental Nutrition Assistance Program
T&TA: Training and Technical Assistance
WAP: Weatherization Assistance Program