



ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Community Services

**2024-2025 Community Services Block Grant (CSBG)
State Plan**

CSBG Cover Page (SF-424M)

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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Through this information collection, ACF is gathering information about planned activities related to and funded by CSBG for the upcoming fiscal year. Public reporting burden for this collection of information is estimated to average 31 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Sec. 676, Pub. L. 105-285, 112 Stat. 2735 (42 U.S.C. § 9908)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0382 and the expiration date is 08/31/2024. If you have any comments on this collection of information, please contact M. Monique Alcantara at melania.alcantara@acf.hhs.gov.



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 (CSBG) agencies that include nonprofit, 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 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.

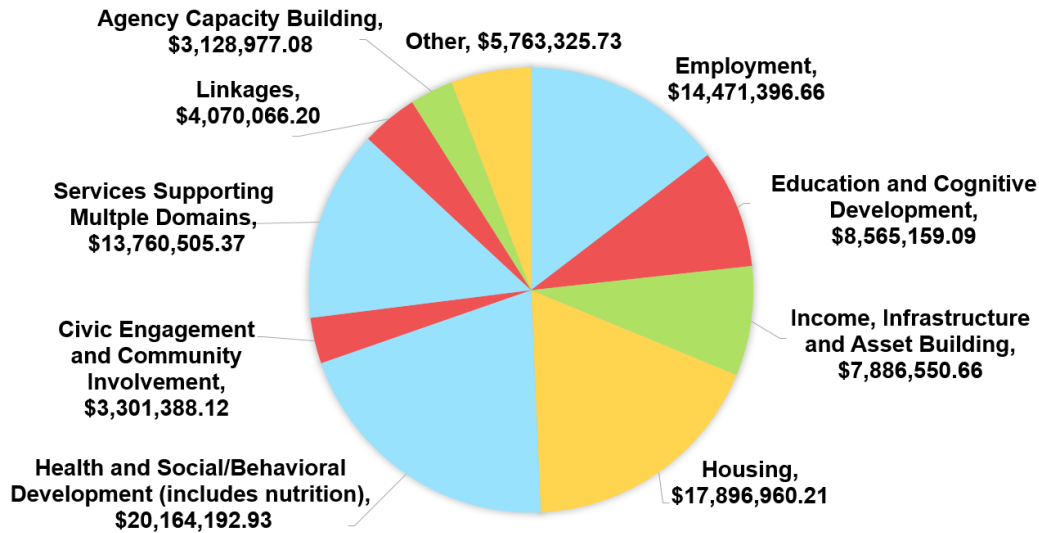
CSBG provides flexible funding that supports a wide range of community-based activities to address and alleviate the causes and conditions of poverty. In California, 60 agencies are eligible to receive CSBG funding and offer supportive services in all 58 counties.

The flexible nature of CSBG funding allows each local agency to deliver services that best respond to the needs of low-income Californians in their community. Because of the flexibility, CSBG services provided in one area of the state may look very different from those provided in another based on locally determined needs. CSBG is not a program, but a funding stream that supports housing, employment, education, income support and management, health and nutrition, and emergency services activities for low-income Californians, including children, seniors, people with disabilities, undocumented farmworkers, and veterans. The flexibility of CSBG funding helps agencies respond quickly to emerging issues like the COVID-19 pandemic, natural disasters, and other specific community needs.

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



CSBG EXPENDITURES BY SERVICE CATEGORY*



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. The Community Action Plans submitted by CSBG agencies inform the CSBG State Plan and the agencies’ annual contracts.

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 of elected public officials, at least one-third of 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.

* Federal Fiscal Year 2021



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. In California, the 90 percent allocation is distributed to CSBG agencies in the following percentages: Community Action Agencies (CAA) receive 76.1 percent; Migrant and Seasonal Farmworker (MSFW) Organizations receive 10 percent; and the Native American Indian Tribal (NAI) Entities receive 3.9 percent. The remaining 10 percent of the total CSBG award is split equally for discretionary use and state administration. CSD will distribute the CSBG award received for Federal Fiscal Years 2024-2025 and 2025-2026 based on this formula.





2024-2025 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 public 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 CSBG agencies' tripartite boards. Pursuant to the CSBG Act, CSD must also certify compliance with CSBG Programmatic Assurances and Federal Certifications. The draft 2024-2025 CSBG State Plan is made available for public comment 30 days prior to the public legislative hearing. CSD considers and incorporates, where appropriate, any feedback received from the public prior to submitting the final State Plan to the Office of Community Services by September 1, 2023. A copy of the draft 2024-2025 CSBG State Plan is also submitted to the California State Assembly and Senate Committees on Human Services for the purposes of the legislative hearing.

CSBG STATE PLAN GOALS AND OBJECTIVES

The 2024-2025 CSBG State Plan requires the state lead agency to identify goals and objectives to accomplish during the plan. Below are CSD's goals and objectives for the next two years.

1. **Establish new training and support programs for CSBG agencies' support staff.** CSD will leverage its existing partnerships with the state association of CSBG agencies and training partners to establish new training and support programs while maintaining existing programs for CSBG agency executives 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. **Sustain excellence through a highly skilled workforce.** CSD will maintain service level excellence by providing staff with ongoing training and professional development opportunities, including diversity, equity, and inclusion training. CSD will continue to participate in state and national training and conferences to ensure California is on the leading edge of emerging strategies to improve the administration of CSBG. CSD will continue to incorporate knowledge transfer and succession planning to maintain quality customer service and ensure the integrity of CSBG administration.



WHAT'S NEW IN THE 2024-2025 CSBG STATE PLAN

CSBG State Plan Workgroup

In addition to utilizing existing methods of engaging the CSBG agency network in the development of the CSBG State Plan, CSD formed and hosted a new workgroup for the 2024-2025 CSBG State Plan. The workgroup was comprised of 11 executive directors from CSBG agencies throughout California. The workgroup helped inform the content of the 2024-2025 CSBG State Plan Summary and elements of the State Plan. They also advised CSD on the format and content of the State Plan Town Hall, which was held on June 21, 2023, and participated in reporting on the progress of the State Plan to their peers during the CSBG Service Provider meetings held in April and August 2023. The State Plan Town Hall provided the CSBG agency network an opportunity to discuss the State Plan Summary and the draft State Plan prior to release to the public.

Return to Onsite Monitoring

Due to the COVID-19 pandemic, California suspended all non-essential travel for state employees. Consequently, CSBG field representatives were not able to conduct onsite monitoring visits during the travel moratorium. Instead, CSD employed alternate strategies, including virtual meetings and electronic document reviews during the travel moratorium in place from 2020 to 2022.

CSBG field representatives returned to onsite monitoring in 2023. CSBG field representatives continue to review electronic documentation prior to onsite visits due to the increased digitization of business records and the capacity of departmental and CSBG agency staff to work remotely. Reviewing an agency's fiscal, programmatic, and administrative documents before an onsite visit allows CSBG field representatives to conduct more thorough reviews. This shift in business practices also enables field representatives to spend more time on site observing the agencies' programs and activities, offering guidance, and interviewing key staff members.

CSBG Funding Task Force and the 2020 Census Results

CSD organized the 2022 CSBG Funding Task Force (FTF), comprised of executive directors from CSBG agencies, to provide input to CSD on implementing the updated CSBG allocation per the release of the 2020 U.S. Census data (i.e., 2016-2020 American Community Survey [ACS]). According to California Government Code Section 12759(e)(2), CSD is required to adjust the CSBG allocations in accordance with the release of each decennial census. CSBG allocations change when local poverty levels increase or decrease relative to the California poverty level. The poverty data found in the 2016-2020 ACS had a significant impact on California CSBG agencies. Four agencies retained the same level of funding, while 32 agencies received a reduced allocation, and 24 agencies received an allocation increase.

The FTF met during the summer and fall of 2022 and reached a consensus on when to implement



the updated CSBG allocation and how to support CSBG agencies that would receive less funding. The FTF recommended that CSD implement the revised CSBG allocation with the 2023 CSBG contract and utilize CSBG discretionary funds to backfill the funding reduction caused by the implementation of the 2020 census data with a one-time allocation in 2023. Beginning with the 2024 CSBG contract, agencies will no longer receive additional discretionary funds to backfill their allocation.

CSBG Income Eligibility

The 2020 Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (Public Law 116-36) temporarily adjusted federal CSBG eligibility from 125 percent of the Federal Poverty Level (FPL) to 200 percent of FPL. Prior to the pandemic, California state statute set eligibility for CSBG at 100 percent of FPL. 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. The federal maximum allowable level has remained at 200 percent FPL since the enactment of the CARES Act. This temporary adjustment is scheduled to end on September 30, 2023, and CSBG income eligibility in California will return to 125 percent of FPL, the maximum allowable level under federal law.

CSBG AGENCY NETWORK PRIORITIES

CSBG is premised on empowering local agencies to provide services and supports that meet the specific needs of their communities. Through the development of their Community Action Plans, CSBG agencies identified a wide range of priorities to address over the next two years. The most common needs that CSBG agencies plan on addressing in 2024 and 2025 are access to affordable housing and the needs of the unhoused. Agency initiatives will include home-buying assistance programs, as well as providing permanent and temporary housing, and essential supportive services. Relatedly, agencies will support economic stability for individuals and families through access to living wage jobs; access to healthcare with an emphasis on mental health, dental, and vision care services, including culturally-specific care for Tribal communities; food assistance; education and life skills training; utility bill assistance; and weatherization services.

CSBG agencies will also offer additional supportive services for California youth, such as gang prevention programs, before and after-school programs, and summer jobs. Agencies will help seniors stay socially engaged through recreational activities, exercise programs, and congregate meals. CSBG agencies will also provide services that increase financial literacy, civic engagement, community development and beautification, access to transportation and childcare, and access to legal services for victims of domestic violence and sex trafficking. To improve access to services, agencies plan to address language barriers and the proximity of center locations to their communities. Moreover, CSBG agencies continue to implement and strengthen their internal



policies pertaining to diversity, equity, and inclusion.

CSBG NETWORK HIGHLIGHTS: 2022-2023

Over the two years since California's last CSBG State Plan was completed, CSBG agencies have confronted a variety of emerging challenges. Whether addressing the impacts of the pandemic, responding to natural disasters and supply chain issues, or working to address local community needs, CSBG agencies have continually adapted to meet the emerging needs of California's low-income households and their communities. The following network highlights provide some examples of the recent work of California's CSBG agencies.

Increasing Statewide Access to Infant Formula

The flexibility of CSBG funding gave CSD and its partner agencies the ability to meet new and emerging needs for low-income Californians during the pandemic and supply chain crises. With infant formula supply disruptions in 2022 disproportionately impacting low-income, rural, and farmworker communities, CSD partnered with SupplyBank.org² to secure and distribute infant formula to households served by CSBG agencies across California. CSD worked with SupplyBank.org and infant formula manufacturers to source hard-to-find formula supplies. Using CSBG funding and a grant from Kaiser Permanente, SupplyBank.org purchased and distributed over 41,000 containers of infant formula to 41 CSBG agencies throughout the state. This initiative proved to be a model of how CSBG funds can be leveraged to meet emerging needs and foster public-private partnerships that overcome barriers to supporting low-income Californians.

Meeting Basic Water Needs

Oasis Mobile Home Park, located in Thermal, California, is a 60-acre trailer park that predominantly houses farmworkers and is home to approximately 1,100 people. The park has had unpotable water since 2019 and has been cited by the U.S. Environmental Protection Agency (EPA) three times for high arsenic levels. At a community meeting, residents voiced concern about the repeated EPA citations and reported that many of their children and older relatives were getting severely sick.

In response, the Community Action Partnership of Riverside (CAP Riverside) mobilized CSBG funds appropriated under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to provide water for drinking, showering, washing clothes, and cooking, among other basic water needs. The flexibility of CSBG funding allowed for a collaboration with the Riverside County Emergency Management Department to quickly deploy clean water services. This partnership came

² SupplyBank.org is a charitable organization that distributes vital essential goods to under-resourced families throughout California in partnership with a network of more than 500 organizations.



at a critical moment as other agencies were unable to mobilize funding quickly enough to support the residents. These events have been a step in the right direction for clean water equity in the region, as awareness of the urgent need for potable water at the park and surrounding areas has increased. CAP Riverside's efforts serve as support and encouragement for the local pursuit of a more permanent solution.

Addressing Urban Homelessness

Sacramento County's 2022 Homeless Point-In-Time count identified a 67 percent increase since 2019 in individuals who had experienced homelessness on a single night. The Sacramento Employment and Training Agency (SETA) responded by launching a multifaceted approach to address the challenge while recognizing the complexity of urban homelessness. Informed by its participation in Sacramento's Continuum of Care Board, other workgroups, and on-the-ground experience, SETA was able to use this expertise to seek new grant opportunities while leveraging CSBG funding, refugee programs, federal Workforce Investment and Opportunity Act (WIOA) programs, Head Start, and other existing grant funds.

As a provider and funder of employment services and training, SETA established employment programs targeting people experiencing homelessness that have enrolled more than 120 people. Nearly half of these individuals have received job and housing referrals. SETA has also provided services specifically targeted toward women experiencing homelessness, and these efforts resulted in 63 homeless and housing-insecure women receiving employment readiness services. For residents at the Mather Community Campus emergency shelter, SETA has offered CSBG and WIOA services and provided residents employment supports such as transportation, clothing, tools, and opportunities to complete pre-employment testing and licensing requirements. Other SETA programs deliver case-managed, transitional housing supports and rental assistance for pregnant and parenting youth, while its Head Start program has helped over 200 families with housing assistance or housing since the 2021-2022 school year. SETA's collective efforts continue to make a difference in the lives of unhoused Sacramento County individuals and families.

Homeless Services Center Goes Green

Community Action Partnership of San Luis Obispo County (CAPSLO) opened the 40 Prado Homeless Services Center (40 Prado) in 2018. 40 Prado is a 20,000-square-foot facility that serves unhoused people in San Luis Obispo year-round. Residents are provided meals, access to showers and laundry facilities, mail/phone services, case management, primary medical and mental health care, and recuperative care, among other services.

In 2020, CAPSLO sought to address the high energy costs of operating 40 Prado by exploring the possibility of installing solar panels and searching for funding. CAPSLO was referred to CSD's Low-



Income Weatherization Program's (LIWP's) Multi-Family Component through the Association for Energy Affordability, which serves as the statewide implementor for the program. LIWP is administered by CSD to reduce greenhouse gas emissions by funding energy efficiency and renewable energy upgrades for low-income housing. 40 Prado qualified for LIWP funding through CSD, and with the support of private donors and key partners, including Pacific Gas & Electric, Central Coast Community Energy, and the Tri-County Regional Energy Network, was able to make the solar project a reality.

40 Prado's new energy efficiency upgrades include a 120kW solar panel system, battery backups, and heat pump water heating. These upgrades are projected to reduce 40 Prado's annual carbon dioxide emissions by 86.5 metric tons while also reducing energy costs. By freeing up critical funds that would otherwise go towards energy operating costs, these systems will give CAPSLO the ability to redirect resources to help more vulnerable Californians. This project has showcased collaboration across state and local sectors while braiding public and private funding to effectively deliver and coordinate services that will help transform the lives of those served at 40 Prado.

Disaster Response and Preparedness

Calaveras-Mariposa Community Action Agency (CMCAA) has been in emergency response mode for some time. When the 2022 Oak Fire burned 19,244 acres, destroying 193 structures, and leading to the evacuation of 6,000 people, local government and community organizations established a disaster recovery center to serve the community. Within hours of the fire starting, CMCAA contacted CSD and repurposed \$30,000 of CSBG funding for disaster response and recovery. As CSBG funds could be directed to the community faster than other funding sources, it was a game changer for a community in crisis. CMCAA is preparing for future disasters through community emergency management education and training in partnership with the Calaveras Department of Public Health. The training is free of charge, and is geared towards rural and tribal emergency responders, as well as stakeholders. CMCAA also used CSBG funds for an innovative tool: Disaster Response/Recovery Mobile Office Kits that contain the equipment required to open a shelter or emergency center after a disaster strikes. CMCAA has provided kits to districts in Calaveras and Mariposa Counties and to Tribal and other community partners that are active in disaster response. With 16 kits positioned across the CMCAA's service area, staff can respond to a disaster without delay.

Pandemic Response

During the COVID-19 pandemic, food banks shifted to providing drive-through services. Employment training and other supportive services were conducted virtually. Client intake processes were handled by appointment or over the phone. Childcare services focused on serving children of essential workers. The experience provided new insights into the clients the CSBG



agencies serve, strengthened partnerships, catalyzed the adoption of programmatic and administrative flexibilities (some of which continue to be useful today), and honed disaster response and preparedness strategies.

Meeting Clients Where They Are

The Community Action Partnership of Riverside County (CAP Riverside) adapted its service delivery strategies during the pandemic to address the specific needs of the community. When clients were prevented from accessing services in the agency's main office, CAP Riverside went into the community and witnessed the new barriers clients were facing. In response, CAP Riverside identified and opened multiple new satellite offices in key areas to bring services to the clients. The approach has been so effective that CAP Riverside has added this new structure to its strategic plan as the agency continues to identify additional satellite locations.

Proteus, Inc., which serves migrant and seasonal farmworkers in Fresno, Kern, Kings, and Tulare Counties, was awarded state funding to provide hotel rooms to farmworkers sickened by COVID-19. This emergent COVID-era model provided a place for farmworkers to quarantine apart from their families as they recovered while providing their families with supportive services. For those farmworker families who were hesitant to participate in the program, Proteus identified other resources that could be mobilized to provide farmworkers and their families with food and rental support and to offset lost wages caused by the economic impacts of COVID-19.

Stronger Partnerships

Glenn County Community Action Department, serving Glenn, Colusa, and Trinity Counties, identified communications and institutional gaps between community action, the local Department of Public Health, and other critical health providers. Lack of coordination across these entities had historically hindered their ability to best meet the needs of the low-income populations they served. In 2020, Glenn County Community Action Department relaunched the Glenn County Health Systems Collaborative ("Collaborative") to collectively address the needs of low-income households during the pandemic. Healthcare providers, government officials, Tribal partners, and others came together and built new relationships and greater trust. Today, the Collaborative has expanded to include six workgroups that focus on different areas of public health, including Adverse Childhood Experiences, CalAIM, and Community Health Workers/Promotores de Salud.

Los Angeles County Department of Public Social Services (LA-DPSS) and its Community Action Board came together during the pandemic with the more than 40 subcontractors that receive CSBG funds in L.A. County to more closely coordinate efforts to serve low-income households. Community Action Board meetings became a forum for the Board and its partners to develop a more cohesive response to the changing needs of the community through information sharing and leveraging



resources. Among the challenges faced by L.A. County CSBG service providers were increases in domestic violence referrals, individuals' fear of being in a communal or congregate living setting, barriers to serving elderly clients, and volunteer retainment and recruitment amidst increased demand for food banks and other assistance. Despite the challenges faced by LA-DPSS and its service providers to deliver pandemic-impacted services during a period of increased demand for new and existing supportive services, its network was able to adapt and serve 43 percent more individuals in 2022 compared to 2020.

Advocating for Renters

During the pandemic, Community Action Marin (CA Marin) focused its efforts on housing stability. Although people of color make up only 22 percent of residents in Marin County, they comprise 76 percent of renters. As a result, any changes in the COVID-era eviction moratoria and rent-freezing policies would affect racial minorities disproportionately. CA Marin was able to provide local leaders and policymakers with relevant “boots on the ground” information to better inform decisions impacting vulnerable individuals and families in the community. Having the data, community insights, and residents' stories, CA Marin advocated that the County Board of Supervisors vote to keep the rental protections in place for an extended period of time. CA Marin successfully retained the policies that kept more residents in Marin County housed and safe during the pandemic than would have been the case if the rental protections had been lifted sooner.

Keeping Seniors and Families Fed

Project GO, the CSBG agency in Placer County, manages five properties which house approximately 550 low-income seniors and families. Before the pandemic, qualifying residents received a hot meal five days a week from Meals on Wheels. However, when Meals on Wheels ceased operations early in the pandemic, Project GO partnered with Health Education Council, a local nonprofit, to address the emerging need. Together they contracted with local restaurants to prepare hot meals, which volunteers delivered to the residents. Approximately 5,000 meals were prepared and delivered, filling the gap until Meals on Wheels resumed operations. Not only did this community partnership keep low-income seniors and families fed, but it also provided economic benefits to the partnering restaurants and other local businesses.



PERFORMANCE REPORT

In 2021³, the services and strategies provided by California’s CSBG network resulted in **1,034,422 services and outcomes**⁴ for participants and communities with low incomes. In addition, CSBG agencies prepared and distributed more than **22 million meals and food parcels** to families and individuals in need.

CSBG IN ACTION: SERVICES AND OUTCOMES IN 2021

Employment Services

47,226 employment services were provided to reduce or eliminate barriers to initial or continuous employment, and 10,837 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

87,329 education and cognitive development services were provided, and 66,895 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

53,569 income and asset-building services were provided, and 9,623 Californians increased their savings, purchased an asset, raised their credit scores, or improved their financial well-being.

Housing Assistance Services

295,659 housing assistance services were provided, and 55,652 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

13,789 civic engagement and community involvement opportunities were offered, and 32,555 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

237,997 health, social, and behavioral development services, and 22,364,225 meals and food parcels were provided. 123,291 low-income individuals maintained independent living situations, improved their physical, mental, and behavioral health, or received nutrition services through various distribution facilities.

³ Most recent year available. As reported in the *2021 CSBG Annual Report*.

⁴ 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 GLANCE⁵

Over 1 million

Services and Outcomes

60

Number of CSBG Agencies

71%

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

40%

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

685,356

Individuals received services in 100% of California counties

\$66.2 million⁶

CSBG funds awarded to California by the United States Department of Health and Human Services in Federal Fiscal Year 2021

Vulnerable Populations Served Include:



125,903

Seniors



66,583

People with disabilities



73,556

People who lacked health insurance



198,969

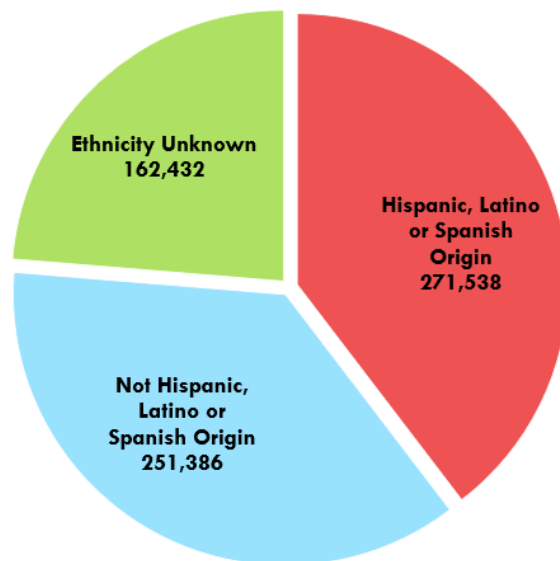
Children



6,050

Veterans

Ethnicity of Participants Served, 2021

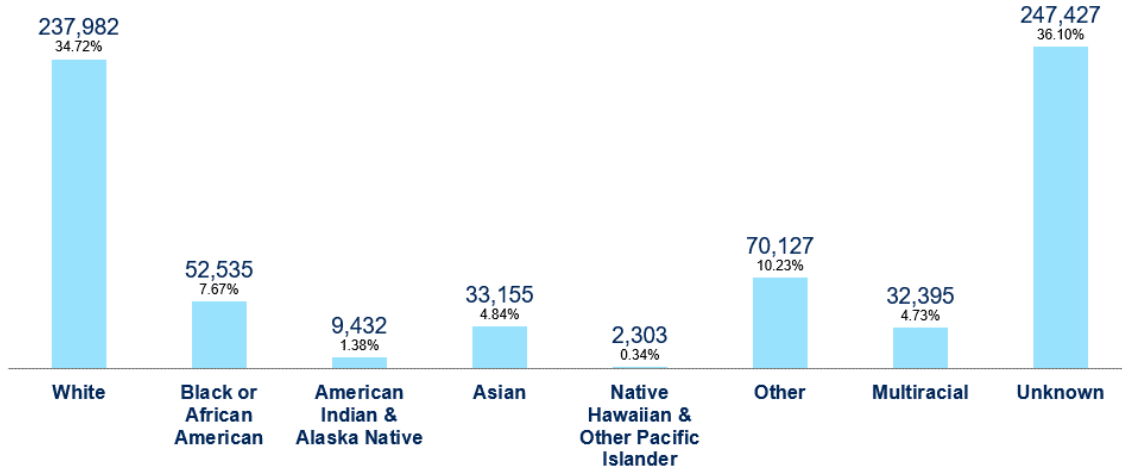


⁵ As reported in the 2021 CSBG Annual Report.

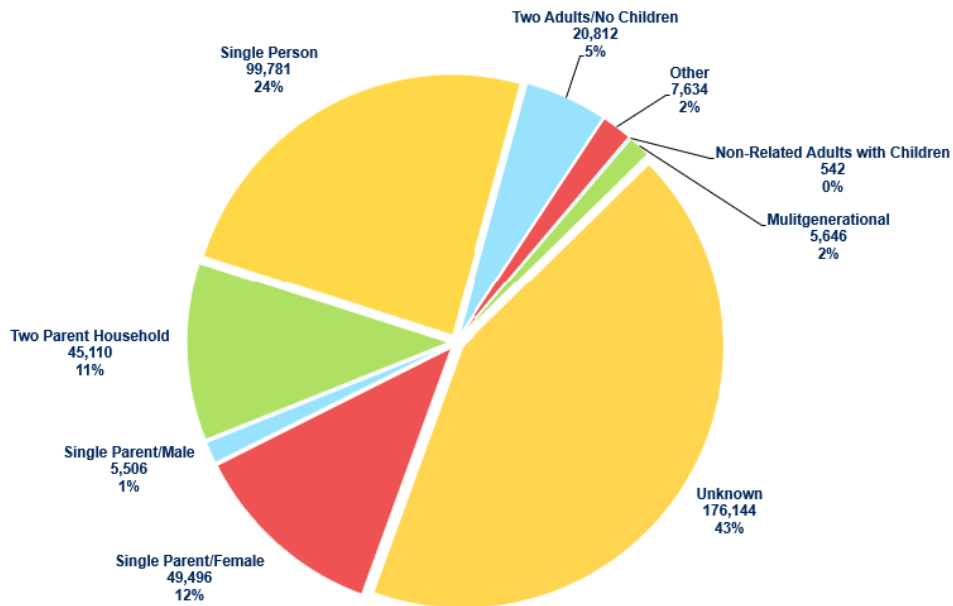
⁶ CSBG CARES Act funds are not included in this amount.



Race of CSBG Participants Served, 2021



Family Type of Participants Served, 2021



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: 2024

Year Two: 2025

1.2. **Lead Agency and Authorized Official:** Update the following information in relation to the lead agency and authorized official 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 and authorized official changed since the last submission of the State Plan?

Yes

If yes, select the fields that have changed.

- | | | |
|---|---|--|
| <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:** California Department of Community Services and Development (CSD)

1.2b. **Cabinet or administrative department of this lead agency:**

- 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.

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 and the official

recipient of the Notice of Award per Office of Grant Management requirements.

Name: Jason Wimbley

Title: Acting Director

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

1.2f. City: Sacramento

1.2g. State: California

1.2h. Zip Code: 95833

1.2i. Telephone Number: (916) 576-7110

1.2j. Fax Number: (916) 263-1406

1.2k. Email Address: Jason.Wimbley@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 040223.

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

If yes, select the fields that have changed.

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

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

1.4b. Point of Contact Name

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: California

- 1.4f. **Zip Code:** 95833
- 1.4g. **Telephone Number:** (916) 382-0338
- 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

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

Yes

If yes, select the fields that have changed.

- 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:** 2015 J Street

1.5d. **City:** Sacramento

1.5e. **State:** California

1.5f. **Zip Code:** 95811

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

SECTION 2: State Legislation and Regulation

- 2.1. CSBG State Legislation:** State has a statute authorizing CSBG.

Yes

- 2.2. CSBG State Regulation:** State has regulations for CSBG.

Yes

- 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.

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=I12E1BFF05B6211EC9451000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I12E1BFF05B6211EC9451000D3A7C4BC3&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.

No

- 2.4b. Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year.

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 low-income individuals, families, and disadvantaged communities throughout California. To fulfill this mission, CSD partners with a statewide network of nonprofit, local government, Migrant and Seasonal Farmworker (MSFW) Organizations, Limited Purpose Agencies (LPA), and Native American Indian Tribal (NAI) entities that receive Community Services Block Grant funding.

In addition to the Community Services Block Grant, CSD administers the U.S. Department of Health and Human Services Low Income Home Energy Assistance Program (LIHEAP), Low Income Household Water Assistance Program (LIHWAP), and the U.S. Department of Energy's Weatherization Assistance Program (WAP). CSD also administers the California Low-Income Weatherization Program (LIWP), the California Earned Income Tax Credit Education and Outreach Grant, and the Farmworker Resource Center Grant Program, which are supported by state funds.

As the lead agency, CSD administers community services and other supportive service programs that assist low-income families, individuals, and communities in meeting their basic and essential needs, including but not limited to food, shelter, employment, tax preparation, health care, education, social protection, emergency services, 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 training and support programs for CSBG agencies' support staff. CSD will leverage its existing partnerships with the state association of CSBG agencies and training partners to establish new training and support programs while maintaining existing programs for CSBG agency executives 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. Sustain excellence through a highly skilled workforce. CSD will maintain service level excellence by providing staff with ongoing training and professional development opportunities, including diversity, equity, and inclusion training. CSD will continue to participate in state and national training and conferences to ensure California is on the leading edge of

emerging strategies to improve the administration of CSBG. CSD will also incorporate knowledge transfer and succession planning to maintain quality customer service and ensure the integrity of CSBG administration.

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

- 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

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

CSD organized a CSBG State Plan Workgroup, which met four times between March and July of 2023. The workgroup was comprised of a group of eligible entity executive directors who advised CSD on the content of the 2024/2025 CSBG State Plan Summary, the draft 2024/2025 CSBG State Plan, and the network-wide town hall. The workgroup also advised CSD on approaches to encouraging more network involvement in the future.

3.3c. Consultation with

- 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 (NCAP)
- 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)

CSD collaborated with other state government offices, such as the California State Senate and Assembly Committees on Human Services.

3.4. Eligible Entity Involvement

3.4a. State Plan Development: 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 approaches. CSD formed the CSBG State Plan Workgroup (CSPW), which represented the diversity of the California CSBG network. The key objective of the CSPW was to solicit input on the 2024-2025 CSBG State Plan Summary, the draft 2024-2025 CSBG State Plan, and the format and content of the town hall. Additionally, CSD and the CSPW reported on the development of the 2024-2025 CSBG State Plan during the quarterly CSBG Service Provider (CSP) meetings held on February 15, April 17, and August 8, 2023. CSD also hosted a 2024-2025 CSBG State Plan Town Hall for eligible entities on June 21, 2023. Prior to the town hall, CSD released a copy of the draft 2024-2025 CSBG State Plan and the draft 2024-2025 CSBG State Plan Summary to the eligible entities for review. During the town hall, the eligible entities provided CSD with feedback and comments.

CSD released the final draft 2024-2025 CSBG State Plan and the 2024-2025 CSBG State Plan Summary to the California CSBG network on July 25, 2023, and to the public on July 28, 2023.

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.

In 2023, CSD convened a CSBG State Plan Workgroup (CSPW) to guide the development of the 2024-2025 CSBG State Plan. Convening the CSPW, CSD formally addressed concerns expressed in the 2021 American Customer Satisfaction Index (ACSI) survey regarding the development of the CSBG State Plan.

The CSPW, which represented the diversity of the California CSBG network, met remotely four times between March and July 2023. In addition to the workgroup meetings, members participated in email

communications, CSP meeting presentations, and the CSBG State Plan Town Hall. Workgroup members provided input on the CSBG State Plan, the CSBG State Plan Summary, the format and content of the town hall, and made recommendations for the development of future State Plans.

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

Year One 76

Year Two 77

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.

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 2024-2025 CSBG State Plan and Application was published on CSD's website. The public was given the opportunity to review and submit comments.

See Notice of Public Comment:

<https://www.csd.ca.gov/Pages/Notice-of-Public-Comment-2024-2025-Draft-CSBG-State-Plan.aspx>

See Attachment 4.1 Public Inspection Screen Shot CSD Website Notice of Public Comment 072823

Additionally, CSD transmitted the State Plan to all CSBG eligible entities, the California State Senate and Assembly Human Services Committees, and other interested parties.

Written comments were accepted until 5:00 p.m. on August 25, 2023. 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 Comments and Responses 082923.

- 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.

The Notice of Public Hearing on the 2024-2025 CSBG State Plan and Application was published on CSD's website ten days prior to the hearing.

See Notice of Public Hearing:

<https://www.csd.ca.gov/Pages/Notice-of-Public-Hearing-Draft-2024-2025-CSBG-State-Plan-and-Application.aspx>

Attachment 4.2 Public Notice/Hearing Screen Shot CSD Website Notice of Public Hearing 081123

<https://www.csd.ca.gov/Shared%20Documents/DRAFT%20Notice%20of%20Public%20Hearing%202024-25%20CSBG%20State%20Plan%20and%20Application.pdf>

Attachment 4.2 Public Notice/Hearing Notice of Public Hearing 081123

Additionally, notice was sent to all CSBG eligible entities and other interested parties.

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	Location	Type of Hearing	If a Combined Hearing was held confirmed that the public was invited.
8/22/2023	California State Capitol, in Sacramento, California	Combined	<input checked="" type="checkbox"/>

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

See attachments:

- 4.4 Public and Legislative Hearings Agenda 082223
- 4.4 Public and Legislative Hearings Transcript 082223
- 4.4 Public and Legislative Hearings Hearing Certification Letter 082223

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.

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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (Choose all that apply)
Fresno County Economic Opportunities Commission	Fresno	Nonprofit	Community Action Agency
Glenn County Community Action Department	Glenn/Colusa/Trinity	Public	Community Action Agency
Redwood Community Action Agency	Humboldt	Nonprofit	Community Action Agency
Campesinos 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, Community Investment for Families Department	Los Angeles	Public	Community Action Agency

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (Choose all that apply)
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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (Choose all that apply)
Community Action Partnership of San Bernardino County	San Bernardino	Nonprofit	Community Action Agency
County of San Diego, Health and Human Services Agency, Community Action Partnership	San Diego	Public	Community Action Agency
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

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (Choose all that apply)
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	Public	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 Department of Arts & Culture	Los Angeles	Public	Tribe or Tribal Organization

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (Choose all that apply)
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, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, Yuba	Nonprofit	Migrant or Seasonal Farmworker Organization
Proteus, Inc.	Fresno/Kern/Kings/Tulare	Nonprofit	Migrant or Seasonal Farmworker Organization
Community Services and Employment Training, Inc.	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

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
- No 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
Click or tap here to enter text.	Choose an item.	Click or tap to enter a date.	

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
Click or tap here to enter text.	Choose an item.

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.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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.

- 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.

N/A

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.

N/A

Describe rigor compared to COE-developed Standards.

N/A

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 On-Site CSBG monitoring
- Other

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

CSD conducts an annual assessment for each eligible entity to determine if all organizational standards are met. CSD will analyze the information and ensure the required supporting documentation validates each standard as “met.” If a standard is not met, CSD will initiate a technical assistance plan or “TAP,” which is mutually agreed upon with the eligible entity. CSD will provide technical assistance to support eligible entities in meeting each organizational standard. Notification of CSD’s acceptance of the final organizational standards assessment is distributed electronically to all eligible entities through an automated notification sent via email from eGov, California’s statewide CSBG reporting system. Eligible entities’ scores are distributed virtually by CSD staff and are referenced in CSD’s monitoring evaluations and final 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

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	Description/Justification
Community Design Center	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.

CSBG Eligible Entity	Description/Justification
Rural Community Assistance Corporation	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	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.

NOTE: ADD-A-ROW FUNCTION – states can add rows for each additional exception. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. The Description/Justification allows for 2500 characters.

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.

Year One 68%

Year Two 73%

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

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.

- 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.

Not less than 90 percent of California’s CSBG award will be distributed to the 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 2022 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

7.2. Planned Allocation: Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and in accordance to the “not less than 90 percent funds” requirement 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.

Year One 90%

Year Two 90%

Planned CSBG 90 Percent Funds – Year One and Year Two

Eligible Entity	Estimated 2024 Allocation	Estimated 2025 Allocation
Berkeley Community Action Agency	296,500	296,500
City of Oakland, Human Services Department	1,306,548	1,306,548
Inyo Mono Advocates for Community Action, Inc.	272,687	272,687
Amador-Tuolumne Community Action Agency	276,405	276,405
Community Action Agency of Butte County, Inc.	393,291	393,291
Calaveras-Mariposa Community Action Agency	296,498	296,498

Eligible Entity	Estimated 2024 Allocation	Estimated 2025 Allocation
Contra Costa Employment & Human Services Dept/CSB	936,015	936,015
Del Norte Senior Center, Inc.	41,292	41,292
El Dorado County Health and Human Services Agency	326,965	326,965
Fresno County Economic Opportunities Commission	2,018,986	2,018,986
Glenn County Community Action Department	275,686	275,686
Redwood Community Action Agency	323,429	323,429
Campesinos Unidos, Inc.	386,586	386,586
Community Action Partnership of Kern	1,773,414	1,773,414
Kings Community Action Organization, Inc.	283,034	283,034
North Coast Opportunities, Inc.	564,806	564,806
Plumas County Community Development Commission	267,767	267,767
Foothill Unity Center, Inc.	349,596	349,596
Long Beach Community Action Partnership	706,653	706,653
County of Los Angeles Dept. of Public Social Services	6,207,978	6,207,978
City of Los Angeles Community Investment for Families Dept.	6,422,319	6,422,319
Community Action Partnership of Madera County, Inc.	315,020	315,020
Community Action Marin	296,430	296,430
Merced County Community Action Agency	499,528	499,528
Modoc-Siskiyou Community Action Agency	275,669	275,669
Monterey County Community Action Partnership	494,172	494,172
Community Action Napa Valley	276,968	276,968
Nevada County Dept. of Housing & Community Services	295,680	295,680
Community Action Partnership of Orange County	3,165,441	3,165,441
Project GO, Inc.	418,124	418,124
Community Action Partnership of Riverside County	3,034,952	3,034,952
Sacramento Employment and Training Agency	2,109,549	2,109,549
San Benito County H&HSA, CS & WD	278,831	278,831
Community Action Partnership of San Bernardino County	3,162,054	3,162,054

Eligible Entity	Estimated 2024 Allocation	Estimated 2025 Allocation
County of San Diego, H&HSA, CAP	3,514,279	3,514,279
Urban Services YMCA	863,006	863,006
San Joaquin County Dept. of Aging & Community Services	999,175	999,175
CAP of San Luis Obispo County, Inc.	292,498	292,498
San Mateo County Human Services Agency	469,059	469,059
Community Action Commission of Santa Barbara County	540,678	540,678
Sacred Heart Community Service	1,351,934	1,351,934
Community Action Board of Santa Cruz County, Inc.	309,159	309,159
Shasta County Community Action Agency	298,008	298,008
Community Action Partnership of Solano, JPA	395,535	395,535
Community Action Partnership of Sonoma County	431,016	431,016
Central Valley Opportunity Center, Inc.	1,334,422	1,334,422
Sutter County Community Action Agency	279,848	279,848
Tehama County Community Action Agency	299,900	299,900
Community Services & Employment Training, Inc.	995,588	995,588
Community Action of Ventura County, Inc.	741,067	741,067
County of Yolo Health and Human Services Agency	394,801	394,801
Yuba County Community Services Commission	266,471	266,471
California Human Development Corporation	1,556,990	1,556,990
Proteus, Inc.	2,504,723	2,504,723
Center for Employment Training	2,098,552	2,098,552
Karuk Tribe (NAI-LPA)	146,687	146,687
NCIDC, Inc. (NAI-LPA)	2,051,277	2,051,277
LA County Executive Office of the Board of Supervisors	442,149	442,149
ESTIMATED 90% DISTRIBUTION	60,925,695	60,925,695

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. Please 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, from January 1st to December 31st. To ensure timely distribution of CSBG funds, CSD prepares contracts for distribution to eligible entities prior to the receipt of the CSBG award notification. Contracts are emailed to the eligible entities via DocuSign approximately 60 days before the start of the calendar year, allowing services to begin on 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 and contracts contain provisions to align contract expenditures of eligible entities with grant award releases to CSD. Upon receipt of the final CSBG grant award notification, CSD will adjust the contract allocations distributed to the eligible entities.

7.3a. Distribution Method: Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:

- Reimbursement
- Advance
- Hybrid
- Other

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

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

N/A

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

7.5. Distribution of Funds 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.

CSD continues to use DocuSign for its contract administration as it allows eligible entities to receive, sign, and return contracts electronically. This method has accelerated the timeframe required to execute contracts and has reduced costs and paper consumption. Given the success with using DocuSign, CSD does not plan to modify its contract administration procedures during this state plan period.

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

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 81.4

Year Two 81.4

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 21.8

Year Two 21.8

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

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

Year One 5%

Year Two 5%

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.

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	575,000	The state association and other technical assistance partners will support various training and technical assistance activities to

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
		support the network.
7.9b. Coordination of state-operated programs and/or local programs	609,420	Funds will be used for the LPAs' fixed allocation and for La Voz del Campo bulletin and Radio Bilingual broadcasts that provide MSFWs information on farmworker issues, programs, and services.
7.9c. Statewide coordination and communication among eligible entities	Click or tap here to enter text.	
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9e. Asset-building programs (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	1,803,334	CSD may elect to distribute discretionary funds equally or through a competitive process to 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.
7.9g. State Charity tax credits (Briefly describe	Click or tap here to enter text.	

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act) under Column 4)	Planned \$	Brief Description of Services and/or Activities
7.9h. Other activities (Specify these other activities under Column 4)	87,692	Annual software costs for reporting through the eGov database.
Totals (Auto-Calculated)	\$ 3,075,446	

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	575,000	The state association and other technical assistance partners will support various training and technical assistance activities to support the network.
7.9b. Coordination of state-operated programs and/or local programs	609,420	Funds will be used for the LPAs' fixed allocation and for La Voz del Campo bulletin and Radio Bilingual broadcasts that provide MSFWs information on farmworker issues, programs, and services.
7.9c. Statewide coordination and communication among eligible entities	Click or tap here to enter text.	
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9e. Asset-building programs (Briefly describe under Column 4)	Click or tap here to enter text.	

Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	1,803,334	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.
7.9g. State Charity tax credits (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9h. Other activities (Specify these other activities under Column 4)	88,738	Annual software costs for reporting through the eGov database.
Totals (Auto-Calculated)	\$3,076,492	

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.

- 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 fund organizations that benefit eligible entities such as La Cooperativa Campesina de California for its La Voz del Campo bulletin and Radio Bilingual broadcasts. These platforms provide information about MSFWs, farmworker issues, and programs and services to farmworker communities. A portion of the remainder/discretionary funds will be used to support the annual renewal of the statewide database used to collect Annual Report data and Organizational Standards.

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

7.11. Use of Remainder/Discretionary Funds 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.

With the release of the 2016-2020 American Community Survey (ACS), CSD is required to update its CSBG distribution formula to reflect the available poverty data. The updated allocation was implemented for the 2023 CSBG contract. To lessen the impact of funding reductions resulting from the new allocation, CSD utilized 2023 CSBG discretionary funds to offset allocations for eligible entities that received a decrease in funding. The use of the discretionary funds to assist the implementation of the new funding formula was limited to the 2023 CSBG grant. Discretionary funding was allocated to ensure no agency received a decrease of more than 2.5 percent due to the implementation of the 2016-2020 ACS Census data. Agency allocations, where the agency experienced a decrease or an increase of less than \$26,000 due to the implementation of the 2016-2020 ACS Census data, received discretionary funding up to \$26,000. Agency allocations, where an agency experienced an increase of \$26,000 or more due to the implementation of the 2016-2020 ACS Census data, did not receive discretionary funding. This measure was developed and vetted by the CSBG Funding Task Force, a workgroup comprised of executive directors of eligible entities and CSD staff.

Absent a reduction in the annual CSBG allocation, 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. The T/TA plan should include all planned CSBG-funded T/TA activities funded through the administrative or remainder/discretionary funds of the CSBG award (as reported in Section 7). The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

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	Training	Other	Diversity, Equity, and Inclusion
Ongoing/Multiple Quarters	Both	Fiscal	
Ongoing/Multiple Quarters	Both	Governance/Tripartite Board	
Ongoing/Multiple Quarters	Technical Assistance	Organization Standards – General	
Ongoing/Multiple Quarters	Technical Assistance	Organization Standards – for CSBG 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 & 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	Training	Other	Diversity, Equity, and Inclusion
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 CSBG 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 & 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.

8.1a. Training and Technical Assistance Budget: The planned budget for all training and technical assistance:

Year One \$575,000 **Year Two** \$575,000

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance.

In accordance with section 675C(b) of the CSBG Act [42 U.S.C. § 9907(b)], excluding administration, and in accordance with California Government Code section 12786, CSD will use five percent of its annual CSBG funding for discretionary purposes. This includes support for eligible entities for Training and Technical Assistance (T/TA). Discretionary funds support T/TA collaborations with CalCAPA, the California Community Economic Development Association (CCEDA), and other partners.

CalCAPA, the California community action association, is the lead agency administering the Region IX Regional Performance & Innovation Consortia (RPIC). RPIC serves as a comprehensive T/TA system to provide services to California's agencies. CSD will partner with CalCAPA and RPIC to ensure that eligible entities in California meet operational and organizational needs. CSD and CalCAPA will increase eligible entities' capacity and identify exemplary practices in California's network of eligible entities. Training needs are identified through onsite monitoring, desk reviews, review of Organizational Standards, and communication with the eligible entities. CalCAPA delivers T/TA to eligible entities in a broad range of topical areas including, but not limited to, deficiencies arising out of monitoring, capacity building needs, board management, strategic planning, Results Oriented Management and Accountability (ROMA) and other elements.

CSD also partners with CCEDA, an organization that has expertise in community economic development. CCEDA provides T/TA to eligible entities to achieve results through a full range of economic and community development strategies, such as developing needs assessments and grant writing.

8.2. Organizational Standards Technical Assistance: Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate?

Yes

Note: 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.

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.

CSD addresses unmet Organizational Standards through ongoing T/TA. CSD, CalCAPA, and other partners provide T/TA through multiple portals (e.g., open-source learning platforms, staff training, webinars). CSD will continue to monitor and aid eligible entities with resources to assist in resolving unmet Organizational Standards. CSD monitors the progress

and status of technical assistance plans (TAPs) 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.) **[Check all that applies and narrative where applicable]**

- 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 will collaborate and contract with CCEDA, an organization that has expertise in community economic development. CCEDA provides training and technical assistance to eligible entities to achieve results through a full range of economic and community development strategies developing needs assessments, and grant writing.

8.4. CSBG-Funded T/TA 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 collaborated with CalCAPA and CCEDA to develop and administer a joint T/TA survey for the eligible entities. The survey identified ways to improve the quality and type of T/TA available to eligible entities. Based on survey results, CSD developed a T/TA plan to meet the needs of eligible entities. CSD shared the survey outcomes with the CSBG Advisory Council for review and recommendations. The results of the survey and the T/TA plan were released to the eligible entities after CSD incorporated the CSBG Advisory Council's feedback.

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 Essentials for Childhood (EfC) Initiative led by the California Department of Public Health (CDPH), Injury and Violence Prevention Branch and the California Department of Social Services (CDSS), Office of Child Abuse Prevention. CSD also partners with Limited Purpose Agencies designed to serve rural communities. Descriptions about EfC Initiative and the Limited Purpose Agencies follow.

Essentials for Childhood Initiative

CSD participates in the EfC Initiative, a coalition of public and private entities led by CDPH, Injury and Violence Prevention Branch, and CDSS, 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.

Limited Purpose Agencies

Limited Purpose Agencies (LPAs) are community-based nonprofit organizations 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 three designated LPAs in the state: Del Norte Senior Center, Inc., Karuk Tribe, and Northern California Indian Development Council, Inc. (NCIDC). Karuk Tribe and NCIDC are designated NAI/LPAs however, these agencies are funded solely out of the Native American Indian set-aside (3.9 percent) 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 how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income 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 2024 and 2025:

Reducing Poverty Workgroup

The Reducing Poverty Workgroup is comprised of participants from state and federal agencies, local nonprofit groups, and government organizations. The workgroup’s goal is to inform community members about the importance of filing their taxes and to increase the number of Earned Income Tax Credits (EITC) claimed by eligible low-to-moderate-income Californians. The workgroup also aims to increase awareness and outreach for the California and federal EITC, Young Child Tax Credit, and free tax preparation assistance services, including outreach to noncitizen Californians who file using an Individual Taxpayer Identification Number (ITIN) or who may be eligible to acquire an ITIN through application acceptance assistance activities.

California Earned Income Tax Credit and Young Child Tax Credit (YCTC)

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 through the CalEITC Education and Outreach Grant Program which CSD administers.

California has continued to fund CalEITC education and outreach activities in the state and expand eligibility for CalEITC and other tax credits focused on low-income families. In 2020, individuals holding an ITIN became eligible for CalEITC and the Young Child Tax Credit. In 2022, California increased the Young Child Tax Credit, awarding eligible families with children under six a \$1,083 tax credit. The California 2023 Budget Act appropriated \$20 million to continue support for the CalEITC Education and Outreach Grant Program for the 2023 tax season.

CSBG Advisory Council

CSD facilitates the CSBG Advisory Council, a group comprising a diverse selection of CSBG agencies and CalCAPA. The CSBG Advisory Council meets on an ad hoc basis to provide recommendations on potential policy changes and new program implementation. Participating members are responsible for collaborating with CSD around issues impacting CSBG.

NASCSP Diversity, Equity, and Inclusion (DEI) Board Committee

National Association for Community Services Programs (NASCSP) organized the DEI Board Committee in June 2023. The committee is actively engaging CSBG and energy lead agencies to identify resources and strategies to further the implementation of equity throughout the national CSBG and energy networks. Currently, the committee is identifying resources for state administrators, working with a consultant to expand the committee's efforts further, and developing a strategy for lead agencies to share effective working strategies. CSD serves as the committee chair.

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 partner and collaborate with public and private sector organizations 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 eligible entities to establish and maintain linkages and coordination with other social service programs. Linkages ensure the effective delivery of services to public and private partners that are effective in addressing the needs of low-income Californians. CSD will monitor the coordination of linkages to reduce gaps in service between eligible entities and their linkage/partnerships through review of each eligible entity's CAP, workplans, and programmatic reports.

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.

Annually, CSBG eligible entities must submit a Community Action Plan (CAP) to CSD utilizing a CAP template designed by CSD to ensure compliance with Section 676(b)(3)(B) of the CSBG Act. The CAP template requires eligible entities to describe the process utilized to link services and coordinate funding in their service area. Eligible entities provide information on coalitions, memoranda of understanding (MOUs), and partnerships. The eligible entities are asked to describe how their agencies coordinate funding with other providers in the service area. If there is a formalized coalition of service providers in the service area, eligible entities must list the coalition(s) by name and methods used to coordinate services and funding. Eligible entities must also provide information on any MOUs and/or service agreements they have with other agencies regarding coordination of services and funding. Eligible entities must also describe how they ensure the delivery of services to low-income individuals while avoiding duplication of services in the service area(s).

For the 2024/2025 CAP submissions, the CAP template was revised to ensure linkages are maintained and developed by eligible entities with local partnerships to enhance or expand services. Partnerships are formed with other service providers, local governments, educational institutions, faith-based organizations, and businesses.

CSD also assists eligible entities with developing strategic partnerships, including coordination and linkages opportunities. CSD accomplishes this by partnering with other federal and state organizations to identify additional programs and funds that may be available to the California CSBG Network.

- 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)?

No

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

- 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 effectively address the needs of low-income Californians. Examples of coordination and linkages include partnerships with local Workforce Investment Boards, the Employment Development Department, CalWORKS, WorkNet, local Day Worker Centers, Eckerd Connects Workforce Development, America's Job Center of California, Welfare to Work programs, CalFresh Employment and Training, Veteran's services, Association of Farmworker Opportunity Programs, Association of Farmworker Opportunity Programs, social services departments, centralized service centers, community health and childcare centers, faith-based organizations, educational institutions, corporate partners, private foundations, 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, veterans, 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 and workplace ethics workshops, life skills and financial literacy training, and job placement programs that prepare 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 Program) 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 administers LIHEAP, which provides energy crisis intervention and weatherization services for low-income Californians. Local LIHEAP service providers provide energy outreach, education, utility bill assistance, energy-efficient appliance repair or replacement, and California Alternative Rates for Energy application assistance.

The remaining CSBG eligible entities that do not receive LIHEAP funds directly work in collaboration with the local LIHEAP service provider or other utility assistance providers 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 requires eligible entities to certify compliance with this assurance in the CAP and to provide a description of these partnerships. They must also describe organizations with which they coordinate services, including faith-based organizations, charitable groups, and community organizations. All eligible entities participate in partnerships and coalitions, which are comprised of multiple organizations. These partnerships are instrumental in allowing eligible entities to leverage funds, staff, and other resources to assist low-income Californians.

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 a vast network of public and private partners including, but not limited to, Workforce Investments Boards, One-Stop Centers, CalWORKs (California's TANF program) administrators, healthcare providers, Senior Centers, local Police, County Probation and Parole offices, community advisory boards, youth councils, and emergency services entities to meet immediate and long-term needs of low-income individuals and families, and other community organizations. In addition, CSBG eligible entities' coordination efforts may include information sharing, direct referrals, MOUs, and sub-contractual agreements to ensure the delivery of services to low-income individuals.

Additionally, CSD's CSBG contracts and policies require eligible entities to conduct a Community Needs Assessment (CNA) once every two years, and the data from the CNA is used to inform their annual Community Action Plans (CAPs). CAPs include descriptions of how eligible entities use the funds to support innovative community and neighborhood-based initiatives related to the purpose of CSBG.

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.

In coordination with the California Community Action Partnership Association (CalCAPA), CSD hosts quarterly CSBG Service Provider (CSP) meetings. The CSP is a regular stakeholder meeting offering a forum for CSD and CalCAPA to update eligible entities on CSBG-related topics and issues and for agencies to share experiences and innovations with their peers and CSD.

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 (T/TA) system providing services to California’s eligible entities. CSD will continue to partner with CalCAPA and the Region IX RPIC to ensure that eligible entities in California meet operational and organizational needs. Through ongoing collaboration, CSD and CalCAPA will strive to increase eligible entities’ capacity and identify exemplary practices in the CSBG network.

CSD will coordinate with CalCAPA to deliver T/TA to eligible entities in a broad range of topical areas. CalCAPA will provide T/TA to address deficiencies arising out of monitoring, capacity building needs, ROMA, and other areas.

With the intent of providing T/TA specific to the needs of eligible entities, CSD, along with input from CalCAPA and the California Community Economic Development Association (CCEDA), collaborate to create a yearly CSBG Eligible Entities T/TA Needs Survey, to be distributed to 58 eligible entities and two organizations that are funding with discretionary funds. After obtaining, reviewing, and analyzing survey results, CSD will work with CalCAPA and CCEDA to identify which entity, CalCAPA, CCEDA, or CSD, will provide the needed T/TA throughout the year. CalCAPA and CCEDA will incorporate targeted T/TA outcomes into their respective contract workplans in alignment with the yearly survey.

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 utilize a variety of communication methods to inform eligible entities and CalCAPA, the state community action association, including via email, direct individual communication, meetings, and other means as appropriate. CSD will utilize its communication plan to actively engage and provide feedback on performance, funding opportunities and best practices for service delivery.

9.11. Communication Plan 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.

CSD has adjusted the communication plan to incorporate the feedback from the CSPW and during the CSBG State Plan Town Hall. CSD will distribute electronic communications to eligible entities using the most efficient and effective modes available and will provide more in-person and/or live virtual training for the eligible entities. Additionally, CSD will distribute a quarterly newsletter providing eligible entities information and updates on administrative, fiscal, and programmatic matters. The newsletter will also highlight eligible entities' successes and innovative practices. CSD will continue to monitor and assess its communication strategies and make adjustments as necessary.

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 Department of Arts & Culture	Full On-Site	Onsite	FY1 Q3	8/16/2021	8/18/2021	
Sacramento Employment and Training Agency	Full On-Site	Onsite	FY1 Q3	5/19/2021	5/19/2021	
Modoc-Siskiyou Community Action Agency	Full On-Site	Onsite	FY1 Q4	5/28/2021	6/2/2021	
Community Action Marin	Full On-Site	Onsite	FY1 Q3	8/17/2021	8/19/2021	
Sutter County Community Action Agency	Full On-Site	Onsite	FY1 Q3	5/19/2021	5/21/2021	
Yuba County Community	Full On-Site	Onsite	FY1 Q4	7/12/2021	7/14/2021	

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"
Services Commission						
Inyo Mono Advocates for Community Action, Inc.	Full On-Site	Onsite	FY1 Q3	6/16/2021	6/16/2021	
Nevada County Department of Housing and Community Services	Full On-Site	Onsite	FY1 Q4	5/5/2021	5/8/2021	
Shasta County Community Action Agency	Full On-Site	Onsite	FY1 Q3	8/23/2021	8/25/2021	
Community Services & Employment Training, Inc.	Full On-Site	Onsite	FY1 Q3	7/25/2023	7/27/2023	
Fresno County Economic Opportunities Commission	Full On-Site	Onsite	FY1 Q4	7/14/2021	7/15/2021	
San Joaquin County Department of Aging and Community Services	Full On-Site	Onsite	FY1 Q3	6/14/2021	6/17/2021	
County of San Diego, Health and Human	Full On-Site	Onsite	FY1 Q3	8/9/2021	8/10/2021	

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"
Services Agency, CAP						
Del Norte Senior Center	Full On-Site	Onsite	FY1 Q4	8/10/2021	8/19/2021	
El Dorado County Health & Human Services Agency	Full On-Site	Onsite	FY1 Q4	6/15/2021	6/17/2021	
Community Action Partnership of San Luis Obispo County, Inc.	Full On-Site	Onsite	FY1 Q3	7/14/2021	7/14/2021	
Calaveras-Mariposa Community Action Agency	Other	Desk Review	FY1 Q3	5/17/2022	5/19/2022	Desk Review
Community Action Agency of Butte County, Inc.	Other	Desk Review	FY1 Q3	6/14/2022	6/16/2022	Desk Review
Community Action of Ventura County	Other	Desk Review	FY1 Q2	6/6/2023	6/8/2023	Desk Review
Community Action Partnership of Orange County	Other	Desk Review	FY1 Q4	9/6/2023	9/8/2023	Desk Review
Community Action	Other	Desk Review	FY1 Q4	7/5/2023	7/7/2023	Desk Review

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"
Partnership of Riverside						
Community Action Partnership of Solano	Other	Desk Review	FY1 Q3	7/19/2022	7/22/2022	Desk Review
Monterey County Community Action Agency	Other	Desk Review	FY1 Q2	8/28/2023	8/30/2023	Desk Review
Redwood Community Action Agency	Other	Desk Review	FY1 Q2	7/6/2022	7/8/2022	Desk Review
Sacred Heart Community Service	Other	Desk Review	FY1 Q3	8/14/2023	8/16/2023	Desk Review
Berkeley Community Action Agency	Other	Desk Review	FY1 Q2	4/21/2022	4/25/2022	Desk Review
City of Oakland Human Services Department	Other	Desk Review	FY1 Q4	5/19/2022	5/23/2022	Desk Review
Community Action Board of Santa Cruz County	Other	Desk Review	FY1 Q3	7/12/2023	7/14/2023	Desk Review
Kings Community Action Organization	Other	Desk Review	FY1 Q4	5/3/2023	5/4/2023	Desk Review

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"
Merced County Community Action Agency	Other	Desk Review	FY1 Q3	6/23/2022	6/23/2022	Desk Review
Project GO, Inc.	Other	Desk Review	FY1 Q2	5/17/2023	5/24/2023	Desk Review
Community Action of Napa Valley	Other	Desk Review	FY1 Q2	6/20/2023	6/21/2023	Desk Review
Community Action Partnership of Madera County	Other	Desk Review	FY1 Q4	6/20/2022	6/22/2022	Desk Review
Contra Costa County Community Services Department	Other	Desk Review	FY1 Q3	4/7/2022	4/11/2022	Desk Review
San Benito Co. Department of Community Services & Workforce Development	Other	Desk Review	FY1 Q3	5/10/2023	5/11/2023	Desk Review
San Mateo County Human Services Agency	Other	Desk Review	FY1 Q4	8/29/2022	8/29/2022	Desk Review
Tehama County Community Action Agency	Other	Desk Review	FY1 Q2	8/29/2022	8/29/2022	Desk Review

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"
Amador-Tuolumne Community Action Agency	Other	Desk Review	FY1 Q2	5/23/2022	5/25/2022	Desk Review
City of Los Angeles Community Investment for Families Dept.	Other	Desk Review	FY1 Q4	6/6/2022	6/8/2022	Desk Review
Community Action Partnership of Kern County	Other	Desk Review	FY1 Q2	8/14/2023	8/16/2023	Desk Review
Community Action Partnership of San Bernardino County	Other	Desk Review	FY1 Q2	6/12/2023	6/14/2023	Desk Review
Foothill Unity Center, Inc	Other	Desk Review	FY1 Q4	5/1/2023	5/3/2023	Desk Review
Long Beach Community Services Development Corporation	Other	Desk Review	FY1 Q4	5/3/2023	5/5/2023	Desk Review
Urban Services, YMCA	Other	Desk Review	FY1 Q3	5/9/2022	5/11/2022	Desk Review
California Human Development-MSFW	Other	Desk Review	FY1 Q2	4/24/2023	4/26/2023	Desk Review
Center for Employment	Other	Desk Review	FY1 Q4	5/17/2021	5/20/2021	Desk Review

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"
Training-MSFW						
Central Valley Opportunity Center-MSFW	Other	Desk Review	FY1 Q3	7/12/2022	7/14/2022	Desk Review
Karuk Tribe-NAI	Other	Desk Review	FY1 Q3	6/27/2023	6/29/2023	Desk Review
Los Angeles County, Department of Public Social Services	Other	Desk Review	FY1 Q2	8/16/2022	8/18/2022	Desk Review
Northern California Indian Development Council-NAI	Other	Desk Review	FY1 Q4	5/24/2022	5/26/2022	Desk Review
Plumas County Community Development Commission	Other	Desk Review	FY1 Q3	8/2/2022	8/4/2022	Desk Review
Proteus, Inc.-MSFW	Other	Desk Review	FY1 Q3	5/16/2023	5/18/2023	Desk Review
Campeños Unidos, Inc.	Other	Desk Review	FY1 Q4	10/17/2023	10/19/2023	Desk Review
Community Action Commission of Santa Barbara	Other	Desk Review	FY1 Q3	9/12/2023	9/14/2023	Desk Review
Community Action Partnership of	Other	Desk Review	FY1 Q3	7/21/2022	7/26/2022	Desk Review

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"
Sonoma County						
Community Design Center-LPA	Other	Desk Review	FY1 Q2	6/14/2022	6/16/2022	Desk Review
Glenn County Community Action Department	Other	Desk Review	FY1 Q2	6/6/2022	6/8/2022	Desk Review
North Coast Opportunities	Other	Desk Review	FY1 Q4	8/22/2023	8/24/2023	Desk Review
Rural Community Assistance Corporation-LPA	Other	Desk Review	FY1 Q3	8/9/2023	8/11/2023	Desk Review
Yolo County Department of Employment and Social Services	Other	Desk Review	FY1 Q3	5/26/2022	5/31/2022	Desk Review

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"
Amador-Tuolumne Community	Full On-Site	Onsite	FY2 Q2	5/23/2022	5/25/2022	

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"
Action Agency						
Berkeley Community Action Agency	Full On-Site	Onsite	FY2 Q2	4/21/2022	4/25/2022	
Contra Costa Community Services Department	Full On-Site	Onsite	FY2 Q3	4/7/2022	4/11/2022	
City of Oakland Department of Human Services	Full On-Site	Onsite	FY2 Q3	5/19/2022	5/23/2022	
City of Los Angeles Community Investment for Families Dept.	Full On-Site	Onsite	FY2 Q3	6/6/2022	6/8/2022	
Central Valley Opportunity Center	Full On-Site	Onsite	FY2 Q2	7/12/2022	7/14/2022	
Community Action of Butte County, Inc.	Full On-Site	Onsite	FY2 Q2	4/25/2022	4/27/2022	
Community Design Center	Full On-Site	Onsite	FY2 Q3	6/14/2022	6/16/2022	
Calaveras-Mariposa Community Action Agency	Full On-Site	Onsite	FY2 Q3	5/17/2022	5/19/2022	

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"
Glenn County Community Action Department	Full On-Site	Onsite	FY2 Q4	6/6/2022	6/8/2022	
Lassen/Plumas/Sierra Community Action Agency	Full On-Site	Onsite	FY2 Q3	8/2/2022	8/4/2022	
Community Services & Employment Training, Inc.	Desk Review	Onsite	FY2 Q3	7/25/2023	7/27/2023	
Community Action Partnership of Madera County	Full On-Site	Onsite	FY2 Q4	6/20/2022	6/22/2022	
San Mateo County Human Services Agency	Full On-Site	Onsite	FY2 Q3	8/29/2022	8/29/2022	
Merced County Community Action Agency	Full On-Site	Onsite	FY2 Q3	6/23/2022	6/27/2022	
Northern California Indian Development Council	Full On-Site	Onsite	FY2 Q4	5/24/2022	5/26/2022	
Redwood Community Action Agency	Full On-Site	Onsite	FY2 Q3	7/6/2022	7/8/2022	

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 Solano	Full On-Site	Onsite	FY2 Q3	7/19/2022	7/22/2022	
Community Action Partnership of Sonoma County	Full On-Site	Onsite	FY2 Q4	7/21/2022	7/26/2022	
Tehama County Community Action Agency	Full On-Site	Onsite	FY2 Q2	8/29/2022	8/29/2022	
Yolo County Department of Employment and Social Services	Full On-Site	Onsite	FY2 Q3	5/26/2022	5/31/2022	
Urban Services YMCA (San Francisco)	Full On-Site	Onsite	FY2 Q4	5/9/2022	5/11/2022	
Los Angeles County, Department of Public Social Services	Full On-Site	Onsite	FY2 Q4	8/16/2022	8/18/2022	
Foothill Unity Center, Inc.	Other	Desk Review	FY2 Q4	5/1/2023	5/3/2023	Desk Review
Fresno County Economic Opportunities Commission	Other	Desk Review	FY2 Q3	7/14/2021	7/15/2021	Desk Review

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 Kern	Other	Desk Review	FY2 Q2	8/14/2023	8/16/2023	Desk Review
Long Beach Community Action Partnership	Other	Desk Review	FY2 Q3	5/3/2022	5/5/2023	Desk Review
Nevada County Department of Housing & Community Services	Other	Desk Review	FY2 Q2	5/5/2021	5/8/2021	Desk Review
Community Action Partnership of San Bernardino County	Other	Desk Review	FY2 Q2	6/12/2023	6/14/2023	Desk Review
Community Action Marin	Other	Desk Review	FY2 Q3	9/2/2022	9/27/2022	Desk Review
Monterey County Community Action Partnership	Other	Desk Review	FY2 Q4	8/28/2023	8/30/2023	Desk Review
Community Action Partnership of Orange County	Other	Desk Review	FY2 Q4	9/6/2023	9/8/2023	Desk Review
Community Action Partnership of Riverside	Other	Desk Review	FY2 Q2	7/5/2023	7/5/2023	Desk Review

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"
Sacred Heart Community Service	Other	Desk Review	FY2 Q2	8/14/2023	8/16/2023	Desk Review
Community Action of Ventura County	Other	Desk Review	FY2 Q3	6/6/2023	6/8/2023	Desk Review
Center of Employment Training	Other	Desk Review	FY2 Q4	5/17/2021	5/20/2021	Desk Review
California Human Development Corporation	Other	Desk Review	FY2 Q3	4/25/2023	4/27/2023	Desk Review
Karuk Tribe	Other	Desk Review	FY2 Q2	6/27/2023	6/29/2023	Desk Review
Proteus, Inc.	Other	Desk Review	FY2 Q4	5/16/2023	5/18/2023	Desk Review
San Joaquin County Department of Aging & Community Services	Other	Desk Review	FY2 Q2	6/16/2021	6/18/2021	Desk Review
Del Norte Senior Center	Other	Desk Review	FY2 Q2	8/10/2021	8/19/2021	Desk Review
Inyo Mono Advocates for Community Action	Other	Desk Review	FY2 Q3	6/16/2021	6/16/2021	Desk Review
Kings Community Action Org. Inc.	Other	Desk Review	FY2 Q3	5/3/2023	5/4/2023	Desk Review
Project GO, Inc.	Other	Desk Review	FY2 Q3	5/17/2023	5/24/2023	Desk Review

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 San Luis Obispo County, Inc.	Other	Desk Review	FY2 Q4	7/14/2021	7/14/2021	Desk Review
Community Action Board of Santa Cruz County, Inc.	Other	Desk Review	FY2 Q4	7/12/2023	7/14/2023	Desk Review
Sacramento Employment and Training Agency	Other	Desk Review	FY2 Q2	5/19/2021	5/19/2021	Desk Review
El Dorado County Health & Human Services Agency	Other	Desk Review	FY2 Q2	6/15/2021	6/17/2021	Desk Review
Modoc-Siskiyou Community Action Agency	Other	Desk Review	FY2 Q3	5/28/2021	6/2/2021	Desk Review
Community Action Napa Valley	Other	Desk Review	FY2 Q3	6/20/2023	6/21/2023	Desk Review
San Benito County Department of Community Services & Workforce Development	Other	Desk Review	FY2 Q4	5/10/2023	5/11/2023	Desk Review
County of San Diego, Health &	Other	Desk Review	FY2 Q2	9/23/2022	10/18/2022	Desk Review

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"
Human Services Agency, Community Action Partnership						
Shasta County Community Action Agency	Other	Desk Review	FY2 Q4	5/6/2022	9/12/2022	Desk Review
Community Action Commission of Santa Barbara County	Other	Desk Review	FY2 Q3	9/12/2023	9/14/2023	Desk Review
Campeños Unidos, Inc.	Other	Desk Review	FY2 Q3	10/17/2023	10/19/2023	Desk Review
North Coast Opportunities	Other	Desk Review	FY2 Q2	8/22/2023	8/24/2023	Desk Review
Rural Community Assistance Corporation	Other	Desk Review	FY2 Q2	8/9/2023	8/11/2023	Desk Review
Sutter County Community Action Agency	Other	Desk Review	FY2 Q3	9/6/2022	10/6/2022	Desk Review
Yuba County Community Action Agency	Other	Desk Review	FY2 Q3	9/6/2022	10/6/2022	Desk Review
County of Los Angeles Department	Other	Desk Review	FY2 Q4	8/15/2022	9/16/2022	Desk Review

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"
of Arts & Culture						

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 062623.

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?

60 days

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

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

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.

Zero.

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

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?

CSD will submit written notification to the Office of Community Services (OCS) within the established timeframe upon approving a QIP. 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 OCS.

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

- 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

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

- 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

- 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

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.

N/A

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 for 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, CSD is responsible for ensuring corrective action is taken to address findings identified in single audits performed in accordance with 45 CFR § 75.521. CSD's 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 a 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 during monthly compliance meetings.

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.

Yes

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

10.13a. Federal Investigations Policies: Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2?

No

10.14. Monitoring Procedures 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.

CSD resumed normal monitoring practices after travel restrictions due to the COVID-19 pandemic were lifted. To remain compliant during the COVID-19 pandemic, CSD implemented emergency monitoring activities, including virtual conferences to adapt to stay-at-home orders and travel restrictions and to ensure the safety of CSD and eligible entity staff. (For current monitoring policies, including CSD’s emergency monitoring operational strategy, see section 10.2., Monitoring Policies). Other monitoring practices, such as desk reviews, CAP reviews, and Annual Report reviews have continued as normal. CSD continues to solicit feedback from eligible entities regarding monitoring through surveys, Q&A sessions, and feedback provided during quarterly CSBG Service Provider (CSP) meetings. Additionally, CSD’s Field Operations Unit conducts an annual in-person monitoring webinar followed by a Q&A session. The monitoring webinar provides eligible entities a platform to address concerns or questions and give feedback in a more direct setting.

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.

- 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

CSD employs a multifaceted strategy to monitor and receive board updates from the eligible entities. Eligible entities are required to submit a board roster with their contractual documents to execute the annual CSBG contract. During the year, if there is a change on the board, eligible entities must notify CSD within 30 days and submit an updated board roster. Annually, each eligible entity receives either an onsite monitoring visit or desk review where an updated roster is requested if any changes have occurred. When a board vacancy is identified through a monitoring review, the eligible entity is required to submit quarterly updates to CSD identifying recruitment and other organizational efforts to fill the vacancy.

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 verifies that eligible entities have policies and procedures regarding petitioning for adequate representation in place by various means. Eligible entities are required in the biennial CAP to describe their policies and procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that consider its

organization or low-income individuals to be inadequately represented on the tripartite board to petition for adequate representation. CSD reviews the CAPs to ensure the eligible entity has adequately responded to each question. If a response is found to be insufficient, CSD requests that the eligible entity modifies its response. CSD will not accept the CAP until all responses are sufficient.

Additionally, during the onsite monitoring preparation process, CSD reviews eligible entity bylaws for tripartite board representation grievance procedures to verify policies and procedures are in place. CSBG Field Representatives address aspects of board governance with the leadership of the eligible entities during onsite monitoring. If these policies are not in place, CSD will work with the eligible entity until they are established. Further, eligible entities are required to submit a copy of their approved board meeting minutes to CSD within 30 days of board approval, and eligible entities are required to submit Board roster changes to CSD within 30 days of a change. CSBG Field Representatives review the minutes. If a grievance about inadequate representation on the board is found in the meeting minutes, CSBG Field Representatives follow up with the eligible entity to verify that the grievance has been addressed.

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

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

CSD has accepted an alternative mechanism to a tripartite board for LPA and NAI contractors using either a NAI governing council, commission, board, or other body responsible for the administration of their CSBG funded programs. This mechanism allows CSD to verify via board minutes and board rosters that low-income individuals are included in the development, planning, implementation, and evaluation of programs.

SECTION 12: Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state.

- 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.

Since July 16, 2021, CSBG income eligibility in California tracks the federal maximum allowable level. If the federal level is modified in the future, 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.

Eligible entities are required to provide an overview of their service delivery processes within their submitted Community Action Plan (CAP). CSD performs a review of these procedures, which includes verifying income eligibility processes for each entity. Specific focus is provided for services with limited intake procedures. Additionally, income eligibility processes (including limited intake procedures) are evaluated during each eligible entity's onsite monitoring.

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).

A primary focus of CSD is to ensure eligible entities' services benefit low-income communities. CSD achieves this by thoroughly reviewing eligible entities' CAPs, Annual Report data, and Organizational Standards. Specifically, Organizational Standards 6.0 through 6.5 require eligible entities to submit their strategic plans for review and approval. Eligible entities are also required to complete an annual workplan and provide it to CSD with their annual contract deliverables.

Workplans detail services that eligible entities will provide with an explanation as to why these services are essential at the local level. CSBG Field Representatives review ongoing programmatic activities as a component of yearly monitoring activities (desk reviews and/or onsite reviews) to ensure activities are in alignment with each eligible entity's CAP.

CSD allows for proxy measurements when eligible entities report on community-level strategies in the Annual Report. Proxy outcomes are reviewed to ensure that there is research data to support the outcome, the outcome is commonly accepted for an identified population, and the client served is eligible for the service because of an identified risk.

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.

CSD and eligible entities participate in and comply with ROMA. California has incorporated the cycle of ROMA principles into the CNA and CAP template. CSD verifies that the needs eligible entities have identified in their CNAs are data-driven. The needs assessment data should drive the goal-setting process and formulate the program activities, targeted outcomes, and delivery strategies. CSD adopted the CSBG National Performance Indicators (NPIs) as the reporting tool by which to measure outcomes. Annually, CSD evaluates NPI projections and outcomes to monitor the eligible entities' performance and to ensure ROMA is utilized and incorporated into program operations.

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 utilize the NPIs to evaluate eligible entities' performance in promoting self-sufficiency, family stability, and community revitalization. Throughout the year, CSD will engage and provide feedback to eligible entities on an ongoing basis to ensure compliance with Section 676(b)(12) of the CSBG Act.

Biennially, CSD secures from each eligible entity, as a condition of funding, a Community Action Plan (CAP) that includes a community-needs assessment for

the communities served. California Government Code requires the CAP to assess poverty-related needs and available resources and include feasible goals and strategies that produce outcomes consistent with the set priorities. The CAP is a two-year plan on how eligible entities will deliver CSBG-funded services. The CAP also provides an opportunity for eligible entities to demonstrate compliance with the federal and state assurances and many Organizational Standards.

CSD also requires eligible entities to submit a workplan annually with its CSBG contract deliverables. The workplan contains the proposed programmatic activities for the contract term. Eligible entities must also enter performance targets as part of their contract deliverables. These targets capture progress and achievements in areas such as strategic planning, board governance, organizational leadership, financial operations, and oversight. Required data for Module 3 and Module 4 will include selecting the appropriate NPI(s) and or FNPI(s), entering the target, and entering the type of documentation the agency will use to verify the outcome has been met. In conjunction with the workplan, CSD assesses the interplay between the NPI targets, outcome data, and service delivery strategies utilized to achieve outcomes.

Eligible entities are required to submit a CSBG Annual Report, an essential component of the Performance Management Framework. By collecting information on actual performance and comparing it to the performance targets, the CSBG Annual Report provides eligible entities and CSD a platform to discuss data analysis practices and strategies for improving performance. Eligible entities use the tool to manage and improve results. CSD utilizes annual report data to monitor program performance and adherence to ROMA principles.

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 recognizes the value of utilizing ROMA throughout California’s network of eligible entities. CSD formed the California ROMA Coalition (CRC) in 2019 in response to requests from eligible entities. Eligible entities sought a forum for ROMA Trainers and Implementers to discuss the implementation of ROMA principles at the local level. Participants meet quarterly to discuss best practices, report on local activities applying ROMA principles, and share any barriers to implementing ROMA in their agencies.

CalCAPA co-hosts the CRC meetings. CalCAPA receives direct feedback from the participating eligible entities about ongoing T/TA needs related to ROMA implementation. CSD will continue to conduct quarterly meetings with the CRC. As agency staff complete ROMA implementer and/or trainer training, they are invited to participate in the CRC.

CSD will also continue to participate in the State Office ROMA Professional Peer Group. The State Office ROMA Professional Peer Group is a cohort of nationally certified ROMA Trainers and Implementers who work at state lead agencies. Virtual meetings are conducted every other month. ROMA-trained lead agency staff discuss the role of the ROMA professional and how to implement ROMA at both the state and local levels. Participation in the nationwide cohort assists CSD in supporting the implementation of ROMA at the local level and in developing tools and resources that aid California’s eligible entities in their implementation of ROMA.

- 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. Eligible entities are required to describe their method for evaluating the effectiveness of programs and services, including the types of measurement tools, data sources, collection procedures, and the frequency of data collection and reporting. Eligible entities must also describe the changes made to their delivery strategies based on their evaluation of their performance data. CSD evaluates each eligible entity’s response to ensure improvements to the service delivery are made accordingly.

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.

Eligible entities are required to submit a Community Action Plan to CSD by June 30th biennially.

In the 2022-2023 Community Needs Assessment and Community Action Plan template, CSD requested eligible entities to report on their Diversity, Equity, and Inclusion (DEI) programs and policies. Eligible entities were asked to report on these areas in the 2024-2025 Community Needs Assessment and Community Action Plan template as well.

- 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 that 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 confirms the data 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;

CSD distributes a minimum of 90 percent of California CSBG funds 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 describes the most vital needs of low-income Californians in the agencies’ service area(s). The CAP also highlights community partner

coordination efforts, identifies roles within service areas, and describes 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, access to affordable housing and living wage jobs; access to healthcare including mental health, dental and vision care services, and culturally-specific care for Tribal communities; food assistance; education and life skills training; utility bill assistance and weatherization services; legal services; improving access to transportation, childcare, and all services by addressing language barriers and proximity of center locations to the communities they serve.

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 effectively address 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, corporate partners and foundations, 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, before and after school programs, financial literacy training, conflict management training, employment skills training, career exploration, and job fairs. Some eligible entities provide meals during summer recreational programs, homework and tutoring clubs, special events and community celebrations, summer programs, teen theater projects, community and cultural programming activities, art activities, environmental education/safety/awareness programs, culturally relevant programming, civic engagement discussions, summer reading programs, family centered entertainment, volunteering opportunities, peer mentoring, reentry services for formerly incarcerated individuals, victim witness advocacy, teen safe zones, cultural healing, and social and emotional capacity building.

CSBG eligible entities partner with many private and governmental partners to meet the needs of youth. Some of these partners are state and local government departments, Youth Violence Prevention Councils, faith-based organizations, community organizations such as the YMCA and the Boys and Girls Clubs, local law enforcement, CalWORKs, First 5, Head Start, school districts, and local public libraries.

CSD 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, Area Agency on Aging, Veterans Administration, First 5, America’s Job Center of California, U.S. Department of Housing and Urban Development, local law enforcement, local government, local school districts including post-secondary institutions, faith-based community partners, public partners and community foundations, community-based

organizations, 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 its 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 use satellite offices. Eligible entities may provide services 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 bill 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 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 follow up 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 parent and child joint counseling, co-parenting communication skills training, 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. 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. Eligible entities also offer innovative services such as family reunification for immigrants, family-based cultural learning opportunities, and financial literacy training. Many eligible entities partner with local community organizations, school districts, the Women, Infants and Children Program, California Department of Child Support Services, California Department of Social Services, California Office of Child Abuse

Prevention, 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.”

As described in the CAPs, 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 coordinate and distribute food, food vouchers, clothing, diapers, infant formula, cookware and utensils, and emergency supplies such as blankets, sleeping bags, and personal protective equipment to individuals and families in need. Many eligible entities deliver food to emergency and crisis intervention service sites and educate clients about other available food resources in the community. Other eligible entities run mobile food pantries that bring food to low-income Californians living in the most food-insecure areas of the state. 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 or SNAP applications, and providing emergency food vouchers or gift cards. Many eligible entities have increased their capacity and infrastructure for food storage and distribution to meet current demand. Eligible entities coordinate food distribution efforts with their community partners, such as faith-based organizations, local government, shelters, food banks, restaurants, culinary schools, daycare providers, school districts, private partners, and community-based organizations.

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.

- 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
072823

Attachment 4.1 Public Inspection Public Comment and Response Document 082923

Attachment 4.2 Public Notice-Hearing Screen Shot CSD Website Notice of Public Hearing
081123

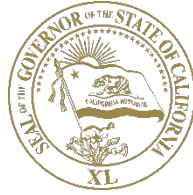
Attachment 4.2 Public Notice-Hearing Notice of Public Hearing 081123

Attachment 4.4 Public and Legislative Hearings Agenda 082223

Attachment 4.4 Public and Legislative Hearings Transcript 082223

Attachment 4.4 Public and Legislative Hearings Certification Letter 082223

Attachment 10.2 Monitoring Policies CSD Monitoring Procedures 062823



OFFICE OF THE GOVERNOR

April 3, 2023

Dr. Lanique Howard
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 Dr. Howard:

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 David Scribner, Director of the State of California's Department of Community Services and Development, and his 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 2024-2025 CSBG State Plan and Application

The Department of Community Services and Development (CSD) has released the Draft 2024-2025 Community Services Block Grant (CSBG) State Plan and Application. The Draft 2024-2025 CSBG State Plan can be found here:

- [Draft 2024-2025 CSBG State Plan and Application](#)

Interested parties have the opportunity to review and submit comments on the Draft 2024-2025 State Plan and Application until 5:00 p.m. on August 25, 2023. 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

**2024-2025 CSBG State Plan and Application
Public Comments and Responses**

Public comments received from July 28, 2023, through August 25, 2023, are hereby incorporated into the 2024-2025 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 2024-2025 CSBG State Plan and Application

The California State Legislature will conduct a public hearing to receive comments on the Draft 2024-2025 State Plan and Application for the Community Services Block Grant (CSBG). The hearing is scheduled for 1:30 p.m. on August 22, 2023, at the State Capitol, Room 447, Sacramento, CA 95814.

Interested parties have the opportunity to review and submit comments on the Draft 2024-2025 CSBG State Plan and Application until 5:00 p.m. on August 25, 2023. 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

- [Draft 2024-2025 CSBG State Plan and Application](#)
- [Draft 2024-2025 CSBG State Plan and Application Public Hearing Notice \(Issued August 11, 2023\)](#)

**STATE OF CALIFORNIA
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
NOTICE OF PUBLIC HEARING
2024-25 COMMUNITY SERVICES BLOCK GRANT
STATE PLAN AND APPLICATION**

The California State Legislature will conduct a public hearing to receive comments on the Draft 2024-2025 State Plan and Application for the Community Services Block Grant (CSBG). The hearing is scheduled for 1:30 p.m. on August 22, 2023, at the State Capitol, Room 447, Sacramento, CA 95814.

Persons presenting oral testimony are requested to provide a written statement of their presentation. If unable to attend, please send written comments to: Department of Community Services and Development, 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833, Attention: Community Services Division or email: CSBG.Div@CSD.CA.GOV. Comments will be accepted until 5:00 p.m. on August 25, 2023. The Department of Community Services and Development (CSD) will review comments and may incorporate applicable changes to the final plan.

A copy of the draft plan may be obtained on CSD's website at <https://csd.ca.gov/Pages/Notice-of-Public-Hearing-Draft-2024-2025-CSBG-State-Plan-and-Application.aspx> or by calling (916) 576-7109.

NOTICE
Americans with Disabilities Act

Individuals who, because of a disability, need special assistance to attend or participate in this hearing may request assistance by calling the California State Assembly Sergeant-at-Arms Office at (916) 319-2808. Requests should be made five (5) working days in advance whenever possible.



California Legislature

**Joint Oversight Hearing
2024-25 Community Services Block Grant State Plan
Assembly and Senate Human Services Committees**

**August 22, 2023 – 1:30pm
State Capitol, Room 447**

AGENDA

I. Opening Remarks

- Assemblymember Dr. Jackson
- Senator Alvarado-Gil

II. Overview of the Community Services Block Grant State Plan

- David Scribner, Director, Department of Community Services and Development
- David Knight, Executive Director, California Community Action Partnership Association
- Brenda Callahan-Johnson, Immediate Past President, California Community Action Partnership Association Board of Directors

III. Funded Agencies

- Karla López del Río, Executive Director, Community Action Partnership of Riverside
- Jorge De Nava Jr., Executive Director, Central Valley Opportunity Center
- Greg Gehr, Executive Director, Northern California Indian Development Council

IV. Public Comment

STATE OF CALIFORNIA
ASSEMBLY AND SENATE HUMAN SERVICES COMMITTEES

2024-2025 COMMUNITY SERVICES BLOCK GRANT
STATE PLAN

JOINT OVERSIGHT HEARING

Room 447
California State Capitol
Sacramento, CA 95814

WEDNESDAY, AUGUST 22, 2023

1:30 P.M.

Reported by:
Peter Petty

4.4 Public and Legislative Hearings Transcript 082223

APPEARANCESCOMMITTEE

Assembly Member Corey A. Jackson, Co-Chair
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PUBLIC COMMENT

Sarah Nicholson

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P R O C E E D I N G S

1:40 p.m.

1
2
3 ASSEMBLYMEMBER JACKSON: We are going to call the
4 Joint Oversight Hearing for the 2024-2025 Community
5 Services Block Grant State Plan to order at this time.
6 Today I want to welcome the Public. California's poverty
7 rates vary widely across the state and are a result of a
8 number of complex factors that contribute to the disparity
9 within different communities.

10 The Community Services Block Grant is intended to
11 be flexible and to meet unique needs of our state and local
12 communities, and is an important resource to help those who
13 are in need. This body works tirelessly to help uplift
14 Californians out of poverty. While poverty rates have
15 recently declined due to the investments this state has
16 made and social safety net programs, there is more work to
17 be done. Despite the fluctuating poverty rates. the
18 Community Services Block Grant remains a reliable stream of
19 aid designed to provide immediate relief for individuals
20 experiencing poverty by using local and targeted
21 approaches.

22 As part of today's oversight hearing, I am
23 interested to learn how the various-- those of you who are
24 testifying, how your organizations have used these funds to
25 respond to the unique needs of your communities. Again,

1 thank you all so much for your participation today. I'm
2 looking forward to a robust discussion about the important
3 work accomplished using the Community Services Block Grant,
4 and how the legislature can support the incredible work
5 that you all are doing in your communities.

6 As mandated by law, this joint hearing must be
7 done in order to make sure that we remain in compliance.
8 As soon as my colleague on the Senate side, Senator
9 Alvarado-Gil, is out of her Democratic caucus meeting, we
10 look forward to having her to also provide remarks as well.
11 But we also know that many of you are here and you have
12 taken flights and you are-- oh, perfect timing-- and we
13 want to make sure that we are respectful of your time as
14 well. And just like she usually is, Senator Alvarado-Gil
15 is always right on time, and so I will now hand it over to
16 her for her opening remarks.

17 SENATOR ALVARADO-GIL: This microphone's a little
18 odd. Okay, thank you, Dr. Jackson. Thank you for
19 convening us here today, and members of our Assembly Human
20 Services Committee and staff for both of our committees for
21 getting us (sic) today. Our panelists have collaborated to
22 put this hearing together, and I'm happy to be part of
23 this. We will engage in an informative and thought-
24 provoking discussion, and I'm confident that we will all
25 bring some new information forward today.

1 I do want to note that one of my first jobs was
2 administering a CSBG funded program for community action in
3 rural California. So, I'm very excited to be able to hear
4 what we have to say today. The community action that I
5 worked with dealt with housing, Head Start, YouthBuild
6 programs, and healthcare. So, for me, this is-- I've been
7 actually looking forward to this today. And if the pro tem
8 didn't have me in a meeting, I would've walked out. But
9 how that goes.

10 Okay, so the purpose of today's hearing is to
11 review the State Plan for the federal Community Services
12 Block Grant. A little known fact, but this is a decades
13 old federal anti-poverty program. As Chair of the Senate
14 Human Services Committee, I like many of you, are dedicated
15 to the cause of eradicating poverty. Access to shelter,
16 nutritious food, healthcare, and other basic life
17 necessities are a human right.

18 While many federal, state, and locally operated
19 programs aim to address poverty, CSBG is unique in that
20 federal dollars are distributed as a block grant, allowing
21 local providers to determine how these funds will be spent
22 within specifically federally mandated criteria. A key
23 concept of CSBG funds support programs in that members of
24 the local communities have the opportunity to define their
25 own community needs and desired outcomes. I saw this and

1 experienced it through your tripartite boards, which I
2 believe is the most phenomenal concept ever.

3 CSBG funds support programs and services that
4 directly impact people where they live. These are funds
5 that address an array of community needs, reaching from
6 meeting the basic human needs for food, to more complex
7 needs like evading homelessness and helping individuals who
8 experience homelessness find housing and other supportive
9 services.

10 So, I'm here with my colleagues, look forward to
11 learning more about the California Community Action
12 Agencies and how you're responding to community needs in
13 this modern-day age, how the Department of Community
14 Services and Development supports these efforts. And, in
15 particular, I am interested in hearing more about how rural
16 communities are served and how the Department and community
17 action agencies support the proper administration of these
18 precious federal dollars.

19 Thank you so much. I'll turn it back to you,
20 Chair.

21 ASSEMBLYMEMBER JACKSON: Thank you very much,
22 Madam Chair. And we will begin with an overview of the
23 CSBG State Plan. And with us to do that is David Scribner,
24 Director of the Department of Community Services and
25 Development, David Knight, Executive Director of the

1 California Community Action Partnership Association, and
2 Brenda Callahan-Johnson, immediate past President of the
3 California Community Action Partnership Association Board
4 of Directors. You may begin when you are ready.

5 MR. SCRIBNER: Alright, good afternoon. I'm glad
6 that you have such enthusiasm for us today. I love it.
7 I'm David Scribner. I'm the director of the Department of
8 Community Services and Development, or CSD, and I'm sorry,
9 you're going to get a little bit of acronym training here
10 today, but I'll keep it to the minimum.

11 CSD works to improve the economic security of
12 vulnerable Californians through partnerships and programs
13 that lift up the state's low-income communities. We do
14 this by administering community services and utility
15 assistance programs through a network of local service
16 providers and regional administrators. This network
17 delivers services to help low-income Californians achieve
18 and maintain economic security, meet their home energy
19 needs and water needs, and reduce utility costs through
20 energy efficiency upgrades and access to clean renewable
21 energy. I want to thank you for this opportunity to
22 provide an overview of the Community Services State Block
23 Grant State Plan, whereas I will refer to it as the CSBG
24 State Plan.

25 This public hearing is a requirement of the CSBG

1 State Plan, and I appreciate you giving us the opportunity
2 to share with you and the public how California CSBG
3 agencies use this federal block grant funding to help low-
4 income households and communities across California. In
5 addition to CSBG, CSD administers the federal Low-Income
6 Home Energy Assistance Program, the US Department of
7 Energy's Weatherization Assistance Program, and
8 California's Low-Income Weatherization Program, which
9 reduces greenhouse gas emissions and residential energy
10 costs, and is one of California's climate investments.

11 CSD also currently administers the Low-Income
12 Household Water Assistance program, a limited term
13 federally funded program that helps Californians pay their
14 water bills. And I didn't give you any of the acronyms for
15 those programs. CSD also partners with the Franchise Tax
16 Board to administer grants for community-based outreach to
17 raise awareness and uptick of the California Earned Income
18 Tax Credits, California's Young Child Tax Credit, and
19 access to free tax preparation assistance.

20 As the lead agency designated to receive and
21 administer CSBG funding, CSD works directly with 60
22 nonprofit and local governmental organizations throughout
23 the state, known as CSBG agencies, who are eligible to
24 receive this funding annually. CSBG agencies offer a wide
25 range of supportive services in each of California's 58

1 counties, including housing, employment, education, income
2 support and management, health and nutrition, emergency
3 services, which includes disaster relief, and more. Of the
4 60 CSBG agencies, there are currently 52 community action
5 agencies, four migrant seasonal farm workers agencies which
6 serve migrant seasonal farm workers and their families, and
7 three Native American Indian organizations that work to
8 address the specific needs of California's Native
9 populations.

10 CSBG is a unique funding source for a variety of
11 anti-poverty services, and this funding is flexible by
12 design, empowering each local CSBG agency to deliver those
13 services that best respond to the needs and priorities of
14 low-income Californians within their community, and that
15 make a measurable impact on the causes and conditions of
16 poverty at the local level. To ensure that every community
17 has a voice and what services local agencies provide, the
18 CSBG Act requires agencies to be governed by a Board of
19 Directors composed of at least one third low-income
20 community members, one third elected public officials or
21 their designees, with the remainder of the members
22 representing business, labor, religious, human services,
23 education, or other major groups and interests within the
24 community.

25 As a condition of funding, CSBG agencies are also

1 required to develop and submit a Community Needs
2 Assessment. These assessments are informed by surveys,
3 public forums and direct involvement from local low-income
4 residents to provide a comprehensive picture of the local
5 conditions faced by vulnerable Californians in each service
6 area. Now these Community Needs Assessments are submitted
7 every two years by each agency of the CSD as part of their
8 Community Action Plan. Community Action Plans address the
9 immediate issues impacting the health and wellbeing of
10 California's communities and provide quantitative and
11 qualitative data that inform the service delivery
12 strategies for each agency.

13 It is this community engagement that includes
14 insight from local low-income residents, then affords the
15 Community Needs Assessments and Community Action Plans that
16 establish the basis of the CSBG State Plan. These
17 assessments and local plans also address federally mandated
18 programmatic assurances that the state and each CSBG agency
19 must adhere to by showing how CSBG funded initiatives
20 improve the lives of vulnerable Californians.

21 While no two local agency plans are exactly
22 alike, broadly speaking, the most common needs that our
23 CSBG agencies have identified in the CSBG State Plan that
24 they will address over the next two years are: affordable
25 housing, food insecurity, employment, utility assistance,

1 mental health services, and financial management training.
2 And as the state lead agency, CSD has committed in the
3 State Plan to supporting California's network of CSBG
4 agencies with training, coordination and capacity building,
5 supporting the professional development of state and local
6 staff, and leveraging new technology enhancements.

7 CSD will also continue to assess and evaluate
8 emergent social issues that impact California's diverse
9 low-income populations, including in the areas of
10 affordable housing, homelessness, equity, accessible
11 healthcare education, and disaster relief needs, as well as
12 supporting local efforts to address these critical
13 challenges.

14 For the 2023 federal fiscal year, California
15 received approximately \$67.6 million in funds. This
16 funding has remained relatively stable over the past two
17 years, increasing from 66 to 67 million from 2021 to 2022.
18 Funds are distributed according to state and federal law
19 and low-income population US census data for each county.
20 Ninety percent of CSBG funding is allocated directly to
21 CSBG agencies. The remainder is set aside for state
22 administration, training and technical assistance, and
23 targeted initiatives. Of that 90 percent, approximately 84
24 percent is allocated to community action agencies, 11
25 percent to migrant seasonal farm worker agencies and four

1 percent to Native American Indian organizations.

2 In 2021, California reported serving over 685,000
3 low-income Californians through CSDs network of CSBG
4 agencies. That includes serving approximately 199,000
5 children, 126,000 seniors, 67,000 people with disabilities
6 and 74,000 people who lacked health insurance. CSBG
7 agencies provided just over 1 million supportive services
8 and outcomes for low-income individuals in California,
9 1,034,422 supported services and outcomes just to be exact.

10 Highlights of these services and outcomes include
11 296,000 housing assistance services provided, with 56,000
12 low-income individuals receiving temporary shelter,
13 affordable housing placement, eviction and foreclosure
14 prevention, utility payment assistance, or weatherization
15 services. 47,000 employment services were provided to
16 reduce or eliminate barriers to initial or continuous
17 employment, with almost 11,000 Californians achieving
18 outcomes such as acquiring a job, increasing their income,
19 or achieving living wage employment and benefits. 87,000
20 education and cognitive developmental services were
21 provided with 67,000 children, youth, and parents,
22 increasing their skills and knowledge to improve literacy
23 and school readiness, and enriching their home
24 environments.

25 CSBG funding has also supported the distribution

1 of 22 million meals and food parcels to families and
2 individuals in need. While all CSBG agencies are engaged
3 in innovative initiatives to support low-income households
4 in their communities, I would want to take this opportunity
5 to highlight two projects that are illustrative of how CSD
6 and our agencies can leverage CSBG funding to magnify the
7 impact of these funds by partnering together to meet new
8 and emergent needs.

9 First, the effort during the pandemic and supply
10 chain crisis to distribute infant formula to low-income,
11 rural, and farmworker communities that were
12 disproportionately impacted by infant formula shortages.
13 In 2022, CSD partnered with SupplyBank, a nonprofit that
14 distributes vital essential goods statewide, to secure and
15 distribute infant formula to households served by CSBG
16 agencies. CSD worked with SupplyBank and infant formula
17 manufacturers to source hard to find formula supplies.

18 Using CSBG funding and a grant from Kaiser
19 Permanente, Supply Bank purchased and distributed over
20 41,000 containers of infant formula to 41 CSBG agencies
21 across California. This initiative filled a critical gap
22 for vulnerable families during the formula supply crisis,
23 and shows how CSBG funds can foster public-private
24 partnerships that overcome barriers to supporting low-
25 income Californians.

1 Second, the Community Action Partnership of San
2 Luis Obispo, or CAPSLO's 40 Prado Homeless Services Center
3 is another example of public and private partnerships
4 achieving outstanding results for those most vulnerable
5 within a local community. I was lucky enough to recently
6 tour this facility that serves unhoused residents of San
7 Luis Obispo and came away amazed by the scope of what
8 CAPSLO has achieved.

9 Open in 2008, 40 Prado provides meals, access to
10 showers, and laundry facilities, mail and phone services,
11 case management, primary medical and mental healthcare, and
12 recuperative care among other services. In 2020, CAPSLO
13 sought to address the high energy costs of operating 40
14 Prado by exploring installing solar panels and making other
15 energy efficiency upgrades. CAPSLO was connected with
16 CSD's low-income weatherization program to make this
17 project a reality.

18 The low-income weatherization program reduces
19 greenhouse gas emissions by funding energy efficiency and
20 renewable energy upgrades for low-income housing. 40 Prado
21 qualified for low-income weatherization program funding,
22 and with the support of private donors and key partners
23 including the Association for Energy Affordability, Pacific
24 Gas and Electric, Central Coast Community Energy, and the
25 Tri-County Regional Energy Network, the center received

1 energy efficiency upgrades that include a 120-kilowatt
2 solar panel system, battery backups, and heat pump water
3 heating. These upgrades are projected to reduce 40 Prado's
4 annual carbon dioxide emissions by 86.5 metric tons, while
5 also reducing energy costs. By freeing up critical funds
6 that would otherwise go towards energy costs, these systems
7 will give CAPSLO the ability to redirect resources towards
8 more direct services for those in need. This project again
9 showcases how CSBG funds can be braided with other funding
10 sources to effectively coordinate and deliver services that
11 can make a meaningful difference in the lives of low-income
12 Californians.

13 And I'm pleased to have with me today
14 representatives from the Community Action Partnership
15 Association and some of our CSBG agencies, who will share
16 their stories and insights into the important work taking
17 place to help vulnerable Californians on the path toward
18 economic security through CSBG. Thank you for the
19 opportunity to present the 2024-25 CSBG State Plan. CSD
20 truly values and appreciates the legislature's support and
21 ongoing insight and oversight of CSBG, and I look forward
22 to any questions that you may have. Thank you.

23 MR. KNIGHT: Good afternoon. Well thank you to
24 the Joint Committee and the Chairs, Assemblymember Dr.
25 Jackson, Senator Alvarado-Gil for inviting the California

1 Community Action Partnership, known as CalCAPA, to speak
2 regarding the Community Service Block Grant in this State
3 Plan. My name is David Knight, and I serve as the
4 Executive Director of CalCAPA. Our organization serves as
5 a member association for 60 CSBG eligible entities to
6 provide training and technical assistance, increase
7 statewide communications, and lead advocacy and policy
8 development.

9 Our association also leads the way and serves as
10 the lead state for Regional Performance and Innovation
11 Consortium for the United States Health and Human Services
12 CSBG Region 9. This means that California and CalCAPA lead
13 the region, which includes the state of Arizona, Nevada,
14 Hawaii, and the Pacific Islands in the areas of training
15 and technical assistance, regional-wide communications, and
16 policy development.

17 California Community Action doesn't just lead in
18 the region, it also leads nationally with two of our
19 agency's Executive Directors, who are also CalCAPA Board of
20 Directors, serving on the Board of Directors for our
21 National Community Action Partnership Association, as well
22 as the state of California CSD Deputy Director serving on
23 the (sic) National Association of State Community Services
24 Program.

25 California Community Actions and CSBG eligible

1 entities have long been leaders in the National Community
2 Action Movement for decades. We often are still sought out
3 as the voice of community action throughout this nation.
4 While the Community Service Block Grant celebrates 42 years
5 this year, the Community Action Movement is approaching its
6 60th year. While it relies on decades of experience in
7 each of our communities, it constantly thrives to adapt to
8 the ever-changing landscape of our families and our
9 communities. Being in partnership with California CSD and
10 serving as the lead development association for all
11 agencies statewide, CalCAPA has a unique opportunity to see
12 and measure the landscape of our great state in each of our
13 communities we serve.

14 While you will hear mass testimony today about
15 the families we serve and how agencies had a greater need
16 to them than ever before during both the ongoing pandemic
17 and the natural disaster recovery, it's important to note
18 that the Community Service Block Grant is vital to leading
19 our communities on the paths of diversity, equity, and
20 inclusion, all while serving our families of low-income
21 directly.

22 Community action is built on the premise that
23 CSBG is not a program but rather a funding source. Our
24 agencies are extremely knowledgeable of their community
25 needs and their community strengths, and how to best

1 combine private and public resources to ensure they develop
2 thriving communities. CSBG focuses on being locally led,
3 which allows for other low-income funding to have a
4 stronger return on investment. Whether these are
5 California funded or federally funded, programs often
6 require startup and capacity building dollars.

7 With the influx of this ongoing CSBG funding,
8 agencies are able to hit the ground running and also be
9 flexible in their delivery of services. They already know
10 what housing needs are present, what workforce training is
11 needed for business to thrive and expand, what communities
12 lack health and mental health access, and where lacking
13 nutrition slows development in all areas.

14 Our flexibility in the Community Service Block
15 Grant allows agencies to ensure families not only have
16 access to SNAP or food vouchers, but also creating the
17 place to get that healthy food. It creates access to
18 transportation vouchers, while at the same time making sure
19 there's a successful transportation infrastructure to use
20 those vouchers. They advocate for equity and quality and
21 the development access. They fight for people that don't
22 have a voice in their communities while those same exact
23 people lead our agencies and show they're part of the
24 thriving workforce that makes our community successful.

25 Progressive development is led by CSBG agencies

1 throughout our performance management structure. CSBG has
2 long been the leader in measuring the success of low-income
3 programs. This is evident in our annual reporting and
4 Community Action Plans submitted around the funding. The
5 network uses Results Oriented Management and Accountability
6 known as ROMA, as its structure for performance management.
7 This not only allows agencies to be efficient, but to be
8 extremely effective in the use of their dollars. To have a
9 successful implementation of opportunities, the program
10 must have two things: funding and access. As we're more
11 aware, funding levels are at a critical point in our
12 political discussions.

13 What is also extremely beneficial about having a
14 statewide association such as CalCAPA is our connection and
15 relationships. CalCAPA brings each agency together. We
16 serve as a huge catalyst for agencies to share best
17 practices and performance systems. This allows development
18 and capacity building more rapidly. This allows CalCAPA to
19 move all the data we collect into information. We're then
20 able to take this information and put it into communication
21 in a way that people are better able to learn about
22 services that benefit their communities.

23 This is powerful for our use as a network and for
24 you as decision makers. The key to CSBG and its
25 connectivity across our state allows you as policy makers

1 to know that you have local, boots-on-the-ground
2 organizations ready to deliver opportunities to families.
3 You'll hear more today about those successes and how our
4 agency's abilities are maximized. As the COVID 19 virus
5 continues to rear its ugly head, as temperatures rise,
6 climate change causes bigger natural disasters, flooding,
7 lingers on and homes cost rise, which are all things that
8 adversely affect low-income people of our communities,
9 community action will continue to be called upon.

10 CalCAPA has been and is proud to work alongside
11 the state of California and CSD to keep our network at the
12 top of the state's response to needs as well as lead the
13 country in the work for our families and communities. Our
14 success with collaboration and with CSBG in general is
15 evident by being called upon by the nation to be a part of
16 the improvement and developments of other states. Thank
17 you for the opportunity to share this information on our
18 network and on CSBG today, and thank you for your time and
19 governance of our great state.

20 MS. CALLAHAN-JOHNSON: Good afternoon honorable
21 Senators and Assemblymembers. My name is Brenda Callahan-
22 Johnson, and I am speaking to you today as the immediate
23 past president of CalCAPA. I'm substituting for our current
24 president, Mr. Jeremy Tobias, who sends his regards and
25 regrets that he couldn't join you today.

1 I bring 30 years of experience with the Merced
2 County Community Action Agency, and hope I will be able to
3 represent the network well. The Community Action Network
4 is proud to be established as a part of the Economic
5 Opportunity Act of 1964, which not only birthed us, but
6 closely aligned our mission and purpose with the Civil
7 Rights Movement of the time. As a part of the founding
8 legislation, Community Action Agencies were directed and
9 legally bound to abide by what we refer to as a tripartite
10 board.

11 The three factors in the tripartite board are the
12 public, often elected officials, major community
13 organizations, the private, and low-income participants.
14 Congress wanted to ensure the voice of the poor was-- not
15 only had a seat at the table, but a vote as well. This
16 structure has aided us in not only being able to develop
17 diverse programs specific to the communities we serve, but
18 allows us to identify possible barriers to services prior
19 to their implementation. In my case, low-income board
20 members are often my greatest resource.

21 In 1981, our funds were consolidated into what is
22 now called the Community Services Block Grant, which in
23 California is administered by the Department of Community
24 Services and Development. This funding acts as a
25 foundation for many agencies to attract and gain additional

1 resources. On average in the state of California, agencies
2 are able to attract an additional \$16 in funding for every
3 dollar that they receive in CSBG.

4 For example, my agency, through a Community Needs
5 Assessment, determined that the greatest need for services
6 was homeless and housing support. Our homeless numbers in
7 Merced County have more than doubled over the last 10
8 years, as with many communities throughout the nation. We
9 are the largest provider of homeless services in Merced
10 County, and many organizations look to us to provide much
11 needed support. CSBG funds, although limited, allow us to
12 write grants, conduct Community Needs Assessments, track
13 data, and provide support to our local homeless navigation
14 center. All essential steps in attracting much needed
15 funding for our community.

16 As a result of CSBG funds supporting those
17 efforts, last year we were able to secure over \$8 million
18 in funds to pay for rental assistance, housing, and HMIS
19 CES programs. We were also able to partner with the City
20 of Merced to provide support services to 92 recently housed
21 formally homeless individuals in apartments. And in 2024,
22 we plan to add another hundred customers to those roles.
23 We know that these are essential components in keeping
24 people housed.

25 My story is unique on how I use CSBG funding

1 because Merced County is unique in what it needs. Sister
2 Counties have very different stories about how they use
3 their CSBG funds. Another example I'd like to share with
4 you is how a rural northern county uses their CSBG funds to
5 support Meals on Wheels. With severe weather and very low-
6 density housing, their federal award to deliver Meals on
7 Wheels does not meet the need.

8 It is a very rural county. The aging population
9 is high. However, the unhoused numbers are very low. We
10 often say in community action, when you've seen one
11 Community Action Agency, you've seen one Community Action
12 Agency. The ability for each of us to diversify our
13 funding on an individual basis in response to local need is
14 the genius of CSBG.

15 Too many federal funds are overregulated and then
16 become underutilized. That is not the case for CSBG. As a
17 network, we take pride in the services we provide that hit
18 every inch of the state of California. The need is great,
19 and we are proud to be part of the solution. Thank you for
20 having me today, and I'm excited to answer your questions.

21 ASSEMBLYMEMBER JACKSON: Thank you very much.
22 Now we will turn to questions from committee members. Any
23 committee members have any questions? Yep?

24 SENATOR ALVARADO-GIL: So, you did note that the
25 concept of Community Action Programs has been around for

1 what is almost 60 years. And certainly, noting that the
2 Civil Rights movement of the times, we have since moved
3 into more modern movements. How have you adjusted to some
4 of the new civil rights movements of perhaps this decade?

5 MR. KNIGHT: Yeah, so that's the beauty of CSBG
6 and being able to understand completely what is occurring
7 at this moment, what is constantly occurring. As you've
8 heard multiple times, you know, not only do we put people
9 of marginalized populations-- not only do they get a seat
10 at the table, but they get a voice at that table.

11 And so, what that has allowed is for us to
12 constantly, not necessarily be ahead, but be right there
13 when we know these things are coming and how they occur.
14 Our philosophy as far as community action goes around when
15 you talk about the new issues that we face, is it's not
16 just simply enough to address policy issues that are bad or
17 address practices or systems that are bad, but it's making
18 sure that you empower the people that it really does affect
19 to have that voice to be able to say, no, this is what
20 needs to change. And that's the big unique nature about
21 our agencies and how they're able to do that.

22 MR. SCRIBNER: I just wanted to allow him to
23 speak first because again, CSBG is unique in programs in
24 that it's ground up. It's not top down. It really is
25 bottom up. And you have had that experience of having that

1 opportunity to really define the goals in your community at
2 a particular point in time. And CSD works tirelessly with
3 our network who works 10 times harder with boots on the
4 ground to try and understand those emerging needs.

5 And as Mr. Knight spoke to, those vary county by
6 county and at points in time, month by month. We come out
7 of a pandemic and next thing you know we don't have any
8 infant formula. PPE was a problem. Housing, education,
9 food insecurity, these are constants.

10 But the minute small shifts in needs and demands
11 at the local level, the department fully supports the local
12 agencies that we work with in helping to define those so
13 that they can then have that come to the department, so
14 that we as a network and as a state can best use these
15 funds to meet those emerging needs and those social issues
16 as they arise in almost as much as we can in real time.

17 MS. CALLAHAN-JOHNSON: Can I add just a-- I said
18 I'd try to be quiet, but I'm trying. I was just going to
19 say that at our heart, if you're a good Community Action
20 Agency Director, you're a good grassroots advocate. And
21 you can't do that in case you're in your community and the
22 people in your community know you and know that they can
23 come to you for the services they need, for the services
24 they're not getting.

25 So, one thing specific to Community Action is

1 we're in the community, we're known in the community, we're
2 accessible in the community, and the people in the
3 community know that we're going to fight for what's right.
4 Even though I can say on a pretty direct basis, we're not
5 always the favorite for doing that. We feel secure in the
6 stance that we take

7 ASSEMBLYMEMBER JACKSON: Assemblymember Bonta?

8 ASSEMBLYMEMBER BONTA: Thank you so much for this
9 presentation. I think I'm going to ask a very baseline
10 question, and then try to just suss out some of the
11 outcomes that you all have shared here. Do you believe
12 that CSBG is in the business of servicing poverty,
13 addressing the kind of supported needs that come with the
14 experience of poverty? Or do you believe that the funding
15 stream is also intended to eradicate poverty?

16 I ask that question because as I look at the
17 outcomes that you shared in your grant fact sheet, many of
18 the outcomes-- well first there's a lot of information
19 about inputs, right? So, services provided. And then
20 there are some indicators around outcomes, but they
21 definitely vary in terms of whether or not it's just
22 provision of a service, or whether or not it has an
23 intention to be able to support the eradication of the
24 experience of poverty for people.

25 MR. SCRIBNER: Sure. I'll start from the

1 Department's perspective and then I'll allow my colleagues
2 to fill in my gaps. I think from the basis it was stated
3 earlier, when you've seen one Community Action Agency,
4 you've seen one. And services and outcomes, as I provided
5 and has been noted today, do vary widely throughout the
6 state based on those community needs. And I think that at
7 its heart, CSBG is a partner in trying to alleviate the
8 impacts of poverty and very much so, we would love to be
9 able to say that we can eliminate poverty. As a limited
10 funding source and the fact that this is not an entitlement
11 program, there are limitations in federal law and somewhat
12 in what CSBG can do.

13 But more importantly, I think the vital piece of
14 CSBG it can be used as a funding source, again, to respond
15 to those Community Needs Assessments, those Community
16 Action Plans that are developed by each of our network
17 agencies, and very much in real time address those emergent
18 social needs as they can impact either with homelessness,
19 whether it's food insecurity, education training, those
20 instances of poverty that do exist throughout the state of
21 California.

22 And I do believe that yes, CSBG at its heart is
23 meant to help eradicate poverty. But it can be done in a
24 variety of different ways throughout the state depending on
25 what the needs are in a particular locale or that a

1 particular network agency has identified.

2 MR. KNIGHT: So, the short answer is both. The
3 longer answer is-- so when we look at it, first of all,
4 when you look at again, it's \$62 million. And CSBG
5 qualifies low-income on the federal poverty line, 125
6 percent. So, if you're looking at the numbers of that,
7 that's a family of ones about 14,000 a year up to about a
8 family of four would be about 20,000 a year. So, when you
9 look at it from within our state, if you're at that income
10 level, that's extreme poverty for our state. When you look
11 at our data, majority of the families that we serve are
12 typically under 75 percent of the federal poverty line.
13 So, we're not even talking about just extreme, but we're
14 talking extreme, extreme poverty of the families that we
15 look at. So, it's constantly building the plane in the air
16 where you can't stop the mass amount of outputs that you
17 have to have, the mass amount of services that you have
18 just to create stability in families.

19 But at the same time, our agencies, because of,
20 as you said by the heart and the structure of it, is
21 looking at how do we maximize that small investment into
22 larger investments, whether it's through workforce dollars,
23 whether it's through HeadStart dollars and looking at pre-K
24 and those type of things that create the economic mobility
25 opportunity to happen.

1 So those numbers are definitely there.
2 Typically, with a majority of our dollars, you're talking
3 about years worth of work to get someone from an extreme
4 crisis situation to where they can actually start working
5 towards that economic mobility. But we do, like you said,
6 at the heart of it's to focus on that. And one other thing
7 I'll add is the unique nature about these dollars is it
8 just doesn't look at it from a family level perspective.
9 And what I mean by that is we can create all the family
10 services we can to help balance folks out, but a lot of
11 times it's just a lack of the overall opportunity in the
12 community.

13 So again, it could be a massive amount of outputs
14 to help people register for CalFresh, but if they don't
15 have that local grocery store with healthy food, that's
16 where CSBG is really successful to say that's not going to
17 be anything on a big outcome report, but getting a grocery
18 store in a food desert is a huge deal.

19 ASSEMBLYMEMBER JACKSON: Thank you for those
20 answers. One of the things that we realized coming out of
21 the pandemic is just how fragile our single mothers are.
22 One of the greatest needs of rental assistance, one of the
23 most likely to fall into homelessness, fall even deeper
24 down into poverty. And then most recently, we are seeing
25 one of the fastest growing groups of homelessness are our

1 seniors. And even more disturbing is the very high
2 percentage of seniors who qualify for CalFresh, but are not
3 enrolled in CalFresh. What are we doing, or what are you
4 all doing to hyperfocus on these two very fragile groups to
5 ensure that their needs are being taken care of?

6 MR. SCRIBNER: Again, I would just start and go
7 back to the beginning. I think that every network agency
8 focuses their Community Needs Assessments and their plans
9 on those particular items that they believe are top of the
10 charts for their particular area. And while there are only
11 a few of us here today, you might get-- I know we have
12 other agencies that do focus more on seniors than others,
13 and that's just based on the needs of their particular
14 community. But I'll leave it now to Mr. Knight.

15 ASSEMBLYMEMBER JACKSON: But before you do that,
16 we're talking about the State Plan though, right?

17 MR. SCRIBNER: Correct.

18 ASSEMBLYMEMBER JACKSON: From the standpoint of a
19 State Plan--

20 MR. SCRIBNER: Right.

21 ASSEMBLYMEMBER JACKSON: --and this is just the
22 social worker in me, so you're talking to a whole different
23 kind of person here, is that we know statewide, these are
24 issues that are happening. And the numbers are so great.
25 It would be hard pressed for us not to see a county that

1 are not seeing some of these numbers. Right? So, from a
2 statewide or strategic point of view, when we look at a
3 State Plan, unless you're saying the State Plan is just a
4 cumulation of everyone's local plans and then we just put
5 it in there? Or is there really a statewide plan that
6 we're trying to look at?

7 MR. SCRIBNER: I think the statewide plan is
8 effectively using CSBG funds to effectively respond to the
9 individual and directed needs of the entire state. And so
10 that could look in a myriad of different ways, where if we
11 just look at the State Plan from the top-down optic, it may
12 appear that we have 58 little kind of State Plans
13 happening. But it effectively does come together as a
14 single plan to help alleviate poverty and instances of
15 poverty, to help build communities up based on those local
16 needs and assessments.

17 Now, we do have discretionary funds that are
18 available to the state that we use on an annual basis
19 depending on those emerging social needs and issues that
20 come up. The infant formula crisis was one of those things
21 that we use those funds for. So, we absolutely as a state
22 and as a department can go into 2024 and 2025 and look at
23 those very particular issues that you've mentioned and see
24 what we could do with either state discretionary directed
25 funds, or even working in conjunction with our network of

1 agencies across the board, across the state, to see how can
2 we address this emerging social need that is, you're right,
3 becoming a very pressing concern for the state as a whole.
4 I'm not sure if they wanted to-- sure.

5 MR. KNIGHT: Yeah. And then part of that State
6 Plan too, and as David had said, with the discretionary
7 dollars, part of that is our role is the association to
8 have that relationship with our state officials so that
9 we're constantly aware as well. So, in that State Plan, we
10 don't necessarily target overall issues, but when we
11 specifically know that these populations based on the data
12 that we collect, based on the information coming from you
13 guys and from into the state office and to us, we are able
14 to proactively focus in two different areas, which are
15 communications, and then our training and technical
16 assistance. So how do we better educate our agencies on
17 statewide issues?

18 Example of that would be when we talk about
19 single mothers, we understand that that is a prime
20 population for us to be able to better serve. So, in our
21 collaboration between us and the state, we were able to
22 recently secure \$1.2 million for a diaper grant to pilot
23 that program. So that's in federal dollars. So having
24 that knowledge, having that ability, putting that forth to
25 say we're going to work together to make sure that we're

1 always communicating those specific populations that we
2 know are in our poverty metrics.

3 ASSEMBLYMEMBER JACKSON: And tell me, my last
4 question is how can the legislature serve as a partner to
5 support the work of the departments and your
6 organizations?

7 MR. SCRIBNER: And I think that the prime areas
8 is this conversation right now. To hear from this
9 committee and the members of what you're seeing from your
10 offices, and what you're hearing from those in your
11 community, to have that direct communication. There never
12 can be too much conversation, there can never be too much
13 data.

14 And we want to be able to make these
15 determinations, develop the State Plan based on good data.
16 And the more we can hear from the legislature, the more
17 that you get from your constituents and pass that on into
18 the department, we then obviously can, through our
19 partnerships, filter that information through and develop a
20 stronger, more resilient, more responsive Community State
21 Block Grant. And the department and the network.

22 MS. CALLAHAN-JOHNSON: I was just going to add, I
23 don't know if I'm-- I was just going to add that it's very,
24 very, very helpful from the local level as a Community
25 Action Agency, when we have relationships with elected

1 officials. Because sometimes wheels that we can't get
2 moving, you guys can get moving very, very quickly for
3 somebody. And so, the relationships at your local offices
4 so that you can refer constituents to us, so that you can
5 come visit us, we love that. You know, come know your
6 Community Action Agency.

7 Many of us are, you know, multifaceted. I run
8 about a \$34 million organization; 500,000 of that is CSBG.
9 So, it's a very small portion of what I do, but it's a
10 great foundation for all the other programs that I run that
11 can help you directly. And then in turn, when I have
12 something that seems like it needs to be greased, I have a
13 relationship so that I can call you too because that's how
14 things happen.

15 ASSEMBLYMEMBER JACKSON: Thank you very much. If
16 there's no other questions or comments, we want to thank
17 this panel very much for being here, and we would like to
18 welcome up some of the funded agencies at this time. Thank
19 you so much for being here.

20 And so, we want to welcome up Karla Lopez del
21 Rio, Executive Director of the Community Action Partnership
22 of Riverside. We're going to bring up Jorge de Nava Jr.,
23 Executive Director of Central Valley Opportunity Center,
24 and Greg Gehr, Executive Director of the Northern
25 California Indian Development Council, and I believe he's

1 joining us remotely. And we'll start off with Ms. Lopez
2 del Rio, and you may begin when you are ready.

3 MS. LOPEZ DEL RIO: Certainly. Thank you so much
4 for having us here, for allowing our voice to come to the
5 capitol and for it to be heard. I represent more than 2.5
6 million people back in Riverside County. It's one of the
7 largest counties in the region. It's very diverse.

8 I've learned so much by working at Riverside
9 County about the difference between rural and urban. The
10 difference between serving somebody who is low-income, and
11 extremely low-income, the partnerships that have to be in
12 place and the commitment that has to be in place. But all
13 of this is really centered and really helps to have the
14 state's partnership that you just mentioned at the end of
15 your last panel. This multilevel collaboration that has
16 very strategic focus on helping local communities solve
17 their issues is extremely important. So, thank you so much
18 for having us here.

19 CAP Riverside is unique. We are a public private
20 entity, in the sense that community partnerships, community
21 actions are usually nonprofits. We are embedded in the
22 county, which gives me a very unique role. I serve as a
23 Deputy Director of the Housing Workforce solutions along
24 with five other deputies: the deputy on the continuum of
25 care, the deputy on the affordable housing development, the

1 Housing Authority, workforce solutions, and I am the fifth
2 deputy helping with upward mobility.

3 We really believe that we want to start in our
4 communities talking about financial wellness. I think that
5 we have really taken a role in addressing mental health as
6 an issue, but financial wellness affects mental health
7 tremendously. And what we see in people that come to our
8 office that are stressed out, that are completely sometimes
9 unable to communicate because they're so frustrated, really
10 emanates from this poverty that they're enduring on a daily
11 basis.

12 People that will not leave my lobby because they
13 don't have anywhere to sleep, and they're scared of going
14 out at night. A young, 21-year-old woman who was refusing
15 to leave unless I gave her some water and let her sleep in
16 our lobby. So, we're seeing that firsthand. And being at
17 the county level, it really connects us to the community.
18 Sometimes they say government may be disconnected from
19 community, but in this case, I am able to carry the
20 experience right into the team that is addressing housing
21 and workforce solutions.

22 We believe in community centered public-private
23 partnerships designed in collaboration with low-income
24 residents. In my tenure there, we've been able to, as I
25 will share with you, do a lot of this work. We use our

1 network to call upon a wide array of stakeholders and
2 residents to identify opportunities where we can support
3 their local solutions. We want to have a role to support
4 the local efforts by funding, activating, bridging, and
5 incentivizing change. The greatest assets of this funding
6 for us is the flexibility that you've been talking about.
7 It allows me to speak to people and bridge emergencies as
8 well as build with strategy. And I will share a little bit
9 more about that.

10 This also allows us to collect community level
11 data. I heard that state level data is really important,
12 but the nuisance of the difference of the solution really
13 lies in the community level data and we have very little
14 infrastructure in that case. One of the examples that I
15 can give you is that Riverside County is 52 percent Latino,
16 but providing housing that is the aspiration of a Latino in
17 rural California, Coachella Valley, may be a double-wide
18 trailer, versus a family who is low-income and wants a two-
19 bedroom affordable housing apartment in urban Riverside.

20 So, we have a wider array-- wide range of needs,
21 and this community level data is very difficult to find, is
22 very disconnected. It's usually not available. We don't
23 know who holds it, who's responsible for it. So, we rely a
24 lot on data that's given to us by partners that are trusted
25 by the community.

1 For example, 211. So, 211 allowed us to have
2 insight into who is calling for their services and how are
3 we leveraging our efforts. 500,000 calls came in last year
4 out of which the top three needs were housing, utility
5 assistance, and food. But the most important piece of that
6 was the breakdown of the demographics of who's calling in,
7 and the insight that it gave us into the Community Needs
8 Assessment. 70 percent of the people that called were
9 women, and out of those, 36 percent of those are Latinas,
10 and 35 percent of those are African-American women.
11 There's only 8 percent of African-American populations in
12 our entire county. That's an enormous amount of disparity
13 for African-American women.

14 Single motherhood is above the top issues. I was
15 a single mother myself, and I did go back to college. I
16 was on the other side of the counter of CAP at one point in
17 time. So, on the issue and the question about is it
18 possible to pull out of poverty, I can tell you, yes. Is
19 it over for me? No. Why? Because I need investments.
20 And that's something that we are really thinking about when
21 we are talking about solving problems of poverty in
22 Riverside County. It's about small businesses. It's about
23 homeownership. It's about going back to school and really
24 being able to get into the upper echelons of high and
25 university, but also being able to run your enterprises.

1 So, what are we doing with the CSBG funding to
2 address what I just told you? First, we need to stabilize
3 people financially. It's very difficult to come out of
4 poverty when you're spending most of your time looking for
5 food, for shelter. This is the time you spend every day,
6 and we know it as busy executives, every minute counts.
7 Well, that happens in poverty too.

8 So, what we try to do is we try to stabilize
9 people financially first. So, we have programs that are
10 geared towards that. The cool and warm centers are one of
11 the biggest not only provider of a safe space during these
12 extreme heats, particularly in the Coachella Valley and the
13 desert areas, but they also provide a place for you to go
14 and spend time if you cannot afford your utilities to pay
15 for air conditioning. And we have about 70 of those
16 throughout the region, and those are all run by volunteers
17 that are in their communities opening their doors. This is
18 funding that is leveraging not just money, but people and
19 people's care and commitment to their community.

20 Besides that, we have the weatherization program.
21 That is actually what I'm seeing, and this is empirical. I
22 don't have good data, but what I see is that most of the
23 people that are coming through weatherization are seniors.
24 And what we're helping them do is stay in place and avoid
25 homelessness, which is one of the trends that you have just

1 brought up in your opening panel. And this is important
2 for us because our Community Needs Assessment did tell us
3 that the fastest growing population is seniors, and they
4 are impoverishing fast. Inflation is being very harsh on
5 them, and their homes are not in good conditions.

6 So, once we address the financial stability of
7 people through some of those programs, we also run the
8 largest utility assistance program. We provide assistance
9 to almost 20,000 families. We focus on priority points
10 that focus on people who are either on ventilators,
11 insulin, have children under five, have some critical
12 medical. And we ran out of money. Last year, we had to
13 prioritize to the T because the funding was not enough for
14 everyone.

15 The LIHWAP program, same. We were able to, with
16 this very important powerful role that I see in this being
17 embedded in the public entity, we were able to connect
18 immediately with the water districts and create very strong
19 relationships with them where we were able to educate them
20 of how this program would fund and how it would be
21 beneficial to the residents and to them as an institution.
22 Because of those partnerships, we were able to lead the
23 state in deploying water assistance and receiving
24 additional funding so that we could continue to provide
25 that service.

1 So, this stabilization leads us then to the upper
2 mobility programs that we try to leverage. One that I
3 really want to highlight to you is the volunteer income tax
4 assistance program. That program is transformational for
5 my region. We have about 25 nonprofit partners around the
6 region. And with the help of 75 volunteers, and this is
7 building after the pandemic, that base was very difficult
8 to rebuild, but we are rebuilding it. And they are not
9 just providing a community knowledge of how to file your
10 taxes, but also how to receive your refunds.

11 And those refunds are transformational. The EITC
12 refund, the Earned Income Tax Credit refund is a very
13 important poverty alleviation tool that we have, but it's
14 not being fully activated. And who is activating it? It's
15 the residents that are helping other residents learn how to
16 apply, how to file their taxes. So, abide by the law, but
17 also receive the incentives of all these different credits.

18 One quick story I want to share with you is one
19 of Hunter Contreras. She was one of our single moms who
20 came for the VITA program to be assisted. We were able to
21 backtrack and amend her taxes because she had been doing it
22 with TurboTax for too long. And as we went back a few
23 years back, she ended up with a \$30,000 refund check. But
24 the most important part was that she had a dream that she
25 wanted to be a homeowner. And through our asset building

1 programs, we matched her funds, and we connected her to
2 services that led her to homeownership. It's unheard of
3 nowadays. I know, but it happens.

4 And what I have faith in is that many of my
5 nonprofit partners are creating novel housing developments
6 in manufactured homes and different types of-- not the
7 \$750,000 single family home that nobody can afford. Not
8 even \$150,000. You cannot afford that house. However,
9 we're looking for new projects, and that only happens when
10 CSBG gets in the mix and starts asking the question, what
11 do we need to bridge? What needs to be addressed so that
12 you can take the next step?

13 I could keep going on that one. But what I also
14 wanted to point out is that we are trying to educate--

15 ASSEMBLYMEMBER JACKSON: Just a few more
16 minutes.

17 MS. LOPEZ DEL RIO: Yes. We're trying to educate
18 people how to become self-sufficient through starting their
19 small businesses. And not only how to do it, we're doing
20 it in partnership with people who are there funding their
21 ideas, seeding their ideas, but also showing them how to be
22 a vendor to the county that's hurting for service providers
23 right now. So, we believe that this upward mobility can be
24 a public partnership that benefits all areas.

25 Finally, I want to talk about the most important

1 piece that I see for the next five years of my tenure, and
2 it's the tech-digital divide. This is very important to
3 DEI work. This is very important to the rural areas, which
4 I know that are very important to both of you. The
5 broadband information, the digital divide, is going to have
6 to come through the trusted partners of the community.
7 That's what community action partnerships are. They are
8 the trusted voices of those communities that are able to
9 mobilize ideas that are going to be innovative. Because if
10 we do not connect from seniors to kids, our regions to
11 broadband and those technology pieces, we're going to get
12 left behind in the technology revolution.

13 ASSEMBLYMEMBER JACKSON: Thank you very much.

14 MR. DE NAVA: Good afternoon. My name is Jorge
15 de Nava Jr., and I'm the Executive Director at Central
16 Valley Opportunity Center. A little bit about myself,
17 briefly. Born and raised in California. I'm a first
18 generation Mexican-American. Both my parents are
19 immigrants from Mexico. Grew up in Stanislaus County and
20 continue to represent that area to this day.
21 Professionally, I've been with Central Valley Opportunity
22 Center for 21 years. I've been the Executive Director
23 since 2017. It's only the second job I've ever had, so
24 it's been pretty good one. So, I'm here today to talk a
25 little bit about what CVOC, that is our acronym, what CVOC

1 does with our CSBG funds and who we are. And I'd also like
2 to touch on how we leverage the CSBG funds to bring in
3 additional dollars to our service area.

4 So Central Valley Opportunity Center is a
5 501(c)(3) nonprofit organization independent of local
6 government. We're a grassroots organization on steroids.
7 So, our allocation for CSBG is right around \$2 million, but
8 we leverage that to bring in about \$16 million in
9 additional funds to fill in the gaps and to serve more
10 people than CSBG allows. Right?

11 Our primary service area encompasses five
12 counties: Mariposa, Tuolumne up in the mother lode,
13 Stanislaus, Merced, and Madera County in the San Joaquin
14 Valley. We've been around for 43 years, Central Valley
15 Opportunity Center. We've been around for 43 years, and
16 we've been operating CSBG grants for quite a long time, a
17 few decades.

18 So, we are familiar with the flexibility of the
19 funding. You've heard earlier today that it's not a
20 program, it's funding. Each individual area designs their
21 own program based on Community Needs Assessment. We're
22 going to say that over, and over again because it's a very
23 important piece of the work that we do as community action
24 agencies and as CSBG entities.

25 So, in addition to the needs assessment and CSBG,

1 CVOC is also very unique in that we are one of the four
2 migrant and seasonal farmworker grantees under the
3 Community Services Block Grant. So not only are we serving
4 the low-income population with CSBG funds, we're also
5 focusing on the migrant and seasonal farmworker populations
6 in our area.

7 However, I like to think, and I like to let folks
8 know that serving low-income folks encompasses everybody in
9 our community. Veterans are low-income migrant, seasonal
10 farm workers are low-income, single parents are low-income
11 ex-offenders are low-income, the disabled are low-income,
12 et cetera, et cetera, et cetera. Right? So CSBG allows us
13 to have a very large reach within our community. Again,
14 designed off of the Community Needs Assessment and the
15 Community Action Plan that we put together every couple of
16 years.

17 So, for my area and the agency that I represent
18 and the 100 hardworking employees at Central Valley
19 Opportunity Center, our community asks us to focus on
20 workforce development services. A large portion of the
21 delivery of services that we provide is around vocational
22 training and employment services.

23 CDOC operates our own vocational training
24 schools. Last year alone, we were able to, with CSBG
25 funds, we were able to serve approximately 235 people with

1 vocational training services, and 159 of those received a
2 job. Our motto at CVOC is "helping people, changing
3 lives." We are searching and striving to help our
4 participants become self-sufficient, not get a certificate,
5 not get a job, not keep your utilities on, not to provide
6 you a cool environment during the heat, but it's to help
7 you become self-sufficient. And we focus on that extremely
8 hard.

9 Another area that we focus on that is in
10 conjunction with the Workforce Development Services is
11 education services. A lot of the community that we are
12 serving lacks a high school education and lacks basic
13 English skills. So, what do we do? We provide high school
14 equivalency programs and preparation, and we have ESL
15 classes that are standalone and also incorporated into our
16 vocational training programs.

17 Another area that we focus on is housing. We do
18 that quite few different ways. That's with rental
19 assistance programs, emergency shelter programs, and
20 temporary shelter programs. We also have a security
21 deposit program that we focus on with housing as well.

22 We then move into a transportation aspect. So,
23 it's a big ask to enroll you into a vocational training
24 program and help you find a career while you're taking ESL
25 classes and working towards your high school diploma, while

1 still trying to keep the lights on and food on the table,
2 gas in the car, right? So, we incorporate a whole person
3 approach and include wraparound services. So, we have a
4 transportation system that we've built outside of our local
5 city and county bus system. So, we pick up-- we remove the
6 no and the excuses for our participants, so we'll pick you
7 up at your house, we'll bring you to class, we'll take you
8 home, et cetera, et cetera. So, we're able to serve our
9 community that way and support our folks that are in the
10 program.

11 In addition, we are the LIHEAP provider, the
12 water provider, LIHWAP. We also have a weatherization
13 program. We teach weatherization as a vocational training
14 course as well. So, we're able to again, remove the
15 barriers, and honestly their excuses sometimes from
16 participants. So, we like to remove the barriers, that's
17 the nice word, for our participants, so that they can be
18 successful in the end, from all the services that we're
19 offering so that they can become self-sufficient.

20 I mentioned earlier that we have about \$2 million
21 in CSBG funds, but we do leverage that into \$16 million in
22 funds directed towards low-income residents in our service
23 area. Last year alone, we served about 7,500 households
24 and about 21,500 individuals. We are in primarily
25 providing services in the Central Valley. So, a lot of the

1 folks that we served, 5,000 to be exact or about 24
2 percent, were considered deep poverty, meaning they were at
3 50 percent of the low-income level. So, the impact that
4 we're having with the CSBG funds, especially for the folks
5 that are in deep poverty, is really exponential. It allows
6 them to not only survive at times, but again puts them on
7 the path towards self-sufficiency.

8 With that said, we're very proud of the work that
9 we do. We're very honored to have been invited today and
10 sharing the dais here with my counterparts and online as
11 well, I know Greg's on there. So again, thank you for your
12 attention and thank you for supporting the Community
13 Services Block Grant, supporting community action. And
14 again, my pleasure to be here. Thank you.

15 SENATOR ALARADO-GIL: Thank you, Mr. de Nava.

16 ASSEMBLYMEMBER JACKSON: Next up we have Mr.
17 Gehr. Am I pronouncing that right?

18 MR. GEHR: Perfect.

19 ASSEMBLYMEMBER JACKSON: Oh, wow.

20 MR. GEHR: Committee co-chairs, Senator Alvarado-
21 Gil, Assemblymember Dr. Jackson, and all the members of the
22 committee, ayukîi. My name is Greg Gehr. I'm the CEO for
23 Northern California Indian Development Council, or NCIDC,
24 as pretty much everybody calls us. I'm honored to be here
25 today to provide a perspective on the use of Community

1 Service Block Grant funding to help poverty level American
2 Indians and native communities in California strive for
3 self-sufficiency.

4 California is one of, if not the only state in
5 the nation, to have established an American Indian set-
6 aside under the Community Service Block Grant program.
7 Since the implementation of CSBG in 1982, California has
8 maintained that American Indian set aside within the
9 state's total CSBG allocation. NCIDC is one of only three
10 eligible CSBG organizations along with the Karuk Tribe and
11 LA County, that are both Native American Indian agencies.

12 The Karuk Tribe and NCIDC are also, in addition,
13 what are called Limited Purpose Agencies, or LPAs. Our
14 migrant and seasonal sister agencies are also a specialized
15 form of an LPA. We were granted that status as an LPA
16 because of relationships we had with the Community Services
17 Administration back before CSBG. And when the CSBG Act
18 came in, our eligibility for the CSA programs grandfathered
19 us in as LPA agencies under the public law, and allowed us
20 to continue to serve alongside all of our Community Action
21 Agency CSBG entities throughout California.

22 NCIDC is a nonprofit 501(c)(3) Indian
23 Organization, but we are made up as an intertribal
24 organization. We have a membership of 13 Indian tribes and
25 tribal organizations. Our original direct service area

1 when we were created in the mid-seventies consisted of four
2 counties in the northwestern part of the state, thus the
3 name. However, since 1986, NCIDC has also been the primary
4 statewide CSBG service provider for the American Indian
5 Set-aside Network. We have 57 counties and over 100
6 reservations and rancherias in our contract, which get
7 allocations for services CSD through CSBG.

8 Last year we had over 25,000 native people
9 assisted directly by CSBG programs and services within the
10 state, and approximately another 40,000 people were served
11 by new community resources that were created through CSBG
12 Services were offered that addressed immediate need and had
13 long-term impact in people's lives. In order to facilitate
14 the delivery of services to the American Indian eligible
15 beneficiaries throughout the state, NCIDC has an
16 established subcontractor network of American Indian
17 organizations that deliver direct CSBG services to off
18 reservation native people.

19 The majority of these subcontractors have been
20 previously designated by the US Department of Labor as
21 Native American grantees providing services under the
22 Workforce Innovation and Opportunity Act, WIOA. Our CSBG
23 program becomes a compliment to the employment and training
24 services of those agencies. The ability to case manage
25 clients with both CSBG and WIOA resources provides much

1 more flexibility in addressing the barriers clients face
2 and achieving successes with each client.

3 In most instances, the addition of CSBG funding
4 has expanded the capacity of these subcontractor agencies,
5 strengthened their management and operational systems, and
6 provided a catalyst to develop additional programs and
7 services for their American Indian Service populations.
8 NCIDC responded to the pandemic by establishing an online
9 application process and working with SupplyBank, a sister
10 agency that you've already heard some about, created tribal
11 PPE distribution centers and testing sites throughout the
12 state in Indian country.

13 We had built off of the efforts of what we
14 learned and what we did during the pandemic, and our CSBG
15 network continues to develop more innovative programs now,
16 as we come out of that pandemic. Some examples of current
17 programs include creating and supporting disaster response
18 networks statewide for Indian communities, creating
19 statewide low-income tribal school supply distribution
20 programs. Again, working in conjunction with SupplyBank.
21 Providing support for economic development projects and
22 sustainable energy expansion in American Indian
23 communities.

24 A lot of what we're doing right now has to do
25 with offshore windmills and community benefits agreements,

1 as well as dam decommissioning, which is another big thing
2 happening in the north part of the state. And we also have
3 a lot of building support and a need for mental health and
4 substance abuse prevention for indigenous people, and
5 particularly in youth. One of the things that I'm very
6 proud that our network has done in recent year is to
7 develop online telehealth, mental health counseling,
8 specifically targeted at youth, youth being defined as 14
9 to 26 years old. And our model in Northern California is
10 based on a model that was originally developed by one of
11 our subcontractors in the Southern California, American
12 Indian Resource Center in San Diego and Southern
13 California. Sharing those best practices amongst the
14 network is something that we try to meet and do on an
15 annual basis.

16 Reservations and rancherias in California are all
17 designated as pockets of poverty within the CSBG network.
18 And NCIDC also contracts directly with each tribal
19 government or their designated tribal entity for the
20 provision of CSBG services on and near the reservations of
21 rancherias. As with off-reservation and rancheria
22 subcontractors, many of the tribes have successfully used
23 their CSBG funding to augment existing programs, initiate
24 new service programs, and expand their capacity to self-
25 determine the programs that they need to operate to provide

1 the best outcomes for their tribal communities.

2 None of these tribes are getting a lot of money.
3 The tribes on our-- we have over a hundred tribes on our
4 contract, and many of the smaller tribes get under \$1,500 a
5 year. Yet even this small allocation of CSBG resources to
6 a small tribe can often provide critical locally directed
7 funding that allows the tribes to create and leverage
8 programs that they otherwise would not be able to execute.
9 Programs on reservations span the potential universe of
10 eligible activity with concentrations in community garden
11 projects, other related health and wellness projects, youth
12 education support programs, youth career exploration, work
13 experience, cultural and language programs, addressing
14 intergenerational trauma, adult employment and training
15 support, services for elders, which is a big component in
16 Indian country, emergency services, and similar activities.

17 There was some questions earlier about priority
18 populations, and I just wanted to echo what I think you've
19 heard from other members of the network. If you look at
20 the priority population set in policy for our LIHEAP,
21 LIHWAP and CSBG, you will find elders, single parents with
22 young children, families with disabled people in them, the
23 same priority populations that I think we were talking
24 about before, and that goes across quite a few programs.
25 And those values, I think are endemic culturally to within

1 the Indian community.

2 We're appreciative of the partnership that our
3 American Indian Set-aside Network has established with the
4 non-native CSBG agencies in California, such as the
5 Community Action Agency representatives on this panel with
6 me, as well as the strong support of the staff and
7 leadership of the Department of Community Services and
8 Development as we work on addressing poverty, promoting
9 self-sufficiency in Indian country as described in the
10 draft State Plan before you today.

11 Finally, I would like to acknowledge the support
12 of the state of California legislature themselves in
13 establishing and maintaining the American Indian Set-aside
14 program within the California Community Service Block Grant
15 legislation, and we hope to continue to be partners in
16 addressing and improving the unemployment and poverty
17 statistics with an Indian country and California on an
18 ongoing basis. Thank you.

19 ASSEMBLYMEMBER JACKSON: Thank you very much.
20 Questions from Committee members? Questions or comments?
21 Senator?

22 SENATOR ALVARADO-GIL: Thank you for your
23 presentation. Mr. de Nava, I think you answered it in your
24 question, but I was curious about what percentage of your
25 overall budgets come from CSD or Community Service Block

1 Grants? Just to get an idea, because I know you leverage
2 other philanthropic funds, but approximately what is that
3 percentage that you count on every year?

4 MR. DE NAVA: We-- little context. So, we've
5 been around for 43 years and for 40 of those years, we were
6 primarily federally funded. Through the recent Pandemic
7 CARES funds, et cetera that came through and we are now
8 50/50, so \$16 million last year, and we're trending towards
9 18 for this next fiscal year. Last year we were exactly
10 50/50. Next year, our fiscal year is 10-1, it'll be the
11 first year in our existence that we are primarily CSBG
12 funded when you include the energy dollars and the energy
13 programs that come along with that. So yeah, interesting
14 times.

15 SENATOR ALVARADO-GIL: Okay. So almost
16 completely funded by CSBG dollars?

17 MR. DE NEVA: Yeah. Next year we'll be at \$10
18 million in CSBG dollars.

19 SENATOR ALVARADO-GIL: Okay. How about our other
20 agencies? Is it similar with you as well?

21 MS. LOPEZ DEL RIO: No, not mu--

22 MR. GEHR: For-- go ahead.

23 MS. LOPEZ DEL RIO: I'm sorry. I can't see you,
24 you're right behind me. So, we get an allocation, a
25 demographic allocation, which is about \$3 million. It's a

1 formula, so we really don't have any way to expand it.

2 But what we do is we leverage it. So, for
3 example, some of the work that we do with the Emergency
4 Management Department is leveraging their dollars. When we
5 did the Oasis waterpark, they were having issues with the
6 water, and they were not able to mobilize quickly. So, our
7 CSBG dollars was able to bridge and leverage other funding
8 that was coming from the community to address the water
9 issue. That was one of the examples we gave you.

10 But then at the same time, we are leveraging
11 other funding with the housing authority, for example. So
12 CSBG is liberating almost \$150,000 of deposits so that
13 people, when they get the call for the voucher, they don't
14 go to the cashing place or they don't go without the
15 voucher or they lose their voucher. So, we are liberating
16 money there.

17 So, the way that we approach CSBG is that
18 leveraging power that it has. So, it's almost impossible
19 to say how much money we're leveraging because we would
20 have to track all that data. What we do see is the
21 leveraging with the internal, what he was mentioning, my
22 colleague was mentioning, with the LIHEAP and the LIHWAP
23 programs, the weatherization program. So, for example, the
24 weatherization program is very just specifically about
25 energy efficiency. However, if you have a roof or a floor

1 that is not conducive to the work, you go without. So,
2 we're able to bridge some of those or address some of those
3 issues that are locking the money in.

4 Also, we bring in partnerships. So, I don't know
5 how you would quantify this, but after we weatherize a
6 home, we are partnered with Grid Alternatives. They're
7 coming in with their solar panels and they're installing
8 those solar panels for free on the low-income communities
9 and that we are servicing with our weatherization. So that
10 leveraging power is unlocking their millions of dollars as
11 well. And I can go on and on with all the different ways
12 in which we are partnering with the public, the private,
13 the state, and the federal funding. And it all starts
14 because CSBG is present and it's available to mobilize and
15 spark that change.

16 CHAIR ALVARADO-GIL: Thank you. I have another
17 question kind of similar to this, and maybe we'll start
18 with Mr. Gehr, and then we can kind of move on. I'm
19 interested in knowing how do you track the outcomes, those
20 real stories behind the numbers? And how does that help to
21 evaluate your impact?

22 MR. GEHR: We have a-- we utilize an online
23 cloud-based tracking system that measures both services and
24 out-- outcomes and output-- inputs and outputs, services
25 and outcomes. And it's made in real time to all of our

1 departments for all programs of our agency. We actually
2 selected the same vendor that the state of California
3 selected for all of the CSBG agencies to punch in their
4 organizational standard data and their annual reports for
5 CSBG, and have been working with them for a number of years
6 to integrate that completely into our system so we get
7 real-time data.

8 We have a planning department that is engaged in
9 its own State Plan planning process. And I'm going to go
10 back a little bit to your first question. We get roughly
11 \$2 million a year to cover 57 counties and 106 tribes. Let
12 that sink in for a minute. It represents maybe about a
13 third of the agency's funding. We recently were about a
14 third philanthropic funded, and then a host of federal and
15 state sources for the rest of our funding.

16 We do our own statewide Community Needs
17 Assessment and Community Action Plan to figure out how this
18 \$2 million can be best used to leverage other funding in
19 all the tribal communities we serve, as well as 57 of the
20 58 counties in California, LA County being funded directly
21 and not being part of our contract.

22 And it is something that we have really dedicated
23 ourselves to. We have something in CSBG called ROMA,
24 Result Oriented Management and Accountability, and we have
25 certified staff with credentials who every year maintain

1 their continuing education, and every year work with
2 everything, everybody from the Board all the way down to
3 the frontline workers on the phones to let them know how
4 they're part of a team that is supposed to be working
5 towards results, towards results that we do. Not just
6 units of service, not just marking off how many people got
7 this or got that, but talking about how do we make and
8 measure real change. So, it is something that we really
9 take seriously here, and I think the rest of the network
10 does too.

11 SENATOR ALVARADO-GIL: I appreciate that. I do
12 have one more question, but I want to give you an
13 opportunity just to respond to the current question.

14 MR. DE NEVA: Sure. So, I could give you one
15 very good example of how we do that. Again, my colleague
16 Greg mentioned Results Oriented Management, and one way
17 that we track results is, for example, I mentioned that our
18 program placed 159 participants into employment last year.
19 Well, those 159 are technically with us for the next two
20 years after that job placement date. We follow up on our
21 participants at the 30-day mark, the 60-day mark, and then
22 at the 90-day mark to check in, see if they're working or
23 if they are in need of any support. Perhaps they need
24 tools, perhaps they need transportation. We then check in
25 with them quarterly. So, every three months after that for

1 two years.

2 What we find is that that first job that we
3 placed them in two years ago, well, they've now upgraded
4 within that company or upskilled into a different industry.
5 So, we're there along the way to support them through that,
6 to get to their ultimate goal. Which, you know, these days
7 we can find anybody a job. It's all about finding them and
8 helping them keep a career.

9 SENATOR ALVARADO-GIL: Yeah, I appreciate your
10 response as well because when I think about eradicating
11 poverty, it's lifting people out of a situation and also
12 preventing them from coming back to that situation. So,
13 the results really matter in terms of not only a timestamp
14 of here and now, how you're able to impact them today, but
15 how does that help to lift them and alleviate poverty in
16 their future and for their families moving forward?

17 MS. LOPEZ DEL RIO: For us, we also have
18 mechanisms in place, particularly when we are collaborating
19 with other agencies. They keep tabs on caseworkers. So,
20 we have partnerships with caseworkers in the Office on
21 Aging. That was one of the partnerships that we've been
22 strengthening for a long time. But we really accelerated
23 that after our Community Needs Assessment and the pandemic.

24 So, we are able to know if these interventions
25 are fruitful in a technical way in many different ways.

1 They're also part of our contract. So anytime that we have
2 any type of sovereignty or subcontractor, they're
3 responsible for reporting back to us and from us learning.
4 But the true, it's a skill in the art to lead this seat
5 because you have to be also the touch in the community, the
6 one that talks about what the data's not showing yet. And
7 that starts kind of pointing to that point where you're
8 saying, there might be an issue here that we may be not
9 paying attention to, and there's no data about it.

10 So, it is through that very close collaboration
11 and very tight-knit community of leaders that we know if
12 our interventions are working. And what I would say in
13 closing is that the more we start collaborating, the more
14 we start sharing data, the better we'll be understanding
15 how our investments are working and how to make them more
16 fruitful in the future.

17 SENATOR ALVARADO-GIL: You talked about sharing
18 data, and I think that that kind of informs my next
19 question because I heard of all our presenters, a reference
20 to the Community Needs Assessment, and it's the data
21 gathered in the Community Needs Assessment that then
22 informs your ability to create your programs and services
23 and get awarded the funds. And then also to evaluate your
24 impact and the results.

25 So, educate me a little bit on what is the tool

1 that you use for this Community Needs Assessment? Is it
2 the same across CSD funded organizations? What do you do
3 with that data. And how does that work in the realm of
4 data information that you gather?

5 MR. DE NEVA: Me first? Okay. I won't speak for
6 CSD. I'll tell you how we do it in the Central Valley.
7 It's evolved over the years. The basic formula has kind of
8 stayed the same. The tool is what has evolved over the
9 years.

10 But our basic formula is we are boots on the
11 ground. We schedule public hearings and public forums
12 where we don't answer any questions, nor do we pretend to
13 solve our community's problems that evening. We are merely
14 soliciting information on what those folks that showed up
15 that evening are seeing in their community and what they
16 feel we should focus our award towards. So that's the
17 first step.

18 Another second step is everything is digital
19 these days and electronic. We, however, still use an
20 actual needs assessment survey that is paper and pencil in
21 addition to electronic, right? It's also on our website.
22 You can access our needs assessment survey five different
23 ways. But the focus and the primary return of that survey
24 is paper and pencil, because the folks we're serving the
25 low-income community, it's easier. It's-- I'm doing pencil

1 and paper today, right? Your internet's never going to go
2 out, you're not going to get your laptop, whatever that may
3 be, right? The paper and pencil has been kind of the
4 staple for us. So, we continue to do that. So, the needs
5 assessment survey, we distribute that out to local
6 partners, local government. We keep 'em in our lobbies at
7 the front desk, and we encourage everyone to fill those
8 out. Right?

9 After that, we compile the information and
10 compile the data, and we create categories to where these
11 comments from the community are falling into. After that,
12 we put together a Community Action Plan with that
13 information. It goes public for 30 days for comment, goes
14 to CVOC's Board of Directors to review and comment on as
15 well, as well as to the community. The public gets an
16 opportunity to comment on what we've put together from our
17 public hearings, needs assessment surveys, et cetera.
18 After that, it goes to our project officers at CSD and
19 hopefully we're off and running shortly after that.

20 So, for us, we've been doing a long time. So, we
21 usually start right around in March and go pretty heavy in
22 April and May. Then we take the month of June to compile
23 and submit by the June 30th deadline.

24 MS. LOPEZ DEL RIO: We have an approach of
25 leveraging our local resources. So, this last assessment

1 that we did was a collaboration with the University of
2 California Riverside. They have researchers that are
3 really interested in social issues, so they helped us with
4 the big data. They were able to look into trends. They
5 were able to look into some of the things that we had not
6 seen before in our community level data that I don't want
7 to get into. So, the census data was just very difficult
8 during the time that we were collecting it, and that's what
9 I'm referring to, that there was a lot of difficulty with
10 the data that was coming out of the census. Redistricting
11 was also a really hot topic in my area.

12 But eventually the data settled, and we were able
13 to conduct the assessments the way that we've done it
14 historically. So, paper and pen for sure were developed in
15 Spanish and in other languages that are in our area.
16 They're done through the trusted partners. So those
17 partners are getting those surveys and asking their
18 constituents to answer is extremely important to us.

19 We also created-- on technology, we created the
20 surveys for the nonprofits that we serve and other people
21 that can answer digitally. And then we also combined that
22 with the support of the county agencies that also answered.
23 So, the combination of all of that information and the
24 board, the Commission, our Commission, we are called the
25 Commission, our Commissioners that are the low-income, are

1 doing this analysis and these conversations about what we
2 found. And from there, we draft our Community Needs
3 Assessment.

4 And the most important piece of it is that this
5 is the information that we give to our advocates and that
6 has the backing of our institutions saying that this is
7 information you can take to your local agencies. You can
8 grant write with this information. You can be
9 transformative with this community level data.

10 But it is, I will say, it's a huge effort. It's
11 very expensive, very difficult to do, particularly if
12 you're staying true to the voice and those needs really
13 coming from the community. But I think that technology is
14 coming in a way where we could really leverage it. And
15 that's why I really advocate that we pay attention to
16 technology. Even when it has not been historically there.
17 It should not be continuing to be the voice of, "It's never
18 been done that way, it's always been paper and pen,"
19 because those are the people that will be left behind if we
20 continue to do that. So yes, let's continue to provide
21 that paper and pen, but let's also educate and connect and
22 really bring those voices into the technology area.

23 ASSEMBLYMEMBER JACKSON: Mr. Gehr, did you want
24 to comment?

25 MR. GEHR: Just briefly. I agree with everything

1 they've said, although it's interesting to hear us all talk
2 about how we do our surveys. Our survey was statewide. We
3 sent it out to over 110 tribal governments, and to a
4 multitude of Indian health service and tribal service
5 organizations and have found that we were in the same place
6 as Central Valley was several years ago.

7 But it has changed. We've got a survey that's
8 designed such that it can be done on a phone, on a tablet,
9 on a computer. It's very adaptive, and everybody has a
10 phone. My mother has a phone. Everybody has a phone. If
11 you put something together that's simple enough, they can
12 respond to it.

13 Two community surveys ago, it was 90 percent
14 paper. This last one, it was 95 percent online, even
15 though we offered paper options in every place. So I think
16 that I want to echo the things that the more we can start
17 using technology to gather this information and make sense
18 of it, we gather it more efficiently, we get more
19 participation, and we just need to be sure that those few
20 outlying people that-- the elder who doesn't have a
21 computer or a phone, that we call them and interview them,
22 that we fill out the survey for them in an interview
23 fashion. We punch the survey in for them. As long as we
24 don't let those outliers fall through the cracks, I think
25 we need to continue to move forward with using technology

1 to be efficiently gathering the information we need.

2 We had focus groups, regional focus groups with
3 different focuses. Some of them were in high school, some
4 of them were in elder homes, some of them were for
5 unemployed people in different areas of the state. We
6 talked individual interviews with traditional leaders,
7 tribal leaders, and tribal chairs. We did a lot of
8 secondary research. We got help from CCEDA and some
9 technical assistance from the CSBG network. We put a full
10 court press - We started working on our Community Action
11 Plan and our Community Needs Assessment particularly last
12 year and carried forward into this year. So, it is posted
13 on our website, the document and all of the attachments and
14 appendices is posted under the "about" page on our website.

15 CHIAR ALVARADO-GIL: Thank you very much.

16 ASSEMBLYMEMBER JACKSON: We want to thank this
17 panel very much for your participation, and now we will
18 have our time for public comment. We will have public
19 comment in three different ways. First, we'll have an
20 opportunity for those that are in the room to make any
21 public comments, and then if there's any of those who are
22 at a remote testimony station to be able to make their
23 comments. And then for those who would like to participate
24 via the phone line, this is your time as well. Please
25 begin to call in now. The number should be on your screen

1 to be able to do so.

2 So, beginning with those that are in the room,
3 are there anyone in the room that would like to provide
4 public comment at this time? Just come on up and just
5 state your name and affiliation please.

6 MS. NICHOLSON: Affiliation. Hi, my name is
7 Sarah Nicholson, and I'm a fifth generation Californian.

8 ASSEMBLYMEMBER JACKSON: That's a good
9 affiliation.

10 MS. NICHOLSON: My first question, well, I want
11 to say--

12 ASSEMBLYMEMBER JACKSON: Well, we're not doing
13 questions. It's just comments.

14 MS. NICHOLSON: Right.

15 ASSEMBLYMEMBER JACKSON: Yeah.

16 MS. NICHOLSON: It's rhetorical. Okay. Anyway,
17 so first of all, let me say thank you for having this
18 hearing. Thank you for your service to our great state and
19 our communities. I want to thank all those we heard from
20 today and all of the work that everyone is doing to help
21 improve the lives of our brothers and sisters in the world
22 throughout California.

23 So, I would just like to leave a question in
24 everyone's mind, and especially for our legislators, is
25 number one, what is the definition of a Californian? I

1 heard a couple references to vulnerable Californians, I
2 believe that was the word. Correct? A couple times,
3 vulnerable Californians. So, I would just ask you to keep
4 that in the back of your mind. What defines a Californian?

5 Okay. The second thing that jumped out as I was
6 listening was that there was an agency that's been around
7 since 1963 and that recently, our homeless population in
8 that community has doubled in the last 10, 20 years. I'm
9 from Morgan Hill, California, San Martin, actually
10 technically, but point of reference Gilroy, Morgan Hill,
11 San Jose. I was born and raised there. My father's a
12 retired San Jose firefighter. I was the fourth of six
13 children. So, because of the choices my parents made to
14 have a large family, for my mother to stay home and work,
15 and for my father to work two jobs to support six children,
16 our socioeconomic status was a little bit lower than if
17 they would've maybe only had two kids, or four kids,
18 right?

19 I don't believe there's any such thing as a
20 single mother, you can't get pregnant by yourself. So, I
21 understand that women are raising children by themselves.
22 Where are their fathers? So, there are a lot of questions
23 that we need to think about as we're working to empower our
24 fellow human beings and bring 'em out of poverty.

25 I appreciate a lot of things. I appreciate

1 hearing about self-sufficiency, self-reliance, teaching
2 people how to get a job. One of the things that jumped out
3 was this career path, and that these kind of menial jobs
4 don't matter. We need fast food workers. We need
5 janitorial service. We need all those workers here.

6 So, I'm not here necessarily with the answers,
7 but just some more things to consider to get back-- to help
8 us consider what the root causes are. So, I understand
9 that-- and I feel that those who presented did a good job
10 in justifying the funds that have been given to them and I
11 can see that they're working very hard.

12 One of my concerns was there's never enough. If
13 you build it, they will come. If we keep giving more and
14 more money, does this invite more and more people into our
15 state? That's something that I've seen going back to why I
16 mentioned where I'm from, because I've seen the demographic
17 change and I've seen the economic change in my lifetime.

18 And for me as a single woman with no children, I
19 cannot-- I won't say I cannot. It is very difficult and
20 challenging without a bachelor's degree, without a career
21 path, to live in the area that I grew up in. For me, what
22 I have witnessed is the influx of immigrants from other
23 countries and other states, both legally and illegally.
24 Right?

25 And so again, I would just mention as

1 legislators, like looking at that big picture, what are the
2 laws that are being passed that are contributing to this
3 disparity and to this poverty? And what laws are not being
4 passed? So, I would just beg that you would consider a--
5 again, what defines a Californian? Who are receiving the
6 services? Are they Californians? Are they people that are
7 just constantly coming in, and I arrived yesterday and now
8 I get services? Because as long as that continues, there's
9 never going to be enough money and it's going to
10 consistently invite more and more people. And I feel like
11 the problem's just going to continue to get worse. So
12 those are just my thoughts.

13 ASSEMBLYMEMBER JACKSON: Thank you very much.
14 Appreciate it.

15 MS. NICHOLSON: Thank you.

16 ASSEMBLYMEMBER JACKSON: Okay. Now we'll go to,
17 is there anyone? Okay, anyone else in the room at this
18 time? Seeing none, we will go right into the phone lines.
19 Operator, is there anyone on the phone lines at this time
20 for public comment?

21 TELEPHONE OPERATOR: Thank you, Mr. Chair. For
22 those who wish to speak right now, please press one then
23 zero. Press one then zero if you wish to comment. And
24 once again for your comments, please press one then zero,
25 Mr. Chair, no one has signaled that they wish to speak.

1 ASSEMBLYMEMBER JACKSON: Well now we will begin--
2 we will do our closing. And first I'll give it to my
3 colleague, Senator Alvarado-Gil, for any closing remarks
4 that she may have.

5 SENATOR ALVARADO-GIL: Well, I just want to thank
6 all of our presenters for bringing me back to my college
7 years and reflecting on my first job as a young community
8 action partnership fledgling, I guess I will call myself.
9 I will say that's the start of my political career, was a
10 community action partnership. So, thank you. I also just
11 want to ask-- so I represent 13 counties in California and
12 hoping that community actions in my district will invite me
13 to come see your programs firsthand, meet some of your
14 clients and families that you work with and your board to
15 really understand how community actions are impacting the
16 community on the ground level, that grassroots, boots on
17 the ground. Thank you so much for coming out here, and
18 thank you everyone for public comment.

19 ASSEMBLYMEMBER JACKSON: Thank you very much,
20 Senator. I would like to thank my colleague on the Senate
21 side, as well as committee members who were able to come by
22 and participate. Would like to thank the department and
23 the panelists who also participated in today's hearing. It
24 is important to hear from those who serve communities
25 directly to help inform this committee as we make policy

1 decisions. I look forward to seeing how the services
2 provided with CSBG funding continue to adapt to meet the
3 changing needs of our state and how the legislature can
4 continue to serve as a partner.

5 There is no doubt about it. The needs will
6 continue to shift probably even faster than we have had
7 before. We will continuously be challenged with more and
8 more crises in California, more natural disasters, more
9 public health emergencies, and we're going to need everyone
10 on deck to be able to help out with those. So, thank you
11 for those who-- thank you all very much, who are serving
12 our most vulnerable populations. And with that, we will be
13 adjourned for the day.

14
15 (Whereupon, the hearing was adjourned
16 at 3:22 p.m.)

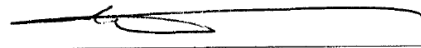
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REPORTER' S CERTIFICATE

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

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

IN WITNESS WHEREOF, I have hereunto set my hand this 24th day of August, 2023.



PETER PETTY
CER**D-493
Notary Public

TRANSCRIBER'S CERTIFICATE

I do hereby certify that the testimony in the foregoing hearing was taken at the time and place therein stated; that the testimony of said witnesses were transcribed by me, a certified transcriber and 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 24th day of August, 2023.



Myra Severtson
Certified Transcriber
AAERT No. CET**D-852

California Legislature

August 22, 2023

The Honorable Robert Rivas
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: 2024-25 Community Services Block Grant State Plan and Application

Dear Speaker Rivas and President pro Tempore Atkins,

On August 22, 2023, the Assembly and Senate Committees on Human Services held a joint oversight hearing on the California Department of Community Services and Development's proposed Community Services Block Grant State Plan and Application for federal fiscal years 2024 and 2025. The hearing was held pursuant to federal law (Public Law 97-35, as amended) and California Government Code Sections 12736(a) and 12741(b).

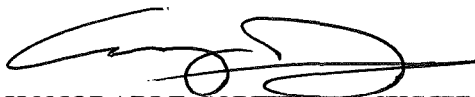
The Committees received testimony on the State Plan development from David Scribner, Director of California Department of Community Services and Development. David Knight and Brenda Callahan-Johnson of the California Community Partnership Association provided additional background on grant activities over the past year.

The oversight hearing also provided opportunity for testimony from local agencies receiving funding from the Community Services Block Grant, including Karla López del Río from Community Action Partnership of Riverside, Jorge De Nava with Central Valley Opportunity Center, and Greg Gehr from the Northern California Indian Development Council. At the conclusion of testimony, time was also allotted for in-person and remote public comment.

A court reporter has supplied a transcript of the hearing that will be included in the final Community Services Block Grant State 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 COREY A. JACKSON
Chair, Assembly Human Services



HONORABLE MARIE ALVARADO-GIL
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.

The Community Services Block Grant (CSBG) was passed in 1981, rescinding the Economic Opportunity Act as well as the Green Amendment. 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 (often referred to as a program but is a funding stream) 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.

Community Services Division

The Community Services Division (CSDiv) is responsible for the overall administration of the CSBG Program. The CSDiv is comprised of two units Field Operations (FOU) and Program Development and Reporting (PDR) each unit have distinct roles and perform key functions to ensure compliance with all applicable state and federal requirements. PDR 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.

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 state and federal 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 takes up to 60 calendar days. 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 annual contract is sent via DocuSign to Agencies during the fourth quarter for review, signature, and return with several required documents as stipulated in the contract.

CSD employs a parallel contract execution process. Concurrent with the Contractor's 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 contract package submitted by the agency, and if complete, the package is sent via DocuSign - to CSD's Deputy Director of Administrative Services for execution. Following execution, the signed document is placed in a shared folder for access by the FOU.

Upon receipt of the specific project deliverables, 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 notifies the FOU Manager the deliverables package is ready for review. Upon approval by the FOU Manager, the Field Representative notifies the Fiscal Unit to issue 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 Onsite 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 in consultation with the Deputy Director 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 an emailed/letter and a copy of the completed desk review summarizing the results of the desk review no later than five working days following the review.

- E. Onsite Monitoring Visit: Pursuant to the CSBG Act (42 U.S.C. §9901 et seq.), Agencies are required to have an onsite monitoring visit conducted once during each three (3) year period. A new CSBG eligible entity is required to have an onsite visit immediately after the completion of its first year after being designated as an eligible entity. The onsite 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 onsite monitoring season generally runs March through October.

The onsite 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 onsite 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 is issued to the Agency no later than 45 calendar days in advance of the onsite 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 to CSD prior to the onsite visit.

- Procurement Policy
- Child Support Referral Policy or Child Support Referral Literature
- Verification that Working Capital Advance (WCA) has been deposited into an interest bearing account **or** if agency declined WCA, please include letter submitted to CSD declining issuance of WCA.
- Records Retention Policy
- Cost Allocation Plan
- Subcontractor List (CSD 163) – if applicable
- Subcontractor Reviews/Monitoring Reports
- Subcontractor Monitoring Policy and Procedures
- Current Board Roster – if more than 3 months old
- Bylaws – if changes made after contract execution
- Democratic Selection Procedure
- Outstanding Board Meeting Minutes (if there are any to send in at time documents are due)
- Outreach Literature
- Local Agency Portal (LAP) Registration for New Staff
- Other documents as deemed necessary

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 and 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 participants) 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 programmatic review entails a similar supporting documentation request and review. The Field Representative will identify between 3 to 5 participant files from the participant list for each FNPI that will be tested. Requested documentation includes proof of income eligibility, family size, type of service received, dates services were received, participant's last name, and any data associated to verify 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 participant 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 the appropriate signatures and approvals have been given for the purchase.

Now that all of the required documentation has been received and reviewed, 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 which is presented to the FOU Manger for discussion.

Discussion items at Pre-Onsite meeting:

- Agenda and Entrance Conference Outline
- 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
- Monitoring Corrective Action Updates
- 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 onsite 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 Community Service Provider 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 Onsite Monitoring Tool. The Onsite Monitoring Tool is an instrument which 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, including reviewing fiscal, administrative and programmatic documentation, reviewing subcontractor management procedures, interviewing key staff (including board members when available), observing programs and board participation.

At the conclusion of the onsite monitoring visit, an Exit Conference is typically held 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 resulting from 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 three 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 current year agency folder in a subfolder entitled: Monitoring.:

- 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 Onsite Monitoring Report. This report provides a summary of the onsite 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 and within 30 days of a change to the roster.

- 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 Onsite Monitoring Report is mailed to the Agency Executive Director and Board Chair within 60 calendar days of completing the onsite monitoring visit.

Along with the Final Monitoring Report, the Field Representative emails a Monitoring Satisfaction Survey to the agency to solicit input about the monitoring process. The purpose of the Monitoring Survey is to measure Community Services Block Grant (CSBG) agencies satisfaction with how the Monitoring was performed by CSD's Community Services Division - Field Operations Unit. The feedback received will assist the Field Operations Unit to further improve the way oversight responsibilities

are performed to strengthen its effectiveness, increase efficiency, offer transparency, and further improve the partnership between CSD and the CSBG Agencies.

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

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

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, training and technical assistance resources will be made available to the Agency as directed by FOU 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 (for both the CSBG and Discretionary portions of the contract, when applicable) when the funds are 100% expended. For further information on the close out process, please refer to Article 6, Financial Reporting in the CSBG annual contract.

If CSD grants an agency a term extension, regardless of the extension period, the agency must submit all required close-out documents, in accordance with the terms stated in the CSBG annual contract.

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 within 30 days. 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 participants. 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 's Program Development and Reporting Unit (PDR), under the Community Services Division, works with the FOU to further support and expand the department's dedication to provide on-going training and technical assistance to the CSBG network of Agencies. The PDR works with the FOU to evaluate the performance and provide training and technical support to CSBG Agencies.

Training services are performed several ways, such as:

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

In addition, CSD enters into an annual contract with the associations and other partners specializing in helping CSBG Agencies increase their knowledge, skills, and capacities to fulfill their various missions. Through the association and partner, 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 Local Agency Portal offers information such as policies, trainings, informational bulletins and other important information for CSD's community service providers administering a CSBG program at: <https://agencies.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 onsite 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 (e.g., disaster or pandemic) CSD may elect to implement the following emergency 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 Emergency Monitoring process is virtual and was developed utilizing CSD's regular (non-emergency) approach:

- The Field Representative contacts the agency and coordinates a mutually agreed to date and sends written confirmation to the agency.
- The Field Representative schedules a monitoring review meeting with the FOU Manager.
- An initial document request letter will be sent to the agency no later than 45 calendar days in advance of the monitoring review to request administrative, programmatic and expenditure documentation.
- The Field Representative will review the administrative, programmatic and expenditure documentation 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.
- Using the data submitted in Phase I, three or five expenditure line items based upon the agency's annual CSBG allocation (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 submit in the CSBG Annual Report. CSD will select specific FNPI's but the agency will select the 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 Emergency Monitoring Tool and the encryption protocol, the Field Representative will schedule a conference call with the agency to determine a due date for submission of data to CSD and the availability of key staff. This conference call also provides a forum to answer questions the agency may have about the remainder of the 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 participant eligibility, services were received and the reported outcomes (CNPI's, FNPI's or SRVs) were achieved.
- The Field Representative will use the Emergency 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 an Exit Conference call 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 an 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.
- If no comments or requests for changes are received, the Final Onsite Monitoring Report is mailed 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.
- 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 reserves 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.