

**Before the Board of Supervisors in and for the
County of Monterey, State of California**

Approve and authorize the Chair to sign the)
Calendar Year (CY) 2012-2013 Community)
Action Plan.....)

Upon motion of Supervisor Calcagno, seconded by Supervisor Salinas, and carried by those members present, the Board hereby;

Approved and authorized the Chair to sign the Calendar Year (CY) 2012-2013 Community Action Plan.

PASSED AND ADOPTED on this 24th day of May, 2011, by the following vote, to wit:

AYES: Supervisors Armenta, Calcagno, Salinas, Parker, and Potter

NOES: None

ABSENT: None

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 75 for the meeting on May 24, 2011.

Dated: May 26, 2011

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California

By Cheri Armenta
Deputy

MCDSES



MONTEREY COUNTY
DEPARTMENT OF SOCIAL
& EMPLOYMENT SERVICES

W O R K I N G T O G E T H E R F O R O U R C O M M U N I T Y



Monterey County
Community Action Plan
2012-2013

MONTEREY COUNTY COMMUNITY ACTION PARTNERSHIP

**Community Action Plan
2010-2011**

Submitted by:

Barbara Verba, Director

Robbie Gonzalez-Dow, Community Action Commission Chair

Prepared by:

Margarita Zarraga, Community Affiliation Manager

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Community Action Partnership Staff

Shirley Soratos, Accountant Auditor

Yesenia Ruiz, Office Assistant

June 2011



**COMMUNITY SERVICES BLOCK GRANT
2012/2013 PROGRAM YEAR COMMUNITY ACTION PLAN
COVER PAGE**

TO: Department of Community Services and Development
Attention: Field Operations
P. O. Box 1947
Sacramento, CA 95812-1947

FROM: Agency: Monterey County Community Action Partnership
Address: 1000 South Main Street, Suite 301
City: Salinas, CA 93901

Agency Contact Person Regarding Community Action Plan

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CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this 2012/2013 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.

 5-24-11

Board Chairperson Date
Supervisor Jane Parker

Executive Director Date
Barbara Verba

COMMUNITY ACTION PLAN REQUIREMENTS

Summary/Checklist

The 2012/2013 request for Community Action Plan (CAP) must meet specific requirements as defined by law and are described in detail in this document. The CAP forms, with specific instructions on how to complete each form, are assembled separately for ease in preparing. Once you have completed your CAP, submit to CSD one original document (marked "original") and two copies (marked "copy") no later than **June 30, 2011**. The following is a check list of the components to be included in the CAP:

- CAP Cover Page with appropriate signatures
- Table of Contents and all CAP pages numbered consecutively
- Agency Vision & Mission Statements
- Requirement 1: Community Information Profile and Needs Assessment
- Requirement 2: Statewide Priority
- Requirement 3: Federal Assurances (Indicate the applicable assurances)
- Requirement 4: State Assurances (Indicate the applicable assurances)
- Requirement 5: Documentation of Public Hearing(s)
- Requirement 6: Monitoring and Evaluation Plan

Table of Contents

CAP Cover Page.....	1
Summary Checklist	2
Agency Vision & Mission Statements.....	4
Requirement 1: Community Information Profile & Needs Assessment	6
Community Information Profile	6
Needs Assessment	22
Requirement 2: 2012/2013 Statewide Priority/Strategy Statement	29
Requirement 3: Federal Assurances.....	30
Section 676(b)(1)(A).....	30
Section 676(b)(1)(B).....	33
Section 676(b)(1)(C).....	34
Section 676(b)(4).....	34
Section 676(b)(5).....	34
Section 676(b)(6).....	35
Section 676(b)(9).....	35
Section 676(b)(10).....	36
Section 676(b)(12).....	37
Section 678D(a)(1)(B)	37
Section 676(b)(3)(A).....	37
Section 676(b)(3)(B).....	38
Section 676(b)(3)(C).....	38
Section 676(b)(3)(D).....	39
Requirement 4: State Assurances	40
Section 12730(h)	40
Section 12747(a).....	40
Section 12760	41
Requirement 5: Documentation of Public Hearing(s)	42
Requirement 6: Monitoring and Evaluation Plan	68

AGENCY VISION & MISSION STATEMENTS

The Vision Statement describes a desired future based on your agency's values. The vision is broader than what any one agency can achieve; the agency collaborates with others in pursuit of the vision.

Provide your agency's Vision Statement.

VISION STATEMENT:

Monterey County Community Action Commission and the Community Action Partnership staff recognize that a thriving community is measured by how well it takes care of its members. Together with policy makers, community members and a broad representation of the low-income, public, and private sector, the Commission, the Community Action Partnership and the Department of Social and Employment Services must assure comprehensive support service delivery systems that promote self-sufficiency, pride and community spirit for the low-income population in Monterey County.

The Mission Statement describes the agency's reason for existence and may state its role in achieving its vision.

Provide your agency's Mission Statement.

MISSION STATEMENT:

The Mission of the Monterey Community Action Partnership is to assess the needs of the low-income people in Monterey County and develop, maintain, and evaluate community services that empower low-income persons and improve their quality of life.

The Monterey County Community Action Commission and the Community Action Partnership staff will carry out this mission by:

- a. Developing a Community Action Plan that is based upon strategic planning;
- b. Coordinating and collaborating with other community-based efforts to develop partnerships, maximize resources, and enhance existing service delivery systems;
- c. Identifying services gaps;
- d. Advocating for the needs of the low-income population;
- e. Developing services that are needed;
- f. Leveraging funds for needed community services;

- g. Serving as the Board of Supervisors' designated lead agency for homeless issues; and,**
- h. Encourage services that are accessible, culturally sensitive, family-friendly, and responsive.**

**REQUIREMENT 1
COMMUNITY INFORMATION PROFILE & NEEDS ASSESSMENT**

State law requires each CSBG eligible entity to develop a Community Action Plan (CAP) that will assess poverty-related needs, available resources, feasible goals, and strategies to prioritize its services and activities to promote the goals of self-sufficiency among the low-income populations in its service area. (*Government Code 12747(a)*)

Each CAP shall include the Community Information Profile and Needs Assessment as follows:

- 1. Community Information Profile: Describes the problems and causes of poverty in the agency's service area based on objective, verifiable data and information. (*Government Code 12754(a)*)**

Attach the agency's Community Information Profile. This must include corresponding heading (i.e., Community Information Profile), sequence, and description of:

- A. Agency's service area in terms of factors such as poverty, unemployment, educational attainment, health, nutrition, housing conditions, homelessness, crime rates, incidents of delinquency, the degree of participation by community members in the affairs of their communities and/or other similar factors deemed appropriate by the agency. Factors described in the Community Information Profile must be typical for baseline data and substantiated by corroboration gained through public forums, customer questionnaires, surveys of service providers, surveys of potential customers, statistical data, evaluation studies, key informants, anecdotal sources and/or other sources deemed reliable by the agency.**

Monterey County is one of the original counties of California created in 1850 at the time of statehood. It is a geographically large county with a total of approximately 3,770 square miles. The coastline, including Big Sur, State Route 1, and the 17 Mile Drive on the Monterey Peninsula has made the County world famous. The City of Monterey was the capital of California under Spanish and Mexican rule. The economy is primarily based upon tourism in the coastal regions, and agriculture in the Salinas River Valley. Most of the county's people live near the northern coast and Salinas Valley.

According to the 2010 U.S. Census, Monterey County's population has grown to 415,057, a 3.3 percent increase over 2000. The 2010 population is made of 55.4% Hispanic, 32.9% white, 3% African-American, 0.6% Native American, 6.6% Asian, 0.5% Hawaiian-Island Pacific, 0.2% other and 0.6% other with more than one race.

The following data is provided from a variety of sources to present verification of challenges faced by the community. Areas and populations of affluence contrast with areas and populations in poverty. Increasing unemployment exacerbated by the recession has a compounding affect on a labor force already disadvantaged by seasonal and low-paying jobs. The recession is also affecting the County's ability to collect revenues from property taxes, and job and wage losses are depressing the local economy.

Falling home values and foreclosures are causing homeowners, tenants and subtenants to seek public assistance, including emergency shelter, rental assistance and food. Food pantries are being accessed at very high rates by residents who have not accessed them previously due to the recession and unemployment. The Food Bank for Monterey County has packed over 10,000 bags of food each month during the first quarter of 2011.

Poverty statistics don't tell the whole picture regarding a family's ability to be self-sufficient in Monterey County. In 2009, Dr. Diana Pearce at the University Washington, on behalf of United Way and Insight Center for Community Economic Development, published a report titled *Overlooked and Undercounted 2009: Struggling to Make Ends Meet in California* (www.liveunitedca.org). In this report, Dr. Pearce collected and analyzed data and developed the Self-Sufficiency Standard for counties throughout California. "Self-sufficiency measures the actual cost of living, on a county-by-county basis, accounting for different family sizes, ages of children, and local variations in costs." **In Monterey County, a family of three (two adults and one infant) would need to hold three and a half full-time, minimum-wage jobs to achieve self-sufficiency.** Of the households in Monterey County that have incomes below this Standard, 92.6% have one or more workers. The economic picture for this family of three looks like this:

- The 2008 100% Federal Poverty Level for this family is **\$17,600**;
 - Three full-time minimum wage jobs at \$8.00/hour equates to **\$49,920**; and,
 - Monterey County's Self-Sufficiency Standard is **\$51,571**.
-

Poverty – Poverty in Monterey County greatly impacts certain regions and cities, single women households and children. The information below shows that county-wide poverty statistics for Monterey County for individuals in 2009 are higher than California and the nation. According to the American Community Survey (ACS) for 2005 - 2009, certain areas of North and South County have poverty levels near or at 20%. The number of free and reduced price lunches for school children also indicate the family's lack of adequate resources as does how the birth of their children is paid for.

	Monterey Co.	CA	US
Poverty: Families below 100 % poverty level (2005 – 2009 ACS)	10%	9.8%	9.8%
Poverty: Individuals below 100 % poverty level (2009 ACS)	17.8%	14.2%	13.5%
Source: 2000 US Census; 2005 – 2009 ACS			

	Monterey Co.	CA	US
Poverty: Married couples with related children under 18 years	9%	8.3%	6.7%
Poverty: Female householder, no husband present, with related children under 18 years	30.6%	32.2%	37.1%
Source: 2000 US Census; 2005 – 2009 ACS			

Poverty by Geographic Region

North County

City	% population in Poverty	City	% population in Poverty
Aromas CDP	4.3	Castroville	19.2 (11.6)
Las Lomas CDP	8.8	Moss Landing CDP	18.8
Prunedale CDP	7.9	Elkhorn CDP	9.8
Pajaro CDP	22.2 (15)		

Monterey Peninsula

City	% population in Poverty	City	% population in Poverty
Carmel Valley Village CDP	3.9 (9)	Carmel-by-the-Sea	6.6 (3.8)
Del Monte Forest CDP	2.3	Del Rey Oaks City	5
Marina City	13.1	Monterey City	7.8 (9)
Pacific Grove City	5.4	Sand City	27.9
Seaside City	12.1 (10)		

South County

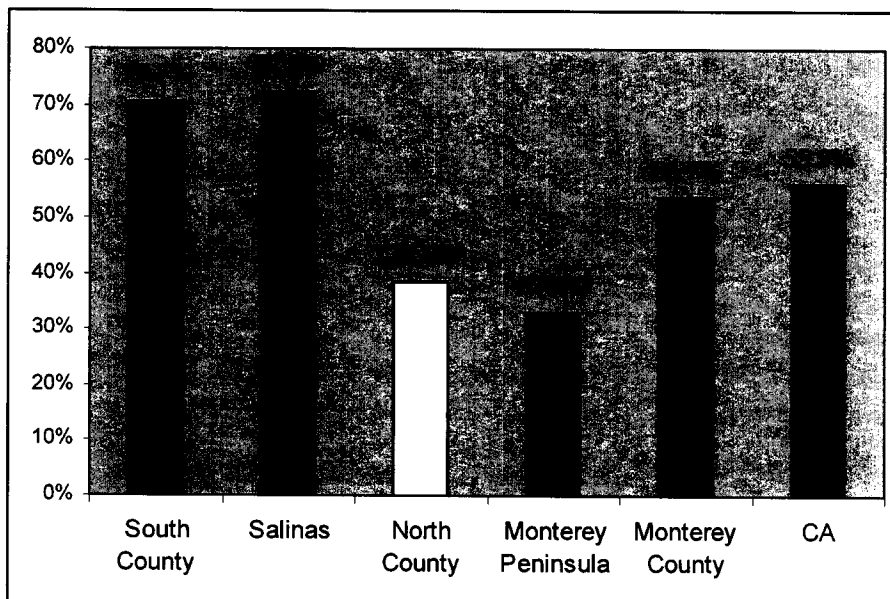
City	% population in Poverty	City	% population in Poverty
Bradley CDP	19	Chualar CDP	15
Gonzales City	20.2 (13.5)	Greenfield City	20.2 (13.5)
Greenfield City	21.6 (19.8)	King City	20.8 (15)
San Ardo CDP	24	San Lucas CDP	29.7
Soledad City	18.4 (13)		

Salinas

City	% population in Poverty	City	% population in Poverty
Salinas City	16.7 (16.8)	Spreckels CDP	1.1

Source: US Census 2000. Poverty figures for cities available for 2005-2009 ACS (in parenthesis)

In school year 2008 – 2009, 53.7% of Monterey County school children received free and reduced price meals.



Monterey County Births by Payment for Delivery and Hospital of Birth

The method of payment for births is an indicator of income and lack of insurance. As shown in the table below, hospitals located in poorer areas of the county and the county's hospital have higher incidences of births paid for by Medi-Cal or other government funding.

Payment for Delivery	Hospital of Birth						Total
	CHOMP*	Mee*	NMC*	SVMH*	WCH*	Other Hospitals	
Medi-Cal & Other Government-paid	39.6%	88.7%	96.3%	41.7%	76.6%	36.5%	67.4%
Private Insurance	59.4%	11.3%	3.5%	57.4%	21.4%	61.8%	32.0%
Self-Pay	1.0%	0.0%	0.0%	0.3%	2.0%	0.8%	0.4%

Source: 2009 Monterey County Health Department (MCHD) Automatic Vital Statistics System; produced by MCHD, Epidemiology and Evaluation Unit, 2010.

* Hospital names and locations

- Community Hospital of the Monterey Peninsula – Monterey Peninsula
- George L. Mee Memorial Hospital – King City, South County
- Natividad Medical Hospital – County hospital; Salinas
- Salinas Valley Memorial Hospital – Salinas
- Watsonville Community Hospital – Watsonville; Santa Cruz County (borders Monterey County)

Unemployment – February 2011 figures for unemployment indicate that the County has a rate of 17.6% as opposed to California at 12.2% and the U.S. at 8.9%. Some unemployment during the winter months is caused by the inability of season workers to find work in the agriculture fields, but the recession has caused normally employed citizens to become unemployed. Areas in North and South County have unemployment rates over 30%, and the City of Salinas is above 23%.

	Monterey Co.	CA	US
Unemployment: 2010 February	17.6%	12.4%	9.7%
Unemployment: 2010 Annual Average	12.8%	12.4%	5.8%
Unemployment: 2011 January	17.2%	12.4%	9%
Unemployment: 2011 February	17.6%	12.2%	8.9%
Note: Not seasonally adjusted.			
Source: CA EDD, Labor Market Information Division, www.labormarketinfo.edd.ca			

Unemployment by County Geographic Region

North County

City	2011 Feb	2010 Annual	City	2011 Feb	2010 Annual
Aromas CDP	7.5%	5.5%	Castroville CDP	30.2%	23.7%
Elkhorn CDP	9.9%	7.2%	Las Lomas CDP	33.5%	26.6%
Moss Landing CDP	34.4%	27.3%	Pajaro CDP	16.8%	12.7%
Prunedale CDP	12.6%	9.4%			

Monterey Peninsula

City	2011 Feb	2010 Annual	City	2011 Feb	2010 Annual
Carmel Valley Village CDP	3.2%	4.7%	Carmel-by-the-Sea City	6.3%	2.3%
Del Monte Forest CDP	4.6%	3.3%	Del Rey Oaks City	4.4%	3.3%
Marina City	10.4%	7.7%	Monterey City	7.9%	5.8%
Pacific Grove City	6.6%	4.9%	Sand City	0%	0%
Seaside City	10.2%	7.5%			

South County

City	2011 Feb	2010 Annual	City	2011 Feb	2010 Annual
Bradley CDP	0%	0%	Chualar CDP	39.1%	31.6%
Gonzales City	30.4%	23.9%	Greenfield City	25.4%	19.6%
King City	27.1%	21.1%	San Ardo CDP	35.5%	28.3%
San Lucas CDP	32.1%	25.4%	Soledad City	21.2%	16.2%

Salinas

City	2011 Feb	2010 Annual	City	2011 Feb	2010 Annual
Boronda CDP	18.9%	14.3%	Salinas City	23.2%	17.8%
Spreckles CDP	0%	0%			

Source: CA EDD, Labor Market Information Division, www.labormarketinfo.edd.ca

Education – Education attainment is an issue in Monterey County, and of great concern is the fact that more than 50% of parents over 25 do not have a high school diploma or GED. Forty percent of the adults in the City of Salinas do not have a high school education – a fact that impedes employment opportunities, financial success, and family stability.

	Salinas	Monterey Co.	CA	US
Education: Less than 9 th grade	28%	19%	11.5%	7.5%
Education: 9 th to 12 th grade, no diploma	12%	11%	11.7%	12.1%
Education: Percent high school grad or higher	60%	71%	81%	85%
Education: Percent college grad or higher	13%	24%	30%	28%
Note: Population 25 years and older. Source: 2000 US Census, 2005 – 2009 ACS				

Parent's Education	Father		Mother	
	Number	Percent	Number	Percent
< 8 th Grade	1,200	25.5	1,059	23.9
Some High School	1,612	34.2	1,743	39.4
High School Diploma or GED ¹	1,092	23.2	880	19.9
Some College	805	17.1	743	16.8
Total	4,709	100.0	4,425	100.0
¹ GED: General Educational Development Note: Table includes parents ages >25. Table excludes 1,688 fathers age <25 and 663 whose educational level was unknown, and 2,602 mothers age < 25 and 33 whose educational level was unknown. Source: 2009 MCHD Automatic Vital Statistics System, accessed in 2010. Produced by Monterey County Health Department, Epidemiology and Evaluation Unit, 2010.				

Homelessness – Although the 2011 Homeless Census and Survey is not yet finalized, the number of unsheltered and sheltered homeless individuals and families increased between the 2009 and 2011 point-in-time homeless census. In addition to the point-in-time homeless count conducted on January 26, 2011, 553 surveys of homeless individuals were conducted in the weeks following the census. Data from this representative survey sample revealed more detailed information about the population.

As indicated in the table below, the homeless population count in 2011 increased an overall total of 6.2%.

Census Components	2009	2011	2009 - 2011	
			Net Change	% Change
Street Enumeration	1,628	1,837	209	12.8%
Shelter Enumeration	732	719	-13	-1.8%
Emergency Shelter	216	223	7	3.2%
Transitional housing	516	496	-20	-3.9%
Total Count for HUD	2,407	2,556	149	6.2%
Annualized Estimate	3,056	3,540	484	15.8%

Source: Draft Monterey County 2011 Homeless Census Executive Summary

Nearly two-thirds (61%) of homeless respondents were male, 38% female, and 1% identified as “transgender” or “other”; 69% responded White/Caucasian, 37% Hispanic/Latino, 11% Black/African American, and 3% American Indian/Alaskan Native; 72% were already living in Monterey County when they most recently became homeless.

The 2011 Homeless Census was more successful than in the past in counting homeless unaccompanied children and youth. This success was the result of a homeless youth employment program initiated under the American Recovery and Reinvestment Act. During the 2011 Homeless Census, 271 unaccompanied children and youth (ages 0 – 24) were counted; 97 children were under the age of 18; 73% of youth survey respondents wanted to get off the streets.

Crime – Monterey County has the fourteenth highest homicide rate in California for 2008, and is one and one-half times higher per 100,000 population than California overall. County homicides are primarily gang related.

	Monterey Co.	CA
Crime: 2008 Homicide Rate per 100,000 Population	8.4	5.6
Source: CA Dept of Justice, Criminal Justice Statistics Center, 2008 Crimes and Crime Rates		

In 2009, Monterey County was ranked first as the county in California with the highest homicide rate among victims ages 10 to 24. Its rate of 31.24 per 100,000 was nearly

three times the statewide rate. (Violence Policy Center, "Lost Youth: A county-by-County Analysis of 2009 California Homicide Victims Ages 10 – 24".)

In April 2010, more than 200 agents from the state's Gang Suppression Enforcement Program, along with other law enforcement agencies, conducted "Operation Knockout" and arrested 37 members of the two primary county gangs, the Nortenos and the Surenos.

2-1-1 Monterey County

2-1-1 Monterey County was launched on February 11, 2009 to connect all county residents with a centralized site for information on community services, resources and volunteer opportunities 24 hours a day, 7 days a week. In 2010, 2-1-1 Monterey County responded to 15,487 calls and made 23,399 referrals for services.

The majority of calls (64%) were conducted in English; 36% in Spanish. Sixty-six percent of callers identified as Hispanic/Latino, 23% as Caucasian/White, and 3% as African-American/Black. Seventy-four percent of callers were female; 26% were male. Thirty-five percent of all caller households included at least one child aged 0-5.

Housing services requests are clearly the number one request comprising of 48% of the calls and includes Rent Payment Assistance, Homeless Shelter, Low-income/Subsidized Rental Housing, and Transitional Housing/Shelter. Food Pantries/Access was also a highly desired service.

Top Ten 2-1-1 Requests by Detailed Service Type in 2010

SERVICE TYPE	NUMBER OF CALLS	PERCENTAGE OF TOTAL
Rent Payment Assist.	1,407	23%
Food Pantries	772	13%
Homeless Shelter	708	12%
Utility Bill Payment Assist.	620	11%
Food Stamps	555	9%
Low-income/Subsidized Rental Housing	397	7%
Community Clinics	384	7%
Volunteer Income Tax Assistance Programs	370	6%
Municipal Police	349	6%
Transitional Housing/Shelter	316	5%

Note: Table reflects service requests 5% or higher of total.

County residents can access 2-1-1 information by calling the hotline or by searching the internet website. Differences in the service query frequencies exist between callers and web users. For example, requests for Mental Health Care and Counseling requests are

6% of the calls but 12% of the web searchers indicating that people may be more comfortable learning about mental health services without making a personal call.

Top 2-1-1 Calls by Category

SERVICE TYPE	NUMBER OF CALLS	PERCENTAGE OF TOTAL
* Basic Needs	5,107	29%
** Criminal Justice & Legal Services	2,966	17%
Income Support & Employment	1,923	11%
Health Care	1,905	11%

* Basic Needs includes food; housing and shelter; material goods such as automobiles and appliances; temporary financial assistance and transportation.

** Criminal Justice & Legal Services includes information on the correctional system, law enforcement agencies, tax-related services and immigration and naturalization services.

Note: Table reflects calls 11% or higher of total.

Top 2-1-1 Web Searches by Category

SERVICE TYPE	NUMBER OF CALLS	PERCENTAGE OF TOTAL
Family & Individual Services	7,386	18%
Medical, Fitness & Nutrition	5,880	15%
Mental Health Care & Counseling	4,757	12%
Legal & Immigration	4,015	10%

Note: Table reflects web searches 10% or higher of total.

Source: www.211mc.org

These links may be accessed by organizations interested in additional information about Monterey County:

- 2000 US Census; 2005 – 2009 American Community Survey (ACS); www.factfinder2.census.gov
- 2011 California Health Rankings; <http://www.countyhealthrankings.org/california>
- Building Healthy Communities East Salinas, California; www.cfmoc.org
- California Department of Education, Nutrition Services Division; <http://www.cde.ca.gov/ds/sh/sn/documents/coproschool0910.xls>
- California Department of Justice, Criminal Justice Statistics Center; <http://ag.ca.gov/cjsc/misc/mfrs.php>
- California Employment Development Department; www.labormarketinfo.edd.ca.gov

- California Healthy Kids Survey; <http://chks.wested.org/>
- California's Uninsured by County; http://www.healthpolicy.ucla.edu/pubs/files/County_Uninsured_FS_CORRECTION.pdf
- Community Alliance for Safety and Peace; "Monterey County's Comprehensive Violence Prevention, Intervention, Suppression and Reentry Framework 2009; www.co.monterey.ca.us
- Food Bank for Monterey County; www.food4hungry.org
- Insight Center for Community Economic Development; <http://www.insightcced.org/>
- Monterey County 2-1-1; www.211mc.org
- Monterey County 2009 Homeless Census and Survey (2011 Census Survey to be published summer of 2011); www.mcdses.co.monterey.ca.us/reports/
- Monterey County Area Agency on Aging; Area Plan, 2009-2012; www.mcdses.co.monterey.ca.us/reports/
- Monterey County Children's Council, 2008 – 2009 Annual Report; www.unitedwaymcca.org; www.mcdses.co.monterey.ca.us
- Monterey County Health Department, www.mtyhd.org
 - "Health Profile 2009: Behavioral Health"
 - "2009 Monterey County Birth Outcomes"
- Monterey County Newspapers:
 - *The Californian*; www.thecalifornian.com
 - *The Monterey Herald*; www.montereyherald.com
 - *Monterey County Weekly*; www.montereycountyweekly.com
- Monterey County Schools; <http://california.schooltree.org/Monterey-County-Schools.html>
- Rand Community Statistics, Crime Rates; <http://ca.rand.org/stats/community/crimerate.html>
- Self Sufficiency in Monterey County; www.liveunitedca.org
- Violence Policy Center; <http://www.vpc.org/>

B. Community resources and services, other than CSBG, which are available in the agency's service area to ameliorate the causes of poverty and the extent to which the agency has established linkages with those service providers.

Monterey County Community Action Partnership has access to resources other than Community Services Block Grant (CSBG), and has established linkages with other government, private and public community agencies and service providers with the goal of reducing poverty. This collaboration and information sharing reduces unproductive duplication of services, supports effective and efficient delivery, and enables partner organizations to realize their missions and goals. These non-CSBG resources include:

- ✓ Other Funding Sources – In addition to CSBG funds, Monterey County Community Action Partnership administers a portion of the following funding sources: Domestic Violence Trust Funds, Homeless Funds, Dispute Resolution Trust Funds, and County General Funds. Based on direction received from the Community Action Commission, these funds are awarded to subcontractors to provide services to low-income individuals and families throughout the County. During calendar years 2009 and 2010 the agency administered the Homeless Prevention and Rapid Re-Housing Program and \$680,000 TANF-ECF (short term rental assistance and shelter) as well as \$810,000 of CSBG ARRA funding.
- ✓ Fund Development – Monterey County Community Action Partnership's Development Director works with Monterey County Community Action Partnership funded non-profits and other county departments to identify federal, state and private grant opportunities and assists with development and submission of grant applications. Monterey County Community Action Partnership staff will continue to pursue grant opportunities for innovative initiatives and capacity building including CSBG Discretionary Funds.
- ✓ Volunteer Income Tax Assistance (VITA) Program – Monterey County Community Action Partnership staff collaborates with United Way Monterey County, private for-profit and not-for-profit organizations, as well as other county departments to provide free income tax preparation to low and moderate income tax payers. In Tax Year 2010, this project generated over \$2,022,000 in refunds and credits to the community. This is money that goes directly back into the local businesses and economy.
- ✓ Department of Social and Employment Services (DSES) – Monterey County Community Action Partnership collaborates with a variety of DSES divisions and programs to leverage funding and services for low-income families.
 - Family and Children's Services (FCS) Branch – FCS is responsible for the foster and youth emancipation program. FCS conducts the

Independent Living Program and the Transitional Housing Program Plus. These programs assist newly emancipated youth obtain housing and independent living skills.

- Community Benefits Branch – This branch determines low-income individuals' and families' eligibility for public assistance, including Medi-Cal, Food Stamps (Cal Fresh) and cash assistance. Monterey County Community Action Partnership subcontracting agencies refer potentially eligible customers to the Community Benefits Branch to obtain services.
- California Work Opportunity and Responsibility for Kids (CalWORKs) Employment Services – Subcontracting agencies refer customers to CalWORKs Employment Services to access education, vocational training, job skills, assistance with resume development, and employment. The Director of the Department of Social and Employment Services serves on the Workforce Investment Board and the CAP Director is part of the One Stop Career Center Governing Board. Examples of this coordination include the establishment of a workforce literacy program located in the CalWORKs Employment Services in King City to serve CalWORKs participants as well as other low-income adults; and the Community Action Partnership memorandum of understanding with the One Stop Career Center, which is managed by the Workforce Investment Board, to provide reciprocal referrals, support and information.
- Child Care Planning Council (CCPC) – The CCPC is a public/private collaboration that supports high quality, affordable child care resources for families in Monterey County. The Comprehensive Approaches to Raising Educational Standards (C.A.R.E.S.) program falls under the auspices of the CCPC, and awards stipends to child care providers who further their education and remain at their place of employment for one year. Data has proven that educated child care providers result in children better equipped for school and life, and that employment consistency provides children a feeling of stability and security. The Monterey County Community Action Partnership works with the CCPC to support delivery of C.A.R.E.S. program services. Funding for this program as well as the CSBG allocation is administered by DSES.
- ✓ Mobility Advisory Committee – Monterey County Community Action Partnership staff participate as a member of this subcommittee of the Transportation Agency for Monterey County (TAMC). This group studies the transportation needs of the low-income aged and/or disabled population, and recommends solutions to TAMC that address those needs. Through Monterey County Community Action Partnership's participation, bus routes were established to South County to allow low-income people in that region to travel from their homes to employment in Salinas.
- ✓ Coalition of Homeless Services Providers (CHSP) – As one of 15 member-agencies, Monterey County Community Action Partnership staff actively

participates in the CHSP activities. CHSP coordinates and facilitates homeless services provided by all of Monterey County's nonprofits. Monterey County Community Action Partnership staff are members of the CHSP's Local Homeless Assistance Committee (LHAC) which advocates on behalf of the homeless, and reports results back to CHSP member-agencies. Staff are also members of the Housing and Urban Development (HUD) Super Notice of Funding Availability application Ranking Committee. In this role, staff analyze proposals submitted by CHSP member agencies and make recommendations regarding grant awards using a HUD established formula. This process is of vital importance at both the federal and the local level because it avoids duplication of services and eliminates competition. Because Monterey County Community Action Partnership is not eligible for the HUD Super NOFA grant, any conflict of interest is eliminated. DSES, through the Community Action Partnership, is actively participating in the development of a Continuum of Care 10-Year plan to address homelessness in Monterey and San Benito Counties.

- ✓ Central Coast Energy Services (CCES) – A Monterey County Community Action Partnership staff is a member of this agency's Board of Directors, and provides vital information regarding assistance with energy services needed by Monterey County's low-income population. These services include assistance with energy bills, weatherization programs, and energy saving appliance replacement programs. Through the Monterey County Community Action Partnership/CCES relationship, energy relief funds were made available to purchase items of need to be distributed to unsheltered homeless people during the coldest and wettest months in early 2011.
- ✓ Salinas Downtown Community Board Member – The Community Action Partnership is a voting member of the Salinas Downtown Community Board (SDCB), a board comprised of 24 community stakeholders, educational institutions, government officials, and nonprofit agencies. The Board's mission is to revitalize the Soledad Street neighborhood in Salinas which is area for drug sales, prostitution, homelessness, and violence. As a voting member of the SDCB, Monterey County Community Action Partnership must plan for the continued coordination and delivery of homeless services in this neglected area of Salinas, and balance that plan with the community's desire for a clean, viable residential and commercial neighborhood.

Monterey County Community Action Partnership is the convener of the SDCB Community Relations Committee responsible for coordinating responses to public inquiries, coordinating promotional events, and developing publication material. Interaction with local media is required to ensure the project receives publicity for community events and fundraising.

- ✓ Monterey County Community Action Partnership continues supporting United Way of Monterey County and other community stakeholders in the maintenance and update of the Information and Referral for Human Services 2-1-1. This toll free 24 hours 7days per week, 365 days,

telephone Referral System 2-1-1 connects people with important community services and volunteer opportunities. The system also provides callers with information about social services available in the county and provides referrals to these services for every day needs and in time of emergency.

- ✓ United Way of Monterey County FEMA Emergency Food and Shelter funding – Monterey County Community Action Partnership staff participate as members of the Local Emergency Food & Shelter Board to determine how funds are distributed among the emergency food and/or shelter programs operated by local service organizations.
- ✓ Homeless Census 2011 – Monterey County Community Action Partnership staff participated in the planning of the 2011 Homeless Census. As a member of the CHSP, Monterey County Community Action Partnership staff provided input and guidance to bring County homeless services providers to the table to ensure an accurate homeless count.

C. The agency's plan for regularly reviewing and revising the Community Information Profile. In particular, describe how the agency ensures that the most current data and relevant factors are included.

The Monterey County Community Action Commission members are constantly reviewing community service needs in the areas they represent.

- ✓ Community Action Commission Presentations – In 2010 and 2011 at monthly meetings, commissioners heard presentations from the following community groups: U.S. Census, 2-1-1 Information and Referral, Pathways to Safety (Families and Children's project), Second Chance Family and Youth Programs, Housing Resource Center, The Village Project, Office for Employment and Training, California Minimum Wage Increase Proposal, and Building Healthy Communities. In addition to these presentations, commissioners have the opportunity at each Commission meeting to provide updates on needs and priorities in their own neighborhoods.
- ✓ 2011 Needs Assessment Committee - This Committee included Monterey County Community Action Partnership staff and members of the Community Action Commission. The initial goal of this group was to conduct a comprehensive assessment and to develop a document as required by the Community Services and Development that could also be used by other local community-based organizations as they are applying for grants.
- ✓ Community Participation – Through participation in many public and private organizations focused on assisting low-income individuals and families achieve self-sufficiency, the Community Action Partnership and the Community Action Commission are in a good position to stay abreast of community emergent needs and any changes in the target population.

- ✓ **Subcontractor Monitoring and Site Visits** – In partnership with the Community Action Commission, staff conduct annual site visits at the subcontractors' facilities, and where confidentiality is not an issue, hears testimony from customers. These site visits give both Monterey County Community Action Partnership staff and commissioners a close and personal look at how the agency is providing services, and how customers perceive the benefit of these services.
- ✓ **Regional Collaborative Meetings** – CSBG funded and un-funded service providers meet six times a year in each of the four regions of the county to share information regarding services, issues, new populations identified which may need services, and success stories. Monterey County Community Action Partnership staff participate to facilitate two-way information sharing.
- ✓ **Bi-annual Homeless Census** – Monterey County Community Action Partnership staff participate in the bi-annual homeless census and utilizes the resulting report to analyze the homeless population and any changes from the previous census. Most of the Monterey County Community Action Partnership subcontractors that provide homeless services also participate in the census, and information is exchanged post-census to discuss the experience.

The above described efforts provide Monterey County Community Action Partnership with the information to document changes to the Monterey Community Profile.

- 2. Needs Assessment: Describes local poverty-related needs, with further identification and prioritization of the eligible activities to be funded by CSBG. It also serves as the basis for the agency's goals, problem statement(s) and program delivery strategy(s).**

The Needs Assessment should analyze the demographic and economic conditions and other poverty-related factors identified in your Community Information Profile.

Attach the agency's Needs Assessment which must include corresponding heading (i.e., Needs Assessment), sequence, and description of:

- A. Assessment of existing resources providing the minimum services listed in Government Code section 12745(f). These services shall include, but shall not be limited to, all of the following:**
- i. A service to help the poor complete the various required application forms, and when necessary and possible, to help them gather verification of the contents of completed applications.**

Monterey County Community Action Partnership has addressed many local poverty-related needs through the services provided by its subcontractors. For the last eight years, assistance in completion of forms/applications and information and referral have been service components of all subcontracted services.

Through its collaborative approach to subcontracting, Monterey County Community Action Partnership provides services to all major county regions:

- South County,
- Salinas,
- North County, and
- Monterey Peninsula.

- ii. A service to explain program requirements and customer responsibilities in programs serving the poor.**

Subcontractors providing direct services have established processes to explain program requirements and responsibilities to their customers prior to service delivery. Subcontractors have customer feed-back processes so that customer satisfaction can be monitored, and input on service improvements is received.

- iii. A service to provide transportation, when necessary and possible.**

The regional collaborative service provision reduces the need for customer transportation and makes services accessible. When needed, the Department of Social and Employment Services or the subcontractor itself can provide bus passes for customers. Additionally, through an appointment process, subcontractors can travel to meet the customer if necessary.

iv. **A service which does all things necessary to make the programs accessible to the poor, so that they may become self-sufficient.**

The regional collaboratives provide information and referral to all customers regarding services provided by other subcontractor-partners as well as service providers outside the collaborative. The information and referral provided is based on customer need, but it also considers the most convenient geographic region to provide the service. All subcontractors provide culturally sensitive and bilingual services to communicate with customers. This approach makes the customer feel comfortable and receptive to needed services.

B. **Specific information about how much and how effective assistance is being provided to deal with the problems and causes of poverty. (Government Code 12754(a))**

One of the methods to gage the impact of Monterey County's Community Services Block Grant funded services is through the mid-year National Performance Indicators report submission. Because the Monterey County Community Action Partnership does not provide direct services, subcontractors collect service data via the National Performance Indicators Report.

Monterey County Community Action Partnership conducts annual subcontractor site visits and requests, when not in violation of customer confidentiality, the opportunity to hear directly from customers themselves. Members of the Community Action Commission accompany agency staff on site visits to hear about services "first hand" from customers, and then report this information at the Community Action Commission meetings.

The Community Services Information Systems Annual Report includes success stories from individuals and families the agencies serve during the calendar year. All agencies submit samples of success stories in which Community Services Block Grant assisted in providing families and individuals with services to achieve a better quality of life.

C. **Establishment of priorities among projects, activities and areas for the best and most efficient use of CSBG resources. (Government Code 12754(a))**

By conducting a public hearing and multiple focus groups around the County every two years, Monterey County Community Action Partnership is confident that funded service priorities are meeting the community need, and Community Services Block Grant Resources are being efficiently utilized. Because Community Services Block Grant funding has remained relatively stagnant over the last ten years, the Community Action Commission requested the establishment of the Development Director position. This position has extended the reach of Community Services Block Grant funds by researching grant opportunities for subcontractors. The Development Director becomes a

member of the grant application “team” and participates in the development of the application itself. This service is provided at no cost to the subcontractors, and is important to small agencies that cannot afford grant consultants.

Monterey County Community Action Partnership also administers Domestic Violence Trust Funds, Homeless Funds, Dispute Resolution Trust Funds, and County General Funds. The Agency leverages Community Services Block Grant with these other funding sources to increase services and to meet the community’s identified service priorities.

D. The process the agency utilizes to collect the most applicable information to be included as part of the needs assessment. In particular, describe how the agency ensures that the needs assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the community action plan.

The Monterey County Needs Assessment public hearing and focus group methods and survey results are described in detail in Requirement 5, Documentation of Public Hearings.

Since Monterey County is a geographically large county, a public hearing, several focus groups, and surveys were conducted in all four regions of the county. The agency held a public hearing in Salinas and multiple focus in four regions. In addition, staff obtained multiple individual surveys from all areas of the county.

Monterey County Community Action Partnership conducted the Public Hearing at the Life Foundation Building on March 16, 2011.

The local community was notified of the public forum through the placement of a formal Public Notice, as well as through community notices appearing in the Salinas Californian, a local newspaper. Additionally, bilingual informational flyers were developed and provided to local schools, churches, and agencies. Email notices with bilingual flyers were sent county-wide to public and private service providers and local funders.

Of the 51 public hearing attendees, 23 provided public testimony regarding services needed in the community. This testimony was recorded and analyzed. Attendance logs are included with other information under Requirement 5.

Monterey County Community Action Partnership also received 50 individual written testimonies. A sample of this is attached under Requirement 5.

Verbal and written input from low-income people attending the public hearing indicated a strong need for adult literacy and computer training as indicated in the summary table. Food access, rental assistance, domestic violence prevention and intervention were also part of the public testimony. Solutions to

gang violence and lack of youth activities and recreation was also mentioned several times. Conflict Resolution and Mediation Services was mentioned once in light of potential additional funding that could be available at the local level.

The Community Action Commission Allocation/Executive Committee met on April 4th to review data resulting from the needs assessment conducted between January and March 2011. The review of these results indicated that the core service priorities have not changed from the 2009 Needs Assessment. Two additional identified service priorities, Health Insurance and Access to Health Services, could be addressed by other local service agencies.

The following table indicates the countywide service priorities resulting from the Community Needs Assessment and endorsed by the Community Action Commission for 2012 – 2013 services if funding is available:

COUNTY-WIDE SERVICE PRIORITIES	
Rental Assistance/Emergency Shelter Adult Spanish Literacy/Computer Training Food Access/Pantries Youth Programs/After School Programs/Solutions to Gang Violence Domestic Violence Prevention/Intervention <u>Health Insurance/Access to Health Services</u> (this priority could be funded by other than CSBG grant resources or other agencies)	
SALINAS	NORTH COUNTY
Rental Payment Assistance/Emergency Shelter Food Access/Pantries Utility Payment Assistance Health Insurance/Access to Health Services	Rental Payment Assistance/Emergency Shelter Food Access/Pantries Solutions to Gang Violence Health Insurance/Access to Health Services Alcohol, Drug and Family Counseling
	PENINSULA
Rental Payment Assistance/Emergency Shelter Youth Programs/After School Program/Solutions to Gang Violence Domestic Violence Prevention/Intervention Health Insurance/Access to Health Services	Rental Payment Assistance/Emergency Shelter Solutions to Gang Violence Utility Payment Assistance Health Insurance/Access to Health Services

Service Priorities Identified at the Public Hearing which are Funded by Other Than Community Services Block Grant Resources

Several service priorities were identified during the public hearing, focus group and surveys that are funded by other (non-CSBG) resources, agencies, or community organizations.

- **Mental Health Services** - Mental Health Services are an unmet need not only for low-income people households but also for many mid-income households. Monterey County Behavioral Health provides services in this area and is supported by state and federal funding.
- **After School Programs and Activities for Teens and Children** – Monterey County offers an array of free and reduced fee after school programs for children and youth. For example, the Monterey County Free Libraries offers assistance to students through the Homework Centers such as Big Brothers, Big Sisters, Boy Scouts, Monterey Bay Council, Boys and Girls Clubs of Monterey County, Girl Scouts of Monterey Bay, Second Chance Youth and Family Services, and YMCA of the Central Coast. Some of these programs are funded by Measure V funding, by the Packard Foundation, and other funders. Other organizations that provide after school activities for youth and children include the 4-H Youth Development Program and the City and County Parks and Recreation Centers.
- **Youth Employment** – Employment for youth continues to be a challenge in Monterey County. The Office for Employment and Training provides subsidized youth employment every summer. The Community Action Partnership supports initiatives which assist with employment and training opportunities for youth. One example is the Rancho Cielo Wildland Fire Suppression Training Program which provides low-income at-risk youth on parole with opportunities to move into a career in wildland fire fighting.
- **Subsidized Child Care** – Child Care is an issue that continues to be a challenge for families to engage in full time employment. There are long waiting lists for subsidized employment. The Department of Social and Employment Services provides child care support payments for parents to participate in work activities.
- **Funding for Schools** - This issue has been actively discussed a lot in the local community. School budgets are very restricted and people, especially low-income people, have a hard time paying for schools supplies and other related expenses. The Community Action Partnerships works closely with two local school districts and funding has been extremely critical during the last few years.

E. The agency's plan for regularly reviewing and revising the needs assessment.

As mentioned on C above, through the collaborative bi-monthly meetings, Monterey County Community Action Partnership routinely receives feed back from subcontractors regarding services, and thereby, is afforded opportunity to re-assess and re-evaluate the needs of the community. Site visits provide the agency and Commissioners the opportunity to receive direct input from customers. The agency's work with many local service providers, its membership in committees and Boards of Directors, and its participation in the biannual Homeless Census provides a broad view of service needs – met and unmet. In 2010, the agency worked closely with the U.S. Census Bureau staff to ensure the Monterey Census count truly reflected the Monterey County community. Lastly, the bi-annual Needs Assessment process ensures that services provided meet the needs of the low-income population.

REQUIREMENT 2
2012/2013 STATEWIDE PRIORITY/STRATEGY STATEMENT
Government Code Section 12745(e)

The department may prescribe statewide priorities among eligible activities or strategies that shall be considered and addressed in the local planning process and described in the community action plan submitted to the state. Each eligible entity shall be authorized to set its own program priorities in conformance to its own determination of local needs. (*Government Code 12745(e)*)

Does the Agency accept the Family Self-Sufficiency Statewide Priority? Yes No
(If "No", answer question 3)

1. What is the agency's definition of Family Self-Sufficiency?

Monterey County Community Action Partnership defines Self-Sufficiency as a family's ability to be economically independent without supplemental assistance from local, state, or federal agencies. Independence includes access to the basic needs such as housing, food, transportation, employment, and education.

2. Describe the strategies utilized to support and achieve the Family Self-Sufficiency priority.

In Monterey County, the Community Action Partnership subcontracts with nonprofit community based organizations for the provision of services to low-income individuals and families. The agency accomplishes this by conducting effective community needs assessments and requiring subcontractors to work in collaboration to maximize resources and avoid duplication of services. This strategy has proven to be very effective for the last six years.

For 2012 and 2013 Calendar Years, the Monterey County Community Action Partnership plans to continue with this geographic collaborative approach to move towards the goal of providing services needed to move families out of poverty.

3. If the agency rejects the statewide priority, state the reason(s) for the agency's rejection.

**REQUIREMENT 3
FEDERAL ASSURANCES
COATES Human Services Reauthorization Act of 1998: Public Law 105-285**

In an attachment, with corresponding headings and sequence (i.e., 1. Section 676(b)(1)(A), vii:), identify and provide a narrative description for the agency activities, as applicable, in accordance with the Federal Assurances 676(b)(1)(A-C).

1. Section 676(b)(1)(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. 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);**

Through services provided by subcontractors, Monterey County Community Action Partnership provides many services that remove obstacles and solve problems that block achievements of Monterey County's low-income families and individuals. Domestic violence is a significant problem for low-income families trying to achieve self-sufficiency. Monterey County Community Action Partnership subcontractors provide domestic violence prevention, education, protection services, and transitional supportive housing for victims of domestic violence. Substance abuse prevention, education, and individual and family counseling alleviate destructive behavioral patterns impeding self-sufficiency.

- ii. secure and retain meaningful employment;**

Monterey County Community Action Partnership collaborates with other agencies to provide educational and employment opportunities. Securing and retaining meaningful employment is achieved through Spanish literacy which makes low-income customers employable. Spanish literacy students move to English producing a bilingual labor pool, a valuable resource for Monterey County. Monterey County Community Action Partnership contracts with Rancho Cielo, Inc., for wildland fire fighting training services for at-risk low-income youth on parole. This training provides successful youth with firefighting certifications and the ability to move up to additional training providing them with career opportunities. The agency works with the Child Care Planning Council to support the delivery of a program that promotes education to enhance employment

opportunities for child care providers. In addition, the Monterey County Community Action Partnership collaborates with the Department of Social and Employment Services One Stop Career Center which provides employment services, education services, and child care to low-income individuals seeking job placement.

- 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;**

Lack of education is a significant obstacle to achieving self-sufficiency. Spanish adult literacy is provided to bring adults to a literacy level on their native language so that they may move on to English.

- iv. **make better use of available income;**

Customers are able to make better use of available income by receiving access to food so that their limited resources can be utilized for other household expenses. Financial literacy including budgeting, saving, and credit/debt repair also provide low-income customers with the tools to manage their money and make sound financial decisions. The Volunteer Income Tax Assistance Program provides free tax preparation services to individuals and families earning \$49,000 or less ensuring that customers receive all eligible tax credits which increases family income.

- v. **obtain and maintain adequate housing and a suitable living environment;**

Access to adequate housing is provided by subcontractors providing transitional housing and rental assistance programs. Subcontractors also provide emergency shelter and Information and Referral to other services which may allow the customer to work toward achieving more stable housing. Substance abuse education and counseling, and domestic violence services provide for a more suitable and stable living environment.

As a member of the Coalition of Homeless Services Providers, the Monterey County Community Action Partnership actively participates in that agency's planning activities. CHSP is comprised of 15 local community-based member agencies whose goal is to promote interagency coordination for the establishment and operation of a comprehensive system of housing and support services designed to increase self-sufficiency for homeless individuals and families. The Local Homeless Assistance Committee, a subcommittee of the Community Action Commission, is in charge of the oversight and implementation of the homeless services plan.

- vi. **obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and**

Central Coast Energy Services of Santa Cruz administers the Housing Energy Assistance Program. Monterey County Community Action Partnership is a member of the Housing Energy Assistance Board of Directors. The goal is to assist and ensure that the Monterey County low-income population takes full

advantage of the energy assistance resources available. This Board also disseminates information on programs to community-based agencies and to the staff of the Department of Social and Employment Services CalWORKs Benefits and Employment Branches.

Monterey County Community Action Partnership staff is a member of the Monterey County Emergency Food and Shelter Board. This organization, under the auspices of the United Way of Monterey, reviews funding applications and allocates supplemental funding for providers of food and shelter in the County.

- 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**
 - I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and;**
 - II. 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);**

Monterey County Community Action Partnership participates in the Mobility Advisory Committee, a subcommittee of the Transportation Agency of Monterey County. The group advises the transportation agency regarding transit needs of low-income, seniors, and disabled persons.

Monterey County Community Action Partnership is actively participating in the development of the Continuum of Care 10-Year Plan to address homelessness in Monterey and San Benito counties. Member agencies of the Continuum of Care provide transitional housing, emergency shelter, street outreach and referral, child care, case management, life skills/employment training, drug and alcohol recovery counseling, youth programs, food distribution and counseling to assist families to become self-reliant.

Through services provided by subcontractors, Monterey County Community Action Partnership provides services designed to remove obstacles and assist individuals and families to move into self-sufficiency. Domestic violence is a significant problem for low-income families trying to achieve self-sufficiency. Monterey County Community Action Partnership subcontractors provide domestic violence prevention, education, protection services, and transitional supportive housing for victims of domestic violence. Substance abuse prevention, education, and individual and family counseling services are designed to alleviate destructive behavioral patterns.

2. Section 676(b)(1)(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.**

Monterey County Community Action Partnership will comply with all specific assurances detailed under the Federal Community Services Block Grant Act.

The agency is committed to continued assessment of the needs of the low-income people in the County, and ensuring that the Community Services Block Grant funds are allocated to subcontracting agencies that further the purpose of these funds.

Monterey County Community Action Partnership is a voting member of the Salinas Downtown Community Board. The Board is actively working on the renewal of a blighted downtown area in which the establishment of violence-free zone is one of their goals. Students from the California State University Monterey Bay are also participating in the development and creation of new initiatives designed to provide alternatives to the revitalization and enhancement to services for the homeless population in this area.

Monterey County Community Action Partnership works with the Child Care Planning Council to support the delivery of the Comprehensive Approaches to Raising Educational Standards. This program promotes education and specialized training to enhance employment opportunities for child care providers who serve low-income families in Monterey County. In addition, the Monterey County Community Action Partnership collaborates with the DSES, One Stop Career Center, which provides employment services, education services, and child care support to low-income individuals seeking job placement.

3. Section 676(b)(1)(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).

As a program under the auspices of the Monterey County Department of Social and Employment Services, the Community Action Partnership collaborates and coordinates with CalWORKs Employment and Benefits programs, the Community Benefits Branch, the Area Agency on Aging Branch, and Family and Children's Services Branch.

The CalWORKs Employment Services Branch Director is also Director of the Community Action Partnership and serves on the One Stop Career Center Government Board.

Attach a narrative description, with corresponding headings (i.e., 1. Section 676(b)(4):), of the agency activities for each of the Federal Assurances listed below:

- 1. Section 676(b)(4): 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.**

Monterey County Community Action Partnership supports food access for low-income people and allocates funding to the Food Bank for Monterey County to contribute to the purchase of food for the Agency Clearinghouse Program. Food is distributed to needy families throughout Monterey County.

Food Bank for Monterey County is a large clearinghouse that collects surplus food obtained from government, wholesale, growers, processors and resellers. These food resources are used for redistribution to hungry and needy individuals and families throughout the County. Approximately 100 non-profit agencies rely upon the Food Bank to provide them with reliable low-cost food supply.

During the last six years, the Food Bank has provided food to the low-income population in Monterey County using the family market approach. This innovative program provides low-income families with fresh fruit, vegetables and dairy products. These markets are held weekly between April and October at designated areas throughout the County to allow individuals and families to select fruits, vegetables and dairy products of their choice. This new approach to food access has resulted in better nutrition and less waste as unwanted food is not discarded by the individual or family.

- 2. Section Entities will coordinate and establish linkages between governmental and other social services programs to assure the**

676(b)(5): effective delivery of such services to low-income individuals and to avoid duplication of such services and a description of how the State and eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment system under the Workforce Investment Act of 1998.

Monterey County Community Action Partnership is a public agency under the auspices of the Monterey County Department of Social and Employment Services. The agency collaborates and coordinates with CalWORKs Employment and Benefits programs, the Community Benefits Branch, the Area Agency on Aging Branch, and Family and Children's Services Branch.

As mentioned before, the Director of the Department of Social and Employment Services serves as a member of the Workforce Investment Board; and the Branch Director is part of the One Stop Governing Board is also the Director of the Community Action Partnership.

Agency's coordination includes funding a workforce literacy project located in the CalWORKs Employment Services office in King City to serve CalWORKs participants as well as other low-income adults.

Additionally, Monterey County Community Action Partnership has executed a Memorandum of Understanding with the One Stop Career Center. The One Stop Career Center is comprised of three organizations working together in employment related activities. One of those organizations is the Workforce Investment Board.

3. Section 676(b)(6): 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 XXVI (relating to low-income home energy assistance) are conducted in such community.

Central Coast Energy Services of Santa Cruz administers an array of Energy Assistance Programs. A Monterey County Community Action Partnership staff sits on the Board of Directors with the purpose of ensuring that Monterey County low-income population takes full advantage of energy assistance resources available. This Board also disseminates information on programs to community-based agencies and to staff of the CalWORKs Benefits and Employment. Monterey County Community Action Partnership staff works closely with a number of programs that serve low-income people. Some of these agencies are partially funded by Community Services Block Grant and other funding sources.

- 4. Section 676(b)(9):** **Entities 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.**

Monterey County Community Action Partnership has formed networks with a number of community organizations that serve low-income people. Agency staff meets with local community funders and agencies to exchange information regarding services being provided. This information exchange leads to better leveraging of available funding for the services provided to the low-income population, and reduces duplication of services. Funders and agencies are also able to stay current on county population trends that may affect services needed.

The Monterey County Community Action Partnership collaborative sub-contracting approach provides an array of services targeting the low-income population in the four Monterey County geographic regions. Service funding is based on poverty population statistics, and services are based on the region's needs assessment results for that region, as well as on input from service providers and faith-based entities in the area. This collaborative work provides for better coordination of services and for a natural partnership between the agency and the non-profit service providers.

Monterey County Community Action Partnership and the Department of Social and Employment Services continue supporting and collaborating with the Telephone Referral System 2-1-1. This service connects people with important community services and volunteer opportunities. It also provides callers with information about social services available in the county and provides referrals to these services for every day needs and in time of emergency.

- 5. Section 676(b)(10):** **Each eligible entity 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.**

Upon receipt of a petition with at least ten (10) names of persons with a common interest, the Community Action Commission shall schedule an open hearing to provide the organization or individual an opportunity to present his or her case appealing the non-selection of a low-income or private sector representative. At the conclusion of the hearing, the Commission will notify the Board of Supervisors of its recommendation. Recommendations by the Commission are subject to approval by the Monterey County Board of Supervisors.

(Monterey County Community Action Bylaws, Approved 6/15/99,
revised July 11, 2007)

- 6. Section 676(b)(12):** **No later than fiscal year 2001 all eligible entities will participate in the Results Oriented Management and Accountability System (ROMA), or 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 a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.**

Monterey County Community Action Partnership complies with the Results Oriented Management and Accountability (ROMA) System by measuring outcomes using the National Performance Indicators recommended by the California Department of Community Services and Development and the Office of Community Services.

Monterey County Community Action Partnership is using the 12 National Performance Indicators linked to the six national goals to measure Community Action Programs performance.

- 7. Section 678D(a)(1) (B):** **Ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds under this subtitle.**

Monterey County Community Action Partnership and Department of Social and Employment Services comply with the cost accounting standards of the Office of Management and Budget.

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

In addition to Community Services Block Grant funding, the Monterey County Community Action Partnership administers County Domestic Violence Trust Funds, Homeless Funds, Dispute Resolution Trust Funds, and General County Funds. These funds assist low-income and historically under served families and individuals by providing an array of supportive services.

Monterey County Community Action Partnership does not provide direct services, but administers contracts with community agencies and other public agencies to provide this array of services that assist individuals and families to attain their self-sufficiency goals and/or provide safety-net services for those most in need. The goal of the

Monterey County Community Action Partnership is to create a comprehensive coordinated, service delivery system.

Monterey County Community Action Partnership takes a proactive stance to blend and leverage funding sources in order to maximize resources and avoid duplication of services.

**9. Section
676(b)(3)
(B):**

Provide 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.

Monterey County Community Action Partnership is committed to developing and strengthening linkages to fill identified gaps in the services provided. For the last six years, the agency has made information and referral/completion of forms a part of each subcontractor's scope of services. The agency continues to award competitive proposals through a Request for Proposals which requires the provision of collaborative services to each Monterey County's four major regions. The resulting collaboratives consist of a network of agencies providing services to low-income people. The collaboratives have the ability to refer their customers to other agencies providing required needed services. The outcome is that the family or customer receives all the services they require to enhance their self reliance and self- sufficiency.

Monterey County Community Action Partnership does not provide direct services or direct case management and follow up consultation.

**10. Section
676(b)(3)
(C):**

Provide a description of how funds made available through grants under section 675C(a) will be coordinated with other public and private resources.

Community Action Partnership administers several funding sources to provide self-sufficiency and safety-net services. The agency staff works closely with other agencies to maximize resources and reduce duplication. The following are examples of coordination with other public and private resources:

- As a member of the Coalition of Homeless Services Providers, the Monterey County Community Action Partnership actively participates in that agency's planning activities. CHSP is comprised of 15 local community-based member agencies whose goal is to promote interagency coordination for the establishment and operation of a comprehensive system of housing and support services designed to increase self-sufficiency for homeless individuals and families. The Local Homeless Assistance Committee, a subcommittee of the Community Action Commission, is in charge of the oversight and implementation of the homeless services plan.

- Central Coast Energy Services of Santa Cruz County administers an array of energy related programs. A Monterey County Community Action Partnership staff sits on the Board of Directors with the purpose of ensuring that the Monterey County low-income population takes full advantage of resources available. This Board also disseminates information on programs to community based agencies and to the staff of the DSES CalWORKs Benefits and Employment Branches.
- Monterey County Community Action Partnership staff is a member of the Monterey County Emergency Food and Shelter Board. This organization, under the auspices of the United Way of Monterey, reviews funding applications and allocates supplemental funding for providers of emergency food and shelter in the County.
- Monterey County Community Action Partnership staff participates in the Mobility Advisory Committee, a subcommittee of the Transportation Agency of Monterey County. This group advises the Transportation Agency regarding transit needs of low-income, aged and disabled persons.
- Monterey County Community Action Partnership staff and commissioners actively participate in the Continuum of Care 10-Year Plan development to address Homelessness in Monterey and San Benito Counties.
- Monterey County Community Action Partnership and the Department of Social and Employment Services continue supporting and collaborating with the Telephone Referral System 2-1-1. This service connects people with important community services and volunteer opportunities. It also provides callers with information about social services available in the county and provides referrals to these services for every day needs and in time of emergency.

**11. Section
676(b)(3)
(D):**

Provide a description of how the local entity will use the funds 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 effective parenting.

At the present time, the Monterey County Community Action Partnership does not fund any programs to encourage effective parenting. These programs are available to low-income families in Monterey County, and are funded through various school districts and the Department of Social and Employment Services Family and Children's Services Branch.

**REQUIREMENT 4
STATE ASSURANCES
California Government Code**

Attach a narrative description, with corresponding headings (i.e., 1. Section 12730(h):), of how your agency is meeting the State Assurances listed below:

**1. Section
12730(h):**

Eligible beneficiaries are the following: (1) all individuals living in households whose income is at or below official poverty income guidelines as defined by the United States Office of Management and Budget; (2) All individuals eligible to receive Temporary Assistance to Needy Families or Federal Supplemental Security Income benefits, and (3) Residents of a target area or members of a target group having a measurably high incidence of poverty and which is the specific focus of a project financed under this chapter.

Monterey County Community Action Partnership assures that all recipients of services under programs funded by the Community Services Block Grant have incomes at or below the official poverty guidelines, are recipients of TANF or SSI, or are members of a group identified in the Community Action Plan as having a high incidence of poverty. The income of families and individuals receiving services is documented in the service case file.

**2. Section
12747(a):**

Community action plans shall provide for the contingency of reduced federal funding. Provide your agency's contingency plan for reduced federal funding. Also, include a description of how your agency will be impacted in the event of reduced CSBG funding.

In the event of reduced federal funding, the Monterey County Community Action Partnership will work with the Community Action Commission, the Board of Supervisors, local funders and other stakeholders to review service priorities and funding options. Service funding will initially focus on the most critical priorities and service needs of the low-income population. Leveraging of funding and use of collaborative arrangements will be maximized to meet these priorities. Monterey County Community Action Partnership staff will meet with subcontractors to ascertain the impact of reduced funding, their ability to leverage other funding to meet service needs as much as possible, and to develop a coordinated effort to proceed and move forward.

The agency, through networking with local funders and public private non-profit organizations, assists agencies to leverage funds

for identified services in the community. This includes providing information on other available funding and providing technical assistance to subcontracting agencies in the area of fund leveraging. The agency is actively identifying funding opportunities for direct service agencies through the local, state, and national network system of resources.

The Monterey County Community Action Partnership Development Director has been a position funded by the Department of Social and Employment Services and provides the subcontractors with technical assistance in identifying and applying for potential grant opportunities. In 2012-2013, the Community Action Partnership plans to continue with fund development efforts by maintaining the collaboration and network, provided that funding is available to cover this position.

**3. Section
12760:**

Community Action Agencies funded under this article shall coordinate their plans and activities with other eligible entities funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) which 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 grantees and the populations they serve.

Monterey County Community Action Partnership is aware of services funded by other local and state funders. The agency uses this information to determine if service priorities identified through the needs assessment should be funded by the community action agency or by other agencies. During the needs assessment conducted in 2011, service priorities were identified which could be or are being provided by other agencies. These services included: health insurance/access to health services, mental health services, subsidized child care, alcohol and drug counseling, and in general more recreational activities for youth. Because Community Services Block Grant funding is limited in Monterey County, the Commission recommended continuing funding four major countywide collaboratives.

**REQUIREMENT 5
DOCUMENTATION OF PUBLIC HEARING(S)
Government Code Section 12747(d)**

Agencies holding public hearings pursuant to this Article shall identify all testimony presented by the poor and shall determine whether the concerns expressed by that testimony have been addressed in the Community Action Plan (CAP). If the agency determines that any of the concerns have not been included in the CAP, it shall specify in its response to the CAP information about those concerns and comment as to their validity. (*Government Code 12747(d)*)

This section shall include the following:

- 1. Attach a narrative description of the agency's public hearing process. Agencies should describe the methods used to invite the local community to the public hearings. Note: Public hearing(s) shall not be held outside of the service area(s).**
- 2. One copy of each public notice published in the media to advertise the public hearing.**
- 3. Attach a summary of all testimony presented by the poor and identify the following:**
 - Was the testimony addressed in the CAP? (If so, indicate the page).**
 - If the testimony was not addressed in the CAP, provide an explanation.**
- 4. Attach a narrative description of other methods the agency used to gather information regarding the needs of the community (i.e. surveys, public forums, etc).**

The Monterey County Needs Assessment public hearing process is documented in the following pages.

Monterey County Community Action Partnership conducted the Public Hearing at the Life Foundation Building on March 16, 2011.

The local community was notified of the public forum through the placement of a formal Public Notice, as well as through community notices appearing in the Salinas Californian, a local newspaper. Additionally, bilingual informational flyers were developed and provided to local schools, churches, and agencies. Email notices with bilingual flyers were sent county-wide to public and private funders and human and health care service providers.

Of the 51 public hearing attendees, 23 provided public testimony regarding services needed in the community. This testimony was recorded and analyzed. Attendance logs are attached to this requirement.

Monterey County Community Action Partnership also received 50 individual written testimonies at the public hearing. A sample of this is also attached.

In addition to the public hearing, the Monterey County Community Action Partnership conducted focus groups and obtained surveys the following community organizations:

Monterey Peninsula

- Boys and Girls Club
- Monterey Peninsula Unified School District
- Cabrillo Family Resource Center
- Central Coast Center for Independent Living (survey only)

Salinas

- Coalition Alliance for Safety and Peace
- Food Bank for Monterey County
- Project Homeless Connect
- Central Coast Center for Independent Living (survey only)

South County

- Women, Infants and Children (survey only)
- Family Resource Center in King City (survey only)
- Central Coast Center for Independent Living (survey only)

North County

- Our Lady of Refuge Church

Salinas Newspapers, Inc.
123 W. Alisal St.
Salinas, CA 93901
831-754-4138/Fax: 831-754-7156

State Of California ss:
County of Monterey

Advertiser: COMMUNITY ACTION AGENCY
1000 S MAIN ST STE 301
SALINAS, CA 93901

RE: PUBLIC NOTICE The Monterey County Depar
172122/132.00

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I hereby certify that the attached advertisement appeared in said newspaper on the following dates:

Newspaper: Salinas Californian

2/17/2011

I acknowledge that I am a principal clerk of the printer of said paper, which is published in the City of Salinas, County of Monterey, State of California. The Salinas Californian is printed and published daily, except Sunday and has been adjudged a newspaper of general circulation by the Superior Court of the County of Monterey, State of California. El Sol is printed and published weekly on Saturday and has been adjudged a newspaper of general circulation by the Superior Court of Monterey, State of California.

I certify (or declare) under penalty of perjury that the foregoing is true and correct. Executed on this 17 day of Feb., 2011 at Salinas, California.

Declarant

Our Order # 0000172122
Net Order Cost \$ 132.00

PUBLIC NOTICE

The Monterey County Department of Social & Employment Services, Community Action Partnership is conducting a Public Hearing.

The Community Action Partnership provides services to the low-income population. The purpose of the Public Hearing is to gather information from the public regarding service needs for this population.

This Public Hearing will allow members of the community to voice issues of concern regarding unmet local needs that will influence service-funding decisions.

The Public Hearing will take place on **Wednesday, March 16, 2011, 6:00 - 8:00 PM** at **The Life Foundation, (Quadrangle Building), 1000 S. Main Street, Suite 110, Salinas, CA 93901.**

This meeting will be conducted in English and Spanish. RSVP is requested for attendees and for childcare. **RSVP is requested not later than March 9th by calling Yesi Ruiz at (831) 796-3573 or via email at RuizY@co.monterey.ca.us so that accommodations and food planning can be made. Please indicate number of attendees, if attendees require special accommodations, and number and ages of children requiring childcare.**

February 17, 2011 (172122/132)



We Need Your Assistance!

Monterey County Department of Social & Employment Services, Community Action Partnership (CAP) is conducting a Public Hearing.

The CAP provides services to the low-income population. The purpose of the Public Hearing is to gather information from the public regarding service needs for these populations.

This is your opportunity to let us know about gaps in services and the needs for the low-income population in our community.



Wednesday, March 16, 2011
Life Foundation
1000 S. Main Street, Suite 110
Salinas 93901
6:00 - 8:00 PM

We need your comments on the services such as:

- ✓ **Food Access**
- ✓ **Rental Payment Assistance**
- ✓ **Solutions to Gang Violence**
- ✓ **Alcohol, Drug and Family Counseling**
- ✓ **Emergency Shelter**
- ✓ **Youth Programs / After School Programs**

RSVP is requested for attendees and for childcare. **RSVP is requested not later than March 9th by calling Yesi Ruiz at (831) 796-3573 or via email at RuizY@co.monterey.ca.us so that accommodations and food planning can be made.** Please indicate number of attendees, if attendees require special accommodations, and number and ages of children requiring childcare.

Spanish translation will be available.

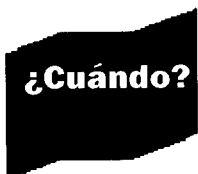


¡Necesitamos Su Ayuda!

El Condado de Monterey, Departamento de Servicios Sociales y Empleo, la Agencia de Acción Comunitaria, conducirá una audiencia pública.

La Agencia de Acción Comunitaria provee servicios a personas de bajos ingresos. El propósito de la audiencia es obtener información del público sobre las necesidades de esta población.

Esta es su oportunidad de decirnos sobre la falta de servicios y sobre las necesidades de las familias de bajos ingresos en nuestra comunidad.



Miercoles, 16 de Marzo, 2011
Life Foundation
1000 S. Main, Suite 110
Salinas 93901
6:00 - 8:00 PM

Necesitamos sus comentarios sobre los siguientes servicios ú otros servicios que usted pueda identificar:

- ✓ Acceso a Comida
- ✓ Soluciones para la Violencia de Pandillas
- ✓ Asistencia con Pago de Renta
- ✓ Consejería de Alcohol, Drogas y Familia
- ✓ Alojamiento de Emergencia
- ✓ Programas Juveniles/Programas Después de Escuela

Se requiere aviso previo para personas que gusten asistir y para personas que necesiten cuidado de niños. **Necesita dar aviso antes del 9 de marzo, llamando a Yesi Ruiz al número (831) 796-3573 o por correo electrónico a RuizY@co.monterey.ca.us para hacer arreglos especiales y planear la cantidad de comida.** Por favor indique el número de personas, si necesita asistencia especial, y el número y edades de los niños que necesitan cuidado.

Se proveerá interpretación en español.

Name	Sector (low-income, private, public)	Verbal Testimony or concerns	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Teresa Estrada	Low Income	Adult Spanish Literacy:	yes	12,24,26,30,31,86	
Ruben Santiago	Public	Alcohol and Drug Counseling Domestic Violence Prevention and Intervention Youth Programs	yes	26,106,107	
Veronica Pedraza	Low Income	Adult Spanish Literacy After School Programs	yes	12,24,26,30,31,86,106, 107	
Armando Vargas	Low Income	Solutions to Gang Violence Youth Programs Youth Employment	yes	26,106,107	
Rudy Salas	Low Income	Adult Spanish Literacy Youth programs	yes	12,24,26,30,31,86,106, 107	
Dorothy Jones	Public	Food Access and Pantries	yes	26,104,110	
Sophie Grant	Public	Food Access and Pantries	yes	26,104,110	
Patricia Gil	Low Income	Low-Cost Childcare	yes	27	
Marilyn Dorman	Public	Rental Payment Assistance	yes	26,104	
Jill Allen Dorothy's Kitchen Sara Sturtevant	Public Public Public	Homeless Shelters Mental Health Services Conflict Resolution	yes yes yes	17,26,27,104 26,105	
Anna Perez Rick	Public	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Sharron Anderson	Low Income	Rental Payment Assistance	yes	26,104	

Name	Sector (low-income, private, public)	Verbal Testimony or concerns	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Alex Tony Barajas	Low Income	Rental Payment Assistance Youth Programs	yes	26,104,106,107	
Maria Guadalupe Perez	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Lorenzo Hernandez	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Nicole Anderson	Low Income	Youth Programs Solutions to Gang Violence Alcohol and Drug Counseling	yes	26,106,107	
Rafaela Mendoza	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Maria Camarena	Public	Funding for Schools	yes	23	
Jose Ramirez Sanchez	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Ruben Soto	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Jose Manzera	Low Income	Domestic Violence Prevention/Intervention Alcohol and Drug Counseling	yes	26,106,107	
Soralla Villanueva	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	

Name	Sector (low-income, private, public)	Written Testimony or concerns	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Susana Mendoza	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Tomas Mendoza	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Jose Martinez	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Pascual Hernandez	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Andres Matias Fabian	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Margarita Perez	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Enedina Lopez	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Hilario Santiago Martinez	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Blanca V. Fianco	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Joel Perez	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Maria Catalina Lopez	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Teresa Estrada	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Juan Manuel Mendoza	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Domitila Portillo	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Maria Gladis Portillo	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Maria Teresa Sanchez	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	

Name	Sector (low-income, private, public)	Written Testimony or concerns	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Jose I. Ramirez Sanchez	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Jesus Mesinas	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Eloisa Mesinas	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Rolando Reyes	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Silvia Mesinas	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Veronica Garcia	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Rafaela Mendoza	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Lucina Montalvo	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Juana Reyes	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Esmeralda Reyes	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Adan Calvario Serena	Low Income	Adult Spanish Literacy/Computer Training	yes	12,24,26,30,31,86	
Alvaro Cruz B.	Low Income	Adult Spanish Literacy	yes	12,24,26,30,31,86	
Jose A Baires Gonzales	Low Income	Computer and Employment Training	yes	12,24,26,30,31,86	
Gerardo Ruiz	Low Income	Computer and Employment Training	yes	12,24,26,30,31,86	
Araceli Arce	Low Income	Computer Training	yes	12,24,26,30,31,86	
Patricia Calderon Hdz	Low Income	Computer Training	yes	12,24,26,30,31,86	

Name	Sector (low-income, private, public)	Written Testimony or concerns	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Martha Candia	Low Income	Computer and Employment Training	yes	12,24,26,30,31,86	
Jaritzl Rodriguez	Low Income	Computer and Employment Training	yes	12,24,26,30,31,86	
Abelino Santiago	Low Income	Adult Spanish Literacy: Computer and Employment Training	yes	12,24,26,30,31,86	
Jose Luis Gonzalez	Low Income	Computer and Employment Training	yes	12,24,26,30,31,86	
Rosario Gutierrez	Low Income	Computer Training	yes	12,24,26,30,31,86	
Ma. Sonia Rodriguez	Low Income	Computer and Employment Training	yes	12,24,26,30,31,86	
Rocio Becerra	Low Income	Computer Training	yes	12,24,26,30,31,86	
Paloma Rojas	Low Income	Computer Training	yes	12,24,26,30,31,86	
Monica Correa Rojas	Low Income	Computer Training	yes	12,24,26,30,31,86	
Felix Salvador	Low Income	Computer Training	yes	12,24,26,30,31,86	
Gabriela Rios Sanchez	Low Income	Computer and Employment Training	yes	12,24,26,30,31,86	
Angelica Cervantes	Low Income	Computer Training	yes	12,24,26,30,31,86	
Isidra Castro	Low Income	Computer Training	yes	12,24,26,30,31,86	
Silvia Zepeda	Low Income	Computer Training	yes	12,24,26,30,31,86	
Soledad Reyes	Low Income	Computer Training	yes	12,24,26,30,31,86	

Name	Sector (low-income, private, public)	Written Testimony or concerns	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Mayela Martinez	Low Income	Computer Training	yes	12,24,26,30,31,86	
J. Carmen Salazar	Low Income	Computer Training	yes	12,24,26,30,31,86	
Jhoana Puga	Low Income	Youth Programs Mental Health Services	yes	27, 106, 107	

Community Action Partnership
Public Hearing
Life Foundation Building
March 16, 2011



Name/Nombre:

Juan Puga R.

Address/Domicilio:

2a Towl (St.)
Salinas CA 93905

I would like to give written testimony/Yo quiero dar mi testimonio escrito.

Start here/Empiece aquí:

My suggestion would be funds
for high schools for counselors
to help the youth who
suffer from mental illness
depression or other we need a
special educator for each
school in the Monterey county.
we might not know but there
might be one of 5 teenagers
who suffer from anxiety or
depression. a program for teens
Confidential for teens to speak with
about issues or problems.
Thank you.

Signature/Firma:

Juan Puga R.

Community Action Partnership
Public Hearing
Life Foundation Building
March 16, 2011



Name/Nombre: Silvia Zepeda
Address/Domicilio: 1329 Garner Av. "d"
Salinas Ca.

I would like to give written testimony/Yo quiero dar mi testimonio escrito.

Start here/Empezar aquí:

Para mi las clases de computadoras
son muy importantes, porque hoy en día
las computadoras las utilizamos para
hacer todo tipo de trabajo, y me
gustaría que hubiera clases en
la mañana porque muchas personas
que no trabajan se les facilita venir
a esa hora.

Y me gustaría que aquí en Alisal Healthy
Star. estuvieran estas clases siempre.

Signature/Firma: Silvia Zepeda

Community Action Partnership
Public Hearing
Life Foundation Building
March 16, 2011



Name/Nombre: Joel Perez
Address/Domicilio: 1433 Wiren #A st
Salinas C.A C.p. 93905

I would like to give written testimony/Yo quiero dar mi testimonio escrito.

Start here/Empiece aquí:

Yo soy alumno de la escuela comunitaria Alizal. Yo
les pido que no quiten este programa porque si lo
quitan nos negarian la oportunidad de aprender ami
en lo particular me a servido mucho Yo cuando empecé
en esta escuela no sabia ni poner mi nombre. y
hara ya puedo leer y escribir pienso que este
tipo de programas nos sirven ami y a mucha gente
para educarnos. y saber educar a nuestra familia
deverian ampliar estos programas. y Pones mas para
mantener ocupados a los jovenes. y ya no aya
tanta delincuencia les doy las gracias por
tomar en cuenta mi opinion. y gracias a
mi maestra porque me a enñado,

Signature/Firma: Joel Perez

Community Action Partnership
Public Hearing
Life Foundation Building
March 16, 2011



Name/Nombre: Hilario Santiago Martinez
Address/Domicilio: 1053 Sieber Salinas
Ca. 93905

I would like to give written testimony/Yo quiero dar mi testimonio escrito.

Start here/Empiece aquí:

A mi me ayudado en saber mas en matematicas como: porcentajes y fracciones. En español como: la escritura como escribir con asento en las silabas, como hacer cartas saber escribirlas con todo lo que lleva una carta. Y ahora me estan enseñando como usar las computadoras, para mi me gustaria aprender bien como trabajar en las computadoras. Por eso mi opinion es que no nos quiten el programa inmigrante que nos sigan apoyando para que todos nosotros podamos salir adelante y asi podamos valerlos por nosotros mismos y mas que nada que nos apollen en este recurso de los fondos para esta plaza de la escuela Alisal.

Signature/Firma: Hilario S.M.

Community Action Partnership
Public Hearing
Life Foundation Building
March 16, 2011



Name/Nombre: Andres Matias
Address/Domicilio: 1420 Garner A
CA. 93915

I would like to give written testimony/Yo quiero dar mi testimonio escrito.

Start here/Empezar aquí:

Ami la plaza comunitaria me a ayudado
mucho porq yo e aprendido mucho, yo
cuando supe q estaban dando clases yo
me i pregunte p ahora lla esto x apren
diendo mucho, por q yo no sabia leer,
escribir yo no podia escribir mi nombre
y ahora lla e aprendido mucho.
i por eso yo quiero q el programa
nunca termine quiero q siga
q delante para q toda persona q
nosabe leer x escribir puedan acistir al pro-
grama x poco a poco ban aprendes.
Este es mi testimonio.

Signature/Firma: Andres Matias Fabian

**Community Action Partnership
 Public Hearing
 Life Foundation Building
 March 16, 2011**



Name	Address
Susan M Mendez	24 McGowan Cr #24, Salinas CA 93905
Dorothy Sorensen Food Bank	815 #5 westmarket Salinas CA 93901
Armando Vargas	1935 Glenborough way Salinas CA 93906
Helen Truett	Dirt & Curfiss road
SAM TREUVO	1000 SO. MAIN SUITE 209A DSES
Marylyn Dorman	PO Box 1307, Salinas 93902
Lela Ema de	vv x23
Julie Sorensen	1106 Garner Ave 93905
Sobá Antonio Páez	1329 Garret Ave Apt #6 93905
Blanca Diaz	1329 Garret Ave Apt #6 93905
Rafaela Montano	5661 Sunrise St Salinas CA 93905
Lucina Montano	1147 John Street Salinas
Veronica Pedruza	1063 Eagle dr Salinas CA 93905
Moana Page	2010 W T St. Salinas CA 93905

**Community Action Partnership
 Public Hearing
 Life Foundation Building
 March 16, 2011**



Name	Address
SARA STUTENANT-MCL	100 Col Durham St Seaside CA 93955
BARBARA VERBA	DBES, 1000 S. MAIN, # 208
Tena Estada	24935 El Rocio Salina Ca 93908
Angela Morino Cruz	1028 Cieber, Salinas Ca 93905
Juana Bautista Merino	1028 Cieber, Salinas Ca 93905
Lilia Torres	1515 Sporeto st 93905
MARIA GLADIS PORTILLO	624 New Deq Ave Salinas
Jose Juan Mancera	1151 Almn Ave., Salinas CA 93905
Jose I Ramirez Sanchez	624 New Dea l Ave Salinas
Maria Guadalupe Perez	PO Box 563 Salinas 93902
Lorenzo Hernandez R	2073 Santa Rita st. #14

**Community Action Partnership
 Public Hearing
 Life Foundation Building
 March 16, 2011**



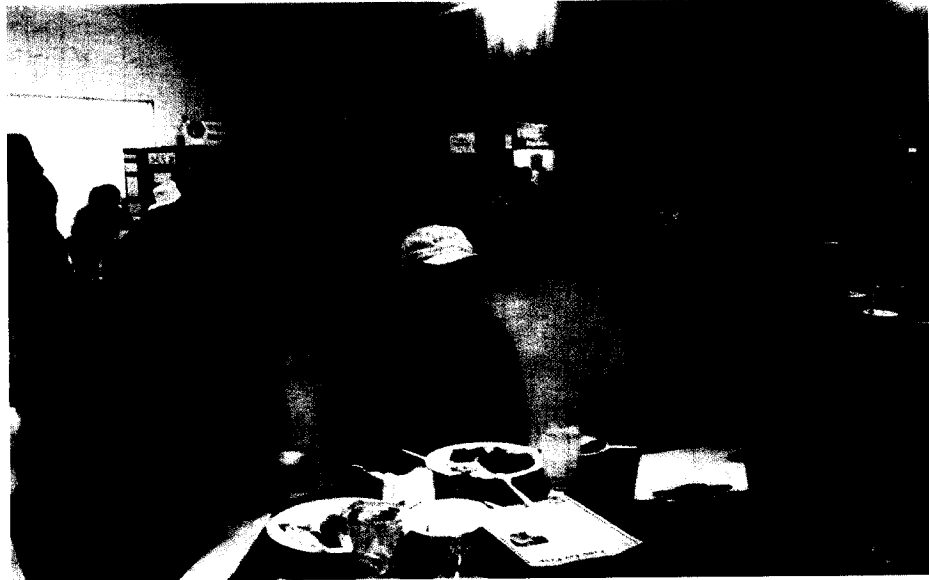
Name	Address
Pascual Hernandez	637 New deal, Salinas Ca 93905
Tomas mendoza	El Kingston ave a Salinas 93905
JOSE MARTINEZ	1509 Del Monte Ave Salinas 93905
Maria Camarero	12 Towt St Salinas CA 93905
Maxia L. Rodriguez	20 Towt St Salinas Ca 93905
ANNABELLE FOREGIER	1441 DEL MONTE AVE, SALINAS CA 93905
pomati, jovan portillo	
Sharon Anderson	512 Polk Cir, Sa Ca 93906
Nicole Anderson	512 Polk Cir 11 11
Alex Tony Barajas	512 Polk Cir 11 11
Patricia G. D	134 Clay St Apt #2 Salina Ca 93901
Alvaro Cruz	1461 Salinas C-9
Oralia Villanueva	1053 Paseo Grande #12

Salinas Ca.

**Community Action Partnership
 Public Hearing
 Life Foundation Building
 March 16, 2011**



Name	Address
Calvin Angel	1200 Agueyito Rd. Monterey CA 93940
Sophie Grant BERNA MAYA	40 Food Bank 815 w. market / Salinas 93901 CAC
Rudy Salas JILL ALLEN	6904 John St. / Salinas. FRANCISCAN WORKERS
SUSANA MENDOZA DAEL PEREZ	ELKINGTON APT 787C 1341 Wren Street Salinas 93905
Oscar Perez E Celsa Camarena	1341 Wren Street Salinas 93905 1068 EAGLE Dr Salinas 93905
Esmeralda Reyes Anna Perez - Rick	1584 Falcon Dr #1 Salinas 93905 10640 Mc Dougall St. Apt 6 Castroville CA 95012 (hm) 1441 Del Monte Ave Salinas, CA 93905 (wk)
Zoto, Maria Ruben soto	



Community Action Partnership staff conducting a survey at the Project Homeless Connect, Salinas, February 16, 2011



Community Action Partnership staff conducting a survey at the Project Homeless Connect, Salinas, February 16, 2011



Community Action Partnership staff conducting a survey at the Project Homeless Connect, Salinas, February 16, 2011



Community Action Partnership staff conducting a survey at the Our Lady of Refuge Church, Castroville, February 17, 2011



Public Hearing, Life Foundation Building, March 16, 2011



Public Hearing, Life Foundation Building, March 16, 2011

**DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES
 COMMUNITY ACTION PARTNERSHIP**

Vision Statement

The Monterey County Community Action Commission and the Community Action Partnership staff recognize that a thriving community is measured by how well it takes care of its citizens. Together with policy makers, community members and broad representation of the low-income, private and public sector, the Commission, the Community Action Partnership and the Department of Social and Employment Services must assure comprehensive support service delivery systems that promote self-sufficiency, pride and community spirit for the low-income population in Monterey County.

Mission Statement

The mission of the Monterey Community Action Partnership is to assess the needs of the low-income people in Monterey County and develop, maintain, and evaluate community services that empower low-income persons and improve their quality of life.

2011 Needs Assessment and 2012 – 2013 Service Priorities

The Community Action Partnership, in conjunction with the Community Action Commission, is conducting a county-wide needs assessment to determine the service priorities required by the low-income population that will assist them to be self-sufficient. The needs priorities will be incorporated into the 2012 – 2013 Community Action Plan which will establish the types of services which will be funded in those years. A Request for Proposals will be released in late summer 2011 for agencies to apply to provide services to meet those prioritized needs.

Low Income Service Priorities

From the list below, **rank the top 5 services** that you feel are needed by the low-income population in your community:

<u>Ranking</u>	<u>Service Priority</u>	<u>Ranking</u>	<u>Service Priority</u>
	Rental Payment Assistance		Solutions to Gang Violence
	Utility Payment Assistance		Alcohol, Drug and Family Counseling
	Emergency Shelter		Health Insurance / Access to Health Services
	Food Access/Pantries		Adult Spanish Literacy/English as a Second Language (ESL)
	Protection from Violence		Youth Programs / After School Programs

What other services are needed that are not included above?

**DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES
 COMMUNITY ACTION PARTNERSHIP**

The Mission of the Community Action Partnership

The Community Action Partnership is an agency within the Department of Social and Employment Services which contracts for services that assist the county's low income population to achieve self-sufficiency. The Community Action Commission is a group of volunteers representing each of the county's five districts. This Commission provides guidance on what services are needed by the community and what types of services will receive funding. Your participation in the Service Priorities survey table below will assist the Commission in determining funding decisions for 2012 – 2013.

Service Priorities

In the list below, please indicate the **5 most important services** that you feel are needed by your family and community. You will use a "1" to indicate the most important service; "2" for the second most important; "3" for the third most important, etc. with "5" being the least most important service.

<u>Importance</u>	<u>Service</u>	<u>Importance</u>	<u>Service</u>
	Rental Payment Assistance		Solutions to Gang Violence
	Utility Payment Assistance		Alcohol, Drug and Family Counseling
	Emergency Shelter		Health Insurance / Access to Health Services
	Food Access/Pantries		Adult Spanish Literacy/English as a Second Language (ESL)
	Protection from Violence		Youth Programs / After School Programs

What other services are needed that are not included above?

**DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES
 COMMUNITY ACTION PARTNERSHIP**

La Misión de Community Action Partnership

Community Action Partnership es una agencia dentro del Departamento de Servicios Sociales y Empleo que provee servicios para ayudar a familias de bajos ingresos a lograr independencia. La Comisión es un grupo de voluntarios que representan cada uno de los cinco distritos del condado. La Comisión provee asistencia para decidir cuales servicios son mas necesarios para la comunidad y que tipo de servicios recibirán fondos. Su participación en la encuesta de Prioridades de Servicios asistirá a la Comisión en decidir como dividir los fondos para los años 2012-2013.

Prioridades de Servicios

En la lista abajo, por favor indique los 5 servicios más importantes que usted cree que son necesarios para su familia y la comunidad. Use el "1" para indicar el servicio más importante, "2" para el segundo más importante, "3" para el tercero más importante, etc. usando el "5" para el quinto más importante.

<u>Importancia</u>	<u>Servicio</u>	<u>Importancia</u>	<u>Servicio</u>
	Asistencia con Pago De Renta		Soluciones para la Violencia de Pandillas
	Asistencia con Pago de Utilidades		Consejería de Alcohol Drogas y Familia
	Alojamiento de Emergencia		Seguro de Salud/Acceso a Servicios de Salud
	Acceso a Comida/Dispensa		Alfabetización en Español para Adultos/Ingles como Segunda Lengua
	Protección de Violencia		Programas Juveniles/Programas Después de Escuela

¿Cuales otros servicios se necesitan que no están incluidos en la lista arriba?

**REQUIREMENT 6
MONITORING & EVALUATION PLAN**

Attach a narrative description of the specific method(s) of evaluation, frequency, and monitoring that ensures program and fiscal performance in accordance with the objectives in the agency's Community Action Plan.

The monitoring and evaluation plan shall ensure the following:

- 1. Data is collected to measure the progress of the agencies goals.**
- 2. Ensure that reports are prepared and submitted to CSD in accordance with contract requirements.**

The Monterey County Community Action Partnership will monitor and evaluate program and fiscal performance in accordance with the objectives in the 2010-2011 Community Action Plan as follows:

Monterey County Community Action Partnership incorporates program and fiscal reporting requirements in all subcontracts for services. Subcontracting agencies providing services are required to collect and report data semi-annually using the National Performance Indicators and annually using the Client Characteristics report. This information is evaluated, aggregated and submitted to the Department of Community Services and Development in a timely manner.

Monterey County Community Action Partnership staff meets monthly to review and monitor the agency budget and review progress on agency goals and activities and to ensure all required fiscal and programmatic reports are submitted in a timely manner.

Monterey County Community Action Partnership will coordinate with the each of the collaborative member agencies to conduct site visits. The site visits to the subcontractors will provide visibility of how agencies work together in each region to provide services to low-income people.

Monterey County Community Action Partnership, the Community Action Commission and the accountant auditor conduct annual program and fiscal monitoring of the contracting agencies using the attached monitoring tool.

State of California
 Department of Community Services and Development
 CSBG Community Action Plan
 CSD 410-Vision (01/11)
MONTEREY COUNTY CONTRACTOR MONITORING TOOL

Agency: _____ **Program:** _____ **Date:** _____

CONTRACT COMPLIANCE AND PROGRAM ADMINISTRATION

		COUNTY USE ONLY	
Evaluation Question	Agency Comments	Typical Documentation	Comments
1. When does the Agency hold regular board meetings?		Agenda, Minutes	
2. Does the board membership include a recipient of services? Does the board have geographic and ethnic representation comparable to the service area?		By laws and Membership Roster	
3. Is there an identified person who is clearly responsible and available for daily operation of the program? Is the program clearly delineated from other Agency program(s)?		Organization chart, job description of Program Director, interview with agency Executive Director/program staff/volunteers.	

MONTEREY COUNTY CONTRACTOR MONITORING TOOL

COUNTY USE ONLY

Evaluation Question	Agency Comments	Typical Documentation	Comments
4. Does the Agency have written policies and procedures for program operation?		Policy and procedure manual.	
5. Does the Agency have a written personnel handbook, current job descriptions for program staff, and a documented method for performing regular staff evaluation?		Personnel handbook, job descriptions, policy and procedure manual or other document describing evaluation process.	
6. If volunteers are utilized, how does the Agency document the function and responsibilities of volunteers? How do volunteers interact with paid staff?		Written volunteer responsibilities/job descriptions; interview with volunteer(s).	
7. Does the Agency have an orientation and training program for all staff, paid and volunteer? Are there on-going staff development efforts?		Training manuals, conference/seminar materials, professional association membership, and interview with Program Director/training personnel/program staff/volunteers	
8. Are staff or facility licenses and diplomas		E.g. Licensed Therapists/Care providers, code approved	

MONTEREY COUNTY CONTRACTOR MONITORING TOOL

COUNTY USE ONLY	
Evaluation Question	Agency Comments
	Typical Documentation
	Comments
required to engage in contract activities current and posted or available in personnel files?	kitchens, food handler permits, business license
9. Are qualified staff available to accommodate non-English speaking and limited English proficient individuals?	
10. Does staff at the Agency reflect the language, culture and ethnicity of the community served? How are staff and volunteers that are representative of the community recruited?	Recruitment materials and documented methods, written policy and procedure manual, organization chart.
11. Does the Agency have an adequate emergency preparedness plan? Is there a written disaster plan? Has staff been trained on the plan? Are there signs around the facility?	Written Disaster or Emergency Plan, signage in facility.

MONTEREY COUNTY CONTRACTOR MONITORING TOOL

SCOPE OF SERVICE AND PROGRAM PERFORMANCE

COUNTY USE ONLY	
Evaluation Question	Agency Comments Typical Documentation County Feedback
1. Does the Agency meet all contract program reporting requirements? How does the Agency ensure accuracy of service reporting? Have reports been submitted in a timely manner?	Data entry procedures, service logs, reports, etc.
2. Has the Agency successfully fulfilled all contract requirements?	Reports
3. Has the Agency met or exceeded the minimum service unit requirement?	Goals from Scope of Service, reported units of service, projected outcomes.
4. Has the Agency met, or exceeded, the number of unduplicated clients to be served?	Same as (3) above.
5. Does the Agency document a client's characteristics at the time of intake? How does the Agency keep client records secure?	Intake forms, client case files, management information systems, demographic reports

MONTEREY COUNTY CONTRACTOR MONITORING TOOL

COUNTY USE ONLY	
Evaluation Question	Agency Comments
COUNTY USE ONLY	
	Typical Documentation
	County Feedback
6. Does the Agency require clients to sign Authorization to Release Information certificates?	Client case files.
7. How has the Agency served the geographic area identified in the Scope of Service?	If a countywide service, is there adequate client representation from all areas of Monterey? If specific target area, was the area served adequately?
8. How does the Agency target services to low-income/minority/frail/rural most in need individuals?	Outreach materials, written outreach plan, documented methods of client referral, client data.
9. Does the Agency conduct comprehensive on-going outreach and marketing efforts?	Written marketing plan and outreach materials (flyers, client brochures, press releases, community seminars etc.)
10. How does the Agency work with other related agencies/programs? Are referrals to other agencies tracked?	Documented methods of client referrals to and from other agencies. Participation in multi-agency collaboratives/boards/committees, presentations at various agency sites etc.

MONTEREY COUNTY CONTRACTOR MONITORING TOOL

		COUNTY USE ONLY	
Evaluation Question	Agency Comments	Typical Documentation	County Feedback
11. How does the Agency solicit and incorporate client participation in the program?		Advisory council/board regular meetings, membership lists, public outreach, minutes and written reports.	
12. Does the Agency maintain a client waiting list? How many people are currently on the waiting list?		Client waiting list.	
13. How is client satisfaction measured? Does the Agency have a grievance or appeal process for unsatisfied clients? Are changes made to program based on client feedback?		Client telephone or written survey, Grievance or Appeal Process Plan, program design change based on client feedback.	
14. Does the program have clearly identified objectives that are reasonable and measurable?		Written goals and objectives with timelines and evidence of tracking of progress; Performance Reports, outcomes projections and actuals.	

		COUNTY USE ONLY	
Evaluation Question	Agency Comments	Typical Documentation	County Feedback
15. How does the Agency evaluate the program for quality/impact? Do the program objectives have an impact on an identified community need?		Evidence of evaluation activities: written reports, quantitative and qualitative data, analysis of the community need being addressed.	
16. What program improvements have been made in the last year?		Written report on program areas that have been improved.	
17. How has the Agency documented client eligibility?		Intake form; review 5 randomly selected client files.	
18. Are there common goals between the Agency and funder?		Mission/Vision Statement	
19. Does the Agency acknowledge the funder by using its logo on their outreach materials?		Brochures, flyers, website, etc.	
20. Is the Agency accessible to the public?		Location, hours of operation, language capacity, etc.	

MONTEREY COUNTY CONTRACTOR MONITORING TOOL

BUDGET AND FISCAL REQUIREMENTS

Evaluation Question Agency Comments Typical Documentation COUNTY USE ONLY County Feedback

Overview of prior monitoring for fiscal recommendations, corrective action plans, and resolution.

<p>1. What is the date of the last audit the Agency has submitted to the County?</p>		<p>Contract guidelines, agency audit</p>	
<p>2. Are there any prior audit findings that apply to this program? Was a corrective action plan completed and resolved?</p>		<p>Audit and corrective action plan (attach details) Review any issues identified by the County</p>	
<p>3. Are there any fiscal recommendations from a prior monitoring? If so, have they been resolved?</p>		<p>Prior monitoring on file.</p>	

Financial Reporting: The Agency shall establish and maintain a financial reporting system that reflects accurate, current, and complete disclosure of financial activities. (Common Rule Section 20(b1) Standards for Financial Mgmt. Systems)

<p>4. Are invoices submitted in accordance with the contract? Were they accurate?</p>		<p>County invoice control log</p>	
<p>5. What financial records are used to create the monthly billing? Are they adequate? Trace one month's billing back to the records identified.</p>		<p>Month reviewed: _____ Invoice, time sheets, general ledger, back-up for expenses, etc.</p>	

MONTEREY COUNTY CONTRACTOR MONITORING TOOL

COUNTY USE ONLY	
Evaluation Question	Agency Comments Typical Documentation County Feedback
6. Are the Agency files clear and concise, having back-up filed with the reports submitted?	Agency's File
7. Does the Agency quickly reconcile any corrections? If corrections are returned by hard-copy, are they corrected so that they do not keep recurring in the Year-to-Date?	Revised invoices
Budget Control: The Agency shall maintain a system that compares actual expenditures with budgeted amounts for each contract or subcontract. (Common Rule Section 20(b4) Standards for Financial Management Systems)	
8. Is the budget reasonable in comparison to what is being invoiced?	Contract budget, invoices submitted
9. Does the Agency have a process to compare actual expenditures to budgeted amounts for each grant award by funding source?	
10. Is the budget information shared with program managers (or other staff with spending authority)?	

MONTEREY COUNTY CONTRACTOR MONITORING TOOL

Allowable Costs: The Agency shall establish a system that uses applicable OMB cost principles, agency program regulations, and the terms of sub-grant awards in determining the reasonableness, permissibility, and acceptable costs. (Common Rule Section 20(b5) Standards for Financial Management Systems).

(For the costs of State, Local, or Native American Tribal government, use the principles in OMB Circular A-87. For the costs of a private nonprofit organization other than an institution of higher education or hospital, use the principles in OMB Circular A122)

COUNTY USE ONLY		County Feedback
Evaluation Question	Agency Comments	Typical Documentation
11. Determine how the Agency ensures contract funds are used only for allowable expenditures necessary for activities of the grant program. Do individuals (authorized to approve purchases) review for acceptable and budget authority/capacity?		
12. Does the Agency allocate costs? a. Is there a written cost allocation plan? b. Obtain and review for any approvals and reasonableness.		Cost Allocation Plan
13. Does the Agency record actual staff time worked (by program)?		Monthly timesheets for staff working on program.

MONTEREY COUNTY CONTRACTOR MONITORING TOOL

		COUNTY USE ONLY	
Evaluation Question	Agency Comments	Typical Documentation	County Feedback
<p>14. Does the Agency maintain records that document in-kind contributions and volunteer services reported for each grant program? Do such records identify how the value used for in-kind contributions was determined and is it reasonable?</p>		<p>Balance sheet, audits, budget</p>	
<p>Internal Control: The Agency must maintain effective control and accountability for all cash property and other assets. The Agency must adequately safeguard all such property and must assure that it is used solely for authorized purposes. (Common Rule Section 20(b3) Standards for Financial Management Systems.)</p>			
<p>15. Did the last Agency audit identify any weaknesses or reportable conditions? If so, identify what they were and the status. Was the audit qualified?</p>		<p>Agency's Audit, CPA's management letter</p>	

MONTREY COUNTY CONTRACTOR MONITORING TOOL

COUNTY USE ONLY	
Evaluation Question	Agency Comments Typical Documentation County Feedback
<p>16. Perform an internal control review of the following:</p> <ul style="list-style-type: none"> a. Are there clearly assigned duties and responsibilities for the fiscal employees? b. Are accounting procedures and fiscal processes documented in an accounting and/or desk manual? c. Is there adequate segregation of responsibilities in the check preparation and approval functions? d. Are checks submitted for authorization and signature accompanied by a requisition and invoice? e. Are blanks checks properly safe-guarded? How? f. Are accounts payable checks written to staff? Under what circumstances? 	<p>Agency's Audit, CPA's management letter</p>

MONTEREY COUNTY CONTRACTOR MONITORING TOOL

Property Management: The Agency must maintain effective control and accountability for all real and personal property and other assets. The Agency must adequately safeguard all such property and must assure that it is used solely for authorized purposes. (Common Rule Section 20(b3) Standards for Financial Management Systems)

COUNTY USE ONLY	
Evaluation Question	Agency Comments
COUNTY USE ONLY	County Feedback
17. Do property records include the following: a. A description of the property b. Acquisition date and cost c. Location, use, and condition d. Fund source for the acquisition e. Manufacturer's serial number	Review this section only if equipment was purchased with grant or program income related funds.
18. Is a periodic physical inventory performed? How often? Is the last physical inventory documented?	County and Agency Equipment Listings, if applicable
19. Does the grant provide equipment? If so, compare Agency and DSES equipment listings. Are there variances?	County and Agency Equipment Listings, if applicable

MONTEREY COUNTY CONTRACTOR MONITORING TOOL

COUNTY USE ONLY			
Evaluation Question	Agency Comments		
Typical Documentation	County Feedback		
20. What is the Agency's process for disposition of property no longer in use? Does the Agency retain information on the disposed equipment?		If yes, request the following: Request to Dispose of Property, proceeds from distribution, disposition of proceeds	*Remind Agency of County/State policy on grant purchased equipment
21. Is there a written policy for handling shortages or damaged property? If so, did they follow their policy the last time they conducted a physical inventory?			
22. Was an Equipment Report for items purchased by contract funds provided with the final invoice? What is the date of the last Equipment Report submitted?		If Agency is required to match grant funds, equipment purchased with matching funds would have to be included.	
<p>Accounting Records: The Agency shall maintain accounting records which adequately identify the source and application of funds. These records must contain information pertaining to grant awards, obligation balances, assets, liabilities, expenditures, and income. (Common Rule Section 20(b2) Standards for Financial Management Systems)</p>			
23. Does the Agency's accounting system maintain separate cost centers for each grant program?		Accounting system generated report	

MONTEREY COUNTY CONTRACTOR MONITORING TOOL

		COUNTY USE ONLY	
Evaluation Question	Agency Comments	Typical Documentation	County Feedback
24. Does the Agency have a records retention policy that is in accordance with contract and federal grant requirements?			
Program Income: The Agency shall establish procedures for proper documentation of program income. (Common Rule Section 20(b7) Standards for Financial Management Systems)			
25. Are there adequate controls in place for the counting, handling, depositing and recording of program income?			
26. Are procedures adequate to provide confidentiality over donations made by program participants?			
27. Does management compare actual program income received to expectations and follow up on any variances?			

Additional Comments:

Contractor Name: Monterey County Community Action Partnership
 Contact Person and Title: Margarita Zarraga, Community Affiliation Manager
 Phone Number: (831) 755-8492 Ext. Number: Direct Line
 E-mail Address: zarragam@co.monterey.ca.us Fax Number: (831) 755-8429

Goal 1: Low-income people become more self-sufficient.

NPI 1.1: Employment

Problem Statement: (If additional space is needed, please attach a separate sheet.)

According to the Labor Market Information Division, Monterey County unemployment rate rose to 17.6% in February 2011 compared to 12.2% in California and 8.9% in the United States. Based on these facts, many low-income families and individuals in Monterey County are chronically unemployed or under-employed and earn less than adequate living wage to support themselves and their family. The high unemployment rate problem is more severe due to the current trend of property depreciation, foreclosures, rate of bankruptcy filings, and the high cost of living in the Monterey County area.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Monterey County Community Action Partnership plans to provide employment support services to low-income families and individuals in Calendar years 2012 and 2013. This goal will be accomplished by subcontracting with community-based organizations which as part of their service delivery also provide assistance to families and individuals in the area of obtaining initial employment or to re-enter the workforce. Subcontracting agencies will offer employment support services as they assist families with other services such as case management while in transitional housing, adult basic education, money management, assistance seeking employment, resume writing, and interviewing skills.

National Performance Indicator 1.1	1		2	3	4	5
Employment	Number of Participants Projected to be Served for Contract Period (#)		Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (4/3=5) (%)
The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed, as measured by one or more of the following:						
A. Unemployed and obtained a job	250	Annual				
B. Employed and maintained a job for a least 90 days	40	Annual				
C. Employed and obtained an increase in employment income and/or benefits	40	Annual				
D. Achieved "living wage" employment and/or benefits	10	Annual				

In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.

		Annual				
--	--	--------	--	--	--	--

Goal 1: Low-income people become more self-sufficient.

NPI 1.2: Employment Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

According to the 2000 U.S. Census in Monterey County 19% of the population has an educational level of less than 9th grade compared to California's 11.5% and the U.S. 7.5%. Local data indicates that among parent 25 years or older, approximately 49% do not have a High School diploma; which is a barrier to obtain employment. Also, many adults lack basic literacy skills in their native language and therefore struggle to learn English.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Spanish Literacy instruction and General Education Degree (GED) preparation has proven to be very effective in assisting individuals to make the transition to English as a second language. This service partially funded by CSBG has been very helpful in assisting adult students to obtain pre-employment skills. Adult students learn to read and write in their native language before they move forward to English. Many participants of this program are identified at a higher level and placed in the GED English or Spanish instruction. In Calendar Year 2011 one of the subcontractors is offering basic computer skills to adult learners. This program has assisted students in researchin and accessing job applications on line. If the funding is available in 2012-2013 Monterey County plans to continue these programs.

National Performance Indicator 1.2	1		2	3
Employment Supports	Number of Participants Projected to be Served for Contract Period (#)		Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)
The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action, as measured by <u>one or more</u> of the following:				
A. Obtained skills/competencies required for employment	50	Annual		
B. Completed ABE/GED and received certificate or diploma	110	Annual		
C. Completed post-secondary education program and obtained certificate or diploma	20	Annual		
D. Enrolled children in "before" or "after" school programs	10	Annual		
E. Obtained care for child or other dependant	10	Annual		
F. Obtained access to reliable transportation and/or driver's license	60	Annual		
G. Obtained health care services for themselves or a family member	40	Annual		
H. Obtained safe and affordable housing	400	Annual		
I. Obtained food assistance		Annual		
J. Obtained non-emergency LIHEAP energy assistance		Annual		
K. Obtained non-emergency WX energy assistance		Annual		
L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)		Annual		

In the rows below, please include any additional indicators for NPI 1.2 that were not captured above.

			Annual		
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Goal 1: Low-income people become more self-sufficient.

NPI 1.3: Economic Asset Enhancement and Utilization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

According to the Internal Revenue Service, in Monterey County more than \$14 million per year in Earned Income Tax Credit is not claimed by poor families. It is also known that these families need assistance and guidance on how to make better use of this extra money. There is clearly a need for financial counseling for people to move into self-sufficiency in the area of budgeting money in addition to facilitating access to available resources through the IRS. Another problem is the cost of land line telephone service for poor people. Many poor individuals cannot afford cell phone service, however they still spend a lot on prepaid phone service.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Volunteer Income Tax Assistance Program continues strong in Monterey County. As of the date of this writing the Tax Year 2010 still in progress has filed 659 tax returns and generated \$1,167,836 in refunds and credits for families making \$49,00 or less. One positive outcome of this program is that this money is coming back to the local community and into the local economy. Monterey County Community Action Partnership is also collaborating with the California Life Line Telephone Program to outreach and promote discounted Land Line phone service to income qualified households.

National Performance Indicator 1.3 Economic Asset Enhancement and Utilization The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:	1 Number of Participants Projected to be Served for Contract Period (#)		2 Number of Participants Enrolled in Program(s) in Reporting Period (#)	3 Number of Participants Expected to Achieve Outcome in Reporting Period (#)	4 Number of Participants Achieving Outcome in Reporting Period (#)	5 Percentage Achieving Outcome in Reporting Period (4/3=5) (%)	6 Aggregated Dollar Amounts (Payments, Credits or Savings) (\$)
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A. ENHANCEMENT

1. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits.	1,500						
		Annual					
2. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.							
		Annual					
3. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.	100						
		Annual					
<i>In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.</i>							
		Annual					

Goal 1: Low-income people become more self-sufficient.
NPI 1.3: Economic Asset Enhancement and Utilization

National Performance Indicator 1.3 (Continued) Economic Asset Enhancement and Utilization The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:	1 Number of Participants Projected to be Served for Contract Period (#)		2 Number of Participants Enrolled in Program(s) in Reporting Period (#)	3 Number of Participants Expected to Achieve Outcome in Reporting Period (#)	4 Number of Participants Achieving Outcome in Reporting Period (#)	5 Percentage Achieving Outcome in Reporting Period (4/3=5) (%)	6 Aggregated Dollar Amounts (Payments, Credits or Savings) (\$)
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B. UTILIZATION

1. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days	600						
		Annual					
2. Number and percent of participants opening an Individual Development Account (IDA) or other savings account	30						
		Annual					
3. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings	30						
		Annual					
4. Of participants in a Community Action assets development program (IDA and others):							
a. Number and percent of participants capitalizing a small business due to accumulated savings							
		Annual					
b. Number and percent of participants pursuing post-secondary education with accumulated savings							
		Annual					
c. Number and percent of participants purchasing a home with accumulated savings							
		Annual					
d. Number and percent of participants purchasing other assets with accumulated savings							
		Annual					
<i>In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.</i>							
		Annual					

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Agency Notes and Clarifications on Goal 1:

Agency's Narratives Goal 1: Low-income people become more self-sufficient.

This space is to record any significant narrative information for national goal 1, as requested by the *Guide*. We encourage you to provide qualitative information to complement and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.

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Goal 2: The conditions in which low-income people live are improved.

NPI 2.1: Community Improvement and Revitalization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Many low-income individuals and families living in South Monterey County are lacking educational opportunities to be able to find a job. This is specially evident in the rural areas where families work in the agriculture and have limited basic education. Some of these families are also in the process of learning English and are in great need of job placement opportunities and training.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Monterey County Community Action Partnership plans to offer training and job placement opportunities through a subcontractor in South County. These services have been offered for a few years through the Soledad School District. The services will be located at the One Stop Career Center in King City. Because of the actual location of services, the instructor will work closely with the CalWORKs/TANF staff to assist individuals and families to obtain the necessary training and employment supports to become employed.

National Performance Indicator 2.1 Community Improvement and Revitalization Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by <u>one or more</u> of the following:	1 Number of Projects or Initiatives Projected for Contract Period (#)		2 Number of Projects or Initiatives (#)	3 Number of Opportunities and/or Community Resources Preserved or Increased (#)
A. Jobs created, or saved, from reduction or elimination in the community.		Annual		
B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community.		Annual		
C. Safe and affordable housing units created in the community		Annual		
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization, or rehabilitation achieved by community action activity or advocacy		Annual		
E. Accessible and affordable health care services/facilities for low-income people created or saved from reduction or elimination		Annual		
F. Accessible safe and affordable child care or child development placement opportunities for low-income families created or saved from reduction or elimination		Annual		
G. Accessible "before school" and "after school" program placement opportunities for low-income families created or saved from reduction or elimination		Annual		
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.		Annual		
I. Accessible or increased educational and training placement opportunities or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education	40	Annual		

In the rows below, please include any additional indicators for NPI 2.1 that were not captured above.

		Annual		
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Goal 2: The conditions in which low-income people live are improved.

NPI 2.2: Community Quality of Life and Assets

Problem Statement: (If additional space is needed, please attach a separate sheet.)

According to the Homeless Census of 2009, approximately 2400 individuals are homeless at any given night in Monterey County. This is a severe problem because the majority of these individuals are also in need of other services such as mental health and substance abuse intervention. Another problem related to this outcome indicator is the Salinas Chinatown neighborhood which is still physically isolated and it is home to many homeless individuals. This area is known for problems with drug trafficking, illegal dumping and a place where the homeless congregate.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Monterey County Community Action Partnership and the Department of Social and Employment Services are fully supporting the development and creation of a 10-Year strategic plan to address issues of homelessness in Monterey and in San Benito County. The Department is also an active member of the Salinas Downtown Community Board, which is comprised of 24 community stakeholders. The membership includes educational institutions, government officials, and non profit organizations. The mission of this Board is to work on the revitalization of this area and improvement of the existing homeless services.

<p align="center">National Performance Indicator 2.2</p> <p>Community Quality of Life and Assets</p> <p>The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by <u>one or more</u> of the following:</p>	<p align="center">1</p> <p align="center">Number of Program Initiatives or Advocacy Efforts Projected for Contract Period (#)</p>		<p align="center">2</p> <p align="center">Number of Program Initiatives or Advocacy Efforts (#)</p>	<p align="center">3</p> <p align="center">Number of Community Assets, Services or Facilities Preserved or Increased (#)</p>
<p>A. Increases in community assets as a result of a change in law, regulation, or policy, which results in improvements in quality of life and assets</p>		Annual		
<p>B. Increase in the availability or preservation of community facilities</p>		Annual		
<p>C. Increase in the availability or preservation of community services to improve public health and safety</p>	2	Annual		
<p>D. Increase in the availability or preservation of commercial services within low-income neighborhoods</p>		Annual		
<p>E. Increase or preservation of neighborhood quality-of-life resources</p>	2	Annual		
<p><i>In the rows below, please include any additional indicators for NPI 2.2 that were not captured above.</i></p>				
		Annual		

Goal 2: The conditions in which low-income people live are improved.

NPI 2.3: Community Engagement

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Monterey County has been faced with the challenge of building a more robust and trusting community. Bringing people together is difficult when it is not seen as an investment in the long term. Some residents of Monterey County feel that their input is not valued or that their participation does not make a difference when leaders are making decisions that impact the community. It is a challenge to overcome these beliefs and to truly engage people and to convince them of the multiple benefits of community network.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Community Action partnership in Monterey County is a public agency housed within the Department of Social and Employment Services. The Community Action Commission is a tripartite group who oversees the overall program operations of the agency and represent the voice of the community as the agency develops and funds services. The Commission donates approximately 800 hours per year to this agency. The agency through the contracting community based organizations also generates thousands of volunteer hours; which are essential to the accomplishment of their goals in service delivery.

<p align="center">National Performance Indicator 2.3</p> <p>Community Engagement</p> <p>The number of community members working with Community Action to improve conditions in the community.</p>	<p align="center">1</p> <p align="center">Number of Total Contribution by Community Projected for Contract Period (#)</p>		<p align="center">2</p> <p align="center">Total Contribution by Community (#)</p>
<p>A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives</p>	<p align="center">200</p>	<p align="center">Annual</p>	
<p>B. Number of volunteer hours donated to the agency (This will be All volunteer hours)</p>	<p align="center">60,000</p>	<p align="center">Annual</p>	
<p><i>In the rows below, please include any additional indicators for NPI 2.3 that were not captured above.</i></p>			
		<p align="center">Annual</p>	

Goal 2: The conditions in which low-income people live are improved.

NPI 2.4: Employment Growth from ARRA Funds

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Low-income people in Monterey County struggle to pay rent. House foreclosures and bad mortgage loans affected low-income families and overall the local economy. One consequence of these emergent problems has been evidenced by families seeking assistance with rental payments, utility payments and emergency housing services. Many of these low-income families could not pay their mortgage payment and the bank foreclose their home. These families are seeking to rent units but they have many other issues such as unemployment and inability to pay the rent deposit.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

As part of Recovery Act Monterey County applied and was awarded \$1.6 million Homeless Prevention and Rapid-Rehousing Program funding over a period of three years. 2012 will be the last year of this program. Through a five agency collaboration, low-income people in Monterey County are receiving assistance with rental payments and other related services. There is a lead agency in charge of issuing the payments directly to landlords and four other agencies providing case management for potential eligible applicants. This is an unprecedented program filling a critical need in the community. The Department of Social and Employment Services and the Community Action Partnership are providing management of the state contract and subcontracts with the partner agencies.

National Performance Indicator 2.4	1 Number of Jobs Projected for Contract Period (#)		2 Number of Jobs in Reporting Period (#)
Employment Growth from ARRA Funds The total number of jobs created or saved in the community, at least in part by ARRA Funds, in the community.	8 FTE	Annual	
A. Jobs created at least in part by ARRA funds.	8 FTE	Annual	
B. Jobs saved at least in part by ARRA funds	8 FTE	Annual	

In the rows below, please include any additional indicators for NPI 2.4 that were not captured above.

		Annual	
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Agency Notes and Clarifications on Goal 2:

The Conditions in which low-income people live are improved.

This space is to record any significant narrative information for national goal 2, as requested by the *Guide*. We encourage you to provide qualitative information to complement and augment your statistical outcome data. In addition, this space is available to provide an explanation for *not meeting* or *exceeding* your projections.

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Goal 3: Low-income people own a stake in their community.


NPI 3.1: Community Enhancement Through Maximum Feasible Participation

Problem Statement: (If additional space is needed, please attach a separate sheet.)

In Monterey County many low-income individuals do not participate in formal community organizations, government, boards or councils. Many of low income individuals state that they do not understand how government works. When community issues are being debated many of these low-income residents react passively and do not speak up. Non participation sometimes could be related to poverty issues. Low-income people struggle to meet basic needs and have very little interest in participating in their community affairs; unless this participation results in a monetary incentive or some form or financial remuneration.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Community Action Partnership through its contractors encourages individual participation in formal community organizations boards and councils. In addition to recruiting volunteers, the agency also suggests that the contractors use the value of volunteer hours to leverage other funding. The Food bank for Monterey County utilizes thousands of volunteer hours throughout the year. These volunteers perform warehouse duties and assemble of food boxes every day. The low-income volunteers receive food in exchange for their work. Volunteers are also crucial in the local Family Markets set in all regions of the county. The great majority of these volunteers are low-income individuals and families.

National Performance Indicator 3.1 Community Enhancement Through Maximum Feasible Participation The number of volunteer hours donated to Community Action	1 Total Number of Volunteer Hours Projected for Contract Period (#)		2 Total Number of Volunteer Hours (#)
The total number of volunteer hours donated by low-income individuals to Community Action. (This is ONLY the number of volunteer hours from individuals who are low-income.)	60,000	Annual	
<i>In the rows below, please include any additional indicators for NPI 3.1 that were not captured above.</i>			
		Annual	

Goal 3: Low-income people own a stake in their community.

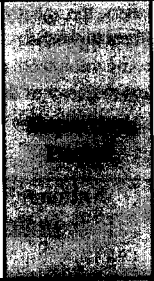
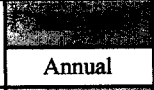

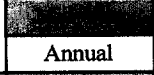







NPI 3.2: Community Empowerment Through Maximum Feasible Participation

Problem Statement: (If additional space is needed, please attach a separate sheet.)

In Monterey County the Community Commission and staff have learned that volunteering or participating in community activities is especially difficult for low-income people. For some low-income individuals and families volunteering represents a hardship, many poor people need to work more hours in order to meet their basic needs. In Monterey County, low-income people also have the challenges of lack of subsidized child care and language barriers even if they had the time to volunteer for a particular organization.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Community Action Commission in Monterey County encourages community based networking agencies to promote volunteer work and to encourage strong involvement and participation of volunteers in community issues. The Community Action Commission and staff strongly believe that participation is followed by advocacy on issues directly affecting the individuals. This goal will be accomplished by the Community Action Partnership creating opportunities through its subcontractors and engaging people in non-governance community boards and councils, and informal groups.

<p align="center">National Performance Indicator 3.2</p> <p>Community Empowerment Through Maximum Feasible Participation</p> <p>The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by <u>one or more</u> of the following:</p>	<p align="center">1</p> <p align="center">Number of Low-Income People Projected for Contract Period (#)</p>		<p align="center">2</p> <p align="center">Number of Low-Income People in Reporting Period (#)</p>
<p>A. Number of low-income people participating in formal community organizations, government, boards, or councils that provide input to decision making and policy setting through community action efforts</p>	12		
<p>B. Number of low-income people acquiring businesses in their community as a result of community action assistance</p>			
<p>C. Number of low-income people purchasing their own home in their community as a result of community action assistance</p>			
<p>D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action</p>	100		
<p><i>In the rows below, please include any additional indicators for NPI 3.2 that were not captured above.</i></p>			
			

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Agency Notes and Clarifications on Goal 3:

Low-income people own a stake in their community.

This space is to record any significant narrative information for national goal 3, as requested by the *Guide*. We encourage you to provide qualitative information to complement and augment your statistical outcome data. In addition, this space is available to provide an explanation for *not meeting* or *exceeding* your projections.

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Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

NPI 4.1: Expanding Opportunities through Community-Wide Partnerships

Problem Statement: (If additional space is needed, please attach a separate sheet.)

One of the goals of the Monterey County Community Action Partnership is to identify service gaps in services offered to the low-income population. Another goal is to assist in the provision of programs to meet those needs and move individuals and families toward self-sufficiency. A challenge in meeting these goals is the Monterey County Community Action Partnership's capacity. There is limited number of staff assigned to develop and administer Community Action activities mainly because of lack of funding. The Department of Social and Employment Services has been "subsidizing" the salaries of staff dedicated to administer the activities of the agency. The CSBG 12% administration is not enough to cover these expenses. Overall the agency is expanding opportunities and creating county-wide partnerships but the funding is not supporting these activities.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Monterey County Community Action Partnership staff, the Community Action Commission, and the local community-based organizations are very committed to expand the partnerships and collaborations to fight poverty. It is the goals of these agencies to expand the number of opportunities and resources for individuals and families to achieve their individual and community goals. There is a strong collaboration with faith-based organizations as well as with non-profit community service agencies.

National Performance Indicator 4.1	1	2
Expanding Opportunities Through Community-Wide Partnerships	Number of Organizational Partnerships Projected for Contract Period (#)	Number of Organizational Partnerships in Reporting Period (#)
The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.		
A. Non-Profit	200	Annual
B. Faith Based	160	Annual
C. Local Government	50	Annual
D. State Government	15	Annual
E. Federal Government	15	Annual
F. For-Profit Business or Corporation	30	Annual
G. Consortiums/Collaboration	70	Annual
H. Housing Consortiums/Collaboration	20	Annual
I. School Districts	50	Annual
J. Institutions of post secondary education/training	20	Annual
K. Financial/Banking Institutions	8	Annual
L. Health Service Institutions	35	Annual
M. State wide associations or collaborations	8	Annual
		Annual

In the rows below, please add other types of partners with which your CAA has formed relationships that were not captured above. Please describe these partnerships in Goal 4 Notes.

		Annual
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Agency Notes and Clarifications on Goal 4:

Partnerships among supporters and providers of services to low-income people are achieved.

This space is to record any significant narrative information for national goal 4, as requested by the *Guide*. We encourage you to provide qualitative information to complement and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.

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Goal 5: Agencies increase their capacity to achieve results.

NPI 5.1: Agency Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)

As mentioned before, the Monterey County Community Action Partnership is a public agency nested in the Monterey County Department of Social and Employment Services. There is an obvious necessity to generate additional funding, however, being a local government agency does not help with this issue because most funders or philanthropic organizations do not fund public agencies. During the last four years funding has been very limited and staff and commission members have not been able to attend trainings or conferences.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Agency development is a goal of the Community Action Commission and the Community Action Partnership staff. Through the years many strategies have been used to find ways to develop and grow agency capacity. Staff participate in all mandated trainings related to work. The Commission participates in several community presentations related to poverty and poverty prevention and intervention issues in the county. The agency is also a member of the California-Nevada Association of Community Action organizations (Cal-Neva) which provides the agency with technical assistance.

National Performance Indicator 5.1 Agency Development The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following	1 Number of Resources in Agency Projected for Contract Period (#)		2 Number of Resources in Agency in Reporting Period (#)
A. Number of Certified Community Action Professionals		Annual	
B. Number of ROMA Trainers		Annual	
C. Number of Family Development Trainers		Annual	
D. Number of Child Development Trainers		Annual	
E. Number of staff attending trainings	150	Annual	
F. Number of board members attending trainings	50	Annual	
G. Hours of staff in trainings	400	Annual	
H. Hours of board members in trainings	60	Annual	

In the rows below, please include any additional indicators that were not captured above. Please describe these measures in Goal 5 Notes.

		Annual	
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<input checked="" type="checkbox"/>	Community Action Plan
<input type="checkbox"/>	Contract No. _____
<input type="checkbox"/>	Mid-Year Report (Jan-Dec)
<input type="checkbox"/>	Annual Report (Jan-Dec)

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Agency Notes and Clarifications on Goal 5:

Agencies increase their capacity to achieve results.

We encourage you to provide qualitative information to complement and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.

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Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.1: Independent Living

Problem Statement: (If additional space is needed, please attach a separate sheet.)

According to the 2011 Community Needs Assessment low-income disabled individuals reported that the following services were needed for them to live independently: rental assistance, emergency shelters, access to health services and solutions to gang violence. This is evident by the fact that many senior citizens and individuals with disabilities in Monterey County rely on safety-net services provided by Community Action funded programs.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Monterey County Community Action Partnership provides funding to partially fund agencies which in turn assist low-income people with safety-net services such as rental assistance and emergency shelter. Due to funding limitations the agency does not foresee funding any new initiatives unless the resources become available. The agency will also be offering conflict resolution and mediation services to seniors and disabled individuals using local restricted funding.

National Performance Indicator 6.1 Independent Living The number of vulnerable individuals receiving services from community action who maintain an independent living situation as a result of those services:	1 Number of Vulnerable Individuals Living Independently Projected to be Served for Contract Period		2 Number of Vulnerable Individuals Living Independently in Reporting Period (#)
A. Senior Citizens (<i>seniors can be reported twice, once under Senior Citizens and again, if they are disabled, under Individuals with Disabilities, ages 55-over.</i>)	300	Annual	
B. Individuals with Disabilities, ages 55-over.		Annual	
Ages:		Annual	
a. 0-17		Annual	
b. 18-54	1,500	Annual	
c. 55-over	100	Annual	

In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.

		Annual	
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Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.2: Emergency Assistance

Problem Statement: (If additional space is needed, please attach a separate sheet.)

According to the 2011 Community Needs Assessment, the core needs of poor people in Monterey County continue to be all of the services categorized as emergency assistance. Staff and commissioners obtained testimony from several groups of low-income families around the county and the result was that most of the emergency services were top priority countywide. There is a great need for subsidized housing for people who cannot afford to rent a unit at the current market value. There is also a great need for health access and medical insurance.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Monterey County Community Action Partnership will be addressing emergency assistance needs by subcontracting with nonprofit community organizations to partially pay for the salaries of line staff who provide these services. The Department of Social and Employment Services released a Request for Proposals in 2009 to give non-profits an opportunity to bid for funding to provide these emergency services. The core of the Monterey Community Action Partnership funded services is emergency assistance. Therefore the following services will continue to be sub-contracted as long as the funding is available in 2012 and 2013.

National Performance Indicator 6.2 Emergency Assistance The number of low-income individuals served by community action who sought emergency assistance and the number of those individuals for whom assistance was provided.	1 Number of Individuals Seeking Assistance Projected to be Served for Contract Period (#)		2 Number of Individuals Seeking Assistance in Reporting Period (#)	3 Number of Individuals Receiving Assistance in Reporting Period (#)
A. Emergency Food	150,000	Annual		
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	300	Annual		
C. Emergency Rent or Mortgage Assistance	1,000	Annual		
D. Emergency Car or Home Repair (i.e. structural appliance, heating systems, etc.)		Annual		
E. Emergency Temporary Shelter	1,500	Annual		
F. Emergency Medical Care	80	Annual		
G. Emergency Protection from Violence	600	Annual		
H. Emergency Legal Assistance	1,500	Annual		
I. Emergency Transportation	300	Annual		
J. Emergency Disaster Relief		Annual		
K. Emergency Clothing	2,000	Annual		

In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.

		Annual		
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Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.3: Child and Family Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)

The 2011 Community Needs Assessment in Monterey County indicated that youth, parents, and other adults are in need of training to improve their social and emotional development. Also, youth need recreational activities as a tool to avoid risk taking behaviors and consequently avoid involvement with the criminal justice system. There is also a need for youth to increase academic achievement, athletic, or social skills. Parents also need parenting classes to improve their skills and to be better equipped to help their children. In addition, Salinas continues to be one of the most violent cities in the state of California. Many families are very concerned about their childrens' safety and want to be oriented on how to identify the signs of early gang involvement.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Community Action Partnership is addressing these service gaps in the community by subcontracting with community based organizations that provide these services. Throughout the years, the agency has partially funded these services in the community. In 2011 two agencies offered parent training and youth education related to gang involvement and violence prevention. In 2012 and 2013 the Community Action Partnership expects to continue with these programs if the funding is available.

National Performance Indicator 6.3 Child and Family Development The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by <u>one or more</u> of the following:	1 Number of Participants Projected to be served for Contract Period (#)		2 Number of Participants Enrolled in Program(s) in Reporting Period (#)	3 Number of Participants Expected to Achieve Outcome in Reporting Period (#)	4 Number of Participants Achieving Outcome in Reporting Period (#)	5 Percentage of Participants Achieving Outcome in Reporting Period (4/3=5) (%)
A. INFANTS & CHILDREN						
1. Infants and children obtain age appropriate immunizations, medical, and dental care						
2. Infant and child health and physical development are improved as a result of adequate nutrition						
3. Children participate in pre-school activities to develop school readiness skills						
4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade						

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.3: Child and Family Development

National Performance Indicator 6.3 (continued)	1		2	3	4	5
Child and Family Development The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by <u>one or more</u> of the following:	Number of Participants Projected to be served for Contract Period (#)		Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage of Participants Achieving Outcome in Reporting Period (4/3=5) (%)
B. YOUTH						
1. Youth improve health and physical development						
		Annual				
2. Youth improve social/emotional development	200					
		Annual				
3. Youth avoid risk-taking behavior for a defined period of time	200					
		Annual				
4. Youth have reduced involvement with criminal justice system	40					
		Annual				
5. Youth increase academic, athletic, or social skills for school success	200					
		Annual				
C. PARENTS AND OTHER ADULTS						
1. Parents and other adults learn and exhibit improved parenting skills	1,000					
		Annual				
2. Parents and other adults learn and exhibit improved family functioning skills	1,000					
		Annual				
<i>In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.</i>						
		Annual				
		Annual				

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive
NPI 6.4: Family Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

In Monterey County many low-income people are unable to work. This is specially true for seniors and adults with disabilities. This problem is more severe when those individuals are undocumented. Most of the main stream services are only available to permanent residents or U.S. citizens. This is the case of cash assistance, Food Stamps, Medi-Cal, and Social Security benefits. Although the number of individuals and families receiving main stream benefits has significantly increased over the last two years, many low-income people have no access to these benefits due to their immigration status.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

The Monterey County Community Action Partnership partially funds many of the needed safety-net services designed to ameliorate the problems stated above. Many of the community based organizations partially funded to provide families with support if they are not able to work. Some of these family supports could be in the form of child care or dependent care, or in the form of rental assistance.

National Performance Indicator 6.4 Family Supports (Seniors, Disabled and Caregivers) Low-income people who are unable to work , especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:	1 Number of Participants Projected to be Served for Contract Period (#)		2 Number of Participants Enrolled in Program(s) (#)	3 Number of Participants Achieving Outcome in Reporting Period (#)
A. Enrolled children in before or after school programs		Annual		
B. Obtained care for child or other dependent	30	Annual		
C. Obtained access to reliable transportation and/or driver's license		Annual		
D. Obtained health care services for themselves or family member		Annual		
E. Obtained and/or maintained safe and affordable housing	30	Annual		
F. Obtained food assistance		Annual		
G. Obtained non-emergency LIHEAP energy assistance		Annual		
H. Obtained non-emergency WX energy assistance		Annual		
I. Obtained other non-emergency energy assistance. (State/local/private energy programs. Do Not Include LIHEAP or WX)		Annual		
<i>In the rows below, please include any additional indicators for NPI 6.4 that were not captured above.</i>				
		Annual		

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive
NPI 6.5: Service Counts

Problem Statement: (If additional space is needed, please attach a separate sheet.)

According to the 2011 Community Needs Assessment, food access continues to be a countywide priority in Monterey County. Many low-income individuals and families rely on the Food Bank for Monterey County for supplemental food. Individuals and families are having a hard time making a choice of paying the rent or buying food. The Food Bank reports that many of the current customers are new families that had never accessed the food bank before. Due to the current economy, low-income people are being forced to seek safety-net services including supplemental food.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Monterey County Community Action Partnership has been supporting the Food Bank for Monterey County to provide low-income individuals and families with food access. In 2012 and 2013 the agency plans to fund the purchase of food through the Food Bank for Monterey County. Many community pantries and faith based organizations rely on these services to distribute food to the poor in their own community. Recently the Food Bank initiated a project by which every family accessing emergency food is screened for Food Stamp eligibility. If the family seems potentially eligible the application is submitted to the local Food Stamp agency for processing. Another initiative that helps low-income people with emergency assistance is the 2-1-1 system; which provides information and referral to everyone who calls 24 hours per day 365 days per year.

National Performance Indicator 6.5 Service Counts	1 Number of Services Projected for Contract Period (#)		2 Number of Services in Reporting Period (#)
The number of services provided to low-income individuals and/or families, as measured by one or more of the following:			
A. Food Boxes	2,000	Annual	
B. Pounds of Food		Annual	
C. Units of Clothing	3,000	Annual	
D. Rides Provided	40	Annual	
E. Information and Referral Calls	10,000	Annual	

In the rows below, please include any additional indicators for NPI 6.5 that were not captured above.

		Annual	
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Agency Notes and Clarifications on Goal 6:

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

This space is to record any significant narrative information for national goal 6, as requested by the *Guide*. We encourage you to provide qualitative information to complement and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.