



2022-2023 Community Services Block Grant (CSBG) State Plan

CSBG Cover Page (SF-424M)

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The mission of the Department of Community Services and Development (CSD) is to reduce poverty for Californians by leading the development and coordination of effective and innovative programs for low-income individuals, families, and their communities.

To help fulfill this mission, CSD partners with a statewide network of Community Services Block Grant agencies that include nonprofits, local government, migrant and seasonal farmworker, Native American Indian Tribal, and limited purpose agencies that are eligible to receive Community Services Block Grant funding.

COMMUNITY SERVICES BLOCK GRANT (CSBG)

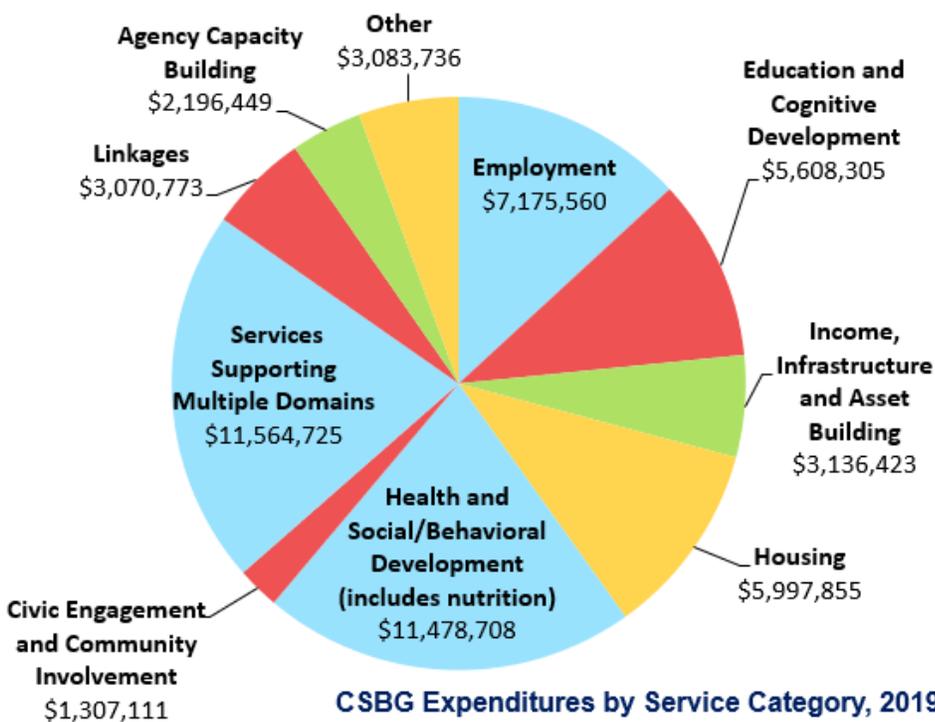


CSBG is a funding stream administered by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services. In California, CSBG is governed by “the principle of community self-help, thereby promoting new economic opportunities for Californians living in poverty through well-planned, broadly-based and locally controlled programs of community action.”¹ CSD is the designated state lead agency for the 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 Section 12725 et seq.

CSBG provides flexible funding that supports a wide range of community-based activities to address and alleviate the causes and conditions of poverty.

In California, 60 agencies are eligible to receive CSBG funding and offer a wide range of supportive services in all 58 counties including housing, employment, education, income support and management, health and nutrition, emergency services, and more.



¹ [California Government Code §12725 et seq](#)



The flexible nature of CSBG allows each local agency to deliver services that best respond to the needs of low-income Californians in their community. As a result, CSBG services provided in one area may look very different from those provided in another based on locally determined needs.

As a condition of funding, each CSBG agency, also known as an “eligible entity,” is required to complete and submit a Community Needs Assessment as part of their biennial Community Action Plan. For the Community Needs Assessment, agencies collect and analyze quantitative and qualitative data to provide a comprehensive “picture” of the local conditions and barriers faced by vulnerable Californians in each agency’s service area. Agencies use the results of their Community Needs Assessment to inform their Community Action Plans. These two-year plans show how each agency will use CSBG funds to respond to the specific needs of their community while identifying existing and potential resources to expand service opportunities. Community Action Plan responses are then used to inform the CSBG State Plan and the agencies’ annual contract workplans.

Another unique feature of CSBG is the tripartite board requirement. As directed by the CSBG Act and California Government Code section 12751, CSBG agencies must be governed by a board of directors with a membership composition comprised of one-third elected public officials, at least one-third low-income individuals residing in the CSBG agency’s designated service area, and the remaining members from the private sector (such as representatives from business, industry, labor, religious, human services, education, or other groups with interest in the community). The tripartite board ensures that CSBG funds are utilized for services and activities to address locally determined needs identified in the Community Action Plan.

Under the CSBG Act, the state is required to coordinate services at the state and local levels, known under the Act as “linkages.” These consist of establishing and/or maintaining linkages with other governmental organizations, social services, and antipoverty programs to effectively coordinate and deliver CSBG-funded services to low-income individuals, families, and communities. Linkages with local Workforce Investment Boards, Homeless Continuum of Care coalitions, disaster recovery resource centers, social services departments, centralized service centers, community health and childcare centers, faith-based organizations, educational institutions, and other community-based organizations promote service coordination and comprehensive service delivery at the local level.



The CSBG Act directs state lead agencies to allocate the funds according to the formula below. States are required to make at least 90 percent of CSBG funds available to CSBG agencies. Of the total award, five percent is set aside for discretionary usage and five percent is set aside for state administration. As California's designated lead agency, CSD will distribute the CSBG award received for Federal Fiscal Year 2022-2023 based on this formula.



2022-2023 CALIFORNIA CSBG STATE PLAN & APPLICATION

The CSBG State Plan is California's application for funding and serves as a two-year roadmap detailing how CSD will administer the grant funds in California. To secure CSBG funding, every two years CSD is required to participate in a state legislative hearing and submit a State Plan to the Office of Community Services. Topics covered in the State Plan include plan development, statewide goals, public hearing requirements, use of funds, state training and technical assistance, state linkages, monitoring, and the agencies' tripartite boards. Pursuant to the CSBG Act, CSD must also certify compliance with CSBG Programmatic Assurances and Federal Certifications. The draft 2022-2023 CSBG State Plan is made available for public comment 30 days prior to the public legislative hearing. CSD will consider and incorporate, where appropriate, any feedback received from the public prior to submitting the final State Plan to the Office of Community Services by September 1, 2021. A copy of the draft 2022-2023 CSBG State Plan is also submitted to the California State Assembly and Senate Committees on Human Services for the purposes of the legislative hearing.



2022-2023 CSBG STATE PLAN GOALS AND OBJECTIVES

The 2022-2023 CSBG State Plan requires the state lead agency to identify goals and objectives to accomplish during the two-year plan. Below are CSD's goals and objectives for the next two years.

1. **Establish and maintain existing training and support programs for CSBG agencies' support staff.** CSD will leverage its existing partnership with the California Community Action Partnership Association (CalCAPA) to establish new training and support programs and maintain existing programs for CSBG agency executive and support staff.
2. **Assess and evaluate emergent community needs.** CSD will continue to assess and evaluate emergent social issues within CSBG service areas that impact California's diverse low-income populations, including affordable housing, homelessness, equity, accessible healthcare, education, and disaster relief needs.
3. **Improve and streamline internal business processes.** CSD will identify potential obstacles and update internal operations to streamline business processes, implement automation tools, and improve transparency and accountability between the state and CSBG agencies as needed.
4. **Sustain excellence through a highly skilled workforce.** CSD will maintain service level excellence by providing ongoing training and professional development opportunities for staff to maintain a highly skilled workforce.

2022-2023 CSBG NETWORK PRIORITIES

The flexibility of CSBG funds allows agencies to meet local needs. The most common needs that the statewide network CSBG agencies will utilize CSBG funds to address in 2022 and 2023 are affordable housing, food insecurity, employment, utility assistance, mental health, and financial management training. CSBG agencies will also assist low-income California communities in reducing health disparities, providing emergency services for disabled residents, offering opportunities for youth to learn leadership skills, supporting youth with after-school programs, and improving non-motorized transit by increasing the number of sidewalks and bicycle lanes. CSBG agencies will offer English proficiency programs, immigration and citizenship services, and small business support services to minority business owners. Additionally, CSBG agencies will support a host of family support services, including childcare, parenting classes, and programs to address the risk of child abuse, substance use disorders, domestic violence, and sex trafficking. In 2022 and 2023, several CSBG agencies will address diversity, equity, and inclusion concerns within their organizations and in their communities.



CSBG SUPPLEMENTAL FUNDING

After the submittal of the 2020-2021 CSBG State Plan in 2019, the federal government allocated additional CSBG funds in 2020, including: Disaster Relief Supplemental Funds and supplemental funding under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Disaster Relief Supplemental Funds were allocated to assist recovery efforts from natural disasters in 2018 and 2019; supplemental CSBG CARES Act funding was allocated to respond to the Coronavirus (COVID-19) pandemic. The following section describes the purpose of these supplemental funds, the additional amounts received by California, examples of service activities and outcomes, and state expenditures to date.

CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT

The CARES Act (Public Law 116-36) provided \$1 billion in additional funds to the national CSBG network to address the consequences of increased unemployment and economic disruption as a result of the COVID-19 pandemic. California received \$89,150,063 in supplemental CSBG CARES Act funding.

To qualify for the CSBG CARES funding, CSD was required to collect a CARES Local Plan from each CSBG agency. The CARES Local Plan offered an assessment of the community's immediate needs as a result of the COVID-19 pandemic and how CSBG agencies intended to meet those local needs. It was clear that CSBG agencies had to pivot quickly and rethink how to provide services to low-income Californians while adhering to state and local public health restrictions. CSBG agency staff shifted to working remotely and modified intake and service delivery strategies. As food insecurity increased during the pandemic, CSBG agencies responded by operating food banks on a drive-through basis. Other forms of supportive services, such as employment training classes, became virtual. Client intake processes were handled by appointment or over the phone. Childcare services focused on serving children of essential workers. Learning pods were established to support students who could not stay home or attend school remotely.

For discretionary use, the distribution of CSBG CARES funding allocated \$2,341,460, or 5 percent of the total award. Each CSBG agency received CARES discretionary funds to target local needs to help prevent, prepare for, or respond to the COVID-19 pandemic. CSD also allocated \$1 million to support the procurement and distribution of essential supplies, including personal protective equipment, throughout the CSBG network. The following stories demonstrate some of the other innovative strategies CSBG agencies deployed during the pandemic.



DISTRIBUTING EMERGENCY COVID SUPPLIES: A MODEL OF COLLABORATION

CSD, CalCAPA, SupplyBank.org (SupplyBank), and Central Valley Opportunity Center (CVOC), in partnership with local CSBG agencies, worked together to meet urgent community needs for personal protective equipment (PPE) and other supplies in high demand during the COVID-19 pandemic. CSBG agencies identified the need in their communities for personal protective equipment, diapers, wipes, hand sanitizer, disinfectant spray, and other essential items. After identifying and securing supply chains, SupplyBank facilitated the purchase of supplies and partnered with CVOC, a CSBG-funded migrant seasonal farmworker agency that specializes in truck driving vocational training and logistics to store and deliver the supplies.

Together, SupplyBank and CVOC assembled and distributed emergency supplies with an estimated in-store value of over \$1 million to support essential workers affected by COVID-19, including migrant and seasonal farmworkers and childcare providers. CVOC and other CSBG agencies visited farm fields, processing plants, and ranches throughout the Central Valley to supply PPE kits, COVID-19 safety and symptom information pamphlets, and other important service referral information including where to receive COVID-19 testing to over 16,000 clients. CVOC also successfully partnered with the local health department to provide mobile COVID-19 testing at their Ceres office location every Friday for approximately six months.

This collaboration not only distributed urgently needed PPE and other supplies to California's most vulnerable communities, including farmworkers, but it also gave CVOC truck-driving students real-life job skills, including handling inventory, managing logistics, creating and completing bills of lading, completing deliveries, and customer service.

FINANCIAL EMPOWERMENT PROGRAM AS A CONTINUOUS IMPROVEMENT

The Community Action Partnership of Orange County (CAP OC), in partnership with the California Office of Child Abuse Prevention, provided financial empowerment training to low-income families with children under the age of 18 since 2018. The training, based on the Consumer Financial Protection Bureau's training entitled "Your Money, Your Goals," was implemented to reduce the risk of child abuse by providing the knowledge, skills, and tools to increase families' sense of financial well-being. The program's success positioned CAP OC to apply for other funding and expand services to additional locations and populations. CAP OC received funds from Wells Fargo, Hoag Hospital, Samueli Foundation, Citibank, and the City of Santa Ana's Community Development Block Grant.

The additional funding provided through the CARES Act was critical to CAP OC's response during the pandemic. CAP OC launched workshops on Facebook on April 1, 2020 to offer daily classes on timely issues like eviction moratoriums, stimulus payments, mortgage forbearance,



student loans, and utility assistance. These online classes were held five days a week and were taught in English and Spanish. Staff continued this schedule for four months. When it became clear that the impacts of the pandemic would be ongoing, CAP OC revised the class schedule to Tuesdays and Thursdays and created an archived inventory of courses on Facebook. This cost-effective reduction in the number of live classes offered to two per week allowed CAP OC to shift staff resources to accommodate the increased demand for completing the five-class series of “Your Money, Your Goals.”

CAP OC conducted 185 Facebook classes from April through November and provided a wide array of information for the community in English and Spanish. The financial empowerment-related activity during the 2020 pandemic resulted in over \$1,750,000 in direct assistance to families and individuals in Orange County. CAP OC staff involved with this project took their knowledge and experience responding to the pandemic and developed other programs to help stabilize families. CAP OC continues to communicate relevant and timely financial empowerment information on social media.

SERVICE DELIVERY DURING THE COVID-19 PANDEMIC

While the Northern California Indian Development Council, Inc. (NCIDC) faced a period of agency closures and an ongoing reduction in service capacity due to the pandemic, NCIDC and its subcontractors, Southern California American Indian Resource Center (SCAIR) and California Indian Manpower Consortium (CIMC), were able to adapt and transition to providing supportive services virtually through the use of Zoom and other online software. Overall, this was a positive change for the community because it made services more accessible for clients without reliable transportation who found it difficult to travel to the agencies’ respective offices for assistance.

SCAIR saw an increase in utilization of services by families, through their remote and virtual services, including mental health counseling services, cultural education services, academic tutorial, computer training, career services, and emergency supportive services. SCAIR saw increases in retention and enrollment specifically within SCAIR’s mental health counseling services, due to the ability to provide services virtually through telemedicine. Mental health services have been integral for adults and youth to assist with rising rates of depression, anxiety, emotional stress, financial stress, poverty, joblessness, and risk for suicidal ideation.

The ability to provide virtual services has significantly increased program effectiveness in serving remote areas and counties that lack both agency office locations and Tribal government offices. NCIDC, SCAIR, and CIMC quickly pivoted during the pandemic to develop new policies and procedures to streamline these virtual services from the point of client intake through the result of providing virtual services to clients. Both CSBG and CARES funding allowed NCIDC to



develop a new online intake process for clients. The online intake application has been used over a thousand times by NCIDC clients for CSBG and CARES services since the start of the pandemic. NCIDC also used CSBG and CARES funding to invest in a state-of-the-art online database explicitly designed to protect client personally identifiable information while allowing each agency to move towards a paperless system with more efficient reporting capabilities. NCIDC and CIMC have received positive feedback from clients regarding submitting documents and intake information securely online.

YOUTH CENTER YOUTH PODS

The Community Action Partnership of Kern (CAPK) Youth Center programs responded to in-person learning restrictions through the development of the Learning Pods program. The Friendship House Community Center and Shafter Youth Center continued to offer direct services to young students during the challenging school year and summer vacation. Summer school program sizes were reduced, and strict social distancing efforts and sanitation were set in place to protect staff and participants. CAPK's Positive Youth Mentor Program achieved success using social distancing, masks, and virtual meetings to provide positive role models for students. Both youth centers implemented Learning Pods, which allowed students who could not be home to attend school virtually from both sites. Onsite staff was available for instruction and homework help. The Learning Pods program funded by CSBG CARES funds served approximately 130 students with these modified service delivery options.

DISASTER RELIEF SUPPLEMENTAL FUNDS

The Additional Supplemental Appropriations for Disaster Relief Act, 2019 (Public Law 116-20) appropriated \$25 million to the national CSBG network to address the consequences of Presidentially Declared Disasters occurring in calendar years 2018 and 2019. Funds were allocated based on an assessment of community needs resulting from specific disasters to support recovery for low-income individuals and families impacted by these disaster events. CSD allocated \$1,176,904 in disaster relief funds to assist disaster recovery efforts for five qualifying wildfires: Camp Fire (Butte County), Mendocino Complex (Lake County), Woolsey Fire (Los Angeles County), Carr Fire (Shasta County), and Woolsey Fire (Ventura County). The following example highlights how disaster relief funds were used to support an innovative partnership between North Coast Opportunity (the CSBG agency serving Lake County), state government, local business partners, and homeless Californians directly impacted by the Mendocino Complex Fire.



BUILDING HOMES, BUILDING LIVES

North Coast Opportunity leveraged federal disaster relief funds with a grant from the California Workforce Development Board's Building Homes, Building Lives Project. Working with a licensed contractor, Building Homes, Building Lives provided a 6-month training program for homeless and low-income Californians, including classroom instruction, on-the-job training, work experience, personal development, and opportunities to network with local construction employers. North Coast Opportunity identified private landowners with rental properties in need of improvements and Building Homes, Building Lives participants remodeled the units. Once complete, the apartments were rented to participants experiencing homelessness.



PERFORMANCE REPORT

In 2019,² the services and strategies provided by California's CSBG network resulted in **1,048,885 services and outcomes**³ for participants and communities with low incomes. In addition, CSBG agencies prepared and distributed more than **35 million meals and food parcels** to families and individuals in need.

CSBG IN ACTION: SERVICES AND OUTCOMES

Employment Services

62,463 employment services were provided to reduce or eliminate barriers to initial or continuous employment, and 14,834 Californians achieved outcomes such as acquiring a job, increasing their income, or achieving "living wage" employment and benefits.

Education and Cognitive Development Initiatives and Support Services

128,900 education and cognitive development services were provided, and 77,506 children, youth, and parents increased their skills and knowledge to improve literacy and school readiness and enriched their home environments.

Income and Asset Building Services

80,597 income and asset-building services were provided, and 26,131 Californians increased their savings, purchased an asset, raised their credit scores, or improved their financial well-being.

Housing Assistance Services

180,347 housing assistance services were provided, and 67,979 low-income individuals received temporary shelter, affordable housing placement, eviction and foreclosure prevention, utility payment assistance, or home weatherization services.

Civic Engagement and Community Involvement

18,295 civic engagement and community involvement opportunities were offered, and 51,384 individuals increased their knowledge and leadership skills to improve conditions in their community and their social networks.

Health and Social/Behavioral Development Services and Nutrition Services

184,680 health, social, and behavioral development services, and 35,040,255 nutrition services were provided. 155,769 low-income individuals maintained independent living situations, improved their physical, mental, and behavioral health or received prepared meals and food parcels through distribution facilities.

² Most recent year available. As reported in the *2019 CSBG Annual Report*; subject to final approval.

³ Definitions from the CSBG Annual Report Lexicon (1/10/2019) prepared by the National Association for State Community Services Programs (NASCSPP) "Outcomes" - benefits or changes for clients, households, or a community that are produced during or after participation in program activities. "Strategies" - activities intended to help participants obtain outcomes. "Services" - a type of strategy.



NUMBERS AT A GLANCE⁴

Over 1 million

Services and Outcomes

60

Number of CSBG Agencies

74%

Percentage of families served by CSBG living below 100 percent of Federal Poverty Levels (FPL)

41%

Percentage of families served in California living in severe poverty below 50 percent FPL

732,555

Individuals in 100% of California counties

\$58.8 million

CSBG funds awarded to California by the United States Department of Health and Human Services in Federal Fiscal Year 2019

Vulnerable Populations Served Include:



122,467
Seniors



80,117
People with disabilities

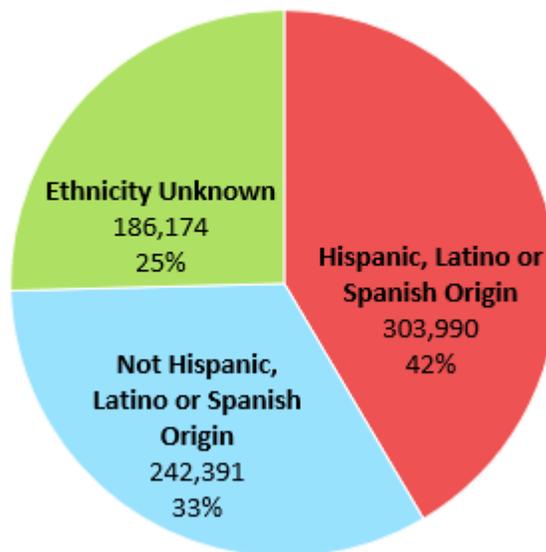


46,284
People who lacked health insurance



262,136
Children

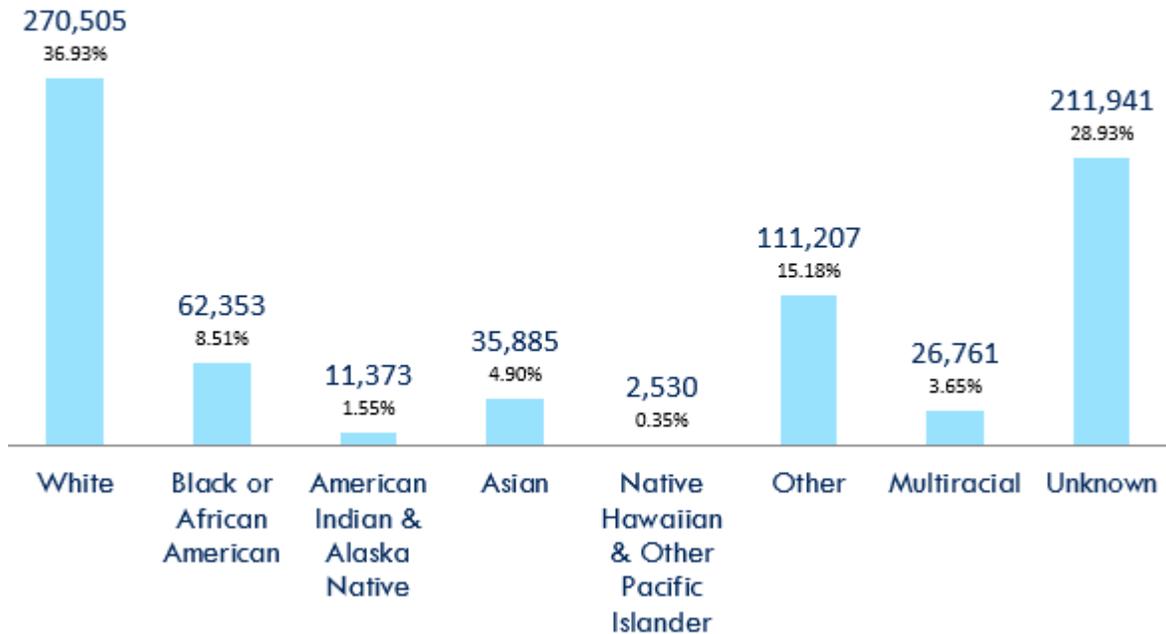
Ethnicity of Participants Served, 2019



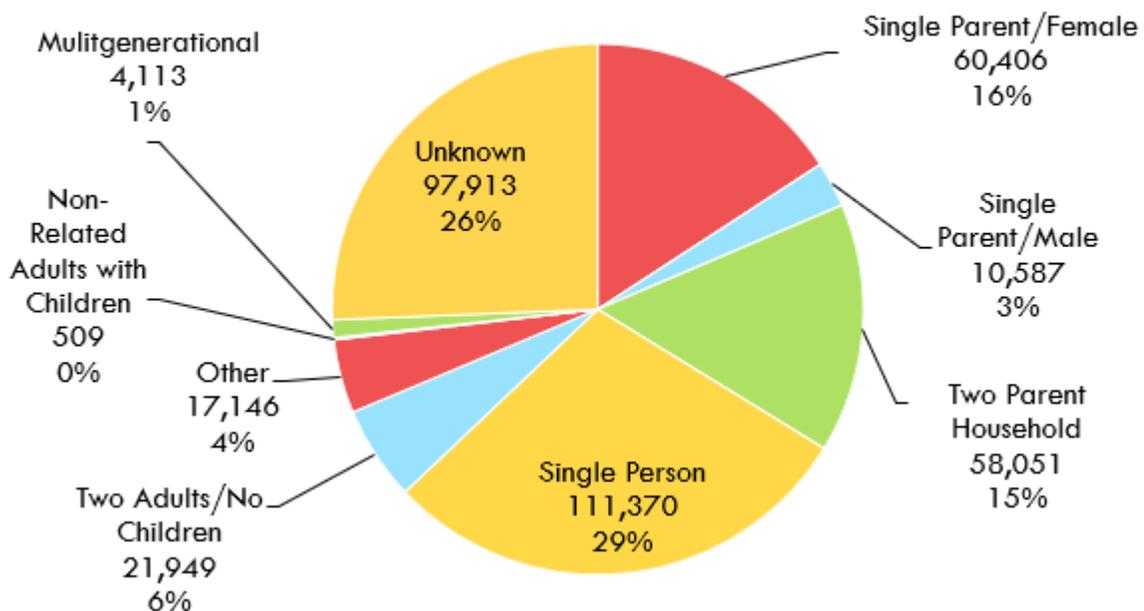
⁴ As reported in the 2019 CSBG Annual Report; subject to final approval.



Race of CSBG Participants Served, 2019



Family Type of Participants Served, 2019



Instructions

OCS created this fillable form as a tool for CSBG grantees as they plan for the administration of CSBG for Fiscal Year (FY) 2022. CSBG grantees can use this tool for planning purposes including, but not limited to: consultation with stakeholders, and meeting public and legislative hearing requirements (Section 676(a)(2)(B) and Section 676(a)(3) of the CSBG Act).

The CSBG State Plan will be available through GrantSolutions.gov on August 2. CSBG grantees may copy and paste their answers into the online form.

This form allows for the following types of responses:

Checkbox – Select the box to choose an option.

Dropdowns – Select the box, and then click the down arrow that appears to select an available option.

Date Picker: Select the box, and then click the down arrow that appears to select an available option.

Narrative Text Field (No Characters Limit). Click the box to start entering text.

Narrative Text Field (Character Limit). Start typing within the gray square to enter text. These fields only allow for a certain character limit as described in the **blue** instructive text.

Tables: Some tables allow you to add additional rows as needed. To add a row within this form: place your cursor within any column of the table, and then select the plus sign (+) at the end of the row.

- For the purposes of this form, tables 5.1, 7.2, and 10.1 allows you to add rows. However, within OLDC, you will be unable to add or delete rows and Column 1 of each table will be read-only

Please note: There is no requirement for CSBG grantees to use this tool. This tool cannot be submitted in lieu of the CSBG State Plan within GrantSolutions.gov, neither can this tool be attached within GrantSolutions.gov as the official submission.

SECTION 1: CSBG Administrative Information

1.1. Identify whether this is a one-year or a two-year plan. Two-Year

1.1a. Provide the federal fiscal years this plan covers: **Year One** 2022
Year Two 2023

1.2. Lead Agency: Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information regarding the state lead agency changed since the last submission of the State Plan? Yes No

If yes, provide the date of change and select the fields that have been updated.

- | | | |
|---|---|--|
| <input type="checkbox"/> Lead Agency | <input type="checkbox"/> Department Type | <input type="checkbox"/> Department Name |
| <input checked="" type="checkbox"/> Authorized Official | <input type="checkbox"/> Street Address | <input type="checkbox"/> City |
| <input type="checkbox"/> Zip Code | <input checked="" type="checkbox"/> Office Number | <input type="checkbox"/> Fax Number |
| <input checked="" type="checkbox"/> Email Address | <input type="checkbox"/> Website | |

1.2a. Lead agency: The California Department of Community Services and Development (CSD)

1.2b. Cabinet or administrative department of this lead agency **[Check one and provide a narrative where applicable]**

- Community Affairs Department
- Community Services Department
- Governor’s Office
- Health Department
- Housing Department
- Human Services Department
- Social Services Department
- Other, describe:

1.2c. Cabinet or Administrative Department Name: Provide the name of the cabinet or administrative department of the CSBG authorized official: The California Department of Community Services and Development (CSD)

1.2d. Authorized Official of the Lead Agency: The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the authorized representative on the SF-424M.

Name: David Scribner

Title: Director

1.2e. Street Address: 2389 Gateway Oaks Drive, Suite #100

- 1.2f. **City:** Sacramento
- 1.2g. **State:** CA
- 1.2h. **Zip Code:** 95833
- 1.2i. **Telephone Number:** (916) 576-4383
- 1.2j. **Fax Number:** (916) 263-1406
- 1.2k. **Email Address:** David.Scribner@csd.ca.gov
- 1.2l. **Lead Agency Website:** www.csd.ca.gov

Note: Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

- 1.3. **Designation Letter:** Attach the state’s official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or designated agency has changed.

See [attachment 1.3 Designation Letter 052219](#).

- 1.4. **CSBG Point of Contact:** Provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

Has information regarding the state point of contact changed since the last submission of the State Plan? Yes No

If yes, provide the date of change and select the fields that have updated.

- Agency Name Point of Contact Street Address City
- State Zip Code Office Number Fax Number
- Email Address Website

1.4a. **Agency Name:** The California Department of Community Services and Development (CSD)

1.4b. **Point of Contact:**

Name: Leslie Taylor **Title:** Deputy Director, Community Services Division

1.4c. **Street Address:** 2389 Gateway Oaks, Suite #100

1.4d. **City:** Sacramento

1.4e. **State:** CA

1.4f. **Zip Code:** 95833

1.4g. **Telephone Number:** (916) 576-7192

1.4h. **Fax Number:** (916) 263-1406

1.4i. **Email Address:** Leslie.Taylor@csd.ca.gov

1.4j. **Agency Website:** www.csd.ca.gov

1.5. Provide the following information in relation to the State Community Action Association.

There is currently a state Community Action Association within the state.

Yes No

Has information regarding the state Community Action Association changed since the last submission of the State Plan?

Yes No

If yes, provide the date of change and select the fields that have updated.

- Agency Name Executive Director Street Address City
 State Zip Code Office Number Fax Number
 Email Address Website RPIC Lead

1.5a. Agency name: California Community Action Partnership Association (CalCAPA)

1.5b. Executive Director or Point of Contact:

Name: David Knight **Title:** Executive Director

1.5c. Street Address: 225 30th Street, Suite #200

1.5d. City: Sacramento

1.5e. State: CA

1.5f. Zip Code: 95816

1.5g. Telephone Number: (916) 498-7541

1.5h. Fax Number: (916) 325-2541

1.5i. Email Address: dknight@calcapa.org

1.5j. State Association Website: <https://calcapa.org>

1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead. Yes No

SECTION 2: State Legislation and Regulation

- 2.1. **CSBG State Legislation:** State has a statute authorizing CSBG. Yes No
- 2.2. **CSBG State Regulation:** State has regulations for CSBG. Yes No
- 2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2. **[Attach a document and/or provide a link, 1500 characters]**

Legislation document: The California Community Services Block Grant Program, Government Code §12085 et seq., as amended:

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=3.&title=2.&part=2.&chapter=1.&article=8

California Government Code §§ 12725 – 12729

Regulation Document: Title 22, California Code of Regulations (CCR) §§100601-100795:

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I891249A0D4C011DE8879F88E8B0DAAAE&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I891249A0D4C011DE8879F88E8B0DAAAE&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))

- 2.4. **State Authority:** Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:
- 2.4a. **Authorizing Legislation:** State legislature enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year. Yes No
- 2.4b. **Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year. Yes No
- 2.4c. **Designation:** State statutory or regulatory authority designates the bureau division, or office in the state government that is to be the state administering agency. Yes No

SECTION 3: State Plan Development and Statewide Goals

- 3.1. CSBG Lead Agency Mission and Responsibilities:** Briefly describe the mission and responsibilities of the state agency that serves as the CSBG lead agency.

The mission of the Department of Community Services and Development (CSD) is to reduce poverty for Californians by leading the development and coordination of effective and innovative programs for low-income individuals, families, and their communities. To fulfill this mission, CSD partners with a statewide network of nonprofit, local government, Migrant & Seasonal Farmworker (MSFW), Native American Indian Tribal (NAI), and Limited Purpose Agency (LPA) entities that are eligible to receive Community Services Block Grant funding.

In addition to the Community Services Block Grant, CSD administers the U.S. Department of Energy's Weatherization Assistance Program (WAP) and the U.S. Department of Health and Human Services' Low-Income Home Energy Assistance Program (LIHEAP). CSD also administers the Low-Income Weatherization Program (LIWP), one of California's Climate Investments funded by California's Greenhouse Reduction Fund to provide disadvantaged and low-income communities with energy efficiency upgrades and solar photovoltaic systems.

As the lead agency, CSD administers effective and innovative community services and energy programs that aim to help low-income families, individuals, and communities throughout the state achieve economic security to attain a higher quality of life. CSD 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. CSD also provides low-income households with utility bill assistance, energy efficiency improvements, and weatherization.

- 3.2. State Plan Goals:** Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan.

- 1. Establish new and maintain existing training and support programs for CSBG eligible entities' (also known as CSBG agencies) support staff.** CSD will leverage its existing partnership with the California Community Action Partnership Association (CalCAPA) to establish new training and support programs and maintain existing programs for CSBG eligible entity executive and support staff.
- 2. Assess and evaluate emergent community needs.** CSD will continue to assess and evaluate emergent social issues within CSBG service areas that impact California's diverse low-income populations, including affordable housing, homelessness, equity, accessible healthcare, education, and disaster relief needs.
- 3. Improve and streamline internal business processes.** CSD will identify potential obstacles and update internal operations to streamline business processes, implement automation tools, and improve transparency and accountability between the state and CSBG eligible entities as needed.

4. **Sustain excellence through a highly skilled workforce.** CSD will maintain service level excellence by providing ongoing training and professional development opportunities for staff to maintain a highly skilled workforce.

Instructional Note: For examples of “goals,” see State Accountability Measure 1Sa(i).

Note: This information is associated with State Accountability Measure 1Sa(i) and pre-populates the state’s Annual Report, Module 1, Item B.1.

- 3.3. State Plan Development:** Indicate the information and input the state accessed to develop this State Plan.

3.3a. Analysis of state-level tools [Check all that applies and provide additional information where applicable]

- State Performance Indicators and/or National Performance Indicators (NPIs)
- U.S. Census data
- State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- Monitoring Visits/Assessments
- Tools Not Identified Above (specify)

3.3b. Analysis of local-level tools [Check all that applies and provide additional information where applicable]

- Eligible Entity Community Needs Assessments
- Eligible Entity Community Action Plans
- Public Hearings/Workshops
- Tools Not Identified Above (e.g., state required reports) [specify]

3.3c. Consultation with [Check all that applies and provide additional information where applicable]

- Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)
- State Association
- National Association for State Community Services Programs (NASCSPP)
- Community Action Partnership (The Partnership)
- Community Action Program Legal Services (CAPLAW)
- CSBG Tribal Training and Technical Assistance (T/TA) provider
- Regional Performance Innovation Consortium (RPIC)
- Association for Nationally Certified ROMA Trainers (ANCRT)
- Federal CSBG Office
- Organizations not identified above (specify)

3.4. Eligible Entity Involvement

- 3.4a.** Describe the specific steps the state took in developing the State Plan to involve the eligible entities.

Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the state’s annual report form.

CSD involved the eligible entities in the development of the CSBG State Plan through various engagements. CSD presented the development of the State Plan and identified opportunities for eligible entity participation at three quarterly CSBG Service Provider (CSP) meetings held on February 10, 2021, May 5, 2021, and August 11, 2021. Additionally, in partnership with CalCAPA, CSD hosted a 2022-2023 CSBG State Plan Town Hall for CSBG eligible entities on June 15, 2021. The Town Hall provided an opportunity for the eligible entities to receive an overview of the state plan development process, review the model state plan template, and learn how information submitted from their Community Action Plans (CAPs) is used in the development of the State Plan.

The 2022-2023 CSBG State Plan draft was released to the eligible entities on July 30, 2021 for public review and comment period. Following the release of the draft State Plan, CSD hosted a webinar on August 12, 2021 to review the plan’s content, answer questions, and capture any feedback.

Eligible entity input was also solicited throughout the year regarding recommendations for the use of discretionary funds, as well as emergent training and technical assistance (T&TA) needs.

- 3.4b. Performance Management Adjustment:** Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to 1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities? Any adjustment should be based on the state’s analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.

Eligible entities provided feedback to CSD regarding the State Plan process and development at both the CSBG Advisory Council (CSBG AC) and quarterly Community Service Provider (CSP) meetings. The eligible entities shared with CSD that they wanted a separate opportunity to engage with CSD prior to the release of the draft State Plan. In response to this feedback, CSD extended an additional opportunity for the CSBG eligible entities to engage with CSD on the development of the CSBG State Plan by hosting a 2022-2023 CSBG State Plan Town Hall. During the Town Hall on June 15, 2021, CSD provided eligible entities the opportunity to review the model state plan template and provide feedback on the content of the State Plan. Eligible entities also learned how their CAPs are used in the development of the State Plan. For future State Plans, CSD will implement the use of Town Hall meetings specifically for CSBG eligible entities to attend during the development of the CSBG State Plan.

3.5. Eligible Entity Overall Satisfaction: Provide the state’s target for eligible entity Overall Satisfaction during the performance period.

Instructional Note: The state’s target score will indicate improvement or maintenance of the states’ Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state’s eligible entities.

Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the state’s annual report form.

Year One 75 Year Two 75

SECTION 4: CSBG Hearing Requirements

- 4.1. Public Inspection:** Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.

The draft 2022-2023 CSBG State Plan and Application was published on the CSD website at <https://csd.ca.gov/Pages/Public-Notice-Draft-2022-23-CSBG-State-Plan-Public-Hearing.aspx> on July 30, 2021. See [attachment 4.1 Public Inspection Screen Shot CSD Public Website Notice of Public Comment 073021](#).

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 23, 2021. 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

See [attachment 4.1 Public Inspection Public Comment and Response Document 083021](#).

- 4.2. Public Notice/Hearing:** Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under 676(a)(2)(B) of the CSBG Act.

Public notice was published ten days prior to the public hearing for the 2022-2023 CSBG State Plan and Application using CSD's Public Website:

<https://www.csd.ca.gov/Pages/CSBGProgram.aspx>. See [attachment 4.2 Public Notice-Hearing Screen Shot CSD Public Website Notice of Public Hearing 080321](#).

Additionally, the public notice was published on 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 Local Agencies Portal, which serves as the main communication hub for CSBG eligible entities.

- 4.3. Public and Legislative Hearings:** In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.

Instructional Note: A public hearing is required for each new submission of the State Plan. The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every three years and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

Date <i>[Select a Date]</i>	Location <i>[Provide the facility and city – Narrative 100 characters]</i>	Type of Hearing <i>[Select an option]</i>	If a Combined Hearing was held confirmed that the public was invited.
8/17/2021	California State Capitol, California State Assembly Chamber, State Senate and Assembly Human Services Committees, Sacramento, CA	Combined	<input checked="" type="checkbox"/>

NOTE: ADD-A-ROW function – States can add rows as needed for each hearing as needed. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

4.4. Attach supporting documentation or a hyperlink for the public and legislative hearings.

See [attachment 4.4 Public and Legislative Hearing Transcript 081721](#).

See [attachment 4.4 Public and Legislative Hearing Hearing Certification Letter 082421](#).

SECTION 5: CSBG Eligible Entities

5.1. CSBG Eligible Entities: In the table below, indicate whether each eligible entity in the state is public or private, the type(s) of entity, and the geographical area served by the entity.

THE ADD-A-ROW FUNCTION WILL NOT BE AVAILABLE ON THIS TABLE. ANY ADDITIONS/DELETIONS TO THE ELIGIBLE ENTITY LIST SHOULD BE MADE WITHIN THE MASTER LIST.			
CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (choose all that apply)
Berkeley Community Action Agency	Alameda	Public	Community Action Agency
City of Oakland, Department of Human Services	Alameda	Public	Community Action Agency
Inyo Mono Advocates for Community Action, Inc.	Alpine/Inyo/Mono	Nonprofit	Community Action Agency
Amador-Tuolumne Community Action Agency	Amador/Tuolumne	Public	Community Action Agency
Community Action Agency of Butte County, Inc.	Butte	Nonprofit	Community Action Agency
Calaveras-Mariposa Community Action Agency	Calaveras/Mariposa	Public	Community Action Agency
Contra Costa County Employment & Human Services Department/Community Services Bureau	Contra Costa	Public	Community Action Agency
Del Norte Senior Center, Inc.	Del Norte	Nonprofit	Community Action Agency & Limited Purpose Agency

El Dorado County Health & Human Services Agency	El Dorado	Public	Community Action Agency
Fresno County Economic Opportunities Commission	Fresno	Nonprofit	Community Action Agency
Glenn County	Glenn/Colusa/Trinity	Public	Community Action Agency
Redwood Community Action Agency	Humboldt	Nonprofit	Community Action Agency
Campeños Unidos, Inc.	Imperial	Nonprofit	Community Action Agency
Community Action Partnership of Kern	Kern	Nonprofit	Community Action Agency
Kings Community Action Organization, Inc.	Kings	Nonprofit	Community Action Agency
North Coast Opportunities, Inc.	Lake/Mendocino	Nonprofit	Community Action Agency
Plumas County Community Development Commission	Lassen/Plumas/Sierra	Public	Community Action Agency
Foothill Unity Center, Inc.	Los Angeles	Nonprofit	Community Action Agency
Long Beach Community Action Partnership	Los Angeles	Nonprofit	Community Action Agency
County of Los Angeles Department of Public Social Services	Los Angeles	Public	Community Action Agency
City of Los Angeles, Housing & Community Investment Department	Los Angeles	Public	Community Action Agency
Community Action Partnership of Madera County, Inc.	Madera	Nonprofit	Community Action Agency
Community Action Marin	Marin	Nonprofit	Community Action Agency

Merced County Community Action Board	Merced	Nonprofit	Community Action Agency
Modoc-Siskiyou Community Action Agency	Modoc/Siskiyou	Public	Community Action Agency
Monterey County Community Action Partnership	Monterey	Public	Community Action Agency
Community Action Napa Valley	Napa	Nonprofit	Community Action Agency
Nevada County Department of Housing and Community Services	Nevada	Public	Community Action Agency
Community Action Partnership of Orange County	Orange	Nonprofit	Community Action Agency
Project GO, Inc.	Placer	Nonprofit	Community Action Agency
Community Action Partnership of Riverside County	Riverside	Public	Community Action Agency
Sacramento Employment and Training Agency	Sacramento	Public	Community Action Agency
San Benito County Health & Human Services Agency, Community Services & Workforce Development	San Benito	Public	Community Action Agency
Community Action Partnership of San Bernardino County	San Bernardino	Nonprofit	Community Action Agency
County of San Diego, Health and Human Services Agency, Community Action	San Diego	Public	Community Action Agency

Partnership			
Urban Services, YMCA	San Francisco	Nonprofit	Community Action Agency
San Joaquin County Department of Aging & Community Services	San Joaquin	Public	Community Action Agency
Community Action Partnership of San Luis Obispo County, Inc.	San Luis Obispo	Nonprofit	Community Action Agency
San Mateo County Human Services Agency	San Mateo	Public	Community Action Agency
Community Action Commission of Santa Barbara County, Inc.	Santa Barbara	Nonprofit	Community Action Agency
Sacred Heart Community Services	Santa Clara	Nonprofit	Community Action Agency
Community Action Board of Santa Cruz County, Inc.	Santa Cruz	Nonprofit	Community Action Agency
Shasta County Community Action Agency	Shasta	Public	Community Action Agency
Community Action Partnership of Solano, JPA	Solano	Public	Community Action Agency
Community Action Partnership of Sonoma County	Sonoma	Nonprofit	Community Action Agency
Central Valley Opportunity Center, Incorporated	Stanislaus/Madera/Mariposa/ Merced/Tuolumne	Nonprofit	Community Action Agency/Migrant or Seasonal Farmworker Organization
Sutter County Community Action Agency	Sutter	Nonprofit	Community Action Agency

Tehama County Community Action Agency	Tehama	Public	Community Action Agency
Community Services & Employment Training, Inc.	Tulare	Nonprofit	Community Action Agency
Community Action of Ventura County, Inc.	Ventura	Nonprofit	Community Action Agency
County of Yolo, Department of Employment and Social Services	Yolo	Public	Community Action Agency
Yuba County Community Services Commission	Yuba	Public	Community Action Agency
Karuk Tribe	Siskiyou/Humboldt	Nonprofit	Limited Purpose Agency, Tribe or Tribal Organization
Northern California Indian Development Council, Inc.	Statewide	Nonprofit	Limited Purpose Agency, Tribe or Tribal Organization
County of Los Angeles Workforce Development, Aging and Community Services	Los Angeles	Public	Tribe or Tribal Organization
California Human Development Corporation	Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou,	Nonprofit	Migrant or Seasonal Farmworker Organization

	Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, Yuba		
Proteus, Inc.	Fresno/Kern/Kings/Tulare	Nonprofit	Migrant or Seasonal Farmworker Organization
Center for Employment Training	Alameda, Imperial, Inyo, Los Angeles, Mono, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Francisco, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Ventura	Nonprofit	Migrant or Seasonal Farmworker Organization
Community Design Center	San Francisco	Nonprofit	Limited Purpose Agency
Rural Community Assistance Corporation	Statewide	Nonprofit	Limited Purpose Agency

NOTE: WITHIN OLDC, you will not be able to add-a-row. Any additions/deletions to the Eligible Entity List should be made within the CSBG Eligible Entity List within OLDC prior to initializing a new CSBG State Plan within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

Note: Table 5.1. pre-populates the Annual Report, Module 1, Table C.1.

5.2. Total number of CSBG eligible entities: 58
[Within OLDC, this will automatically update based on Table 5.1.]

5.3. Changes to Eligible Entities List: Within the tables below, describe any changes that have occurred to the eligible entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list:

- Designation and/or Re-Designation
- De-Designations and/or Voluntary Relinquishments
- Mergers
- Changes to Eligible Entities List

5.3a. Designation and Re-Designation: Identify any new entities that have been designated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.

CSBG Eligible Entity	Type	Start Date	Geographical Area Served

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

5.3b. De-Designations and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last federal fiscal year.

CSBG Eligible Entity	Reason

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were individually listed in the prior State Plan.

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

SECTION 6: Organizational Standards for Eligible Entities

Note: Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period. [\[Select one\]](#)

- COE CSBG Organizational Standards
- Modified Version of COE CSBG Organizational Standards
- Alternative Set of organizational standards

Note: Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.

N/A

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards. [\[Attachment \(as applicable\)\]](#)

6.1c. Alternative Organizational Standards: If using an alternative set of organizational standards: 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards.

- There were no changes from the previous State Plan submission

Provide reason for using alternative standards.

Describe rigor compared to COE-developed Standards.

6.2. Implementation: Check the box that best describes how the state officially adopted organizational standards for eligible entities in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary.

- Regulation
- Policy
- Contracts with Eligible Entities
- Other, describe:

6.3. Organizational Standards Assessment: Describe how the state will assess eligible entities against organizational standards this federal fiscal year(s).

- Peer-to-Peer Review (with validation by the state or state-authorized third party)
- Self-Assessment (with validation by the state or state-authorized third party)
- Self-Assessment/Peer Review with State Risk Analysis
- State-Authorized Third-Party Validation
- Regular Onsite CSBG monitoring
- Other

6.3a. Assessment Process: Describe the planned assessment process.

CSD will conduct an annual assessment for each CSBG eligible entity to determine if all organizational standards are met. CSD will analyze the information and validate that the required supporting documentation meets the standards. If a standard is not met, CSD will initiate a technical assistance plan (TAP). Upon mutual agreement on the TAP, CSD will provide technical assistance to support eligible entities in meeting the organizational standards. Notification of final organizational standards assessment scores will be sent to all eligible entities through an automated notification from eGov, California’s statewide CSBG reporting system. CSD will also reference an eligible entity’s score in monitoring reports.

6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? Yes No

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each exemption. Total Number of Exempt Entities: 3

CSBG Eligible Entity	Exemption Provided	Description/Justification
Community Design Center	Yes	CSD will exempt the Community Design Center (CDC) from meeting the organizational standards. As a designated Limited Purpose Agency, CDC is funded from CSBG discretionary funds and is not required to maintain a tripartite board.
Rural Community Assistance Corporation	Yes	CSD will exempt the Rural Community Assistance Corporation (RCAC) from meeting the organizational standards. As a designated Limited Purpose Agency, RCAC is funded from CSBG discretionary funds and is not required to maintain a tripartite board.
Karuk Tribe	Yes	Karuk Tribe is a Native American Indian (NAI) Tribe that is governed by a nine-member Tribal Council and is not required to administer CSBG through a tripartite board.

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period.

Note: Item 6.5. is associated with State Accountability Measures 6Sa and pre-populates the Annual Report, Module 1, Table D.2.

Year One 80 %

Year Two 80 %

SECTION 7: State Use of Funds

Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

7.1. Formula: Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities. [\[Check one\]](#)

- Historic
- Base + Formula
- Formula Alone
- Formula with Variables
- Hold Harmless + Formula
- Other

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.

A minimum of 90 percent of California’s CSBG award will be distributed to the network of CSBG eligible entities 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 2021 CSBG allocation.

7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating “not less than 90 percent” funds among eligible entities?

- Yes No

7.2. Planned Allocation: Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and “not less than 90 percent funds” as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

Note: This information pre-populates the state’s Annual Report, Module 1, Table E.2.

Year One 90%

Year Two 90%

**Planned CSBG 90 Percent Funds
Year One and Year Two**

CSBG Eligible Entity	Funding Amount (\$) Year One	Funding Amount (\$) Year Two
Berkeley Community Action Agency	274,202	274,202
City of Oakland, Human Services Department	1,391,569	1,391,569
Inyo Mono Advocates for Community Action, Inc.	1,344	1,344
Amador-Tuolumne Community Action Agency	268,469	268,469
Community Action Agency of Butte County, Inc.	371,228	371,228
Calaveras-Mariposa Community Action Agency	267,779	267,779
Contra Costa Employment & Human Services Dept/CSB	873,970	873,970

CSBG Eligible Entity	Funding Amount (\$) Year One	Funding Amount (\$) Year Two
Del Norte Senior Center, Inc.	52,584	52,584
El Dorado County Health and Human Services Agency	293,811	293,811
Fresno County Economic Opportunities Commission	1,905,650	1,905,650
Glenn County	269,282	269,282
Redwood Community Action Agency	276,589	276,589
Campeños Unidos, Inc.	321,966	321,966
Inyo Mono Advocates for Community Action, Inc.	265,960	265,960
Community Action Partnership of Kern	1,530,496	1,530,496
Kings Community Action Organization, Inc.	309,457	309,457
North Coast Opportunities, Inc.	561,536	561,536
Plumas County Community Development Commission	267,437	267,437
Foothill Unity Center, Inc.	331,185	331,185
Long Beach Community Action Partnership	808,733	808,733
County of Los Angeles Dept. of Public Social Services	6,239,069	6,239,069
City of Los Angeles Housing + Community Investment Dept.	6,756,987	6,756,987
Community Action Partnership of Madera County, Inc.	286,748	286,748
Community Action Marin	277,112	277,112
Merced County Community Action Agency	513,137	513,137
Modoc-Siskiyou Community Action Agency	269,282	269,282
Monterey County Community Action Partnership	514,145	514,145
Community Action Napa Valley	294,879	294,879
Nevada County Dept. of Housing & Community Services	278,748	278,748
Community Action Partnership of Orange County	2,808,423	2,808,423
Project GO, Inc.	343,522	343,522
Community Action Partnership of Riverside County	2,672,059	2,672,059
Sacramento Employment and Training Agency	1,815,891	1,815,891
San Benito County H&HSA, CS & WD	275,298	275,298
Community Action Partnership of San Bernardino County	2,766,917	2,766,917
County of San Diego, H&HSA, CAP	3,427,251	3,427,251
Urban Services YMCA	878,653	878,653
San Joaquin County Dept. of Aging & Community Services	1,001,853	1,001,853
CAP of San Luis Obispo County, Inc.	305,707	305,707
San Mateo County Human Services Agency	465,921	465,921

CSBG Eligible Entity	Funding Amount (\$) Year One	Funding Amount (\$) Year Two
Community Action Commission of Santa Barbara County	544,516	544,516
Sacred Heart Community Service	1,454,766	1,454,766
Community Action Board of Santa Cruz County, Inc.	298,195	298,195
Shasta County Community Action Agency	307,734	307,734
Community Action Partnership of Solano, JPA	395,290	395,290
Community Action Partnership of Sonoma County	461,030	461,030
Central Valley Opportunity Center, Inc.	787,054	787,054
Sutter County Community Action Agency	276,561	276,561
Tehama County Community Action Agency	293,419	293,419
Community Services & Employment Training, Inc.	923,427	923,427
Community Action of Ventura County, Inc.	700,758	700,758
County of Yolo Health and Human Services Agency	302,667	302,667
Yuba County Community Services Commission	280,035	280,035
California Human Development Corporation	1,506,947	1,506,947
Proteus, Inc.	2,424,220	2,424,220
Central Valley Opportunity Center, Inc.	589,675	589,675
Center for Employment Training	2,031,103	2,031,103
Karuk Tribe (NAI-LPA) (Core Funding)	42,000	42,000
Karuk Tribe (NAI-LPA)	81,891	81,891
NCIDC, Inc. (NAI-LPA) (Core Funding)	122,000	122,000
NCIDC, Inc./LIFE (NAI-LPA) (Core Funding)	54,250	54,250
NCIDC, Inc. (NAI-LPA)	1,961,865	1,961,865
Co of LA Workforce Dev, Aging & Com Srvc	293,253	293,253
ESTIMATED 90% DISTRIBUTION	58,967,505	58,967,505

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. To auto-calculate, select the "\$0.00", right-click, and then select "Update Field".

Note: This information pre-populates the state’s Annual Report, Module 1, Table E.2.

7.3. Distribution Process: Describe the specific steps in the state’s process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

CSD administers contracts on a calendar year, January 1st to December 31st. To ensure timely distribution of CSBG funds, CSD prepares contracts for distribution to CSBG eligible entities prior to the receipt of the CSBG award notification. Contracts are mailed

to the eligible entities approximately 60 days before the start of the calendar year, allowing services to begin January 1st to prevent an interruption in services. Depending on the agency type, eligible entities have up to 45 days to return their contracts to CSD. Funding allocations are determined using the prior year's grant award. Upon receipt of the CSBG grant award notification, CSD will adjust the contract allocations distributed to the eligible entity network based on the final notification.

7.4. Distribution Timeframe: Does the state intend to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award?

Yes No

7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may pre-populate the state's annual report form.

7.5. Performance Management Adjustment: Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.

Note: This information is associated with State Accountability Measure 2Sb and may pre-populate the state's annual report form.

Under the 2018/2019 CSBG State Plan, CSD introduced a process to improve contract administration that included delineating the execution process and receipt of contract deliverables. The process was implemented in 2018 and significantly reduced the administrative burden associated with processing contracts for eligible entities.

In 2020, during the COVID-19 pandemic, CSD integrated DocuSign into our contract process. This feature provided eligible entities with a streamlined electronic method to sign and return contracts, resulting in reduced timeframes for contract execution.

Administrative Funds [Section 675C(b)(2) of the CSBG Act]

7.6. Allocated Funds: Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State Plan.

Year One 5 % **Year Two** 5 %

Note: This information pre-populates the state's Annual Report, Module 1, Table E.4.

7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan.

Year One 78.5 **Year Two** 78.5

7.8. State FTEs: Provide the number of state Full Time Equivalent (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan?

Year One 23.2 **Year Two** 23.2

Use of Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]

7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds as described in Section 675C(b) of the CSBG Act? Yes No

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

Note: This response will link to the corresponding assurance, Item 14.2.

Note: This information is associated with State Accountability Measures 3Sa and pre-populates the Annual Report, Module 1, Table E.7.

Year One 5 % **Year Two** 5 %

Use of Remainder/Discretionary Funds – Year One

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	550,000	These planned services/activities will be described in State Plan Item 8.1 [Read-Only]
7.9b. Coordination of state-operated programs and/or local programs	505,787	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9c. Statewide coordination and communication amount eligible entities		These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)		
7.9e. Asset-building programs (Briefly describe under Column 4)		
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	2,031,893	CSD may elect to distribute discretionary funds equally or through a competitive process to CSBG eligible entities to enhance or expand new or existing programs or increase agency capacity. Other options may include making funds available for specific target areas (e.g., homelessness, employment, self-sufficiency, etc.). CSD may elect to set aside funds to support disaster relief or fund state-coordinated activities based on emerging needs.

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9g. State Charity tax credits (Briefly describe under Column 4)		
7.9h. Other activities (Specify these other activities under Column 4)	188,292	Annual software costs for reporting through the eGov database. Promotion of economic stability to support bulletin and radio broadcasts providing MSFW with timely information about farmworker issues, programs, and services.
Totals (Auto-Calculated)	\$ 3,275,972	

To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.

Use of Remainder/Discretionary Funds – Year Two

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/Technical Assistance to eligible entities	550,000	These planned services/activities will be described in State Plan Item 8.1 [Read-Only]
7.9b. Coordination of state-operated programs and/or local programs	505,787	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9c. Statewide coordination and communication amount eligible entities		These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read-Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)		
7.9e. Asset-building programs (Briefly describe under Column 4)		
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	2,038,143	CSD may elect to distribute discretionary funds equally or through a competitive process to CSBG eligible entities to enhance or expand new or existing programs or increase agency capacity. Other options may include making funds available for specific target areas (e.g., homelessness, employment, self-sufficiency, etc.). CSD may elect to set aside funds to support

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
		disaster relief or fund state-coordinated activities based on emerging needs.
7.9g. State Charity tax credits (Briefly describe under Column 4)		
7.9h. Other activities (Specify these other activities under Column 4)	182,042	Annual software costs for reporting through the eGov database. Promotion of economic stability to support bulletin and radio broadcasts providing MSFW with timely information about farmworker issues, programs, and services.
Totals (Auto-Calculated)	\$ 3,275,972	

To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the state intends to work with (by grant or contract using remainder/discretionary funds) to carry out some or all the activities in Table 7.9. [\[Check all that applies and narrative where applicable\]](#)

- The State Directly Carries Out All Activities (No Partnerships)
- The State Partially Carries Out Some Activities
- CSBG Eligible Entities (if checked, include the expected number of CSBG eligible entities to receive funds) 58
- Other Community-based Organizations
- State Community Action Association
- Regional CSBG Technical Assistance Provider(s)
- National Technical Assistance Provider(s)
- Individual Consultant(s)
- Tribes and Tribal Organizations
- Other

CSD will seek to work with organizations that provide benefits to CSBG eligible entities in part or as a whole. For example, CSD may continue to partner with Community Economic Development Association (CCEDA) to provide training and technical assistance to eligible entities for community economic development. In addition, a portion of these funds will be used to support the statewide database annual renewal.

Note: This response will link to the corresponding CSBG assurance in Item 14.2.

7.11. Performance Management Adjustment: Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past State Plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 3Sb and may pre-populate the state's annual report form.

Modifications to the proposed plan distribution may occur because of a decrease in the final CSBG allocation received from the Office of Community Services. If there is a decrease, CSD will backfill using discretionary funds to keep CSBG eligible entities funded at the prior year allocation amount. Absent a reduction in the annual CSBG grant, CSD will monitor emergent needs in the state and make discretionary funds available as needed. CSD will modify its planned activities, which may reduce the amount allocated to innovative projects or statewide initiatives.

SECTION 8: State Training and Technical Assistance

8.1. Training and Technical Assistance Plan: Describe the state’s plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic. (CSBG funding used for this activity is referenced under 7.9a Use of Remainder/Discretionary Funds. States should also describe training and technical assistance activities performed directly by state staff, regardless of whether these activities are funded with remainder/discretionary funds.)

Note: This information is associated with State Accountability Measure 3Sc and pre-populates the Annual Report, Module 1, Table F.1.

Training and Technical Assistance – Year One

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Ongoing/Multiple Quarters	Both	Fiscal	
Ongoing/Multiple Quarters	Both	Governance/Tripartite Boards	
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards - General	
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards - for eligible entities with unmet TAPs or QIPs	
Ongoing/Multiple Quarters	Technical Assistance	Reporting	
Ongoing/Multiple Quarters	Both	ROMA	
Ongoing/Multiple Quarters	Both	Strategic Planning	
Ongoing/Multiple Quarters	Technical Assistance	Monitoring	
Ongoing/Multiple Quarters	Both	Other	Community Economic Development
Ongoing/Multiple Quarters	Both	Other	New Executive Director and employee onboarding

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of “Other” allows for 500 characters.

Training and Technical Assistance – Year Two

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Ongoing/Multiple Quarters	Both	Fiscal	
Ongoing/Multiple Quarters	Both	Governance/Tripartite Boards	
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards - General	

The CSBG AC serves as a consultative body on elements of CSBG policies and planning and other related issues and work products. The CSBG AC meets as needed and provides participants with a forum to make recommendations to CSD and to engage in peer-to-peer networking with other agencies.

CalCAPA is the lead agency administering the Administration for Children and Families, Region IX Regional Performance & Innovation Consortia (RPIC). The RPIC serves as a comprehensive training and technical assistance system providing services to California's CSBG eligible entities. CSD will partner with CalCAPA and RPIC to ensure that eligible entities in California meet operational and organizational needs. Through ongoing collaboration, CSD and CalCAPA will increase capacity and identify exemplary CSBG network practices.

CSD also partners with the California Community Economic Development Association (CCEDA), an organization with expertise in community economic development. CCEDA provides training and technical assistance to CSBG eligible entities to achieve results through a full range of economic and community development strategies.

- 8.2. TAPs and QIPs:** Does the state have Technical Assistance Plans (TAPs) and/or Quality Improvement Plans (QIPs) in place for all eligible entities with unmet organizational standards, if appropriate? Yes No

Note: 8.2 is associated with State Accountability Measure 6Sb. QIPs are described in Section 678C(a)(4) of the CSBG Act. If the state, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the state should put a TAP in place to support the entity in meeting the standard(s).

- 8.2a. Address Unmet Organizational Standards:** Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards.

The state addresses unmet Organizational Standards through ongoing training and technical assistance provided by CSD and the state association through multiple portals (i.e., open-source learning platforms, staff, webinars, etc.). CSD will continue to monitor and aid eligible entities with resources to assist in resolving unmet organizational standards. CSD will monitor the progress and status of technical assistance plans through the statewide Organizational Standards automated system.

- 8.3. Training and Technical Assistance Organizations:** Indicate the types of organizations through which the state intends to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.)

- All T/TA is conducted by the state
- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)
- Other community-based organizations

- State Community Action Association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other

CSD may contract with the California Community Economic Development Association (CCEDA), an organization with expertise in community economic development. CCEDA provides training and technical assistance to CSBG eligible entities to achieve results through a full range of economic and community development strategies. CSD will continue to identify key partners to provide training and technical assistance to meet the needs of the Network.

- 8.4. Performance Management Adjustment:** Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 3Sd and may pre-populate the state’s annual report form.

CSD administered its annual training and technical assistance survey of eligible entities to assess and identify strategies to address emerging training needs. CSD partnered with CalCAPA and CCEDA, its training and technical assistance providers, to identify ways to improve the quality and type of training and technical assistance made available to eligible entities.

Based on feedback from the eligible entities, CSD adjusted the training and technical assistance survey process by partnering with the CSBG Advisory Council to review the survey questions prior to release to the entire network. This collaboration provided an opportunity for CSBG Executive Directors to ensure the survey included questions aligned with emerging training needs in the network and afforded the appropriate amount of feedback from the eligible entities to the training and technical assistance providers.

SECTION 9: State Linkages and Communication

Note: This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).

9.1. State Linkages and Coordination at the State Level: Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed.

Note: This response will link to the corresponding CSBG assurance, Item 14.5. In addition, this information is associated with State Accountability Measure 7Sa and pre-populates the Annual Report, Module 1, Item G.1.

- State Low Income Home Energy Assistance Program (LIHEAP) office
- State Weatherization office
- State Temporary Assistance for Needy Families (TANF) office
- Head Start State Collaboration offices
- State public health office
- State education department
- State Workforce Innovation and Opportunity Act (WIOA) agency
- State budget office
- Supplemental Nutrition Assistance Program (SNAP)
- State child welfare office
- State housing office
- Other

To support state efforts to reduce poverty, CSD administers the federal Low-Income Home Energy Assistance Program (LIHEAP) and Weatherization Assistance Program (WAP) programs. CSD participates in the Human Capacity and Community Transformation Center of Excellence (HCCT COE) Steering Committee and in the Essentials for Childhood (EfC) Initiative led by the California Department of Public Health, Injury and Violence Prevention Branch and the California Department of Social Services, Office of Child Abuse Prevention. CSD also partners with Limited Purpose Agencies designed to serve rural communities.

LIHEAP and WAP Programs

CSD administers key energy efficiency and weatherization programs for low-income Californians. CSD serves as the State administrator for LIHEAP and WAP services in California. LIHEAP and WAP services include utility bill assistance, emergency assistance with home heating and cooling repairs, home energy crisis intervention including emergency energy disconnection assistance, and weatherization measures including weather stripping, caulking, energy-efficient lighting, and thermostat

repair/replacement. Approximately 50 percent of CSBG agencies manage both the LIHEAP and CSBG programs.

Human Capacity and Community Transformation Center of Excellence

CSD participates in the HCCT COE Steering Committee. The role of the HCCT COE is to provide coordination to identify, highlight, and support multi-year community transformation efforts that move individuals, families, and communities towards improving human capacity, reducing dependency, and sustaining self-sufficiency. CSD staff participates in quarterly coordination calls with other state, local, and national partners to further the efforts and goals of community transformation in low-income communities.

Essentials for Childhood Initiative

CSD participates in the EfC Initiative, a coalition of public and private entities lead by the California Department of Public Health, Injury and Violence Prevention Branch, and the California Department of Social Services, Office of Child Abuse Prevention. The EfC Initiative’s mission is to support and participate in reinforcing activities and strategies across multiple agencies and stakeholders to optimize the health and well-being of all children in California. The EfC Initiative’s efforts are focused on promoting safe, stable, nurturing relationships and communities for all California children. The EfC Initiative utilizes a prevention approach to stop child abuse and neglect from occurring in the first place. To do this work, the EfC Initiative is comprised of five subcommittees: Data, Equity, Trauma-Informed Practices, Policy, and Strengthening Economic Supports. CSD participates in all five subcommittees.

Limited Purpose Agencies

Limited Purpose Agencies (LPAs) are community-based nonprofit organizations that are funded from CSBG discretionary funding. LPAs provide training, technical assistance, rural economic development, special support programs, or other activities supporting low-income Californians. Section 5 “CSBG Eligible Entities” identifies five designated LPAs in the state: Del Norte Senior Center, Inc., Karuk Tribe, Northern California Indian Development Council, Inc. (NCIDC), Community Design Center, and Rural Community Assistance Corporation. Karuk Tribe and NCIDC are designated NAI/LPAs however, these agencies are funded solely out of the Native American Indian set-aside (3.9%) of the general eligible entity CSBG award (90 percent funds). These agencies hold the joint designation of NAI/LPA to denote the accurate status for the historical NAIs that are also eligible entity LPAs.

- 9.2. State Linkages and Coordination at the Local Level:** Describe the linkages and coordination at the local level that the state intends to create or maintain with governmental or other social services, especially antipoverty programs, to assure the effective delivery of an coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)).

Note: This response will link to the corresponding CSBG assurances, Items 14.5 and 14.6, and pre-populates the Annual Report, Module 1, Item G.2.

CSD will be involved in the following linkages during 2022 and 2023:

State Interagency Team (SIT) Reducing Poverty Workgroup

The SIT Reducing Poverty Workgroup is comprised of participants from state and federal agencies, local nonprofit, and government organizations. The workgroup's goal is to increase the number Earned Income Tax Credits (EITC) claimed by eligible low-to-moderate income individuals and families, and to increase awareness and outreach for the state EITC program, Young Child Tax Credit, and Golden State Stimulus.

California Earned Income Tax Credit and Young Child Tax Credit

The EITC is widely recognized as one of the nation's most powerful resources for lifting low-to-moderate income people out of poverty. In 2015, California established the California Earned Income Tax Credit (CalEITC), extending a 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 Reducing Poverty Workgroup, FTB elected to partner with CSD to make grant funds available for community-based outreach efforts.

Since its inception, California continues to fund CalEITC education and outreach activities in the state and expand eligibility guidelines. In 2019, California implemented a Young Child Tax Credit (YCTC), awarding families with children under six years old a \$1,000 tax credit. In 2020, individuals holding an Individual Tax Identification Number (ITIN) became eligible for CalEITC and YCTC. The 2021-2022 Budget Act appropriates \$15 million to FTB to continue increasing awareness of CalEITC, YCTC, Golden State Stimulus relief payments, and ITIN filer eligibility for the 2021 tax season. CSD will continue to partner with FTB to make grant funds available to community-based or nonprofit organizations to support outreach for California's tax credits.

CSBG Advisory Council

CSD facilitates the CSBG Advisory Council (CSBG AC), which is a group comprised of the California Community Action Partnership Association (CalCAPA) and select CSBG agencies. The CSBG AC meets on an ad hoc basis to provide participants a forum to present ideas and make recommendations to CSD regarding potential policy changes and engage in peer-to-peer networking with other agencies.

NASCSP Racial Equity Workgroup

CSD is one of the state administrators participating on NASCSP's Racial Equity Workgroup (REWG). Organized in February 2021 to be a catalyst for change, REWG focuses on the root causes of inequitable practices and policies in the CSBG network. The workgroup identifies strategies that increase an understanding of racism, train and empower members of the CSBG and WAP networks to recognize and dismantle racism, and build a network that is equitable and inclusive in practice and policy. REWG will complete its

work in 2023.

Impact Community of Practice

In March 2021, with funding from the Kresge Foundation, the National Community Action Partnership (NCAP) launched a new initiative, Transforming Leadership and Local Human Services Ecosystems. This initiative supports organizational, systems, and policy change at the local and state levels that is informed by the contextual expertise of persons with lived poverty experience. The Impact Community of Practice (ICOP) explores and tests new strategies for achieving systems-level changes co-created with individuals who, through their own experiences, know the barriers to opportunity. CSD, the Community Action Partnership of Sonoma, and the Community Action Board of Santa Cruz County, Inc. are participating in this cohort comprised of other states and associations. ICOP will continue its work until 2022.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will coordinate and establish linkages to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)).

Note: This response will link to the corresponding CSBG assurance, Item 14.5. and pre-populates the Annual Report, Module 1, Item G.3a.

CSD requires CSBG eligible entities to establish collaborative efforts and coordinate with public and private service providers and local community organizations to avoid duplication of services and assure the effective delivery and coordination of services to communities and low-income individuals within their service area. CSD ensures eligible entities maximize leveraging of CSBG funds by reviewing annual report data, ensuring contract compliance, and conducting a comprehensive review of the eligible entities' biennial CAP. It is a requirement of the CAP that each eligible entity provide a description of efforts made to coordinate and establish linkages within their service area. Additionally, each eligible entity conducts a community needs assessment, which identifies gaps in services and potential linkages to fill those gaps. Examples of linkages found within the California CSBG network are coordination with other CSBG funded agencies, federal EITC and CalEITC Education and Outreach funded organizations, healthcare providers, local law enforcement, local housing authorities, health and human services departments, Workforce Investment Boards, housing and homeless coalitions, First 5, adult and aging programs, early childhood and special needs collaborative, CalWORKs (California's TANF program), and employment development departments.

9.3b. State Assurance of Eligible Entity Linkages to Fill Service Gaps: Describe how the eligible entities will develop linkages to fill identified gaps in the services,

through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

Note: This response will link to the corresponding CSBG assurance, Item 14.3b. and pre-populates the Annual Report, Module 1, Item G.3b.

CSBG eligible entities collaborate with trusted local community organizations, service providers, and public and private organizations to ensure delivery of effective services to low-income recipients in California. By establishing contractual relationships and informal agreements with trusted subcontractors, eligible entities are able to enhance services provided to low-income residents within the entity's service area.

Eligible entities use data collected via their Community Needs Assessment (CNA) to identify and remedy service gaps and enhance current programs. Creating client referrals is a common practice. Through participation in local area commissions, eligible entities are equipped to share information about supplemental resources available in their service area for low-income recipients.

9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training

Activities: Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?

Note: This response will link to the corresponding CSBG assurance, Item 14.5.

No

9.4a. WIOA Combined Plan: If the state selected yes under Item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

9.4b. Employment and Training Activities: If the state selected no under Item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.

Through program performance monitoring, oversight of CSBG contractual requirements, and review of each eligible entity's CAP, CSD will ensure 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, CalWORKS, Welfare to Work programs, CalFresh, Veteran's

services, Association of Farmworker Opportunity Programs, social services departments, centralized service centers, community health and childcare centers, faith-based organizations, educational institutions, and other community-based organizations.

CSBG eligible entities and community partners coordinate diverse employment training programs that target low-income individuals including youth, migrant, seasonal, and displaced agricultural workers, and other low-income individuals. Eligible entities coordinate direct services, joint case management, shared use of space to deliver services, service referrals, and subcontractor agreements with their community partners. Employment training services include but are not limited to: language courses, high school diploma or GED 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.

- 9.5. Emergency Energy Crisis Intervention:** Describe how the State will assure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the State, as required by the assurance under Section 676(b)(6) of the CSBG Act.

Note: This response will link to the corresponding CSBG assurance, Item 14.6.

CSD coordinates with antipoverty programs throughout California, including with LIHEAP. CSD administers LIHEAP which provides energy crisis intervention and weatherization services for low-income Californians. Local LIHEAP service providers provide energy outreach, education, utility assistance, energy-efficient appliance repair and replacement, California Alternative Rates for Energy application assistance and enrollment, and overall Energy Savings Assistance Program services.

The remaining CSBG eligible entities that do not receive LIHEAP funds directly work in collaboration with the local LIHEAP service provider in their service area and utilize the linkage to serve the low-income individuals and families in their community through direct referrals. CSD ensures the coordination of energy services by reviewing CAPs, monitoring agency performance, and ensuring compliance with CSBG contract provisions throughout the contract term.

- 9.6. Faith-based Organizations, Charitable Groups, and Community Organizations:** Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act.

Note: this response will link to the corresponding assurance, Item 14.9

CSD will assure that eligible entities 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 CAPs.

9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:

Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

Note: This response will link to the corresponding assurance, Item 14.3c.

Eligible entities coordinate funds and resources with an extensive network of public and private sector partners including, but not limited to, faith-based organizations, local governmental agencies, advisory boards, tax preparation and education programs, educational institutions, medical and mental health providers, and housing resource services agencies. Additionally, eligible entities partner with many community-based agencies that provide other services such as emergency food, rapid rehousing, homeless outreach, homeless shelters, and other safety net services. The eligible entities' coordination efforts include information sharing, direct referrals, MOUs and subcontract agreements to ensure delivery of services to low-income individuals.

9.8. Coordination among Eligible Entities and State Community Action Association:

Describe state activities for supporting coordination among the eligible entities and the State Community Action Association.

Note: This information will pre-populate the Annual Report, Module 1, Item G.5.

CSD provides training and technical assistance to eligible entities in partnership with CalCAPA. Training needs are discovered through on-site monitoring, desk reviews, review of Organizational Standards, review of monthly expenditures, and communication with eligible entities.

Training requests are submitted to CSD on an ongoing basis. Upon review of a training request, CSD will either conduct the training or refer the eligible entity to CalCAPA. Training topics may include but are not limited to: deficiency identified in monitoring activities, capacity building needs, board management and involvement, strategic planning, and Results Oriented Management and Accountability (ROMA).

Additionally, in partnership with CalCAPA, CSD hosts quarterly CSP meetings. The CSP meeting is an opportunity to engage with eligible entities regarding CSBG related topics and issues and provide a forum for peer-to-peer interaction amongst eligible entity staff. Agenda topics may include policy implementation, best practices, and training and technical assistance.

CSD also facilitates the CSBG AC, a group comprised of CalCAPA and select Executive Directors from eligible entities. The CSBG AC meets as needed to discuss program and policy implementation and provides a forum for participants to offer CSD recommendations on potential policy changes.

9.9. Communication with Eligible Entities and the State Community Action Association: In the table below, detail how the state intends to communicate with eligible entities, the

State Community Action Association, and other partners identified under this State Plan on the topics listed below.

For any topic that is not applicable, select *Not Applicable* under Expected Frequency.

Communication Plan

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
Upcoming Public and/or Legislative Hearings	As needed	Other	Meetings, Email, Website, Public Notice
State Plan Development	Quarterly	Meetings/Presentations	
Organizational Standards Progress	Semi-Annually	Other	Meetings, Email, 1:1, Webinar, Letters
State Accountability Measures Progress	Annually	Meetings/Presentations	
Community Needs Assessments/Community Action Plans	As needed	Other	Meetings, Email, Website, Webinar, 1:1, Letters
State Monitoring Plans and Policies	Annually	Meetings/Presentations	
Training and Technical Assistance (T/TA) Plans	Annually	Other	Meetings, Email, Webinar, 1:1
ROMA and Performance Management	Quarterly	Meetings/Presentations	
State Interagency Coordination	Quarterly	Other	Meetings, Email, Newsletter
CSBG Legislative/Programmatic Updates	As needed	Other	Meetings, Email, Newsletter, Letters
Tripartite Board Requirements	As needed	Other	Meetings, Email, 1:1, Letters

Note: ADD-A-ROW FUNCTION – States can add rows for each additional communication topic. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of "Other" allows for 250 characters.

9.10. Feedback to Eligible Entities and State Community Action Association: Describe how the state will provide information to local entities and State Community Action Associations regarding performance on State Accountability Measures.

Note: This information is associated with State Accountability Measure 5S(iii) and will pre-populate the Annual Report, Module 1, Item G.6.

CSD will use various communication methods to engage both eligible entities and CalCAPA on overall performance, possible funding opportunities, and best practices for service delivery. These communication methods may include emails, postings on CSD’s Local Agencies Portal website, webinars, and roundtable discussions and presentations during the CSP and CSBG AC meetings. CSD field representatives may host regular coordination calls with eligible entities to review contract deliverables, organizational standards, expenditure status, annual reports, close outs, and technical assistance plans.

9.11. Performance Management Adjustment: Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state’s annual report form.

In response to feedback received from eligible entities, CSD modernized its service provider website and created a new website, known as the Local Agencies Portal (LAP). The LAP is frequently used by eligible entities to access necessary programmatic documents, training materials, and notifications. Compared to the previous website, the LAP is easier to navigate and search for content. CSD partnered with eligible entity staff during the development of the new site to ensure that the site would provide the necessary functionality for end-users.

Additionally, based on recent feedback received through the American Customer Survey Index survey, CSD will streamline all future communication and notification emails to reduce the number of notifications being sent to eligible entities. CSD will strive to create a standardized process to distribute all pertinent program notices and updates, rather than emailing each notice separately to the network.

SECTION 10: Monitoring, Corrective Action, and Fiscal Controls

Monitoring of Eligible Entities (Section 678B(a) of the CSBG Act)

10.1. Specify the proposed schedule for planned monitoring visits including: full on-site reviews; on-site reviews of newly designated entities; follow-up reviews – including return visits to entities that failed to meet state goals, standards, and requirements; and other reviews as appropriate.

This is an estimated schedule to assist states in planning. States may indicate “no review” for entities the state does not plan to monitor in the performance period.

Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 1, Table H.1.

Monitoring Schedule – Year One

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
County of Los Angeles Workforce Development, Aging and Community Services	Full-Onsite	Desk Review	FY1 Q3	8/15/2021	8/18/2021	
Sacramento Employment and Training Agency	Full-Onsite	Desk Review	FY1 Q3	5/19/2021	5/21/2021	
Modoc-Siskiyou Community Action Agency	Full-Onsite	Desk Review	FY1 Q3	5/25/2021	6/1/2021	
Community Action Marin	Full-Onsite	Desk Review	FY1 Q3	6/08/2021	6/11/2021	
Sutter County Community Action Agency	Full-Onsite	Desk Review	FY1 Q3	5/15/2021	5/21/2021	
Yuba County Community Services Commission	Full-Onsite	Desk Review	FY1 Q4	7/15/2021	7/20/2021	
Inyo Mono Advocates for Community Action, Inc.	Full-Onsite	Desk Review	FY1 Q3	6/15/2021	6/17/2021	
Nevada County Department of Housing and Community Services	Full-Onsite	Desk Review	FY1 Q3	5/05/2021	5/06/2021	
Shasta County Community Action Agency	Full-Onsite	Desk Review	FY1 Q3	6/23/2021	6/25/2021	
Center for Employment Training	Full-Onsite	Desk Review	FY1 Q3	5/19/2021	5/20/2021	

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Fresno County Economic Opportunities Commission	Full-Onsite	Desk Review	FY1 Q4	7/13/2021	7/15/2021	
San Joaquin County Department of Aging and Community Services	Full-Onsite	Desk Review	FY1 Q3	6/16/2021	6/18/2021	
County of San Diego, Health and Human Services Agency, Community Action Partnership	Other	Desk Review	FY1 Q3	8/9/2021	8/10/2021	
Del Norte Senior Center	Full-Onsite	Desk Review	FY1 Q1	7/21/2021	7/23/2021	
El Dorado County Health & Human Services Agency	Full-Onsite	Desk Review	FY1 Q3	6/15/2021	6/17/2021	
CAP of San Luis Obispo County, Inc.	Full-Onsite	Desk Review	FY1 Q1	7/14/2021	7/16/2021	
County of Los Angeles Department of Public Social Services	Full-Onsite	Modified Onsite	FY1 Q4	4/16/2019	4/18/2019	
Community Action Partnership of Madera County, Inc.	Full-Onsite	Modified Onsite	FY1 Q3	3/14/2019	3/15/2019	
Contra Costa Employment & Human Services	Full-Onsite	Modified Onsite	FY1 Q3	3/14/2019	3/15/2019	
Berkeley Community Action Agency	Full-Onsite	Modified Onsite	FY1 Q3	3/25/2019	3/26/2019	
Community Design Center	Full-Onsite	Modified Onsite	FY1 Q3	4/2/2019	4/3/2019	
San Mateo County HSA	Full-Onsite	Modified Onsite	FY1 Q3	4/15/2019	4/15/2019	

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Los Angeles Housing + Community Investment Department	Full-Onsite	Modified Onsite	FY1 Q3	4/16/2019	4/17/2019	
Merced County Community Action Agency	Full-Onsite	Modified Onsite	FY1 Q3	4/22/2019	4/23/2019	
Amador-Tuolumne Community Action Agency	Full-Onsite	Modified Onsite	FY1 Q4	8/6/2019	8/7/2019	
Community Action Agency of Butte County	Full-Onsite	Modified Onsite	FY1 Q3	5/8/2019	5/9/2019	
County of Yolo, Dept of Employment & Social Services	Full-Onsite	Modified Onsite	FY1 Q3	5/14/2019	5/15/2019	
Plumas County Community Development Commission	Full-Onsite	Modified Onsite	FY1 Q3	5/21/2019	5/22/2019	
Community Action Partnership of Sonoma County	Full-Onsite	Modified Onsite	FY1 Q4	9/12/2019	9/13/2019	
Calaveras-Mariposa Community Action Agency	Full-Onsite	Modified Onsite	FY1 Q3	5/28/2019	5/29/2019	
Northern California Indian Development Council, Inc.	Full-Onsite	Modified Onsite	FY1 Q4	7/09/2019	7/09/2019	
Redwood Community Action Agency	Full-Onsite	Modified Onsite	FY1 Q4	9/05/2019	9/05/2019	

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Tehama County CAA	Full-Onsite	Modified Onsite	FY1 Q4	7/10/2019	7/11/2019	
Central Valley Opportunity Center, Inc. MSFW	Full-Onsite	Modified Onsite	FY1 Q4	7/23/2019	7/24/2019	
Community Action Partnership of Solano	Full-Onsite	Modified Onsite	FY1 Q4	8/27/2019	8/28/2019	
City of Oakland, Dept. of Human Services	Full-Onsite	Modified Onsite	FY1 Q4	8/13/2019	8/14/2019	
Glenn County	Full-Onsite	Modified Onsite	FY1 Q4	10/16/2019	10/17/2019	
Urban Services YMCA	Full-Onsite	Modified Onsite	FY1 Q4	9/10/2019	9/11/2019	
Community Services & Employment Training, Inc.	Full-Onsite	Desk Review	FY1 Q3	3/12/2020	3/13/2020	
Proteus, Inc.	Full-Onsite	Desk Review	FY1 Q4	9/22/2020	9/24/2020	
San Benito, County of	Full-Onsite	Desk Review	FY1 Q4	10/05/2020	10/7/2020	
Rural Community Assistance Corporation	Full-Onsite	Desk Review	FY1 Q4	10/26/2020	10/26/2020	
Community Action of Napa Valley	Full-Onsite	Desk Review	FY1 Q3	10/27/2020	11/02/2020	
Community Action Board of Santa Cruz County, Inc.	Full-Onsite	Desk Review	FY1 Q4	10/28/2020	10/28/2020	
California Human Development Corporation	Full-Onsite	Desk Review	FY1 Q3	11/2/2020	11/2/2020	

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Community Action of Ventura County, Inc.	Full-Onsite	Desk Review	FY1 Q3	11/2/2020	11/2/2020	
Community Action Commission of Santa Barbara County	Full-Onsite	Desk Review	FY1 Q4	11/16/2020	11/18/2020	
Project GO, Inc.	Full-Onsite	Desk Review	FY1 Q3	9/15/2020	9/18/2020	
Kings Community Action Organization, Inc.	Full-Onsite	Desk Review	FY1 Q4	9/24/2020	9/29/2020	
Foothill Unity Center, Inc.	Full-Onsite	Desk Review	FY1 Q4	9/28/2020	9/29/2020	
Long Beach Community Action Partnership	Full-Onsite	Desk Review	FY1 Q4	10/5/2020	10/6/2020	
Community Action Partnership of Kern	Full-Onsite	Desk Review	FY1 Q4	10/12/2020	10/13/2020	
North Coast Opportunities, Inc.	Full-Onsite	Desk Review	FY1 Q4	10/13/2020	10/22/2020	
Monterey, County of	Full-Onsite	Desk Review	FY1 Q4	10/15/2020	10/15/2020	
Community Action Partnership of San Bernardino County	Full-Onsite	Desk Review	FY1 Q4	10/20/2020	10/20/2020	
Community Action Partnership of Riverside County	Full-Onsite	Desk Review	FY1 Q4	10/21/2020	10/23/2020	
Campeños Unidos, Inc.	Full-Onsite	Desk Review	FY1 Q4	11/4/2020	11/4/2020	
Community Action Partnership of Orange County	Full-Onsite	Desk Review	FY1 Q3	11/10/2020	11/10/2020	
Sacred Heart Community Service	Full-Onsite	Desk Review	FY1 Q4	11/23/2020	12/7/2020	

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Karuk Tribe	Full-Onsite	Desk Review	FY1 Q4	12/2/2020	12/2/2020	

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.

Monitoring Schedule – Year Two

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Community Action Partnership of Madera County, Inc.	Full-Onsite	Desk Review	FY2 Q2	3/14/2019	3/15/2019	
Contra Costa Employment & Human Services	Full-Onsite	Desk Review	FY2 Q2	3/14/2019	3/15/2019	
Community Design Center	Full-Onsite	Desk Review	FY2 Q3	4/2/2019	4/3/2019	
San Mateo County HSA	Full-Onsite	Desk Review	FY2 Q3	4/15/2019	4/15/2019	
County of Los Angeles Department of Public Social Services	Full-Onsite	Desk Review	FY2 Q4	4/16/2019	4/18/2019	
Los Angeles Housing + Community Investment Department	Full-Onsite	Desk Review	FY2 Q3	4/16/2019	4/17/2019	
Merced County Community Action Agency	Full-Onsite	Desk Review	FY2 Q3	4/22/2019	4/23/2019	
Amador-Tuolumne Community Action Agency	Full-Onsite	Desk Review	FY2 Q4	8/6/2019	8/7/2019	
Community Action Agency of Butte County	Full-Onsite	Desk Review	FY2 Q3	5/8/2019	5/9/2019	
County of Yolo, Dept of Employment & Social Services	Full-Onsite	Desk Review	FY2 Q3	5/14/2019	5/15/2019	

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Plumas County Community Development Commission	Full-Onsite	Desk Review	FY2 Q3	5/20/2019	5/23/2019	
Community Action Partnership of Sonoma County	Full-Onsite	Desk Review	FY2 Q4	9/12/2019	9/13/2019	
Calaveras-Mariposa Community Action Agency	Full-Onsite	Desk Review	FY2 Q3	5/28/2019	5/29/2019	
Northern California Indian Development Council, Inc.	Full-Onsite	Desk Review	FY2 Q4	7/9/2019	7/9/2019	
Redwood Community Action Agency	Full-Onsite	Desk Review	FY2 Q4	9/5/2019	9/5/2019	
Tehama County CAA	Full-Onsite	Desk Review	FY2 Q4	7/10/2019	7/11/2019	
Central Valley Opportunity Center, Inc. MSFW	Full-Onsite	Desk Review	FY2 Q4	7/23/2019	7/24/2019	
Community Action Partnership of Solano	Full-Onsite	Desk Review	FY2 Q4	8/27/2019	8/28/2019	
City of Oakland, Dept. of Human Services	Full-Onsite	Desk Review	FY2 Q4	8/13/2019	8/14/2019	
Glenn County	Full-Onsite	Desk Review	FY2 Q4	10/16/2019	10/17/2019	
Urban Services YMCA	Full-Onsite	Desk Review	FY2 Q4	9/10/2019	9/11/2019	
County of Los Angeles Workforce Development, Aging and Community Services.	Full-Onsite	Desk Review	FY2 Q4	8/15/2021	8/18/2021	
Sacramento Employment and Training Agency	Full-Onsite	Desk Review	FY2 Q3	5/19/2021	5/21/2021	
Modoc-Siskiyou Community Action Agency	Full-Onsite	Desk Review	FY2 Q3	5/25/2021	6/1/2021	
Community Action Marin	Full-Onsite	Desk Review	FY2 Q3	6/8/2021	6/11/2021	

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Sutter County Community Action Agency	Full-Onsite	Desk Review	FY2 Q3	5/15/2021	5/21/2021	
Yuba County Community Services Commission	Full-Onsite	Desk Review	FY2 Q4	7/15/2021	7/20/2021	
Inyo Mono Advocates for Community Action, Inc.	Full-Onsite	Desk Review	FY2 Q3	6/15/2021	6/17/2021	
Nevada County Department of Housing and Community Services	Full-Onsite	Desk Review	FY2 Q3	5/5/2021	5/6/2021	
Shasta County Community Action Agency	Full-Onsite	Desk Review	FY2 Q3	6/23/2021	6/25/2021	
Center for Employment Training	Full-Onsite	Desk Review	FY2 Q3	5/19/2021	5/20/2021	
Fresno County Economic Opportunities Commission	Full-Onsite	Desk Review	FY2 Q4	7/13/2021	7/15/2021	
San Joaquin County Department of Aging and Community Services	Full-Onsite	Desk Review	FY2 Q3	6/16/2021	6/18/2021	
County of San Diego, Health and Human Services Agency, Community Action Partnership	Full-Onsite	Desk Review	FY2 Q3	8/9/2021	8/10/2021	
Del Norte Senior Center	Full-Onsite	Desk Review	FY2 Q3	7/21/2021	7/23/2021	
El Dorado County Health & Human Services Agency	Full-Onsite	Desk Review	FY2 Q3	6/15/2021	6/17/2021	
CAP of San Luis Obispo County, Inc.	Full-Onsite	Desk Review	FY2 Q3	7/14/2021	7/16/2021	
Community Services & Employment Training, Inc.	Full-Onsite	Modified Onsite	FY2 Q3	3/12/2020	3/13/2020	
Project GO, Inc.	Full-Onsite	Modified Onsite	FY2 Q3	9/15/2020	9/18/2020	

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Proteus, Inc.	Full-Onsite	Modified Onsite	FY2 Q4	9/22/2020	9/24/2020	
Kings Community Action Organization, Inc.	Full-Onsite	Modified Onsite	FY2 Q4	9/24/2020	9/29/2020	
Foothill Unity Center, Inc.	Full-Onsite	Modified Onsite	FY2 Q4	9/28/2020	9/29/2020	
San Benito, County of	Full-Onsite	Modified Onsite	FY2 Q4	10/5/2020	10/7/2020	
Long Beach Community Action Partnership	Full-Onsite	Modified Onsite	FY2 Q4	10/5/2020	10/6/2020	
Community Action Partnership of Kern	Full-Onsite	Modified Onsite	FY2 Q4	10/12/2020	10/13/2020	
North Coast Opportunities, Inc.	Full-Onsite	Modified Onsite	FY2 Q4	10/13/2020	10/22/2020	
Monterey, County of	Full-Onsite	Modified Onsite	FY2 Q4	10/15/2020	10/15/2020	
Community Action Partnership of San Bernardino County	Full-Onsite	Modified Onsite	FY2 Q4	10/20/2020	10/20/2020	
Community Action Partnership of Riverside County	Full-Onsite	Modified Onsite	FY2 Q4	10/21/2020	10/23/2020	
Rural Community Assistance Corporation	Full-Onsite	Modified Onsite	FY2 Q4	10/26/2020	10/26/2020	
Community Action of Napa Valley	Full-Onsite	Modified Onsite	FY2 Q3	10/27/2020	11/2/2020	
Community Action Board of Santa Cruz County, Inc.	Full-Onsite	Modified Onsite	FY2 Q4	10/28/2020	10/28/2020	
California Human Development Corporation	Full-Onsite	Modified Onsite	FY2 Q3	11/2/2020	11/2/2020	
Community Action of Ventura County, Inc.	Full-Onsite	Modified Onsite	FY2 Q3	11/2/2020	11/2/2020	
Campeños Unidos, Inc.	Full-Onsite	Modified Onsite	FY2 Q4	11/4/2020	11/4/2020	

CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
Community Action Partnership of Orange County	Full-Onsite	Modified Onsite	FY2 Q3	11/10/2020	11/10/2020	
Community Action Commission of Santa Barbara County	Full-Onsite	Modified Onsite	FY2 Q4	11/16/2020	11/18/2020	
Sacred Heart Community Service	Full-Onsite	Modified Onsite	FY2 Q4	11/23/2020	12/7/2020	
Karuk Tribe	Full-Onsite	Modified Onsite	FY2 Q4	12/2/2020	12/2/2020	
Berkeley Community Action Agency	Full-Onsite	Modified Onsite	FY2 Q3	3/25/2019	3/26/2019	

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.

10.2. Monitoring Policies: Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

See [attachment 10.2 Monitoring Policies CSD Monitoring Procedures 080120](#).

10.3. Initial Monitoring Reports: According to the state’s procedures, by how many calendar days must the state disseminate initial monitoring reports to local entities?

Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state’s annual report form.

60 calendar days

Corrective Action, Termination and Reduction of Funding and Assurance Requirements (Section 678C of the Act)

10.4. Closing Findings: Are state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings included in the state monitoring policies attached under 10.2? Yes No

10.4a. Closing Findings Procedures: If no, describe state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings.

10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable.

Note: The QIP information is associated with State Accountability Measures 4Sc.

0/Zero

10.6. Reporting of QIPs: Describe the state’s process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the state approving a QIP?

Note: This item is associated with State Accountability Measure 4Sa(iii)).

CSD will submit written notification to the Office of Community Services within the established timeframe upon approving a Quality Improvement Plan. The notification may include documentation to support CSD’s decision, a timeline for corrective action, and resolution. CSD will provide applicable update notifications as needed or upon request from the Office of Community Services.

10.7. Assurance on Funding Reduction or Termination: The state 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)” per Section 676(b)(8) of the CSBG Act. Yes No

Note: This response will link with the corresponding assurance under item 14.8.

Policies on Eligible Entity Designation, De-designation, and Re-designation

10.8. Eligible Entity Designation: Does the state CSBG statute and/or regulations provide for the designation of new eligible entities? Yes No

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

California Government Code §§ 12750.1 and 12750.2; 22 CCR § 100780

10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public.

N/A

10.9. Eligible Entity Termination: Does the state CSBG statute and/or regulations provide for termination of eligible entities? Yes No

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.

22 CCR § 100780

10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public.

N/A

10.10. Eligible Entity Re-Designation: Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity? Yes No

10.10a. Re-Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

In the event a service area in California is no longer supported by a community action agency, CSD will follow the designation process as specified in California Government Code §§ 12750.1 and 12750.2; 22 CCR §100780.

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public.

Fiscal Controls and Audits and Cooperation Assurance

10.11. Fiscal Controls and Accounting: Describe how the state’s fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

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 activities are accounted by the State Controller’s Office (SCO).

Through the utilization of FI\$CAL, CSD can account for appropriation funds and the individual account levels of eligible entities, thereby facilitating control and reconciliation with SCO accounts.

10.12. Single Audit Management Decisions: Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

Note: This information is associated with State Accountability Measure 4Sd.

CSD’s Audit Services Unit (ASU) reviews single audits submitted by eligible entities that receive funding through CSD. As the pass-through entity, ASU is responsible for ensuring corrective action is taken to address findings identified in single audits performed in accordance with 45 CFR 75.521. ASU reviews single audits within six months of acceptance by the Federal Audit Clearinghouse (FAC) to address and resolve any CSBG findings requiring follow-up.

State procedures for issuing management decisions:

1. Receipt of single audits
 - a. CSD service providers are required to submit single audits electronically to ASU per contract requirements.
 - b. ASU searches the FAC website for the acceptance date and contacts the eligible entity if a single audit is late
 - i. Missing audits are elevated to CSD management (possible sanctions)

2. ASU identifies CSBG related findings
 - a. ASU reviews the findings, and if sufficient information or evidence exists to confirm corrective action, the finding is closed, and a management decision letter is issued.
 - i. If evidence is insufficient, ASU requests additional documentation, an explanation, or an assurance from the agency or single audit Certified Public Accountant.
 1. If the eligible entity's response is sufficient, ASU will close the finding and issue a management decision letter.
 2. If the finding cannot be resolved, it is elevated to CSD management for action and possible consideration for separate audit or program monitoring review.
 - b. ASU confirms and obtains acknowledgment and agreement from the eligible entity for any potential questioned costs.
 - i. A copy of the management decision letter and eligible entity confirmation of the amount payable is provided to CSD's Fiscal Accounting Services Unit to prepare and set up an Accounts Receivable.
3. Depending on the finding, ASU provides an eligible entity 10 to 30 days to respond to a management decision letter.
 - a. If not resolved within ASU, disagreements on findings are elevated to CSD management and discussed at the monthly compliance meeting.

10.13. Assurance on Federal Investigations: The state will “permit and cooperate with Federal investigations undertaken in accordance with Section 678D” of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act.

Note: This response will link with the corresponding assurance, Item 14.7

Yes No

10.14. Performance Management Adjustment: Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the state's annual report form.

To remain compliant during the COVID-19 Pandemic, CSD modified its onsite monitoring activities to adapt to stay-at-home orders and travel restrictions and to ensure the safety of CSD and eligible entity staff. CSD developed a streamlined monitoring strategy, minus the onsite segment, to satisfy the scheduled visit requirement. This monitoring strategy, referred to as “Revised Monitoring,” is detailed in CSD's Revised Monitoring Procedures (please see attachment in section 10.2). Other monitoring practices such as Desk Reviews, CAP reviews, and Annual Report reviews continue as normal. CSD

continues to solicit feedback from eligible entities regarding monitoring through surveys and feedback provided during quarterly CSP meetings.

SECTION 11: Eligible Entity Tripartite Board

11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG eligible entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act. **[Check all that applies and narrative where applicable]**

- Attend Board meetings
- Organizational Standards Assessment
- Monitoring
- Review copies of Board meeting minutes
- Track Board vacancies/composition
- Other

11.2. Tripartite Board Updates: Provide how often the state requires eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.

- Annually
- Semiannually
- Quarterly
- Monthly
- As It Occurs
- Other

11.3. Tripartite Board Representation Assurance: Describe how the states will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act.

Note: This response will link with the corresponding assurance, Item 14.10.

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

11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participation by low-income individuals in the

development, planning, implementation, and evaluation of programs” as allowed under Section 676B(b)(2) of the CSBG Act? Yes No

11.4a. If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.

CSD accepts alternatives to the tripartite board composition for Limited Purpose Agencies and Native American Indian (NAI) agencies that use a NAI governing council, commission, or other body responsible for administering CSBG funded programs.

SECTION 12: Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. **[Select one item below and numeric response where applicable.]**

- 125% of the HHS poverty line
- X % of the HHS poverty line (fill in the threshold):
- Varies by eligible entity

12.1a. Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.

On July 16, 2021, Governor Gavin Newsom signed Assembly Bill 135, which amended the California Government Code to set CSBG income eligibility to the federal maximum allowable level (currently 125 percent of the federal poverty level). If the federal CSBG Act is modified in the future to meet 200 percent FPL, CSBG income eligibility in California will automatically adjust to meet the new federal maximum.

12.2. Income Eligibility for General/Short Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited intake procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.

Each eligible entity is required to provide an overview of their service delivery process, including income verification with limited intake procedures in their submitted CAP. Through the CAP review process, CSD ensures that each eligible entity addresses income eligibility.

12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).

CSD will assure that eligible entities' services target and benefit low-income communities for services that provide a community-wide benefit through review of annual programmatic reports and required responses submitted in the CAP, including the community needs assessment and program performance monitoring.

SECTION 13: Results Oriented Management and Accountability (ROMA) System

- 13.1. Performance Measurement System:** Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.

Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item I.1.

- The Results Oriented Management and Accountability (ROMA) System
- Another performance management system that meets the requirements of Section 678E(b) of the CSBG Act
- An alternative system for measuring performance and results

- 13.1a. ROMA Description:** If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.

Eligible entities are required to complete the ROMA Cycle by assessing community needs through the completion of the 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 the review of the eligible entity's CAP, CSBG Annual Report, and Organizational Standards.

CSD begins the ROMA analysis with the review and approval of each eligible entity's comprehensive needs assessment, as submitted in their CAP. Eligible entities are also required to submit an annual work plan identifying the specific domains in which they will report their activities and services, along with their projected outcomes. CSD ensures the work plan reflects the priorities identified in each eligible entity's CAP and that projections are completed for each service or activity. At the conclusion of the program year, CSD utilizes the eGov Reporting Hub to collect outcome data from the eligible entities, known as the CSBG Annual Report.

Eligible entities input their outcome data for the CSBG Annual Report directly into the eGov system. The annual report captures year-to-year performance and outcome data, and the eGov system utilizes specific validations to identify variances or missing information. Upon reviewing the annual report, CSD submits the data directly to the Office of Community Services (OCS) for further analysis and approval. Upon final approval, CSD provides performance feedback to the CSBG eligible entities.

Annually, each eligible entity is required to submit Organizational Standards, which capture achievements in strategic planning, board governance, organizational leadership, financial operations, and oversight. Eligible entities also utilize the eGov Reporting Hub to submit their Organizational Standards documentation for review and approval by CSD staff.

After conducting a thorough analysis and approving each eligible entity's CAP, CSBG Annual Report, and Organizational Standards, CSD provides ongoing feedback throughout the year to ensure that eligible entities are on track to meet performance goals. Additionally, CSD reviews each entity's ROMA data in conjunction with their annual contract work plan. CSD staff also provides feedback during annual onsite monitoring visits to assess eligible entity programmatic performance and progress towards achieving their work plan projections.

13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.

N/A

13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.

Note: This response will also link to the corresponding assurance, Item 14.12.

- CSBG National Performance Indicators (NPIs)
- NPIs and others
- Others

CSD will comply with the implementation schedule for the CSBG Annual Report for 2021 and 2022. CSD will measure the performance of the CSBG eligible entities against the new structure to project goals within the performance period.

13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using ROMA or an alternative performance management system.

Note: The activities described under Item 13.3 may include activities listed in "Section 8: Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, Item 14.12.

CSD supports eligible entities in using the ROMA system through several different strategies. CSD incorporates the cycle of ROMA principles into the CAP and comprehensive community needs assessment. To ensure that the eligible entities are meeting the ROMA principles, the CAP and community needs assessment are evaluated by CSD staff to verify that the needs assessment data informs the goal-setting process and formulates the program activities and delivery strategies for each entity. The staff who conduct the reviews are either ROMA Trainers or ROMA Implementers.

CSD currently has ROMA-certified trainers and implementers on staff that are available to assist eligible entities through the various stages of planning and evaluation of programs. CSD will continue to support ongoing training for certified ROMA Trainers and Implementers to ensure the entities have access to knowledgeable professionals.

CSD provides annual report training and technical assistance throughout the year via webinars, quarterly CSBG Service Provider meetings, peer-to-peer support and onsite

monitoring visits. CSD will continue to assist eligible entities to accurately target and measure performance goals based on data submitted in the 2020 CSBG Annual Report, Modules 2-4.

- 13.4. Eligible Entity Use of Data:** Describe how the state intends to validate that the eligible entities are using data to improve service delivery.

Note: This response will also link to the corresponding assurance, Item 14.12.

CSD requires eligible entities to identify how they use data to improve service delivery in their CAP. In the CAP, eligible entities are required to respond to three questions regarding “Data Analysis and Evaluation”. These questions require the eligible entities to describe changes made to their delivery strategies based on evaluation of their performance data. CSD staff evaluate each response in the CAP to ensure data is used to improve program delivery and services.

Community Action Plans and Needs Assessments

- 13.5. Community Action Plan:** Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.

Note: This response will link to the corresponding assurance, Item 14.11.

Biennially, each CSBG Eligible Entity is required to electronically submit a Community Action Plan to CSD by June 30.

- 13.6. Community Needs Assessment:** Describe how the state will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity’s Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.

Note: This response will link to the corresponding assurance, Item 14.11.

In the CAP, the first section is titled “Part 1: Community Needs Assessment”. In this section, eligible entities are required to submit their Community Needs Assessment (CNA) “narrative” and “results” information.

The narrative section of the CNA requires the eligible entity to describe the geographic location their agency serves; describe the approaches taken to gather and conduct an analysis of qualitative and quantitative data; summarize the data gathered from key sectors of the community (community-based, faith-based, private and public sector, educational institutions); and describe the conditions and causes contributing to poverty in their service area.

Using the information provided in the narrative section of the CNA, the eligible entity is required to complete the results portion of the CNA. In this section, the eligible entity summarizes the needs identified in their service area, identifies which needs the eligible entity will prioritize, and which programs, services, and activities they will use to address the needs identified in their service area. Additionally, they also identify the reporting

category each of the services and programs will be reported on in the CSBG Annual report.

CSD reviews all needs assessments in the CAP to ensure the conditions of poverty are adequately captured for each eligible entity's service area. CSD staff reviews the data to confirm it is verifiable and reliable.

SECTION 14: CSBG Programmatic Assurance and Information Narrative
(Section 676(b) of the CSBG Act)

14.1. Use of Funds Supporting Local Activities

CSBG Services

14.1a. 676(b)(1)(A) Describe how the state will assure “that funds made available through grant or allotment will be used –

- (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--
 - (i) to remove obstacles and solve problems that block the achievement of self- sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - (ii) to secure and retain meaningful employment;
 - (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
 - (iv) to make better use of available income;
 - (v) to obtain and maintain adequate housing and a suitable living environment;
 - (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
 - (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots 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 of California CSBG funds are distributed to CSBG eligible entities to provide services at the local level. A community needs assessment is

submitted by the eligible entities on a biennial basis as part of the CAP, which will describe the most vital needs of low-income Californians in the agencies' service areas. The CAP will also highlight community partner coordination efforts, identify roles within service areas, and describe 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 includes, but is not limited to: affordable housing, food insecurity, employment, utility assistance, mental health, free tax preparation, disabled adult care services, child and family support services, English language proficiency, immigration and citizenship services, and financial management training. 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, Volunteer Income Tax Assistance (VITA) sites, disaster recovery resource centers, social service departments, centralized one-stop service centers, community health and childcare centers, faith-based organizations, educational institutions, local businesses, law enforcement agencies, and other community-based organizations that focus on the diverse needs of low-income families and individuals in California.

Needs of Youth

14.1b. 676(b)(1)(B) Describe how 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 eligible entities meet the identified needs of youth in their communities as described in their CAPs through several methods. Approaches include but are not limited to case management, tutoring, mentoring, counseling, recreational programs, self-sufficiency and leadership training, health and wellness education, mental health, reproductive health, dating violence, homeless youth assistance, gang suppression and

prevention, substance abuse prevention initiatives, violence prevention initiatives, financial literacy training, and employment skills training. Some eligible entities maintain 24-hour youth crisis hotlines, emergency youth shelters, and safe zones. CSBG eligible entities partner with many private and governmental partners to meet the needs of youth. Some of these partners are local governments, Youth Violence Prevention Councils, faith-based organizations, community organizations, CalWORKs, First 5, school districts, and local public libraries.

The state will assure that eligible entities address these needs through review of responses submitted in the CAP, program performance monitoring, review of annual programmatic reports, and enforcement of CSBG contract provisions throughout the contract terms.

Coordination of Other Programs

14.1c. 676(b)(1)(C) Describe how 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 eligible entities to describe the systems used to ensure coordination with other community partner programs in the CAP. Eligible entities identify roles within their service areas while highlighting how each entity will work with local stakeholders to certify compliance with this assurance. Eligible entities often function as the lead agency for coalitions of low-income support services in their respective counties. The coalitions are comprised of the eligible entity, the county department of social services, local government departments, and local nonprofits. In these circumstances, the eligible entities may be responsible for the countywide implementation of services. Other coordination efforts include eligible entities working with agencies such as CalWORKs, Workforce Innovation and Opportunity Act (WIOA) and WIOA Operators, the Employment Development Department and other Community Action Agencies. Eligible entities ensure that the partnerships are clearly defined. Another approach eligible entities may undertake is to have staff engage as community advisors for the local Continuum of Care Coordinators or sit on boards and committees of local nonprofit and philanthropic funding organizations.

State Use of Discretionary Funds

14.2. 676(b)(2) Describe “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.”

Note: The State describes this assurance under “State Use of Funds: Remainder/Discretionary,”

items 7.9 and 7.10

[No response as the state describes this assurance under 7.9 and 7.10.]

Eligible Entity Service Delivery, Coordination, and Innovation

- 14.3. 676(b)(3)** “Based on information provided by eligible entities in the State, a description of...”

Eligible Entity Service Delivery System

- 14.3a. 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 eligible entities 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, priorities, and agency capacity. 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. Eligible entities may provide serviced in-house or subcontract services to trusted local service providers.

Other services provided by CSBG eligible entities and/or partners include: affordable housing, food insecurity, employment, utility assistance, mental health, free tax preparation, disabled adult care services, child and family support services, English proficiency, immigration and citizenship services, and financial management training. Eligible entities and their partners incorporate intake and eligibility processes to assess and track client demographic information. By implementing an intake process, eligible entities can assess priorities and develop strategies to meet the needs of low-income individuals and families. CSD requires CSBG eligible entities to certify compliance with this assurance in the CAP.

Eligible Entity Linkages – Approach to Filling Service Gaps

- 14.3b. 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 followup consultations.”

Note: The state describes this assurance in the State Linkages and Communication section, item 9.3b.

[No response as the state describes this assurance under 9.3b.]

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

- 14.3c. 676(b)(3)(C)** Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

Note: The state describes this assurance in the State Linkages and Communication section, item 9.7.

[No response as the state describes this assurance under 9.7]

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

14.3d. 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).

Eligible entities use CSBG funding to support innovative community-based initiatives that encourage parental responsibility. Network initiatives include fatherhood strengthening classes, parent and child joint counseling, co-parenting communication skills training, programs to address health disparities, parental engagement groups, therapy, skills training for teen parents, and other strategies to encourage active involvement in raising children while preventing child abandonment and abuse. Programs are enriched using best practices in the field including trauma-informed care with attention to Adverse Childhood Experiences.

CSBG eligible entities 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 eligible entities partner with local community organizations, Women, Infants and Children, California Department of Child Support Services, California Department of Social Services, Head Start and Migrant and Seasonal Head Start, First 5, and many other State programs to connect clients with additional resources and services. CSD requires CSBG eligible entities to certify compliance with this assurance in the CAP.

Eligible Entity Emergency Food and Nutrition Services

14.4. 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 eligible entities work to offset conditions of starvation and malnutrition by providing emergency food assistance and nutritional services to low-income Californians. Eligible entities are required to describe emergency food and nutrition services in their CAP. Eligible entities coordinate food distribution efforts with their community partners such as faith-based organizations, local government, shelters, food banks, restaurants, day care providers, and school districts. Some CSBG eligible entities operate emergency food services in-house to address the food security of their clients, including coordinating summer and weekend lunch programs for youth, supporting clients with CalFresh applications, providing emergency food vouchers or gift cards. From lessons learned during the COVID-19 pandemic, eligible entities shifted their strategies to home delivery of lunches and grocery boxes and to running food banks on a drive-through model. Many eligible entities increased their warehouse capacity and purchased refrigerated delivery vans, walk-in freezers, and other equipment to help meet the increased demand. This increased capacity will continue to benefit low-income communities in the coming years.

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

- 14.5. 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.”

Note: The state describes this assurance in Section 9, State Linkages and Communication, specifically under 9.1 – 9.4b.

[No response as the state describes this assurance under Section 9.1 – 9.4b]

State Coordination/Linkages and Low-income Home Energy Assistance

- 14.6. 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.”

Note: The state describes this assurance in Section 9, State Linkages and Communication section, items 9.2 and 9.5.

[No response as the state describes this assurance under 9.2 and 9.5]

Federal Investigations

- 14.7. 676(b)(7)** Provide “an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D.”

Note: The state addresses this assurance in Section 10, Fiscal Controls and Monitoring under 10.13.

[No response as the state describes this assurance under 10.13]

Funding Reduction or Termination

14.8. 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).”

Note: The state addresses this assurance in Section 10 Fiscal Controls and Monitoring under 10.7.

[No response as the state describes this assurance under 10.7]

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

14.9. 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.”

Note: The state describes this assurance in Section 9 State Linkages and Communication, under 9.6.

[No response as the state describes this assurance under 9.6]

Eligible Entity Tripartite Board Representation

14.10. 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.”

Note: The state describes this assurance in Section 11 Eligible Entity Tripartite Boards, under 11.3.

[No response as the state describes this assurance under 11.3]

Eligible Entity Community Action Plans and Community Needs Assessments

14.11. 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.”

Note: The state describes this assurance in Section 13 ROMA, under 13.5 and 13.6.

[No response as the state describes this assurance under 13.5 and 13.6]

State and Eligible Entity Performance Measurement: ROMA or Alternate system

14.12. 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.”

Note: The state describes this assurance in Section 13 ROMA under 13.1 – 13.4.

[No response as the state describes this assurance under 13.1 – 13.4]

Validation for CSBG Eligible Entity Programmatic Narrative Sections

14.13. 676(b)(13) Provide “information describing how the State will carry out the assurances described in this section.”

Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.

[No response for this item]

By checking this box, the state CSBG authorized official is certifying the assurances set out above.

SECTION 15: Federal Certifications

The box after each certification must be checked by the State CSBG authorized official.

15.1. 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 into 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.

15.2. 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)

- (1) By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
- (2) 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.
- (3) For grantees other than individuals, Alternate I applies.
- (4) For grantees who are individuals, Alternate II applies.
- (5) 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.
- (6) 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).
- (7) 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 (see paragraph five).
- (8) Definitions of terms in the Nonprocurement 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 subrecipients 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 (Street address, city, county, state, zip code) [\[Narrative, 2500 characters\]](#)

Check if there are workplaces on file that are not identified here. 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.

[55 FR 21690, 21702, May 25, 1990]

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

15.3. Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters — Primary Covered Transactions

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (4) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- (9) Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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.

15.4. 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.

SECTION 16: Appendix

Attachment 1.3 Designation Letter

Attachment 4.1 Public Inspection Screen Shot CSD Public Website Notice of Public Comment
073021

Attachment 4.1 Public Inspection Public Comment and Response Document 083021

Attachment 4.2 Public Notice-Hearing Screen Shot CSD Public Website Notice of Public Hearing
080321

Attachment 4.4 Public and Legislative Hearing Transcript 081721

Attachment 4.4 Public and Legislative Hearing Hearing Certification Letter 082421

Attachment 10.2 Monitoring Policies CSD Monitoring Procedures 080120



OFFICE OF THE GOVERNOR

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



Public Notice

Notice of Public Comment: Draft 2022-2023 CSBG State Plan & Application

The Department of Community Services and Development (CSD) has released the Draft 2022-2023 Community Services Block Grant (CSBG) State Plan and Application.

The Draft CSBG State Plan can be found here:

- [Draft 2022-2023 CSBG State Plan and Application](#)

A combined public and legislative hearing for the State Plan and Application will be hosted jointly by the California State Senate and Assembly Human Services Committees and other interested parties on August 17, 2021, at 1:30 p.m. at the State Capitol in Sacramento, California.

Interested parties have the opportunity to review and submit comments on the State Plan and Application until 5:00 p.m. on August 23, 2021. Comments may be submitted by email to CSBG.Div@csd.ca.gov or mailed to:

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

**2022-2023 CSBG State Plan and Application
Public Comments and Responses**

Public comments received from July 30, 2021, through August 23, 2021, are hereby incorporated into the 2022-2023 Community Services Block Grant (CSBG) State Plan and Application. Comments captured via written and oral testimony during the public comment period are as follows:

No comments were received during the public comment period.



Public Notice

Notice of Public Hearing: Draft 2022-2023 CSBG State Plan & Application

The California State Legislature will conduct a public hearing to receive comments on the 2022-2023 State Plan and Application for the Community Services Block Grant (CSBG). The hearing is scheduled for 1:30 p.m. on August 17, 2021, at the State Capitol, Assembly Chamber, Sacramento, CA 95814. All are encouraged to watch the hearing from its live stream on the Assembly's website at <https://www.assembly.ca.gov/todaysevents>.

- **Public Hearing Notice**
- **Draft 2022-2023 CSBG State Plan and Application**

STATE OF CALIFORNIA
DEPARTMENT OF RESOURCES
COMMUNITY SERVICES AND DEVELOPMENT

JOINT OVERSIGHT HEARING SENATE AND
ASSEMBLY HUMAN SERVICES COMMITTEES

PUBLIC HEARING

2022-23 COMMUNITY SERVICES BLOCK GRANT STATE PLAN

STATE CAPITOL
ASSEMBLY CHAMBER
1315 10TH STREET
SACRAMENTO, CA 95814

TUESDAY, AUGUST 17, 2021

1:36 P.M.

Reported by:
Martha Nelson

APPEARANCESJOINT SENATE AND ASSEMBLY HUMAN SERVICESCOMMITTEES MEMBERS:

Senator Melissa Hurtado, Co-Chair
Assemblymember Lisa Calderon, Co-Chair
Senator Richard Pan
Assemblymember Joaquin Arambula

PANELISTS:

David Scribner, Director, Department of Community Services
and Development (CSD)
David Knight, California Community Action Partnership
Association (CalCAPA)
Jeremy Tobias, Board President, California Community Action
Partnership Association (CalCAPA)
Jorge De Nava, Central Valley Opportunity Center
Aileen Nunez Castillo, County of Los Angeles Department of
Public Social Services
Alexandra Valdez, Los Angeles Native American Indian
Commission

PUBLIC COMMENT:

None

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P R O C E E D I N G S

1:36 p.m.

CO-CHAIR CALDERON: Good afternoon everyone. Thank you for joining us today for this Joint Oversight Hearing with the Senate Human Services Committee on the 2022-2023 Community Services Block Grant State Plan.

This hearing is required by federal law as a component of the Community Services Block Grant, or CSBG. Federal CSBG dollars were distributed to community agencies in California to the Department of Community Services and Development, or CSD, to fund local activities aimed at reducing poverty. Despite our large economy, California struggles to decrease its poverty rate, and many have difficulty reaching and maintaining financial stability.

The impacts of the Corona Virus pandemic have only highlighted the complex factors that contribute to poverty, causing individuals and families to experience unprecedented hardships. While both the Assembly and Senate Human Services Committees have moved forward legislation aimed at alleviating the conditions of poverty, there is more to be done to help Californians' struggle to reach self-efficiency.

The CSBG has proven to be a helpful tool for supporting low-income communities using local and targeted approaches. I look forward to hearing more about the

creative methods that have been used through the past year to ensure that this funding provided immediate relief to those in need.

Thank you again to everyone for being here with us today to discuss this critical piece of funding and innovated services that CSBG-funded agencies are administering.

I'd like to open the floor to Senator Hurtado, Chair of the Senate Human Services Committee and the joint lead on this hearing.

CO-CHAIR HURTADO: Thank you. Thank you, Madam Chair and good afternoon. I want to thank Assemblymember Calderon and members of the Assembly Human Services Committee for hosting the Senate Human Services Committee in the Chambers today. I want to thank the staff of both committees and our panelists who have collaborated to pull this hearing together.

I've had the pleasure of meeting with several of our panelists as part of the collaboration and I feel confident that this will be an interesting and informative hearing.

The purpose of today's hearing is to review the State's Plan for the Federal Community Services Block Grant, which is a little known, but decades old federal anti-poverty program.

As Chair of the Senate Human Services Committee, I am dedicated to the cause of fighting poverty. People should have access to shelter, nutritious food, healthcare and other basic necessities of life. Sadly, according to some estimates, 13 million people are living at or near poverty and about 1.7 million people in California live in deep poverty.

Additionally, with over 161,000 people experiencing homelessness, California had the largest homeless population in the country according to the Federal 2020 Point In Time count. Within this homeless population, over 113,000 are unsheltered and over 25,000 are people in families with children. This data was collected and reported. It was before the pandemic, so I expect that these numbers to be even higher today.

These numbers are troubling. And I remain particularly concerned with the impact of deep poverty on our children and older adults. While there are many federal, state, and locally-operated programs that fight poverty, the CSBG is somewhat unique in that federal dollars are provided as a block grant with the expectation that local providers will determine how those funds will be spent, with certainly federally mandated criteria.

Key among those criteria is that members of the local communities have the opportunity to define their own

community needs and CSBG 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 avoiding homelessness, or helping individuals experiencing homelessness find housing.

Additionally, the flexibility of CSBG allows eligible entities to be nimble during a crisis. During our last CSBG hearing we heard from local entities that responded to the massive fires and how CSBG funds were used to provide food, shelter, and other basic necessities.

Today I expect we will hear more about how CSBG funds were recently used to respond to local need due to the COVID-19 pandemic. Thus, I look forward to hearing more about how our local Community Action Agencies are responsive to community need and how the Department of Community Services and Development 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 COVID-19 pandemic, the increasing need for nutrition

assistance, and changes to the food delivery systems, and the needs of migrant farmworkers and members of the Native American Tribes throughout the state. Thank you.

CO-CHAIR CALDERON: Thank you, Senator Hurtado.

I'd like to now open the floor for any opening remarks from members of the Committee -- Committees. No.

Okay. Well, thank you all for participating in today's hearing. I'd like to welcome our first panel, who will provide an overview of the Community Services Block Grant and the 2022-23 State Plan.

Our first panelist is David Scribner, Director of CSD. And I believe he's joining us on WebEx.

MR. SCRIBNER: I am. Good morning -- good afternoon, sorry. Good afternoon Senator Hurtado, Assemblymember Calderon, and members of the Senate and Assembly Human Services Committees.

Thank you for this opportunity to provide an overview for the Community Services Block Grant. I appreciate your Committees giving us the platform today to share how our state leverages federal CSBG funding to address poverty in California.

I'm David Scribner, Director of the Department of Community Services and Development, also known as CSD. I was recently appointed director by Governor Newsom in July, after serving as acting director and chief counsel.

The mission of CSD is to reduce poverty. And we do this by administering community services and energy programs through a network of local service providers and regional administrators to deliver services that help low-income Californians achieve and maintain economic security, meet their home energy needs, and reduce their utility costs through energy efficiency upgrades, and access to clean renewable energy.

In addition to the Community Services Block Grant, CSD administers the Federal Low-Income Home Energy Assistant Program, the US Department of Energy's Weatherization Assistance Program, and California's Low-Income Weatherization Program which reduces greenhouse gas emissions and residential energy costs as one of California's climate investments.

CSD also partners with the Franchise Tax Board to administer grants for community-based outreach to raise awareness of vital anti-poverty tax benefits, such as the California Earned Income Tax Credit, the Young Child Tax Credit, and Golden State Stimulus.

CSD also administers two new energy programs. The first of which is the California Attainment Program, or CAP, which was established by Governor Newsom and the Legislature in the 2021-22 state budget, and dedicates \$1 billion in Federal American Rescue Plan Act funding to

address Californian's energy bills.

The second program, the Low-Income Household Water Assistance Program, or LIHWAP, was established by Congress in December of 2020, funded by a one-time, \$116 million allocation to help households pay for water and wastewater utility bills.

As a state lead agency designated to receive and administer CSBG funding, CSD works with 60 nonprofit and local governmental organizations throughout the state known as CSBG agencies. CSBG agencies offer a wide range of supportive services in each of California's 58 counties, including housing, employment, education, income support and management, health and nutrition, emergency services such as disaster relief, COVID-19 response efforts, and more.

Of the 60 CSBG agencies, there are currently 52 Community Action Agencies, four migrant seasonal farmworker agencies that provide services to farmworkers and their families, and three Native American Indian organizations that work to address the specific needs of our California Native populations.

CSBG is a unique funding source for a variety of anti-poverty services. The funding is flexible by design to empower local CSBG agencies to deliver services that best respond to the needs and priorities of Californians in

their community that make a measurable impact on the causes and conditions of poverty at the local level.

To ensure that every community has a voice in what services local CSBG agencies provide, the CSBG Act requires agencies to be governed by a tripartite board of directors composed of one-third elected public officials or their designees, at least one-third local low-income community members, with the remainder of the board representing business, labor, religious, human services, education, or other major groups and interests in the community service.

CSBG agencies are also required to develop and submit a community needs assessment. These assessments are informed by the direct involvement of local low-income residents to provide a comprehensive picture of the conditions faced by vulnerable Californian's in each area.

These community needs assessments are submitted every two years by agencies as part of their Community Action Plan, the detailed service delivery strategies, and addresses federally-mandated programmatic assurances.

It is this community engagement, including engagement with low-income residents, that informs the community needs assessments and ultimately the Community Action Plans that establish the basis of the CSBG State Plan.

While no two Community Action Plans are exactly

alike, broadly speaking the most common needs that our CSBG agencies have identified in the state plan that they will address over the next two years are affordable housing, food insecurity, employment, utility assistance, mental health, and financial management training.

As the state lead agency, CSD has committed in the state plan to supporting California's network of CSBG agencies with training, coordination and capacity building, supporting the professional development of local and state staff, and implementing new technology enhancements to increase administrative efficiencies.

CSD will also continue to evaluate emergent social issues that impact California's diverse low-income populations and support local efforts to address these critical challenges.

Funding for CSBG under the annual grant has remained stable at \$65 million for fiscal years 2020 and 2021. Funds are distributed according to state and federal law, and low-income population U.S. Census data for each county. Ninety percent of CSBG funding is allocated directly to CSBG agencies, with the remainder for state administration, training and technical assistance, and targeted initiatives. Approximately 84 percent is allocated to Community Action Agencies, 11 percent to migrant seasonal farmworker agencies, and 4 percent to

Native American Indian organizations.

CSBG outcomes are reported per calendar year. And in 2019, California reported serving over 732,555 low-income Californians. This includes serving approximately 262,000 children, 122,000 seniors, 80,000 people with disabilities, and 46,000 people who lacked health insurance.

Among the services that CSBG agencies provided include housing assistance, including temporary shelter and housing placement. Employment services that trained and placed Californians in new or improved employment. Educational and cognitive development services for children, youth and parents, and food and nutritional support that enabled the distribution of 35 million meals and food parcels in 2019 alone.

In 2020, the federal government allocated an additional \$89 million in supplemental CSBG funds through the CARES Act to address the consequences of increased unemployment and economic disruption due to the COVID-19 pandemic. The additional funding from the CARES Act enabled CSBG agencies to rethink how to provide services to an increased number of vulnerable Californians by following state and local public health guidelines.

Early on during the COVID-19 pandemic, CSBG agencies quickly pivoted to remote work and new service

delivery strategies to meet the increased demand, including the operation of drive through food banks, conducting remote appointments, among other adjustments.

CSD also allocated \$1 million to support the procurement and distribution of the central supplies, including personal protective equipment throughout the CSBG network.

Productive partnerships at every level are critical to the success of the CSBG program. And I'm pleased to introduce a few of those partners here today.

Representatives from CalCAPA and our CSBG agencies will share their stories and insights into the very important work taking place to keep California families on the path toward economic security and well being even during these challenging times.

As the new Director of CSD, I'm inspired by their stories, as I hope you will be. And I'm energized as I look forward to the continued partnership between CSD and its CSBG agencies throughout the state.

I want to thank you for the opportunity to present the CSBG State Plan. We appreciate your ongoing support of CSBG here in California. And I look forward to your questions.

CO-CHAIR CALDERON: Thank you, David.

We're ready to hear from our next panelist, David

Knight from CalCAPA.

MR. KNIGHT: Good afternoon. Thank you to the Joint Committee and Chairs, Senator Hurtado and Assemblymember Calderon, for inviting the California Community Action Partnership Association, known as CalCAPA, to speak regarding the Community Service Block Grant and the state plan. Great to see you both once again and thank you for your guidance.

I'm David Knight and I serve as the Executive Director of CalCAPA. Our organization serves as a member association for 60 CSBG eligible entities to provide training and technical assistance, statewide communications, and policy development. Our association also leads the way and serves as the lead state for the Regional Performance and Innovation Consortium and for the United States Health and Human Services, CSBG Region 9.

This means that California and CalCAPA lead the region, which include the state of Arizona, Nevada, Hawaii, and the Pacific Islands, in the areas of training and technical assistance, regionwide communications and policy development.

California Community Action doesn't just lead in the region, it also leads nationally with two of our agencies' executive directors, who also serve on the CalCAPA board of directors, serving on the national board

of directors for our National Community Action Partnership Association, as well as the State of California CSD Deputy Director serving on the National Association of State Community Services Programs.

California Community Actions and CSBG eligible entities have long been leaders in the national community action movement for decades. We're often still sought as the voice of community action across this nation.

While the Community Service Block Grant celebrates 40 years this year, the Community Action Movement is 56 years strong. While it relies on decades of experience in each of our communities, it constantly thrives to adapt to the ever-changing landscape of our families and our communities.

Being in partnership with the California CSD and serving as the lead development association for all agencies statewide, CalCAPA has the unique opportunity to see and measure the landscape of our great state in each of the communities we serve.

While you will hear a mass of testimony today about the families we serve and how agencies had a greater need to them than ever before during this unprecedented pandemic, it's important to note that the Community Service Block Grant is vital to leading our communities on the paths of diversity, equity, and inclusion all while still

serving our families of low income directly.

Community action is built on the premise of what you do for us must include us, or it's not truly for us. Our agencies are extremely knowledgeable of their community needs and their community strengths, and how to best combine private and public resources to ensure they develop thriving communities. They know what housing needs are present, what workforce training is needed for businesses to thrive and to expand. What communities lack health and mental health access, where lack of nutrition slows all development areas.

Our flexibility in the Community Service Block Grant allows agencies to ensure families not only have access to SNAP, or food vouchers, but also creating the place to get that healthy food. It creates access to transportation vouchers, while at the same time making sure there's successful transportation infrastructure to even use those vouchers.

They advocate equality and equity in the development and access. They fight for people that don't have voice in their communities, while those same exact people are the thriving workforce that make our communities successful.

Equitable development is led by CSBG agencies due to the unique nature of our agencies, including the fact

that each of them are led by a tripartite board structure. As mentioned, each agency board of directors consist of a public, private, and a low-income sector. This is extremely vital in the way that our agencies can build, develop, and adapt programming in our communities. Diverse leadership allows CSBG entities to create a space in which family service hurdles, roadblocks, and even delays can possibly be identified and addressed proactively during program development, rather than reactively after the services have begun.

To have successful implementation of opportunities, the program must have two things, funding and access. As we are more than aware, funding is at an all-time high right now during this crisis. What is also evidence across this state is during this crisis, including in programs like emergency rental assistance and unemployment benefits, is that we need to continue to focus our efforts on increasing access to that funding.

This is why our CSBG eligible entities and their leadership are vital to this state. This CSBG State Plan continues to put the funding in place to ensure the teams of local voices are ready, experienced, and available to put policies into practice more efficiently and more effectively because they are constantly, actually on the ground and in the communities of need.

You will hear more today about more of those successes throughout this pandemic. As the COVID-19 virus rears its ugly head once again, temperatures rise, climate changes, droughts linger on, and home costs rise, all the things that adversely affect people with low income, Community Action will continue to be called upon.

CalCAPA has been and is proud to work alongside the state of California and CSD to keep our network at the top of the state's response to the needs, as well as lead the country in the work for our families and communities.

Thank you for the opportunity to share this information today. Thank you for your time and governance of our great state.

CO-CHAIR CALDERON: Thank you, David.

Next we'll hear from Jeremy Tobias, the CEO for CalCAPA.

MR. TOBIAS: Good day. Thank you, Joint Committee members, and Chairs Hurtado and Calderon for inviting us to speak to the Joint Legislative Hearing about the Community Services Block Grant program.

My name is Jeremy Tobias. I am Board President of CalCAPA and CEO of Community Action Partnership of Kern County.

The past 18 months have challenged us in ways none of us could have imagined before we first heard of COVID-

19. The health impacts, illness, and loss of life have been nothing short of a tragedy. But the people of California have also faced an economic crisis of massive proportions. And those with the least have been hit the hardest, and those are the people we serve.

There are 60 private, nonprofit and government agencies in California who, powered by CSBG, help those in need every day. We create a network of services that allow individuals and families to build the resources, skills and opportunities that will help make them independent, strong, and prosperous. And that's been a more difficult mission this year, for sure.

We have been blessed to have our partnership with the federal government and with the California Department of Community Services and Development to rely on as we fought for our clients this past year. What has made these partnerships succeed is the flexibility provided through the CSBG program.

Community Action Agencies do our work from the streets of every community in California, laboring where the need is greatest. We plan and adapt our work to what we see on those streets every day. And that is where the local focus of CSBG program truly shines. It is adaptable to every communities' needs. That local focus is critical to our success and it's baked into the very DNA of our

network.

Community Action Agencies are guided by diverse and inclusive boards made up of an equal number of low-income clients, private sector community leaders, and elected officials.

The people we serve are as diverse as this state, and they get an equal say in how we design and run the programs that serve them.

Another crucial aspect of the CSBG program makes the flexibility I just talked about possible, and that is accountability. Community Action Agencies are required to track our use of CSBG funds, gather detailed public opinions about our services, consider community needs, and report extensively to our partners at CSD. We must show that we are laser focused on doing the best we can to help overcome the conditions of poverty in our communities.

Most of our local agencies have been doing this since the 1960s and that has helped us build strong, robust organizations with deep roots in our communities. And that, in turn, has expanded the impact we have in our communities. We can take on projects nobody else is equipped to do, at the same time we support the broader, nonprofit networks in our communities and foster collaborations that multiply the good work of everyone involved.

CSBG complements that flexibility and gives us the power to move fast when crisis strikes. Nothing has proved that better than this past year. As an example, the CAPK Food Bank is the central food distribution hub for 8,000 square miles of territory in Kern County. We have a larger land area to cover than six U.S. states. And we do this relying on a network of more than 150 community churches, food pantries, and nonprofits to get the food into the hands of those who need it.

Sadly, when the pandemic hit, many of those partners closed their doors. So, we moved fast, we connected with local high schools and created daily drive through food distributions in empty high school parking lots. We did this out of thin air, determination, and CSBG's support.

At our youth centers, providing children safe, socially-distanced places to attend virtual school, it was the difference between working or unemployment and economic crisis for many of our families. Our two youth centers used CSBG funds to modify desks with Plexiglas shields and moving them in the gym, so we could separate the children and keep them safe while our staff supported them with tutoring and homework assistance.

These are just two examples, and I can promise you that every single Community Action Agency in this state has

a list of similar stories.

But CSBG didn't just shine during COVID-19. Funds from CSBG emergency reserves helped CAPK respond swiftly to a major 7.1 earthquake in Ridgecrest on July 5th, 2019. We utilized CSBG emergency funds through CSD to swiftly gather trucks and supplies, and deliver to a community that was in need.

CSBG can also be a critical tool for the communities who have been devastated by wildfires.

In closing, I want to thank you all again for letting us share our stories and emphasize the vital importance of CSBG program to our state and our communities, as you review the draft CSBG State Plan.

If there is one thing we have learned in the past 18 months, it's that we don't know what is coming next. What we do know is with the help of CSBG we will build a way to get through whatever we face. Thank you.

CO-CHAIR CALDERON: Thank you, Jeremy.

I'd like to now open the floor to any questions from members of the Committee, any questions for our panelists. Senator Pan.

SENATOR PAN: Thank you so very much and really appreciate the presentations about the various programs. I did have a question in terms of the people served that was in the background paper. And I know that the Community

Services Block Grant covers a lot of different types of activities and certainly addresses a diverse population. But I would also make note that, for example, in the background paper only 4.9 percent of the recipients were Asian, although 19 percent were unknown, so I don't know how much is mixed in there. So, but given the large number of unknown, in terms of just sort of data collection, in terms of community service and so forth are there things that -- I mean I don't want to create more burdens on the programs, but is there a way we can get a better data collection on who's served? And maybe that's for David Scribner.

MR. SCRIBNER: Thank you. Yes, we do understand that there is the need for increased data collection, and it is something that the department has prioritized going forward, not only for CSBG, but also its energy programs. And we are working on ongoing IT solutions to increase that data collections to help not only report out services and outcomes, but also to make solid departmental and decision making from our CSBG partners.

I can't answer right now why there is just the other reporting aspects of it. I think it is just the nature of the reporting that comes from local agencies. Potentially Jeremy or CalCAPA could also add their insights here as well. But I do know that this has been an ongoing

effort, not only by the department, but also the CSBG agencies as well to increase the data collection and reporting.

SENATOR PAN: Okay. And perhaps, I don't know if the other speakers want to just address some of the challenges in terms of data reporting, and then also outcomes evaluation? So, I mean it sounds like from your presentations and background paper there's a lot of great work being done. I realize the flexibility of the Block Grant also allows you to be more nimble, so we're not interested in weighing you down. But I think from the standpoint of trying to look at the outcomes of the investments, to better articulate them would probably be helpful.

So, I don't know, perhaps, I don't know if there are some comments from either Mr. Knight or Mr. Tobias about the challenges and opportunities for evaluation, and data reporting.

MR. KNIGHT: Yes, this is David Knight with CalCAPA. I'd be happy to answer some more of that question. First of all, I do have experience working with our national association. I was actually there when they started the data collection system. So, currently, we're under a second model of that data collection and how we do that. Now, that is set from OCS directly in how they do

that.

And then, we have the flexibility to kind of continue and expand on that. And as Mr. Scribner said, we're quite advanced here in California in how we do that. So, just specifically when you're looking at the data and how we use that, well, first of all the most important thing we do collect is the demographics of all the families or the majority of families that we serve.

There are programs that may be, you know, a transportation system where someone's using, you know, public transit where you can't get all the demographics on everybody that gets on and off a public vehicle.

But for the most part we do collect all demographics of all the families that we serve. And we constantly compare that, and not just to our population. If you want to look at it specifically with the Asian population in California, it's roughly about 15 percent of the total population. Whereas we know that it's only 9.9 percent of the poverty population, especially when you look at the population that we've been able to serve up to this year, which is only 100 percent of the poverty line.

So, we're only currently serving 4.9 to 5.2 percent of that, so there still is a gap of 4 percent. And we're very aware of the understanding that it's how we populate our agencies, how we staff those agencies to make sure that

we're in the correct communities, so that we're more in line to that, and we constantly work on that.

And the other two parts of our annual report that we look at in understanding our data is both looking at our service data and our outcome data, and then how that matches together. So, one of the things that we make sure we do is understanding the people that come into our office and what services they receive. And then, of those families that receive services, what are the type of outcomes that they have.

But we look at all different areas. So, we look at, you know, employment, we look at housing, we look at education, all those major outcomes that you see across whether you're looking at a workforce program, you're looking at a housing program, whatever it may be.

So, what we do with that information is they'll say who got the service, and then who had an outcome, and what's the difference in those people. So, it's a pretty advanced system and we can definitely supply that full report to you.

Ultimately, what we try to do is break it down so that it's a shorter version of that report, so that it's not just such a massive amount of information.

But do know our agencies use that information as a part of their needs assessments and their strict assessment

to understand not only the poverty population that's in California, but how does it compare to the population that we serve and some of those outcomes that they have. Thank you.

CO-CHAIR CALDERON: Thank you.

SENATOR PAN: And if I can just follow up, then. So, again, I really appreciate you acknowledging the fact that the Asian community, and I think the PI community only represents .3 percent that's report here is perhaps underserved by this program.

I also make note that within the Asian umbrella there's tremendous diversity as well. So, perhaps looking at disaggregating some of the data, I think there's many subgroups of the API community that are particularly low income and poverty that would be served by this program. And so, it would be good to know to what degree are we outreaching to them, to what degree is language access an issue, and the programs. Identify some of those barriers as to why, as you pointed out, you know, that fortunately you're about at half of the population that could be served in the API community. So, appreciate that. But look forward to what, if any -- how we can make progress on it and identify the barriers. Thank you.

CO-CHAIR CALDERON: Thank you, Senator.

Do we have any other -- oh, Senator -- or

Assemblyman Arambula.

ASSEMBLYMEMBER ARAMBULA: Thank you, Madam Chair. I'm going to follow up on our colleague's questions from the Senate, if I can, regarding oversight. And I'll look at the agenda, if I can, and on page 4 for CSBG eligible entities, one of the requirements for them is that they maintain a performance-focused system for assessing and reporting the effectiveness of this anti-poverty strategy.

Is there a report that is generated from those who are submitting to that system? And what has it shown regarding the effectiveness of our state dollars in those?

CO-CHAIR CALDERON: Go ahead, David.

MR. KNIGHT: Yes, David Knight with CALCAPA again. So, the preferred system that we use is known as ROMA, which is Results Oriented Management and Accountability. It was started 21 years ago, after the Government Performance and Result Act. It has been since edited under President Obama, when he doubled down on that initiative. So, we are now in ROMA, what we call ROMA 2.0, sort of that next generation.

So, the majority of agencies across the nation and all the agencies across California use that format to make sure that they are managing, and they are accountable based on results. Not just on services, but what happens because of those services. So, the majority of agencies all use

that system.

We have what we call performance standards, so there is roughly 90 performance standards that were set by the national and approved by federal OCS. And one of those, or two of those standards have to do with that performance management system. So, every agency must go through this performance management checklist or, you know, evaluation to make sure that they're meeting all of those standards. And two of those standards includes the use of a management system or a results-based system, and a majority of those use that ROMA system.

ASSEMBLYMEMBER ARAMBULA: Is there any report that is generated for the State Legislature to evaluate as we are determining and looking at a state plan for the next two years?

CO-CHAIR CALDERON: Would you like to take that one?

MR. SCRIBNER: Yes. Thank you. David Scribner with CSD. There is at this time no official report for the last two years. The data that's reported from local agencies to CSD and then up to the federal government is reported on a year-by-year basis. Right now, the department is awaiting federal HHS approval of the 2020 data that was collected. So, at this time we could not complete a 2019 and 2020 report for the Legislature to

review, since we do not have the authority from the federal HHS to release that data at this time. But as soon as we do get that data, we can compile a 2019-2020 report for the Legislature to review.

ASSEMBLYMEMBER ARAMBULA: I think that is an important piece for us to be evaluating as we are considering continuing of this program. I would suggest that the information immediately prior to 2019 would also be informative for us. I think it's important if we are collecting this information that we, in the Legislature, are also receiving it.

I'm going to transition now, if I can, to the Community Needs Assessment. And this question is going to again be for the Director, David Scribner. In the conclusion of the handout that was given to us, it said that all agencies have completed the required the Community Needs Assessment. Your words today was that it's this Community Needs Assessment that provides a comprehensive picture to help to inform the Action Plan.

And yet, when I'm looking at the handout today and the State Plan, what I'm reading from on page 3 is a need for us to assess and evaluate emergent community needs.

I guess my question is what showed from that Community Needs Assessment and is there a report for us as a Legislature to evaluate regarding what the agencies are

receiving? Now, I understand the need for the flexibility and why the locals are the ones to perform this needs assessment, but again I believe it's an important piece of information for us as the Legislature to have before us.

MR. SCRIBNER: I appreciate those comments and that suggestion. Absolutely. We do not have a report from the department to provide that. I think that in the State Plan, and I think that the statement is more about that there are ongoing emergent needs that can occur from the time that Community Needs Assessments have been and submitted to the department as part of the State Plan through the two-year cycle that the CSBG program will operate under the State Plan.

And so that local CSBG agencies will maintain their flexibility and will continually assess the needs of the low-income populations that they serve, to ensure that the CSBG funds that they receive are administered as they result -- or as a result to any emergent needs that could happen. As it relates to wildfires, for example, that we now have closures up in El Dorado County that could impact some CSBG agencies there, as well as ongoing drought.

And so, while the State Plan does look at the Community Needs Assessments in a point in time, it is almost as if a living document that needs to be flexible over a two-year period. And that they will continue to do

this Community Needs Assessment again for the next plan. But I do understand that your desire to have, and the Legislature's desire to have a report out of either the department or the agencies, and that is something we can look to, to handle here in the future.

ASSEMBLYMEMBER ARAMBULA: I also appreciate what you're saying about the changing needs during the pandemic. The United Way was conducting and giving us information on a week-by-week basis, based on what community needs were. But do think there's an advantage for us to track over time what has been changing as well and, hence, why I think it's important for us to have that information.

Thank you, Madam Chair.

CO-CHAIR CALDERON: Thank you, Assemblyman.

Let's see, do we have any other questions?

Senator, did you have a -- okay. Senator Hurtado?

CO-CHAIR HURTADO: Yes. Thank you, Madam Chair.

My question I think is more for Director David Scribner. I know there was mention of how the federal funds are distributed and I caught that there's 11 percent, and then there's also 4 percent. And I'm just trying to figure out why is that amount or that percentage different for certain entities and not -- why isn't it evenly distributed? It's more, I guess, for me trying to understand the way that CSBG works. But if you -- I don't know if you have an

answer to that.

MR. SCRIBNER: The simple answer is that the allocation is outlined in the code. And it also is a long-standing allocation as it relates to when you're talking about the 4 percent to native -- you know, California Native Indian organizations, that also includes LPAs. They get a base level of funding as well.

It is a bit of a complex formulation that we can provide to you, Senator, if you would like to see that. But it is outlined as a code-specific way as of which these dollars are going to be provided to CAAs, and the other agencies that do administer CSBG here in California.

CO-CHAIR HURTADO: Great. And just a couple more follow-up questions to that one. When was that code last revisited that allocates these percentages? That's my first question.

And the second question is what is 11 percent and 4 percent, what do these percentages translate when it comes to actual dollars?

MR. SCRIBNER: I don't know when the code was redone. And I can pull that number and have it to you here in a matter of seconds. I don't have that at my fingertips right now as far as the specific allocations for 2020, for going forward in the plan.

CO-CHAIR HURTADO: And then, I have another

question in regards to the four eligible entities. Is that also something that is determined in code? I mean is there a way to expand the eligible entities under -- here in California? I mean I know we have 52 CAAs, 4 MSFWs, 3 NAIs, and 5 LPAs. But I just, you know, I know there is a significant need as -- what's the criteria or eligibility to be able to become one of the entities under one of the four?

MR. SCRIBNER: Again, those are established under federal and state law. And the entities that we currently have in California are grandfathered in as far as they're just locked in here in California. There would have to be a process of de-designation that goes through a series of steps, that again is outlined in state code, to remove a single entity and replace it with another. At this stage we are not adding additional or, nor will we add additional entities because all regions in California are covered based on our current spread of CSBG agencies.

CO-CHAIR HURTADO: So, just to make sure that I understood it clearly, it's something that's placed into state and federal law. So, is it that the state just kind of goes with what federal law is asking for and we abide by it or I guess I need a little more clarification on that.

MR. SCRIBNER: It was more about as CSBG was originally administered here in the state, it's a long-

standing code section as it relates to who is and who is not a CSBG grandfathered agency. And it goes back to the early '60s, and then the changes in federal code under the CSBG Act, and who will be and who will not be considered a CSBG agency in California.

So, it isn't something that to my mind I don't know if it had been looked at in any recent time, but that is something that we can definitely research and get back to you about.

CO-CHAIR HURTADO: Okay, thank you.

Also, wanted to ask is California maximizing the federal dollars that we receive through CSBG, is there opportunity to improve and get additional dollars?

MR. SCRIBNER: I believe, I would like to believe that we are maximizing the dollars that we -- you mean if we could ask for additional dollars from the federal government or the actual expenditure of dollars are we maximizing that?

CO-CHAIR HURTADO: That's more of a general question from your end, if there's -- if you believe that maybe we could expand those dollars.

MR. SCRIBNER: Right. I think that, well first, to my -- the question was we, in California, don't have the ability to expand on the federal dollars. Those are allocated based on the U.S. Census data tract and

information that exists at the federal level. So, those allocations are locked in by the feds.

As far as are we administering the dollars in the best way possible at the local level, I would like to believe we are. I think we are. I think that the reporting that comes up from our CSBG agencies shows significant aid, support services, and outcomes to low-income Californians throughout the state.

I would invite Mr. Knight and Mr. Tobias potentially to share any personal experiences or thoughts on that as well, if you would like to hear from them.

But from the department's point of view, we believe that at the bottom up program CSBG is serving low-income Californians the best way possible, as they are broken out by agency, and by their local needs, and their local needs assessments.

CO-CHAIR CALDERON: Would any other of the speakers like to add to that?

MR. KNIGHT: I will just mention, David Knight, CALCAPA, we have requested an additional \$55 million from the federal OCS this year. It is into the budget and it has been originally put in by one of the committees. So, there is a hope to expand the CSBG but, of course, that is set by the feds.

And, you know, the majority of the flexibility does

come in, in the discretionary funding of the state, including for the ability to create and be creative as a statewide. The majority, the rest of the 90 percent of it is really based on that agency level. So, I think Jeremy would like to talk about that.

MR. TOBIAS: Yeah, the one point I would add, too, is my understanding is the funding is derived based on populations and a formula drives from the federal government down to the state, and down to our local agencies.

I would, I think it's important to point out that as far as maximizing, the word maximizing the funding, I would say the flexibility of CSBG allows us to maximize. Whatever amount of the funding we get locally, we're able to leverage it. So, we spread our money in Kern County out amongst many programs, whether it be Migrant Alternative Payment Program, or VITA program, different programs, two youth centers, our food bank, we spread that out and leverage against many other state and federal programs and build the programs that we're able to operate.

So, we get maximum leverage out of the money we get from CSBG. We can maximize very strongly because of the ability to leverage and move the money around how we see fit locally.

CO-CHAIR HURTADO: Thank you. And I don't have any

additional questions, but I would like to make a comment or an observation that I made. Several months ago I was actually reviewing the State Plan, the most recent one that was available on the internet, and way long before this hearing, and also went and kind of compared some of the previous State Plans that were also available online. And it seemed to me that there's very minimal change. I think that there's a lot of opportunity, I think, to maximize perhaps -- I don't know, maybe maximize is not the right word, but maybe there's more opportunities in there if we, you know, fully and thoroughly review that State Plan. It's just an observation that I made that I want to put on the record today.

Thank you.

CO-CHAIR CALDERON: Thank you, Senator.

Any other questions from the Committee members?

No.

Okay, I'd like to welcome our second panel to begin their presentation. We're going to hear from some of the representatives from the funded agencies.

Do we have Jorge De Nava, Executive Director from the Central Valley Opportunity Center, on the line?

MR. DE NAVA: I am here on Zoom.

CO-CHAIR CALDERON: Oh.

MR. DE NAVA: Or WebEx, excuse me.

CO-CHAIR CALDERON: Welcome.

MR. DE NAVA: Thank you. So, good afternoon Senator Hurtado, Assemblymember Calderon, and members of the Committee. My name is Jorge De Nava and I am the Executive Director of Central Valley Opportunity Center. We are a private, nonprofit organization and a CSBG-funded organization, as well as a Community Action Agency. Located and providing services in Stanislaus, Merced, and Madera Counties.

Earlier the discussion ensued about migrant seasonal farmworkers and Community Action Agencies, as well as two other types of agencies. I can report to this committee that CVOC, we are not only the Community Action Agency in Stanislaus County, but we are also funded by CSBG to provide migrant seasonal farmworker services in Stanislaus, Merced and Madera. So, we kind of check two of those boxes.

Our agency has been around for over 42 years and, as I mentioned, we're in the Central San Joaquin Valley, one of the poorest communities in all of California. So, the CSBG funding that we do receive from CSD is very beneficial to our communities in not only providing services to break the cycle of poverty, but also to bring families in our communities closer to self-sufficiency.

Some of the areas of our focus with the CSBG funds

tend to revolve around workforce development, employment and training programs, remediation courses like ESL, and GED preparation, as well as human services such as rental assistance, food vouchers, utility assistance, food distribution, et cetera, et cetera.

During the last 18 months, due to the pandemic there's one particular avenue of performance that CVOC has used its CSBG funds that I'd like to highlight for you today. And that is the collaboration between CSD, CalCAPA, Central Valley Opportunity Center, and another nonprofit organization in California called SupplyBank.org.

This partnership and collaboration between the four entities that I mentioned, we were able to distribute necessary PPE items to Community Action Agencies throughout California. Our role in that partnership was helping SupplyBank distribute that PPE items to Community Action Agencies with the use of our truck school that we operate with the help of CSBG funds. So, our trucking students were learning real world professional skills and also helping their communities at the same time.

Our relationship with SupplyBank entailed CVOC picking up pallets of PPE from their warehouse and distributing it throughout the Central Valley, as well as the Mother Lode, up in the foothills. And our participants or our students who qualified under CSBG were driving these

trucks, learning to drive, pick up items, create bills of ladings, go through weight centers, and able to build themselves a resume with some experience other than, you know, driving around the yard or driving around on the highway. They were actually picking up and delivering these necessary items to Community Action Agencies throughout California.

In addition, migrant seasonal farmworkers were deemed essential last year, although in my opinion they've been essential from day one, from the existence of the farmworker. Having come from a farmworker background with my parents and other family members, this particular population is very important to me and is very important to Central Valley Opportunity Center. And with the use of CSBG funds earmarked for migrant seasonal farmworkers, we're able to support them in the needs, as I mentioned earlier, to become self-sufficient.

Back to the relationship with SupplyBank. So, real world experience for our students, necessary PPE items delivered to essential workers by essential workers. The flexibility of CSBG is what allowed that.

Lastly, I would like to thank CSD for their openness to that type of partnership. I think the data speaks for itself and the real world experience for our students has been extremely beneficial. A lot of those

students that were driving those trucks and picking up those PPE pallets have now gone to work. And it's a relationship and a collaboration that I hope will continue in the future.

CO-CHAIR CALDERON: Thank you, Mr. De Nava.

Next, we have Aileen Nunez, the Administrative Services Manager from the County of L.A. Department of Public Social Services.

MS. NUNEZ CASTILLO: Good afternoon Madam Chairs and Committee members. I am Aileen Nunez Castillo, Administrative Services Manager for the Los Angeles County Department of Public Social Services, also known as DPSS.

I would like to begin by thanking you for this opportunity to testify today. Your interest in the communities served with this Block Grant program, including the local county experience, and specifically as it relates to the 2022-23 State Plan.

As some background, DPSS receives approximately \$6 million per year in CSBG funding, which it distributes to over 40 community-based organizations that provide a wide array of CSBG services throughout the Los Angeles County community.

The purpose for the Los Angeles County CSBG Program is to assist low-income families and individuals with achieving self-sufficiency through a variety of services

under the following six core service categories, which are employment services, child and family development services, emergency services, domestic violence services, legal services, and services for seniors and disabled adults.

DPSS received \$6.2 million in CSBG funds during program year 2020. The funds were used to serve 7,200 persons within 5,800 families in Los Angeles County.

For more details on the outcome, aids actually were provided to you.

Additionally, the CSGB funds allow the CBOs the opportunity to leverage other sources of funding to complement the services provided to Los Angeles County communities.

There was definitely a COVID-19 impact on the CSGB program in L.A. County. Some of the CBOs expressed that they were experiencing an increased amount for food services by more than 30 percent during the pandemic. Even with many resource options, some individuals were just not able to go out to purchase the necessities.

Therefore, an increase in funding was provided to the CBOs for the expansion of food services to address the increased needs during the pandemic.

The CBOs also expressed that the community needed more wraparound and ombudsmen type services to connect clients with the available and accessible resources to meet

their multiple needs. Therefore, we have taken steps to enhance the county CSBG website with resource guides based on service categories and have promoted a cultural referrals and key management within all of the CBO agencies.

And with this program, we have success stories. Some CBOs expressed that during the pandemic this also caused an increased need for affordable and dependable childcare. A client from the Boys and Girls Club of Whittier stated that she lost her sister just prior to COVID-19. Her sister left behind four children. She was now faced with having to find affordable childcare. She eventually found free childcare at the Boys and Girls Club of Whittier, with the help of CSBG funds. She was appreciative and grateful for all of the resources that the Boys and Girls Club was able to provide her.

Another example of the program success is that of a 61-year-old male in the San Diego Valley of Los Angeles County. He was experiencing multiple health issues and the caregiving responsibilities were left to his aging wife. The YWCA of San Diego Valley was able to assist the couple because they were overwhelmed with utility expenses and meal preparation. They offered referrals to assist with the monthly utility payments and assisted with the application for in-home supportive services. The couple

also received home-delivered meals from this agency.

And additionally, an out-of-state homeless domestic violence victim took her son and came to California to leave her batterer. She was having difficulty adjusting to being in a new state and had no family support. With the help of case management services of 1736 Crisis Center, in the South Los Angeles area, she was able to receive assistance with applying for CalWORKS, CalFRESH, and Medi-Cal for her son. While there, she also received stable, emergency housing, meals, and clothing.

In closing, I would like to emphasize that these are just a few examples of the great work that's being done by Community Agencies. The CSBG grant is essential for the county to provide these critical and life-changing programs to the low-income citizens of the county.

And we also appreciate the partnership we have with the California Department of Community Services and Development in our fight against poverty.

Finally, we appreciate all of our state leaders, the work you do in the Capitol, and the support to pursue and provide the additional resources to those most in need. We appreciate your time and dedication to the CSBG program. Thank you.

CO-CHAIR CALDERON: Thank you, Castillo.

Next, we have Alexandra Valdez, the Executive

Director for Los Angeles Native American Indian Commission.

MS. VALDEZ: Hi. Good afternoon Chair Calderon, Chair Hurtado, Vice Chair Davies, Vice Chair Jones, and Committee members. Thank you so much for this opportunity to address you today and share about how the Community Services Block Grant Native American set-aside funds support Los Angeles County's American Indian and Alaskan Native community.

My name is Alexandra Valdez and today I'm calling in from the ancestral and in-seated territory of the Tongva Kish, Tataviam and Chumash people, what is now known today as Los Angeles County.

I'm the Executive Director of the Los Angeles City/County, County Native Indian Commission and the Commission's Self-Governance Board. The Commission is a joint City of L.A./County of L.A. Advisory Commission that was established 45 years ago to support L.A.'s American Indian and Alaska Native community, the largest of any county in the country.

While we are the largest native community in the country, much of the work of the Commission is centered around combating systemic and structural erasure of native people, histories and culture in order to ensure we are visible as a population and our needs and concerns are addressed.

According to recent research by a Native, 72 percent of Americans rarely encounter or receive information about native peoples. Eighty-seven percent of state history standards do not mention Native American history after 1900 and close to a quarter of all states make no mention of Native Americans in their K-12 curriculum at all. This contributes to mainstream America believing that Native Americans are a past or dwindling population. Erasing our history leads to an erasure of our current realities and needs. This is because it causes a lack of understanding of the trauma this history has caused and the pervasive socioeconomic and health disparities born out of that trauma.

In Los Angeles County, native people are 3.4 times more likely than Non-Hispanic whites to live in households with an income below the federal poverty level, with approximately 1-in-3 urban native children living in households with income below the federal poverty level.

Native people in L.A. County are 5.5 times more likely to experience homelessness according to their share of their population, making native people the racial and ethnic group most disproportionately impacted by homelessness in L.A. County.

Compared to the general populations, American Indians and Alaska Natives in L.A. County are also

disproportionally impacted by eviction or foreclosure, uninhabitable living conditions, and medical disability as reasons for homelessness.

And it is estimated that over 90 percent of unhoused American Indians and Alaska Natives in L.A. County are unsheltered.

I could go on about the other alarming and heartbreaking statistics that impact native people in L.A. County. However, I want to take the rest of my time today to share about how the CSBG Native American Set-Aside Funds are being utilized by our incredible agencies to support or native community members and address these issues.

The Commission's Self-Governance Board has been administering Community Service Block Grant Native American Set-Aside Funds since the early 1990s. For nearly 30 years these funds have provided critical services to Los Angeles' American Indian and Alaskan Native community. As you may or may not know, there are no federally recognized tribes in what is now known as Los Angeles County.

As a result of not having federal recognition, the local tribes of L.A. County are ineligible for many of the funds dedicated and directed at tribes.

Additionally, there are very few dollars that come into urban areas like Los Angeles County for urban native people. As such, the CSBG Native American Set-Aside Funds

are some of the only dedicated dollars targeted at L.A. County's urban American Indian and Alaska Native population. Today these funds allow community members living in poverty to obtain much needed services in culturally supportive settings.

Currently, we fund three sub-recipient agencies. All three agencies are trusted American Indian and Alaska Native serving organizations, whose service areas are the entire County of L.A. The native community in L.A. County is non-geographically concentrated. However, we see that our community members will travel across the county, a county larger than Delaware, to seek services at a trusted native-serving organization.

Today our three sub-recipient agencies utilize CSBG funding to provide a variety of services to our income-eligible community members, including Congregate Meals To Elders, as well as other nutritional services, rental assistance, utility assistance, school supplies and emergency clothing for students, as well as transportation services. All of these services are delivered in culturally supportive settings.

Two of our current sub-recipient agencies also administer Community Service Block Grant CARES funding to specifically support our community members impacted by COVID-19. Prior to the pandemic, our community experienced

disproportionate rates of homelessness, housing and security, and unemployment. These funds have been critical in allowing us to support our community members during these unprecedented times.

Additionally, because of the temporary increase to income eligibility for these funds, we have been able to serve a greater portion of our community who are in need, but normally are not eligible for CSBG services.

Recently, one of our sub-recipient agencies was able to utilize CSBG funding to assist a community member and her family secure what could possibly be lifelong housing stability. This particular client was in need of assistance with moving costs for a unit she had found that would take her Section 8 voucher. This is an achievement in and of itself, as she likely had to be placed on a Section 8 waitlist through a lottery, then wait on that list for 6 to 10 years, and then on top of that find a landlord willing to take her voucher in the incredibly competitive rental market that is Los Angeles County. And when it seemed like she had made it through all possible barriers and was able to afford rent, she could not manage the security deposit which was four times her monthly responsibility.

Our sub-recipient agency was able to quickly work with her landlord and provide assistance with moving costs.

Today, her and her family have stable and secure housing and likely will for many, many years to come.

In addition to an example of a service success, I also wanted to share about how the ability to leverage CSBG funding has led to a huge win for us this past week that will most certainly allow us to service more of our community members impacted by homelessness, and housing and security I this current fiscal year.

In November 2020, Measure J was approved by L.A. County voters to mitigate the impacts of systemic racism by providing funding for our alternatives to incarceration and direct community investments. Measure J called for the allocation of 10 percent of the county's unrestricted locally-generated revenues to be invested in Care First, Jails Last work.

Earlier this year the county solicited internal county proposals for Measure J funding. The requested proposals were for program enhancements and/or expansions. The Commission submitted a proposal for these funds because we administer CSBG. Last week, on August 10th, the board of supervisors approved year one -- the Year One Spending Plan, which includes \$500,000 to expand and enhance the CSBG-funded services that address Native American housing, and security, and homelessness. This is nearly two times our annual CSBG award.

Finally, I want to share a COVID video -- I wanted to, but I'm unable to on this platform, so we're going to send everybody the link. But this video that I'll be sharing with you all, I was able to help produce, in partnership with a network of L.A.-based American Indians -- American Indian and Alaska Native-serving organizations. While no CSBG dollars were spent directly on this project, my time working on this project was partially supported by CSBG and is a great example of how incredible the ability to leverage CSBG funding is.

This PSA was developed in the summer of 2020. It was shared on social media and then re-shared throughout this country. Additionally, we were also able to secure earned media placement on KEBC7 in L.A.

The network ran it during primetime for a month in late summer and early fall 2020. It was truly a labor of love and reminded our community to commit to safe practices during this pandemic for our ancestors, for our families, for our future.

And finally, when I was preparing for this testimony I was thinking about how the CSBG program is decades ahead of its time in terms of understanding how effective change is driven by community. The COVID-19 pandemic illuminated how critical it is to work with trusted messengers and organizations to address this crisis

and other pervasive issues.

CSBG has operated with this understanding since its inception. For L.A. County's native communities, that has proven to be one of the best things about this program. Our sub-recipient agencies are trusted native-serving organizations that know how to best meet the needs of their clients to alleviate poverty and increase self-sufficiency. And CSBG allows them to do that.

Thank you so much for your time today. I greatly appreciate the opportunity to share about the CSBG Program and how it has supported the native community in Los Angeles County. I look forward to answering any questions you may have for me.

CO-CHAIR CALDERON: Thank you, Ms. Valdez.

Now, I'd like to see if we have any questions from Committee members.

CO-CHAIR HURTADO: I'll make a comment.

CO-CHAIR CALDERON: Okay, or comments.

CO-CHAIR HURTADO: I have a comment.

CO-CHAIR CALDERON: Okay.

CO-CHAIR HURTADO: Thank you, Madam Chair. I just want to thank Jorge De Nava, and Aileen Nunez, and Alexandra Valdez for their testimony today. And, of course, thank you so much for the work that you do out in the communities and, you know, everybody else. So, I want

to leave it to that, but want to recognize the work that you do out in the communities.

CO-CHAIR CALDERON: Thank you, Senator.

And I guess I just have a question for any one of the panelists. Are there any ways the Legislature can help you to serve your populations more effectively? And anybody can answer that, Alexandra, Aileen, Jorge? Or, Alexandra's I think trying to --

MS. VALDEZ: Yeah, I will. Oh, I'm unmute, can you not hear me?

CO-CHAIR CALDERON: We can hear you.

MS. VALDEZ: Oh, sorry. Yeah, this is Alexandra Valdez. I will stick to just sharing that during this pandemic the increase of the income eligibility to 200 percent has proven really helpful for a high cost of living location like L.A. County. And it's just, yeah, like I said we've been able to serve more people due to this temporary increase in income eligibility, which I believe expires at the end of September.

CO-CHAIR CALDERON: Okay, thank you.

Okay, now we'll now -- go ahead.

MS. NUNEZ CASTILLO: I'm sorry, this is Aileen Nunez Castillo from L.A. County. Yes, I'd like to echo what Ms. Valdez said regarding the increased number in eligible clients that we were able to serve. And also, as

it relates to additional funding as always it would always be appreciated to assist these agencies to expand and provide additional services to all those in need. So, thank you.

CO-CHAIR CALDERON: Thank you.

MR. DE NAVA: I will just echo the same comments. I also would like to extend an open invitation to any members of the Legislature or the Committee that would like to see CSBG funds in action, you have an open invitation to Stanislaus, Merced and Madera Counties at your leisure.

CO-CHAIR CALDERON: Thank you, Jorge.

Okay, so we'll now allow for public comment. Do we have anyone in the room that would like to make public comments? Okay, I don't see anybody in the room.

Do we have anybody at the remote testimony station that would like to provide public comment? Okay, we don't.

Do we have anyone on the line that would like to make public comments, Operator?

OPERATOR: Thank you. If you wish to make a comment, please press 1 then 0 at this time. I currently have no comments in queue at this time.

CO-CHAIR CALDERON: Thank you, Operator.

Okay, do we have any closing remarks from members of the Committee? Okay, no. Okay.

All right, well I would like to thank all of our

participants and members of the Committees for this discussion today. As our state continues to implement policies to address poverty, we must hear directly from those on the ground who are currently doing the work.

It's evident from the testimony today that the versatility of CSBG funding allows for direct and immediate support that would otherwise not be possible for many communities.

I look forward to seeing how the services provided by CSBG funding continue to adapt to meet the changing needs of our state.

Thank you and this concludes our hearing.

(Whereupon, the Public Hearing was adjourned at
2:50 p.m.)

CERTIFICATE OF REPORTER

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 23rd day of August, 2021.



MARTHA L. NELSON, CERT**367

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 23rd day of August, 2021.



Barbara Little
Certified Transcriber
AAERT No. CET**D-520

California Legislature

August 24, 2021

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

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

RE: 2022-23 Community Services Block Grant State Plan and Application

Dear Speaker Rendon and President pro Tempore Atkins,

On August 17, 2021, the Assembly and Senate Committees on Human Services held a joint hearing on the California Department of Community Services and Development's (CSD's) proposed Community Services Block Grant State (CSBG) Plan and Application for federal fiscal years 2022 and 2023. The hearing was held pursuant to federal law (Public Law 97-35, as amended) and California Government Code Sections 12736(a) and 12741(b).

The committees received testimony on the state plan development from David Scribner, Director of CSD. David Knight and Jeremy Tobias of the California Community Partnership Association (CalCAPA) provided additional background on grant activities over the past year. The hearing also provided testimony opportunity to local agencies receiving funding from the CSBG, including Jorge De Nava with Central Valley Opportunity Center, Alexandra Valdes with the Los Angeles Native American Indian Commission, and Aileen Nunez from the County of Los Angeles Department of Public Social Services. Time was also allotted for public comment.

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

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

Sincerely,



HONORABLE LISA CALDERON
Chair, Assembly Human Services



HONORABLE MELISSA HURTADO
Chair, Senate Human Services

Cc: David Scribner, Director, California Department of Community Services and Development

California Department of Community Services and Development

**Community Services Division
Field Operations Unit**

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 Act 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 funder 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.

CSBG Allocation	Expenditure Line Items	Individual Invoices/Charges (Agency General Ledger)	Total # of transactions to be Reviewed
Under \$300,000	2	3	6
Between \$300,001 to \$1 million	3	3	9
Over \$1 million	4	3	12

CSBG Allocation	FNPI (CSBG Annual Report)	Client Files (from Agency list)	Total #of Client Files to be Reviewed
Under \$300,000	3	3	9
Between \$300,001 to \$1 million	4	3	12
Over \$1 million	5	3	15

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 Manger 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 agency 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 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.

EMERGENCY MONITORING PROCEDURES

In the event of a Statewide emergency (disaster or pandemic) CSD may elect to implement the following modified monitoring procedure. The CSBG Act requires the State CSBG office to monitor designated local Community Action Agencies at least once every three years. To continue to meet this requirement during the statewide emergency, CSD has developed this streamlined monitoring strategy, (minus the onsite segment) to satisfy the scheduled visit requirement.

The Modified monitoring process is virtual and is based upon the regular (non-emergency) approach:

- The Field Representative will contact the agency to coordinate a revised monitoring schedule and send a confirmation email to the agency.
- The Field Representative schedules a pre-monitoring review meeting with the FOU Manager to discuss the results of the pre-monitoring assessment and the fiscal items selected for review.
- An initial document request letter will be sent to the agency no later than 30 calendar days or if necessary, as negotiated in advance of the monitoring review to request administrative, programmatic and expenditure documentation.
- The Field Representative will review the administrative, programmatic and expenditure documentation received from the agency for completeness and adherence to the applicable laws.
- Next, CSD will request detailed fiscal and programmatic documentation to enable the Field Representative to conduct an expenditure lifecycle review and detailed programmatic reviews to verify that reported outcomes have been achieved.

- No more than four expenditure line items based upon the agency’s funding array (see the Expenditure and Programmatic Criterion chart below) will be selected. The Field Representative will request the general ledger entries that support the selected line item amount. The programmatic review is based upon actual data (CNPI’s and FNPI’s) agencies submitted in the previous year’s CSBG Annual Report. CSD will select specific FNPI’s and appropriate participants for the verification review.

Expenditure and Programmatic Criterion

Use the tables below to determine the number of transactions and client files that will be reviewed during the modified monitoring process. Specify the number to be tested on the individual Expenditure Review and the Client Eligibility work sheets.

Expenditure:

Funding Type	# of Expenditure Line Items to be reviewed	Total of transactions to be Reviewed
CSBG	1	Select One Transaction from the General Ledger
CSBG CARES*	1	Use Item(s) Selected During Enhanced Quarterly Review
DRSF*	1	Select One Transaction from the General Ledger

Programmatic:

CSBG Allocation	FNPI (CSBG Annual Report)	Total # of Client Files to be Reviewed
CSBG	1	Select one Client File from an NPI
CSBG CARES*	1	Select one Client File from an NPI
DRSF*	1	Select one Client File from an NPI

* CSBG CARES and DRSF are used as examples of emergency response funding

- Commensurate with the distribution of the detail documentation request letter, the Modified Monitoring Tool and the encryption protocol, the Field Representative will contact the agency to determine a due date for submission of data to CSD and the availability of key staff for the virtual review. Using technology, CSD may conduct virtual platforms to answer questions the agency may have about the remainder of the monitoring process.
- The Field Representative will review the supporting documentation to ensure program expenditures and 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.
- The Field Representative will review the supporting documentation to verify client eligibility, services were received, and the reported outcomes (CNPI’s, FNPI’s or SRVs) were achieved.

- The Field Representative will conduct a virtual entrance conference with the agency, the Executive Director, Program manager, Finance Manager, and anyone else the Agency deems appropriate.
- The Field Representative will use the Modified Monitoring Tool as a roadmap to conduct interviews with key staff and gather fiscal and program specific information.
- Following the review, the Field Representative will schedule a virtual Exit Conference with the agency to summarize his/her observations during the review and notify the agency whether there are any potential findings of non-compliance and need for corrective action and/or Training and Technical Assistance recommendations.

Development of Monitoring Report and Follow-up

- A post onsite meeting is held with the FOU Manager to provide a quick update and discuss any potential findings, observations, and or recommendations.
- The Field Representative completes a Monitoring Report, which identifies notable practices, corrective action (if any) and assigns due dates for the agency to correct compliance-related deficiencies.
- Following the FOU Manager's approval, a draft of the onsite report is sent via email to the agency's Executive Director who will have five working days to review the document and submit corrections or request changes. Note, the time frame may be extended depending on the current disaster/pandemic challenges.
- If no comments or requests for changes are received, the Final On-site Monitoring Report is emailed to the agency Executive Director and Board Chair.
- Field Representatives will track monitoring findings and conduct on-going follow up based on the timeframe established in the Monitoring Report. It is recommended that Field Representatives use a quarterly due date scheme to facilitate natural tracking and follow-up.
- Whenever an agency is not compliant with submitting the applicable status update(s) or resolving a finding by the established due date, the Field Representative will notify the agency Executive Director by sending a follow up letter.
- 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 Executive Director that the corrective action has been completed and the monitoring report closed.

CSD reserve the right to modify its emergency monitoring procedures to adjust for challenges due to the current disaster/pandemic environment. Any changes will be communicated to the CSBG Services Providers.