

2022/2023
Community Needs Assessment and
Community Action Plan

California Department of
Community Services and Development
Community Services Block Grant



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Introduction

The Department of Community Services and Development (CSD) has developed the 2022/2023 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2021**. In an effort to reduce administrative burden during the Novel Coronavirus (COVID-19) pandemic, CSD has made changes to the CAP template. The changes are detailed below in the “What’s New for 2022/2023?” section. Provide all narrative responses in 12-point Arial font with 1.5 spacing. When the CNA and CAP are complete, they should not exceed 52 pages, excluding the appendices.

Purpose

Public Law 105-285 (the CSBG Act) and the California Government Code require that CSD secure a CAP, including a CNA from each agency. Section 676(b)(11) of the CSBG Act directs that receipt of a CAP is a condition to receive funding. Section 12747(a) of the California Government Code requires the CAP to assess poverty-related needs, available resources, feasible goals and strategies that yield program priorities consistent with standards of effectiveness established for the program. Although CSD may prescribe statewide priorities or strategies that shall be considered and addressed at the local level, each agency is authorized to set its own program priorities in conformance to its determination of local needs. The CAP supported by the CNA is a two-year plan that shows how agencies will deliver CSBG services. CSBG funds are by their nature designed to be flexible. They shall be used to support activities that increase the capacity of low-income families and individuals to become self-sufficient.

Federal CSBG Programmatic Assurances and Certification

The Federal CSBG Programmatic Assurances are found in section 676(b) of the CSBG Act. These assurances are an integral part of the information included in the CSBG State Plan. A list of the assurances that are applicable to CSBG agencies has been provided in the Federal Programmatic Assurances section of this template. CSBG agencies should review these assurances and certify that they are in compliance.

State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies’ CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and program performance improvement. A list of the applicable State Assurances and the agency certification for them are found in the State Assurances section of this template.

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that are met through the completion of the CAP and the CNA. A list of Organizational Standards that will be met upon completion of the CAP can be found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New For 2022/2023?

Two-Part Layout. The 2022/2023 template has been divided into two parts:

Part I: Community Needs Assessment (CNA); and

Part II: Community Action Plan (CAP).

The CNA portion has sections for the needs assessment narrative and the results. Surveys and analysis documents may be attached as appendices. The CAP portion encompasses all the usual topics such as Vision and Mission Statement, Tripartite Board of Directors, Service Delivery System, Linkages, Monitoring, etc.

Revised Public Hearing Section. In addition to including the statute for the public hearing requirement, CSD has incorporated new guidelines for issuing the Notice of Public Hearing and the draft CAP, and documenting low-income testimony delivered at the public hearing. The Low-Income Testimony and Agency Response document will be required as an appendix. See the section on Public Hearing(s) for more details.

CNA Helpful Resources. Part I: Community Needs Assessment contains resources on conducting a needs assessment, influence of COVID-19 on the process, and updated links to state and national quantitative data sets.

Revised and Reduced Narrative Sections. Every effort has been made to reduce the administrative burden of conducting a CNA and preparing a CAP during an active pandemic. Although these tasks are fundamental to CSBG and should not be overlooked, CSD is aware of the reduced capacity and other circumstances under which many of the agencies are functioning. CSD has removed questions, utilized check boxes when possible, and made some questions optional. Many questions about the federal and state assurances have been removed. However, agencies are still required to certify that they are in compliance with the assurances. In the sections pertaining to the Tripartite Board of Directors and Linkages, for instance, agencies may indicate whether there are changes to the response in the 2020-2021 CAP or whether they would like CSD to accept the 2020-2021 CAP response without adaptations. Please keep in mind that these flexibilities are made because of the COVID-19 pandemic and may not be utilized in future years.

Additional Information. CSD has added a section to address disaster preparedness and agency capacity building. While this information is not directly mandated by statute, it is important to know

agencies have disaster response plans in place and are making efforts to increase their own capacities. Responses to these questions are optional.

Federal and State Assurances Certification. Pertaining to the federal and state assurances, CSD removed questions where possible. If compliance to an assurance could be demonstrated without a narrative, the question was removed. However, agencies will still be required to certify that the Federal CSBG Programmatic Assurances and the State Assurances are being met. Agency certifications are found in those sections.

CSBG State Plan References. Information for the CSBG State Plan comes largely from CAPs submitted by agencies. To help agencies understand their roll in preparing the CSBG State Plan, CSD has indicated which questions contribute to the development of the annual CSBG State Plan.

Checklist

- Cover Page and Certification
- Public Hearing(s)

Part I: Community Needs Assessment

- Narrative
- Results

Part II: Community Action Plan

- Vision Statement
- Mission Statement
- Tripartite Board of Directors
- Service Delivery System
- Linkages and Funding Coordination
- Monitoring
- Data Analysis and Evaluation
- Additional Information (Optional)
- Federal CSBG Programmatic Assurances and Certification
- State Assurances and Certification
- Organizational Standards
- Appendices

COMMUNITY SERVICES BLOCK GRANT (CSBG)
2022/2023 Community Needs Assessment and Community Action Plan
Cover Page and Certification

Agency Name	Monterey County Community Action Partnership
Name of CAP Contact	Lauren Suwansupa
Title	CAP Director
Phone	(831) 755-8492
Email	suwansupal@co.monterey.ca.us

CNA Completed MM/DD/YYYY:
(Organizational Standard 3.1)

06/30/2021 (Update upon submission)

Board and Agency Certification

The undersigned hereby certifies that this agency complies with the Federal CSBG Programmatic and State Assurances as outlined in the CSBG Act and California Government Code, respectively for services provided under the Federal Fiscal Year 2022/2023 Community Action Plan. The undersigned further certifies the information in this Community Needs Assessment and the Community Action Plan is correct and has been authorized by the governing body of this organization. (Organizational Standard 3.5)

Wendy Askew		
Board Chair (printed name)	Board Chair (signature)	Date
Lori Medina		
Executive Director (printed name)	Executive Director (signature)	Date

Certification of ROMA Trainer/Implementer (If applicable)

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan documents the continuous use of the Results Oriented Management and Accountability (ROMA) system (assessment, planning, implementation, achievement of results, and evaluation).

N/A		
NCRT/NCRI (printed name)	NCRT/NCRI (signature)	Date

CSD Use Only

Dates CAP (Parts I & II)		Accepted By
Received	Accepted	

Public Hearing(s)

California Government Code Section 12747(b)-(d)

State Statute Requirements

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. All testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP. Agencies shall indicate whether or not the concerns expressed by low-income individuals and families have been addressed. If an agency determines that any of the concerns have not been addressed in the CAP, the agency shall include in its response document, information about the concerns and comment as to their validity.

Public Hearing Guidelines

Notice of Public Hearing

1. Notice of the hearing and comment period must be published at least 15 calendar days prior to the public hearing.
2. The notice may be published on the agency's website, Facebook page, social media channels, and/or in newspaper(s) of local distribution.
3. The notice must include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
4. The comment period should be open for at least 15 calendar days prior to the hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
5. The draft CAP must be made available for public review and inspection at least 30 days prior to the hearing. The draft CAP can be posted on the agency's website, Facebook page, social media channels, and distributed electronically or in paper format.
6. Attach a copy of the Notice(s) of Public Hearing as Appendix A to the final CAP.

Public Hearing

1. Agencies must conduct at least one public hearing on the draft CAP.
2. Public hearing(s) shall not be held outside of the service area(s).
3. Low-income testimony presented at the hearing or received during the comment period must be memorialized verbatim in the Low-Income Testimony and Agency's Response document and appended to the final CAP as Appendix B.
4. The Low-Income Testimony and Agency's Response document should include the name of low-income individual, his/her verbatim testimony, an indication of whether or not the need was addressed in the draft CAP, and the agency's response to the testimony if the concern was not addressed in the draft CAP.

Guidance for Public Hearings During COVID-19

The COVID-19 pandemic poses unique challenges to fulfilling the public hearing requirement. CSD asks that agencies adhere to state and county public health guidance to slow the spread of the virus and ensure public safety. The health and safety of agency staff and the communities you serve is paramount. If a public hearing cannot be conducted in person, CSD encourages agencies to utilize other formats or methods that will still adhere to the state and county public health guidance. If conducting a public hearing through other formats or methods is still not possible, agencies must contact their Field Representative at CSD at least 30 days prior to the submission of the CAP for additional guidance. Agencies will be required to provide documentation to support their constraints to meet the public hearing requirement.

Public Hearing Report

Date(s) of Public Hearing(s)	May 25, 2021
Location(s) of Public Hearing(s)	Remote Access: https://montereycty.zoom.us/j/224397747 Physical location: Monterey County Government Center 168 West Alisal St. Salinas, CA 93901
Dates of the Comment Period(s)	April 15, 2021 – June 20, 2021
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	MCCAP Website County of Monterey website MCCAP Facebook and Instagram Board of Supervisor Social Media and Newsletters (5 districts) Department of Social Services Social Media Subcontractors' Social Media
Date the Notice(s) of Public Hearing(s) was published	May 10, 2021
Number of Attendees at the Public Hearing(s) (Approximately)	TBD, ##

Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

In 2011, NASCSP published a [Community Action to Comprehensive Community Needs Assessment Tool](#) that supports planning and implementing a comprehensive CNA. The tool lays out design choices, planning steps, implementation practices, analysis, and presentation options.

The National Community Action Partnership has [resources](#) such as an online Community Needs Assessment Tool and information about conducting a needs assessment during the COVID-19 pandemic. The Partnership also has a [Data Hub](#) designed specifically for the community needs assessment process.

To provide a comprehensive “picture” of the community needs in your service area(s), agencies will collect and analyze both quantitative and qualitative data. Links to several national and state quantitative data sets are given below. Local and agency data also provide information about the needs of the community.

National and State Data Sets			
U.S. Census Bureau Poverty Data	U.S. Bureau of Labor Statistics Economic Data	U.S. Department of Housing and Urban Development Housing Data & Report	U.S. Department of Health and Human Services Data Portal
Baseline Census Data by County	National Low-Income Housing Coalition Housing Needs by State	National Center for Education Statistics IPEDS	
California Department of Finance Demographics	California Attorney General Access RSS Data	California Department of Public Health Various Data Sets	California Governor's Office Covid-19 Data
California Department of Education School Data via DataQuest		California Employment Development Department UI Data by County	

Community Needs Assessment Narrative

CSBG Act Sections 676(b)(3)(C), 676(b)(9)

Organizational Standards 1.1, 1.2, 2.2, 3.2, 3.3, 3.4

State Plan

1. How did the agency share the CAP, including the CNA, with the community, stakeholders, partner organizations? (Check all that apply.)

- The agency's website
- Posted on the agency's Facebook page
- Electronic reports were sent
- Printed copies were distributed
- Social media channels
- Other

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

The 2021-2023 Community Action Plan is based on data from the 2000 US Census, 2015-2019 American Community Survey, and the 2018 Small Area Income & Poverty Estimates.

3. Describe the geographic location(s) that your agency is funded to serve. If applicable, include a description of the various pockets, high-need areas, or neighborhoods of poverty that are being served by your agency.

Monterey County Community Action Partnership serves low-income individuals and families county-wide. MCCAP structures its process for selecting services providers such that it targets providers that can reach the most vulnerable populations and underserved districts throughout Monterey County.

4. Indicate from which sources your agency collected and analyzed quantitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Federal Government/National Data Sets

- Census Bureau
- Bureau of Labor Statistics
- Department of Housing & Urban Development
- Department of Health & Human Services
- National Low-Income Housing Coalition
- National Center for Education Statistics
- Other online data resources
- Other

Local Data Sets

- Local crime statistics
- High school graduation rate
- School district school readiness
- Local employers
- Local labor market
- Childcare providers
- Public benefits usage
- County Public Health Department
- Other

California State Data Sets

- Employment Development Department
- Department of Education
- Department of Public Health
- Attorney General
- Department of Finance
- State Covid-19 Data
- Other

Agency Data Sets

- Client demographics
- Service data
- CSBG Annual Report
- Client satisfaction data
- Other

Surveys

- Clients
- Partners and other service providers
- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational institutions

5. If you selected "Other" in any of the data sets in Question 4, list the additional sources.

N/A

6. Indicate the approaches your agency took to gather qualitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Surveys

- Clients
- Partners and other service providers
- General public
- Staff
- Board members
- Private sector
- Public sector
- Educational institutions

Focus Groups

- Local leaders
- Elected officials
- Partner organizations' leadership
- Board members
- New and potential partners
- Clients
- Staff

Interviews

- Local leaders
- Elected officials
- Partner organizations' leadership
- Board members
- New and potential partners
- Clients

 Community Forums **Asset Mapping** **Other**

7. If you selected “Other” in Question 6, please list the additional approaches your agency took to gather qualitative data.

Client Evaluations

8. Describe your agency’s analysis of the quantitative and qualitative data collected from low-income individuals and families. Include a description of the data collected. (Organizational Standards 1.1, 1.2, 3.3; State Plan)

MCCAP’s Community Needs Assessment (CNA) process involves collecting information about the expressed needs of low-income residents alongside quantitative data and population demographics from multiple sources to paint a clearer picture of poverty in Monterey County. MCCAP analyzes national and local quantitative data collected from several sources including the U.S. census, the ACS survey, Monterey Bay Economic Partnership, and Monterey County Office of Education. We use this data to look for region-specific causes and conditions of poverty while examining the demographic profile of residents experiencing poverty, as well as their geographic distribution throughout the county. In order to gather relevant qualitative data to assess and prioritize the needs of low-income residents, MCCAP undertakes several activities annually including administering a survey to low-income residents, collecting written testimonials, holding a public hearing, recording public comments, and documenting data from service providers. The results of the needs assessments are then vetted at our public hearing and reported to our Community Action Commission (CAC) for approval prior to writing our biennial Community Action Plan (CAP), which establishes the basis for prioritizing and directing CSBG funds toward services deemed most impactful for our community.

9. Summarize the data gathered from each sector of the community listed below and detail how your agency used the information to assess needs and resources in your agency’s service area(s). Your agency must demonstrate that each sector was included in the needs assessment; A response for each sector is required. (CSBG Act Sections 676(b)(3)(C), 676(b)(9); Organizational Standard 2.2; State Plan)

A. **Community-based organizations:** MCCAP is a public agency that subcontracts CSBG services through a network of community based and faith-based organizations. MCCAP not only conducts its biennial CNA surveys through this network, but also collects regular customer evaluations through its service providers. Much of the data collection was informed by work MCCAP does throughout the year in collaboration with many community and faith-based organizations that directly serve the low-income community. After findings are presented at the public hearing, public comments and written testimonials are then incorporated into the CNA prior to its endorsement by the Community Action Commission.

B. Faith-based organizations: The response to this question is the same as above. MCCAP has a broader set of partnerships with local FBOs beyond its community action service provider agencies, which is leveraged when assessing community resources and surveying needs. FBOs serve as an important resource for identifying the basic needs of vulnerable families and individuals.

C. Private sector (local utility companies, charitable organizations, local food banks). MCCAP funds twelve private human service providers including the Food Bank of Monterey County. MCCAP meets regularly with these subcontractors to share community updates on community needs and resources available. In addition, MCCAP staff are involved in several public private partnerships, including a partnership with United Way of Monterey County to implement two separate emergency rental and utility assistance programs. As a funder and partner, MCCAP not only supports local 2-1-1 infrastructure, but also collects and reviews United Way’s 2-1-1 call center data both to assess resident needs and service gaps. This data paints a picture of the services requested, the level of demand for specific services, services that are lacking, and regional gaps in service providers—or service “deserts”

D. Public sector (social services departments, state agencies): MCCAP is a public CAA located in the Monterey County Department of Social Services. MCCAP staff actively engages in intergovernmental partnerships between county departments and across governmental jurisdictions within the county to address housing and homelessness issues. MCCAP staff also funds and partners with the local Continuum of Care (CoC) to conduct and respond to the annual point in time homeless count. County data on social services, health and human services, and housing and homeless services is integral to MCCAP’s needs assessments, planning and strategic management.

E. Educational institutions (local school districts, colleges): MCCAP utilizes data from the Monterey County Office of Education to access county-wide and district specific graduation rates, participation in free lunch programs, and homeless students. This data provides context for poverty statistics in that illustrates not just the causes and conditions of poverty in our area, but also the scope and distribution of poverty throughout the county. It makes clear that needs and resources aren’t evenly distributed across the 5 districts comprising Monterey County, which is important information when selecting service providers for our biennial CAP.

10. “Causes of poverty” are the negative factors that create or foster barriers to self-sufficiency and/or reduce access to resources in communities in which low-income individuals live. After review and analysis of the data, describe the causes of poverty in your agency’s service area(s). (Organizational Standard 3.4, State Plan)

There are several interacting factors that contribute to the causes and conditions of poverty in our area, which have been exacerbated during the COVID-19 pandemic. The public health and economic crises accompanying COVID-19 have elevated the level of need, magnified existing disparities, and further burdened already limited resources.

In Monterey County, there is a very high cost of living, an extreme shortage of affordable housing, an economy based on low-wage, low-skill jobs, poor education outcomes, a large immigrant population, and a growing homeless problem, particularly amongst families with children. Many low-income residents are working poor who struggle to earn enough income to maintain a stable level of self-sufficiency. Almost 50% of the population has a high school education or less and the bulk of existing jobs are in low-wage industries¹. Moreover, unemployment spiked from 4.8% to 14.4% over a one-year period between June 2019 and June 2020². Additionally, a large percentage of farmworkers living in the county are married couples and couples with children who have inadequate housing.³ The combined effects of insufficient and overcrowded housing along with job losses in agricultural and service industries greatly challenged COVID responses while also creating additional barriers for low-income residents.

Monterey County, like many California counties, has an extreme shortage of affordable housing that is driving the area's high cost of living. Rent burden and housing scarcity are a major factor making struggling households vulnerable to an economic shock. In fact, rent burden contributes to economic instability and is cited as the primary reason for homelessness.⁴ Fifty-six percent of renters in the county spend more than 30% of their income on rent.⁵ Moreover, rent increases are far outpacing growth in incomes with the median income rising 5.8% as compared to a 9.9% increase in median rent.⁶

Poverty statistics alone do not fully capture the true extent of poverty in our area because federal poverty thresholds fail to account for the true cost of living. Based strictly on federal definitions, Monterey County has an overall poverty rate of 13.3% overall, but 19.2% for children ages 0-17 years old.⁷ Poverty rates are higher in Salinas and South County. Poverty also greatly impacts women-led households, children, and non-white residents of the county. U.S. Census data poverty rates provide a starting point, or a baseline, for assessing who is affected by poverty in our community.

According to the Cost of Living Index, the cost of living in Monterey County is 49% higher than the U.S. average.⁸ The United Way's real cost measure (RCM) calculates the minimum income levels required to meet basic needs and attain self-sufficiency in Monterey County. According to the real

¹ CA Department of Education (2017-2018) County-level data

² Monterey Bay Economic Partnership https://mbep.biz/wp-content/uploads/2020/08/MBEP_INFOGRAPHIC_COVID-FINAL-with-Links.pdf

³ Farmworker Housing Study and Action Plan for Salinas Valley and Pajaro Valley (June 2018). California Institute of Rural Studies

⁴ Melnicore, H. (November, 2018). Crisis on the Coast: The Bay Foster Youth and Homeless Populations. Pivot Learning and the National Center for Youth Law <https://www.pivotlearning.org/crisis-on-the-coast/>

⁵ Monterey County Housing Charts (January, 2019). Monterey Bay Economic Partnership. Housing infographic https://mbep.biz/wp-content/uploads/2018/11/MBEP_INFOGRAPHIC_FINAL_LINKS-1.pdf

⁶ Monterey County Housing Charts (January 2019). Monterey Bay Economic Partnership.

⁷ Data Source: US Census Bureau, Small Area Income & Poverty Estimates. 2018. Source geography: County

⁸ https://www.bestplaces.net/cost_of_living/county/california/monterey

cost measure, two adults and two children living and working in Monterey County need an income that is 263 to 307% above the poverty threshold to simply make ends meet⁹.

11. “Conditions of poverty” are the negative environmental, safety, health and/or economic conditions that may reduce investment or growth in communities where low-income individuals live. After review and analysis of the data, describe the conditions of poverty in your agency’s service area(s). (Organizational Standard 3.4, State Plan)

The previous question outlines the causes and conditions of poverty specific to the Monterey region. Monterey County has a shortage of affordable housing, a population with a low level of educational attainment, and an economy dependent on laborers, seasonal work, and low wage jobs. Under favorable economic conditions, the high cost of living in our region makes it difficult to secure basic needs in order to obtain and maintain self-sufficiency.

The effects of the COVID pandemic exacerbated the conditions of poverty, as business closures, overcrowded housing, and limited access to healthcare combined to disproportionality affect Hispanic residents and the number who contracted, were hospitalized, and died from COVID-19¹⁰. Mental or physical health problems are often a consequence of living in poverty, but these problems can also cause problems that impede self-sufficiency. Access to health care is limited by the availability and distribution of health services throughout the county. There is only one mental health provider per 310 residents.¹¹ Health care facilities tend to be more concentrated on the peninsula, presenting challenges of proximity for low-income residents living further away or with limited transportation options. Preceding the pandemic, 11% of residents do not have health insurance. Most of the uninsured are low-income individuals and families who are technically above the poverty line.¹²

Just as importantly, COVID-19 affected the network of service providers that serve as a source of safety net resources for vulnerable residents. COVID-19 restrictions created challenges for churches and nonprofits that depended upon volunteers, donations, and in person service provision. School closures also greatly impacted access to resources, particularly to food. The sudden and widespread closure of community-based food resources increased the Food Bank of Monterey County’s normal demand for food by 400% while simultaneously reducing supply and significantly increasing food and labor costs¹³. As such, COVID-19 effectively exacerbated the conditions of poverty by increasing the level of need for basic needs and overwhelming the capacity of local agencies in their ability to sufficiently address the elevated level of need in our community.

⁹ <https://insightcced.org/2018-family-needs-calculator/>

¹⁰ <https://www.co.monterey.ca.us/Home/ShowDocument?id=88023>

¹¹ Monterey County Demographics, County Health Rankings and Roadmaps

¹² Census Bureau American Community Survey. Center on Budget and Policy Priorities.

¹³ <https://foodbankformontereycounty.org/covid-19-resources/>

12. Describe your agency's approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 6.4, State Plan)

- No change to the response in your agency's 2020-2021 CAP.
 - Adaptations to the response in your agency's 2020-2021 CAP are described below.
-

Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Table 1: Needs Table

Complete the table below. Insert a row if additional space is needed.

Needs Identified	Level	Integral to Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
Mental Health Support Groups	Family	Y	Y	Y
Rent Payment Assistance	Family	Y	Y	Y
Before/After School Activities	Family	Y	Y	Y
Child/Youth Education Support	Family	Y	Y	Y
Food Boxes/Bags of Groceries	Family	Y	Y	Y
Youth Recreation Activities	Family	Y	Y	Y
Family Mentoring/Parenting Classes	Family	Y	Y	Y
Financial Management	Family	Y	Y	Y
Substance Abuse Support Groups	Family	Y	Y	Y
Vocational Training	Family	Y	Y	Y

Needs Identified: List the needs identified in your most recent CNA.

Level: List the need level, i.e. community or family. Community Level: Does the issue impact the community, not just clients or potential clients of the agency? For example, a community level employment need is: There is a lack of good paying jobs in our community. Family Level: Does the need concern individuals/families who have identified things in their own life that are lacking? An example of a family level employment need would be: Individuals do not have good paying jobs.

Integral to Agency Mission: Indicate if the identified need aligns with your agency’s mission.

Currently Addressing: Indicate if your agency is already addressing the identified need.

Agency Priority: Indicate if the identified need will be addressed either directly or indirectly.

Table 2: Priority Ranking Table**

Prioritize all needs identified as an agency priority in Table 1. Insert a row if additional space is needed.

Agency Priorities	Description of programs, services, activities	Indicator(s)/Service(s) Category (CNPI, FNPI, SRV)
1. Shelter, Rental Assistance	Emergency shelter, rent & utility assistance	SRV 4c, 4n, 4m, 4o NPI 4a,4b,4c,4d,4e
2. Mental Health Support	Counseling services	SRV 5aa, 5p, 5u, 5v, 5x, 5t, 5mm NPI 5b,5c,5d,5e
3. Food	Food Boxes	SRV 5ii, 5jj,
4. Vocational Training	Employment services	SRV 1a, 1b, 1c, 1f, 1f, 1g, 1h, 1j, 1k, 1l, 1m, 1o, 1p, 1q, NPI 1a,1b,1d,1h
5. Financial Management	Workshops, tax services	SRV 3o NPI 3c,3z
6. Before/after school training	Before and after school activities	SRV 2l, 2m NPI 2h,2z
7. Child/Youth Education Support	Tutoring, mentoring support	SRV 2n, 2aa,
8. Leadership Training	Youth leadership programs	SRV (overlaps with #4) NPI 1a,1b,1d,1h

**** Agency Comment:** *Priorities are based on MCCAP’s 2020 CNA survey. SRVs and NPIs are current 2019-2021 CAP contracted services & outcome goals. 2021-2023 SRVs & NPIs will be determined by the outcome of the final CAP plan and subsequent RFP process, which will solidify CAP services for 2021-2023.*

Agency Priorities: Rank your agency priorities.

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

Indicator/Service Category (CNPI, FNPI, SRV): List the indicator(s) or service(s) that will be reported in annual report.

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

California Government Code Sections 12745(e), 12747(a)

California Code of Regulations, Title 22, Division 11, Chapter 1, Sections 100651 and 100655

Vision and Mission Statement

1. Provide your agency's Vision Statement.

Monterey County Community Action Commission and the Community Action Partnership envisions a thriving community in which policy makers, community members and a broad representation of the public and private sectors are engaged in service delivery systems that promote self-sufficiency, reduce poverty and homelessness, and build community spirit for the low-income population in Monterey County.

2. Provide your agency's 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 individuals and families to improve their quality of life.

Tripartite Board of Directors

CSBG Act Sections 676B(a); 676(b)(10)

California Code of Regulations, Title 22, Division 11, Chapter 1, Section 100605

State Plan

1. Describe how your Advisory or Governing Board is involved in the decision-making process and participates in the development, planning, implementation and evaluation of programs to serve low-income communities. (CSBG Act Section 676B(a))

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

2. Describe your agency's procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10), State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

3. Describe your Advisory or Governing Board's policy for filling board vacancies in accordance with established bylaws. Include the recruiting process, democratic selections process for low-income board members, and the timeframe established by your agency to fill vacancies. (State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

Service Delivery System

CSBG Act Section 676(b)(3)(A)

State Plan

1. Describe your agency's service delivery system. Include a description of your client intake process or system and specify whether services are delivered via direct services or subcontractors, or a combination of both. (CSBG Act Section 676(b)(3)(A), State Plan)

Monterey County Community Action Partnership (MCCAP) is a public agency housed within Monterey County Department of Social Services. As such, MCCAP does not provide any direct services; rather, it facilitates network collaboration and allocates resources for service priorities through our network of community-based service providers. Guided by the Community Needs Assessment (CNA) process and in partnership with the Community Action Commission (CAC), MCCAP subcontracts community-based service providers for service delivery. MCCAP administers and evaluates contracts through the Department of Social Services. However, other than stipulating performance standards and expectations, MCCAP defers to individual service providers for the implementation of client intake systems most appropriated for facilitating the unique types of services they provide.

2. List your agency's proposed programs/services/activities that will be funded by CSBG. Include a brief explanation as to why these were chosen and how they relate to the CNA. (CSBG Act Section 676(b)(3)(A), State Plan)

Consistent with the intent and spirit of CSBG and CAP program, MCCAP funding is directed by community priorities and according to the required timeline dictated by the 2022-2023 CAP planning process. To date, MCCAP has completed the community needs assessment which has been endorsed by the CAC. Upon completion of the Community Action Plan (CAP), MCCAP and the CAC will solicit proposals from the community for services that are in-line with MCCAP's mission and service priorities outlined in the CNA.

Linkages and Funding Coordination

CSBG Act Sections 676(b)(1)(B) and (C), (3)(C) and (D), 676(b)(4), (5), (6), and (9)

California Government Code Sections 12747, 12760

Organizational Standards 2.1, 2.4

State Plan

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

Monterey County Community Action Partnership (MCCAP) is a public agency housed within Monterey County Department of Social Services (MCDSS). As such, MCCAP does not provide any direct services; rather, it facilitates network collaboration and allocates resources for service priorities through our network of community-based service providers. The focus of network coordination is to leverage resources to maximize community impact. Additionally, MCCAP staff works closely with community-based organizations (CBO), municipalities, and the Community Foundation of Monterey County (CFMC) to coordinate funding from private sources and local, state, and federal government.

MCCAP staff within MCDSS are actively engaged as a Community Advisor for the Coalition of Homeless Services Providers (CHSP), the local Continuum of Care (CoC) Coordinator, in addition to sitting on boards and committees of local non-profit and philanthropic funding organizations. CHSP, as the CoC Coordinator, administers state and federal funding, develops, and releases RFP's, and allocates funding throughout the continuum. MCCAP staff assisted in development of the original "10-Yr Plan to end homelessness in Monterey County" and is participating in developing an update to the Plan. MCCAP, as MCDSS staff, are also members of the Leadership Council, the CoC planning body which consists of community-based organizations, jurisdictional entities, philanthropic leaders, and faith-based organizations. MCCAP/DSS is often looked to regarding local funding decisions and direction. MCCAP subcontractors provide services designed to remove obstacles and assist individuals and families to move into self-sufficiency. Additionally, MCDSS partnered with Community Foundation of Monterey County to conduct a series of community meetings to address homeless service provision in Monterey County.

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

MCCAP engages in several productive Memorandum of Understanding(s) (MOU) between the County Health Department, Monterey County Behavioral Health, and the City of Salinas to coordinate services and service provision.

MCDSS/MCCAP partners with the Monterey County Health Department to provide Community Based Case Management and Technical Support and Interface Development for the Whole Person Care (WPC) infrastructure. MCCAP staff administers the agreement that leverages WPC and MCDSS funding (50-50%) to provide comprehensive case management, housing, and health services to a very vulnerable homeless population at the Dorothy's Place Drop-In Center in Salinas' Chinatown. The Chinatown Health Services Center receives referrals from the Drop-In Center. MCCAP/MCDSS also partners with the Monterey County Behavioral Health Division to finance the biennial Monterey County Homeless Census. The Homeless Census is mandated by HUD for communities receiving federal dollars to provide homeless services.

Another important partnership is between MCCAP/MCDSS and the City of Salinas who have worked together for the past six years to provide a warming shelter in downtown Salinas for homeless families and individuals. The City and the County both share shelter costs (50-50%) and planning. In addition to the MOU for managing the temporary warming shelter, an additional MOU between Monterey County and the City of Salinas was developed to apply for state Homeless Emergency Aid Program (HEAP) funding to build a permanent emergency shelter with wrap around services. The shelter was completed this year and will operate within Salinas city limits. The permanent emergency shelter will be located on county-owned property. The City and County will coordinate funding sources to cover ongoing expenses not provided through HEAP.

3. Describe how services are targeted to low-income individuals and families and indicate how staff is involved, i.e. attend community meetings, provide information, make referrals, etc. Include how you ensure that funds are not used to duplicate services. (CSBG Act Section 676(b)(9), California Government Code Section 12760, State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (California Government Code Section 12747, State Plan)

MCCAP partners extensively across all sectors within our community. MCCAP staff is housed in the Monterey County Department of Social Services (MCDSS). In addition to our network of CBO service providers, MCCAP partners within DSS internally, across county departments, and with municipalities. MCCAP staff also collaborate closely with many CBOs that work directly with the low-income community in our service area. MCCAP's network and staff participate in a variety of regular and ongoing community dialogue committees, regular working groups, and ad hoc working groups to monitor and assess community needs. These groups are composed of key individuals from public, private, faith-based, and community-based organizations. They convene to develop strategies with respect to identifying service needs, gaps in services, and methods for improving

data and information sharing. Information gleaned from these ongoing interactions helps MCCAP to both identify important local issues and corroborate statistical data and survey responses.

Furthermore, MCCAP is actively involved in the following groups organized to promote community dialogue: bimonthly Collaborative Community partnership meetings; Safe Parking round-tables; “Impact Monterey” Community Needs Assessment working group organized by United Way and Middlebury College; Chinatown Homeless Action Team (CHAT); Whole person care clinical care committee; United Way’s Active Referral Network working group; The Monterey County and County Board of Supervisors’ Health, Housing, Homelessness, and Human Services Committee (HHHSC); Aging and Adult Services’ HOME Collaborative; Coalition of Homeless Service Providers’ (CHSP) Housing Pipeline Leadership Council; Interfaith Homeless Lodging Program’s (IHELP) monthly working board; and the Salvation Army, Bethel Church and Catholic Charities’ Emergency Food & Shelter Program’s (EFSP) local board.

5. Describe your agency’s contingency plan for potential funding reductions. (California Government Code Section 12747, State Plan)

- No change to the response in your agency’s 2020-2021 CAP.
- Adaptations to the response in your agency’s 2020-2021 CAP are described below.

6. Describe how your agency documents the number of volunteers and hours mobilized to support your activities. (Organizational Standard 2.4)

- No change to the response in your agency’s 2020-2021 CAP.
- Adaptations to the response in your agency’s 2020-2021 CAP are described below.

7. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. (CSBG Act Section 676(b)(1)(B), State Plan)

- No change to the response in your agency’s 2020-2021 CAP.
- Adaptations to the response in your agency’s 2020-2021 CAP are described below.

8. Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after after-school child care. (CSBG Act Section 676(b)(1)(B), State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

9. If your agency uses CSBG funding to provide employment and training services, describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5), State Plan)

MCCAP subcontracts with local community-based agencies to provide employment and training services utilizing CSBG funding. As a program under the auspices of the MCDSS, MCCAP collaborates and coordinates with CalWORKs Employment Programs, more specifically the Welfare to Work component of Welfare Reform, Community Benefits Branch, Aging and Adult Services Branch, the Military and Veteran's Services, and the Family and Children's Services Branch. An MOU agreement with the Monterey County Workforce Development Board coordinates MCCAP subcontractors with respect to Workforce Investment Opportunity Act (WIOA) Partner Referrals.

10. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

11. Describe how your agency coordinates with other antipoverty programs in your area, including the emergency energy crisis intervention programs under title XVI (relating to low-income home energy assistance) that are conducted in the community. (CSBG Act Section 676(b)(6), State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

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

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

Monitoring

CSBG Act Section 678D(a)(1)(A) and (B)

1. Describe how your agency's monitoring activities are related to establishing and maintaining the integrity of the CSBG program. Include your process for maintaining high standards of program and fiscal performance.

MCCAP undertakes several monitoring activities throughout the entire service contract period beginning with proposal selection. As a Community Action Agency housed within MCDSS, MCCAP undertakes a highly systematic approach to accountability that combines the ROMA framework and the Monterey County Contactor Monitoring Tool (CMT). While MCCAP staff and commissioners are ROMA informed and subscribe to ROMA principles, MCCAP staff also serve as contract-managers for Monterey County.

Combining ROMA principles and County performance standards, MCCAP staff monitor program effectiveness and outcomes, fiscal performance, and contract compliance. Monitoring activities include bimonthly CAP updates and partner reviews, subcontractor site visit with commissioners, a formal desk review, CSD annual reporting, MCCAP's monthly internal fiscal and contract review, collecting customer evaluations, and monthly review of invoices and documentation.

MCCAP monitors and evaluates program and fiscal performance in accordance with the objectives in the Community Action Plan by coordinating with member agencies, the Community Action Commission, and MCDSS' fiscal branch to conduct annual site visits. Subcontractor site visits are an opportunity to monitor performance and assess how well agencies within the network function together in each region to provide services to low-income people. Site visits are also a vehicle to showcase services to the Community Action Commissioners participating in each of the site visits.

MCCAP, the Community Action Commission, and the accountant-auditor conduct annual program and fiscal monitoring for each contracting agency using a standardized contract monitoring tool. After the site visit, a written report is sent to each agency with information about the site visit that includes recommendations, suggestions and/or findings along with a corresponding deadline to respond.

2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency, type of monitoring, i.e., onsite, desk review, or both, follow-up on corrective action, and issuance of formal monitoring reports.

MCCAP is a public agency housed within MCDSS. As such, MCCAP does not provide any direct services; rather, it facilitates network collaboration and allocates resources for service priorities through our network of community-based service providers. MCCAP monitors subcontractors through bimonthly CAP updates and partner reviews, biennial site visits with commissioners, comprehensive biennial desk review, annual CSD reporting, MCCAP's monthly internal fiscal and contract review, semi-annual customer evaluations, and monthly review of invoices and documentation.

Once services and providers are selected and two-year service contracts are secured, MCCAP conducts a form of service-provider effectiveness every six months of the contract period. The methods employed by MCCAP to monitor performance include site visits, desk reviews, customer service evaluations, and bimonthly meetings with network partners. MCCAP's bimonthly meetings with service providers serve as a mechanism for regularly checking in with providers regarding progress, problems, adjustments, and/or administrative updates. To ensure quality of services and ongoing provider feedback, customer service evaluations are collected, recorded, and reported every six months during the 2-year contract period. MCCAP conducts formal performance and outcome reviews semi-annually. At the end of the first six months of a service contract, MCCAP completes site visits to conduct performance and outcome reviews for each subcontractor. The following year, MCCAP conducts mid-year desk reviews to monitor performance and outcomes. In addition, annual CSD reporting is performed at the end of each calendar year over the course of the contract period.

MCCAP staff meets every two months with all subcontracting agencies to provide updates and to encourage networking and collaboration through a convening referred to as the CAP Community Circle (CCC). At scheduled CCC meetings, service agencies share information related to service capacity and outcomes. These meetings serve as a mechanism by which MCCAP can review and monitor agency goals and program activities. MCCAP also incorporates formal, structured mechanisms for monitoring providers' programs, service-delivery, fiscal and contract performance.

MCCAP subcontracts with agencies in a biennial cycle corresponding to implementation of each new Community Action Plan. In year one, MCCAP conducts onsite monitoring of each member agency guided by the Monterey County Contractor Monitoring Tool (Appendix G). MCCAP utilizes this tool to ensure a reliable and consistent evaluation process, adequate documentation and reporting, and satisfactory resolution of issues. MCCAP staff evaluate subcontractors on the basis contract compliance, program administration, scope of service, program performance, and budget and fiscal standards. Budget and fiscal requirements are based on accounting standards with respect to financial reporting, budget control, allowable costs, internal controls, property management, accounting records, and program income. In year two, a desk review is performed using the same contract monitoring tool, and the evaluation process measures the same indicators as in the year-one site visit.

In accordance with CSD's ROMA principles and MCDSS's risk management practices, MCCAP undertakes a thorough and consistent monitoring and evaluation process that combines CSD performance standards and MCDSS contract monitoring requirements. The evaluation data collected as a result of monitoring activities is compiled into a consolidated report that is presented to, and reviewed by, the full tripartite board.

Data Analysis and Evaluation

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

1. Describe your agency's method for evaluating the effectiveness of programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

MCCAP evaluates the effectiveness of programs and services throughout the entire service contract period beginning with proposal selection. As a Community Action Agency housed within Monterey County Department of Social Services, MCCAP undertakes a highly systematic approach to accountability that combines the ROMA framework and the Monterey County Contactor Monitoring Tool (CMT). While MCCAP staff and commissioners are ROMA-trained and subscribe to ROMA principles, MCCAP staff also serve as contract-managers for Monterey County.

MCCAP tailored the CMT to coordinates evaluations according to ROMA principles and the ROMA cycle. As such, evaluations conducted during the assessment, planning, implementation, and results and outcome/evaluation stages are based on community needs and impact. MCCAP employs several different methods for evaluating performance that begins with subcontractor selection and continues every six-months following the procurement of services. Once service priorities have been determined via the Community Needs Assessment (CNA) process, the CMT is used to assess the financial, managerial, and programmatic soundness of the community-based organizations that submit proposals for service provision. The CMT further supports contract adherence and performance.

Once services and providers are selected and two-year service contracts are secured, MCCAP conducts reviews of service-provider effectiveness every six months during the contract period. The methods employed by MCCAP to monitor performance include site visits, desk reviews, customer service evaluations, and bimonthly meetings with network partners. MCCAP's bimonthly meetings with service providers serve as a mechanism for regularly checking in with providers regarding progress, problems, adjustments, and/or administrative updates. To ensure quality of services and ongoing provider feedback, customer service evaluations are collected, recorded, and reported every six months during the 2-year contract period. MCCAP conducts formal performance and outcome reviews semi-annually. At the end of the first six months of a service contract, MCCAP completes site visits to conduct performance and outcome reviews for each subcontractor. The second year of the two-year, MCCAP conducts mid-year desk reviews to monitor performance and outcomes. In addition, annual CSD reporting is performed at the end of each calendar year over the course of the contract period.

2. Applying the Results Oriented Management and Accountability (ROMA) cycle of assessment, planning, implementation, achievement of results, and evaluation, describe one change your

agency made to improve low-income individuals' and families' capacity for self-sufficiency. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

3. Applying the full ROMA cycle, describe one change your agency facilitated to help revitalize the low-income communities in your agency's service area(s). (CSBG Act Section 676(b)(12), Organizational Standard 4.2) (Optional)

Additional Information (Optional)

Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. If so, when was the disaster plan last updated?
November 2020
3. Briefly describe your agency's main strategies to remain operational during and after a disaster.
The County of Monterey Emergency Operations Plan is developed and updated every 5 years to maintain continuity of operations and essential services

Agency Capacity Building

1. Although the CNA focused on Community and Family Level needs, if your agency identified Agency Level need(s) during the CNA process, list them here.
N/A
2. Describe the steps your agency is planning to take to address the Agency Level need(s).
N/A

Federal CSBG Programmatic Assurances and Certification

CSBG Act 676(b)

Use of CSBG Funds Supporting Local Activities

676(b)(1)(A): The state will assure “that funds made available through grant or allotment will be used – (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--

- i. to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - ii. to secure and retain meaningful employment;
 - iii. to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
 - iv. to make better use of available income;
 - v. to obtain and maintain adequate housing and a suitable living environment;
 - vi. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
 - vii. to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots
 - viii. partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to
-
- I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for wide-spread replication; and
 - II. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Needs of Youth

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

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

Coordination of Other Programs

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

Eligible Entity Service Delivery System

676(b)(3)(A) Eligible entities will describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the state;

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

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

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

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

Eligible Entity Emergency Food and Nutrition Services

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate System

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

Fiscal Controls, Audits, and Withholding

678D(a)(1)(B) An assurance that cost and accounting standards of the Office of Management and Budget (OMB) are maintained.

By checking this box and signing the Cover Page and Certification, the agency’s Executive Director and Board Chair are certifying that the agency meets the assurances set out above.

State Assurances and Certification

California Government Code Sections 12747(a), 12760, 12768

[California Government Code § 12747\(a\)](#): Community action plans shall provide for the contingency of reduced federal funding.

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

For MSFW Agencies Only

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

- By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying the agency meets assurances set out above.**

Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

Category One: Consumer Input and Involvement

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

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

Category Two: Community Engagement

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

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

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

Category Three: Community Assessment

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

Public Agency - Standard 3.1 The department conducted or was engaged in a community assessment and issued a report within the past 3-year period, if no other report exists.

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

Standard 3.3 The organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

Standard 3.4 The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

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

VISION AND DIRECTION

Category Four: Organizational Leadership

Private Agency - Standard 4.1 The governing board has reviewed the organization's mission statement within the past 5 years and assured that:

- 1.The mission addresses poverty; and
- 2.The organization's programs and services are in alignment with the mission.

Public Agency - Standard 4.1 The tripartite board/advisory body has reviewed the department's mission statement within the past 5 years and assured that:

- 1.The mission addresses poverty; and
- 2.The CSBG programs and services are in alignment with the mission.

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

Standard 4.3 The organization's/department's Community Action Plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

Category Six: Strategic Planning

Standard 6.4 Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.

Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing and the Low-Income Testimony and the Agency's Response document as appendices A and B, respectively. Other appendices such as need assessment surveys, maps, graphs, executive summaries, analytical summaries are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Copy of the Notice of Public Hearing) and submitted with the CAP.

Document Title	Appendix Location
Copy of the Notice(s) of Public Hearing	A
Low-Income Testimony and Agency's Response	B



Appendix A

Monterey County Department of Social Services
Lauren Suwansupa, Public Information
mcdss.pio@co.monterey.ca.us
(831) 755-8439

FOR IMMEDIATE RELEASE: 5/1/2021

Public Hearing

2022-2023 Community Action Plan

[Salinas, CA – 05/1/2021] The Monterey County Community Action Partnership (MCCAP) will present the 2022-2023 Monterey County Community Action Plan (Plan) at the County Board of Supervisors meeting on Tuesday, May 18th 2021 and encourages public comments and input on service need priorities for low-income residents.

The Plan provides MCCAP with service priorities, goals, outcome objectives, and strategies to address the needs of the low-income population in Monterey County for calendar years (CY) 2022 through 2023. The Plan is required by the California Department of Community Services and Development (CSD) to receive the annual Community Services Block Grant (CSBG) federal funding allocation. CSBG funds are used to provide services to low-income people in Monterey County living below the federal poverty level.

The Plan is a two-year strategic guide that describes how the MCCAP complies with federal and state mandates, details specific goals, outcome objectives, service delivery strategies, and evaluation procedures. It emphasizes close coordination with public assistance programs within the Department of Social Services (DSS) as well as other evidence-based community programs to assist in delivery of supportive services to help low-income families attain and maintain self-sufficiency. For the CY 2022-2023 Plan, the process included a comprehensive community needs assessment which gathered input from targeted low-income sectors of the County of Monterey to determine the top consumer identified service needs and a robust literature review which included data from other local, state and federal assessments on a wide variety of issues identified as impactful to the causes and conditions of poverty.

Funding for these service needs is distributed based on poverty rates to community providers through a formal request for proposal and possible sole source subcontracts serving the four major regions of the County (Salinas, South County, North County, and Monterey Peninsula) tentatively scheduled to be released in late summer 2021. To view the Community Action Plan and submit written comments:

<https://www.co.monterey.ca.us/government/departments-i-z/social-services/community-action-partnership#cap>

Event Details:

Event: County of Monterey Board of Supervisors Meeting

Date: Tuesday May 18, 2021

Time: 1:30 PM <https://monterey.legistar.com/Calendar.aspx>

Location: remote: <https://montereycty.zoom.us/j/224397747>, physical: Monterey County Government Center 168 West Alisal St. Salinas, CA 93901

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For More Information, Press only:

Please contact Lauren Suwansupa, MCDSS Public Information at (831) 755-8439, or email mcdss.pio@co.monterey.ca.us

About MCDSS: Our mission is to promote the social and economic self-reliance of each individual and family we serve through employment services, temporary financial assistance, social support services, protective services to children, dependent adults and seniors, and partnerships with the community to develop and support social change, highlighting personal responsibility and self-sufficiency.

