

2026/2027 Community Needs Assessment and Community Action Plan

Plumas County Community Development Commission & Housing Authority



[Insert

Agency Logo]



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Introduction

The Department of Community Services and Development (CSD) has developed the 2026/2027 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) Service Providers network. CSD requests agencies submit a completed CAP, including a CNA, to CSD on or before **June 30, 2025**. Changes from the previous template are detailed below in the “What’s New for 2026/2027?” section. Provide all narrative responses in 12-point Arial font with 1.15 spacing. A completed CAP template should not exceed 65 pages, excluding the appendices.

Purpose

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

Federal CSBG Programmatic Assurances and Certification

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

State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies’ CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and program performance improvement. A list of the applicable State Assurances is provided in this template. CSBG agencies should review these assurances and confirm that they are in compliance. Signature of the board chair and executive director on the Cover Page certify compliance with the State Assurances.

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 the Organizational Standards. A list of Organizational Standards that are met by an accepted CAP, including a CNA, are found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New for 2026/2027?

Due Date. The due date for your agency's 2026/2027 CAP is June 30, 2025. However, earlier submission of the CSBG Network's CAPs will allow CSD more time to review and incorporate agency information in the CSBG State Plan and Application. CSD, therefore, requests that agencies submit their CAPs on or before May 31, 2025.

ROMA Certification Requirement. CSD requires that agencies have the capacity to provide their own ROMA, or comparable system, certification for your agency's 2026/2027 CAP. Certification can be provided by agency staff who have the required training or in partnership with a consultant or another agency.

Response and Community Awareness. The questions pertaining to Diversity, Equity, and Inclusion (DEI) and disaster preparedness have changed slightly. For 2026/2027 CSD is asking agencies to confirm whether they have a DEI and/or disaster plan in place. If your agency does not have one or both plans in place, you are asked to consider what steps your agency will take to develop and implement a DEI and/or disaster plan in the coming two years.

Federal CSBG Programmatic and State Assurances Certification. In previous templates, the federal and state assurances were certified by signature on the Cover Page and by checking the box(es) in both federal and state assurances sections. In the 2026/2027 template, CSD has clarified the language above the signature block on the Cover Page and done away with the check boxes. Board chairs and executive directors will certify compliance with the assurances by signature only. However, the Federal CSBG Programmatic Assurances and the State Assurances language remain part of the 2026/2027 template.

Other Modifications. The title page of the template has been modified to include your agency's name and logo. Please use this space to brand your agency's CAP accordingly. CSD has also added references to the phases of the ROMA Cycle i.e. assessment, planning, implementation, achievement of results, and evaluation throughout the 2026/2027 template. Additionally, there are a few new questions and minor changes to old questions.

Checklist

- ☐ Cover Page
- ☐ Public Hearing Report

Part I: Community Needs Assessment Summary

- ☐ Narrative
- ☐ Results

Part II: Community Action Plan

- ☐ Vision and Mission Statements
- ☐ Tripartite Board of Directors
- ☐ Service Delivery System
- ☐ Linkages and Funding Coordination
- ☐ Monitoring
- ☐ ROMA Application
- ☐ Response and Community Awareness
- ☐ Federal CSBG Programmatic Assurances
- ☐ State Assurances
- ☐ Organizational Standards

Part III: Appendices

- ☐ Notice of Public Hearing
- ☐ Low-Income Testimony and Agency's Response
- ☐ Community Needs Assessment

Cover Page

Agency Name:	Plumas County Community Development Commission & Housing Authority
Name of CAP Contact:	Tricia Romandia
Title:	CSBG Program Manager
Phone:	530-283-2466 Ext 120
Email:	tromandia@plumascdc.org

Date Most Recent CNA was Completed: (Organizational Standard 3.1)	06/30/2023
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Board and Agency Certification

The undersigned hereby certifies that this agency will comply with the [Federal CSBG Programmatic Assurances \(CSBG Act Section 676\(b\)\)](#) and [California State Assurances \(Government Code Sections 12747\(a\), 12760, and 12768\)](#) for services and programs provided under the 2026/2027 Community Needs Assessment and Community Action Plan. The undersigned governing body accepts the completed Community Needs Assessment. (Organizational Standard 3.5)

Name: Roger Diefendorf

Name: Odessie Welch

Title:	Executive Director	Title:	Board Chair
Date:		Date:	

ROMA Certification

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan document the continuous use of the Results Oriented Management and Accountability (ROMA) system or comparable system (assessment, planning, implementation, achievement of results, and evaluation). (CSBG Act 676(b)(12), Organizational Standard 4.3)

Name: Lucy Hernandez

ROMA Title:	Lucy Hernandez Consulting
Date:	

CSD Use Only

Dates CAP		Accepted By
Received	Accepted	

Public Hearing(s)

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

State Statute Requirements

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. Testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP.

Guidelines

Notice of Public Hearing

1. Notice of the public hearing should be published at least 10 calendar days prior to the public hearing.
2. The notice may be published on the agency's website, social media channels, and/or in newspaper(s) of local distribution.
3. The notice should include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
4. The comment period should be open for at least 10 calendar days prior to the public hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
5. The draft CAP should be made available for public review and inspection approximately 30 days prior to the public hearing. The draft CAP may be posted on the agency's website, social media channels, and distributed electronically or in paper format.
6. Attach a copy of the Notice(s) of Public Hearing in Part III: Appendices as Appendix A.

Public Hearing

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

Additional Guidance

For the purposes of fulfilling the public hearing requirement on the draft CAP, agencies may conduct the public hearing in-person, remotely, or using a hybrid model based on community need at the time of the hearing.

Public Hearing Report

Date(s) the Notice(s) of Public Hearing(s) was/were published	<u>05-07-2025</u>
Date Public Comment Period opened	<u>04-17-2025</u>
Date Public Comment Period closed	<u>05-19-2025</u>
Date(s) of Public Hearing(s)	<u>05-19-2025</u>
Location(s) of Public Hearing(s)	183 W. Main Street, Quincy, CA 95971
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	PCCDC website
Number of attendees at the Public Hearing(s)	

Part I: Community Needs Assessment Summary

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

A community needs assessment provides a comprehensive “picture” of the needs in your service area(s). Resources are available to guide agencies through this process.

- CSD-lead training – “Community Needs Assessment: Common Pitfalls and Best Practices” on Tuesday, September 10, 2024, at 1:00 pm. [Registration is required](#). The training will be recorded and posted on the Local Agencies Portal after the event.
- Examples of CNAs, timelines, and other resources are on the [Local Agencies Portal](#).
- [Community Action Guide to Comprehensive Community Needs Assessments](#) published by the National Association for State Community Service Programs (NASCS).
- [Community Needs Assessment Tool](#) designed by the National Community Action Partnership (NCAP).
- National and state quantitative data sets. See links below.

Sample Data Sets		
U.S. Census Bureau Poverty Data	U.S. Bureau of Labor Statistics Economic Data	U.S. Department of Housing and Urban Development Housing Data & Report
HUD Exchange PIT and HIC Data Since 2007	National Low-Income Housing Coalition Housing Needs by State	National Center for Education Statistics IPEDS
California Department of Education School Data via DataQuest	California Employment Development Department UI Data by County	California Department of Public Health Various Data Sets
California Department of Finance Demographics	California Attorney General Open Justice	California Health and Human Services Data Portal
CSD Census Tableau Data by County		Population Reference Bureau KidsData
Data USA National Public Data	National Equity Atlas Racial and Economic Data	Census Reporter Census Data

Sample Data Sets		
Urban Institute SNAP Benefit Gap	Race Counts California Racial Disparity Data	Rent Data Fair Market Rent by ZIP
UC Davis Center for Poverty & Inequality Poverty Statistics	University of Washington Center for Women's Welfare California Self-Sufficiency Standard	University of Wisconsin Robert Wood Johnson Foundation County Health Rankings
Massachusetts Institute of Technology Living Wage Calculator	Nonprofit Leadership Center Volunteer Time Calculator	Economic Policy Institute Family Budget Calculator

Narrative

CSBG Act Section 676(b)(9)

Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4, 6.4

ROMA – Assessment

Based on your agency's most recent CNA, please respond to the questions below.

1. 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(s). (Organizational Standard 3.2)

In order to collect and include current data specific to poverty for our CAA Programs, PCCDC has utilized demographic reports from the three LPSCAA counties from different sources including Census bureau reports, Employment Development Department Demographic Profiles for local Workforce investment Areas in California (2022 American Community Survey 5-year estimates) , National Low Income Housing coalition reports, HUD continuum of Care Homeless Populations and Subpopulations report, Point –in-time Count for Veterans and Client Satisfaction Surveys from LPSCAA funded sub-grantees. In addition, LPSCAA utilized information collected through the three-county needs assessment. While much of the data is available through online sources, much original data collected by sub-grantees and through Survey Monkey was utilized in determining important needs which are addressed in this plan.

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

Lassen-Plumas-Sierra Community Action Agency serves the three Northern California counties of Lassen, Plumas and Sierra. These are rural counties in the Northern California Sierra Nevada Range and are geographically separated from other population centers by forests, mountains and in some instances by miles of open rangeland. The closest larger population centers are a minimum one-and-a-half-hour drive away in good weather with Chico, and Red Bluff, California located west of our communities and Reno, Nevada being located to the east. Transportation to either the west or the east is sometimes limited by heavy snow and occasionally by forest fires and rock slides blocking the highway. In 2024, one of the major highways in and out of Plumas County to the west was closed for nearly six months due to rock slides. In some areas, roads are simply closed for the winter because these are not major roads and not plowed for the winter months. There is no scheduled public transportation to either larger population centers.

There are more similarities than differences between the three counties. There are no metropolitan areas within any one of the three counties with the largest towns having populations in the five or six thousands. All of the three counties have substantial government held properties which, in some cases limit the amount of area that can be developed for either housing or businesses. In the case of Plumas County, over seventy percent of the land within the county is either Forest Service land,

BLM land or titled to other public agencies. This impacts the tax base of these counties which is a limiting factor in local government to be able to provide all of the services needed in those counties. There are small communities spread throughout each of the counties separated by large areas of forest or range land.

In general, the area is facing declining populations, declining economies, declining numbers of young people to carry on the work of past years. Plumas County continues to suffer from the aftermath of the Dixie Fire and the effects of several poor tourist seasons. Lassen County is dealing with the loss to their economy of two prisons and Sierra County remains fairly stationary in its need. Greenville in Plumas County was almost totally destroyed in the Dixie Fire and four years later only a very few new homes have been constructed to replace the approximately seven hundred structures that were lost in the fire. This has exacerbated an already serious housing shortage with workforce housing and low income affordable housing shortages having a negative impact on the economy because these shortages impact the ability of employers to hire or house workers or expand their operations.

Plumas County has an Average Median Household Income of \$67,885, Lassen an Average Median Household Income of \$59,515 and Sierra County has an Average Median Household Income of \$61,108. The Median Average Income for all of California is \$96,334. All of the three counties that are a part of LPSCAA have median incomes well below the state average, substantial needs and a growing senior population in a declining economy. Attempts to revitalize the economies have been underway but are making slow progress. Because of a dearth of industry these three counties will be very dependent on government funding to sustain themselves or to achieve just limited growth.

3. Indicate from which sources your agency collected and analyzed quantitative data for its most recent CNA. (Check all that apply.) (Organizational Standard 3.3)

Federal Government/National Data Sets

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

Local Data Sets

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

California State Data Sets

- ☒ Employment Development Department
- ☐ Department of Education
- ☐ Department of Public Health
- ☐ Attorney General
- ☐ Department of Finance
- ☐ Other

Surveys

- ☒ Clients
- ☒ Partners and other service providers
- ☒ General public
- ☒ Staff
- ☒ Board members
- ☒ Private sector
- ☒ Public sector
- ☒ Educational Institutions
- ☐ Other

Agency Data Sets

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

4. If you selected "Other" in any of the data sets in Question 3, list the additional sources.

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

Surveys

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

Interviews

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

Focus Groups

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

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

6. If you selected “Other” in Question 5, please list the additional approaches your agency took to gather qualitative data.

7. Describe how your agency analyzed information collected directly from low-income individuals to better understand their needs. (Organizational Standards 1.1, 1.2)

LPSCAA collects both quantitative and qualitative data from low income individuals and families as well as data from social service providers and social service personnel. The data that is collected is first categorized as to the percentage of response to particular needs questions to determine ranking. This ranking prioritizes needs according to importance, impact and agency ability of the agency to address those needs. For instance, one high ranking need coming out of the needs assessment is a need for more reliable internet service. That is beyond the scope of what community action is able to provide and cannot be placed at a high priority. Conversely, reported needs for seniors coupled with statistical data showing a significant increase in the population of people over the age of 65 suggests a high ranking and high priority for this need.

Ranked data is categorized according to the agency’s ability to provide a service and the priority of the need. Since currently all services are provided through sub-grantees, recommendations for modifying level of service or type of service are then made to the LPSCAA Board which makes the allocations to sub-grantees by county.

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

A. Community-based organizations

As indicated in previous Community Action Plans LPSCAA is a community action agency operating in three separate counties with funding allocations made by Board Members from each of the three counties making allocations to overall unrelated organizations within those three counties.

With respect to data from community based organizations across the three counties, 65% of the respondents were either representatives of community based organizations or from government agencies. Community-based organizations make up the bulk of the services provided in the three county area. These services continue to be provided for needs such as food, clothing, and other support systems.

LPSCAA receives data from the community-based sub-grantees regarding services, National Performance Indicators, Volunteer Reports and demographics.

B. Faith-based organizations

Every year in recent memory that LPSCAA has created a Community Action Plan, LPSCAA has asked for input from faith-based organizations within the three county area. For whatever reason, in general, faith based organizations have not responded to any of our requests.

However, Crossroads Ministries, a recipient of CAA funding and managing several distinct programs, has provided a wealth of information regarding their programs and the needs of their recipients. We know from Crossroads data that important needs are food both in the form of boxes of food and meals with Crossroads having served over 25,000 meals in 2024. In addition, Crossroads has provided emergency shelter, assisted in clients finding jobs and generally assisting low income persons with the needs that come with not having enough resources. All of these services are provided mainly through volunteer help.

LPSCAA receives data from the faith-based sub-grantee regarding services, National Performance Indicators, Volunteer Reports and demographics.

C. Private sector (local utility companies, charitable organizations, local food banks)

The utility companies within the three county LPSCAA geographic area are either the very large electric company that serves much of Northern California with electric power or natural gas or the much smaller propane companies that provide propane to much of the rural communities within our three counties. There are no for profit food banks within our geographic area.

While the PCCDC does provide LIHEAP services to two of the three LPSCAA counties there is very little interest on the part of these providers to either provide information for a needs assessment or to provide any services other than those services which are paid for by the persons receiving services or through LIHEAP funding. There is no for profit food bank within the geographical area served by LPSCAA.

D. Public sector (social services departments, state agencies)

Plumas County Public Health Agency has provided substantial meaningful input to the LPSCAA needs assessment and provides nutritious meals to senior citizens through its Senior Nutrition program. LPSCAA continues to provide funds to the Senior Nutrition program which in 2024 has served over 405 unduplicated individuals, which translates in over a one year period into thousands of meals.

LPSCAA receives data from the public sector sub-grantee regarding services, National Performance Indicators, Volunteer Reports and demographics.

E. Educational institutions (local school districts, colleges)

While there are two community colleges within the LPSCAA geographic area, they have not currently been involved in community action programs. Several years ago Feather River College was involved in presenting a class in high altitude growing of vegetable crops and the college provided equipment for a pilot program of food production. However, the person who was teaching the class and was also participating in the pilot food program has left the area and the college has not tried to continue the program. This agency lacks the resources to continue to develop the program.

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

Little has changed in two years since the last CAP with respect to causes of poverty within the three LPSCAA counties. The key factors are a declining population; an aging population and a low Median Average Household income. The Median Average Household income in the three county area is nearly one-third lower than the state-wide Median Average Household income. The majority of well-paying jobs are government jobs in either U.S. Forest Service, State of California or county government. There is employment in the timber industry, in the tourism industry and other service industries as well as some light industry. However, all three counties suffer from a depressed economy which tends to leave little room for low income people to rise out of their states of poverty. Even the school district in Plumas County is in an economically depressed state with a nearly \$2,000,000 shortfall. This portends potential cuts in education with knowledge being one of the backbones of the climb out of poverty.

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

Conditions of poverty within the three county area covered by LPSCAA are mainly brought on by economic conditions within the three counties. Lack of good paying jobs, low Median Average Household Income, lack of significant industry and geographic remoteness all contribute to a depressed economy. There are no remarkable negative environmental conditions within the three county area that would impact the condition of poverty. While there are more or less desirable locations within each county and areas of high-end vacation homes, there are no slums nor are there locations plagued with major contamination. There are trailer parks within the area that are certainly less desirable than other portions of the community but these are fairly isolated geographic conditions.

In the two years since the last CAP, there has been some improvement in internet connectivity, however, general lack of good reliable internet connection still remains a major obstacle for business and personal reliable connectivity. This lack of reliable widespread connectivity continues to impede more access to educational opportunities and business connections.

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

LPSCAA utilizes multiple approaches for collecting, analyzing and reporting customer satisfaction data to the governing board and the CAA board. The sub-grantees collect Customer Satisfaction Surveys for a full month during each year.

It should be noted that Lassen, Plumas, Sierra Community Action Agency is an agency operating under a Joint Powers Agreement within Plumas County Community Development Commission and there is a Governing Board having overall responsibility for both agencies and a CAA board which is the decision-making body for the Community Action Program.

Because the LPSCAA area is so small in population, CAA board members are directly involved in overseeing many of the programs of sub-grantees and have direct contact with recipients of many of the programs.

The Client Satisfaction Surveys gage the response to the programs which are partially funded by Community Action. Community Action does not fully fund any one of the sub-grantee programs. A review of several hundred surveys relating to food, shelter and other supportive services provided by sub-grantees shows every one of the surveys reported an overall positive experience. While that is not to say that some clients have not had a negative experience, however, none have reported that information on the Client Satisfaction Survey. It actually is an impediment to improvement when clients only provide positive responses. However, the flip side of that is that we know that we are making positive contributions to the health and welfare of our needy population

This satisfaction information is reported to the LPSCAA Board periodically and usually at the time of the Community Action Plan preparation.

12. Describe how your agency will include customer satisfaction data and customer input, collected as part of the community needs assessment, in the next strategic planning process. (Organizational Standard 6.4)

The client Satisfaction Survey information data and the Community Needs Assessment data will be utilized in revisiting the strategic planning process with the CAA Board. On the one hand, the Client Satisfaction Survey data is almost all universally positive which does not give any suggestions for improvement or modification. However, on the other hand it definitely demonstrates that our sub-grantees are doing a good job of serving our needy population.

The Community Needs Assessment is much more revealing as to where the three community action communities can make improvements, although some of the needs are currently beyond the ability of community action agency. The five most reported needs relating to education are 1) parenting sills, 2) vocational education certificates, 3) affordable childcare during class time, 4) financial aid for school and 5) adult education/GED classes.

The health services top reported needs are: 1) caregivers for senior citizens, 2) child care, 3) access to health care and 4) enough food to eat to get through the month. With respect to housing issues, the top five reported needs are: 1) affordable housing is the number one need and parenthetically that is a need in at least Plumas County across almost all income levels, 2) home repair, 3) removal or repair of vacant/condemned properties, 4) homeless shelters and 5) help with rent deposits or moving costs. The top five employment needs are: 1) higher paying jobs, 2) more jobs, 3) on-the-job training, 4) skill building classes and 5) more information about job availability.

Lastly there is a need for reliable internet, teen and youth programs, community leadership skills and support groups.

Taking all of this information into account, the Board can look at areas where it is possible to focus additional funding to plan on addressing some additional unmet needs.

Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Organizational Standard 4.2

State Plan Summary and Section 14.1a

ROMA – Planning

Based on your agency's most recent CNA, please complete Table 1: Needs Table and Table 2: Priority Ranking Table.

Table 1: Needs Table					
Needs Identified	Level (C/F)	Agency Mission (Y/N)	Currently Addressing (Y/N)	If not currently addressing, why?	Agency Priority (Y/N)
Parents lack sufficient parenting skills	C	N	N	Insufficient resources available	N
Senior citizens lack adequate resources for care	C/F	Y	partially	Other	Y
Families lack access to affordable housing	C	Y	Y	Other	Y
Individuals lack higher paying jobs	C	Y	Y	Other	Y
Our community lacks reliable internet	C	N	N	Need departs from our agency's mission.	N

Needs Identified: Enter each need identified in your agency's most recent CNA. Ideally, agencies should use ROMA needs statement language in Table 1. ROMA needs statements are complete sentences that identify the need. For example, "Individuals lack living wage jobs" or "Families lack access to affordable housing" are needs statements. Whereas "Employment" or "Housing" are not. Add row(s) if additional space is needed.

Level (C/F): Identify whether the need is a community level (C) or a family level (F) need. If the need is a community level need, the need impacts the geographical region directly. If the need is a family level need, it will impact individuals/families directly.

Agency Mission (Y/N): Indicate if the identified need aligns with your agency's mission.

Currently Addressing (Y/N): Indicate if your agency is addressing the identified need.

If not currently addressing, why?: If your agency is not addressing the identified need, please select a response from the dropdown menu.

Agency Priority: Indicate if the identified need is an agency priority.

Table 2: Priority Ranking Table

	Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category
1.	Increasing support for seniors	Incorporated Senior Citizens of Sierra County, Plumas County Senior Nutrition, all the food pantry programs	FNPI / SRV
2.	Increasing affordable housing	Plumas County Community Development Commission, the parent agency for LPSCAA is the Housing Authority for the three LPSCAA counties	SRV
3.	Preparing people for higher paying jobs	Plumas Crisis and Intervention Center, Fort Sage Family Resource Center, Crossroads Ministries	SRV
4.	Increasing parenting skills	Not currently addressing	
5.	Increasing reliable internet	Not currently addressing	

Agency Priorities: Rank the needs identified as a priority in Table 1: Needs Table according to your agency's planned priorities. Ideally, agencies should use ROMA needs statement language. Insert row(s) if additional space is needed.

Description of programs, services, activities: Briefly describe the program, services, or activities that your agency will provide to address the need. Including the number of clients who are expected to achieve the indicator in a specified timeframe.

Indicator/Service Category: List the indicator(s) (CNPI, FNPI) or service(s) (SRV) that will be reported on in Modules 3 and 4 of the CSBG Annual Report.

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

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

California Code of Regulations Sections 100651 and 100655

Vision and Mission Statements

ROMA – Planning

1. Provide your agency's Vision Statement.

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. Provide your agency's Mission Statement.

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 country wide 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

CSBG Act Sections 676B(a) and (b), 676(b)(10)

Organizational Standard 1.1

ROMA – Evaluation

1. Describe your agency's procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10), Organizational Standard 1.1)

Lassen-Plumas-Sierra Community Action Agency (LPSCAA), as the name implies covers a three county area and the six board members from each county represent a wide cross section of their respective communities. Each county has two board members that represent the public, two board members that represent the community and two board members that represent the low-income population. Because the population of the three counties is so small, with Sierra County having a population of just over 3000, our board members have close contact with the needs of their respective communities. In addition, with a board membership of eighteen members, there is frequent turnover of those positions and it is not unusual for there to be two-to-three new board members during any given year. No one is excluded from becoming a board member and in fact it is often difficult to bring in new members even though there is a board stipend paid for meetings. Therefore, LPSCAA welcomes new board members with new ideas and when Board vacancies occur, actively recruits new board members.

Service Delivery System

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

State Plan 14.3a

ROMA - Implementation

1. Describe your agency's service delivery system. Include a description of your client intake process or system and specify whether services are delivered via direct services or subcontractors, or a combination of both. (CSBG Act Section 676(b)(3)(A), State Plan 14.3a)

LPSCAA's parent agency, Plumas County Community Development Commission (PCCDC) is the housing authority for the three counties served by LPSCAA. In that capacity, PCCDC provides direct services for the Housing Choice Voucher program, LIHEAP/Weatherization programs, HUD public housing and USDA housing. There are different housing situations in each of the three counties with the Housing Choice Voucher program being available in all three counties, in addition to Tehama County, which is not a part of the Community Action Agency, but public housing and USDA housing is only available in Plumas County. Clients for housing fill out an application and are placed on a wait list until their name appears at the top of the wait list at which time they are contacted regarding receiving a voucher for the Housing Choice Voucher program or being processed for a housing unit. With respect to LIHEAP, clients fill out an application which is processed soon after the receipt of their application for their utility assistance needs. Weatherization is a longer process which is directly processed by PCCDC and involves checking ownership issues, potential assessment of the property for which the application is made and the potential weatherization of the property.

LPSCAA is a pass-through agency for purposes of community action funding and each of the sub-grantees in the program has their own intake and delivery processes which comply with community action income and reporting guidelines. Many of the services provided by the LPSCAA sub-grantees are provided at the time the client comes into their offices. For instance, food is distributed to clients in emergency situations and the food pantries have regularly scheduled days and hours when food is distributed. The same is true for emergency clothing and other emergency supplies where those services are provided by a sub-grantee. Crossroads Ministries, Plumas Crisis Intervention & Resource Center and Lassen Family Services provides emergency and long-term housing for the homeless, individuals dealing with substance abuse and domestic violence victims. Other services are provided through a sign-up process depending on the type of service.

2. Describe how the poverty data related to gender, age, and race/ethnicity referenced in Part I: Community Needs Assessment Summary, Narrative, Question 1 will inform your service delivery and strategies in the coming two years?

Age, gender and ethnicity are reasonably evenly distributed throughout the three county area. With respect to age, there is a larger aged population in Lassen and Plumas Counties with an aged population percentage in those two counties of 17.5 % and 33% respectively. Sierra County has a 16.2 % population over the age of 65. The percent of the population in two of the three counties has almost doubled since 2010 and the need for assistance to seniors is great because of the rural nature of the three county area and lack of resources for those seniors who mostly live on a fixed income.

Except for the Native American population in the three counties, which is larger than the national average, all other ethnic populations are significantly lower than the national average and do not require any specific targeting. Because the average household income in the three counties is significantly lower than the California average household income, there is a very large percentage of low income persons in our three-county population and our continued focus on low income and senior populations is very important for placement of community action funds.

With respect to gender issues, the male and female populations with no spouse present is similar in Plumas, Lassen and Sierra Counties with this population being at 17.5 %t in Lassen County, 20.2 % in Plumas County and 25.7 % in Sierra County. With respect to female populations the percentage of female population in Lassen and Plumas Counties is similar with 25.4 % and 23.1% respectively. The female population living alone in Sierra County is significantly smaller with that population being at 16.1 %.

Gender is relatively evenly distributed between the three counties. However, as indicated above the senior population in the three counties is growing substantially indicating a renewed emphasis on senior services, particularly in Plumas County.

Linkages and Funding Coordination

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

California Government Code Sections 12747(a), 12760

Organizational Standards 2.1

State Plan 9.3b, 9.4b, 9.5, 9.7, 14.1b, 14.1c, 14.3d, 14.4

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(9); Organizational Standard 2.1; State Plan 14.1c)

There are many similarities between our three counties, however, they are quite separated geographically and there is little or no overlap between the governmental entities which govern each of the three counties with the exception of the continuum of care which is actually managed through Shasta County. There is no coalition of either private or governmental social service providers that coordinate major funding within the three counties. While LPSCAA does fund similar programs in the three counties, because of the separation and distance between the population centers in each county there is no CSBG duplication of services. It is not an exaggeration to say that the population centers in each county are separated by miles long swathes of forest or range land which, defacto, prevent service coordination between the three counties. .

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (CSBG Act Section 676(b)(3)(C), Organizational Standard 2.1, State Plan 9.7)

LPSCAA does not have any memorandums of understanding or service agreements with other entities regarding coordination of services or funding.

Sub-grantees sign an annual contract with LPSCAA regarding the community action funding which they receive and that contract requires the sub-grantees to adhere to all of the CSBG requirements. That constitutes the formal agreements for CDBG funding within our three county area.

3. Describe how your agency ensures delivery of services to low-income individuals while avoiding duplication of services in the service area(s). (CSBG Act Section 676(b)(5), California Government Code 12760)

.Because LPSCAA serves three distinct counties there is no CAA duplication of services within counties and there is no duplication of services between counties because while each county has similar services they are not duplicated within the county. There is no duplication of services within a county because the CAA Board members make decisions on funding for their respective counties based on the annual RFP which is sent out prior to the end of the current fiscal year. The Board

members for each county become the vehicle for preventing duplication of services. There is funding for food projects in each county but, again, because of the distances even within counties, there is no overlap in food assistance between sub-grantees and their clients. For instance, in Plumas County the minimum travel time between population centers is at least 40 minutes in good weather and the average travel time between population centers even within a county can be an hour or longer.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (CSBG Act Section 676(b)(3)(C))

LPSCAA has traditionally leveraged funding by utilizing a percentage of the CAA funding and directing it toward grant writing. In 2021, PCCDC established a non-profit affiliate and the hope is that the non-profit will be able to attract grant funding which is only available to non-profits. That funding could then be redirected toward some of the CAA programs.

However, LPSCAA continues to allocate a certain amount of funding to grant writing for the purpose of increasing the amount of funding available for CAA programs.

5. Describe your agency's contingency plan for potential funding reductions. (California Government Code Section 12747(a))

This Agency is always looking for additional funding not only because there is more need than there is available funding but because there is always a chance that CSBG funding will be reduced. The Agency's non-profit has been in contact with grant writers regarding our need to generate more funding and we are hopeful that in the coming year we will have some additional funding that can be put toward CAA programs.

In the event that funding for CAA programs is reduced, the CAA Board will have to make some difficult decisions as to where to cut funding if additional funding cannot be generated. Because agency staff administering CAA programs is so small, less than one full-time equivalent, there is little room to reduce administrative costs.

6. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

Because LPSCAA is a small agency covering a large geographic area, LPSCAA does not currently run any of its own programs. LPSCAA does encourage its sub-grantees to include youth in their programs when appropriate. LPSCAA partially funds Toddler Towers in Sierra County, which is both a youth development program and a program to care for children whose parents are working.

A second program directed specifically at youth is Dramaworks in Plumas County. This program is aimed at school age youth by engaging them in theater in order to build self-confidence in youth and to help them to work collaboratively with others.

Because the amount of CSBG funding is relatively small compared to the need when it comes to food, clothing and shelter, LPSCAA has chosen to partially fund the two youth programs described here which are providing much needed services to their communities.

7. Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after after-school childcare. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

As noted in prior years, the LPSCAA geographic area, while not crime free, is not a geographic area in need of violence-free zones. The two youth related programs partially funded by LPSCA provide youth development and a place for youth to participate in enrichment.

While not directly youth related, Crossroads Ministry provides resources such as transitional housing, homeless assistance and food services which can apply to older youth in need.

In terms of community coordination and collaboration in meeting the needs of youth, the geographic area served by LPSCAA does not lend itself to coordination between the three counties. All three counties are rural counties and there are programs such as 4H, FFA and other agriculturally related programs that cater to youth. However, these are programs in which community action is not involved and these programs have their own funding sources. Programs of this nature teach young people to care for animals, in some cases show their animals at the county fair and in other ways promote responsibility and maturity in the youth they serve.

While LPSCAA does not directly provide funding for more than the two youth programs mentioned and Crossroads Ministries, there are various youth directed programs within our communities through other governmental agencies and we see fewer youth offenses being committed. For instance, referrals to the Probation Department for youth reached record lows in 2021, in line with what the rest of California has been experiencing over the past decade. A review of the Probation Department risk and needs assessments indicate that the primary criminogenic need for youth is education/employment issues.

8. Describe your agency's coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5); State Plan 9.4b)

Crossroads Ministries provides job readiness, resume development and budget training. This includes training and preparations for applying for and securing a job. Students in the program learn to prepare resumes that are formatted in a way to attract the interest of potential employers. In addition, students learn how to interview successfully. The program is aimed at both adults and youth. Crossroads Ministries has reported on the number of successful job applicants who have graduated from the program. PCIRC in Plumas County is also a source of assistance in helping low income persons to obtain a job. However, because of the distances involved and the geography, LPSCAA is not directly involved in coordinating this training.

9. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan 14.4)

LPSCAA does not normally directly provide emergency supplies and services. However, during the Dixie Fire where hundreds of people lost their homes and thousands more were impacted, LPSCAA utilized discretionary funds to provide food and supplies for persons who either were displaced or lost their homes in the fire. In that case the LPSCAA Executive Director and CAA Coordinator were directly involved in paying for and obtaining vouchers for emergency supplies. The Executive Director and CAA Coordinator personally visited evacuation centers to give out emergency vouchers and left emergency vouchers with evacuation center staff so that further vouchers could be given out to the people in need.

In the 2024 year, LPSCAA put aside additional discretionary funds for disaster relief. We are located in a fire prone area surrounded by forest and the question is not if we are going to have another major fire but when. We are attempting to set aside funds for emergency services every year in order to be prepared for another fire year, and we did in 2024. Fortunately, those emergency funds were not needed and at the end –of-year board meeting those funds were reallocated to other uses including grant writing. The intention is to set aside emergency funds every year, which, if not used, can then go to sub-grantees as additional funding for their programs. In the event of another major disaster agency staff will hopefully be able to duplicate the activities we undertook during the Dixie Fire and provide assistance to those persons in need.

While LPSCAA does not normally provide direct emergency services, several sub-grantees do provide those services.

10. Is your agency a dual (CSBG and LIHEAP) service provider?

☒ Yes

☐ No

11. For dual agencies:

Describe how your agency coordinates with other antipoverty programs in your area, including the emergency energy crisis intervention programs under Title XXVI, relating to low-income home energy assistance (LIHEAP) that are conducted in the community. (CSBG Act Section 676(b)(6), State Plan 9.5)

For all other agencies:

Describe how your agency coordinates services with your local LIHEAP service provider?

There is no direct coordination between LPSCAA and other antipoverty programs relating to energy assistance. As stated above, LPSCAA serves a three county area with each county population center being remote from the other counties and with population centers within counties also being remote from each other. There are, however, some LPSCAA funded sub-grantees who do provide energy assistance in Lassen County, a county not served by the PCCDC energy 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), State Plan 14.3d)

Historically LPSCAA has been working to create innovative programs in addition to the programs which we fund through the LPSCAA sub-grantees. LPSCAA has been involved in growing and distributing fresh produce and supporting a food trailer program. At this time, LPSCAA is looking forward to reconstituting its food trailer program with a new potential low-income food vendor who can develop and expand the program into a successful business model which has the potential to elevate this person into a successful business person.

13. Describe how your agency will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations. (CSBG Act Section 676(b)(3)(B), State Plan 9.3b)

LPSCAA indirectly provides a variety of services through its sub-grantees targeting many age ranges from infants through the elderly. The needs assessment is utilized to identify areas of need where LPSCAA can make a difference. Currently, the data is showing a growing need for more assistance to the elderly, a population that continues to expand in our communities. This information will be presented to the CAA Board with a recommendation that LPSCAA

explore additional assistance directed toward this growing population. There are several sub-grantees who already provide services to the elderly population and LPSCAA will have conversations with these agencies regarding what services can be augmented for this population.

Monitoring

CSBG Act Section 678B(a)

ROMA – Planning, Evaluation

1. Indicate how your agency will prepare for CSD's monitoring of your CSBG activities in 2026 and 2027.

Having staff attend:

- ☐ CSBG monitoring webinar
- X CSBG Annual Report training
- ☐ CalCAPA conference(s)
- X ROMA or other performance measurement training
- ☐ California ROMA Coalition quarterly calls
- ☐ CSBG contract webinar
- ☐ CNA training
- ☐ CAP template training
- ☐ Organizational Standards training
- ☐ Quarterly CSP meetings
- ☐ Other state and/or national trainings

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

LPSCAA is committed to onsite monitoring of at least twenty percent of our sub-grantees each year. Because there are upward of twenty sub-grantees providing services under CSBG grant funding, CSD has endorsed this twenty percent monitoring schedule.

Arrangements for monitoring sub-grantees are made well in advance of a site visit in order to ensure that a sub-grantee has its records available. LPSCAA attempts to make site visits in the same geographic area due to the distances involved in the LPSCAA territory. That means that LPSCAA will attempt to schedule at least two site visits together in one location. In addition, LPSCAA Board meetings rotate through our three counties. This gives us the opportunity to try to schedule at least one site visit after a Board meeting when the meeting takes place in a different county other than Plumas County which is the county in which our headquarters is located.

During a site visit, LPSCAA reviews samples of intake forms looking for confirmation that the sub-grantee is following, income guidelines and is utilizing CDBG funding according to the contract between the sub-grantee and LPSCAA. The site visit is an opportunity for LPSCAA to view the actual site where services are provided and to monitor how services are being provided. For instance, when we visit a food bank we have the opportunity to see the food storage facilities including refrigerated units. Often the site is the location where food distribution occurs; other times it is educational services or overnight shelter for the homeless. On one site visit we were escorted to a nicely appointed residence which served

as a shelter for domestic violence victims.

After a site visit, LPSCAA prepares a written report of the site visit and observations made during the site visit. The report is kept as a record in LPSCAA's files.

ROMA Application

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

ROMA – Planning, Evaluation



1. Describe how your agency will evaluate the effectiveness of its programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

Because LPSCAA is a pass-through agency with sub-grantees who have a variety of different programs, it is difficult to lump the effectiveness of all programs together. We know from client satisfaction surveys that clients appear to be satisfied with the services they are receiving and have no apparent complaints or suggestions. LPSCAA requests sub-grantees to carry out client satisfaction surveys on an annual basis. Those surveys help to inform our understanding of how well we are doing as an Agency. We also know from our needs surveys that there are significant unmet needs in our communities. LPSCAA conducts a Needs Assessment every two years as part of the Community Action Plan. It would be easy to be complacent with all positive client satisfaction surveys, however, the demographic data showing an increasing percentage of seniors and a needs assessment that ranks more senior services as being a high priority suggests that this Agency put additional emphasis on this particular population. From this assessment phase, the information will go to the LPSCAA Board to revisit strategic planning to consider in what way to amend the strategic plan in order to consider more emphasis on senior services without diminishing other needed services. In looking at a modified strategic plan, we can use that re-evaluation to examine our long term goals and objectives in order to better serve our changing population..

2. Select one need from Table 2: Priority Ranking Table and describe how your agency plans to implement, monitor progress, and evaluate the program designed to address the need. (Organizational Standard 4.2)

Increasing support for seniors: Inasmuch as this need has been identified through the LPSCAA Needs Survey and corroborated through demographic data showing a substantial increase in the over 65 community, staff will present this issue to the LPSCAA Board. Prior to bringing the issue to the Board additional questions should be designed and distributed to sub-grantees who predominately serve the senior population. Data from these surveys should provide more detailed answers to specific senior needs and specific areas where these needs are lacking. This information will then be presented to the Board for direction to staff regarding planning and implementation of any

expanded senior services. Monitoring can partially be accomplished by designing a before implementation survey and a post implementation survey which can then be utilized for evaluation and performance measurement.

Optional

3. Select one community level need from Table 2: Priority Ranking Table or your agency's most recent Community Needs Assessment and describe how your agency plans to implement, monitor progress, and evaluate the program designed to address the need. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

Response and Community Awareness

ROMA – Planning

Diversity, Equity, and Inclusion

1. Does your agency have Diversity, Equity, and Inclusion (DEI) plan in place?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. If no, what steps will your agency take in the coming two years to develop and implement a DEI plan?
While LPSCAA welcomes diversity within our agency at all levels, our agency is very small with not even one full-time staff person for community action and a very limited employment pool to draw from in a very homogeneous population. In the event that there are staff vacancies, the agency will most likely have to welcome any qualified person who might apply for a position.

Disaster Preparedness

1. Does your agency have a disaster plan in place? The term disaster is used in broad terms including, but not limited to, a natural disaster, pandemic, etc.
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. If no, what steps will your agency take in the coming two years to develop and implement a disaster plan?
<p>The Agency has been working on a formal disaster plan since 2024, but already has experience with wild fires during the 2021 Dixie Fire that burned nearly one million acres and destroyed most of the town of Greenville which is one of the towns within the LPSCAA jurisdiction. During that time all of the Housing Authority properties were evacuated for nearly one month and several management personnel were evacuated for similar time periods.</p> <p>LPSCAA utilized discretionary funds to provide assistance to families who lost their homes in the fire.</p> <p>Having said what has happened in the past, Plumas County Community Development Commission, the umbrella agency over LPSCAA has been working on a disaster plan since mid- 2024. This is a HUD formatted plan which will be completed in 2025, as staffing time allows. This is a very comprehensive template plan that cover all potential disaster</p>

scenarios.

Federal CSBG Programmatic Assurances

CSBG Act Section 676(b)

Use of CSBG Funds Supporting Local Activities

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

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

Needs of Youth

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

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

Coordination of Other Programs

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

Eligible Entity Service Delivery System

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

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

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

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

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

Eligible Entity Emergency Food and Nutrition Services

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate System

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

Fiscal Controls, Audits, and Withholding

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

State Assurances

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

For CAA, MSFW, NAI, and LPA Agencies

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

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

For MSFW Agencies Only

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

Organizational Standards

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 (Private) The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

Standard 1.3 (Public) The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.

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.

Category Three: Community Assessment

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

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

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

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

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

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

Category Four: Organizational Leadership

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

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

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

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

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

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

Category Six: Strategic Planning

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

Part III: Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing, the Low-Income Testimony and the Agency's Response document, and a copy of the most recent community needs assessment as appendices A, B, and C, respectively. Other appendices as necessary are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Notice of Public Hearing) or separated by divider sheets and submitted with the CAP.

Document Title	Appendix Location
Notice of Public Hearing	A
Low-Income Testimony and Agency's Response	B
Community Needs Assessment	C