

COUNTY OF MONTEREY

AMENDMENT #2 to Agreement # 501-CAP20CHS

COMMUNITY HUMAN SERVICES

This Amendment is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter, "COUNTY"), and **Community Human Services** (hereinafter, "CONTRACTOR").

This Amendment modifies the agreement between parties for **homeless and housing services and violence prevention/intervention services for low-income youth and families in Monterey County.**

Whereas, the original agreement was executed on January 8, 2020 in the amount of \$75,000 to provide the above services with County Homeless and Domestic Violence funding for January 1, 2020 through December 31, 2020;

Whereas, Amendment #1, executed on October 19, 2020 replaced a portion of County Homeless Funds and Domestic Violence Trust Funds with \$10,000 of Homeless Housing Assistance and Prevention (HHAP) funds which did not change the overall total of the Agreement in the amount of \$75,000;

Whereas, Amendment #2, adds \$85,000 in 2020-21 Coronavirus Act Relief Emergency Services (CARES) - CSBG grant funding for COVID-19 response, which may be utilized from July 1, 2020 thru December 31, 2021;

Whereas, Amendment #2, adds an additional \$75,000 in 2021 HHAP and County Funds that is effective January 1, 2021 for a total contract amount of \$235,000 and extends the term through December 31, 2021.

Now Therefore the parties hereby agree as follows:

1. Section 1.0 GENERAL DESCRIPTION of the Original Agreement is amended to read as follows:

1.01 The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit AAA**, in conformity with the terms of this Agreement. The services are generally described as follows: **CONTRACTOR shall provide "Housing and Shelter" and "Violence Intervention and Prevention" Services to low-income individuals and families living in the Salinas and Monterey Peninsula regions of Monterey County. CONTRACTOR shall provide services and service protocols in response to the COVID-19 pandemic which had increased demand for services and altered service provision.**

2. Section 2.0 PAYMENT PROVISIONS of the Original Agreement is amended to read as follows:

2.01 COUNTY shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit AAA**, subject to the limitations set forth in this Agreement. The total amount payable by COUNTY to CONTRACTOR under this agreement shall not exceed the sum of **\$235,000.00**

3. Section 4.0 of the Original Agreement SCOPE OF SERVICES AND ADDITIONAL PROVISIONS is amended to read as follows:

4.01 The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

Exhibit AAA	Scope of Services/Payment Provisions
Exhibit A-1	CAP Service Report 2020
Exhibit AA-1	CAP Service Report CSBG 2021
Exhibit AA-1b	CAP Service Report CARES 2020-21
Exhibit A-2	CAP Child Support Referral Policy
Exhibit A-3	Customer Evaluation Forms
Exhibit A-4	CAPLAW FAQ
Exhibit B	DSS Additional Provisions
Exhibit CC	Program Budget
Exhibit CCC	Program Budget CSBG 2021
Exhibit CCC-1	Program Budget CARES 2020-21
Exhibit DD	Invoice
Exhibit DDD	Invoice CSBG 2021
Exhibit DDD-1	Invoice CARES 2020-21
Exhibit E	Child Abuse Reporting Certification
Exhibit F	HIPAA Certification
Exhibit G	Audit Provisions
Exhibit G-1	Schedule of County Programs
Exhibit H	Elder Abuse Reporting Certification
Exhibit I	Lobbying Certification
Exhibit J	Programs Outcomes Overview

4. Sections 1.01, 1.03 and 2.01 of Exhibit B of the Original Agreement are amended to read as follows:

1.01 Monthly Claims by CONTRACTOR: Not later than the tenth (10th) day of each month CONTRACTOR shall submit to COUNTY a signed invoice setting forth the amount claimed. All invoices (monthly and final) shall be submitted in the form set forth in Exhibit DD, **Exhibit DDD, and Exhibit DDD-1.**

1.03 Allowable Costs: Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising, and delivering the services under this Agreement as set forth in the budget, attached hereto as Exhibit CC, **Exhibit CCC and Exhibit CCC-1.** Only the costs listed in Exhibit CC, **Exhibit CCC and Exhibit CCC-1** as contract expenses may be claimed as allowable costs. Any dispute over

whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.

2.01 Outcome objectives and performance standards: CONTRACTOR shall, for the entire term of this Agreement, provide the service outcomes set forth in **Exhibits AAA**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibit AAA**, unless prevented from doing so by circumstances beyond CONTRACTOR's control including, but not limited to, natural disasters, fire, theft and shortages of necessary supplies or materials due to labor disputes.

- 5. Exhibit AA of Amendment 1 of the Original Agreement is rescinded, and replaced by **Exhibit AAA**, attached. Additionally, the Original Agreement is supplemented by **Exhibits AA-1, AA-1b, CCC, CCC-1, DDD, and DDD-1**, attached.

If there is any conflict or inconsistency between the provisions of the AGREEMENT or this AMENDMENT, the provisions of this AMENDMENT shall govern. A copy of this AMENDMENT shall be attached to the original AGREEMENT, as it may have been previously amended.

Except as provided herein, all remaining terms, conditions, provisions, entitlements and obligations of the original AGREEMENT shall remain unchanged and unaffected by this AMENDMENT and shall continue in full force and effect.

IN WITNESS HEREOF, the parties hereby execute this amendment as follows:

COUNTY OF MONTEREY:

By: _____
Lori Medina, Director
Dept. of Social Services

CONTRACTOR:
Community Human Services
DocuSigned by:
Alana Myles, Chair
96C011897FE14D4...
By: _____
(Chair, President, Vice-President)

Date: _____

(Print Name & Title)
11/23/2020 | 3:47 PM PST

Date: _____

DocuSigned by:
Sharon Lagana, CFO
6879036352584CC...
By: _____
(Secretary, CFO, Treasurer)

Approved as to Form:

(Print Name and Title)

DocuSigned by:
Anne Breton, County Counsel

07025F3AA36B4A4...

Deputy County Counsel
11/23/2020 | 4:25 PM PST

Date: _____

11/23/2020 | 3:48 PM PST

Date: _____

Approved as to Fiscal Provisions:

DocuSigned by:
Gary Gilmore
Auditor-Controller's Office
11/25/2020 | 4:28 PM PST

Date: _____

SCOPE OF SERVICES/PAYMENT PROVISIONS

COMMUNITY HUMAN SERVICES

A. TOTAL FUNDING: **January 1, 2020 - December 31, 2020**

HHAP Funds:	\$10,000.00
County Homeless Funds:	\$10,000.00
County DV Trust Funds	<u>\$55,000.00</u>
2020 Total:	\$75,000.00

July 1, 2020 – December 31, 2021
2020-21 Total CARES Act CSBG: \$85,000.00
Federal Funds – Federal Catalog # 93.569

January 1, 2021 – December 31, 2021

HHAP:	\$20,000.00
County DV Funds:	<u>\$55,000.00</u>
2021 Total:	\$75,000.00

CONTRACT TOTAL \$235,000.00

B. CONTRACT TERM: January 1, 2020 to **December 31, 2021**

C. CONTACT INFORMATION:
 County Contract Monitor: Monterey County Community Action Partnership (MCCAP)
 Denise R, Vienne Management Analyst II
 1000 S. Main Street, Suite 301 Salinas, CA 93901
 Phone: (831) 755-4484 Fax: (831) 755-8477
 vienned@co.monterey.ca.us

Contractor Information: Community Human Services
 Robin McCrae, Chief Executive Officer
 PO Box 3076 Monterey, CA 93942
 Phone: (831) 658-3811 Fax: (831) 658-3815
 rmccrae@chservices.org

Location of Services: Silver Star Resource Center
 855 W. Laurel Drive Salinas, 93906

Family Service Center of Salinas
 433 Salinas Street Salinas, CA 93901

Family Service Center of Seaside
 1178 Broadway Avenue Seaside, CA 93955

Safe Place Youth Program
 590 Pearl Street Monterey, CA 93940

SCOPE OF SERVICES/PAYMENT PROVISIONS

Safe Passage Program
544 Pearl Street Monterey, CA 93940

D. SUBAWARD INFORMATION

CONTRACTOR DUNS Number: 102098357

Date County Awarded Funding: January 1, 2020; July 1, 2020; and January 1, 2021

CFDA PASSTHROUGH INFORMATION AND DOLLAR AMOUNT: State of California

Department of Community Services and Development CFDA #93.569 \$85,000.00

Federal Award Description: Community Services Block Grant: Administration for Children and Families, Department of Health and Human Services

Research and Development: No

Maximum Allowable Indirect Cost Rate: 10%

E. BACKGROUND

Established in 1969 as a grassroots effort of parents and community leaders concerned about the rising use of street drugs among youth on the Monterey Peninsula, Community Human Services became a nonprofit organization in 1971. Three years later, in response to Grand Jury criticisms about the dearth of substance abuse and mental health services in Monterey County, several local cities and school districts adopted Community Human Services and formed a Joint Powers Authority (JPA) to provide much needed services to their constituencies. Community Human Services merged with the Family Service Agency of Monterey County in 2002, forming one agency dedicated to serving the youth and families of Monterey County. Today fifteen cities and school districts comprise the membership of the nonprofit JPA. Each member entity appoints a representative and an alternate to the governing policy-making board and makes a financial contribution to the agency annually. In this way, JPA members are directly invested in the agency's success. This unique organizational structure gives Community Human Services the ability to pool local resources and leverage State and Federal funding for maximum impact, and respond rapidly to emerging community needs

F. DESCRIPTION OF SERVICES

CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

F.1 HOUSING AND SHELTER SERVICES

F.1.1 CONTRACTOR shall provide "Housing and Shelter Services" to low-income individuals and families living in the Salinas and Monterey Peninsula regions of Monterey County.

F.1.1 "Housing and Shelter Services" include but are not limited to:

F.1.1.a Operations of the Safe Place Program for runaway and homeless youth. Includes individual, group, and family counseling to help resolve crises and reunited youth with their families, emergency shelter, street outreach, and more.

F.1.1.b Operations of the Safe Passage Program for runaway and homeless youth. Includes transitional housing and services.

F.1.2 Adequate performance for this service shall be based on outcomes achieved towards the goals set forth on the CAP Service Report (Exhibit A-1 and AA-1).

SCOPE OF SERVICES/PAYMENT PROVISIONS

- F.1.2.a FNPI 4a: The number of Safe Place youth who receive Emergency Shelter services.
- F.1.2.b FNPI 4b: The number of Safe Passage youth who receive Transitional Housing services.
- F.1.3 Adequate delivery for this service shall be based on service counts delivered towards the goal set forth on the CAP Service Report (Exhibit A-1 and AA-1).
 - F.1.3.a SRV 4m: Temporary & Emergency Housing Placements.
 - F.1.3.b SRV 4n: Transitional Housing Placements.
- F.2 VIOLENCE INTERVENTION/PREVENTION
 - F.2.1 CONTRACTOR shall provide “Violence Intervention and Prevention Services” to low-income individuals and families living the Salinas and Monterey Peninsula regions of Monterey County.
 - F.2.2 “Violence Intervention/Prevention” include but are not limited to:
 - F.2.2.a Provision of Domestic Violence and Anger Management (DV/AM) classes which focus on the offender, include a 52-week and a 12-week certified course for perpetrators of domestic violence.
 - F.2.2.b Provision of Supervised Visitation Program which includes a home-like setting for non-custodial parents and children to interact. Program and facilities provide a monitored environment, modeling of appropriate parent-child interactions, and a neutral exchange site of children between the custodial and non-custodial parent.
 - F.2.2.c Provision of drug and alcohol intervention services associated with the Drug and Alcohol Intervention Services for Youth (DAISY) Program, including clients impacted by violence.
 - F.2.2.d Provision of outpatient mental health counseling to adults, children, couples and families associated with the Outpatient Mental Health Program, including clients impacted by violence.
 - F.2.3 Adequate performance for this service shall be based on outcomes achieved towards the goals set forth on the Community Action Partnership (CAP) Service Report (Exhibit A-1 and AA-1).
 - F.2.3.a FNPI 4a: The number of households experiencing homelessness who obtained safe temporary shelter.
 - F.2.3.b FNPI 4b: The number of households who obtained safe and affordable housing.
 - F.2.3.c FNPI 5b: The number of individuals who demonstrated improved physical health and well-being
 - F.2.3.d FNPI 5c: The number of individuals who demonstrated improved mental and behavioral health and well-being.
 - F.2.3.e FNPI 5e: The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.
 - F.2.4 Adequate delivery for this service shall be based on service counts delivered towards the goal set forth on the CAP Service Report (Exhibit A-1 and AA-1).

SCOPE OF SERVICES/PAYMENT PROVISIONS

- F.2.4.a SRV 4m: Temporary Housing Placement (includes Emergency Shelters)
- F.2.4.b SRV 4n: Transitional Housing Placements
- F.2.4.c SRV 5t: Substance Abuse Counseling
- F.2.4.d SRV 5v: Mental Health Counseling
- F.2.4.e SRV 5x: Domestic Violence Programs
- F.2.4.f SRV 5ii: Prepared Meals
- F.2.4.g SRV 5jj: Food Distribution
- F.2.4.h SRV 5kk: Family Mentoring Sessions
- F.2.4.i SRV 5oo: Hygiene Facility Utilization
- F.2.4.j SRV 7c: Referrals

F.3 COVID-19 SERVICES

- F.3.1 **CONTRACTOR shall provide services and service protocols in response to the COVID-19 pandemic which had increased demand for services and altered service provision.**
- F.3.2 **COVID-19 responses and services include but are not limited to:**
 - F.3.2.a **Add wrap around services for shelter clients affected by shelter in place including additional meals and adding technology to facilitate access to services, benefits coordination, online school, and work.**
 - F.3.2.b **COVID-19 protocols including PPE, sanitation, outdoor counseling spaces and service areas.**
- F.3.3 **Adequate performance for this service shall be based on outcomes achieved towards the goals set forth on the CAP Service Report (Exhibit AA-1b).**
 - F.3.3.a **FNPI 4a: The number of households experiencing homelessness who obtained safe temporary shelter**
 - F.3.3.b **FNPI 5b: The number of individuals who demonstrated improved physical health and well-being**
- F.3.4 **Adequate delivery for this service shall be based on service counts delivered towards the goal set forth on the CAP Service Report (Exhibit AA-1b).**
 - F.3.4.a **SRV 4m: Temporary Housing Placement (includes Emergency Shelters)**
 - F.3.4.b **SRV 5jj: Food Distribution**

G. CONTRACTOR RESPONSIBILITIES

CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to:

- G.1 **FEDERAL POVERTY GUIDELINE REQUIREMENTS: Target and document services for individuals and families living at or below 200% of the most current Federal Poverty Guidelines issued through the Federal Register by the Department of Health and Human Services (HHS).**
 - G.1.1 **CONTRACTOR is responsible for updating and using the most up to date federal poverty guidelines.**

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- G.1.2 CONTRACTOR must request and record client income documents and securely store and maintain client information.
- G.2 EITC & VITA REQUIREMENTS: Inform clients of CSBG-funded programs, activities, or services about state and federal Earned Income Tax Credits (EITC). Refer eligible individuals and families to local Volunteer Income Tax Assistance (VITA) program providers for information and tax assistance.
- G.3 CHILD SUPPORT REFERRAL REQUIREMENTS: Comply with CSBG statute regarding child support referral procedures. In accordance with CAP Child Support Referral Policy (Exhibit A-2) (CSBG Act, 42 U.S.C. § 9919(b)), CONTRACTOR will refer all custodial single-parent families who are clients of CSBG-funded programs to the Monterey County Department of Child Support Services in addition to providing custodial parents with the Child Support Referral Notice and Child Support Services forms.
- G.4 COMMUNITY BENEFITS REFERRALS: As appropriate, provide information, referrals, application forms, and/or application assistance for mainstream benefits.
- G.5 BILINGUAL REQUIREMENTS: Ensure service provision, and information about services, is provided in Spanish and English.
- G.6 CLIENT EVALUATION REQUIREMENTS: Provide service recipients with customer evaluation forms (Exhibit A-3) that can be sent directly, and confidentially, to MCCAP. MCCAP must receive no fewer than ten (10) customer evaluation forms.
- G.7 NETWORK PARTICIPATION REQUIREMENTS: CONTRACTOR is member of the CSBG-funded MCCAP network. Members are expected to actively participate in network activities and mutually support client access, including client referrals, to network service providers. MCCAP Network Participation is defined as:
- G.7.1 Mandatory attendance at all bi-monthly MCCAP community circle meetings
CCC meetings
 - G.7.2 Mandatory attendance at MCCAP special events and MCCAP's biennial community needs assessment (CNA) public hearing. Support CNA survey and research.
 - G.7.3 Promotion of the Monterey County CAP partnership by adding MCCAP logo to agency marketing materials
 - G.7.4 Cooperative collaboration with the agencies within the MCCAP network
 - G.7.5 VOLUNTARY participation in the Active Referral Network and Smart Referral Software for client access to services and resources.
- G.8 MONITORING REQUIREMENTS: Participate in annual monitoring activities conducted by MCCAP staff, MCCAP Commissioners, and California State CSBG program representatives. Monitoring may be conducted as a site-visit or desk review. Monitoring activities will review fiscal integrity, customer service, program management, and data collection & reporting. In accordance with this contract's signed Health Insurance Portability & Accountability Act (HIPPA) agreement (Exhibit F), CONTRACTOR will make client files available to authorized MCCAP staff and State of California CSBG program representatives as sample data to verify agency compliance with contract requirements and reported outcome data.
- G.9 WIOA REQUIREMENTS: CONTRACTORS part of the Community Action Partnership (CAP) network and/or who provide "employment and training activities carried out under the Community Services Block Grant Act" are required to participate in the local Workforce Innovation and Opportunity Act (WIOA) workforce system, or the One-Stop referral system, in accordance to the terms of the local memorandum of understanding

SCOPE OF SERVICES/PAYMENT PROVISIONS

(MOU) with the local workforce board. See Exhibit A-4 CAPLAW FAQ WIOA. (WIOA, 29 U.S. Code §3151)

H. REPORTING INSTRUCTIONS & SUBMISSION

- H.1 CAP SERVICE REPORT: CONTRACTOR will report demographic, service and outcome data throughout the contract period using the Monterey County CAP Service Report (Exhibit A-1, AA-1, and AA-1b). Reporting may be required electronically and via software made available by MCCAP.
- H.1.1 Required CAP Service Reporting and Report deadlines:
- H.1.1.a **TARGET GOALS:** Upon contract initiation and prior to execution, set target goals for contracted services.
- H.1.1.b **CSBG MID-YEAR REPORT:** Due July 10, 2020 and covers January 1, 2020 through June 30, 2020 and due July 10, 2021 and covers January 1, 2021 through June 30, 2021. Mid-year reports provide actual data on goals established at the start of the contract period and are used as a benchmark in contract monitoring.
- H.1.1.c **CSBG CARES MID-YEAR REPORT:** Due July 10, 2021 and covers the period beginning with the first month of CSBG CARES fund expenditures through June 30, 2021.
- H.1.1.d **CSBG YEAR-END CLOSURE REPORT:** Due January 10, 2021 and covers the entire January 1, 2020 through December 31, 2020 and due January 10, 2022 and covers January 1, 2021 through December 31, 2021 contract period. The closure report reports actual services and outcomes. Results are used to evaluate agency service provision and performance.
- H.1.1.e **CSBG CARES YEAR-END CLOSURE REPORT:** Due January 10, 2022 and covers the period beginning with the first month of CSBG CARES fund expenditures through December 31, 2021.
- H.1.2 Reported data must be supported by verifiable data collection and measurement methods, as well as backup documentation, that can be produced upon request.
- H.2 CUSTOMER EVALUATIONS: CONTRACTOR will ensure that no fewer than ten (10) customer evaluations per year are submitted directly to MCCAP by clients using the MCCAP Partner Agency Evaluation Form (Exhibit A-3). Agency may customize evaluation form and/or collection method with preauthorization by MCCAP.
- H.2.1 Evaluation requirements:
- H.2.1.a A minimum of five (5) evaluations due before July 10, 2020.
- H.2.1.b A minimum of five (5) additional evaluations due before January 10, 2021.
- H.2.1.c A minimum of five (10) additional evaluations due before January 10, 2022.
- H.2.2 CONTRACTOR will ensure completed evaluations are submitted directly to MCCAP by any mutually agreed upon means at: Monterey County Community Action Partnership 1000 S. Main Street, Ste. 301 Salinas, CA 9390

SCOPE OF SERVICES/PAYMENT PROVISIONS

I. PAYMENT PROVISIONS

I.1 COUNTY shall pay CONTRACTOR per the terms set forth in Exhibit B DSS Additional Provisions, Section 1, PAYMENT BY COUNTY.

I.2 2020 PAYMENT SUMMARY

Service	1/1/20 – 6/30/20	7/1/20 – 12/31/20	Total
Housing & Shelter Services	\$10,000	\$10,000	\$20,000
Violence Intervention/Prevention	\$27,500	\$27,500	\$55,000
Total	\$37,500	\$37,500	\$75,000

I.2.1 The maximum payable by County to CONTRACTOR for the period January 1, 2020 through June 30, 2020 shall not exceed thirty-seven thousand five hundred dollars and zero cents (\$37,500.00). Unused funds will not roll-over to the remaining contract period.

I.2.2 The total amount payable by County to CONTRACTOR for the period January 1, 2020 through December 31, 2020 shall not exceed seventy-five thousand dollars and zero cents (\$75,000.00) per Exhibit CC. CONTRACTOR will provide services throughout the contract term ending on December 31, 2020. CONTRACTOR will completely expend the balance of funding by November 30, 2020 unless expressly authorized by the County.

I.3 2021 PAYMENT SUMMARY

Service	1/1/20 – 6/30/20	7/1/20 – 12/31/20	Total
Housing & Shelter Services	\$10,000	\$10,000	\$20,000
Violence Intervention/Prevention	\$20,319	\$34,681	\$55,000
Total	\$30,319	\$44,681	\$75,000

I.3.1 The maximum payable by County to CONTRACTOR for the period January 1, 2020 through June 30, 2020 shall not exceed thirty thousand three hundred nineteen dollars and zero cents (\$30,319.00). Unused funds will not roll-over to the remaining contract period.

I.3.2 The total amount payable by County to CONTRACTOR for the period January 1, 2020 through December 31, 2020 shall not exceed seventy-five thousand dollars and zero cents (\$75,000.00) per Exhibit CCC. CONTRACTOR will provide services throughout the contract term ending on December 31, 2020. CONTRACTOR will completely expend the balance of funding by November 30, 2020 unless expressly authorized by the County.

I.4 2020-21 CARES ACT CSBG PAYMENT SUMMARY

Service	7/1/20 – 12/31/21	Total
CARES Act CASBG	\$85,000	\$85,000
Total	\$85,000	\$85,000

I.4.1 The total amount payable by County to CONTRACTOR for the period July 1, 2020 through December 31, 2021 shall not exceed eighty-five thousand dollars and zero cents (\$85,000.00) per Exhibit CCC-1. CONTRACTOR will provide services throughout the contract term ending on December 31, 2021.

SCOPE OF SERVICES/PAYMENT PROVISIONS

J. INVOICING INSTRUCTIONS & SUBMISSION

- J.1 CONTRACTOR shall submit original signed monthly invoices and support documentation to the COUNTY no later than the 10th day of the month following the last day of the invoice month. The final November invoice is due no later than December 10, 2020. **The final 2021 November invoice is due no later than December 10, 2021 and the final CSBG CARES invoice is due no later than January 10, 2022.**
- J.2 CONTRACTOR will provide services throughout the contract term ending on December 31, 2021. Funding under this Agreement, however, must be fully expended by November 30, 2021 unless special circumstances are expressly authorized by the County.
- J.3 Invoices will be submitted on the invoice template provided in Exhibit DD, Exhibit DDD, and Exhibit DDD-1.
- J.4 All original invoices will be mailed to the County Contract Monitor.

(end of Exhibit AAA)

2021 CAP Service Report

Name of Agency Reporting:

Community Human Services

<p>Prior to the start of the contract period; proposed target goals for the contracted services must be completed in the following report. The following sections must be completed to initiate the contract.</p>	
<p>A. COVER PAGE: Click the box of the service domain being addressed through this agreement.</p>	
<p>Service Domain(s) to be addressed:</p>	<p> <input type="checkbox"/> Employment <input checked="" type="checkbox"/> Health & Social/Behavioral Development <input type="checkbox"/> Education & Cognitive Development <input type="checkbox"/> Civic Engagement & Community Involvement <input type="checkbox"/> Income & Asset Building <input checked="" type="checkbox"/> Housing <input type="checkbox"/> Cross Domain Coordination </p>
<p>B. GOALS: Review the National Performance Outcomes listed in this form and identify those that best fit the services and outcomes related to your agency and work performed under this contract. If no indicator appropriately matches your services, customized indicators can be written in under the "other" sections of the appropriate service domain. In the first column, insert the number of participants or units proposed to be served by the relevant program. In the second column, insert the number of participants or units proposed to achieve the indicator goal. In the third column, agencies must indicate a method of documentation that sets the metric to be used to determine the goal was met (i.e. pre- and post-tests, paystubs, case notes indicating marked improvement in the area indicated, bank statements, behavior matrix, etc.). Documentation methods may vary, but must be briefly described here.</p>	
<p>D. SERVICE COUNTS: Review the Individual and Family Services listed in this form and identify those that best fit the services related to your agency and work performed under this contract. In the first column, insert the number of unduplicated participants proposed to be served by your program. Documentation methods may vary, but must be provided upon request.</p>	
<p>CONTRACT REPORTING INSTRUCTIONS</p>	
<p>MID-YEAR REPORT SECTION - DUE 10th of Month (of mid-contract year)</p>	
<p>A mid-year progress report is due on the 10th of the month following the first half of the contract year. This report will provide an update assessing the agency's current progress on the goals established at the start of the contract period and may be used in conjunction with the agency monitoring process. The report shall be completed online using the CSG software program of which your agency will be given up to 2 free licenses to access.</p>	
<p>END OF YEAR REPORT SECTION - DUE 10th of Month (after contract term)</p>	
<p>An end of year closure report is due on the 10th of the month following the end of the contract term. This report will provide a final outcomes report of the agency's performance to meet the goals established at the start of the contract period. Results may be used to evaluate agency and contractual service performance. The following sections must be completed in order to fully meet the requirements of the end of year report. The report shall be completed online using the CSG software program.</p>	

**Monterey County Community Action Partnership
Individual and Family National Performance Indicators (FNPI)
Community Human Services**

		I) Target (#) of Participants to be Served in Program(s)	II) Target (#) to Attain Achievement	III) Method of Documenting Achievement
FNPI 1	Employment Indicators (FNPI 1)			
FNPI 1.1	The number of unemployed youth who obtained employment to gain skills or income.			
FNPI 1.2	The number of unemployed adults who obtained employment (up to a living wage).			
FNPI 1.3	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).			
FNPI 1.4	The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).			
FNPI 1.5	The number of unemployed adults who obtained employment (with a living wage or higher).			
FNPI 1.6	The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).			
FNPI 1.7	The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).			
FNPI 1.8	The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.			
FNPI 1.8.1	Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.			
FNPI 1.8.2	Of the above, the number of employed participants who increased income from employment through hours worked increase.			
FNPI 1.8.3	Of the above, the number of employed participants who increased benefits related to employment.			
FNPI 1.9	Other Employment Outcome Indicator (FNPI 1.1)			
FNPI 1.9.1	Other			
FNPI 1.9.2	Other			
FNPI 1.9.3	Other			
FNPI 2	Education and Cognitive Development (FNPI 2)	I) Target (#) of Participants to be Served in Program(s)	II) Target (#) to Attain Achievement	III) Method of Documenting Achievement
FNPI 2.1	The number of children (0 to 5) who demonstrated improved emergent literacy skills.			
FNPI 2.2	The number of children (0 to 5) who demonstrated skills for school readiness.			
FNPI 2.3	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	0	0	
FNPI 2.3.1	Early Childhood Education (ages 0-5)			
FNPI 2.3.2	1st grade-8th grade			
FNPI 2.3.3	9th grade-12th grade			
FNPI 2.4	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)	0	0	
FNPI 2.4.1	Early Childhood Education (ages 0-5)			
FNPI 2.4.2	1st grade-8th grade			
FNPI 2.4.3	9th grade-12th grade			
FNPI 2.5	The number of parents/caregivers who improved their home environments.			
FNPI 2.6	The number of adults who demonstrated improved basic education.			
FNPI 2.7	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.			
FNPI 2.8	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.			
FNPI 2.9	The number of individuals who obtained an Associate's degree.			
FNPI 2.10	The number of individuals who obtained a Bachelor's degree.			
FNPI 2.11	Other Education and Cognitive Development Outcome Indicator (FNPI 2.1)			
FNPI 2.11.1	Other			
FNPI 2.11.2	Other			
FNPI 2.11.3	Other			

		I.) Target (#) of Participants to be Served in program(s)	II.) Target (#) to Attain Achievement	III.) Method of Documenting Achievement
FNPI 3	Income and Asset Building (FNPI 3)			
FNPI 3a	The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.			
FNPI 3b	The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.			
FNPI 3c	The number of individuals who opened a savings account or IRA.			
FNPI 3d	The number of individuals who increased their savings.			
FNPI 3e	The number of individuals who used their savings to purchase an asset.			
FNPI 3e.1	Of the above, the number of individuals who purchased a home.			
FNPI 3f	The number of individuals who improved their credit scores.			
FNPI 3g	The number of individuals who increased their net worth.			
FNPI 3h	The number of individuals engaged with the Community Action Agency who report improved financial well-being.			
FNPI 3i	Other Income and Asset Building Outcome Indicator (FNPI 3i)			
FNPI 3i.1	Other			
FNPI 3i.2	Other			
FNPI 3i.3	Other			
		I.) Target (#) of Participants to be Served in program(s)	II.) Target (#) to Attain Achievement	III.) Method of Documenting Achievement
FNPI 4	Housing (FNPI 4)			
FNPI 4a	The number of households experiencing homelessness who obtained safe temporary shelter.	75	75	Shelter log/HMIS
FNPI 4b	The number of households who obtained safe and affordable housing.	12	12	Client files/HMIS
FNPI 4c	The number of households who maintained safe and affordable housing for 90 days.			
FNPI 4d	The number of households who maintained safe and affordable housing for 180 days.			
FNPI 4e	The number of households who avoided eviction.			
FNPI 4f	The number of households who avoided foreclosure.			
FNPI 4g	The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).			
FNPI 4h	The number of households with improved energy efficiency and/or energy burden reduction in their homes.			
FNPI 4i	Other Housing Outcome Indicator (FNPI 4i)			
FNPI 4i.1	Other			
FNPI 4i.2	Other			
FNPI 4i.3	Other			

		I.) Target (#) of Participants to be Served in Program(s)	II.) Target (#) to Attain Achievement	III.) Method of Documenting Achievement
FNPI 5	Health and Social/Behavioral Development (FNPI 5)			
FNPI 5a	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).			
FNPI 5b	The number of individuals who demonstrated improved physical health and well-being.	100	100	HMIS Daily Emergency food and water for unsheltered youth
FNPI 5c	The number of individuals who demonstrated improved mental and behavioral health and well-being.	275	150	Behavioral Health Matrix to track pre, during, and post program
FNPI 5d	The number of individuals who improved skills related to the adult role of parents/ caregivers.			
FNPI 5e	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	100	50	Behavioral Health Matrix to track pre, during, and post program
FNPI 5f	The number of seniors (65+) who maintained an independent living situation.			
FNPI 5g	The number of individuals with disabilities who maintained an independent living situation.			
FNPI 5h	The number of individuals with chronic illness who maintained an independent living situation.			
FNPI 5i	The number of individuals with no recidivating event for six months.			
FNPI 5j.1	Youth (ages 14-17)			
FNPI 5j.2	Adults (ages 18+)			
FNPI 5k	Other Health and Social/Behavioral Development Outcome Indicator (FNPI 5k)			
FNPI 5k.1	Other			
FNPI 5k.2	Other			
FNPI 5k.3	Other			
FNPI 6	Civic Engagement and Community Involvement Indicators (FNPI 6)			
FNPI 6a	The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.			
FNPI 6a.1	Of the above, the number of Community Action program participants who improved their leadership skills.			
FNPI 6a.2	Of the above, the number of Community Action program participants who improved their social networks.			
FNPI 6a.3	Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.			
FNPI 6b	Other Civic Engagement and Community Involvement Outcome Indicator (FNPI 6b)			
FNPI 6b.1	Other			
FNPI 6b.2	Other			
FNPI 6b.3	Other			
FNPI 7	Outcomes Across Multiple Domains (FNPI 7)			
FNPI 7a	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.			
FNPI 7b	Other Outcome Indicator (FNPI 7b)			
FNPI 7b.1	Other			
FNPI 7b.2	Other			
FNPI 7b.3	Other			

**Monterey County Community Action Partnership
Individual and Family National Performance Indicators (FNPI)**

Community Human Services		I.) Target (#) of Participants to be Served in program(s)	II.) Target (#) to Attain Achievement	III.) Final Report (I.) Final Number of Participants Served	IV.) Final Report (II.) Final Number of Participants Attain Achievement	V.) Final Report (I.) Number of Participants Served	VI.) Final Report (II.) Number of Participants Attain Achievement	VII.) Percentage Achieving Outcome [(V)/(I)*100=calculated]	VIII.) Performance Target Accuracy [(VI)/(II)*100=calculated]
Employment Indicators (FNPI 1)									
FNPI 1.1	The number of unemployed youth who obtained employment to gain skills or income.	0	0						
FNPI 1.2	The number of unemployed adults who obtained employment (up to a living wage).	0	0						
FNPI 1.3	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	0	0						
FNPI 1.4	The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).	0	0						
FNPI 1.5	The number of unemployed adults who obtained employment (with a living wage or higher).	0	0						
FNPI 1.6	The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).	0	0						
FNPI 1.7	The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).	0	0						
FNPI 1.8	The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	0	0						
FNPI 1.9	Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.	0	0						
FNPI 1.10	Of the above, the number of employed participants who increased income from employment through hours worked increase.	0	0						
FNPI 1.11	Of the above, the number of employed participants who increased benefits related to employment.	0	0						
Other Employment Outcome Indicator (FNPI 1a)									
FNPI 1.12	Other	0	0						
FNPI 1.13	Other	0	0						
FNPI 1.14	Other	0	0						
Education and Cognitive Development (FNPI 2)									
FNPI 2.1	The number of children (0 to 5) who demonstrated improved emergent literacy skills.	0	0						
FNPI 2.2	The number of children (0 to 5) who demonstrated skills for school readiness.	0	0						
FNPI 2.3	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	0	0	0	0	0	0		
FNPI 2.3.1	Early Childhood Education (ages 0-5)	0	0						
FNPI 2.3.2	1st grade-8th grade	0	0						
FNPI 2.3.3	9th grade-12th grade	0	0						
FNPI 2.4	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)	0	0	0	0	0	0		
FNPI 2.4.1	Early Childhood Education (ages 0-5)	0	0						
FNPI 2.4.2	1st grade-8th grade	0	0						
FNPI 2.4.3	9th grade-12th grade	0	0						
FNPI 2.5	The number of parents/caregivers who improved their home environments.	0	0						
FNPI 2.6	The number of adults who demonstrated improved basic education.	0	0						
FNPI 2.7	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	0	0						
FNPI 2.8	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	0	0						
FNPI 2.9	The number of individuals who obtained an Associate's degree.	0	0						
FNPI 2.10	The number of individuals who obtained a Bachelor's degree.	0	0						
Other Education and Cognitive Development Outcome Indicator (FNPI 2a)									
FNPI 2.11	Other	0	0						
FNPI 2.12	Other	0	0						
FNPI 2.13	Other	0	0						

		I.1 Target (I) of Participants to be Served in program(s)	I.2 Target (I) to Attain Achievement	III.1 2014-2016 Number of Participants Served	III.2 2014-2016 Number of Participants Attain Achievement	V.1 Final Results (I) Number of Participants Served	V.2 Final Results (I) Number of Participants Attain Achievement	VII.1 Percentage Achieving Outcome [(V.1/V.2) * 100 (as calculated)]	VIII.1 Performance Target Accuracy [(VII.1-VIII.2) * 100 (as calculated)]
FNP1.3	Income and Asset Building (FNP1.3)								
FNP1.3a	The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.	0	0						
FNP1.3b	The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.	0	0						
FNP1.3c	The number of individuals who opened a savings account or IDA.	0	0						
FNP1.3d	The number of individuals who increased their savings.	0	0						
FNP1.3e	The number of individuals who used their savings to purchase an asset.	0	0						
FNP1.3e.1	Of the above, the number of individuals who purchased a home.	0	0						
FNP1.3f	The number of individuals who improved their credit scores.	0	0						
FNP1.3g	The number of individuals who increased their net worth.	0	0						
FNP1.3h	The number of individuals engaged with the Community Action Agency who report improved financial well-being.	0	0						
FNP1.3i	Other Income and Asset Building Outcome Indicator (FNP1.3i)								
FNP1.3i.1	Other	0	0						
FNP1.3i.2	Other	0	0						
FNP1.3i.3	Other	0	0						
FNP1.4	Housing (FNP1.4)								
FNP1.4a	The number of households experiencing homelessness who obtained safe temporary shelter.	75	75						
FNP1.4b	The number of households who obtained safe and affordable housing.	12	12						
FNP1.4c	The number of households who maintained safe and affordable housing for 90 days.	0	0						
FNP1.4d	The number of households who maintained safe and affordable housing for 180 days.	0	0						
FNP1.4e	The number of households who avoided eviction.	0	0						
FNP1.4f	The number of households who avoided foreclosure.	0	0						
FNP1.4g	The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).	0	0						
FNP1.4h	The number of households with improved energy efficiency and/or energy burden reduction in their homes.	0	0						
FNP1.4i	Other Housing Outcome Indicator (FNP1.4i)								
FNP1.4i.1	Other	0	0						
FNP1.4i.2	Other	0	0						
FNP1.4i.3	Other	0	0						
FNP1.5	Health and Social/Behavioral Development (FNP1.5)								
FNP1.5a	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	0	0						
FNP1.5b	The number of individuals who demonstrated improved physical health and well-being.	100	100						
FNP1.5c	The number of individuals who demonstrated improved mental and behavioral health and well-being.	275	150						
FNP1.5d	The number of individuals who improved skills related to the adult role of parents/caregivers.								
FNP1.5e	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	100	50						
FNP1.5f	The number of seniors (65+) who maintained an independent living situation.	0	0						
FNP1.5g	The number of individuals with disabilities who maintained an independent living situation.	0	0						
FNP1.5h	The number of individuals with chronic illness who maintained an independent living situation.	0	0						
FNP1.5i	The number of individuals with no recidivating event for six months.	0	0						
FNP1.5j.1	Youth (ages 14-17)	0	0						
FNP1.5j.2	Adults (ages 18+)	0	0						
FNP1.5k	Other Health and Social/Behavioral Development Outcome Indicator (FNP1.5k)								
FNP1.5k.1	Other	0	0						
FNP1.5k.2	Other	0	0						
FNP1.5k.3	Other	0	0						

Indicator ID	Indicator Description	Target (1) (Number of Participants to be Served in program(s))	Target (1) (Attain Achievement)	Final Results (4) (Number of Participants Served)	Final Results (5) (Number of Participants Attain Achievement)	Percentage Achieving Outcome (4/5) (N/A) (Not Calculated)	Performance Target Accuracy (4/5) (N/A) (Not Calculated)
Civic Engagement and Community Involvement Indicators (ENPI 6)							
ENPI 6.1	The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	0	0				
ENPI 6.1.1	Of the above, the number of Community Action program participants who improved their leadership skills.	0	0				
ENPI 6.1.2	Of the above, the number of Community Action program participants who improved their social networks.	0	0				
ENPI 6.1.3	Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	0	0				
Other Civic Engagement and Community Involvement Outcome Indicator (ENPI 6a)							
ENPI 6a.1	Other	0	0				
ENPI 6a.2	Other	0	0				
ENPI 6a.3	Other	0	0				
Outcomes Across Multiple Domains (ENPI 7)							
ENPI 7.1	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	0	0				
Other Outcome Indicator (ENPI 7a)							
ENPI 7a.1	Other	0	0				
ENPI 7a.2	Other	0	0				
ENPI 7a.3	Other	0	0				

Monterey County Community Action Partnership				
Individual and Family (SRV) Service Counts				
SRV #	Program Name	I.) Total Number of Individuals Served (#)	II.) Total Number of Families Served (#)	III.) Total Unduplicated Number Served (#)
SRV 1	Employment Services (SRV 1)			
SRV 1a-f	Skills Training and Opportunities for Experience (SRV 1a-f)			
SRV 1a	Vocational Training			
SRV 1b	On-the-Job and other Work Experience			
SRV 1c	Youth Summer Work Placements			
SRV 1d	Apprenticeship/Internship			
SRV 1e	Self-Employment Skills Training			
SRV 1f	Job Readiness Training			
SRV 1g-h	Career Counseling (SRV 1g-h)			
SRV 1g	Workshops			
SRV 1h	Coaching			
SRV 1i-n	Job Search (SRV 1i-n)			
SRV 1i	Coaching			
SRV 1j	Resume Development			
SRV 1k	Interview Skills Training			
SRV 1l	Job Referrals			
SRV 1m	Job Placements			
SRV 1n	Pre-employment physicals, background checks, etc.			
SRV 1o-p	Post Employment Supports (SRV 1o-p)			
SRV 1o	Coaching			
SRV 1p	Interactions with employers			
SRV 1q	Employment Supplies (SRV 1q)			
SRV 1q	Employment Supplies			
SRV 2	Education and Cognitive Development Services (SRV 2)			
SRV 2a-j	Child/Young Adult Education Programs (SRV 2a-j)			
SRV 2a	Early Head Start			
SRV 2b	Head Start			
SRV 2c	Other Early-Childhood (0-5 yr. old) Education			
SRV 2d	K-12 Education			
SRV 2e	K-12 Support Services			
SRV 2f	Financial Literacy Education			
SRV 2g	Literacy/English Language Education			
SRV 2h	College-Readiness Preparation/Support			
SRV 2i	Other Post Secondary Preparation			
SRV 2j	Other Post Secondary Support			
SRV 2k	School Supplies (SRV 2k)			
SRV 2k	School Supplies			
SRV 2l-q	Extra-curricular Programs (SRV 2l-q)			
SRV 2l	Before and After School Activities			
SRV 2m	Summer Youth Recreational Activities			
SRV 2n	Summer Education Programs			
SRV 2o	Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)			
SRV 2p	Mentoring			
SRV 2q	Leadership Training			
SRV 2r-z	Adult Education Programs (SRV 2r-z)			
SRV 2r	Adult Literacy Classes			
SRV 2s	English Language Classes			
SRV 2t	Basic Education Classes			
SRV 2u	High School Equivalency Classes			
SRV 2v	Leadership Training			
SRV 2w	Parenting Supports (may be a part of the early childhood programs identified above)			
SRV 2x	Applied Technology Classes			
SRV 2y	Post-Secondary Education Preparation			
SRV 2z	Financial Literacy Education			

SRV 2aa-av	Post-Secondary Education Supports (SRV 2aa)			
SRV 2aa	College applications, text books, computers, etc.			
SRV 2bb-bb	Financial Aid Assistance (SRV 2bb)			
SRV 2bb	Scholarships			
SRV 2cc-cc	Home Visits (SRV 2cc)			
SRV 2cc	Home Visits			
SRV 3	Income and Asset Building Services (SRV 3)		ii.) Mid-Year Progress of Individuals Served (#)	iii.) Total Unduplicated Number Served (#)
SRV 3a-f	Training and Counseling Services (SRV 3a-f)			
SRV 3a	Financial Capability Skills Training			
SRV 3b	Financial Coaching/Counseling			
SRV 3c	Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)			
SRV 3d	First-time Homebuyer Counseling			
SRV 3e	Foreclosure Prevention Counseling			
SRV 3f	Small Business Start-Up and Development Counseling Sessions/Classes			
SRV 3g-l	Benefit Coordination and Advocacy (SRV 3g-l)			
SRV 3g	Child Support Payments			
SRV 3h	Health Insurance			
SRV 3i	Social Security/SSI Payments			
SRV 3j	Veteran's Benefits			
SRV 3k	TANF Benefits			
SRV 3l	SNAP Benefits			
SRV 3m-o	Asset Building (SRV 3m-o)			
SRV 3m	Saving Accounts/IDAs and other asset building accounts			
SRV 3n	Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)			
SRV 3o	VITA, EITC, or Other Tax Preparation programs			
SRV 3p-q	Loans And Grants (SRV 3p-q)			
SRV 3p	Micro-loans			
SRV 3q	Business incubator/business development loans			
SRV 4	Housing Services (SRV 4)			iii.) Total Unduplicated Number Served (#)
SRV 4a-e	Housing Payment Assistance (SRV 4a-e)			
SRV 4a	Financial Capability Skill Training			
SRV 4b	Financial Coaching/Counseling			
SRV 4c	Rent Payments (includes Emergency Rent Payments)			
SRV 4d	Deposit Payments			
SRV 4e	Mortgage Payments (includes Emergency Mortgage Payments)			
SRV 4f-h	Eviction Prevention Services (SRV 4f-h)			
SRV 4f	Eviction Counseling			
SRV 4g	Landlord/Tenant Mediations			
SRV 4h	Landlord/Tenant Rights Education			
SRV 4i-l	Utility Payment Assistance (SRV 4i-l)			
SRV 4i	Utility Payments (LIHEAP-Includes Emergency Utility Payments)			
SRV 4j	Utility Deposits			
SRV 4k	Utility Arrears Payments			
SRV 4l	Level Billing Assistance			
SRV 4m-p	Housing Placement/Rapid Re-housing (SRV 4m-p)			
SRV 4m	Temporary Housing Placement (Includes Emergency Shelters)	75		
SRV 4n	Transitional Housing Placements	12		
SRV 4o	Permanent Housing Placements			
SRV 4p	Rental Counseling			
SRV 4q-q	Housing Maintenance & Improvements (SRV 4q-q)			
SRV 4q	Home Repairs (e.g. structural, appliance, heating systems, etc.) (Including Emergency Home Repairs)			
SRV 4r-t	Weatherization Services (SRV 4r-t)			
SRV 4r	Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)			
SRV 4s	Healthy Homes Services (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)			
SRV 4t	Energy Efficiency Improvements (e.g. Insulation, air sealing, furnace repair, etc.)			

		II.) Total Program or Individual(s) Served (#)	III.) Total Unduplicated Number Served (#)
SRV 5	Health and Social/Behavioral Development Services (SRV 5)		
SRV 5a-j	Health Services, Screening and Assessments (SRV 5a-j)		
SRV 5a	Immunizations		
SRV 5b	Physicals		
SRV 5c	Developmental Delay Screening		
SRV 5d	Vision Screening		
SRV 5e	Prescription Payments		
SRV 5f	Doctor Visit Payments		
SRV 5g	Maternal/Child Health		
SRV 5h	Nursing Care Sessions		
SRV 5i	In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)		
SRV 5j	Health Insurance Options Counseling		
SRV 5k-o	Reproductive Health Services (SRV 5k-o)		
SRV 5k	Coaching Sessions		
SRV 5l	Family Planning Classes		
SRV 5m	Contraceptives		
SRV 5n	STI/HIV Prevention Counseling Sessions		
SRV 5o	STI/HIV Screenings		
SRV 5p-q	Wellness Education (SRV 5p-q)		
SRV 5p	Wellness Classes (stress reduction, medication management, mindfulness, etc.)		
SRV 5q	Exercise/Fitness		
SRV 5r-x	Mental/Behavioral Health (SRV 5r-x)		
SRV 5r	Detoxification Sessions		
SRV 5s	Substance Abuse Screenings		
SRV 5t	Substance Abuse Counseling	150	
SRV 5u	Mental Health Assessments		
SRV 5v	Mental Health Counseling	50	
SRV 5w	Crisis Response/Call-In Responses		
SRV 5x	Domestic Violence Programs	125	
SRV 5y-aa	Support Groups (SRV 5y-aa)		
SRV 5y	Substance Abuse Support Group Meetings		
SRV 5z	Domestic Violence Support Group Meetings		
SRV 5aa	Mental Health Support Group Meeting		
SRV 5bb-ee	Dental Services, Screenings and Exams (SRV 5bb-ee)		
SRV 5bb	Adult Dental Screening/Exams		
SRV 5cc	Adult Dental Services (including Emergency Dental Procedures)		
SRV 5dd	Child Dental Screenings/Exams		
SRV 5ee	Child Dental Services (including Emergency Dental Procedures)		
SRV 5ff-jj	Nutrition and Food/Meals (SRV 5ff-jj)		
SRV 5ff	Skills Classes (Gardening, Cooking, Nutrition)		
SRV 5gg	Community Gardening Activities		
SRV 5hh	Incentives (e.g. gift card for food preparation, rewards for participation, etc.)		
SRV 5i	Prepared Meals	75	
SRV 5j	Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	100	
SRV 5kk-mm	Family Skills Development (SRV 5kk-mm)		
SRV 5ll	Family Mentoring Sessions	100	
SRV 5ll	Life Skills Coaching Sessions		
SRV 5mm	Parenting Classes		
SRV 5nn-oo	Emergency Hygiene Assistance (SRV 5nn-oo)		
SRV 5nn	Kits/boxes		
SRV 5oo	Hygiene Facility Utilizations (e.g. showers, toilets, sinks)	75	

SRV 6	Civic Engagement and Community Involvement Services (SRV 6)	II.) Mid-Year Progress of Implementation (%)	III.) Total Unduplicated Number Served (#)
SRV 6a-f	Civic Engagement and Community Involvement Services (SRV 6a-f)		
SRV 6a	Voter Education and Access		
SRV 6b	Leadership Training		
SRV 6c	Tri-partite Board Membership		
SRV 6d	Citizenship Classes		
SRV 6e	Getting Ahead Classes		
SRV 6f	Volunteer Training		
SRV 7	Services Supporting Multiple Domains (SRV 7)	II.) Mid-Year Progress of Implementation (%)	III.) Total Unduplicated Number Served (#)
SRV 7a-e	Case Management (SRV 7a)		
SRV 7a	Case Management		
SRV 7b	Eligibility Determinations (SRV 7b)		
SRV 7b	Eligibility Determinations		
SRV 7c	Referrals (SRV 7c)		
SRV 7c	Referrals	187	
SRV 7d-g	Transportation Services (SRV 7d)		
SRV 7d	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)		
SRV 7e-f	Childcare (SRV 7e-f)		
SRV 7e	Child Care subsidies		
SRV 7f	Child Care payments		
SRV 7g-h	Eldercare (SRV 7g)		
SRV 7g	Day Centers		
SRV 7i-j	Identification Documents (SRV 7i-j)		
SRV 7i	Birth Certificate		
SRV 7j	Social Security Card		
SRV 7j	Driver's License		
SRV 7k-l	Re-Entry Services (SRV 7k-l)		
SRV 7k	Criminal Record Expungements		
SRV 7l	Immigration Support Services (relocation, food, clothing) (SRV 7l)		
SRV 7l	Immigration Support Services (relocation, food, clothing)		
SRV 7m-n	Legal Assistance (includes emergency legal assistance) (SRV 7m-n)		
SRV 7m	Legal Assistance		
SRV 7n-o	Emergency Clothing Assistance (SRV 7n-o)		
SRV 7n	Emergency Clothing Assistance		
SRV 7p-q	Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords) (SRV 7p-q)		
SRV 7p	Mediation/Customer Advocacy Interventions		

All Characteristics Report - Data Entry Form

- A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:
- B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender

- a. Male
- b. Female
- c. Other
- d. Unknown/not reported
- TOTAL (auto calculated)

Number of Individuals

0

2. Age

- a. 0-5
- b. 6-13
- c. 14-17
- d. 18-24
- e. 25-44
- f. 45-54
- g. 55-59
- h. 60-64
- i. 65-74
- j. 75+
- k. Unknown/not reported
- TOTAL (auto calculated)

Number of Individuals

0

3. Education Levels

- a. Grades 0-8
- b. Grades 9-12/Non-Graduate
- c. High School Graduate/ Equivalency Diploma
- d. 12 grade + Some Post-Secondary
- e. 2 or 4 years College Graduate
- f. Graduate of other post-secondary school
- g. Unknown/not reported
- TOTAL (auto calculated)

Number of Individuals

[ages 14-24]	[ages 25+]
0	0

4. Disconnected Youth

- a. Youth ages 14-24 who are neither working or in school

Number of Individuals

--

5. Health

- a. Disabling Condition

Yes	No	Unknown

- b. Health Insurance*

Yes	No	Unknown

*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources

- i. Medicaid
- ii. Medicare
- iii. State Children's Health Insurance Program
- iv. State Health Insurance for Adults
- v. Military Health Care
- vi. Direct-Purchase
- vii. Employment Based
- viii. Unknown/not reported
- TOTAL (auto calculated)

0

6. Ethnicity/Race

- ##### I. Ethnicity
- a. Hispanic, Latino or Spanish Origins
 - b. Not Hispanic, Latino or Spanish Origins
 - c. Unknown/not reported
 - TOTAL (auto calculated)

Number of Individuals

0

II. Race

- a. American Indian or Alaska Native
- b. Asian
- c. Black or African American
- d. Native Hawaiian and Other Pacific Islander
- e. White
- f. Other
- g. Multi-race (two or more of the above)
- h. Unknown/not reported
- TOTAL (auto calculated)

0

7. Military Status

- a. Veteran
- b. Active Military
- c. Unknown/not reported
- TOTAL (auto calculated)

Number of Individuals

0

8. Work Status (Individuals 18+)

- a. Employed Full-Time
- b. Employed Part-Time
- c. Migrant Seasonal Farm Worker
- d. Unemployed (Short-Term, 6 months or less)
- e. Unemployed (Long-Term, more than 6 months)
- f. Unemployed (Not in Labor Force)
- g. Retired
- h. Unknown/not reported
- TOTAL (auto calculated)

Number of Individuals

0

All Characteristics Report - Data Entry Form

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type Number of Households

a. Single Person	
b. Two Adults NO Children	
c. Single Parent Female	
d. Single Parent Male	
e. Two Parent Household	
f. Non-related Adults with Children	
g. Multigenerational Household	
h. Other	
i. Unknown/not reported	
TOTAL (auto calculated)	0

10. Household Size Number of Households

a. Single Person	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six or more	
g. Unknown/not reported	
TOTAL (auto calculated)	0

11. Housing Number of Households

a. Own	
b. Rent	
c. Other permanent housing	
d. Homeless	
e. Other	
f. Unknown/not reported	
TOTAL (auto calculated)	0

12. Level of Household Income Number of Households
(% of HHS Guideline)

a. Up to 50%	
b. 51% to 75%	
c. 76% to 100%	
d. 101% to 125%	
e. 126% to 150%	
f. 151% to 175%	
g. 176% to 200%	
h. 201% to 250%	
i. 250% and over	
j. Unknown/not reported	
TOTAL (auto calculated)	0

13. Sources of Household Income Number of Households

a. Income from Employment Only	
b. Income from Employment and Other Income Source	
c. Income from Employment, Other Income Source, and Non-Cash Benefits	
d. Income from Employment and Non-Cash Benefits	
e. Other Income Source Only	
f. Other Income Source and Non-Cash Benefits	
g. No Income	
h. Non-Cash Benefits Only	
i. Unknown/not reported	
TOTAL (auto calculated)	0

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source Number of Households

a. TANF	
b. Supplemental Security Income (SSI)	
c. Social Security Disability Income (SSDI)	
d. VA Service-Connected Disability Compensation	
e. VA Non-Service Connected Disability Pension	
f. Private Disability Insurance	
g. Worker's Compensation	
h. Retirement Income from Social Security	
i. Pension	
j. Child Support	
k. Alimony or other Spousal Support	
l. Unemployment Insurance	
m. EITC	
n. Other	
o. Unknown/not reported	

15. Non-Cash Benefits Number of Households

a. SNAP	
b. WIC	
c. LIHEAP	
d. Housing Choice Voucher	
e. Public Housing	
f. Permanent Supportive Housing	
g. HUD-VASH	
h. Childcare Voucher	
i. Affordable Care Act Subsidy	
j. Other	
k. Unknown/not reported	

E. Number of Individuals Not Included in the Totals Above *(due to data collection system integration barriers)*

1. Please list the unduplicated number of INDIVIDUALS served in each program*:

Program Name	Number of Individuals

F. Number of Households Not Included in the Totals Above *(due to data collection system integration barriers)*

1. Please list the unduplicated number of HOUSEHOLDS served in each program*:

Program Name	Number of Households

2020-21 CARES Act Service Report

Name of Agency Reporting: Community Human Services

CONTRACT REPORTING INSTRUCTIONS	
MID YEAR REPORT SECTION - DUE 10th of Month (of mid-contract year)	
<p>A mid-year progress report is due on the 10th of the month following the first half of the contract year. This report will provide an update assessing the agency's current progress on the goals established at the start of the contract period and may be used in conjunction with the agency monitoring process. The report shall be completed online using the CSG software program of which your agency will be given up to 2 free licenses to access.</p>	
END OF YEAR REPORT SECTION - DUE 10th of Month (after contract term)	

Prior to the start of the contract period; proposed target goals for the contracted services must be completed in the following report. The following sections must be completed to initiate the contract.

A. COVER PAGE: Click the box of the service domain being addressed through this agreement.

Service Domain(s) to be addressed:	<input type="checkbox"/> Employment <input type="checkbox"/> Education & Cognitive Development <input type="checkbox"/> Income & Asset Building	<input checked="" type="checkbox"/> Health & Social/Behavioral Development <input type="checkbox"/> Civic Engagement & Community Involvement <input checked="" type="checkbox"/> Housing	<input type="checkbox"/> Cross Domain Coordination
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B. GOALS: Review the National Performance Outcomes listed in this form and identify those that best fit the services and outcomes related to your agency and work performed under this contract. If no indicator appropriately matches your services, customized indicators can be written in under the "other" sections of the appropriate service domain. In the first column, insert the number of participants or units proposed to be served by the relevant program. In the second column, insert the number of participants or units proposed to achieve the indicator goal. In the third column, agencies must indicate a method of documentation that sets the metric to be used to determine the goal was met (i.e. pre- and post-tests, paystubs, case notes indicating marked improvement in the area indicated, bank statements, behavior matrix, etc.). Documentation methods may vary, but must be briefly described here.

D. SERVICE COUNTS: Review the Individual and Family Services listed in this form and identify those that best fit the services related to your agency and work performed under this contract. In the first column, insert the number of unduplicated participants proposed to be served by your program. Documentation methods may vary, but must be provided upon request.

An end of year closure report is due on the 10th of the month following the end of the contract term. This report will provide a final outcomes report of the agency's performance to meet the goals established at the start of the contract period. Results may be used to evaluate agency and contractual service performance. The following sections must be completed in order to fully meet the requirements of the end of year report. The report shall be completed online using the CSG software program.

**Monterey County Community Action Partnership
Individual and Family National Performance Indicators (FNPI)
Community Human Services**

		I.) Target (#) of Participants to be Served in program(s)	II.) Target (#) to Attain Achievement	III.) Method of Documenting Achievement
FNPI 1	Employment Indicators (FNPI 1)			
FNPI 1a	The number of unemployed youth who obtained employment to gain skills or income.			
FNPI 1b	The number of unemployed adults who obtained employment (up to a living wage).			
FNPI 1c	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).			
FNPI 1d	The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).			
FNPI 1e	The number of unemployed adults who obtained employment (with a living wage or higher).			
FNPI 1f	The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).			
FNPI 1g	The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).			
FNPI 1h	The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.			
FNPI 1h.1	Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.			
FNPI 1h.2	Of the above, the number of employed participants who increased income from employment through hours worked increase.			
FNPI 1h.3	Of the above, the number of employed participants who increased benefits related to employment.			
FNPI 1i	Other Employment Outcome Indicator (FNPI 1i)			
FNPI 1i.1	Other			
FNPI 1i.2	Other			
FNPI 1i.3	Other			
		I.) Target (#) of Participants to be Served in program(s)	II.) Target (#) to Attain Achievement	III.) Method of Documenting Achievement
FNPI 2	Education and Cognitive Development (FNPI 2)			
FNPI 2a	The number of children (0 to 5) who demonstrated improved emergent literacy skills.			
FNPI 2b	The number of children (0 to 5) who demonstrated skills for school readiness.			
FNPI 2c	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	0	0	
FNPI 2c.1	Early Childhood Education (ages 0-5)			
FNPI 2c.2	1st grade-8th grade			
FNPI 2c.3	9th grade-12th grade			
FNPI 2d	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)	0	0	
FNPI 2d.1	Early Childhood Education (ages 0-5)			
FNPI 2d.2	1st grade-8th grade			
FNPI 2d.3	9th grade-12th grade			
FNPI 2e	The number of parents/caregivers who improved their home environments.			
FNPI 2f	The number of adults who demonstrated improved basic education.			
FNPI 2g	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.			
FNPI 2h	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.			
FNPI 2h.1	The number of individuals who obtained an Associate's degree.			
FNPI 2h.2	The number of individuals who obtained a Bachelor's degree.			
FNPI 2i	Other Education and Cognitive Development Outcome Indicator (FNPI 2i)			
FNPI 2i.1	Other			
FNPI 2i.2	Other			
FNPI 2i.3	Other			

		I.) Target (#) of Participants to be Served in program(s)	II.) Target (#) to Attain Achievement	III.) Method of Documenting Achievement
FNP 3	Income and Asset Building (FNP 3)			
FNP 3a	The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.			
FNP 3b	The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.			
FNP 3c	The number of individuals who opened a savings account or IDA.			
FNP 3d	The number of individuals who increased their savings.			
FNP 3e	The number of individuals who used their savings to purchase an asset.			
FNP 3e.1	Of the above, the number of individuals who purchased a home.			
FNP 3f	The number of individuals who improved their credit scores.			
FNP 3g	The number of individuals who increased their net worth.			
FNP 3h	The number of individuals engaged with the Community Action Agency who report improved financial well-being.			
FNP 3i	Other Income and Asset Building Outcome Indicator (FNP 3i)			
FNP 3i.1	Other			
FNP 3i.2	Other			
FNP 3i.3	Other			
		I.) Target (#) of Participants to be Served in program(s)	II.) Target (#) to Attain Achievement	III.) Method of Documenting Achievement
FNP 4	Housing (FNP 4)			
FNP 4a	The number of households experiencing homelessness who obtained safe temporary shelter.	75	75	Shelter log/HMIS at CDNB
FNP 4b	The number of households who obtained safe and affordable housing.			
FNP 4c	The number of households who maintained safe and affordable housing for 90 days.			
FNP 4d	The number of households who maintained safe and affordable housing for 180 days.			
FNP 4e	The number of households who avoided eviction.			
FNP 4f	The number of households who avoided foreclosure.			
FNP 4g	The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).			
FNP 4h	The number of households with improved energy efficiency and/or energy burden reduction in their homes.			
FNP 4i	Other Housing Outcome Indicator (FNP 4i)			
FNP 4i.1	Other			
FNP 4i.2	Other			
FNP 4i.3	Other			

		I.) Target (a) of Participants to be Served in Program(s)	II.) Target (b) to Attain Achievement	III.) Method of Documenting Achievement
FNPI 5	Health and Social/Behavioral Development (FNPI 5)			
FNPI 5a	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).			
FNPI 5b	The number of individuals who demonstrated improved physical health and well-being.	125	125	HMIS Daily Emergency food and water for unsheltered 5V5OP youth
FNPI 5c	The number of individuals who demonstrated improved mental and behavioral health and well-being.			
FNPI 5d	The number of individuals who improved skills related to the adult role of parents/ caregivers.			
FNPI 5e	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.			
FNPI 5f	The number of seniors (65+) who maintained an independent living situation.			
FNPI 5g	The number of individuals with disabilities who maintained an independent living situation.			
FNPI 5h	The number of individuals with chronic illness who maintained an independent living situation.			
FNPI 5i	The number of individuals with no recidivating event for six months.			
FNPI 5.1	Youth (ages 14-17)			
FNPI 5.2	Adults (ages 18+)			
FNPI 5.1	Other Health and Social/Behavioral Development Outcome Indicator (FNPI 5)			
FNPI 5.1.1	Other			
FNPI 5.1.2	Other			
FNPI 5.1.3	Other			
		I.) Target (a) of Participants to be Served in program(s)	II.) Target (b) to Attain Achievement	III.) Method of Documenting Achievement
FNPI 6	Civic Engagement and Community Involvement Indicators (FNPI 6)			
FNPI 6a	The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.			
FNPI 6a.1	Of the above, the number of Community Action program participants who improved their leadership skills.			
FNPI 6a.2	Of the above, the number of Community Action program participants who improved their social networks.			
FNPI 6a.3	Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.			
FNPI 6.1	Other Civic Engagement and Community Involvement Outcome Indicator (FNPI 6)			
FNPI 6.1.1	Other			
FNPI 6.1.2	Other			
FNPI 6.1.3	Other			
		I.) Target (a) of Participants to be Served in program(s)	II.) Target (b) to Attain Achievement	III.) Method of Documenting Achievement
FNPI 7	Outcomes Across Multiple Domains (FNPI 7)			
FNPI 7a	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.			
FNPI 7.1	Other Outcome Indicator (FNPI 7)			
FNPI 7.1.1	Other			
FNPI 7.1.2	Other			
FNPI 7.1.3	Other			

**Monterey County Community Action Partnership
Individual and Family National Performance Indicators (FNPI)**

Community Human Services		V.1 Target (# of Participants to be Served in program(s))	V.2 Target (# to Attain Achievement)	VI.1 Final Results (#) Number of Participants Served	VI.2 Final Results (#) Number of Participants Attain Achievement	VI.3 Percentage Achieving Outcome (VI.1 - VI.2) / VI.1 x 100	VI.4 Performance Target Accuracy (VI.1 - VI.2) / VI.1 x 100
Employment Indicators (FNPI 1)							
FNPI 1a	The number of unemployed youth who obtained employment to gain skills or income.	0	0				
FNPI 1b	The number of unemployed adults who obtained employment (up to a living wage).	0	0				
FNPI 1c	The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).	0	0				
FNPI 1d	The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).	0	0				
FNPI 1e	The number of unemployed adults who obtained employment (with a living wage or higher).	0	0				
FNPI 1f	The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).	0	0				
FNPI 1g	The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).	0	0				
FNPI 1h	The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.	0	0				
FNPI 1i	Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.	0	0				
FNPI 1j	Of the above, the number of employed participants who increased income from employment through hours worked increase.	0	0				
FNPI 1k	Of the above, the number of employed participants who increased benefits related to employment.	0	0				
Other Employment Outcome Indicator (FNPI 1l)							
FNPI 1l	Other	0	0				
FNPI 1m	Other	0	0				
FNPI 1n	Other	0	0				
Education and Cognitive Development (FNPI 2)							
FNPI 2a	The number of children (0 to 5) who demonstrated improved emergent literacy skills.	0	0				
FNPI 2b	The number of children (0 to 5) who demonstrated skills for school readiness.	0	0				
FNPI 2c	The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	0	0	0	0	0	0
FNPI 2c.1	Early Childhood Education (ages 0-5)	0	0				
FNPI 2c.2	1st grade-8th grade	0	0				
FNPI 2c.3	9th grade-12th grade	0	0				
FNPI 2d	The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total)	0	0	0	0	0	0
FNPI 2d.1	Early Childhood Education (ages 0-5)	0	0				
FNPI 2d.2	1st grade-8th grade	0	0				
FNPI 2d.3	9th grade-12th grade	0	0				
FNPI 2e	The number of parents/caregivers who improved their home environments.	0	0				
FNPI 2f	The number of adults who demonstrated improved basic education.	0	0				
FNPI 2g	The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	0	0				
FNPI 2h	The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	0	0				
FNPI 2i	The number of individuals who obtained an Associate's degree.	0	0				
FNPI 2j	The number of individuals who obtained a Bachelor's degree.	0	0				
Other Education and Cognitive Development Outcome Indicator (FNPI 2k)							
FNPI 2k	Other	0	0				
FNPI 2l	Other	0	0				
FNPI 2m	Other	0	0				

		I.) Target (I) of Participants to be Served in program(s)	II.) Target (II) to Attain Achievement	III.) One Year Results (I) Number of Participants Served	IV.) One Year Results (II) Number of Participants Attain Achievement	V.) Final Results (I) Number of Participants Served	VI.) Final Results (II) Number of Participants Attain Achievement	VII.) Percentage Achieving Outcome (I/II) (N/A auto calculated)	VIII.) Performance Target Accuracy (VI/III) (N/A auto calculated)
FNP1.3	Income and Asset Building (FNP1.3)								
FNP1.3A	The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.	0	0						
FNP1.3B	The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.	0	0						
FNP1.3C	The number of individuals who opened a savings account or IDA.	0	0						
FNP1.3D	The number of individuals who increased their savings.	0	0						
FNP1.3E	The number of individuals who used their savings to purchase an asset.	0	0						
FNP1.3F	Of the above, the number of individuals who purchased a home.	0	0						
FNP1.3G	The number of individuals who improved their credit scores.	0	0						
FNP1.3H	The number of individuals who increased their net worth.	0	0						
FNP1.3I	The number of individuals engaged with the Community Action Agency who report improved financial well-being.	0	0						
FNP1.3J	Other Income and Asset Building Outcome Indicator (FNP1.3J)								
FNP1.3J.1	Other	0	0						
FNP1.3J.2	Other	0	0						
FNP1.3J.3	Other	0	0						
FNP1.4	Housing (FNP1.4)								
FNP1.4A	The number of households experiencing homelessness who obtained safe temporary shelter.	75	75						
FNP1.4B	The number of households who obtained safe and affordable housing.	0	0						
FNP1.4C	The number of households who maintained safe and affordable housing for 90 days.	0	0						
FNP1.4D	The number of households who maintained safe and affordable housing for 180 days.	0	0						
FNP1.4E	The number of households who avoided eviction.	0	0						
FNP1.4F	The number of households who avoided foreclosure.	0	0						
FNP1.4G	The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).	0	0						
FNP1.4H	The number of households with improved energy efficiency and/or energy burden reduction in their homes.	0	0						
FNP1.4I	Other Housing Outcome Indicator (FNP1.4I)								
FNP1.4I.1	Other	0	0						
FNP1.4I.2	Other	0	0						
FNP1.4I.3	Other	0	0						
FNP1.5	Health and Social/Behavioral Development (FNP1.5)								
FNP1.5A	The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).	0	0						
FNP1.5B	The number of individuals who demonstrated improved physical health and well-being.	125	125						
FNP1.5C	The number of individuals who demonstrated improved mental and behavioral health and well-being.	0	0						
FNP1.5D	The number of individuals who improved skills related to the adult role of parents/ caregivers.	0	0						
FNP1.5E	The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.	0	0						
FNP1.5F	The number of seniors (65+) who maintained an independent living situation.	0	0						
FNP1.5G	The number of individuals with disabilities who maintained an independent living situation.	0	0						
FNP1.5H	The number of individuals with chronic illness who maintained an independent living situation.	0	0						
FNP1.5I	The number of individuals with no recidivating event for six months.	0	0						
FNP1.5J	Youth (ages 14-17)	0	0						
FNP1.5K	Adults (ages 18+)	0	0						
FNP1.5L	Other Health and Social/Behavioral Development Outcome Indicator (FNP1.5L)								
FNP1.5L.1	Other	0	0						
FNP1.5L.2	Other	0	0						
FNP1.5L.3	Other	0	0						

		V.) Target (9) of Participants to be Served in program(s)	W.) Target (10) to Attain Achievement	V.) Final Results (8) Number of Participants Served	VI.) Final Results (9) Number of Participants Served	V.) Final Results (8) Number of Participants Served	VI.) Final Results (9) Number of Participants Attain Achievement	VII.) Percentage Achieving Outcome (V)/VI * 100 (as calculated)	VIII.) Performance Target Accuracy (V)/W * 100 (as calculated)
FNP1.6	Civic Engagement and Community Involvement Indicators (FNP1.6)								
	The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	0	0						
FNP1.6.1	Of the above, the number of Community Action program participants who improved their leadership skills.	0	0						
FNP1.6.2	Of the above, the number of Community Action program participants who improved their social networks.	0	0						
FNP1.6.3	Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	0	0						
FNP1.6.4	Other Civic Engagement and Community Involvement Outcome Indicator (FNP1.6.4)								
FNP1.6.4.1	Other	0	0						
FNP1.6.4.2	Other	0	0						
FNP1.6.4.3	Other	0	0						
FNP1.7	Outcomes Across Multiple Domains (FNP1.7)								
	The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	0	0						
FNP1.7.1	Other Outcome Indicator (FNP1.7.1)								
FNP1.7.1.1	Other	0	0						
FNP1.7.1.2	Other	0	0						
FNP1.7.1.3	Other	0	0						

Monterey County Community Action Partnership				
Individual and Family (SRV) Service Counts				
		II.) Total Duplicated Number Served (N)	III.) Total Unduplicated Number Served (M)	
SRV 1	Employment Services (SRV 1)			
SRV 1a-f	Skills Training and Opportunities for Experience (SRV 1a-f)			
SRV 1a	Vocational Training			
SRV 1b	On-the-Job and other Work Experience			
SRV 1c	Youth Summer Work Placements			
SRV 1d	Apprenticeship/Internship			
SRV 1e	Self-Employment Skills Training			
SRV 1f	Job Readiness Training			
SRV 1g-h	Career Counseling (SRV 1g-h)			
SRV 1g	Workshops			
SRV 1h	Coaching			
SRV 1i-n	Job Search (SRV 1i-n)			
SRV 1i	Coaching			
SRV 1j	Resume Development			
SRV 1k	Interview Skills Training			
SRV 1l	Job Referrals			
SRV 1m	Job Placements			
SRV 1n	Pre-employment physicals, background checks, etc.			
SRV 1o-p	Post Employment Supports (SRV 1o-p)			
SRV 1o	Coaching			
SRV 1p	Interactions with employers			
SRV 1q-r	Employment Supplies (SRV 1q)			
SRV 1q	Employment Supplies			
SRV 2	Education and Cognitive Development Services (SRV 2)			
SRV 2a-j	Child/Young Adult Education Programs (SRV 2a-j)			
SRV 2a	Early Head Start			
SRV 2b	Head Start			
SRV 2c	Other Early-Childhood (0-5 yr. old) Education			
SRV 2d	K-12 Education			
SRV 2e	K-12 Support Services			
SRV 2f	Financial Literacy Education			
SRV 2g	Literacy/English Language Education			
SRV 2h	College-Readiness Preparation/Support			
SRV 2i	Other Post Secondary Preparation			
SRV 2j	Other Post Secondary Support			
SRV 2k	School Supplies (SRV 2k)			
SRV 2k	School Supplies			
SRV 2l-q	Extra-curricular Programs (SRV 2l-q)			
SRV 2l	Before and After School Activities			
SRV 2m	Summer Youth Recreational Activities			
SRV 2n	Summer Education Programs			
SRV 2o	Behavior Improvement Programs (attitude, self-esteem, Dress-for-Success, etc.)			
SRV 2p	Mentoring			
SRV 2q	Leadership Training			
SRV 2r-z	Adult Education Programs (SRV 2r-z)			
SRV 2r	Adult Literacy Classes			
SRV 2s	English Language Classes			
SRV 2t	Basic Education Classes			
SRV 2u	High School Equivalency Classes			
SRV 2v	Leadership Training			
SRV 2w	Parenting Supports (may be a part of the early childhood programs identified above)			
SRV 2x	Applied Technology Classes			
SRV 2y	Post-Secondary Education Preparation			
SRV 2z	Financial Literacy Education			

SRV 2aa-aa	Post-Secondary Education Supports (SRV 2aa)			
SRV 2aa	College applications, text books, computers, etc.			
SRV 2bb-bb	Financial Aid Assistance (SRV 2bb)			
SRV 2bb	Scholarships			
SRV 2cc-cc	Home Visits (SRV 2cc)			
SRV 2cc	Home Visits			
SRV 3	Income and Asset Building Services (SRV 3)		II.) Total Unduplicated Number Served (#)	III.) Total Unduplicated Number Served (#)
SRV 3a-f	Training and Counseling Services (SRV 3a-f)			
SRV 3a	Financial Capability Skills Training			
SRV 3b	Financial Coaching/Counseling			
SRV 3c	Financial Management Programs (including budgeting, credit management, credit repair, credit counseling, etc.)			
SRV 3d	First-time Homebuyer Counseling			
SRV 3e	Foreclosure Prevention Counseling			
SRV 3f	Small Business Start-Up and Development Counseling Sessions/Classes			
SRV 3g-l	Benefit Coordination and Advocacy (SRV 3g-l)			
SRV 3g	Child Support Payments			
SRV 3h	Health Insurance			
SRV 3i	Social Security/SSI Payments			
SRV 3j	Veteran's Benefits			
SRV 3k	TANF Benefits			
SRV 3l	SNAP Benefits			
SRV 3m-o	Asset Building (SRV 3m-o)			
SRV 3m	Saving Accounts/IDAs and other asset building accounts			
SRV 3n	Other financial products (IRA accounts, MyRA, other retirement accounts, etc.)			
SRV 3o	VITA, EITC, or Other Tax Preparation programs			
SRV 3p-q	Loans And Grants (SRV 3p-q)			
SRV 3p	Micro-loans			
SRV 3q	Business incubator/business development loans			
SRV 4	Housing Services (SRV 4)			III.) Total Unduplicated Number Served (#)
SRV 4a-e	Housing Payment Assistance (SRV 4a-e)			
SRV 4a	Financial Capability Skill Training			
SRV 4b	Financial Coaching/Counseling			
SRV 4c	Rent Payments (includes Emergency Rent Payments)			
SRV 4d	Deposit Payments			
SRV 4e	Mortgage Payments (includes Emergency Mortgage Payments)			
SRV 4f-h	Eviction Prevention Services (SRV 4f-h)			
SRV 4f	Eviction Counseling			
SRV 4g	Landlord/Tenant Mediations			
SRV 4h	Landlord/Tenant Rights Education			
SRV 4i-l	Utility Payment Assistance (SRV 4i-l)			
SRV 4i	Utility Payments (LIHEAP-includes Emergency Utility Payments)			
SRV 4j	Utility Deposits			
SRV 4k	Utility Arrears Payments			
SRV 4l	Level Billing Assistance			
SRV 4m-p	Housing Placement/Rapid Re-housing (SRV 4m-p)			
SRV 4m	Temporary Housing Placement (includes Emergency Shelters)	75		
SRV 4n	Transitional Housing Placements			
SRV 4o	Permanent Housing Placements			
SRV 4p	Rental Counseling			
SRV 4q-q	Housing Maintenance & Improvements (SRV 4q-q)			
SRV 4q	Home Repairs (e.g. structural, appliance, heating systems, etc.) (including Emergency Home Repairs)			
SRV 4r-t	Weatherization Services (SRV 4r-t)			
SRV 4r	Independent-living Home Improvements (e.g. ramps, tub and shower grab bars, handicap accessible modifications, etc.)			
SRV 4s	Healthy Homes Services(e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.)			
SRV 4t	Energy Efficiency Improvements (e.g. insulation, air sealing, furnace repair, etc.)			

SRV 5	Health and Social/Behavioral Development Services (SRV 5)		II.) Mid-Year Progress of Unduplicated Services (%)	III.) Total Unduplicated Number Served (#)
SRV 5a-j	Health Services, Screening and Assessments (SRV 5a-j)			
SRV 5a	Immunizations			
SRV 5b	Physicals			
SRV 5c	Developmental Delay Screening			
SRV 5d	Vision Screening			
SRV 5e	Prescription Payments			
SRV 5f	Doctor Visit Payments			
SRV 5g	Maternal/Child Health			
SRV 5h	Nursing Care Sessions			
SRV 5i	In-Home Affordable Seniors/Disabled Care Sessions (Nursing, Chores, Personal Care Services)			
SRV 5j	Health Insurance Options Counseling			
SRV 5k-o	Reproductive Health Services (SRV 5k-o)			
SRV 5k	Coaching Sessions			
SRV 5l	Family Planning Classes			
SRV 5m	Contraceptives			
SRV 5n	STI/HIV Prevention Counseling Sessions			
SRV 5o	STI/HIV Screenings			
SRV 5p-q	Wellness Education (SRV 5p-q)			
SRV 5p	Wellness Classes (stress reduction, medication management, mindfulness, etc.)			
SRV 5q	Exercise/Fitness			
SRV 5r-x	Mental/Behavioral Health (SRV 5r-x)			
SRV 5r	Detoxification Sessions			
SRV 5s	Substance Abuse Screenings			
SRV 5t	Substance Abuse Counseling			
SRV 5u	Mental Health Assessments			
SRV 5v	Mental Health Counseling			
SRV 5w	Crisis Response/Call-In Responses			
SRV 5x	Domestic Violence Programs			
SRV 5y-aa	Support Groups (SRV 5y-aa)			
SRV 5y	Substance Abuse Support Group Meetings			
SRV 5z	Domestic Violence Support Group Meetings			
SRV 5aa	Mental Health Support Group Meeting			
SRV 5bb-ee	Dental Services, Screenings and Exams (SRV 5bb-ee)			
SRV 5bb	Adult Dental Screening/Exams			
SRV 5cc	Adult Dental Services (including Emergency Dental Procedures)			
SRV 5dd	Child Dental Screenings/Exams			
SRV 5ee	Child Dental Services (including Emergency Dental Procedures)			
SRV 5ff-jj	Nutrition and Food/Meals (SRV 5ff-jj)			
SRV 5ff	Skills Classes (Gardening, Cooking, Nutrition)			
SRV 5gg	Community Gardening Activities			
SRV 5hh	Incentives (e.g. gift card for food preparation, rewards for participation, etc.)			
SRV 5ii	Prepared Meals			
SRV 5jj	Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	125		
SRV 5kk-mm	Family Skills Development (SRV 5kk-mm)			
SRV 5kk	Family Mentoring Sessions			
SRV 5ll	Life Skills Coaching Sessions			
SRV 5mm	Parenting Classes			
SRV 5nn-oo	Emergency Hygiene Assistance (SRV 5nn-oo)			
SRV 5nn	Kits/boxes			
SRV 5oo	Hygiene Facility Utilizations (e.g. showers, toilets, sinks)			

		II.) Total Unduplicated Number Served (N)	III.) Total Unduplicated Number Served (N)
SRV 6	Civic Engagement and Community Involvement Services (SRV 6)		
SRV 6a-f	Civic Engagement and Community Involvement Services (SRV 6a-f)		
SRV 6a	Voter Education and Access		
SRV 6b	Leadership Training		
SRV 6c	Tri-partite Board Membership		
SRV 6d	Citizenship Classes		
SRV 6e	Getting Ahead Classes		
SRV 6f	Volunteer Training		
SRV 7	Services Supporting Multiple Domains (SRV 7)		
SRV 7a	Case Management (SRV 7a)		
SRV 7a	Case Management		
SRV 7b	Eligibility Determinations (SRV 7b)		
SRV 7b	Eligibility Determinations		
SRV 7c	Referrals (SRV 7c)		
SRV 7c	Referrals		
SRV 7d	Transportation Services (SRV 7d)		
SRV 7d	Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)		
SRV 7e	Childcare (SRV 7e-f)		
SRV 7e	Child Care subsidies		
SRV 7e	Child Care payments		
SRV 7f	Eldercare (SRV 7g)		
SRV 7f	Day Centers		
SRV 7h	Identification Documents (SRV 7h-j)		
SRV 7h	Birth Certificate		
SRV 7h	Social Security Card		
SRV 7h	Driver's License		
SRV 7k	Re-Entry Services (SRV 7k-k)		
SRV 7k	Criminal Record Expungements		
SRV 7l	Immigration Support Services (relocation, food, clothing) (SRV 7l-l)		
SRV 7l	Immigration Support Services (relocation, food, clothing)		
SRV 7m	Legal Assistance (includes emergency legal assistance) (SRV 7m-m)		
SRV 7m	Legal Assistance		
SRV 7n	Emergency Clothing Assistance (SRV 7n-n)		
SRV 7n	Emergency Clothing Assistance		
SRV 7o	Mediation/Customer Advocacy Interventions (debt forgiveness, negotiations or issues with landlords) (SRV 7o-o)		
SRV 7o	Mediation/Customer Advocacy Interventions		

All Characteristics Report - Data Entry Form

- A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained: 0
- B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained: 0

C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender

- a. Male
- b. Female
- c. Other
- d. Unknown/not reported
- TOTAL (auto calculated)**

Number of Individuals

0

6. Ethnicity/Race

- I. Ethnicity*
- a. Hispanic, Latino or Spanish Origins
 - b. Not Hispanic, Latino or Spanish Origins
 - c. Unknown/not reported
 - TOTAL (auto calculated)**

Number of Individuals

0

2. Age

- a. 0-5
- b. 6-13
- c. 14-17
- d. 18-24
- e. 25-44
- f. 45-54
- g. 55-59
- h. 60-64
- i. 65-74
- j. 75+
- k. Unknown/not reported
- TOTAL (auto calculated)**

Number of Individuals

0

II. Race

- a. American Indian or Alaska Native
- b. Asian
- c. Black or African American
- d. Native Hawaiian and Other Pacific Islander
- e. White
- f. Other
- g. Multi-race (two or more of the above)
- h. Unknown/not reported
- TOTAL (auto calculated)**

0

3. Education Levels

- a. Grades 0-8
- b. Grades 9-12/Non-Graduate
- c. High School Graduate/ Equivalency Diploma
- d. 12 grade + Some Post-Secondary
- e. 2 or 4 years College Graduate
- f. Graduate of other post-secondary school
- g. Unknown/not reported
- TOTAL (auto calculated)**

Number of Individuals

[ages 14-24]	[ages 25+]
0	0

7. Military Status

- a. Veteran
- b. Active Military
- c. Unknown/not reported
- TOTAL (auto calculated)**

Number of Individuals

0

4. Disconnected Youth

- a. Youth ages 14-24 who are neither working or in school

Number of Individuals

--

5. Health

- a. Disabling Condition

Yes	No	Unknown

- b. Health Insurance*

Yes	No	Unknown

*If an individual reported that they had Health Insurance please identify the source of health insurance below.

Health Insurance Sources

- i. Medicaid
- ii. Medicare
- iii. State Children's Health Insurance Program
- iv. State Health Insurance for Adults
- v. Military Health Care
- vi. Direct-Purchase
- vii. Employment Based
- viii. Unknown/not reported
- TOTAL (auto calculated)**

0

All Characteristics Report - Data Entry Form

D. HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type Number of Households

a. Single Person	
b. Two Adults NO Children	
c. Single Parent Female	
d. Single Parent Male	
e. Two Parent Household	
f. Non-related Adults with Children	
g. Multigenerational Household	
h. Other	
i. Unknown/not reported	
TOTAL (auto calculated)	0

10. Household Size Number of Households

a. Single Person	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six or more	
g. Unknown/not reported	
TOTAL (auto calculated)	0

11. Housing Number of Households

a. Own	
b. Rent	
c. Other permanent housing	
d. Homeless	
e. Other	
f. Unknown/not reported	
TOTAL (auto calculated)	0

12. Level of Household Income Number of Households
(% of HHS Guideline)

a. Up to 50%	
b. 51% to 75%	
c. 76% to 100%	
d. 101% to 125%	
e. 126% to 150%	
f. 151% to 175%	
g. 176% to 200%	
h. 201% to 250%	
i. 250% and over	
j. Unknown/not reported	
TOTAL (auto calculated)	0

13. Sources of Household Income Number of Households

a. Income from Employment Only	
b. Income from Employment and Other Income Source	
c. Income from Employment, Other Income Source, and Non-Cash Benefits	
d. Income from Employment and Non-Cash Benefits	
e. Other Income Source Only	
f. Other Income Source and Non-Cash Benefits	
g. No Income	
h. Non-Cash Benefits Only	
i. Unknown/not reported	
TOTAL (auto calculated)	0

Below, please report the types of Other income and/or non-cash benefits received by the households who reported sources other than employment

14. Other Income Source Number of Households

a. TANF	
b. Supplemental Security Income (SSI)	
c. Social Security Disability Income (SSDI)	
d. VA Service-Connected Disability Compensation	
e. VA Non-Service Connected Disability Pension	
f. Private Disability Insurance	
g. Worker's Compensation	
h. Retirement Income from Social Security	
i. Pension	
j. Child Support	
k. Alimony or other Spousal Support	
l. Unemployment Insurance	
m. EITC	
n. Other	
o. Unknown/not reported	

15. Non-Cash Benefits Number of Households

a. SNAP	
b. WIC	
c. LIHEAP	
d. Housing Choice Voucher	
e. Public Housing	
f. Permanent Supportive Housing	
g. HUD-VASH	
h. Childcare Voucher	
i. Affordable Care Act Subsidy	
j. Other	
k. Unknown/not reported	

E. Number of Individuals Not Included in the Totals Above *(due to data collection system integration barriers)*

1. Please list the unduplicated number of **INDIVIDUALS** served in each program*:

Program Name	Number of Individuals

F. Number of Households Not Included in the Totals Above *(due to data collection system integration barriers)*

1. Please list the unduplicated number of **HOUSEHOLDS** served in each program*:

Program Name	Number of Households

January 1, 2021 - December 31, 2021

Agency Name Community Human Services

Expense Categories	Housing and Shelter Services*	Violence Intervention/Prevention**	Total Budget
	\$20,000.00	\$55,000.00	\$75,000.00
Program Personnel and Labor	\$ 16,480.00	\$ 46,174.00	\$ 62,654.00
Taxes and Benefits	\$ 1,520.00	\$ 3,326.00	\$ 4,846.00
Indirect (10% Max)	\$ 2,000.00	\$ 5,500.00	\$ 7,500.00
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Program Total	\$ 20,000.00	\$ 55,000.00	\$ 75,000.00

Budget Narrative

Expense Category	Line Item narrative
Program Personnel and Labor	Staff salaries for approximately 3,300 direct service hours in DAISY, Supervised Visitation, Domestic Violence/Anger Management, Outpatient Mental Health, Safe Place, and Safe Passage programs.
Taxes and Benefits	State Unemployment Insurance at a Salary Factor (SF) of 1.7%, Workers Comp. Insurance, at a SF of 5.02%, & in lieu of Social Security a defined contribution pension plan at a SF of 2.5% for Youth Services employees only
Indirect (10% Max)	This line item includes Administrative indirect costs of 10% or \$7,500.00.

*Funding Source: County HF & DVTF & \$10,000 Homeless Housing Assistance & Prevention (HHAP) Funds

July 1, 2020 - December 31, 2021

Agency Name Community Human Services

Expense Categories	COVID-19 Response		Total Budget
	\$85,000.00		\$85,000.00
Salaries	\$	42,000.00	\$ 42,000.00
Benefits	\$	10,500.00	\$ 10,500.00
Outdoor Furniture & Structures	\$	5,000.00	\$ 5,000.00
PPE & Cleaning Supplies	\$	4,000.00	\$ 4,000.00
Technology for Youth	\$	5,500.00	\$ 5,500.00
Spray Cleaning Machines	\$	4,000.00	\$ 4,000.00
Air Purifiers (CDNB/Safe Place)	\$	2,000.00	\$ 2,000.00
Temperture Screeners	\$	1,000.00	\$ 1,000.00
Plexiglass Dividers	\$	2,500.00	\$ 2,500.00
Indirect Costs (max 10%)	\$	8,500.00	\$ 8,500.00
	\$	-	\$ -
	\$	-	\$ -
Program Total	\$	85,000.00	\$ 85,000.00

Budget Narrative

Expense Category

Line Item narrative

Salaries	COVID-19 impact: Salaries for Street Outreach Counselors (\$34,000) to interact with homeless youth and provide COVID-19 education, distribute PPE, and provide survival aid and safety net services. Salaries for Casa de Noche Buena Shelter Monitors (\$8,000) to help with increased cleaning procedures and sanitization and for janitorial services related to COVID-19.
Benefits	COVID-19 impact: Benefits including State Unemployment Insurance, Workers Comp, and in lieu of Social Security, a pension plan. Benefits are calculated at .25% of salaries (\$42,000 X .25 = \$10,500).
Outdoor Furniture & Structures	COVID-19 accomodations to ensure contuance of services and integration of COVID-19 protocols. Outdoor furniture and structures totalling \$5,000, to allow for in-person, socially distanced services at Casa de Noche Buena and the Seaside Family Service Center.
PPE & Cleaning Supplies	Personal Protective Equipment (PPE) and cleaning supplies related to COVID-19, including gloves, facemasks, wipes and cleaning and disinfecting products.
Technology for Youth	COVID-19 accomodations in response to impact on clients and shelter services, including the integration of COVID-19 protocols. Laptops, desktops, printers, etc. for homeless youth staying with their families at CDNB shelter engaging in remote learning due to COVID-19. Technology equipment would also be purchased to facilitate telehealth and telephone services during COVID-19 in other CSBG funded programs.
Spray Cleaning Machines	Four Spray Cleaning Machines at \$1,000 each to be used at check ins for Casa de Noche Buena, Safe Place and two Family Service Centers for COVID-19 response.
Air Purifiers (CDNB/Safe Place)	COVID-19 Sanatation. Ten air purifiers at \$200 each, to be used in residential rooms and group rooms.
Temperture Screeners	COVID-19 health and shelter protocols. Ten Temperture Screeners at \$100 each, to be used at check-in.
Plexiglass Dividers	COVID-19 Health Protocols. Five plexiglass dividers at \$500 each to be used at front desks.
Indirect Costs (max 10%)	This line item includes Administrative Indirect Costs for 10% of the total contract.

Funding Source: Fed CARES Act CSBG Funds

