



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**  
Office of Community Services

**DRAFT**

**2026-2027 Community Services Block Grant (CSBG)  
State Plan**

**CSBG Cover Page (SF-424M)**

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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Through this information collection, ACF is gathering information about planned activities related to and funded by CSBG for the upcoming fiscal year. Public reporting burden for this collection of information is estimated to average 31 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Sec. 676, Pub. L. 105-285, 112 Stat. 2735 (42 U.S.C. § 9908)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0382 and the expiration date is 08/31/2024. If you have any comments on this collection of information, please contact M. Monique Alcantara at [melania.alcantara@acf.hhs.gov](mailto:melania.alcantara@acf.hhs.gov).

## SECTION 1: CSBG Administrative Information

- 1.1. Identify whether this is a one-year or a two-year plan.

Two-Year

- 1.1a. Provide the federal fiscal years this plan covers:

**Year One:** 2026

**Year Two:** 2027

- 1.2. **Lead Agency and Authorized Official:** Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

**Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan?**

No.

If yes, select the fields that have changed.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Lead Agency         | <input type="checkbox"/> Department Type | <input type="checkbox"/> Department Name |
| <input type="checkbox"/> Authorized Official | <input type="checkbox"/> Street Address  | <input type="checkbox"/> City            |
| <input type="checkbox"/> Zip Code            | <input type="checkbox"/> Office Number   | <input type="checkbox"/> Fax Number      |
| <input type="checkbox"/> Email Address       | <input type="checkbox"/> Website         |  |

- 1.2a. **Lead agency:** California Department of Community Services and Development (CSD)

- 1.2b. **Cabinet or administrative department of this lead agency:**

- ☐ Community Affairs Department
- ☐ Community Services Department
- ☐ Governor's Office
- ☐ Health Department
- ☐ Housing Department
- ☒ Human Services Department
- ☐ Social Services Department
- ☐ Other, describe:

- 1.2c. **Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official.

California Department of Community Services and Development (CSD)

- 1.2d. **Authorized Official of the Lead Agency:** The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the authorized representative on the SF-424M and the official

recipient of the Notice of Award per Office of Grant Management requirements.

**Name:** Jason Wimbley

**Title:** Director

**1.2e. Street Address:** 2389 Gateway Oaks Drive, Suite #100

**1.2f. City:** Sacramento

**1.2g. State:** California

**1.2h. Zip Code:** 95833

**1.2i. Telephone Number:** (916) 576-7110

**1.2j. Fax Number:** (916) 263-1406

**1.2k. Email Address:** Jason.Wimbley@csd.ca.gov

**1.2l. Lead Agency Website:** [www.csd.ca.gov](http://www.csd.ca.gov)

**Note:** Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

**1.3. Designation Letter:** Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or designated agency has changed.

See attachment 1.3 Designation Letter 070825.

**1.4. CSBG Point of Contact:** Provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

**Has information regarding the state point of contact changed since the last submission of the State Plan?**

Yes

If yes, select the fields that have changed.

☐ Agency Name    ☒ Point of Contact    ☐ Street Address    ☒ City  
☐ State    ☐ Zip Code    ☒ Office Number    ☐ Fax Number  
☒ Email Address    ☐ Website

**1.4a. Agency Name:** California Department of Community Services and Development (CSD)

**1.4b. Point of Contact Name**

**Name:** Wilmer Brown, Jr.

**Title:** Branch Chief, Community Services Branch

**1.4c. Street Address:** 2389 Gateway Oaks, Suite #100

**1.4d. City:** Sacramento

**1.4e. State:** California

**1.4f. Zip Code:** 95833

**1.4g. Telephone Number:** (916) 594-2290

**1.4h. Fax Number:** (916) 263-1406

**1.4i. Email Address:** [Wilmer.Brown@csd.ca.gov](mailto:Wilmer.Brown@csd.ca.gov)

**1.4j. Agency Website:** [www.csd.ca.gov](http://www.csd.ca.gov)

**1.5.** Provide the following information in relation to the State Community Action Association.

**There is currently a state Community Action Association within the state.**

Yes

**Has information regarding the state Community Action Association changed since the last submission of the State Plan?**

No

If yes, select the fields that have changed.

- |  |   |   |                                     |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> Agency Name   | <input type="checkbox"/> Executive Director | <input type="checkbox"/> Street Address | <input type="checkbox"/> City       |
| <input type="checkbox"/> State         | <input type="checkbox"/> Zip Code           | <input type="checkbox"/> Office Number  | <input type="checkbox"/> Fax Number |
| <input type="checkbox"/> Email Address | <input type="checkbox"/> Website            | <input type="checkbox"/> RPIC Lead      |                                     |

**1.5a. Agency name:** California Community Action Partnership Association (CalCAPA)

**1.5b. Executive Director or Point of Contact**

**Name:** David Knight

**Title:** Executive Director

**1.5c. Street Address:** 2015 J Street

**1.5d. City:** Sacramento

**1.5e. State:** California

**1.5f. Zip Code:** 95811

**1.5g. Telephone Number:** (916) 498-7541

**1.5h. Fax Number:** (916) 325-2541

**1.5i. Email Address:** [dknight@calcapa.org](mailto:dknight@calcapa.org)

**1.5j. State Association Website:** <https://calcapa.org>

**1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead**

Yes

## SECTION 2: State Legislation and Regulation

- 2.1. CSBG State Legislation:** State has a statute authorizing CSBG.

Yes

- 2.2. CSBG State Regulation:** State has regulations for CSBG.

Yes

- 2.3. Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2.

**Legislation document:** The California Community Services Block Grant Program, Government Code §12085 et seq., as amended:

[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=GOV&division=3.&title=2.&part=2.&chapter=1.&article=8](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=3.&title=2.&part=2.&chapter=1.&article=8)

[California Government Code §§ 12725 – 12729](#)

**Regulation Document:** Title 22, California Code of Regulations (CCR) §§ 100601-100795:

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I12E430F05B6211EC9451000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)&bhcp=1](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I12E430F05B6211EC9451000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)&bhcp=1)

- 2.4. State Authority:** Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

- 2.4a. Authorizing Legislation:** State legislature enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year.

No

- 2.4b. Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year.

No

## SECTION 3: State Plan Development and Statewide Goals

- 3.1. CSBG Lead Agency Mission and Responsibilities:** Briefly describe the mission and responsibilities of the state agency that serves as the CSBG lead agency.

The mission of the Department of Community Services and Development (CSD) is to improve the economic security of vulnerable Californians through programs and partnerships that support the state's diverse communities. To fulfill this mission, CSD partners with a statewide network of nonprofit, local government, Migrant and Seasonal Farmworker (MSFW) Organizations, Limited Purpose Agencies (LPA), and Native American Indian Tribal (NAI) entities that receive Community Services Block Grant (CSBG) funding.

In addition to CSBG, CSD administers the U.S. Department of Health and Human Services Low Income Home Energy Assistance Program (LIHEAP) and the U.S. Department of Energy's Weatherization Assistance Program (DOE WAP). CSD also administers the California Earned Income Tax Credit (CalEITC) Education and Outreach Program and the California Low-Income Weatherization Program.

As a department under the umbrella of the California Health and Human Services Agency, CSD works with community-based partners dedicated to helping vulnerable Californians achieve and maintain economic security and meet their basic and essential needs. This includes, but is not limited to, services and activities that provide food, shelter, employment, tax preparation, health care, education, social protection, emergency services, energy bill assistance, energy efficient weatherization, and renewable energy.

- 3.2. State Plan Goals:** Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan.

**3.2a. Expand existing training and support programs for CSBG eligible entities' support staff.** CSD will leverage existing partnerships with the California Community Action Partnership Association (CalCAPA) and the Regional Performance and Innovation Consortium to expand training and support programs and maintain existing programs for CSBG eligible entity executives and support staff.

**3.2b. Assess and evaluate emergent needs.** CSD will continue to assess and evaluate emergent needs in the domains of Employment, Education and Cognitive Development, Income, Infrastructure and Asset Building, Housing, Health and Social/Behavioral Development, and Civic Engagement as they impact California's low-income populations.

**3.2c. Improve administrative processes.** CSD will streamline administrative processes as needed to increase transparency and accountability. CSD will automate and simplify administrative processes to eliminate any identified redundancies.

**3.2d. Sustain excellence through a highly skilled workforce.** CSD will maintain service level excellence by providing CSD staff with ongoing training, professional development, and cross-training opportunities. CSD will continue to participate in state and national training and conferences to ensure California is on the leading edge of emerging strategies to improve the administration of CSBG. CSD will continue to incorporate knowledge transfer and succession planning to maintain continuity and ensure the integrity of CSBG administration.

**3.3. State Plan Development:** Indicate the information and input the state accessed to develop this State Plan.

**3.3a. Analysis of state-level tools**

- ☒ State Performance Indicators and/or National Performance Indicators (NPIs)
- ☒ U.S. Census data
- ☒ State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- ☒ Monitoring Visits/Assessments
- ☐ Tools Not Identified Above (specify)

**3.3b. Analysis of local-level tools**

- ☒ Eligible Entity Community Needs Assessments
- ☒ Eligible Entity Community Action Plans
- ☒ Public Hearings/Workshops
- ☒ Tools Not Identified Above (e.g., state required reports) [specify]

CSD formed the CSBG State Plan Workgroup, which met five times between January and July 2025. The workgroup was comprised of eligible entity executive directors, or their equivalents, who advised CSD on the content of the 2026/2027 CSBG State Plan Summary, the draft 2026/2027 CSBG State Plan, and the network-wide town hall. The workgroup also advised CSD on approaches to future state plan development.

**3.3c. Consultation with**

- ☒ Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)
- ☒ State Association
- ☒ National Association for State Community Services Programs (NASCSPP)
- ☐ Community Action Partnership (NCAP)
- ☐ Community Action Program Legal Services (CAPLAW)
- ☐ CSBG Tribal Training and Technical Assistance (T/TA) provider
- ☒ Regional Performance Innovation Consortium (RPIC)
- ☒ Association for Nationally Certified ROMA Trainers (ANCRT)

- ☒ Federal CSBG Office
- ☒ Organizations not identified above (specify)

CSD collaborated with other state government offices, such as the California State Senate and Assembly Committees on Human Services.

### 3.4. Eligible Entity Involvement

**3.4a. State Plan Development:** Describe the specific steps the state took in developing the State Plan to involve the eligible entities.

**Note:** This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the state's annual report form.

CSD involved the eligible entities in the development of the CSBG State Plan through various approaches. First, CSD designed work products such as the eligible entity post-monitoring survey, Community Action Plan (CAP) template, T/TA requests and surveys, and Organizational Standards submittals to inform the development of the State Plan. Additionally, CSD formed the CSBG State Plan Workgroup (CSPW) to provide input on the 2026/2027 CSBG State Plan Summary, the draft 2026/2027 CSBG State Plan, and the format and content of the 2026/2027 CSBG State Plan Town Hall. CSD and the CSPW reported on the development of the State Plan during the quarterly CSBG Service Provider (CSP) meetings held on April 2, 2025, and August 13, 2025. CSD and the CSPW co-hosted the 2026/2027 CSBG State Plan Town Hall for eligible entities on June 20, 2025. Prior to the town hall, CSD released a copy of the draft 2026/2027 CSBG State Plan and the draft 2026/2027 CSBG State Plan Summary to the eligible entities for review. During the town hall, the eligible entities provided CSD with feedback and comments. CSD received written comments from eligible entities until June 25, 2025. CSD released the draft 2026/2027 CSBG State Plan to the California CSBG network on July 23, 2025, and to the public on July 25, 2025. On August 13, 2025, CSD held the State Plan Primer, a training for eligible entities geared to deepen eligible entities understanding of the State Plan.

**3.4b. Performance Management Adjustment:** Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to 1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities? Any adjustment should be based on the state's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

**Note:** This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.

Given that CSD received only positive feedback on its development of the 2024/2025 CSBG State Plan, CSD has maintained the process for



development of the 2026/2027 CSBG State Plan. The most recent American Customer Satisfaction Index (ACSI) survey was administered in December 2024. The results were available on April 2, 2025. While CSD's State Plan Development scores increased from the 2021 results, CSD will continue to evaluate its process and implement any necessary changes in the future.

CSD did modify the project timeline to ensure maximum participation by eligible entities during the CSBG State Plan Town Hall. CSD released the draft 2026/2027 CSBG State Plan and the draft 2026/2027 CSBG State Plan Summary to the eligible entities on June 9, 2025, two weeks prior to the town hall. CSD also permitted a three-day written comment period after the town hall.

- 3.5. Eligible Entity Overall Satisfaction:** Provide the state's target for eligible entity Overall Satisfaction during the performance period.

**Year One** 79

**Year Two** 82

**Instructional Note:** The state's target score will indicate improvement or maintenance of the states' Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

**Note:** Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the state's annual report form.

## SECTION 4: CSBG Hearing Requirements

- 4.1. Public Inspection:** Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.

The draft 2026-2027 CSBG State Plan and Application was published on CSD's website on July 25, 2025, to allow for public review and comment.

See Notice of Public Comment:

[Insert link.]

See Attachment 4.1 Public Inspection Screen Shot CSD Website Notice of Public Comment 072525

Additionally, CSD transmitted the State Plan to all eligible entities, the California State Senate and Assembly Human Services Committees, and other interested parties.

Written comments were accepted until 5:00 p.m. on August 24, 2025. Comments were submitted via email to [CSBG.Div@csd.ca.gov](mailto:CSBG.Div@csd.ca.gov) or mailed to:

Department of Community Services and Development  
Attention: Community Services Division  
2389 Gateway Oaks Drive, #100  
Sacramento, CA 95833

See Attachment 4.1 Public Inspection Public Comments and Responses [date].

- 4.2. Public Notice/Hearing:** Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under 676(a)(2)(B) of the CSBG Act.

The Notice of Public Hearing on the 2026-2027 CSBG State Plan and Application was published on CSD's website ten days prior to the hearing.

See Notice of Public Hearing:

[Insert link.]

Attachment 4.2 Public Notice/Hearing Screen Shot CSD Website Notice of Public Hearing [date].

[Insert link.]

Attachment 4.2 Public Notice/Hearing Notice of Public Hearing [date].

Additionally, notice was sent to all CSBG eligible entities and other interested parties.

- 4.3. Public and Legislative Hearings:** In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead

agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.

**Instructional Note: A public hearing is required for each new submission of the State Plan.** The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every three years and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

Date	Location	Type of Hearing	If a Combined Hearing was held confirmed that the public was invited.
8/19/2025	State Capitol Annex, Sacramento, California	Combined	<input checked="" type="checkbox"/>

**4.4.** Attach supporting documentation or a hyperlink for the public and legislative hearings.

See attachments:

4.4 Public and Legislative Hearings Agenda [date]

4.4 Public and Legislative Hearings Transcript [date]

4.4 Public and Legislative Hearings Hearing Certification Letter [date]

## SECTION 5: CSBG Eligible Entities

**5.1. CSBG Eligible Entities:** In the table below, indicate whether each eligible entity in the state is public or private, the type(s) of entity, and the geographical area served by the entity.

<b>CSBG Eligible Entity</b>	<b>Geographical Area Served (by county) [Provide all counties]</b>	<b>Public or Nonprofit</b>	<b>Type of Entity [Choose all that apply]</b>
Berkeley Community Action Agency	Alameda	Public	Community Action Agency
City of Oakland, Department of Human Services	Alameda	Public	Community Action Agency
Inyo Mono Advocates for Community Action, Inc.	Alpine/Inyo/Mono	Nonprofit	Community Action Agency
Amador-Tuolumne Community Action Agency	Amador/Tuolumne	Public	Community Action Agency
Community Action Agency of Butte County, Inc.	Butte	Nonprofit	Community Action Agency
Calaveras-Mariposa Community Action Agency	Calaveras/Mariposa	Public	Community Action Agency
Contra Costa County Employment & Human Services Department/Community Services Bureau	Contra Costa	Public	Community Action Agency
Del Norte Senior Center, Inc.	Del Norte	Nonprofit	Community Action Agency & Limited Purpose Agency
El Dorado County Health & Human Services Agency	El Dorado	Public	Community Action Agency
Fresno County Economic Opportunities Commission	Fresno	Nonprofit	Community Action Agency
Glenn County Community Action Department	Glenn/Colusa/Trinity	Public	Community Action Agency

<b>CSBG Eligible Entity</b>	<b>Geographical Area Served (by county) [Provide all counties]</b>	<b>Public or Nonprofit</b>	<b>Type of Entity [Choose all that apply]</b>
Redwood Community Action Agency	Humboldt	Nonprofit	Community Action Agency
Campesinos Unidos, Inc.	Imperial	Nonprofit	Community Action Agency
Community Action Partnership of Kern	Kern	Nonprofit	Community Action Agency
Kings Community Action Organization, Inc.	Kings	Nonprofit	Community Action Agency
North Coast Opportunities, Inc.	Lake/Mendocino	Nonprofit	Community Action Agency
Plumas County Community Development Commission	Lassen/Plumas/Sierra	Public	Community Action Agency
Foothill Unity Center, Inc.	Los Angeles	Nonprofit	Community Action Agency
Long Beach Community Action Partnership	Los Angeles	Nonprofit	Community Action Agency
County of Los Angeles Department of Public Social Services	Los Angeles	Public	Community Action Agency
City of Los Angeles, Community Investment for Families Department	Los Angeles	Public	Community Action Agency
Community Action Partnership of Madera County, Inc.	Madera	Nonprofit	Community Action Agency
Community Action Marin	Marin	Nonprofit	Community Action Agency
Merced County Community Action Board	Merced	Nonprofit	Community Action Agency
Modoc-Siskiyou Community Action Agency	Modoc/Siskiyou	Public	Community Action Agency
Monterey County Community Action Partnership	Monterey	Public	Community Action Agency
Community Action Napa Valley	Napa	Nonprofit	Community Action Agency

<b>CSBG Eligible Entity</b>	<b>Geographical Area Served (by county) [Provide all counties]</b>	<b>Public or Nonprofit</b>	<b>Type of Entity [Choose all that apply]</b>
Nevada County Department of Housing and Community Services	Nevada	Public	Community Action Agency
Community Action Partnership of Orange County	Orange	Nonprofit	Community Action Agency
Project GO, Inc.	Placer	Nonprofit	Community Action Agency
Community Action Partnership of Riverside County	Riverside	Public	Community Action Agency
Sacramento Employment and Training Agency	Sacramento	Public	Community Action Agency
San Benito County Health & Human Services Agency, Community Services & Workforce Development	San Benito	Public	Community Action Agency
Community Action Partnership of San Bernardino County	San Bernardino	Nonprofit	Community Action Agency
County of San Diego, Health and Human Services Agency, Community Action Partnership	San Diego	Public	Community Action Agency
Urban Services, YMCA	San Francisco	Nonprofit	Community Action Agency
San Joaquin County Department of Aging & Community Services	San Joaquin	Public	Community Action Agency
Community Action Partnership of San Luis Obispo County, Inc.	San Luis Obispo	Nonprofit	Community Action Agency
San Mateo County Human Services Agency	San Mateo	Public	Community Action Agency
Community Action Commission of Santa Barbara County, Inc.	Santa Barbara	Nonprofit	Community Action Agency

<b>CSBG Eligible Entity</b>	<b>Geographical Area Served (by county) [Provide all counties]</b>	<b>Public or Nonprofit</b>	<b>Type of Entity [Choose all that apply]</b>
Sacred Heart Community Services	Santa Clara	Nonprofit	Community Action Agency
Community Action Board of Santa Cruz County, Inc.	Santa Cruz	Nonprofit	Community Action Agency
Shasta County Community Action Agency	Shasta	Public	Community Action Agency
Community Action Partnership of Solano, JPA	Solano	Public	Community Action Agency
Community Action Partnership of Sonoma County	Sonoma	Nonprofit	Community Action Agency
Central Valley Opportunity Center, Incorporated	Stanislaus/Madera/Mariposa/ Merced/Tuolumne	Nonprofit	Community Action Agency/Migrant or Seasonal Farmworker Organization
Sutter County Community Action Agency	Sutter	Nonprofit	Community Action Agency
Tehama County Community Action Agency	Tehama	Public	Community Action Agency
Community Services & Employment Training, Inc.	Tulare	Nonprofit	Community Action Agency
Community Action of Ventura County, Inc.	Ventura	Nonprofit	Community Action Agency
County of Yolo, Department of Employment and Social Services	Yolo	Public	Community Action Agency
Yuba County Community Services Commission	Yuba	Public	Community Action Agency
Karuk Tribe	Siskiyou/Humboldt	Public	Limited Purpose Agency, Tribe or Tribal Organization

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity [Choose all that apply]
Northern California Indian Development Council, Inc.	Statewide	Nonprofit	Limited Purpose Agency, Tribe or Tribal Organization
County of Los Angeles Department of Arts & Culture	Los Angeles	Public	Tribe or Tribal Organization
California Human Development Corporation	Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, Yuba	Nonprofit	Migrant or Seasonal Farmworker Organization
Proteus, Inc.	Fresno/Kern/Kings/Tulare	Nonprofit	Migrant or Seasonal Farmworker Organization
Community Services and Employment Training, Inc.	Alameda, Imperial, Inyo, Los Angeles, Mono, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Francisco, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Ventura	Nonprofit	Migrant or Seasonal Farmworker Organization
Community Design Center	San Francisco	Nonprofit	Limited Purpose Agency
Rural Community Assistance Corporation	Statewide	Nonprofit	Limited Purpose Agency

**NOTE: WITHIN OLDC**, you will not be able to add-a-row. Any additions/deletions to the Eligible Entity List should be made within the CSBG Eligible Entity List within OLDC prior to initializing a new CSBG State Plan within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

**Note:** Table 5.1. pre-populates the Annual Report, Module 1, Table C.1.

**5.2.** Total number of CSBG eligible entities: 58



**5.3. Changes to Eligible Entities List:** Within the tables below, describe any changes that have occurred to the eligible entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list:

- ☐ Designation and/or Re-Designation
- ☐ De-Designations and/or Voluntary Relinquishments
- ☐ Mergers
- ☒ No Changes to Eligible Entities List

**5.3a. Designation and Re-Designation:** Identify any new entities that have been designated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.

CSBG Eligible Entity	Type	Start Date	Geographical Area Served
Click or tap here to enter text.	Choose an item.	Click or tap to enter a date.	

**NOTE: ADD-A-ROW FUNCTION** – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

**5.3b. De-Designations and Voluntary Relinquishments:** Identify any entities that are no longer receiving CSBG funding. Include any eligible entities have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last federal fiscal year.

CSBG Eligible Entity	Reason
Click or tap here to enter text.	Choose an item.

**NOTE: ADD-A-ROW FUNCTION** – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

**5.3c. Mergers:** In the table below, provide information about any mergers or other combinations of two or more eligible entities that were individually listed in the prior State Plan.

<b>Original CSBG Eligible Entities</b>	<b>Surviving CSBG Eligible Entity</b>	<b>New Name (as applicable)</b>	<b>DUNS No.</b>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**NOTE: ADD-A-RROW FUNCTION** – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

## SECTION 6: Organizational Standards for Eligible Entities

**Note:** Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

**6.1. Choice of Standards:** Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period.

- ☒ COE CSBG Organizational Standards
- ☐ Modified Version of COE CSBG Organizational Standards
- ☐ Alternative Set of organizational standards

**Note:** Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

**6.1a. Modified Organizational Standards:** In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.

N/A

**6.1b. Alternative Organizational Standards:** If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.

N/A

**6.1c. Alternative Organizational Standards:** If using an alternative set of organizational standards: 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards.

☒ There were no changes from the previous State Plan submission.

**Provide reason for using alternative standards.**

N/A

**Describe rigor compared to COE-developed Standards.**

N/A

**6.2. Implementation:** Check the box that best describes how the state officially adopted organizational standards for eligible entities in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary.

- ☐ Regulation
- ☐ Policy
- ☒ Contracts with Eligible Entities

☐ Other, describe:

**6.3. Organizational Standards Assessment:** Describe how the state will assess eligible entities against organizational standards this federal fiscal year(s).

- ☐ Peer-to-Peer Review (with validation by the state or state-authorized third party)
- ☒ Self-Assessment (with validation by the state or state-authorized third party)
- ☐ Self-Assessment/Peer Review with State Risk Analysis
- ☐ State-Authorized Third-Party Validation
- ☐ Regular On-Site CSBG monitoring
- ☐ Other

**6.3a. Assessment Process:** Describe the planned assessment process.

Organizational Standards Assessments are completed annually by eligible entities. Once assessments have been returned, CSD analyzes to ensure supporting documentation received from eligible entities validates each standard. If the identified documentation appropriately validates the standard, those standards are deemed “met” and the assessment is accepted. If the documentation does not fully support the standard, the standard in question will be deemed “unmet.” Once a standard has been labeled “unmet,” the eligible entity has an opportunity to submit additional documentation to support the standard. If the entity cannot provide additional materials to verify the standard in question, CSD will inform the entity to initiate a technical assistance plan or “TAP,” which is mutually agreed upon by both parties. CSD will continue providing technical assistance to support eligible entities in resolving any open TAPs and unmet Organizational Standards. Notification of CSD’s acceptance of the final Organizational Standards assessment is distributed electronically to all eligible entities through an automated notification sent via email from eGov, California’s statewide CSBG reporting system. Eligible entities’ scores are distributed by CSD staff and are referenced in CSD’s monitoring evaluations and final reports.

**6.4. Eligible Entity Exemptions:** Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)?

Yes

**6.4a.** Provide the specific eligible entities the state will exempt from meeting organizational standards and provide a description and a justification for each exemption.

Total Number of Exempt Entities: 3

CSBG Eligible Entity	Description/Justification
Community Design Center	CSD will exempt the Community Design Center (CDC) from meeting the

CSBG Eligible Entity	Description/Justification
	Organizational Standards based on its designation as a Limited Purpose Agency and funded by CSBG discretionary funds.
Rural Community Assistance Corporation	CSD will exempt the Rural Community Assistance Corporation (RCAC) from meeting the Organizational Standards based on its designation as a Limited Purpose Agency and funded by CSBG discretionary funds.
Karuk Tribe	Karuk Tribe is a Native American Indian (NAI) Tribe that is governed by a nine-member Tribal Council. Based on the Karuk Tribe designation as a tribal organization, CSD will exempt the tribal organization from meeting the Organizational Standards.

**NOTE: ADD-A-ROW FUNCTION** – states can add rows for each additional exception. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. The Description/Justification allows for 2500 characters.

**6.5. Performance Target:** Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period.

**Year One** 70%

**Year Two** 75%

**Note:** Item 6.5. is associated with State Accountability Measures 6Sa and pre-populates the Annual Report, Module 1, Table D.2.

## SECTION 7: State Use of Funds

### Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

**7.1. Formula:** Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities.

- ☐ Historic
- ☒ Base + Formula
- ☐ Formula Alone
- ☐ Formula with Variables
- ☐ Hold Harmless + Formula
- ☐ Other

**7.1a. Formula Description:** Describe the current practice for allocating CSBG funds to eligible entities.

Not less than 90 percent of California's CSBG award will be distributed to the eligible entities that meet both federal and state requirements [42 U.S.C. 9902(1)(a) and CA Gov. Code § 12730(g)]. The budgeted distribution of funds estimate is based on the 2022 CSBG allocation.

**7.1b. Statute:** Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities?

Yes (CA Gov. Code § 12736(c))

**7.2. Planned Allocation:** Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and in accordance to the "not less than 90 percent funds" requirement as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

**Year One** 90%

**Year Two** 90%

#### Planned CSBG 90 Percent Funds – Year One and Year Two

Agency	Estimated 2026 Allocation	Estimated 2027 Allocation
Berkeley Community Action Agency	301,299	301,299
City of Oakland, Human Services Department	1,327,692	1,327,692
Inyo Mono Advocates for Community Action, Inc.	1,367	1,367
Amador-Tuolumne Community Action Agency	280,878	280,878
Community Action Agency of Butte County, Inc.	399,655	399,655
Calaveras-Mariposa Community Action Agency	301,297	301,297

<b>Agency</b>	<b>Estimated 2026 Allocation</b>	<b>Estimated 2027 Allocation</b>
Contra Costa Employment & Human Services Dept/CSB	951,164	951,164
Del Norte Senior Center, Inc.	41,961	41,961
El Dorado County Health and Human Services Agency	332,257	332,257
Fresno County Economic Opportunities Commission	2,051,661	2,051,661
Glenn County Community Action Department	280,147	280,147
Redwood Community Action Agency	328,663	328,663
Campesinos Unidos, Inc.	392,843	392,843
Inyo Mono Advocates for Community Action, Inc.	275,733	275,733
Community Action Partnership of Kern	1,802,115	1,802,115
Kings Community Action Organization, Inc.	287,615	287,615
North Coast Opportunities, Inc.	573,947	573,947
Plumas County Community Development Commission	272,100	272,100
Foothill Unity Center, Inc.	355,254	355,254
Long Beach Community Action Partnership	718,089	718,089
County of Los Angeles Dept. of Public Social Services	6,308,448	6,308,448
City of Los Angeles Community Investment for Families Dept.	6,526,254	6,526,254
Community Action Partnership of Madera County, Inc.	320,118	320,118
Community Action Marin	301,227	301,227
Merced County Community Action Agency	507,613	507,613
Modoc-Siskiyou Community Action Agency	280,131	280,131
Monterey County Community Action Partnership	502,170	502,170
Community Action Napa Valley	281,451	281,451
Nevada County Dept. of Housing & Community Services	300,465	300,465
Community Action Partnership of Orange County	3,216,670	3,216,670
Project GO, Inc.	424,890	424,890
Community Action Partnership of Riverside County	3,084,069	3,084,069
Sacramento Employment and Training Agency	2,143,690	2,143,690
San Benito County H&HSA, CS & WD	283,343	283,343

<b>Agency</b>	<b>Estimated 2026 Allocation</b>	<b>Estimated 2027 Allocation</b>
Community Action Partnership of San Bernardino County	3,213,229	3,213,229
County of San Diego, H&HSA, CAP	3,571,153	3,571,153
Urban Services YMCA	876,973	876,973
San Joaquin County Dept. of Aging & Community Services	1,015,346	1,015,346
CAP of San Luis Obispo County, Inc.	297,231	297,231
San Mateo County Human Services Agency	476,649	476,649
Community Action Commission of Santa Barbara County	549,429	549,429
Sacred Heart Community Service	1,373,814	1,373,814
Community Action Board of Santa Cruz County, Inc.	314,164	314,164
Shasta County Community Action Agency	302,832	302,832
Community Action Partnership of Solano, JPA	401,936	401,936
Community Action Partnership of Sonoma County	437,993	437,993
Central Valley Opportunity Center, Inc.	736,901	736,901
Sutter County Community Action Agency	284,377	284,377
Tehama County Community Action Agency	304,753	304,753
Community Services & Employment Training, Inc.	1,011,701	1,011,701
Community Action of Ventura County, Inc.	753,061	753,061
County of Yolo Health and Human Services Agency	401,191	401,191
Yuba County Community Services Commission	270,783	270,783
California Human Development Corporation	1,582,188	1,582,188
Proteus, Inc.	2,545,260	2,545,260
Central Valley Opportunity Center, Inc.	619,117	619,117
Center for Employment Training	2,132,514	2,132,514
Karuk Tribe (NAI-LPA) (Core Funding)	42,000	42,000
Karuk Tribe (NAI-LPA)	106,535	106,535
NCIDC, Inc. (NAI-LPA) (Core Funding)	122,000	122,000
NCIDC, Inc./LIFE (NAI-LPA) (Core Funding)	54,250	54,250
NCIDC, Inc. (NAI-LPA)	1,907,945	1,907,945



Agency	Estimated 2026 Allocation	Estimated 2027 Allocation
Los Angeles County Department of Arts and Culture	450,111	450,111
<b>ESTIMATED 90% DISTRIBUTION</b>	<b>61,911,712</b>	<b>61,911,712</b>

**Note:** This information pre-populates the state's Annual Report, Module 1, Table E.2.

- 7.3. Distribution Process:** Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take. Please include information about state legislative approval or other types of administrative approval (such as approval by a board or commission).

CSD administers contracts on a calendar year, from January 1st to December 31st. To ensure timely distribution of CSBG funds, CSD prepares contracts for distribution to eligible entities prior to the receipt of the CSBG award notification. Contracts are emailed to the eligible entities via DocuSign approximately 60 days before the start of the calendar year allowing services to begin on January 1st to prevent any interruption. Depending on the agency type, eligible entities have up to 45 days to return their contracts to CSD. Funding allocations are determined using the prior year's grant award and contracts contain provisions to align contract expenditures of eligible entities with grant award releases to CSD. Upon receipt of the final CSBG grant award notification, CSD will adjust the contract allocations distributed to the eligible entities.

- 7.3a. Distribution Method:** Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:

- ☐ Reimbursement
- ☐ Advance
- ☒ Hybrid
- ☐ Other

- 7.4. Distribution Timeframe:** Does the state intend to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award?

Yes

- 7.4a. Distribution Consistency:** If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.

N/A

**Note:** Item 7.4 is associated with State Accountability Measure 2Sa and may pre-populate the state's annual report form.

- 7.5. Distribution of Funds Performance Management Adjustment:** Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.

In response to its evolving business needs, CSD maintains the use of DocuSign for its contract administration procedures. The use of DocuSign enables eligible entities to receive, sign, and return contracts electronically to CSD. CSD continues to refine the process. For example, CSD developed an interactive form that allows eligible entities to identify its staff and designate the order its staff review the contract via DocuSign. The form can be updated as needed.

CSD has received positive feedback from the eligible entities regarding its continued use of DocuSign. As a result of this, and other ongoing improvements, there are no plans to modify the contract administration procedures during the current state plan period.

**Note:** This information is associated with State Accountability Measure 2Sb and may pre-populate the state's annual report form.

**Administrative Funds [Section 675C(b)(2) of the CSBG Act]**

- 7.6. Allocated Funds:** Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State Plan.

**Year One** 5%

**Year Two** 5%

**Note:** This information pre-populates the state's Annual Report, Module 1, Table E.4.

- 7.7. State Staff:** Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan.

**Year One** 88.40

**Year Two** 88.40

- 7.8. State FTEs:** Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan?

**Year One** 27.03

**Year Two** 27.03

**Use of Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]**

- 7.9. Remainder/Discretionary Funds Use:** Does the state have remainder/discretionary funds as described in Section 675C(b) of the CSBG Act?

Yes

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

**Year One** 5%

**Year Two** 5%

**Note:** This response will link to the corresponding assurance, Item 14.2.

**Note:** This information is associated with State Accountability Measures 3Sa and pre-populates the Annual Report, Module 1, Table E.7.

**Use of Remainder/Discretionary Funds – Year One**

<b>Remainder/Discretionary Fund Uses</b> (See 675C(b)(1) of the CSBG Act)	<b>Planned \$</b>	<b>Brief Description of Services and/or Activities</b>
7.9a. Training/Technical Assistance to eligible entities	650,000	The state association and other technical assistance partners will support various training and technical assistance activities to support the network.
7.9b. Coordination of state-operated programs and/or local programs	612,543	Funds will be used for the LPAs' fixed allocation and other state and local operated programs.
7.9c. Statewide coordination and communication among eligible entities	Click or tap here to enter text.	
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9e. Asset-building programs (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	2,033,479	CSD may elect to distribute discretionary funds equally or through a competitive process to eligible entities to enhance or expand new or existing programs or increase agency capacity. CSD may elect to set aside funds to support disaster

<b>Remainder/Discretionary Fund Uses</b> (See 675C(b)(1) of the CSBG Act)	<b>Planned \$</b>	<b>Brief Description of Services and/or Activities</b>
		relief or fund state-coordinated activities based on emerging needs. Other options may include making funds available for specific target areas (e.g., homelessness, employment, self-sufficiency, etc.).
7.9g. State Charity tax credits (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9h. Other activities (Specify these other activities under Column 4)	88,738	Annual software costs for reporting through the CSG database.
<b>Totals (Auto-Calculated)</b>		

*To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.*

#### Use of Remainder/Discretionary Funds – Year Two

<b>Remainder/Discretionary Fund Uses</b> (See 675C(b)(1) of the CSBG Act)	<b>Planned \$</b>	<b>Brief Description of Services and/or Activities</b>
7.9a. Training/Technical Assistance to eligible entities	650,000	The state association and other technical assistance partners will support various training and technical assistance activities to support the network.
7.9b. Coordination of state-operated programs and/or local programs	612,543	Funds will be used for the LPAs' fixed allocation and other state and local operated programs.
7.9c. Statewide coordination and communication among eligible entities	Click or tap here to enter text.	
7.9d. Analysis of distribution of CSBG funds to determine if	Click or tap here to enter text.	

<b>Remainder/Discretionary Fund Uses</b> (See 675C(b)(1) of the CSBG Act)	<b>Planned \$</b>	<b>Brief Description of Services and/or Activities</b>
targeting greatest need (Briefly describe under Column 4)		
7.9e. Asset-building programs (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4)	2,033,479	CSD may elect to distribute discretionary funds equally or through a competitive process to eligible entities to enhance or expand new or existing programs or increase agency capacity. CSD may elect to set aside funds to support disaster relief or fund state-coordinated activities based on emerging needs. Other options may include making funds available for specific target areas (e.g., homelessness, employment, self-sufficiency, etc.).
7.9g. State Charity tax credits (Briefly describe under Column 4)	Click or tap here to enter text.	
7.9h. Other activities (Specify these other activities under Column 4)	88,738	Annual software costs for reporting through the CSG database.
<b>Totals (Auto-Calculated)</b>		

*To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.*

**7.10. Remainder/Discretionary Funds Partnerships:** Select the types of organizations, if any, the state intends to work with (by grant or contract using remainder/discretionary funds) to carry out some or all the activities in Table 7.9.

- ☐ The State Directly Carries Out All Activities (No Partnerships)
- ☐ The State Partially Carries Out Some Activities

- ☒ CSBG Eligible Entities (if checked, include the expected number of CSBG eligible entities to receive funds) 58
- ☒ Other Community-based Organizations
- ☒ State Community Action Association
- ☒ Regional CSBG Technical Assistance Provider(s)
- ☐ National Technical Assistance Provider(s)
- ☐ Individual Consultant(s)
- ☐ Tribes and Tribal Organizations
- ☒ Other

CSD will fund organizations that benefit eligible entities such as La Cooperativa Campesina de California for its La Voz del Campo bulletin and Radio Bilingual broadcasts. These platforms provide information about MSFWs, farmworker issues, and programs and services to farmworker communities. A portion of the remainder/discretionary funds will be used to support the annual renewal of the statewide database used to collect Annual Report data and Organizational Standards.

**Note:** This response will link to the corresponding CSBG assurance in Item 14.2.

#### **7.11. Use of Remainder/Discretionary Funds Performance Management**

**Adjustment:** Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past State Plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

**Note:** This information is associated with State Accountability Measures 3Sb and may pre-populate the state's annual report form.

For the 2026/2027 CSBG State Plan, CSD will monitor emergent needs and make discretionary funds available as needed. Modifications to the proposed plan for distribution may occur if a decrease in the final CSBG allocation occurs. If there is a reduction in the annual CSBG allocation, CSD will use discretionary funds to backfill eligible entities' allocation to the extent possible.

## SECTION 8: State Training and Technical Assistance

**8.1. Training and Technical Assistance Plan:** Describe the state's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. The T/TA plan should include all planned CSBG-funded T/TA activities funded through the administrative or remainder/discretionary funds of the CSBG award (as reported in Section 7). The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

**Note:** This information is associated with State Accountability Measure 3Sc and pre-populates the Annual Report, Module 1, Table F.1.

### Training and Technical Assistance – Year One

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
Ongoing/Multiple Quarters	Both	Fiscal	
Ongoing/Multiple Quarters	Both	Governance/Tripartite Boards	
Ongoing/Multiple Quarters	Both	Organizational Standards – General	
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards – for CSBG eligible entities with unmet TAPs or QIPs	
Ongoing Multiple Quarters	Technical Assistance	Reporting	
Ongoing/Multiple Quarters	Both	ROMA	
Ongoing/Multiple Quarters	Both	Strategic Planning	
Ongoing/Multiple Quarters	Both	Community Assessment	
Ongoing/Multiple Quarters	Technical Assistance	Monitoring	
Ongoing/Multiple Quarters	Training and Technical Assistance	Other	Community Economic Development
Ongoing/Multiple Quarters	Training and Technical Assistance	Other	New Executive Director & employee onboarding

Ongoing/Multiple Quarters	Training and Technical Assistance	Annual Report	
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**NOTE: ADD-A-ROW FUNCTION** – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of “Other” allows for 500 characters.

### Training and Technical Assistance – Year Two

Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Ongoing/Multiple Quarters	Both	Fiscal	
Ongoing/Multiple Quarters	Both	Governance/Tripartite Boards	
Ongoing/Multiple Quarters	Both	Organizational Standards – General	
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards – for CSBG eligible entities with unmet TAPs or QIPs	
Ongoing Multiple Quarters	Technical Assistance	Reporting	
Ongoing/Multiple Quarters	Both	ROMA	
Ongoing/Multiple Quarters	Both	Strategic Planning	
Ongoing/Multiple Quarters	Both	Community Assessment	
Ongoing/Multiple Quarters	Technical Assistance	Monitoring	
Ongoing/Multiple Quarters	Training and Technical Assistance	Other	Community Economic Development
Ongoing/Multiple Quarters	Training and Technical Assistance	Other	New Executive Director & employee onboarding
Ongoing/Multiple Quarters	Training and Technical Assistance	Annual Report	

**NOTE: ADD-A-ROW FUNCTION** – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of “Other” allows for 500 characters.



**8.1a. Training and Technical Assistance Budget:** The planned budget for all training and technical assistance:

**Year One** \$650,000 **Year Two** \$650,000

**8.1b. Training and Technical Assistance Collaboration:** Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance.

Using CSBG discretionary funding, CSD will execute contracts with CalCAPA, the state association, and the California Community Economic Development Association (CCEDA) to provide T/TA to the eligible entities. CalCAPA is the Region IX – Regional Performance & Innovation Consortia (RPIC) lead. RPIC is a comprehensive T/TA system serving California’s eligible entities. CalCAPA and RPIC trainings help ensure that eligible entities meet operational and organizational needs.

CSD will also partner with the CCEDA, an agency with expertise in community economic development. CCEDA offers eligible entities a full range of economic and community development strategies, including real estate development, housing development, effective needs assessments, and grant writing.

In collaboration with CalCAPA and CCEDA, CSD will identify and develop training practices that expand the capacity of eligible entities. CSD identifies training needs through onsite monitoring, desk reviews, review of Organizational Standards, surveys, and direct communication with the eligible entities. Under this State Plan, eligible entities will receive T/TA in areas such as, but not limited to, emerging needs, capacity building, board management, strategic planning, and performance measurement.

**8.2. Organizational Standards Technical Assistance:** Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate?

Yes

**Note:** 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.

**8.2a. Address Unmet Organizational Standards:** Describe the state’s plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards.

CSD addresses unmet Organizational Standards through ongoing technical training and assistance (T/TA). However, if eligible entities require further assistance to meet specific standards, CalCAPA will provide targeted assistance so that eligible entities can achieve a “met” status for the specific standard(s). CSD provides additional T/TA through multiple portals (e.g., open-source learning platforms, staff training, webinars). CSD also monitors the progress and status of technical

assistance plans (TAPs) through the statewide Organizational Standards automated system.

- 8.3. Training and Technical Assistance Organizations:** Indicate the types of organizations through which the state intends to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.) **[Check all that applies and narrative where applicable]**

- ☐ All T/TA is conducted by the state
- ☐ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)
- ☐ Other community-based organizations
- ☒ State Community Action Association
- ☒ Regional CSBG technical assistance provider(s)
- ☒ National technical assistance provider(s)
- ☐ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☒ Other

CSD will collaborate with CCEDA to provide economic and community development T/TA to eligible entities.

- 8.4. CSBG-Funded T/TA Performance Management Adjustment:** Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

**Note:** This information is associated with State Accountability Measures 3Sd and may pre-populate the state's annual report form.

CSD and CalCAPA, the Region IX – RPIC lead surveyed California and Region IX eligible entities on T/TA needs. Training priorities of the Region IX states were identified. Under CalCAPA's leadership, RPIC trainings will be open to all Region IX states and specifically all California eligible entities. This step will increase the number and variety of T/TA opportunities for eligible entities and state lead agency staff. Recent trainings offered in Region IX included Organizational Standards and "CSBG 101: Connecting the Community Action Dots." Additionally, a summit on rural communities was held.

## SECTION 9: State Linkages and Communication

**Note:** This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).

**9.1. State Linkages and Coordination at the State Level:** Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed.

**Note:** This response will link to the corresponding CSBG assurance, Item 14.5. In addition, this information is associated with State Accountability Measure 7Sa and pre-populates the Annual Report, Module 1, Item G.1.

- ☒ State Low Income Home Energy Assistance Program (LIHEAP) office
- ☒ State Weatherization office
- ☐ State Temporary Assistance for Needy Families (TANF) office
- ☐ Head Start State Collaboration offices
- ☒ State public health office
- ☐ State education department
- ☐ State Workforce Innovation and Opportunity Act (WIOA) agency
- ☐ State budget office
- ☐ Supplemental Nutrition Assistance Program (SNAP)
- ☐ State child welfare office
- ☐ State housing office
- ☒ Other

To support state efforts to reduce poverty, CSD administers the federal Low Income Home Energy Assistance Program (LIHEAP) and Weatherization Assistance Program (WAP) programs. CSD also partners with Limited Purpose Agencies (LPAs) designed to serve rural communities.

LPAs are community-based nonprofit organizations funded with CSBG discretionary funding. LPAs provide training, technical assistance, rural economic development, special support programs, or other activities supporting low-income Californians. In Section 5: CSBG Eligible Entities above, three LPAs are designated in the state: Del Norte Senior Center, Inc., Karuk Tribe, and Northern California Indian Development Council, Inc. (NCIDC). Karuk Tribe and NCIDC, designated as NAI/LPAs, are funded solely from the Native American Indian set-aside (3.9 percent) of the eligible entity CSBG award (90 percent funds). The joint designation of NAI/LPA denotes the accurate status for the historical NAIs that are also eligible entity LPAs.

- 9.2. State Linkages and Coordination at the Local Level:** Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)).

**Note:** This response will link to the corresponding CSBG assurances, Items 14.5 and 14.6, and pre-populates the Annual Report, Module 1, Item G.2.

CSD will be involved in the following linkages during 2026 and 2027:

California Earned Income Tax Credit (CalEITC) and Young Child Tax Credit (YCTC)

The federal Earned Income Tax Credit (EITC) is widely recognized as one of the nation's most powerful resources for lifting low-to-moderate-income people out of poverty. In 2015, California established the California Earned Income Tax Credit (CalEITC), providing a refundable tax credit to the poorest working families and individuals in the state. To further reach eligible Californians and ensure that they file their taxes and claim the EITC, the Franchise Tax Board (FTB) and CSD developed a strategic partnership to support education and outreach activities designed to increase the number of Californians who claim the credit through the CalEITC Education and Outreach Grant Program, which CSD administers.

California has continued to fund CalEITC education and outreach activities in the state and expand eligibility for CalEITC and other tax credits focused on low-income individuals and families. In 2024, California increased the Young Child Tax Credit, awarding eligible families a \$1,154 tax credit. The California 2024 Budget Act appropriated \$12 million to continue support for the CalEITC Education and Outreach Grant Program for the 2025 tax season.

CSBG Advisory Council

CSD established the CSBG Advisory Council, an advisory body composed of eligible entity Executive Directors and a representative from CalCAPA. The CSBG Advisory Council meets on a quarterly basis to inform policy development, planning, and implementation of CSBG grant awards. Participating members are responsible for collaborating with CSD to effectuate successful administration of CSBG funding resources.

**9.3. Eligible Entity Linkages and Coordination**

**9.3a. State Assurance of Eligible Entity Linkages and Coordination:**

Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under 42 U.S. Code Section 9908(b)(5)).

**Note:** This response will link to the corresponding CSBG assurance, Item 14.5. and pre-populates the Annual Report, Module 1, Item G.3a.

CSD ensures that eligible entities establish and maintain linkages and coordination with other social service programs primarily through

Organizational Standards. Annual Organizational Standards submittals require eligible entities to provide partnership documentation, including agreements and memoranda of understanding (MOUs) and memoranda of agreement.

Additionally, eligible entities conduct a community needs assessment (CNA) every three years, which identifies gaps in services and potential linkages to fill those gaps. Examples of these linkages include coordination or partnerships with local Workforce Investment Boards, social service departments, one-stop centers, childcare, faith-based organizations and other community-based organizations.

CSD ensures compliance with this requirement through program performance monitoring, oversight of CSBG contractual requirements, and a thorough review of the eligible entities' CAPs, strategic plans, and board meeting minutes.

**9.3b. State Assurance of Eligible Entity Linkages to Fill Service Gaps:**

Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

**Note:** This response will link to the corresponding CSBG assurance, Item 14.3b. and pre-populates the Annual Report, Module 1, Item G.3b.

CSD provides eligible entities with a CAP template for their biennial submission. The CAP template requires eligible entities to describe the process utilized to link services and coordinate funding in their service area. Eligible entities provide information on coalitions, memoranda of understanding (MOUs), and partnerships. Eligible entities describe how they coordinate funding with other providers in the service area. If there is a formalized coalition of service providers in the service area, eligible entities must list the coalition(s) by name and describe the methods used to coordinate services and funding. Eligible entities must also provide information on any MOUs or service agreements they have with other agencies regarding coordination of services and funding. Eligible entities must also describe how they ensure the delivery of services to low-income individuals while avoiding duplication of services in the service area(s).

CSD also assists eligible entities with developing strategic partnerships, including coordination and linkages opportunities. CSD accomplishes this by partnering with other federal and state organizations to identify additional programs and funds that may be available to the eligible entities.

**9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:**

Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the

Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?

No.

**Note:** This response will link to the corresponding CSBG assurance, Item 14.5.

**9.4a. WIOA Combined Plan:** If the state selected yes under Item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based organizations as part of a community antipoverty strategy.

**9.4b. Employment and Training Activities:** If the state selected no under Item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.

Through program performance monitoring, oversight of CSBG contractual requirements, and review of each eligible entity's CAP, CSD will ensure that the coordination and established linkages between governmental and social services programs effectively address the needs of low-income Californians. Examples of coordination and linkages include partnerships with local Workforce Investment Boards, local government (such as agencies providing health and human services, mental health services, social services, and aging and adult services), Department of Labor, and state government (Employment Development Department, Department of Social Services, and the Department of Rehabilitation). Eligible entities also have partnerships with the Local Conversation Corps, America's Job Centers of California, military and veteran's affairs organizations, Worknet, Golden Sierra Job Training Centers, training schools, labor unions, California State Universities and community college districts, California Public Utilities Commission, AmeriCorps, United Way, YWCA, business associations, faith-based organizations, workforce assistance centers, local occupations programs, local and national nonprofits, businesses, financial institutions, community-based organizations, and private foundations.

CSBG eligible entities and community partners coordinate with a variety of employment training programs that target low-income individuals, including youth and at-risk youth, displaced agricultural workers, veterans, and other low-income individuals. Eligible entities coordinate direct services, joint case management, shared use of space to deliver services, service referrals, and subcontractor agreements with their community partners. Employment training services include, but are not limited to, high school diploma or GED completion, computer skills training, interview

skills and workplace ethics workshops, life skills and financial literacy training, vocational training, and job placement programs that prepare low-income individuals to enter or reenter the workforce.

- 9.5. Emergency Energy Crisis Intervention:** Describe how the State will assure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to Low Income Home Energy Assistance Program) are conducted in each community in the State, as required by the assurance under Section 676(b)(6) of the CSBG Act).

**Note:** This response will link to the corresponding CSBG assurance, Item 14.6.

CSD administers LIHEAP, which provides energy crisis intervention and weatherization services for low-income Californians. Local LIHEAP service providers provide energy outreach, coordination, advocacy, education, utility bill assistance, energy-efficient appliance repair or replacement, and assist enrollment in utility-funded low-income rate discount and assistance programs.

Eligible entities that do not receive LIHEAP funds work directly with the local LIHEAP service providers or other utility assistance providers in their service areas. These eligible entities refer low-income individuals and families in their community to local LIHEAP providers. CSD ensures the coordination of energy services by reviewing CAPs, monitoring eligible entity performance, and ensuring compliance with CSBG contract provisions throughout the contract term.

- 9.6. Faith-based Organizations, Charitable Groups, and Community Organizations:** Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act.

**Note:** this response will link to the corresponding assurance, Item 14.9.

Eligible entities have developed collaborative partnerships with a myriad of partners including, but not limited to, the state, local government entities, social services providers, faith-based partners, and other community-based organizations.

CSD requires eligible entities to certify compliance with this assurance in their CAPs and to provide a description of these partnerships. CSD will verify compliance through program performance monitoring and review of cyclical work products including CAPs.

- 9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:** Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act.

**Note:** This response will link to the corresponding assurance, Item 14.3c.

Eligible entities coordinate funds and resources with a network of public and private partners. These partners include, but are not limited to, healthcare and mental health providers, support services, transportation providers, family services, workforce development and investment boards, early childhood education, school districts, educational institutions, Local Conservation Corps, local government, community-based organizations, faith-based organizations, businesses, Volunteer Income Tax Assistance (VITA) service providers, food banks/pantries, advocates, providers of children and family services, housing services, tribal partners, and emergency services entities to meet immediate and long-term needs of low-income Californians, and other community organizations.

In addition, eligible entities' coordination efforts may include information sharing, direct referrals, MOUs, interagency agreements, and sub-contractual agreements for outreach, cross-training, and the delivery of services to low-income individuals and families.

#### **9.8. Coordination among Eligible Entities and State Community Action**

**Association:** Describe state activities for supporting coordination among the eligible entities and the State Community Action Association.

**Note:** This information will pre-populate the Annual Report, Module 1, Item G.5.

CSD supports and coordinates trainings between CalCAPA and the eligible entities. CalCAPA provides comprehensive T/TA services to California's eligible entities. Training needs are discovered through onsite monitoring, desk reviews, review of Organizational Standards, review of monthly expenditures, and communication with eligible entities. Upon identification of a T/TA need, CSD will either conduct the training or refer the eligible entity to CalCAPA.

CSD hosts quarterly CSP meetings in partnership with CalCAPA. The CSP meeting is an opportunity to engage with eligible entities regarding CSBG-related topics and issues and provide a forum for peer-to-peer interaction. Agenda topics may include policy implementation, best practices, and training and technical assistance.

CSD also facilitates the CSBG AC. CalCAPA's Executive Director and Board Chair, who attend the CSBG AC, can partner with eligible entities and discuss program and policy implementation.

CSD meets monthly with CalCAPA. These meetings provide an opportunity to address topics such as eligible entity T/TA requests and CalCAPA's contractual work plan. CalCAPA also reports on the status of various eligible entity workgroups.

In addition, CalCAPA is the Region IX – RPIC lead. RPIC serves as a comprehensive T/TA system, coordinating training opportunities for the region. This connection allows agencies from other Region IX member states to attend trainings sponsored by other Region IX state associations, thereby expanding training opportunities in the region.

#### **9.9. Communication with Eligible Entities and the State Community Action**

**Association:** In the table below, detail how the state intends to communicate



with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below.

For any topic that is not applicable, select *Not Applicable* under Expected Frequency.

#### Communication Plan

Subject Matter	Expected Frequency	Format	Brief Description of "Other"
Upcoming Public and/or Legislative Hearings	As needed	Other	Meetings, Email, Website, Public Notice
State Plan Development	Quarterly	Meetings/Presentations	
Organizational Standards Progress	Semi-Annually	Other	Meetings, Email, 1:1, Webinar, Letters
State Accountability Measures Progress	Semi-Annually	Meetings/Presentations	
Community Needs Assessments/Community Action Plans	As needed	Other	Meetings, Email, Website, Webinar, 1:1, Letters
State Monitoring Plans and Policies	Annually	Meetings/Presentations	
Training and Technical Assistance (T/TA) Plans	Annually	Meetings/Presentations	
ROMA and Performance Management	Quarterly	Meetings/Presentations	
State Interagency Coordination	Quarterly	Other	Meetings, Email, Newsletter
CSBG Legislative/Programmatic Updates	As needed	Other	Meetings, Email, Newsletter, Letters
Tripartite Board Requirements	As needed	Other	Meetings, Email, 1:1, Letters

**Note:** *ADD-A-ROW FUNCTION* – States can add rows for each additional communication topic. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of "Other" allows for 250 characters.

#### 9.10. Feedback to Eligible Entities and State Community Action Association:

Describe how the state will provide information to local entities and State

Community Action Associations regarding performance on State Accountability Measures.

**Note:** This information is associated with State Accountability Measure 5S(iii) and will pre-populate the Annual Report, Module 1, Item G.6.

CSD will use various communication methods to engage eligible entities and CalCAPA on overall performance, possible funding opportunities, and best practices for service delivery. These communication methods may include emails, postings on CSD's Local Agencies Portal website, webinars, trainings, roundtable discussions, and presentations during the CSP and CSBG AC meetings. CSD may host regular coordination calls with eligible entities to review contract deliverables, Organizational Standards, expenditure status, CSBG Annual Report, closeouts, and technical assistance plans.

- 9.11. Communication Plan Performance Management Adjustment:** Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

**Note:** This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.

CSD will continue to distribute electronic communications to eligible entities using the most efficient and effective modes available and will continue to provide in-person and live virtual training for the eligible entities. Additionally, CSD will distribute a monthly newsletter providing eligible entities information and updates on administrative, fiscal, and programmatic matters. The newsletter will also highlight eligible entities' successes and innovative practices. CSD will continue to monitor and assess its communication strategies and adjust as necessary.

## SECTION 10: Monitoring, Corrective Action, and Fiscal Controls

### Monitoring of Eligible Entities (Section 678B(a) of the CSBG Act)

- 10.1.** Specify the proposed schedule for planned monitoring visits including: full on-site reviews; on-site reviews of newly designated entities; follow-up reviews – including return visits to entities that failed to meet state goals, standards, and requirements; and other reviews as appropriate.

This is an estimated schedule to assist states in planning. States may indicate “no review” for entities the state does not plan to monitor in the performance period.

**Note:** This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 1, Table H.1.

#### Monitoring Schedule – Year One

OLDC Order	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
1	Berkeley Community Action Agency	Full Onsite	Onsite	FY1 Q2	5/5/2022	5/10/2022	
2	City of Oakland Human Services Department	Full Onsite	Onsite	FY1 Q3	5/19/2022	5/24/2022	
3	Inyo Mono Advocates for Community Action, Inc.	Other	Desk Review	FY1 Q3	6/11/2024	6/13/2024	Desk Review
4	Amador-Tuolumne Community Action Agency	Full Onsite	Onsite	FY1 Q3	5/20/2022	5/24/2022	
5	Community Action Agency of Butte County, Inc.	Full Onsite	Onsite	FY1 Q3	5/9/2022	5/11/2022	
6	Calaveras-Mariposa Community Action Agency	Full Onsite	Onsite	FY1 Q2	5/17/2022	5/19/2022	
7	Contra Costa County Community Services Department	Full Onsite	Onsite	FY1 Q2	4/7/2022	4/15/2022	
8	Del Norte Senior Center	Other	Desk Review	FY1 Q3	8/28/2024	8/29/2024	Desk Review

<b>OLDC Order</b>	<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of “Other”</b>
9	El Dorado County Health & Human Services Agency	Other	Desk Review	FY1 Q2	8/27/2024	8/28/2024	Desk Review
10	Fresno County Economic Opportunities Commission	Other	Desk Review	FY1 Q3	8/6/2024	8/7/2024	Desk Review
11	Glenn County Community Action Department	Full Onsite	Onsite	FY1 Q2	6/6/2022	6/8/2022	
12	Redwood Community Action Agency	Full Onsite	Onsite	FY1 Q3	7/6/2022	7/8/2022	
13	Campesinos Unidos, Inc.	Other	Desk Review	FY1 Q3	10/16/2023	10/17/2023	Desk Review
14	Community Action Partnership of Kern County	Other	Desk Review	FY1 Q3	8/14/2023	8/16/2023	Desk Review
15	Kings Community Action Organization	Other	Desk Review	FY1 Q3	5/3/2023	5/4/2023	Desk Review
16	North Coast Opportunities	Other	Desk Review	FY1 Q3	8/16/2023	8/17/2023	Desk Review
17	Plumas County Community Development Commission	Full Onsite	Onsite	FY1 Q3	8/2/2022	8/4/2022	
18	Foothill Unity Center, Inc	Other	Desk Review	FY1 Q3	5/1/2023	5/3/2023	Desk Review
19	Long Beach Community Services Development Corporation	Other	Desk Review	FY1 Q3	5/3/2023	5/5/2023	Desk Review
20	Los Angeles County, Department of Public Social Services	Full Onsite	Onsite	FY1 Q3	8/16/2022	8/17/2022	
21	City of Los Angeles Community	Full Onsite	Onsite	FY1 Q2	5/20/2022	5/24/2022	

<b>OLDC Order</b>	<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of “Other”</b>
	Investment for Families Dept.						
22	Community Action Partnership of Madera County	Full Onsite	Onsite	FY1 Q2	7/12/2022	7/12/2022	
23	Community Action Marin	Other	Desk Review	FY1 Q3	8/20/2024	8/21/2024	Desk Review
24	Merced County Community Action Agency	Full Onsite	Onsite	FY1 Q3	6/23/2022	6/23/2022	
25	Modoc-Siskiyou Community Action Agency	Other	Desk Review	FY1 Q4	6/11/2024	6/12/2024	Desk Review
26	Monterey County Community Action Agency	Other	Desk Review	FY1 Q2	8/28/2023	8/30/2023	Desk Review
27	Community Action of Napa Valley	Other	Desk Review	FY1 Q2	6/20/2023	6/21/2023	Desk Review
28	Nevada County Department of Housing and Community Services	Other	Desk Review	FY1 Q3	7/9/2024	7/10/2024	Desk Review
29	Community Action Partnership of Orange County	Other	Desk Review	FY1 Q3	10/16/2023	10/18/2023	Desk Review
30	Project GO, Inc.	Other	Desk Review	FY1 Q3	5/18/2023	5/25/2023	Desk Review
31	Community Action Partnership of Riverside	Other	Desk Review	FY1 Q3	7/5/2023	7/7/2023	Desk Review
32	Sacramento Employment and Training Agency	Other	Desk Review	FY1 Q3	5/21/2024	5/22/2024	Desk Review
33	San Benito Co. Department of Community Services & Workforce Development	Other	Desk Review	FY1 Q2	5/10/2023	5/11/2023	Desk Review
34	Community Action Partnership of	Other	Desk Review	FY1 Q3	6/13/2023	6/15/2023	Desk Review

<b>OLDC Order</b>	<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of “Other”</b>
	San Bernardino County						
35	County of San Diego, Health and Human Services Agency, CAP	Other	Desk Review	FY1 Q2	7/30/2024	8/1/2024	Desk Review
36	Urban Services, YMCA	Full Onsite	Onsite	FY1 Q3	5/9/2022	5/11/2022	
37	San Joaquin County Department of Aging and Community Services	Other	Desk Review	FY1 Q3	9/17/2024	9/18/2024	Desk Review
38	Community Action Partnership of San Luis Obispo County, Inc.	Other	Desk Review	FY1 Q2	6/20/2024	6/20/2024	Desk Review
39	San Mateo County Human Services Agency	Full Onsite	Onsite	FY1 Q2	8/29/2022	8/29/2022	
40	Community Action Commission of Santa Barbara	Other	Desk Review	FY1 Q2	9/12/2023	9/13/2023	Desk Review
41	Sacred Heart Community Service	Other	Desk Review	FY1 Q3	10/11/2023	10/11/2023	Desk Review
42	Community Action Board of Santa Cruz County	Other	Desk Review	FY1 Q3	8/30/2023	8/31/2023	Desk Review
43	Shasta County Community Action Agency	Other	Desk Review	FY1 Q2	5/14/2024	5/16/2024	Desk Review
44	Community Action Partnership of Solano	Full Onsite	Onsite	FY1 Q3	7/19/2022	7/22/2022	
45	Community Action Partnership of Sonoma County	Full Onsite	Onsite	FY1 Q2	7/28/2022	8/3/2022	
46	Central Valley Opportunity Center-MSFW	Full Onsite	Onsite	FY1 Q2	7/12/2022	7/14/2022	

<b>OLDC Order</b>	<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of "Other"</b>
47	Sutter County Community Action Agency	Other	Desk Review	FY1 Q3	6/20/2024	6/21/2024	Desk Review
48	Tehama County Community Action Agency	Full Onsite	Onsite	FY1 Q2	8/22/2022	8/22/2022	
49	Community Services & Employment Training, Inc.	Other	Desk Review	FY1 Q2	7/25/2023	7/27/2023	Desk Review
50	Community Action of Ventura County	Other	Desk Review	FY1 Q2	6/6/2023	6/8/2023	Desk Review
51	Yolo County Department of Employment and Social Services	Full Onsite	Onsite	FY1 Q3	6/8/2022	6/15/2022	
52	Yuba County Community Services Commission	Other	Desk Review	FY1 Q3	7/23/2024	7/23/2024	Desk Review
53	Karuk Tribe-NAI	Other	Desk Review	FY1 Q3	10/24/2023	10/25/2023	Desk Review
54	Northern California Indian Development Council-NAI	Full Onsite	Onsite	FY1 Q2	5/24/2022	5/26/2022	
55	County of Los Angeles Department of Arts & Culture	Other	Desk Review	FY1 Q3	5/14/2024	5/15/2024	Desk Review
56	California Human Development-MSFW	Other	Desk Review	FY1 Q3	4/25/2023	4/27/2023	Desk Review
57	Proteus, Inc.-MSFW	Other	Desk Review	FY1 Q3	5/16/2023	5/18/2023	Desk Review
58	Center for Employment Training-MSFW	Other	Desk Review	FY1 Q3	4/23/2024	4/24/2024	Desk Review
	Community Design Center-LPA	Full Onsite	Onsite	FY1 Q2	6/14/2022	6/15/2022	

OLDC Order	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
	Rural Community Assistance Corporation-LPA	Other	Desk Review	FY1 Q3	8/10/2023	8/10/2023	Desk Review

**NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.**

#### Monitoring Schedule – Year Two

OLDC Order	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
1	Berkeley Community Action Agency	Other	Desk Review	FY2 Q3	5/5/2022	5/10/2022	Desk Review
2	City of Oakland Human Services Department	Other	Desk Review	FY2 Q3	5/19/2022	5/24/2022	Desk Review
3	Inyo Mono Advocates for Community Action, Inc.	Other	Desk Review	FY2 Q3	6/11/2024	6/13/2024	Desk Review
4	Amador-Tuolumne Community Action Agency	Other	Desk Review	FY2 Q2	5/20/2022	5/24/2022	Desk Review
5	Community Action Agency of Butte County, Inc.	Other	Desk Review	FY2 Q3	5/9/2022	5/11/2022	Desk Review
6	Calaveras-Mariposa Community Action Agency	Other	Desk Review	FY2 Q3	5/17/2022	5/19/2022	Desk Review
7	Contra Costa County Community Services Department	Other	Desk Review	FY2 Q2	4/7/2022	4/15/2022	Desk Review
8	Del Norte Senior Center	Other	Desk Review	FY2 Q3	8/28/2024	8/29/2024	Desk Review
9	El Dorado County Health & Human Services Agency	Other	Desk Review	FY2 Q3	8/27/2024	8/28/2024	Desk Review



<b>OLDC Order</b>	<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of "Other"</b>
10	Fresno County Economic Opportunities Commission	Other	Desk Review	FY2 Q2	8/6/2024	8/7/2024	Desk Review
11	Glenn County Community Action Department	Other	Desk Review	FY2 Q3	6/6/2024	6/8/2022	Desk Review
12	Redwood Community Action Agency	Other	Desk Review	FY2 Q3	7/6/2022	7/8/2022	Desk Review
13	Campesinos Unidos, Inc.	Full Onsite	Onsite	FY2 Q2	10/16/2023	10/17/2023	
14	Community Action Partnership of Kern County	Full Onsite	Onsite	FY2 Q2	8/14/2023	8/16/2023	
15	Kings Community Action Organization	Full Onsite	Onsite	FY2 Q3	5/3/2023	5/4/2023	
16	North Coast Opportunities	Full Onsite	Onsite	FY2 Q2	8/16/2023	8/17/2023	
17	Plumas County Community Development Commission	Other	Desk Review	FY2 Q3	8/2/2022	8/4/2022	Desk Review
18	Foothill Unity Center, Inc	Full Onsite	Onsite	FY2 Q2	5/1/2023	5/3/2023	
19	Long Beach Community Services Development Corporation	Full Onsite	Onsite	FY2 Q3	5/3/2023	5/5/2023	
20	Los Angeles County, Department of Public Social Services	Other	Desk Review	FY2 Q3	8/16/2022	8/17/2022	Desk Review
21	City of Los Angeles Community Investment for Families Dept.	Other	Desk Review	FY2 Q4	5/20/2022	5/24/2022	Desk Review
22	Community Action Partnership of Madera County	Other	Desk Review	FY2 Q3	7/12/2022	7/12/2022	Desk Review

<b>OLDC Order</b>	<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of "Other"</b>
23	Community Action Marin	Other	Desk Review	FY2 Q3	8/20/2024	8/21/2024	Desk Review
24	Merced County Community Action Agency	Other	Desk Review	FY2 Q3	6/23/2022	6/23/2022	Desk Review
25	Modoc-Siskiyou Community Action Agency	Other	Desk Review	FY2 Q4	6/11/2024	6/12/2024	Desk Review
26	Monterey County Community Action Agency	Full Onsite	Onsite	FY2 Q2	8/28/2023	8/30/2023	
27	Community Action of Napa Valley	Full Onsite	Onsite	FY2 Q3	6/20/2023	6/21/2023	
28	Nevada County Department of Housing and Community Services	Other	Desk Review	FY2 Q3	7/9/2024	7/10/2024	Desk Review
29	Community Action Partnership of Orange County	Full Onsite	Onsite	FY2 Q2	10/16/2023	10/18/2023	
30	Project GO, Inc.	Full Onsite	Onsite	FY2 Q3	5/18/2023	5/25/2023	
31	Community Action Partnership of Riverside	Full Onsite	Onsite	FY2 Q2	7/5/2023	7/7/2023	
32	Sacramento Employment and Training Agency	Other	Desk Review	FY2 Q3	5/21/2024	5/22/2024	Desk Review
33	San Benito Co. Department of Community Services & Workforce Development	Full Onsite	Onsite	FY2 Q2	5/10/2023	5/11/2023	
34	Community Action Partnership of San Bernardino County	Full Onsite	Onsite	FY2 Q3	6/13/2023	6/15/2023	
35	County of San Diego, Health and Human Services Agency, CAP	Other	Desk Review	FY2 Q3	7/30/2024	8/1/2024	Desk Review
36	Urban Services, YMCA	Other	Desk Review	FY2 Q3	5/9/2022	5/11/2022	Desk Review

<b>OLDC Order</b>	<b>CSBG Eligible Entity</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Start Date of Last Full Onsite Review</b>	<b>End Date of Last Full Onsite Review</b>	<b>Brief Description of "Other"</b>
37	San Joaquin County Department of Aging and Community Services	Other	Desk Review	FY2 Q3	9/17/2024	9/18/2024	Desk Review
38	Community Action Partnership of San Luis Obispo County, Inc.	Other	Desk Review	FY2 Q3	6/20/2024	6/20/2024	Desk Review
39	San Mateo County Human Services Agency	Other	Desk Review	FY2 Q3	8/29/2022	8/29/2022	Desk Review
40	Community Action Commission of Santa Barbara	Full Onsite	Onsite	FY2 Q2	9/12/2023	9/13/2023	
41	Sacred Heart Community Service	Full Onsite	Onsite	FY2 Q3	10/11/2023	10/11/2023	
42	Community Action Board of Santa Cruz County	Other	Desk Review	FY2 Q4	8/30/2023	8/31/2023	Desk Review
43	Shasta County Community Action Agency	Other	Desk Review	FY2 Q4	5/14/2024	5/16/2024	Desk Review
44	Community Action Partnership of Solano	Other	Desk Review	FY2 Q3	7/19/2022	7/22/2022	Desk Review
45	Community Action Partnership of Sonoma County	Other	Desk Review	FY2 Q3	7/28/2022	8/3/2022	Desk Review
46	Central Valley Opportunity Center-MSFW	Other	Desk Review	FY2 Q3	7/12/2022	7/14/2022	Desk Review
47	Sutter County Community Action Agency	Other	Desk Review	FY2 Q3	6/20/2024	6/21/2024	Desk Review
48	Tehama County Community Action Agency	Other	Desk Review	FY2 Q4	8/22/2022	8/22/2022	Desk Review
49	Community Services & Employment Training, Inc.	Full Onsite	Onsite	FY2 Q2	7/25/2023	7/27/2023	

OLDC Order	CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of "Other"
50	Community Action of Ventura County	Full Onsite	Onsite	FY2 Q3	6/6/2023	6/8/2023	
51	Yolo County Department of Employment and Social Services	Other	Desk Review	FY2 Q3	6/8/2022	6/15/2022	Desk Review
52	Yuba County Community Services Commission	Other	Desk Review	FY2 Q4	7/23/2024	7/23/2024	Desk Review
53	Karuk Tribe-NAI	Full Onsite	Onsite	FY2 Q4	10/24/2023	10/25/2023	
54	Northern California Indian Development Council-NAI	Other	Desk Review	FY2 Q3	5/24/2022	5/26/2022	Desk Review
55	County of Los Angeles Department of Arts & Culture	Other	Desk Review	FY2 Q3	5/14/2024	5/15/2024	Desk Review
56	California Human Development-MSFW	Full Onsite	Onsite	FY2 Q3	4/25/2023	4/27/2023	
57	Proteus, Inc.-MSFW	Full Onsite	Onsite	FY2 Q2	5/16/2023	5/18/2023	
58	Center for Employment Training-MSFW	Other	Desk Review	FY2 Q3	4/23/2024	4/24/2024	Desk Review
	Community Design Center-LPA	Other	Desk Review	FY2 Q3	6/14/2022	6/15/2022	Desk Review
	Rural Community Assistance Corporation-LPA	Full Onsite	Onsite	FY2 Q3	8/10/2023	8/10/2023	

**NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.**

**10.2. Monitoring Policies:** Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

See attachment 10.2 Monitoring Policies CSD Monitoring Procedures 062623.

- 10.3. Initial Monitoring Reports:** According to the state's procedures, by how many calendar days must the state disseminate initial monitoring reports to local entities?

60 days

**Note:** This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state's annual report form.

### **Corrective Action, Termination and Reduction of Funding and Assurance Requirements (Section 678C of the Act)**

- 10.4. Closing Findings:** Are state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings included in the state monitoring policies attached under 10.2?

Yes

**10.4a. Closing Findings Procedures:** If no, describe state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings.

- 10.5. Quality Improvement Plans (QIPs):** Provide the number of eligible entities currently on QIPs, if applicable.

Zero.

**Note:** The QIP information is associated with State Accountability Measures 4Sc.

- 10.6. Reporting of QIPs:** Describe the state's process for reporting eligible entities on QIPs to the Office of Community Services within 30 calendar days of the state approving a QIP?

CSD will submit written notification to the Office of Community Services (OCS) within the established timeframe upon approving a Quality Improvement Plan (QIP). The notification may include documentation to support CSD's decision, a timeline for corrective action, and resolution. CSD will provide applicable update notifications as needed or upon request from OCS.

**Note:** This item is associated with State Accountability Measure 4Sa(iii)).

- 10.7. Assurance on Funding Reduction or Termination:** The state assures that "any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8) of the CSBG Act.

Yes

**Note:** This response will link with the corresponding assurance under item 14.8.

### **Policies on Eligible Entity Designation, De-designation, and Re-designation**

**10.8. Eligible Entity Designation:** Does the state CSBG statute and/or regulations provide for the designation of new eligible entities?

Yes

**10.8a. New Designation Citation:** If yes, provide the citation(s) of the law and/or regulation.

California Government Code §§ 12750.1 and 12750.2; 22 CCR § 100780

**10.8b. New Designation Procedures:** If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public.

N/A

**10.9. Eligible Entity Termination:** Does the state CSBG statute and/or regulations provide for termination of eligible entities?

Yes

**10.9a. Termination Citation:** If yes, provide the citation(s) of the law and/or regulation.

22 CCR § 100780

**10.9b. Termination Procedures:** If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public.

N/A

**10.10. Eligible Entity Re-Designation:** Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity?

Yes

**10.10a. Re-Designation Citation:** If yes, provide the citation(s) of the law and/or regulation.

In the event a service area in California is no longer supported by a community action agency, CSD will follow the designation process as specified in California Government Code §§ 12750.1 and 12750.2; 22 CCR § 100610.

**10.10b. Re-Designation Procedures:** If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public.

N/A

### **Fiscal Controls and Audits and Cooperation Assurance**

**10.11. Fiscal Controls and Accounting:** Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds

have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

CSBG-funded administrative and programmatic costs are tracked through the statewide financial reporting and accounting system, Financial Information System for California (FI\$CAL). All Federal Trust Fund activities are accounted for by the State Controller's Office (SCO).

Through the utilization of FI\$CAL, CSD can account for appropriation funds and the individual account levels of eligible entities, thereby facilitating control and reconciliation with SCO accounts.

**10.12. Single Audit Management Decisions:** Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

**Note:** This information is associated with State Accountability Measure 4Sd.

CSD's Audit Services Unit (ASU) reviews single audits submitted by eligible entities that receive funding through CSD. As the pass-through entity, ASU is responsible for ensuring corrective action is taken to address findings identified in single audits performed in accordance with 45 CFR 75.521. ASU reviews single audits within six months of acceptance by the Federal Audit Clearinghouse (FAC) to address and resolve any CSBG findings requiring follow-up.

State procedures for issuing management decisions:

1. Receipt of single audits.
  - a. CSD service providers are required to submit single audits electronically to ASU per contract requirements.
  - b. ASU searches the Federal Audit Clearinghouse website for the acceptance date and contacts the eligible entity if a single audit is late
    - i. Missing audits are elevated to CSD management for resolution. (including the imposition of potential sanctions or administrative consequences on the offending entity).
2. ASU identifies CSBG related findings.
  - a. ASU reviews the findings, and if sufficient information or evidence exists to confirm corrective action, the finding is closed, and a management decision letter is issued.
    - i. If evidence is insufficient, ASU requests additional documentation, an explanation, or an assurance from the agency or single audit Certified Public Accountant.
      1. If the eligible entity's response is sufficient, ASU will close the finding and issue a management decision letter.
      2. If the finding cannot be resolved, it is elevated to CSD management for action and possible consideration for separate audit or program monitoring review.
  - b. ASU confirms and obtains acknowledgment and agreement from the eligible entity for any potential questioned costs.

- i. A copy of the management decision letter and eligible entity confirmation of the amount payable is provided to CSD's Fiscal Accounting Services Unit to prepare and set up an Accounts Receivable.
- 3. Depending on the finding, ASU provides an eligible entity 10 to 30 days to respond to a management decision letter.  
If not resolved within ASU, disagreements on findings are elevated to CSD management and discussed at the monthly compliance meeting.

**10.13. Assurance on Federal Investigations:** The state will “permit and cooperate with Federal investigations undertaken in accordance with Section 678D” of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act.

Yes

**Note:** This response will link with the corresponding assurance, Item 14.7.

**10.13a. Federal Investigations Policies:** Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2?

No

**10.14. Monitoring Procedures Performance Management Adjustment:** Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

**Note:** This item is associated with State Accountability Measure 4Sb and may pre-populate the state's annual report form.

On March 11, 2024, OCS issued its CSBG Monitoring Report for California. OCS recommended CSD implement a process requiring eligible entities to provide supporting documentation with their expense submissions for reimbursement. The recommendation would enable CSD to monitor expenses more effectively and detect potential issues prior to onsite reviews.

In response to the OCS recommendation, in 2025, CSD implemented a fiscal review in the desk review process. This reconciliation is a pared-down version of fiscal review performed during onsite monitoring visits. CSD presented this change to the CSBG Advisory Council on April 22, 2024, and received its input and sign off on June 10, 2024. CSD instructed the eligible entities about the new requirement during the 2025 monitoring training presented on November 20, 2024.

CSD continues to solicit feedback from eligible entities regarding the monitoring process. This is done through surveys, question and answer sessions, and feedback sessions during quarterly CSP meetings and the annual monitoring training.



## SECTION 11: Eligible Entity Tripartite Board

**11.1. Tripartite Board Verification:** Verify which of the following measures are taken to ensure that the state verifies CSBG eligible entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act.

- ☒ Attend Board meetings
- ☒ Organizational Standards Assessment
- ☒ Monitoring
- ☒ Review copies of Board meeting minutes
- ☒ Track Board vacancies/composition
- ☐ Other

**11.2. Tripartite Board Updates:** Provide how often the state requires eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.

- ☐ Annually
- ☐ Semiannually
- ☐ Quarterly
- ☐ Monthly
- ☐ As It Occurs
- ☒ Other

CSD employs a multifaceted strategy to monitor and receive board updates from the eligible entities. Eligible entities are required to submit a board roster with their contractual documents to execute the annual CSBG contract. As an additional measure, CSD has included a clause in the annual contract that requires eligible entities must notify CSD within 30 days and submit an updated board roster if there is a change on the board during the year. Annually, each eligible entity receives either an onsite monitoring visit or desk review where an updated roster is requested if any changes have occurred. When a board vacancy is identified through a monitoring review, the eligible entity is required to submit quarterly updates to CSD identifying recruitment and other organizational efforts to fill the vacancy.

**11.3. Tripartite Board Representation Assurance:** Describe how the states will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act.

**Note:** This response will link with the corresponding assurance, Item 14.10.

CSD verifies that eligible entities have policies and procedures compliant with Section 676(b)(10) in place by various means. Eligible entities are required in the biennial CAP to describe their policies and procedures. CSD reviews the CAPs to ensure each eligible entity has adequately answered each question. If an answer

is found to be insufficient, CSD requests that the eligible entity make modifications. CSD will not accept the CAP until all answers are sufficient.

Additionally, during the onsite monitoring preparation process, CSD reviews eligible entity bylaws for compliance with Section 676(b)(10) and verifies applicable policies and procedures are in place. CSD addresses aspects of board governance with the leadership of the eligible entities during monitoring. If these policies are not in place, CSD will work with the eligible entity until they are established. Further, eligible entities are required to submit a copy of their approved board meeting minutes to CSD within 30 days of board approval, and eligible entities are required to submit board roster changes to CSD within 30 days of a change. CSD reviews eligible entities' board meeting minutes. If a grievance pertaining to Section 676(b)(10) is found in the meeting minutes, CSD will follow up with the eligible entity to verify that the grievance has been addressed.

**11.4. Tripartite Board Alternative Representation:** Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, “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” as allowed under Section 676B(b)(2) of the CSBG Act?

Yes

**11.4a.** If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board.

CSD has accepted an alternative mechanism to a tripartite board for LPA and NAI contractors using either a NAI governing council, commission, board, or other body responsible for the administration of their CSBG funded programs. Through the ongoing submission of board rosters reflecting current membership of the alternative governing body, NAI and LPA contractors identify how low-income individuals are represented in the organization's governance. Confirmation that low-income individuals are included in the development, planning, implementation, and evaluation of programs is also confirmed through the review of eligible entities' board meeting minutes.

## SECTION 12: Individual and Community Income Eligibility Requirements

### 12.1. **Required Income Eligibility:** Provide the income eligibility threshold for services in the state.

- ☒ 125% of the HHS poverty line
- ☐ X % of the HHS poverty line (fill in the threshold):
- ☐ Varies by eligible entity

#### 12.1a. Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition.

Since July 16, 2021, CSBG income eligibility in California tracks with the federal maximum allowable level. If the federal level is modified in the future, CSBG income eligibility in California will automatically adjust to meet the new federal maximum.

### 12.2. **Income Eligibility for General/Short Term Services:** Describe how the state ensures eligible entities generally verify income eligibility for those services with limited intake procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.

Eligible entities are required to provide a description of their service delivery processes, including their client intake processes within their submitted CAP. CSD performs a review of these procedures, which includes verifying income eligibility processes for each eligible entity. Specific focus is provided for services with limited intake procedures, such as food distribution or other emergency services, which can also be food, housing, and rental assistance. Additionally, income eligibility processes (including limited intake procedures) are evaluated during each eligible entity's onsite monitoring.

### 12.3. **Community-targeted Services:** Describe how the state ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).

A primary focus of CSD is to ensure eligible entities' services benefit low-income communities. CSD achieves this by thoroughly reviewing eligible entities' CAPs, Annual Report data, and Organizational Standards. CAPs require eligible entities to answer questions specific to how services are targeted to benefit low-income communities. Additionally, eligible entities are required to submit a work plan detailing services eligible entities will provide to the community along with an explanation as to why these services are essential at the local level. These work plans are submitted to CSD annually with the annual contract deliverables.

CSD also reviews ongoing programmatic services as a component of yearly monitoring activities (desk reviews and onsite reviews) to ensure these services are in alignment with each eligible entity's CAP. This review includes evaluating board meeting minutes, any media announcements, and periodically analyzing posts from any public facing social media platforms.

CSD allows for proxy measurements when eligible entities report on community-level strategies in the Annual Report. Proxy outcomes are reviewed to ensure there is research data to support the outcome, the outcome is commonly accepted for an identified population, and the client served is eligible for the service because of an identified risk.

## SECTION 13: Results Oriented Management and Accountability (ROMA) System

**13.1. Performance Measurement System:** Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.

**Note:** This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item I.1.

- ☒ The Results Oriented Management and Accountability (ROMA) System
- ☐ Another performance management system that meets the requirements of Section 678E(b) of the CSBG Act
- ☐ An alternative system for measuring performance and results

**13.1a. ROMA Description:** If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.

CSD incorporates Results Oriented Management and Accountability (ROMA) principles into many of the eligible entities' work products. For instance, the CAP template requires eligible entities to report on the types of data they gathered during the Community Needs Assessment (CNA) and to analyze the data. Eligible entities are also required to complete a Needs Table and a Priority Ranking Table. In these tables, eligible entities identify the needs, indicate the level of need, determine whether the needs align with their mission, are currently being addressed, and if the need is a priority. If the need is identified as a priority, the eligible entities describe the programs, services, and activities they will offer to meet the need, and identify indicators (Community National Performance Indicators [CNPI] and Family-level National Performance Indicators, [FNPI]) and services where they will report outcomes in the Annual Report. Additionally, the CAP template includes a ROMA Application section. Eligible entities describe how they will evaluate the effectiveness of their programs and services. These descriptions include information on the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. Combining responses from the Needs and Priority Ranking Tables and the ROMA Application section, eligible entities respond to all elements of a ROMA logic model. Lastly, CSD requires eligible entities to have a ROMA professional sign off on the CAP to fulfill Organizational Standard 4.3.

CSD requires eligible entities to submit program planning documents with their annual CSBG contract. For instance, eligible entities submit a work plan and projected outcomes. CSD reviews the work plan against the eligible entities' CAPs at contract time and during monitoring. CSD reviews eligible entities' projections at contract time to ensure that there is a clear outcome verification method and that all work plan activities are represented. CSD references eligible entities' projections again during Annual Report reviews.

**13.1b. Alternative System Description:** If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.

N/A

**13.2. Outcome Measures:** Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.

**Note:** This response will also link to the corresponding assurance, Item 14.12.

- ☒ CSBG National Performance Indicators (NPIs)
- ☐ NPIs and others
- ☐ Others

CSD will utilize the NPIs to assess eligible entities' performance in promoting self-sufficiency, family stability, and community revitalization. Throughout 2026 and 2027, CSD will engage with and provide ongoing feedback to eligible entities to ensure compliance with Section 676(b)(12) of the CSBG Act.

Biennially, as a condition of funding, CSD requires each eligible entity to submit a CAP that includes a CNA for the communities served. According to the California Government Code, the CAP must evaluate poverty-related needs and available resources and include feasible goals and strategies that produce outcomes consistent with established priorities. The CAP is a two-year plan detailing how eligible entities will deliver CSBG-funded services. The CAP also provides an opportunity for eligible entities to demonstrate compliance with federal and state assurances, as well as several Organizational Standards.

CSD mandates that eligible entities submit an annual work plan alongside their CSBG contract deliverables. The work plan outlines the proposed programmatic activities for the contract term. Additionally, eligible entities must enter performance targets as part of their contract deliverables that track progress and achievements in areas such as strategic planning, board governance, organizational leadership, financial operations, and oversight. For Module 3 and Module 4, required data includes selecting the appropriate NPI(s) and FNPI(s), entering the target, and specifying the type of documentation the agency will use to verify the outcome has been met. Alongside the work plan, CSD evaluates the relationship between the NPI targets, outcome data, and the service delivery strategies used to achieve outcomes.

Each year, eligible entities must submit a CSBG Annual Report, a vital element of the Performance Management Framework. This report captures actual performance data and compares it against established performance targets. As a result, it offers both eligible entities and CSD a valuable opportunity to discuss data analysis practices and strategies for performance enhancement. By leveraging this tool, eligible entities can effectively manage and improve their outcomes. CSD, in turn, uses the Annual Report data to monitor program

performance and ensure adherence to results-oriented principles centered around management and accountability.

**13.3. Eligible Entity Support:** Describe how the state supports the eligible entities in using ROMA or an alternative performance management system.

**Note:** The activities described under Item 13.3 may include activities listed in “Section 8: Training and Technical Assistance.” If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, Item 14.12.

Several eligible entities have expressed concerns about the time required to complete national ROMA training. In response, CSD partnered with the Association of Nationally Certified ROMA Professionals to design a ROMA training that could be completed in less time than the national trainings while preserving key elements. Incorporating the most practical concepts of the national training, the California ROMA Representative Certificate focused on applying ROMA to specific California work products. As a result, a 3.5-day program pilot was held where candidates received the theoretical information virtually and completed a portfolio in person with their peers. CSD held the pilot California ROMA Representative training in October 2024, which produced 44 additional ROMA professionals in California serving in 33 eligible entities.

In partnership with CalCAPA, CSD has hosted the California ROMA Coalition (CRC) since 2019. Eligible entities sought a forum for ROMA professionals to discuss the implementation of ROMA principles at the local level. Participants meet regularly to receive training, discuss best practices, and report on local efforts to apply ROMA principles locally. Additionally, participants use this forum to discuss any barriers to implementing ROMA in their agencies.

CSD participates in the State Office ROMA Professional Peer Group. The State Office ROMA Professional Peer Group is a cohort of nationally certified ROMA Trainers and Implementers who work at state lead agencies. Virtual meetings are conducted every other month. ROMA-trained lead agency staff discuss the role of the ROMA professional and how to implement ROMA at both the state and local levels. Participation in the nationwide cohort assists CSD in supporting the implementation of ROMA at the local level and in developing tools and resources that aid eligible entities in their implementation of ROMA.

**13.4. Eligible Entity Use of Data:** Describe how the state intends to validate that the eligible entities are using data to improve service delivery.

**Note:** This response will also link to the corresponding assurance, Item 14.12.

As requirement of the CAP, eligible entities describe the changes made to their delivery strategies based on their evaluation of their performance data. CSD evaluates each eligible entity’s response to ensure improvements to service delivery are made accordingly. During the onsite monitoring process, CSD confirms implementation of these strategies and assesses agency data collection systems to identify additional opportunities to leverage existing data to enhance the evaluation of service delivery. Additionally, as part of the Annual Report,

eligible entities are required to provide an example of changes they have made to improve service delivery and enhance impact for individuals, families, and communities with low incomes based on analysis of performance data.

### **Community Action Plans and Needs Assessments**

- 13.5. Community Action Plan:** Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act.

**Note:** This response will link to the corresponding assurance, Item 14.11.

California Government Code section 12747(b) requires eligible entities to submit a CAP to CSD by June 30<sup>th</sup> biennially. CSD reviews the CAPs and issues an acceptance on or before July 31<sup>st</sup>.

- 13.6. Community Needs Assessment:** Describe how the state will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act.

**Note:** This response will link to the corresponding assurance, Item 14.11.

CSD has a multi-pronged approach to assure that eligible entities include a CNA in their biennial CAP. The first section of the CAP is titled "Part 1: Community Needs Assessment." In this section, eligible entities are required to submit their CNA "narrative" and "results" information. The narrative section of the CNA requires the eligible entities to describe the geographic location that their agency serves, describe the approaches taken to gather and conduct an analysis of qualitative and quantitative data, confirm the data gathered from key sectors of the community (community-based, faith-based, private and public sector, educational institutions), and describe the conditions and causes contributing to poverty in their service area.

Using the information provided in the narrative section, eligible entities are required to complete the results section. In this section, eligible entities summarize the needs identified in their service area, identify which needs the eligible entity will prioritize, and which programs, services, and activities they will use to address the needs identified in their service area. Additionally, eligible entities also identified which reporting category each service or program will be reported on in the CSBG Annual Report.

CSD requires eligible entities append a CNA to their CAPs. CSD reviews the CNAs submitted to ensure the conditions of poverty are adequately captured for each eligible entity's service area. CSD also confirms the data is verifiable and reliable.

Additionally, CSD verifies that eligible entities include a CNA with their CAP during the annual review of Organizational Standards 3.1 through 3.5.



## **SECTION 14: CSBG Programmatic Assurance and Information Narrative (Section 676(b) of the CSBG Act)**

### **14.1. Use of Funds Supporting Local Activities**

#### **CSBG Services**

**14.1a. 676(b)(1)(A)** Describe how the state will assure “that funds made available through grant or allotment will be used –

- (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals –
  - (i) to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
  - (ii) to secure and retain meaningful employment;
  - (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
  - (iv) to make better use of available income;
  - (v) to obtain and maintain adequate housing and a suitable living environment;
  - (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
  - (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots 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 widespread 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;

CSD distributes a minimum of 90 percent of California CSBG funds to eligible entities to provide services at the local level. A Community Needs Assessment is conducted by the eligible entities at least once every three years and submitted as part of the biennial CAP, which describes the most vital needs of low-income Californians in the agencies’ service area(s). The CAP also highlights community

partner coordination efforts, identifies roles within service areas, and describes how each agency will work with local stakeholders to meet the federal assurances. This assessment provides descriptions of service delivery systems and programs that address community needs, which include, but are not limited to, affordable housing, living-wage jobs, and food assistance. Additionally, eligible entities will focus on increasing pathways to healthcare, including mental health services, and providing support to vulnerable populations (such as seniors, individuals with disabilities, veterans, chronically homeless individuals, and youth). They will also offer childcare, financial literacy training, and transportation services.

CSD will evaluate the submitted responses and annual outcome projections to ensure programmatic activities are on target to achieve these assurances and that the coordination and established linkages between governmental and social services programs effectively address the needs of low-income Californians. Examples of coordination and linkages include partnerships with local Workforce Investment Boards, Homeless Continuum of Care coalitions, VITA sites, disaster recovery resource centers, social service departments, centralized one-stop service centers, community health and childcare centers, faith-based organizations, educational institutions, local businesses, law enforcement agencies, corporate partners and foundations, and other community-based organizations that focus on the needs of low-income families and individuals in California.

### ***Needs of Youth***

**14.1b. 676(b)(1)(B)** Describe how 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;

Eligible entities meet the identified needs of youth in their communities as described in their CAPs through several methods. Approaches include but are not limited to food pantries, meal distribution programs, mobile units, nutrition education, case management, career development, before and after-school programs, tutoring, counseling, gang suppression and prevention, housing

assistance, mentoring, internships, health and wellness education, mental health, violence prevention initiatives, recreational programs, homeless youth assistance, youth leadership, youth mediation, nutrition, self-sufficiency, reproductive health, dating violence, financial literacy training, employment skills training, entrepreneurship, behavioral health, academic support, conflict resolution, sports, support groups, job training for farmworker youth/families, disability services, conflict management and resolution training. Some eligible entities provide meals during summer recreational programs, homework and tutoring clubs, special events and community celebrations, summer programs, teen theater projects, community and cultural programming activities, art activities, environmental education/safety/awareness programs, culturally relevant programming, civic engagement discussions, summer reading programs, family centered entertainment, volunteering opportunities, peer mentoring, reentry services for formerly incarcerated youth, victim witness advocacy, teen safe zones, cultural healing, and social and emotional capacity building.

Eligible entities partner with many private and governmental partners to meet the needs of youth. Some of these partners are state and local government departments, Youth Violence Prevention Councils, faith-based organizations, community organizations such as the YMCA and the Boys and Girls Clubs, local law enforcement, CalWORKs, First 5, Head Start, school districts, and local public libraries.

CSD will ensure that eligible entities address these needs through a review of responses submitted in the CAP, program performance monitoring, annual programmatic report reviews, and enforcement of CSBG contract provisions throughout the contract term.

### ***Coordination of Other Programs***

**14.1c. 676(b)(1)(C)** Describe how 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)

CSD requires eligible entities to describe the systems used to ensure coordination with other community partner programs in the CAP. Eligible entities identify roles within their service areas while highlighting how each entity will work with local stakeholders. Eligible entities often function as the lead agency for coalitions, task forces, and initiatives of low-income support services in their respective counties. These groups are comprised of the eligible entity, local government departments, local nonprofits, and businesses. Some eligible entity coordination efforts include: Continuum of Care, coalitions of community leaders and faith-based organizations, homeless policy steering committees, local Chamber of Commerce, community foundations, homeless poverty action coalitions, county homeless alliances, partnerships for prevention, Head Start Policy Council, California Coalition for Youth, local consortiums on

homelessness, county collaborative networks, regional community leadership teams, EITC Coalition, Child Protection Planning Committee, One Stop Shop initiatives, family resource center collaboratives, adult education consortiums, and healthy communities initiatives.

### ***State Use of Discretionary Funds***

- 14.2. 676(b)(2)** Describe “how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle.”

**Note:** The State describes this assurance under “State Use of Funds: Remainder/Discretionary,” items 7.9 and 7.10.

[No response as the state describes this assurance under 7.9 and 7.10.]

### ***Eligible Entity Service Delivery, Coordination, and Innovation***

- 14.3. 676(b)(3)** “Based on information provided by eligible entities in the State, a description of...”

#### ***Eligible Entity Service Delivery System***

- 14.3a. 676(b)(3)(A)** 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;”

While all eligible entities adopt service delivery systems that seek to maximize client access, avoid duplication of services, and provide for a variety of needs, each agency operates according to its local community conditions, priorities, and agency capacity. Eligible entities provide services in various manners, including at centralized locations, via mobile models, in satellite and/or co-located offices, and via subcontractors.

Eligible entities’ and their partners’ intake and eligibility processes are determined by funding source and agency capacity. However, client intake processes usually include an application, client interview, eligibility determination, orientation meeting, and the assignment of a case manager who designs a service plan and follows up with clients regularly. The intake process helps eligible entities assess priorities and develop strategies to meet the needs of low-income individuals and families.

#### ***Eligible Entity Linkages – Approach to Filling Service Gaps***

- 14.3b. 676(b)(3)(B)** 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.”

**Note:** The state describes this assurance in the State Linkages and Communication section, item 9.3b.

[No response as the state describes this assurance under 9.3b.]

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

**14.3c. 676(b)(3)(C)** Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

**Note:** The state describes this assurance in the State Linkages and Communication section, item 9.7.

[No response as the state describes this assurance under 9.7]

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

**14.3d. 676(b)(3)(D)** 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.”

**Note:** The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using state remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the state indicates funds allocated for these activities under item 7.9(f).

Eligible entities use CSBG funding to support innovative community-based initiatives that encourage parental responsibility. Network initiatives include positive discipline education, co-parenting support, and teen parent case management to trauma-informed care and fatherhood engagement. Many agencies integrate early childhood services like Head Start and home visiting programs, offering developmentally appropriate education and parenting resources. Agencies also operate financial empowerment programs, workforce training, and reentry support for justice-involved individuals to promote family stability. Youth-focused services include after-school programs, mentorship, life skills, and entrepreneurship training. Family engagement programs will emphasize wellness through initiatives such as playgroups and community gardening. Programs also target isolated seniors, multigenerational households, and families through food assistance, housing stability support, and family reunification services. These efforts are often delivered in partnership with local nonprofits, schools, Tribal councils, workforce boards, legal aid groups, and public agencies, ensuring holistic support for low-income families across California.

***Eligible Entity Emergency Food and Nutrition Services***

**14.4. 676(b)(4)** Describe how the state will assure “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.”

As described in the CAPs, eligible entities work to offset conditions of starvation and malnutrition by providing emergency food assistance and nutrition education to low-income Californians. Eligible entities coordinate and distribute food, food vouchers, clothing, diapers, infant formula, cookware, and utensils, as well as utility assistance to individuals and families in need. Many eligible entities deliver food and educate clients about other available food resources in the community. Some eligible entities operate emergency food services in-house to address the food security of their clients, supporting clients with CalFresh (SNAP) applications, and providing emergency food vouchers or gift cards. Many eligible entities have increased their capacity and infrastructure for food storage and distribution to meet current demand. Additional services include transportation assistance and support during disasters such as floods or pandemics. Eligible entities coordinate food distribution efforts with their community partners, including faith-based organizations, local governments, shelters, food banks, private partners, and community-based organizations.

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

- 14.5. 676(b)(5)** Describe how the state will assure “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.”

**Note:** The state describes this assurance in Section 9, State Linkages and Communication, specifically under 9.1 – 9.4b.

[No response as the state describes this assurance under Section 9.1 – 9.4b]

***State Coordination/Linkages and Low-income Home Energy Assistance***

- 14.6. 676(b)(6)** Provide “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.”

**Note:** The state describes this assurance in Section 9, State Linkages and Communication section, items 9.2 and 9.5.

[No response as the state describes this assurance under 9.2 and 9.5]

***Federal Investigations***

- 14.7. 676(b)(7)** Provide “an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D.”

**Note:** The state addresses this assurance in Section 10, Fiscal Controls and Monitoring under 10.13.

[No response as the state describes this assurance under 10.13]

***Funding Reduction or Termination***

- 14.8. 676(b)(8)** Provide “an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).”

**Note:** The state addresses this assurance in Section 10 Fiscal Controls and Monitoring under 10.7.

[No response as the state describes this assurance under 10.7]

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

- 14.9. 676(b)(9)** Describe how the state will assure “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.”

**Note:** The state describes this assurance in Section 9 State Linkages and Communication, under 9.6.

[No response as the state describes this assurance under 9.6]

***Eligible Entity Tripartite Board Representation***

- 14.10. 676(b)(10)** Describe how “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.”

**Note:** The state describes this assurance in Section 11 Eligible Entity Tripartite Boards, under 11.3.

[No response as the state describes this assurance under 11.3]

***Eligible Entity Community Action Plans and Community Needs Assessments***

**14.11. 676(b)(11)** Provide “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.”

**Note:** The state describes this assurance in Section 13 ROMA, under 13.5 and 13.6.

[No response as the state describes this assurance under 13.5 and 13.6]

***State and Eligible Entity Performance Measurement: ROMA or Alternate system***

**14.12. 676(b)(12)** Provide “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.”

**Note:** The state describes this assurance in Section 13 ROMA under 13.1 – 13.4.

[No response as the state describes this assurance under 13.1 – 13.4]

***Validation for CSBG Eligible Entity Programmatic Narrative Sections***

**14.13. 676(b)(13)** Provide “information describing how the State will carry out the assurances described in this section.”

**Note:** The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.

☒ By checking this box, the state CSBG authorized official is certifying the assurances set out above.



## SECTION 15: Federal Certifications

### 15.1. Lobbying

#### ***Certification for Contracts, Grants, Loans, and Cooperative Agreements***

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### ***Statement for Loan Guarantees and Loan Insurance***

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- ☒ By checking this box, the state CSBG authorized official is providing the certification set out above.

## 15.2. Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

### ***Certification Regarding Drug-Free Workplace Requirements*** (Instructions for Certification)

- (1) By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
- (2) The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) For grantees other than individuals, Alternate I applies.
- (4) For grantees who are individuals, Alternate II applies.
- (5) Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (6) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (7) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
- (8) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

**Conviction** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

**Criminal drug statute** means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

**Employee** means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

### ***Certification Regarding Drug-Free Workplace Requirements***

#### **Alternate I. (Grantees Other Than Individuals)**

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about - -
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a

central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code) [\[Narrative, 2500 characters\]](#)

- ☐ Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals)
- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

- ☒ By checking this box, the state CSBG authorized official is providing the certification set out above.

### **15.3. Debarment**

#### ***CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS***

##### ***Certification Regarding Debarment, Suspension, and Other Responsibility Matters — Primary Covered Transactions***

###### **Instructions for Certification**

- (1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without

modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

\*\*\*\*\*

***Certification Regarding Debarment, Suspension, and Other Responsibility Matters — Primary Covered Transactions***

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

***Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions***

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (4) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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***Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions***

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- ☒ By checking this box, the state CSBG authorized official is providing the certification set out above.



#### **15.4. Environmental Tobacco Smoke**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

☒ By checking this box, the state CSBG authorized official is providing the certification set out above.