

2020-2021 Community Action Plan

California Department of Community Services and Development

Community Services Block Grant



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Purpose

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

Compliance with CSBG Organizational Standards

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

State Assurances

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

Federal Assurances and Certification

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

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

2020/2021 Community Action Plan Checklist

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

- Cover Page and Certification**
- Vision Statement**
- Mission Statement**
- Tripartite Board of Directors**
- Documentation of Public Hearing(s)**
- Community Needs Assessment**
- Community Needs Assessment Process**
- Community Needs Assessment Results**
- Service Delivery System**
- Linkages and Funding Coordination**
- Monitoring**
- Data Analysis and Evaluation**
- Appendices (Optional)**

COMMUNITY SERVICES BLOCK GRANT (CSBG)
2020/2021 Program Year Community Action Plan
Cover Page and Certification

Submission Date:

Agency Contact Person Regarding the Community Action Plan:

Name:	Roger Diefendorf
Title:	Executive Director
Phone:	530-283-2466
Email:	rdiefendorf@plumascdc.org

Certification of Community Action Plan and Assurances

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

Odessie Welch		6-25-2019
Board Chair (printed name)	Board Chair (signature)	Date

Roger Diefendorf		6-25-2019
Executive Director (printed name)	Executive Director (signature)	Date

Certification of ROMA Trainer
(If applicable)

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

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

CSD Use Only:

Date CAP Received:	Date Accepted:	Accepted By:

Vision and Mission Statement

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

1. Vision Statement

Provide your agency's Vision Statement below

The Lassen-Plumas-Sierra Community Action Agency (LPSCAA) creates opportunities for individuals and families to reach their highest level of independence and self sufficiency. LPSCAA is recognized and respected by the public as a community asset that makes a difference in people's lives.

2. Mission Statement

Provide your agency's Mission Statement below:

The Lassen-Plumas-Sierra Community Action Agency works to strengthen the tri-county communities' capabilities to reduce and eliminate poverty by actively engaging a broad network of safety-net providers, organizations and individuals through countywide and regional collaborations that include low-income households, the general community, the business community, the non-profit community, faith-based organizations and agency staff.

Tripartite Board of Directors

(Organizational Standards 5.1, 5.2, CSBG Act Section 676(b) (10))

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

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

1. Describe your agency's procedures for establishing adequate board representation under which a low-income individuals(s), community organization, religious organizations, or

representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on the board (or other mechanism) of the agency to petition for adequate representation. Please place emphasis on the *low-income individuals* on your board.
(Organizational Standards 5.2, CSBG Act Section 676(b) (10))

Plumas County Community Development Commission, the parent organization to Lassen Plumas Sierra Community Action Agency (LPSCAA) and LPSCAA strive to receive input from the low income persons that community action is designed to serve. This is accomplished in a number of different ways. First and foremost under Organizational Standard 5.2, is the existence of low income seats on the Community Action Board which allows for direct input into the CAA Board. In addition, several of the board members are directly involved with organizations that directly serve low income persons. Since LPSCAA is an organization serving the population of three small rural counties, the old adage that everyone knows everyone else's business applies in that board members and those being served generally know who to talk to when there is a problem. However, more formally, LPSCAA Board meetings are open to the public with the time and location noticed in advance of the meeting so that any interested parties can attend. With respect to Organizational Standard 5.2, Board bylaws specify that there are low income seats on the Board from each of the three counties. Board members specifically have input into the development of new programs or the continuation of existing programs and they participate actively in decision making on the individual programs. Low income individuals who believe the LPSCAA program should place more emphasis on a particular area are always welcome to present their views to the board.

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

While Organizational Standard 5.1 applies to the manner in which Tripartite Board members are selected, the response to the question posed in the CAP Template is as follows: LPSCAA has historically been a pass-through agency with the decisions as to which sub-grantees are awarded grants and in what amount being made solely by the board members themselves without recommendation by staff. However, as the Agency moves toward more direct program participation, the Executive Director is leading the board in a new direction. However, it is the board members who are making the actual decisions as to how LPSCAA will function. Board

members have lively discussions at meetings, ask relevant questions and make program and other decisions which staff then carry out.

Since change always is a slow process, as the Agency begins to move in new directions, there is a discussion phase, a planning phase and an implementation phase. The board is involved in the discussion phase, the planning phase and ultimately approves how implementation is going to take place. Board members are therefore involved in each program step. As end of year data come in on programs either funded or administered by LPSCAA, that information is provided to the board and assists in their evaluation of programs with an end of either maintaining a program as it is, modifying it, or terminating that program.

Documentation of Public Hearing(s)

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

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

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

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

Public Hearing

Date: June 24, 2019

Location: 183 W. Main Street, Quincy, CA 95971

Public Comment Period

Inclusive Dates for Comment: June 19-24, 2019

Date	Where (name of newspaper, website, or public place posted)
------	--

When where be the Hearing	6-19-2019	Feather River Bulletin	and was/will Public
	6-19-2019	Indian Valley Record	
	6-19-2019	Portola Record	
	6-19-2019	Chester Progressive	
	6-19-2019	Lassen Times	
	6-20-2019	Mountain Messenger	

Notice(s) published or posted? List the dates and where below:

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

Community Needs Assessment

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

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

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

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

Helpful Resources		
United States Census Bureau Poverty Data click here	State of California Department of Justice Statistics by City and County click here	U.S. Department of Housing and Urban Development Homelessness Assistance click here
Employment Development Department Unemployment Insurance Information by County click here	California Department of Education Facts about California Schools Using DataQuest click here	California Department of Public Health Statistical Data click here

Bureau of Labor Statistics Labor Data click here	California Department of Finance Various Projections/ Estimates click here	Community Action Partnership Community Action guide to develop a CNA click here
A Comprehensive Community Needs Assessment (CCNA) Tool Statistical Data to assist CNA development click here		

Community Needs Assessment Process

(Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4, 3.5)

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

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

Focus Groups	
Asset Mapping	
Surveys	Customer Satisfaction Surveys by subgrantees annually
Community Dialogue	
Interviews	
Public Records	N/A

Date of most recent completed CNA:

5/30/2019

Date CNA approved by Tripartite Board (most recent):

(Organizational Standard 3.5)

6/25/2019

Your responses to the questions below should describe how the agency ensures that the CNA reflects the current priorities of the low-income population in the service area, beyond the legal requirements for a local public hearing of the CAP. Please be specific.

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

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

Organizational Standard 2.2 for public agencies provides, “The department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.” In the last round of the Community Needs Assessment, LPSCAA sent out copies of the needs assessment to all different sectors of the community including fire departments, all churches in the community, all schools, public and private sector organizations. Board members were going to get surveys out to various community service agencies. With all of that intensive effort, responses were minimal from many sectors except where LPSCAA staff directly went out to food banks to obtain input prior to initiating the Community Food Program or where board members directly surveyed low income participants. Discussions in board meetings have led to acceptance that direct interviewing may obtain the best survey results. However, LPSCAA staff consists of one half-time CAA coordinator and the Executive Director for Plumas County Community Development Commission who is responsible for a half dozen programs in addition to community action. Future community needs assessments may attempt to enlist the assistance of a sociology class from the two community colleges.

Of the low income persons who were surveyed, more jobs was the highest priority followed by financial aid for school and vocational education and certificates and having enough food to get through the month. Little difference can be distinguished between other sectors with primary needs being affordable child care for health care or while parents are attending school, more vocational education, care givers for seniors, affordable housing, homeless shelters, removal or repair of substandard housing, more and higher paying jobs, more youth programs and more affordable transportation.

The board members from each county are the ones who make the decisions on what programs to fund. In making these decisions, in addition to considering the material in the needs assessment, the board members utilize a scoring sheet that considers need, prospective services from each applicant as described in their proposal, organization capacity, success rate, and cost effectiveness.

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

Lassen, Plumas and Sierra Counties are the three counties that make up the LPSCAA service area. While differing somewhat in detail, there are more similarities than differences between the three counties in terms of causes of poverty. Geographically, all three counties are rural Northern California mountain counties with relatively small population centers and all three counties are located substantial distances from any major population center. However, candidly, we must say that Sierra County's eastern boundary lies somewhat geographically close to Reno, Nevada. This, however, does not contribute dramatically to the Sierra County economy since much of this area lies in rugged winter snow covered mountainous areas of the Sierra Nevada.

All three counties are suffering from a declining population and an aging population. Job growth is expected to be slow leading to economic stagnation with a loss in certain jobs. Government employment is the major income source in each of the three counties with prison employment making up a substantial income source in Lassen County and teacher salaries making up a substantial income source in Sierra County. Each of the three counties lag far behind the average California projected per capita income with Sierra County lagging \$20,000.00 behind the state average, Lassen County lagging nearly \$20,000.00 behind and Plumas County lagging approximately \$10,000.00 behind the state projected per capita income. For example, Lassen County is projected to have an increase of between 10 and 20 new jobs each in the health care, education and wholesale/retail trade. However, during the same 2017-2022 period there is a projected loss of nearly 40 jobs. During nearly the same forecast period, Sierra County is projected to build approximately six new homes which means there is little construction industry.

The three counties historically had economies based on timber, mining and cattle. To a substantial extent the timber industry has declined, mining income is a thing of the past and that leaves a cattle and hay industry that cannot support an economy by itself. There is a tourist industry, however, that is mostly seasonal and had not developed to the extent that it is a major industry. The reality

for those persons who do not work in government or in professional jobs, is there are few jobs and they do not pay what comparable work is in metropolitan areas. An aging and declining population in economies with few jobs means that many of the persons left are left with low incomes or, worse, in poverty.

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

LPSCAA has collected customer satisfaction data through questionnaires which were distributed to sub-grantees and then either handed out to their clients or in some cases the sub-grantee used more of an interview format in order to get the most accurate answers and record those answers when clients may not have had the level of reading ability to adequately respond. The responses to those questionnaires were analyzed and tabulated. The LPSCAA Board has been involved in designing and in some cases administering various questionnaires as well as discussing results.

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

LPSCAA is too small an agency and does not have the ability to independently identify and track data specific to poverty and its prevalence related to gender, age, and race/ethnicity for our service area. Therefore, we must rely on data available from internet sources. LPSCAA has relied upon that data which is available on Data USA which provides the various break downs by gender, ethnicity, etc.

For Lassen County the data are as follows: 14.6% of the population for whom poverty status is determined in Lassen County, CA (3.16k out of 21.6k people) live below the poverty line, a number that is higher than the national average of 13.4%. The largest demographic living in poverty are Males 55 - 64, followed by Females 45 - 54 and then Males 6 - 11. Hispanics make up about ten percent of the poverty population in Lassen County.

For Plumas County the data are as follows: 13.3% of the population for whom poverty status is determined in Plumas County, CA (2.44k out of 18.4k people) live below the poverty line, a number that is lower than the national average of 13.4%. The largest demographic living in poverty are Males 55 - 64, followed by Females 55 - 64 and then Females 25 - 34. With respect to ethnicity the poverty population is mainly Caucasian with a very small number of Hispanic and other races.

The following data are representative of Sierra County: 12.3% of the population for whom poverty status is determined in Sierra County, CA (351 out of 2.86k people) live below the poverty line, a number that is lower than the national average of 13.4%. The largest demographic living in poverty are Females 55 - 64, followed by Males 55 - 64 and then Males 45 - 54. Sierra County ethnicity is also predominately Caucasian.

For all three counties there are data by census tract as well, except that Sierra County is one census tract to its own.

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

Quantitative and qualitative data utilized in the Community Needs Assessment process was the result of an extensive board process in which draft Needs Assessments were circulated among board members, revisions were made and a final draft Needs Assessment was presented to staff and other board members. Final drafts were approved by the board and much of the Needs Assessment was actually conducted by board members as well sub-grantees who have direct client contact.

The Needs Assessment covered education, health care services, housing, employment, enrichment and transportation. Respondents rated child care as the area most needed in education and in health care. The second highest need in health care was getting enough food followed by care for seniors and child care. The housing questions rated affordable housing at the top of the list followed by homeless shelters and removal/repair of housing. The employment questions rated higher paying jobs as the number one priority followed by more jobs and skill building classes. For enrichment, the highest rated needs were youth programs followed for services for children. The transportation questions rated need for lower gas prices as the number one priority followed by assistance with auto repair and affordable transportation options.

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

LPSCAA analyzes the information generated by the Community Needs Assessment first for the type and priority of needs expressed in the assessment and then by the ability of LPSCAA to realistically meet those needs either directly or through its sub-grantees.

For instance, one of the needs expressed in the Transportation Section is that there be lower gas prices. While that may be a desirable goal, it is also something that the program has absolutely no ability to change and, therefore, it is an item that cannot be fulfilled in any way by the agency. Since the agency cannot do anything with respect to that issue, it must simply be noted with no attempt to act upon the issue.

With respect to the issues raised upon which LPSCAA has some control, the board specifically considers the issues raised in the Community Needs Assessment when making its awards to sub-grantees. In addition, in the health care questionnaire, getting enough food to eat to get through the month was a high priority. LPSCAA, with board direction and approval has begun a community food program which is going to provide fresh produce to low income persons. It is important to note that this is not just providing “food” to low income persons since much of the food bank fare is processed foods which have been identified as having limited real nutritional value, but the program is growing and distributing produce which is designed to have a positive benefit on health.

Consistent with Organizational Standard 1.1, the input of low income members of the board was part of the discussion and board decision to begin the implementation of the community food program.

Community Needs Assessment Results

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

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

Needs Table

Needs Identified	Integral to Agency Mission (Yes/No)	Currently Addressing (Yes/No)	Agency Priority (Yes/No)
Creating Jobs	Yes	Yes	Yes

Getting Enough Food	Yes	Yes	Yes
Affordable Child/Senior Care	No	No	No
Higher Paying Jobs	No	No	No
Affordable Housing	Yes	Yes	Yes

Needs Identified: list the needs identified in your most recent Needs Assessment.

Integral to Agency Mission: indicate yes/no if the identified need aligns with your agency mission.

Currently Addressing: indicate yes/no if your agency is already addressing the identified need.

Agency Priority: indicate yes/no if the identified need will be addressed either directly or indirectly.

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

(CSBG Act Section 676b(3)(B),(5), State Assurance 12760)

With respect to the needs marked “no” in the Agency Priority, the needs were identified through surveys and are “having affordable child/senior care” and “higher paying jobs.” The gap exists with respect to senior care because there is an aging population which means that there are more aging people than there are potential care givers. The community does not maintain a vibrant economy which means that many services such as child care, as well, are not available or if they are available, there is insufficient funding for those services.

Higher paying jobs are a function of a growing economy and economic development which is a goal of Plumas County Community Development Commission, which is the parent agency of LPSCAA. However, economic development becomes elusive in a geographically remote portion of the state because of transportation, funding and distance issues. LPSCAA is addressing the issue of creating jobs but higher paying jobs have to be preceded by more jobs.

LPSCAA will not be attempting to coordinate those services which are identified as lacking because there is insufficient agency time or funding to address those issues at this time.

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

Priority Ranking Table

Agency Priorities	Description of programs/services /activities	Community/Family & Individual	Indicator/Service Category (CNPI, FNPI, SRV)
1.Getting Enough Food	Growing produce/food bank, 35 clients; summer seasonal	Family	FNPI
2.Creating Jobs	Vocational Education; 15 clients; summer seasonal	Individual	FNPI
3.Affordable Housing	Coordinating with the County for future funding through updating housing element; clients currently undetermined; timeframe ongoing	Community	CNPI
4.			
5.			

Agency Priorities: Stack rank your agency priorities with the top priority ranking #1.

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

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

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

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

Reporting Strategies Table

Indicator/ Service Category (CNPI, FNPI, SRV)	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
FNPI	Number of families served	Load sheets/food distribution documents; collected by farm managers/food bank manager. Load sheets document produce delivered (internal); distribution documents record number of families served (external).	Weekly in season
FNPI	Post program questionnaire	Participant pre and post test to be collected by instructors (internal) post program follow-up (external)	Semi annually

CNPI	Successful completion of housing element	State notification (external)	Successful affordable housing programs are dependent upon new state funding. Funding is not available to counties unless the housing element has been updated. Therefore, precise affordable housing outcomes can only be reported prospectively.

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

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

Data Source, Collection Procedure, Personnel: Describe the source of data, how it is collected, and staff assigned to the task(s). Be specific and provide detail for activity both internal and external to the agency.

Frequency of Data Collection and Reporting: Describe how often data is collected and reported internally and externally. Include documentation available.

Service Delivery System

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

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

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

As a pass-through agency, LPSCAA funds many different programs in its three different counties. In so doing, similar services may be offered in two or more of the three counties. However, the organizations and agencies funded by LPSCAA all enhance other programs within that county and because of large geographic distances within each of the three rural counties there is no duplication. Since these are rural counties, there are small concentrations of population with many miles of forest or, in some cases, mountains in between. For instance the Westwood Family Resource Center in Westwood, Lassen County provides a food pantry every other week and the Salvation Army in Susanville, Lassen County provides food to low income people in Susanville. However, there is some twenty miles distance through forest and mountain roads between the two, so no one

from one site would be obtaining food from the other site.

LPSCAA supports a vast array of services that promote the achievement of self-sufficiency, including self-sufficiency for families and individuals transitioning from State programs, through our CSBG-funded community partners. Activities include crisis intervention and emergency food security services, and youth development/mentoring and educational programming. Many services provided by community partners offer resource and referral information to program participants to access community partner programs. LPSCAA strives to attain an adequate education and improve the literacy skills of low-income families through resource centers and after school programs.

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

a. Plumas County Community Development Commission (PCCDC) and LPSCAA's service delivery has to be bifurcated into two separate areas: PCCDC provides direct assistance with CSBG funding for weatherization and energy assistance and LPSCAA's service delivery is indirect through its sub-grantees.

For direct service delivery, the Agency representative travels to outlying areas when necessary in order to adequately serve our rural populations.

Each of the approximately 30 sub-grantees has its own method of service delivery depending on the type of service provided and the geographic area served.

b. While the changes have not yet taken place, the Agency's recent satisfaction survey and Community Needs assessment are providing data to help the Agency to improve both internal and external service delivery. LPSCAA staff has been working with the tri-partite board, which makes the grant awards, to broaden the board's horizons from a strictly pass-through agency to one which leverages its resources into providing a greater variety and greater level of monetary support to its programs.

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

LPSCAA is an independent program of the Plumas County Community Development Commission and Housing Authority, the agency that provides a variety of rental subsidy programs (Public Housing, Section 8 Voucher Program, Multi-Family Housing, Family Unification Program (FUP) vouchers and the Rural Development 515 rental programs). LPSCAA further supports programs that provide emergency and transitional housing activities to assure individuals and families are safe from homelessness.

Services to assist low-income people obtain and maintain adequate housing and a suitable living environment are led by Plumas Crisis Intervention & Resource Center in Plumas County, High Sierras Family Services in Sierra County, and Crossroads Ministries in Lassen County. Each of these programs provides homeless prevention services through rent and utility assistance, emergency motel sheltering (Lassen & Plumas), assistance with rent deposits (Lassen & Plumas) and case management services. Lassen Family Services and Plumas Rural Services provide shelter programs for victims of domestic violence and assist clients in transitioning to permanent housing. Housing and homeless funding in the Tri-County area has been significantly reduced over the past two years. Programs work with Community Development Section 8 services to help low-income residents with housing vouchers as well as gaining access to supportive housing units. Plumas County Community Development Commission utilizes a federal Family Unification Program (FUP) grant to provide dedicated housing vouchers to foster youth transitioning from care in the Plumas, Lassen and Tehama County areas. Affordable housing options in the region are limited and programs provide support and case management services to homeless and transitioning residents to secure permanent housing. Programs maintain strong relationships with local landlords to assist clients.

LPSCAA provides funding and program and fund development (grant writing) services to a variety of organizations that provide emergency assistance to low-income families and individuals. PCCDC operates the LIHEAP Program for Plumas and Sierra Counties providing energy and utility assistance to low-income clients.

Plumas Crisis Intervention & Resource Center (PCIRC) is located in Quincy and operates three additional Wellness and Resource Center sites in Chester, Greenville and Portola. The agency provides a complete suite of emergency services including emergency shelter, food vouchers, clothing, case management, peer counseling and rent/utility/deposit assistance. PCIRC operates the Rape Crisis Center and Rape Prevention Programs for Plumas and Sierra Counties. The agency operates the Plumas CASA (Court Appointed Special Advocate) Program and the Independent Living Skills Program for foster youth. PCIRC has operated the 24-Hour Crisis Line for Plumas and Sierra Counties since its inception in 1983. The agency serves as the fiscal agent for the local food bank, Community Assistance Network as well and the Quincy Community Supper Program.

Plumas Rural Services (PRS) operates the Domestic Violence Services and Shelter program in Plumas and

Sierra Counties. The program provides support to victims of violence through emergency services, counseling, legal support and court advocacy. Transitional services for victims are also available. The agency also operates the Child Abuse Treatment Program for each county.

In Loyalton, the Sierra County Child Abuse Council and High Sierras Family Resource Center provide homeless prevention services in Sierra County through utility and rent assistance services. The agency also operates an onsite emergency food pantry and commodity distribution for the county. An array of home visiting, youth development and child safety programs are also available at the FRC.

In Lassen County, Crossroads Ministries serves breakfast and lunch six days a week, provides emergency food baskets and a clothing closet at the Family Resource Center site. The program also operates several homeless and transitional housing sites with support services. Crossroads operates a homeless prevention program through rent and utility assistance, transportation services and access to benefits support. The agency serves a large number of Veterans and Hispanic/Latino families.

Lassen Family Services provides a 24-Hour Domestic Violence/Sexual Assault Crisis Line. Agency programs include the Lassen Court Appointed Special Advocate Program, Domestic Violence and Sexual Assault Rape Crisis Counseling and intervention, legal aid and court advocacy, emergency shelter and transitional housing for victims, Child Abuse Treatment Program (CHAT), emergency food and clothing, transportation and other emergency and intervention services.

Communities United for Children and Families operates two Family Resource Centers in the remote Lassen County communities of Westwood and Herlong. Services at these sites offer emergency food pantries, commodity distribution, case management and emergency services, family and youth programming and resource and referral supports. These FRC sites are vital to their regions as they are the only programs available to low-income residents, seniors and children. Many participants lack transportation or access to any outside services and rely heavily on staff at these family resource centers for support.

Linkages and Funding Coordination

(Organizational Standards 2.1-2.4)

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

(State Assurance 12747, 12760, 12768)

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

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

There is no formal coalition of social service providers in the three county geographic area served by LPSCAA. LPSCAA funding represents a small portion of the revenue provided to each agency supported by LPSCAA. While each of the three counties in this regional community action agency is geographically separated and operates under three different county governments, LPSCAA does provide some coordination between certain programs between counties.

Organizational Standard 2.1 for public agencies provides:

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

Because LPSCAA is the funding agency for programs in its three county area, LPSCAA demonstrates partnerships with other anti-poverty agencies. Specifically, LPSCAA has low income food partnerships with agencies in all three counties with food banks, meals for low income and senior meals. LPSCAA partially funds resource centers in all three counties; specifically LPSCAA funds Plumas Crisis and Resource Center in Plumas County which has resource centers in three other locations in Plumas County, Westwood Family Resource Center and Fort Sage Family Resource Center in Lassen County and High Sierra Family Resource Center in Sierra County.

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

Most of the legal relationships LPSCAA has with other agencies are a contractual relationship between LPSCAA and its sub-grantees.

However, as LPSCAA moves forward with its community food project, LPSCAA is currently entering into a MOU with Plumas County Department of Behavioral Health for its Transition Age Youth program in which participants in that program will receive vocational training regarding common tasks and best management practices relating to sustainable and ecological farming.

3. Describe how your agency utilizes information gathered from key sectors of the community:

- a. Community-Based
- b. Faith-Based
- c. Private sector (local utility companies, charitable organizations, local food banks)
- d. Public Sector (social services departments, state agencies)
- e. Educational Institutions (local school districts, colleges)

Describe how your agency will coordinate and partner with other organizations in your service area.(Organizational Standard 2.2, CSBG Act Section 676(b)(3)(C), (9))

Data is used to support multiple activities, including:

- Program Design: LPSCAA uses the quantitative and qualitative data collected as part of its Community Needs Assessments to identify service gaps and needs.
- Performance Monitoring: LPSCAA staff review program and financial data as a part of their ongoing monitoring activities.
- Reporting Progress: LPSCAA uses data to report on the progress of its programs in serving low income individuals, families and communities within the Tri-County region.
- Evaluation: LPSCAA monitors key performance measures to get a snapshot of how the services provided are supporting regional goals and meeting CSBG National Performance Indicators. Data including the Community Needs Assessment is utilized by staff to guide the LPSCAA Board in making current funding decisions.

4. Describe how services are targeted to low income individuals and families and indicate how staff is involved, i.e. attend community meetings, I&R, etc. Include how you ensure that funds are not used to duplicate services.
(CSBG Act Section 676(b)(3)(C), 676(b)(9), State Assurance 12760)

Each of the sub-grantees funded through LPSCAA has its own mission and its own set of clientele which it serves. While LPSCAA may fund similar programs in each of the three counties served by the agency, there is no overlap in services because geography creates a barrier to low income people receiving the same services in different counties. Within the sub-grantee programs, each program has to document that the services provided are unduplicated services. That is one of the items checked during onsite monitoring visits.

Services are targeted to low income persons in some cases because the services are services which only the low income would need such as food banks, homeless services, daily meals or assistance in writing resumes and looking for employment. In other cases such as domestic violence services, while the likelihood is that victims of domestic violence may be low income, those persons can only receive CSBG funded services if they meet income criteria. Sub-grantees are required to do income verification prior to providing LPSCAA funded services.

Agency staff is only directly involved in the Community Food Program which LPSCAA has begun in

2019. In that case staff regularly attends Community Food Council meetings, other meetings with collaborating agencies such as the community college, county behavioral health agency, county public health and the Resource Conservation District to name a few. These meetings are to develop the Community Food Program, report on its progress and to plan collaborative efforts with the various cooperating agencies and organizations.

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

N/A

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

LPSCAA has consistently utilized a portion of its CSBG/CAA funding for the purpose of grant writing and over the years has been able to obtain substantial additional funding for various organizations within the tri county geographical area served by LPSCAA.

LPSCAA continues this tradition of grant writing in order to leverage funding to increase and support its programs. With LPSCAA's newest Community Food Program, LPSCAA will continue looking to support and grow this program into a more regional program. There are substantial funding opportunities for sustaining food programs and many of those are open only to non-profit organizations. Therefore, LPSCAA's parent organization, Plumas County Community Development Commission intends to establish a non-profit corporation in order to take advantage of the additional funding opportunities which are available to non-profits.

This is part of a continuing strategy on the part of LPSCAA to provide funding outside of the CAA funding stream in the event that CAA funding should be reduced.

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

Each sub-grantee has its own manner of documenting the hours of volunteer participation. As for this agency's new Community Food Program, our agency has tracked numbers of volunteer hours spent in developing the program. These hours include many preliminary hours spent by Master Gardeners in developing the program with staff, other volunteers and contract consultants to the program. The hours are tracked by number of meetings attended, number of hours volunteers have helped in setting up fencing and preparing the fields for planting. In addition, donated materials have been tracked for both the "farming" project and for the community garden.

The Community Food Project has been communicated to the community through outreach related to the College Eco Farm Certificate Program, through presentations in the local food council, by articles in the newspaper, through a donation program at the local natural foods co-op and by word of mouth in the community. People who hear about the program have expressed interest and excitement that this agency is involved in promoting a food program for the community and particularly for the low income segments of the community.

Subgrantees have communicated their message through social media, flyers and ads in the newspaper. Utilizing these sources of advertising has made the community aware of services and brought them together for community meals and fundraising activities.

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

A number of programs funded by LPSCAA currently and in the past address the needs of low-income youth and provide case management, mentoring, life skills/budgeting and other direct supportive services. With LPSCAA's support, including our grant writing activities over the years, agencies have had an increased opportunity to create both collaborative and innovative programs designed to address the gaps and unmet needs of high-risk youth. These include the Family Unification Voucher Program, which has been primarily used for foster youth transitioning from the dependency system; the Independent Living Program; Horses Unlimited and Feather River Equine Therapy; dramaworks programs for youth education through theater and teen health peer leaders; "Summer Splash" swim lessons and family passes for low-income youth; High Sierra Family Services' "homework club"; Mentors Bridging Access for foster youth; Lassen & Plumas Counties Court Appointed Special Advocate Programs; BabyPacks & KidSacks providing duffle bags filled with emergency clothing, hygiene and comfort supplies for children spending their first night in foster care; Children's Services Plus offering foster youth access to emergency health needs and enrichment activities; Portola Junior/Senior High School's Culinary and Performing Arts Programs offering educational enrichment activities for youth; and many others.

LPSCAA provides funding to support before and after school services for youth. Enrichment activities for children and youth include access to outdoor recreation, sports, pool safety, music,

dance and theater.

Most recently with LPSCAA's new Community Food Program, LPSCAA will be providing training opportunities to young people engaged in the county behavioral Transitional Age Youth program. These young people will have the opportunity to learn about growing produce from the planting stage through harvesting and also how to interact with the public in marketing produce through the local farmer's market. In addition, some of the Transitional Age Youth participants have the opportunity to learn some landscaping skills in preparing the local farmer's market site.

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

Historically, LPSCAA has funded various organizations that assist low income persons in preparing for jobs either by improving their literacy, assisting with preparing resumes, assisting persons to find jobs or training through Workforce Development and other local organizations but LPSCAA has not previously directly funded employment training programs.

With the advent of the Community Food Program, LPSCAA is becoming involved in the beginning stages of employment training. LPSCAA has been collaborating with Feather River College, a local community college, on their Eco Farm Certificate which is in its first year at the college. The Eco Farm Certificate program is a one year program teaching students the techniques necessary to successfully grow and market produce in the climate in which the LPSCAA counties are located or in similar climates. The curriculum was designed with local farmers to create the optimal combination of classroom activities and practical, hands-on learning opportunities in a supportive environment. Over the course of a year, the class will focus on:

- Ecological production methods
- Techniques for high-altitude, diversified crop production and season extension
- Marketing and business management skills

- Small farms as a tool for positive social, economic and environmental change

By the end of the certificate, students will have the skills to confidently operate a sustainable, small-scale farm and pursue careers in agriculture and food systems.

LPSCAA has assisted the college in its outreach for this program and has various low income people engaged in the Community Food Program through a Community Supported Agriculture produce box program with county public health, a Transitional Age Youth program through county behavioral health and other organizations. Participants in the Community Food Program will be learning how to plant, grow and harvest produce. These are skills that could lead to employment on a small farm or in the produce department of a grocery store or super market. It is anticipated that exposure to this through the Community Food Program will create the interest in some of those participants to continue in the college Eco Farm Certificate program where they will be challenged at a higher educational level. It is noteworthy that some of the same college class instructors are also directly involved in teaching participants in the Community Food Program and the college classes are also learning on the community farm site.

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

LPSCAA is very good at providing emergency supplies, services and nutritious foods to low income individuals. To name just a few, Salvation Army, Cross Roads Ministry, Westwood Family Resource Center, Lassen-Modoc Food Bank in Lassen County, Plumas Crisis and Intervention Center (PCIRC) and three resource centers in Plumas County managed by PCIRC as well as Incorporated Senior Citizens of Sierra County and XXX all supply emergency food and other supplies to those persons in need. This includes emergency food boxes, food pantries that operate on a regular schedule each week or each two weeks. Nearly every recipient of LPSCAA funds has either emergency supplies or emergency food which is available to low income persons. In addition, LPSCAA's new Community Food Program is adding regular fresh produce in season to the fare that is available through our local food banks. The long-range goal for the program is to be able to grow produce during much of the season but being that this is the first year of the program and the LPSCAA region lies in an elevated portion of the Sierra Nevada range which has late spring and early fall frosts, development of covered growing areas will have to come as a second phase of the program

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

LPSCAA covers a three-county area in the geographically remote Sierras of Northern California. Organizations within that three county area are funded by various sources besides LPSCAA. Within that three county area LPSCAA strives to ensure coordination between programs and to ensure no duplication of services in the various geographic areas within each county. Geographic remoteness requires that different similar services may be provided in the same county but in different areas within the county. Emergency energy services are provided by CSBG funding through LPSCAA's parent organization, Plumas County Community Development Commission (PCCDC). Those services are provided in Plumas and Sierra Counties and consist of emergency utility assistance and also weatherization in those two counties. PCCDC does not operate in Lassen County except as the Housing Authority for that county, but does not provide energy assistance in Lassen County. However, weatherization services are provided in Lassen County by a separate entity in that county. In

addition, LPSCAA does provide funding to the Salvation Army in Lassen County. Salvation Army provides emergency energy assistance through the Susanville Utility Assistance Program.

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

As described elsewhere in this Community Action Plan, LPSCAA has begun the innovative Community Food Program which initially seeks to provide potential employment training to low income persons and provide nutritious fresh produce to local food banks. The program is collaboration throughout the three counties with its beginning in Plumas County where the Feather River College Eco Farm Certificate program is also just beginning its first year. Timing is everything and with the College beginning its first year and the Community Food Program beginning its first year there are great opportunities for cross fertilization and collaboration, not just between these two entities but collaboration with many different public and private agencies as well. In addition, the Community Food Program has created substantial excitement within the community which is candidly unusual for a government grant funded program. Many volunteer hours were expended by persons within the community in planning and putting together the beginnings of the Food Program. One of the collaborations is with the county public health department and seeks to not only provide nutritious fresh produce to low income people, but to provide nutrition education and education on how to prepare the produce which is being provided. Properly grown produce generally has flavors that are not encountered in super market produce and this is one of the elements of seeking to get children interested in eating a healthy and nutritious diet. Healthy and tasty food benefits families in many ways and has the potential to help strengthen families.

The Community Food Program is incredibly fortunate to have the consultation and direction of three women who share years of agriculture, nutrition and education experience both in this country and in agricultural programs in other countries around the world. These women come to us with

masters degrees and years of experience in their fields. In addition, they have experience in grant writing and are at the time of this writing preparing grant applications to grow and sustain this innovative program.

Monitoring

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

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

Since LPSCAA has historically been a pass-through agency, most of the direct service is accomplished by sub-grantees.

LPSCAA monitoring protocol provides that twenty-five per cent of the agency's sub-grantees are to receive onsite monitoring each year. Onsite monitoring involves a tour of the sub-grantee organizations' facilities, examples of the kinds of services provided, discussion of number of volunteers an organization has and often, the opportunity to talk with recipients of the organization's services. LPSCAA samples intake forms and assures that the organization is following current financial eligibility standards. With new reporting requirements, LPSCAA will also be looking at documentation of baseline data on an organization's clients and outcomes achieved.

In addition to onsite monitoring, because LPSCAA operates in small rural communities, individual board members from each county are familiar with the programs carried out by LPSCAA sub-grantees in their communities and in situations where an organization may be having fiscal or other difficulties, the board member may be involved in assisting the organization, or in notifying LPSCAA staff of a situation that needs to be addressed.

As LPSCAA transitions some funding streams into agency administered programs, LPSCAA staff are directly involved in those programs and have day-to-day oversight of those programs.

Fiscal integrity is maintained through analysis of sub-grantee's semi-annual and annual reports and the onsite monitoring as described above.

2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency and type (i.e., onsite, desk review, or both)

Because LPSCAA is still mainly a pass-through agency most monitoring is conducted as described in Discussion Number One, above.

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

OMB Circulars 110, 122 and 102 which applies to state and local governments are the standards that apply to how the agency ensures that cost and accounting standards of the Office of Management and Budget are maintained. OMB Circular 110 specifically states it does not apply to state and local governments and LPSCAA is a governmental agency. Therefore the provisions of OMB Circular 102 apply to LPSCAA.

In general, the OMB requirement is that the agency report whether accounting is to be on a cash or accrual method, and that cost reporting principles of OMB Circular A 87 pertaining to direct and indirect costs be complied with.

LPSCAA maintains a financial department headed by a Finance Director and staffed by other accounting personnel. This agency is responsible for cost accounting of an annual budget of close

to six million dollars funded through the State of California, USDA and HUD. All accounting practices are in conformity with the various state and federal requirements of each program. In addition, LPSCAA's parent agency, Plumas County Community Development Commission and Housing Authority has an annual audit performed by an outside CPA auditing firm. LPSCAA's accounting standards maintain all standards required by the various OMB Circulars.

Data Analysis and Evaluation

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

1. Describe your methods for evaluating the effectiveness of programs and services, including the frequency of evaluations.
(Organizational Standard 4.3)

The LPSCAA method for evaluating the effectiveness of programs and services is based on Organizational Standard 4.3, which provides in part as follows:

“The department’s Community Action plan and strategic plan document the continuous use of the full Result Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation. “

Except for the new food program which LPSCAA is directly administering, LPSCAA program funding is directly decided upon by the board. In making their decisions, the board utilizes a ROMA check list which entails the review of the Needs Assessment, evaluation of available resources and program effectiveness.

A logic model can be established utilizing the top three to five needs identified in the Needs Assessment followed by projected outcomes and prospective services with a determination of outcome indicators and how those indicators are to be measured along with how the outcomes are to be evaluated.

Absent particular need for more frequent monitoring or evaluations, the monitoring and evaluation will be carried out in accordance with the LPSCAA established schedule.

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

Organizational Standard 4.4 provides:

“The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action plan.”

Since LPSCAA is a very small organization and its Tripartite board is engaged and involved in the ongoing LPSCAA programs, the board is involved on progress and strategies at almost every board meeting. However, LPSCAA staff which makes up meeting agendas ensures that progress of strategies is included on the meeting agenda annually so that we have documentation of that communication.

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

LPSCAA has made a substantial change to improve service delivery based on an analysis made of local needs. Local food banks regularly have amounts of prepared food available for their clients. However, there are many health reasons why humans should not rely strictly on prepared foods. Food banks do also receive produce from time-to-time but it is often a one-time delivery of what happens to be available such as 200 pounds of lettuce which may be at the end of its shelf life and may be too large a quantity for the food bank to distribute before it goes bad. Therefore, based on the analysis of needs, LPSCAA was able to begin a community food program as a collaboration with many other agencies and organizations. The program is going to be able to provide training to low income youth who are being case managed by the county behavioral health agency, provide fresh produce to low income individuals who will receive fresh produce boxes weekly in season on a sliding scale where they can contribute units of labor in return for a reduced cost for their produce and provide fresh produce to local food banks. LPSCAA has also taken over sponsoring the local farmer's market with an objective of not only being able to offer some training to low income individuals on how to meet the public and interact with the public in selling produce, but this sponsorship will give our community action agency more public recognition within the community as well

In addition, LPSCAA has had some of the smaller grant sub-grantees withdraw from funding requests. This will result in larger grant amounts to help in other areas where funding may be needed. This will also give the Tri Partite board the ability to redirect funding toward new areas identified in the Needs Assessment

Appendix A

Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

CATEGORY ONE: CONSUMER INPUT AND INVOLVEMENT

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

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

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

CATEGORY TWO: COMMUNITY ENGAGEMENT

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

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

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

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

CATEGORY THREE: COMMUNITY ASSESSMENT

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

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

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

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

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

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

VISION AND DIRECTION

CATEGORY FOUR: ORGANIZATIONAL LEADERSHIP

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

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

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

CATEGORY FIVE: BOARD GOVERNANCE

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

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

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

Appendix B

State Assurances

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

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

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

Appendix C

Federal Assurances and Certification

CSBG Services

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

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

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

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

Needs of Youth

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

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

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

Coordination of Other Programs

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

Eligible Entity Service Delivery System

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

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

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

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

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

Eligible Entity Emergency Food and Nutrition Services

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

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

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate system

676(b)(12) “An assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and

[describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

Appendices (Optional)

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