2020-2021 Community Action Plan

California Department of Community Services and Development

Community Services Block Grant
Purpose

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

**Compliance with CSBG Organizational Standards**

As described in the Office of Community Services (OCS) Information Memorandum (IM) #138 dated January 26, 2015, CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that provide guidance for the development of a comprehensive Community Needs Assessment. The following is a list of Organizational Standards that will be met upon completion of the CAP and CNA. This section is informational only, and narrative responses are not required in this section. Agencies are encouraged to utilize this list as a resource when completing Organizational Standards annually (Appendix A).

**State Assurances**

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

**Federal Assurances and Certification**

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

The following is a list of federal assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix C).
2020/2021 Community Action Plan Checklist

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

☒ Cover Page and Certification
☒ Vision Statement
☒ Mission Statement
☒ Tripartite Board of Directors
☒ Documentation of Public Hearing(s)
☒ Community Needs Assessment
☒ Community Needs Assessment Process
☒ Community Needs Assessment Results
☒ Service Delivery System
☒ Linkages and Funding Coordination
☒ Monitoring
☒ Data Analysis and Evaluation
☒ Appendices (Optional)
**Agency Contact Person Regarding the Community Action Plan:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Elizabeth Wisener</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Community Services Program Manager</td>
</tr>
<tr>
<td>Phone</td>
<td>(559) 675-5742</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ewisener@maderacap.org">ewisener@maderacap.org</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Tyson Pogue</th>
<th>Board Chair (printed name)</th>
<th>Board Chair (signature)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mattie Mendez</td>
<td>Executive Director (printed name)</td>
<td>Executive Director (signature)</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Certification of ROMA Trainer** *(If applicable)*
The undersigned hereby certifies that this organization’s Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation).

| Ana Ibanez | NCRT/NCRI (printed name) | NCRT/NCRI (signature) | Date |

**CSD Use Only:**

<table>
<thead>
<tr>
<th>Date CAP Received:</th>
<th>Date Accepted:</th>
<th>Accepted By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
Vision and Mission Statement

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing. Answers must address the following:

1. **Vision Statement**
   Provide your agency’s Vision Statement below:
   
   Community Action Partnership of Madera County will be recognized as a premier social service agency that eliminates the effects of poverty by helping people obtain the knowledge and skills to achieve self-reliance and economic stability... one life at a time.

2. **Mission Statement**
   Provide your agency’s Mission Statement below:
   
   Helping people, changing lives, making our community a better place to live by providing resources and services that inspire personal growth and independence.

Tripartite Board of Directors
(Organizational Standards 5.1, 5.2, CSBG Act Section 676(b) (10))

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

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing. Answers must address the following:

1. Describe your agency’s procedures for establishing adequate board representation under which a low-income individual(s), community organization, religious organizations, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on the board (or other mechanism) of the agency to petition for adequate representation. Please place emphasis on the low-income individuals on your board. (Organizational Standards 5.2, CSBG Act Section 676(b) (10))

   The governing board has written procedures (Bylaws) that document a democratic selection process for low-income board members adequate to assure that they are representatives of the
low-income community as documented on page 30 under the Election Plan – Target Area Directors.

2. Please describe how the individuals on your Advisory or Governing Board are involved in the decision-making process and participate in the development, planning, implementation and evaluation of programs funded under CSBG to meet the requirements listed above. (Organizational Standard 5.1)

CAPMC bylaws are inclusive of the following CSBG requirements: The organization’s governing board is structured in compliance with the CSBG Act: 1. At least one-third are democratically selected representatives of the low-income community; 2. One-third are local elected officials (or their representatives); and 3. The remaining membership are from the private sector, major groups and interests in the community.

**Documentation of Public Hearing(s)**

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

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

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

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

- **Public Hearing**
  - Date: May 9, 2019
  - Location: 1225 Gill Avenue, Madera, CA 93638

- **Public Comment Period**
  - Inclusive Dates for Comment: May 9, 2019 – June 13, 2019
When and where was/will be the Public Hearing Notice(s) published or posted? List the dates and where below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Where (name of newspaper, website, or public place posted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 9, 2019</td>
<td>CAPMC’s Website</td>
</tr>
<tr>
<td>to June 13, 2019</td>
<td></td>
</tr>
<tr>
<td>May 9, 2019</td>
<td>A copy is located at the main office Reception area at 1225 Gill Avenue, Madera, CA 93637</td>
</tr>
<tr>
<td>to June 13, 2019</td>
<td></td>
</tr>
</tbody>
</table>

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

Community Needs Assessment

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

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

https://public.tableau.com/profile/benjamin.yeager#!/vizhome/Cap_Assessment/CAPData

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

Helpful Resources

<table>
<thead>
<tr>
<th>United States Census Bureau Poverty Data</th>
<th>State of California Department of Justice Statistics by City and County</th>
<th>U.S. Department of Housing and Urban Development Homelessness Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="#">click here</a></td>
<td><a href="#">click here</a></td>
<td><a href="#">click here</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Development Department Unemployment Insurance Information by County</th>
<th>California Department of Education Facts about California Schools Using DataQuest</th>
<th>California Department of Public Health Statistical Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="#">click here</a></td>
<td><a href="#">click here</a></td>
<td><a href="#">click here</a></td>
</tr>
</tbody>
</table>
Community Needs Assessment Process
(Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4, 3.5)

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

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

| Focus Groups | Please see page 11 of the Community Needs Assessment |
| Asset Mapping | N/A |
| Surveys | Please see page 11 of the Community Needs Assessment |
| Community Dialogue | Please see page 11 of the Community Needs Assessment |
| Interviews | N/A |
| Public Records | Please see page 12 of the Community Needs Assessment |

Date of most recent completed CNA:
May 1, 2019

Date CNA approved by Tripartite Board (most recent):
(Organizational Standard 3.5.)
May 9, 2019
Your responses to the questions below should describe how the agency ensures that the CNA reflects the current priorities of the low-income population in the service area, beyond the legal requirements for a local public hearing of the CAP. Please be specific.

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing.

1. For each key sector of the community listed below, summarize the information gathered from each sector and how it was used to assess needs and resources during the needs assessment process (or other planning process throughout the year). These sectors should include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.
   (Organizational Standard 2.2)

Focus group meetings were held at several areas in Madera County. Following is a list of locations: Galilee Missionary Church in Fairmead, community meetings in Eastern Madera County of Oakhurst and Coarsegold, and Madera Ranchos, Head Start parent meetings, the Shunammite Place, one of CAPMC’s Board of Directors meetings, and a Social Agencies Linking Together (SALT) meeting. The meeting at Galilee Church was a community-based meeting. The meetings in Eastern Madera County were located at Senior Centers, and the Shunammite Place is a Permanent Supportive Housing Project for chronically homeless. Surveys were collected at each of the meetings to gather information from the community about what they felt the needs are of Madera County. A total of 162 surveys were collected. The results of the surveys were tallied and ranked in the order of priority. All of the key sectors listed above were represented in the meetings.

2. Describe the causes and conditions that contribute to poverty affecting the community in your service area.
   (Organizational Standard 3.4)

Key factors that contributed to poverty affecting Madera County are as follows: lack of education, employment opportunities, shortage of affordable housing, increase in cost of food, health care, childcare, and other basic needs. See page 42 of the Community Needs Assessment.

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

All CAPMC departments deploy a Customer Satisfaction Survey. Data is collected from the surveys and then analyzed to identify strengths and weaknesses of the program. Process
improvement steps are taken to help improve the weaknesses. Results are reported to the Board of Directors.

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

Page 1-5 of CAPMC’s Community Needs Assessment focus on demographics in relation to poverty and its prevalence related to gender, age, and race/ethnicity by service area.

5. Briefly summarize the type of both qualitative and quantitative data collected and analyzed as part of the needs assessment process. (Organizational Standard 3.3)

Pages 1 – 5, 10, 11, and 15 of the Community Needs Assessment capture quantitative data on geographic service areas in Madera county.

6. Describe how the agency analyzes information collected from low-income individuals as part of the community needs assessment process. (Organizational Standard 1.1, 1.2)

CAPMC’s Community Needs Assessment was developed with the feedback obtained at various public forums and public hearings targeting low-income individuals. (See Page 10 of the Community Needs Assessment for a list of dates and locations when information was collected.) The survey information was analyzed to determine the top 10 priorities of the community. This may be found on page 18 of the Community Needs Assessment.

**Community Needs Assessment Results**

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

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

**Needs Table**

<table>
<thead>
<tr>
<th>Needs Identified</th>
<th>Integral to Agency Mission (Yes/No)</th>
<th>Currently Addressing (Yes/No)</th>
<th>Agency Priority (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| Needs Identified: list the needs identified in your most recent Needs Assessment.  
| Integral to Agency Mission: indicate yes/no, if the identified need aligns with your agency mission.  
| Currently Addressing: indicate yes/no, if your agency is already addressing the identified need.  
| Agency Priority: indicate yes/no, if the identified need will be addressed either directly or indirectly.  

For needs marked “no” in “Agency Priority”, please describe how the gap was identified, (CNA, surveys, focus groups, etc.) and why the gap exists (Federal rules, state rules, lack of funding/resources, etc.) Explain how your agency plans to coordinate services and funding with other organizations to address these service gaps. Include how you ensure that funds are not used to duplicate services. If you will not be coordinating services to address the service gaps, please explain why.  
(CSBG Act Section 676b(3)(B),(5), State Assurance 12760)

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

**Priority Ranking Table**

<table>
<thead>
<tr>
<th>Agency Priorities</th>
<th>Description of programs/services/activities</th>
<th>Community/Family &amp; Individual</th>
<th>Indicator/Service Category (CNPI, FNPI, SRV)</th>
</tr>
</thead>
</table>
| 1. Education      | CAPMC provides services to low income children and families through its Fresno and Madera Migrant Head Start programs. | Family                       | FNPI 2b  
Clients served-3953  
Time Frame -  
Regional HS runs from Aug. to May  
Early HS runs Jan.1-Dec. 31st. |
<table>
<thead>
<tr>
<th>1. Family</th>
<th>SFP is a 14-week evidenced-based enrichment program that aims at improving parenting skills, family life skills and children’s social skills.</th>
<th>Migrant Hs Kinder Camp- June 3-July 31 Traditional- May 13-Nov 19 Winter- Nov 11-Feb 26 FNPI 5d SRV 5mm Clients Served-245 Time Frame- Jan/Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Children Services</td>
<td>The Alternative Payment Program (APP) offers different subsidized childcare programs to help pay for the cost of childcare. The Child Care Resource and Referral (R&amp;R) Program works to educate parents and the community on the importance of choosing quality child care.</td>
<td>Family FNPI 2z Clients Served-1037 SRV 7f Child Care Payments-4,715,125 Time Frame- Jan/Dec</td>
</tr>
<tr>
<td>3. Employment</td>
<td>CAPMC collaborated with various entities to provide internship placement and on-the-job training for low-income participants who either lack skills needed to secure gainful employment.</td>
<td>Individual SRV 1b SRV 1d Clients Served-21 Time Frame- Jan/Dec</td>
</tr>
<tr>
<td>4. Health</td>
<td>The Senior Nutrition Program offers adults 60 years and older a nutritionally based meal at 5 different sites which include Madera Ranchos, Oakhurst, Coarsegold, North Fork and Chowchilla. MHS/FHS offers children health screenings,</td>
<td>Family SNP-FNPI5f Clients Served-291 SRV 5ii Meals served-219,822 Time Frame- Jan/Dec MHS/FHS-SRV 5a-1470 SRV 5b-495 SRV 5c-519</td>
</tr>
</tbody>
</table>
| **5. Affordable Housing** | Pomona Housing Project, Victim Services Department, and the Shunammite Place are programs that have assisted families and individuals to obtain temporary, transitional or permanent housing. | Family | FNPI 4z
Clients Served-168
Time Frame-Jan/Dec |
| **6. Mental Health** | The Shunammite Place and MMSHA are permanent supportive housing programs for chronically homeless individuals with disabilities. | Family | FNPI 5g
Clients Served-22
Time Frame-Jan/Dec |
| **7. Safety** | CAPMC participates in the annual National Night Out event that promotes good relationships between the community and law enforcement. | Community | Once a year |
| **8. Elderly Services** | The Senior Nutrition Program offers adults 60 years and older a nutritionally based meal at 5 different sites and to homebound seniors. | Individuals | FNPI 5f
Clients Served 291
Meals Served-219,822
Time Frame-Jan/Dec
SRV 7d
Rides-4,678 |
| **9. Homeless Services** | The Shunammite Place, Pomona Housing Project and Victim Services Transitional Housing Program provide housing to victims of crime, homeless individuals and also chronically homeless individuals with disabilities. | Individuals | SRV 4m
SRV 4n
SRV 4o
Clients Served-168
Time Frame-Jan/Dec |
| **10. Water Supply** | The Emergency Tank Water Program delivers | Community | SRV |
Agency Priorities: Stack rank your agency priorities with the top priority ranking #1.

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

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

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

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

Reporting Strategies Table

<table>
<thead>
<tr>
<th>Indicator/Service Category (CNPI, FNPI, SRV)</th>
<th>Measurement Tool</th>
<th>Data Source, Collection Procedure, Personnel</th>
<th>Frequency of Data Collection and Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNPI 2b</td>
<td>Reports pulled from programs</td>
<td>MHS-Child Plus &amp; COPA FHS-Child Plus &amp; DRDP</td>
<td>Annual</td>
</tr>
<tr>
<td>FNPI 5d, SRV 5mm</td>
<td>Enrollment list</td>
<td>Attendance Logs &amp; Enrollment lists</td>
<td>Annual</td>
</tr>
<tr>
<td>FNPI 2z, SRV 7f</td>
<td>Enrollment</td>
<td>NOHO</td>
<td>Annual</td>
</tr>
<tr>
<td>SRV 1b, SRV 1d</td>
<td>Attendance logs</td>
<td>Hours donated</td>
<td>Annual</td>
</tr>
<tr>
<td>FNPI 5f, SRV 5ii</td>
<td>Attendance logs</td>
<td>All done manual</td>
<td>Annual</td>
</tr>
<tr>
<td>SRV 5a, SRV 5b, SRV 5c, SRV 5d, SRV 5dd</td>
<td>Assessments</td>
<td>COPA &amp; Child Plus</td>
<td>Annual</td>
</tr>
<tr>
<td>FNPI 4z</td>
<td>Assessments</td>
<td>HMIS</td>
<td>Annual</td>
</tr>
<tr>
<td>FNPI 5g</td>
<td>Assessments, VISPDAT’s</td>
<td>HMIS</td>
<td>Annual</td>
</tr>
<tr>
<td>SRV 4m, SRV 4n, SRV 4o</td>
<td>Assessments, referrals &amp; VISPDAT’s</td>
<td>HMIS</td>
<td>Annual</td>
</tr>
<tr>
<td>FNPI 7z</td>
<td>Self-Certifications, On-site Verifications</td>
<td>WebEOC</td>
<td>Annual</td>
</tr>
</tbody>
</table>

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

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

Data Source, Collection Procedure, Personnel: Describe the source of data, how it is collected, and staff assigned to the task(s). Be specific and provide detail for activity both internal and external to the agency.
**Service Delivery System**
(CSBG Act Section 676(b)(3)(A))

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing.

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

CAPMC services exceed services provided or coordinated with funds made available through CSBG. CAPMC’s services include:

**Alternative Payment Program**: Provides no cost and subsidized childcare for families who are employed, attending school/training, or looking for employment. This is the only APP program in Madera County.

**California Disaster Assistance Act (CDAA) Drought Assistance Program**: Provides emergency drinking water, water holding tanks and emergency bulk water deliveries for Madera County residents whose private wells have gone dry. This is the only program of this kind in Madera County.

**Child Care Resource & Referral**: Provides parents with education on how to choose quality childcare, and introduces them to the various types of childcare available in Madera County. Child Care R&R tailors childcare referrals to each individual family’s needs. Services are obtained via office visits, by phone, and/or by web. Child Care R&R also provides childcare providers and perspective childcare providers with technical assistance, professional growth, quality improvements, and guidance regarding higher education via telephone or office visit. The program also sponsors preventative health and safety, CPR and first aid, and nutrition training for current and prospective childcare providers. This is the only program of this nature in Madera County.

**Early Head Start**: Provides Head Start services for children ages 0 to 3 years of age. This is the only program of this nature in Madera County.
**Fresno Migrant Seasonal Head Start:** Provides comprehensive services to migrant and seasonal families residing in Fresno county. Early childhood education services are offered in center based and family childcare settings in 9 of the Fresno county incorporated cities. Hours of service vary from 8 to 10 hours a day depending on the needs of each family. This is the only Migrant Head Start program in Fresno County.

**Head Start (Migrant/ Seasonal and Regional):** Provides early childhood education in center and home-based programs. Areas of services include health nutrition, social services and parent involvement. Head Start provides part day and full day program options. These are the only Head Start programs in Madera County.

**Low Income Home Energy Assistance Program (LIHEAP):** Provides a once-a-year credit toward utilities. Also provides weatherization of homes for eligible households. There is a LIHEAP program that serves migrant families and one that serves native American households. These are offered by other agencies. CAPMC’s LIHEAP program is open to other types of households.

**Senior Nutrition Program:** Provides nutritious meals for seniors age 60 and over at 5 congregate sites located in Chowchilla, North Fork, Coarsegold, Oakhurst and the Ranchos. It also provides weekly meals to homebound seniors who are too frail to leave their homes. The City of Madera has a senior Nutrition Program for those who reside in the City of Madera. All other areas of the County are covered by CAPMC’s Senior Nutrition Program.

**Shunammite Place Supportive Housing Program:** A permanent supportive housing program for chronically homeless individuals and families with disabilities. The program is intended to end the cycle of homelessness. The program aids individuals with issues of mental and physical health; encouraging structure, improvement, dedication, and achieving goals on a daily basis. The Shunammite Place is the only HUD funded permanent supportive housing program located within the City of Madera.

**Strengthening Families Program:** Assists parents and families in improving parenting skills and family relationships at home. The program aims to enhance confidence in parenting and deliver effective ways to strengthen family relationships. There are one to two other parenting programs in
the County. The need for parent education is great. The parenting program struggles to meet the needs of all of the parents who need to attend classes.

**Victim Services:** Provides programs such as Victim Witness, Sexual Assault, Domestic Violence, Battered Victim’s Shelter, Child Forensic Interview Team, Volunteer Program, Community Education, Self-Defense, Legal Forms and Prevention Programs. CAPMC operates the only Victim Services Department in Madera County.

**Volunteer Income Tax Assistance Program:** Provides free income tax preparation services for the low income during the annual tax season. There are a few other VITA programs in Madera County, but every year, CAPMC prepares more tax returns than the year before.

2. Please describe the agency’s service delivery system. Include a description of your client intake process or system. Also specify whether services are delivered via direct services or subcontractors, or a combination of both.

Each program offered by CAPMC has developed an intake process that meets the funding terms and conditions of the programs operated. Internal and external referrals are made to other programs as customers share their needs. Services are delivered via direct services with exception of the LIHEAP Weatherization services are provided by a sub-recipient.

3. Please list your agency’s programs/services/activities funded by CSBG, including a brief description, why these were chosen, how they relate to the CNA, and indicate the specific type of costs that CSBG dollars will support (examples: staff salary, program support, case mgmt., T/TA, etc.)

Under the scope of this application, CSBG funding will be utilized to assist families in need of transition. CAPMC commits to the Department of Community Services and Development that federal, state, and local categorical and program funding will be initially used to address the financial and service needs of families living in Madera County. CAPMC staff continues to link families in need with existing programs. A part of the CSBG funds is used as matching dollars for the Shunammite Place Program. This includes personnel cost, operating cost and supportive services. The Shunammite Place is one of the Department of Housing and Urban Development housing programs funded through the Fresno Madera Continuum of Care. CSBG funds are also used to cover some of the personnel cost of the Strengthening Families program that is funded through the Department of Social Services and Madera County Probation Department. The Strengthening
Families personnel help provide support to families and children through parenting classes. The services that both of these programs provide were identified as needs in the Community Needs Assessment. They were selected for support because they met the CNA priorities, fit with CAPMC’s Mission Statement, and without the contribution of CSBG funding, the programs would not be able to continue operating.

**Linkages and Funding Coordination**

(Organizational Standards 2.1-2.4)
(CSBG Act Section 676b(1)(B), (1)(C), (3)(C), (3)(D), (4), (5), (6), (9))
(State Assurance 12747, 12760, 12768)

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing. Answers must address the following: (please be specific)

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, please list the coalitions by name, who participates, and methods used by the coalition to coordinate services/funding.
   (Organizational Standard 2.1, CSBG Act Section 676(b)(1)(C),(3)(C))

   CAPMC coordinates their activities with other organizations by having staff participate on various board/committees/advisory councils throughout Madera County, making presentations to service clubs, schools, parent groups, Madera Workforce, social services agencies, and city/county departments. By participating and making presentations, CAPMC can provide information on what services the agency offers and become knowledgeable of services that other agencies provide. Knowing about the services already provided in the area will decrease the possibility of duplication of services.

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding.
   (Organizational Standard 2.1)

   NPI4.1 includes a comprehensive list of CAPMC’s community-wide partnerships. As of December 31, 2019, CAPMC employees participated on 56 community groups, boards, coalitions and consortiums. In addition, there were 63 written Memorandums of Understandings on file.

3. Describe how your agency utilizes information gathered from key sectors of the community:
   a. Community-Based
   b. Faith-Based
The Mobilizing for Action through Planning and Partnerships (MAPP) Steering Committee, in part led by the Madera County Public Health Department, has in its membership, CAPMC staff members as well as former and current CAPMC Board Members. CAPMC staff and Board Members have been working as supporters of the MAPP Steering Committee to help address community needs and creating grass root partnerships through the community data collected, types of collaborations involved, represented and, most importantly through the strategic planning. MAPP has identified Obesity and Diabetes, Mental Health, Alcohol and Drug Use, and Child Abuse and Neglect as its top four priorities that as a community it will work to reduce and eliminate. Altogether, MAPP completed over 2,180 face-to-face and electronic surveys that aided in the selection of the top four community priorities. CAPMC representatives continue to be an engaged and active part of the MAPP Steering Committee that hopes to address the community health needs of Madera County strategically with the collaboration of all groups involved. Committee Members involve Madera County Public Health, First 5 Madera County, Valley Children’s Hospital, Madera City Council, Madera County Supervisors, Behavioral Health, Office of Education, Madera Community Hospital, Department of Social Services, Centro Binacional, Sheriff’s Office, Probation, and CAPMC, to name a few.

Community Action Partnership of Madera County implemented the monthly Social Agencies Linking Together (SALT) meetings. Various local social service agencies, city/county programs, and private/public foundation programs host the monthly meeting with the goal to educate the community about the services they offer. CAPMC serves as the administrative facilitator of this group.

All of the key sectors are represented in these two groups.

4. Describe how services are targeted to low income individuals and families and indicate how staff is involved, i.e. attend community meetings, I&R, etc. Include how you ensure that funds are not used to duplicate services. (CSBG Act Section 676(b)(3)(C), 676(b)(9), State Assurance 12760)
CAPMC coordinates their activities with other organizations by having staff participate on various board/committees/advisory councils throughout Madera County, making presentations to service clubs, schools, parent groups, Madera Workforce, social services agencies, and city/county departments. By participating and making presentations, CAPMC can provide information on services the agency offers and become knowledgeable of services that other agencies provide. Knowing about the services already provided in the area will decrease the possibility of duplication of services.

5. If your agency is a Migrant and Seasonal Farmworker (MSFW) agency, describe how you will coordinate plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not a MSFW, please mark N/A. (State Assurance 12768)

N/A

6. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. Describe your agency’s contingency plan for potential funding reductions. (State Assurance 12747)

CAPMC’s partnerships and MOU’s with other agencies is an example of how CSBG funds are leveraged with other funding sources to increase programmatic and/or organization capacity.

The Board of Directors of CAPMC believes that in the event federal funds are reduced, staff will address the following areas prior to a decision being rendered.

1) Conduct a thorough assessment regarding the impact on Madera County target populations and program restrictions caused by a reduction in funds.

2) CAPMC staff, in conjunction with other local partners, will pursue additional funding and revenue from other sources prior to the termination of any service.

3) CAPMC will develop a plan which will prioritize the following actions:
   a. Retain the same level of services despite the reduction in federal funding.
   b. Reduce the level of service to emergency services.

4) If adequate funding is not available to sustain program operations in an efficient and effective manner, then the program shall be eliminated.
CAPMC will enter into partnerships with other community-based organizations and social service providers in Madera County in order to continue a minimum basic level of service delivery to disadvantaged groups.

The reduction of CSBG would impact administrative and program services of the agency. Approximately, 68% of the CSBG funding is utilized for administrative salaries, fringe benefits and operations. The remainder of administrative salaries, fringe benefits, and operations are funded by our indirect cost rate which is approved by our cognizant agency, Health and Human Services. Any reduction in CSBG would have a direct impact on our final indirect cost rate. If more administrative salaries, fringe benefits, and operations had to be funded out of the indirect cost pool, the resulting indirect cost rate would increase. The cost would be passed on to the programs that the agency operates, thus leaving fewer dollars for direct services.

The balance of the CSBG funding, or approximately 32%, is used for direct services. Thirteen percent (13%) is used to pay a portion of salaries and fringe benefits of the Resident Manager and Shelter Aides and other operating cost for the Shunammite Place which provides long-term permanent housing for chronically homeless women. In addition, 10% is used to partially fund the Strengthening Families program. Another 6% of CSBG funding is used to cover salaries and fringe benefits of Community Services staff. The balance of the CSBG funding or approximately 3% covers agency-wide staff training and program supplies.

In the event of a reduction of federal funding, the agency would pursue other resources. It would be essential to find replacement funding for the Shunammite Place salaries and fringe in order to avoid staff layoffs and reductions. CSBG funding is used to meet the required matching dollars for the HUD funds that finance the shelter. The loss of CSBG would also mean we would not be able to provide the required cash match.

With the available funding, the Community Action Partnership of Madera County (CAPMC) would continue to provide services to residents of Madera County who meet program eligibility.

7. Describe how your agency communicates its activities and its results to the community, including how the number of volunteers and hours are documented. (Organizational Standard 2.3, 2.4)
CAPMC utilizes a number of venues to communicate activities and results to the Community.

- The Fresno Migrant/Seasonal Head Start and Madera/Mariposa Regional Head Start Annual Reports are presented to the Board of Directors annually. The Board Packet, which is inclusive of the Annual Report, is posted on the Agency website for public review.
- Program reports and information are also captured in CAPMC's Agency newsletter.
- CAPMC related news is communicated to the public via our Agency newsletter. Board of Directors agendas, minutes, and packets are accessible to the public.
- All CAPMC related news is communicated to the public via our Agency Facebook.
- The Volunteer Hours are documented based on actual hours worked. These are tabulated by the program that benefited from the service and reported to the Board on monthly agendas.

8. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. Describe how your agency will contribute to the expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as: programs for the establishment of violence-free zones that would involve youth development and intervention models like youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs. (CSBG Act Section 676(b)(1)(B))

CAPMC participates in youth mediation programs through the Interagency Children and Youth Services County of Madera, and offers the Strengthening Families Program.

The CAPMC Strengthening Families Program is an evidenced-based parenting program and involves the entire family. The goals of the program include: assisting parents with improving parenting skills, delivering effective ways to discipline and manage behavior, address the effects of substance abuse, sexual, physical and verbal abuse on children, and review current issues such as bullying, safety in using technology, social media, peer pressure and healthy relationships. Parents within Madera County are provided an opportunity to participate in-group classes that they can attend with their families or individual sessions.

CAPMC is also an active member of the Interagency Children and Youth Services Council of Madera (ICYSC), which is an interagency collaboration to encourage the development of a comprehensive and collaborative delivery system of services to children and youth in Madera County. Members of the board include judge of the Juvenile Court, Madera County
9. Describe how your agency will provide employment and training activities. If your agency uses CSBG funding to provide employment and training services, describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5))

CAPMC coordinates with the following agencies to address employment and training needs in the community:

CAPMC has historically enjoyed a close working relationship with the County of Madera, City of Madera, City of Chowchilla and other social entities due to its strategic role in the delivery of services to low-income persons. Having an appointed official from the Madera City Council, Chowchilla City Council, and the Madera County Board of Supervisors aids in establishing linkages and open communication regarding effective delivery of CAPMC services in correlation to other governmental and social service agencies to avoid duplication.

CAPMC also coordinates with the Madera County Workforce Assistance Center (MCWAC) through the Shunammite Place. The MCWAC has a representative that actively supports Shunammite Place participants by conducting one-on-one orientations with new customers, case management and follow-ups with existing customers, and offers a variety of additional services to those interested in pursuing job training, certification programs, or higher education.
10. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services to counteract conditions of starvation and malnutrition among low-income individuals.
(CSBG Act Section 676(b)(4))

CAPMC will provide emergency food and nutrition through such services:

Madera Head Start and Fresno Migrant Head Start children are provided with meals that follow the California Adult & Child Nutrition Food Program guidelines for the different age groups. Children receive breakfast, lunch, and snack depending on the program option they attend. In addition, the program will collaborate with the local food bank to provide free fresh produce to families attending nutritional classes and or other coordinated events.

The Senior Nutrition Program provides nutritious meals to 281 seniors age 60 and over at 5 congregate sites located at Chowchilla, North Fork, Coarsegold, Ranchos and Oakhurst. Homebound meals are delivered on a weekly basis to 50 seniors who are too frail to attend the program at the congregate site.

11. Describe how your agency will ensure coordination between antipoverty programs in each community in the State, and ensure where appropriate, that the emergency energy crisis intervention programs under title XVI (relating to low-income home energy assistance) are conducted in the community.
(CSBG Act Section 676(b)(6))

Coordination between the agency's CSBG program and energy programs is achieved through annual LIHEAP contracts CAPMC receives to provide energy assistance to the low-income residents of Madera County. CAPMC also coordinates with clients being referred to other collaborative agencies, churches, and Love, Inc. for energy assistance. CAPMC also offers weatherization and solar installation services to qualified applicants to help lower energy cost.

12. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting.
(CSBG Act Section 676(b)(3)(D))

The Head Start programs support fatherhood involvement activities such as "Donuts with Dad" and "Tea with Dad". Centers such as the North Fork site hosted "Dad's Day". Dads, grandpas, brothers, or friends were invited to attend a special baseball day with children. Varieties of different plans are utilized to include fathers in their children's lives. For example, the Mis Angelitos Center prepared a community garden for the families to access. The fathers were the ones who spearheaded the
The Head Start program also promotes games and other activities that fathers can actively participate in with their children such as soccer games.

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

1. Describe your agency’s specific monitoring activities and how they are related to establishing and maintaining the integrity of the CSBG program, including your process for maintaining high standards of program and fiscal performance.

CAPMC has implemented two (2) monitoring tools to assure that specific program and agency department objectives are achieved in a timely manner. The main two (2) tools to be utilized are:

- Fiscal Monitoring
- Monthly Activity Report

Fiscal Monitoring: Each department has developed evaluation systems for monitoring program compliance. When problems and deficiencies are identified, corrective action plans are developed and submitted to the Executive Director, Board of Directors and the various Councils/ Committees. The Executive Director meets with the Program Manager, Chief Financial Officer, and Accountants on a regular basis to ensure the fiscal monitoring of grants.

Monthly Activity Reports: Program Managers share monthly activity reports to the Executive Director for review and comment during a monthly Program Managers meeting. At this meeting, Program Managers are requested to share program updates, funding status and alerts, schedule of upcoming monitoring visits, and any additional news related to the programmatic and funding source requirements.

By using these methods, CAPMC is able to effectively monitor and evaluate its programs, while keeping staff engaged and alert of the multiple services offered by the agency.

2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency and type (i.e., onsite, desk review, or both)
CAPMC subcontracts its weatherization services. The program is monitored by following the guide for monitoring Sub-Recipients located in the Financial Procedures Manual. A combination of on-site monitoring and desk reviews are used to ensure the integrity of the program. Desk reviews of the client files and monthly invoices are completed monthly. The summary of the desk reviews results are included in the annual monitoring report. A detailed listing of the areas monitored is included in the Community Services Procedures manual.

3. Describe how your agency ensures that cost and accounting standards of the Office of Management and Budget (OMB) are maintained. (CSBG Act Section 678D(a)(1)(B))

To ensure that CAPMC follows all Office of Management and Budget (OMB) procedures, the following strategies have been implemented:

☐ A Certified Public Accountant completes CAPMC’s annual audit on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirements and/or State audit threshold requirements.

☐ The governing board formally receives and accepts the annual audit.

☐ Strong internal controls are implemented through the Accounting & Financial Policies and Policies & Procedures Manual. The Board of Directors approved the Manual in January 2015 with continued updates to the Board as needed.

☐ All CAPMC managers have been trained on the new Office of Management and Budget Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2CFR Part 200)

Data Analysis and Evaluation

(Organizational Standards 4.3, 4.4) (CSBG Act Section 676(b)(12))

1. Describe your methods for evaluating the effectiveness of programs and services, including the frequency of evaluations. (Organizational Standard 4.3)
CAPMC has implemented two (2) monitoring tools to assure that specific program and agency department objectives are achieved in a timely manner. The main two (2) tools to be utilized are:

- Fiscal Monitoring
- Monthly Activity Report

Fiscal Monitoring: Each department has developed evaluation systems for monitoring program compliance. When problems and deficiencies are identified, corrective action plans are developed and submitted to the Executive Director, Board of Directors and the various Councils/Committees. The Executive Director meets with the Program Manager, Chief Financial Officer, and Accountants on a regular basis to ensure the fiscal monitoring of grants.

Monthly Activity Reports: Program Managers share monthly activity reports to the Executive Director for review and comment during a monthly Program Managers meeting. At this meeting, Program Managers are requested to share program updates, funding status and alerts, schedule of upcoming monitoring visits, and any additional news related to the programmatic and funding source requirements.

By using these methods, CAPMC is able to effectively monitor and evaluate its programs, while keeping staff engaged and alert of the multiple services offered by the agency. It is the policy of the Community Action Partnership of Madera County (CAPMC) to ensure that planned programs are monitored and evaluated in regards to the implementation process and outcomes. This policy ensures a process for timely submission of required reports to funding sources, aggregation of data, administration, and staff effectiveness. Head Start Programs perform annual self-assessment of program performance. Other programs have other internal methods for evaluation program performance. In addition, the Executive Director, Chief Financial Officer, Program Managers and Accountant Program Managers oversee policy components and provides recommendations on program delivery strategies. They meet monthly to review and monitor contract activities. This process allows time for Managers to assess activities as needed and make necessary adjustments for submission and approval to the Executive Director, Board of Directors and the funding source.

CAPMC has implemented a number of steps to help ensure the integrity of the CSBG program:

- All employees are provided with Ethics Training.
- New Employees receive New Employee Orientation training, which includes instruction on CAPMC's Ethics Training, Standards to Live By, and CAPMC's values, and Results Oriented Management and Accountability (ROMA).
- CAPMC maintains an Ethic's Hotline; employees are encouraged to report incidents of unethical behavior.
- CAPMC has a contract with external auditors who audit the CAPMC's financial reports each year. Part of their process is to do compliance testing to help ensure the integrity of the CSBG activities and all other agency programs of the agency comply with their contracts.
- Staff who report to CSD on CSBG data rely heavily on the integrity of the data that is submitted from CAPMC's departments. Because of this, Community Services staff spend time with the members of the other departments who provide the data to help ensure they understand reporting objective. If data is reported that does not seem reasonable, Community Services staff or Administration staff meet with the staff person who reported the data to ensure accurate data is reported.

2. Describe how your agency ensures that updates on the progress of strategies included in your CAP are communicated to your board annually.
   (Organizational Standard 4.4)

A summary of the Annual Report is presented to the Board of Directors annually. The summary compares the goals with the outcomes achieved. An explanation is provided when variances are less than 80% of the goal or over 120% of the goal.

3. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based on an in-depth analysis of performance data.
   (CSBG Act Section 676(b)(12))

Based on the recommendations of the National Children Alliance, CAPMC recently reorganized the Child Forensic Interview Team process to allow for better service delivery for potential children of witnesses to a violent crime. The recommendation was based on an in-depth review of the system. Some of the improvements made were two family waiting areas were established to allow the families to wait in a private place. The CFIT meeting area is now closed off to from people entering the area from other departments. This also enhances privacy. Other areas were established to allow law enforcement to meet with the parents privately when needed.

Employee retention is a challenge for CAPMC because we cannot compete with the wages that the local school district and the County of Madera can offer. It is a challenge to hire competent staff to
serve our customers. CAPMC has recently taken proactive steps to align the compensation schedule so that it will be in alignment when minimum wages goes up to $15.00 per hour.

Appendix A
Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

CATEGORY ONE: CONSUMER INPUT AND INVOLVEMENT

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

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

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

CATEGORY TWO: COMMUNITY ENGAGEMENT

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

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

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

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

CATEGORY THREE: COMMUNITY ASSESSMENT

Private Agency - Standard 3.1: Organization conducted a community assessment and issued a report within the past 3-year period.

Public Agency - Standard 3.1: The organization/department conducted a community assessment and issued a report within the past 3-year period, if no other report exists.

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

Standard 3.3: The organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.
**Standard 3.4:** The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

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

**VISION AND DIRECTION**

**CATEGORY FOUR: ORGANIZATIONAL LEADERSHIP**

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

**Standard 4.3:** The organizations/department’s Community Action Plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle. In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

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

**CATEGORY FIVE: BOARD GOVERNANCE**

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

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

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

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**Appendix B**

**State Assurances**

**California Government Code 12747** (a): Community action plans shall provide for the contingency of reduced federal funding.
California Government Code § 12760: CSBG agencies funded under this article shall coordinate their plans and activities with other agencies funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) that serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all community agencies and the populations they serve.

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

Appendix C
Federal Assurances and Certification

CSBG Services

676(b)(1)(A) The State will assure “that funds made available through grant or allotment will be used –

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
(ii) secure and retain meaningful employment;
(iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
(iv) make better use of available income;
(v) obtain and maintain adequate housing and a suitable environment;
(vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family individual needs; and
(vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;

(I) document best practices based on successful grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;
(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Needs of Youth

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

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

(ii) after-school childcare programs;

Coordination of Other Programs

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

Eligible Entity Service Delivery System

676(b)(3)(A) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C9(a), targeted to low-income individuals and families in communities within the State

Eligible Entity Linkages – Approach to Filling Service Gaps

676(b)(3)(B) a description of “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow up consultations.”

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

676(b)(3)(C) a description of “how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

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

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

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

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

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

676(b)(11) “An assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”

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

Appendices (Optional)

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