



California Department of  
Community Services & Development



# CALIFORNIA 2020-2021 CSBG STATE PLAN AND APPLICATION

Prepared for:

The United States Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services



# TABLE OF CONTENTS

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EXECUTIVE SUMMARY.....	4
DISTRIBUTION OF FUNDING.....	8
Overview of Funding .....	8
CSBG Agency Network Funding: 90 Percent of Funds.....	8
Discretionary Funding: Five Percent of Funds .....	14
Annual Support for Member Associations.....	15
Annual Support for Training and Technical Assistance .....	16
Competitive Grants.....	16
Annual support for Limited Purpose Agencies.....	16
Disaster Relief Funding .....	16
State Use of Administration Funding: Five Percent of funds.....	17
State Training and Technical Assistance .....	17
STATE COORDINATION AND RESPONSIBILITIES.....	18
Communication .....	18
Communication Plan .....	18
Linkages at the State Level.....	18
Low-Income Home Energy Assistance Program and Weatherization Assistance Program.....	18
State Interagency Team .....	19
California Health in All Policies Task Force .....	19
Government Alliance on Race and Equity .....	20
Linkages at the Local Level.....	20
State Interagency Team Reducing Poverty Workgroup.....	20
California Earned Income Tax Credit.....	20
CSBG Advisory Council.....	21
CSBG AGENCIES' PROGRAMMATIC ASSURANCES AND NARRATIVE.....	22
Use of Funds Supporting Local Activities.....	22
CSBG Services.....	22
Needs of Youth.....	24
Coordination of Other Programs.....	24
State Use of Discretionary Funds .....	25
Eligible Entity Service Delivery System .....	25

Eligible Entity Linkages – Approach to Filling Service Gaps .....	25
Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources .....	26
Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility .....	26
Eligible Entity Emergency Food and Nutrition Services .....	27
State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities .....	27
State Coordination/Linkages and Low-income Home Energy Assistance .....	28
Federal Investigations.....	28
Coordination with Faith-based Organizations, Charitable Groups, Community Organizations .....	29
Eligible Entity Tripartite Board Representation .....	30
Eligible Entity Community Action Plans and Community Needs Assessments.....	30
State and Eligible Entity Performance Measurement: ROMA or Alternate system .	31
Validation for CSBG Eligible Entity Programmatic Narrative Sections.....	31
<b>PROGRAM HIGHLIGHTS</b> .....	<b>32</b>
Community Action Agency of Butte County, Inc.....	32
Community Action Partnership of San Luis Obispo County, Inc. ....	33
Sacramento Employment and Training Agency .....	34
Community Action Partnership of Kern .....	35
<b>STATE ACCOUNTABILITY REQUIREMENTS</b> .....	<b>36</b>
Public Hearing.....	36
Public Notice.....	36
Public Inspection .....	36
Monitoring and Corrective Action .....	37
Monitoring Schedule and Policies.....	37
Corrective Action/Termination .....	40
Policies on CSBG Agency Designation, De-designation, and Re-designation .....	41
Organizational Standards .....	41
Fiscal Controls .....	41
Audits .....	42
Single Audit Management Decisions .....	42
Federal Investigations.....	43

Federal Certifications .....	43
Lobbying .....	43
Drug-Free Workplace Requirements .....	44
Certification Regarding Drug-Free Workplace Requirements .....	46
Certification Regarding Debarment, Suspension, and Other Responsibility Matters .....	48
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions .....	49
Environmental Tobacco Smoke .....	49
PROFILE OF PARTICIPANTS SERVED .....	50
Exhibit A: Gender Distribution of Participants Served in 2018* .....	50
Exhibit B: Age of Participants Served in 2018* .....	50
Exhibit C: Ethnicity of Participants Served in 2018* .....	51
Exhibit D: Race of Participants Served in 2018* .....	51
Exhibit E: Family Type of Participants Served in 2018* .....	52
APPENDIX .....	53
State’s Official CSBG Designation Letter .....	54
Documentation of Legislative and Public Hearing .....	55
Public Hearing Transcript .....	60
Legislative and Public Hearing Public Comments and Responses .....	158
CSD California State Monitoring Procedures .....	159
California Government Codes §12750.1 and §12750.2 .....	177
California Code, Government Code - GOV § 12750.1 .....	177
California Code, Government Code - GOV § 12750.2 .....	178
California Government Code §12781 and 22 CCR §100780 .....	179
California Code, Government Code - GOV § 12781 .....	179
22 CCR § 100780 .....	182
CSD PROGRAM NOTICE – CSBG (CPN-C-16-01).....	191
GLOSSARY OF TERMS .....	194



**The mission of the Department of Community Services and Development (CSD) is to reduce poverty for all Californians.** Through a statewide network of non-profit and public community-based organizations, CSD administers effective and innovative community services and energy programs that aim to help low income families, individuals, and communities throughout the state achieve self-sufficiency and economic security to attain a higher quality of life.

## COMMUNITY SERVICES BLOCK GRANT

The Community Services Block Grant (CSBG) is funded under the U.S. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Community Services (OCS). In California, CSBG is “governed by the principle of community self-help, thereby promoting new economic opportunities for Californians living in poverty through well-planned, broadly-based and locally controlled programs of community action.”<sup>1</sup>



CSD has been designated by the Governor of California as the lead department for purposes of carrying out California’s CSBG activities and ensuring program compliance, pursuant to the CSBG Act (42 U.S.C. § 9901 et. Seq) and California Government Code (§ 12725 et. Seq.) herein after referred to as “the Act”.

CSBG funding helps low-income Californians achieve economic security through a range of services that address housing, employment, education, income support and management, health and nutrition, emergency services, and more.

These locally determined efforts to alleviate the causes and conditions of poverty are administered by a statewide network of 60 public and non-profit agencies. As a condition of funding, each agency is required to submit a comprehensive local needs assessment as part of the biennial Community Action Plan (CAP).

## NUMBERS AT A GLANCE<sup>2</sup>

**Over 1 Million**  
Services and Outcomes for  
**Over 750,000**  
Californians

### Vulnerable Populations Served Include:



**129,361**  
Seniors



**63,973**  
People with  
disabilities



**55,714**  
People  
who lacked  
health  
insurance



**267,510**  
Children

<sup>1</sup> [California Government Code §12725 et seq](#)

<sup>2</sup> As reported in the 2018 CSBG Annual Report, data subject to final approval



## 2020-2021 CALIFORNIA CSBG STATE PLAN

CSD is pleased to submit the CSBG State Plan and Application for FFY 2020 (October 1, 2019 to September 30, 2020) and 2021 (October 1, 2020 to September 30, 2021) to the U.S. Department of Health and Human Services, ACF, OCS.

### The CSBG State Plan contains several elements, including:

- Administrative, financial, programmatic assurances, and certifications signed by CSD Director Linné Stout, that designate the department to receive and administer the CSBG funds in California;
- A detailed narrative plan showcasing how CSD plans to carry out the federal assurances in FFY 2020 and 2021;
- Evidence that public and legislative hearing requirements have been met; and
- Results from the 2018 CSBG Annual Report that describe the activities, services, and outcomes conducted by California's CSBG agencies during the 2018 program year.

### CSD's CSBG State Plan Goals and Objectives

1. **Foster a culture of collaboration and innovation across state and local entities by focusing on a client centered, whole person approach to help address California's cost crisis through targeted initiatives that may include but are not limited to: Continuum of Care services for homeless individuals and families, disaster preparedness and recovery assistance, nutritious food distribution, California Earned Income Tax Credit (CalEITC) awareness, and free tax preparation services.**
2. **Focus on actionable data to improve outcomes that support the reduction in poverty for vulnerable populations.**
3. **Establish and maintain new training and support programs to sustain excellence through a highly skilled workforce at the State and local level.**



Services and strategies provided by California’s CSBG network of non-profit, local government, Migrant & Seasonal Farmworker (MSFW), and Native American Indian Tribal Agencies (NAI) have resulted in **1,066,335 services and outcomes** for participants and communities with low incomes during 2018.<sup>1</sup> In addition, CSBG Agencies prepared and distributed more than **28 million meals and food parcels** to families and individuals in need.

## SUPPORTIVE SERVICES AND OUTCOMES INCLUDE:

### 50,651 - Employment Services

50,651 employment services which reduced or eliminated barriers to initial or continuous employment, and 17,965 Californians achieved outcomes such as acquired a job, increased their income, or achieved “living wage” employment and benefits.

### 129,779 - Education and Cognitive Development Initiatives and Support Services

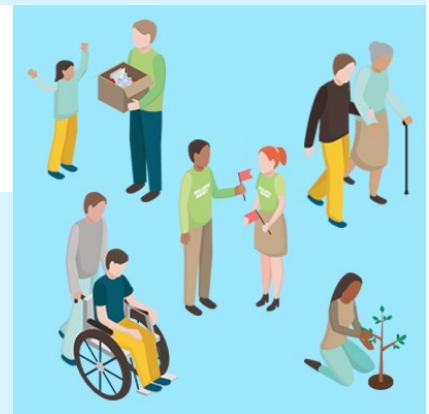
129,779 education and cognitive development services, and 98,639 children, youth, and parents increased skills and knowledge to improve literacy and school readiness, and enriched their home environments.

### 75,820 - Income and Asset Building Services

75,820 income and asset building services, and 24,812 Californians increased their savings, purchased an asset, raised their credit scores, or improved their financial well-being.

### 184,797 - Housing Assistance Services

184,797 housing assistance services, and 70,369 low-income individuals received temporary shelter, affordable housing placement, eviction and foreclosure prevention, utility payment assistance, or home weatherization services.



### 25,850 - Civic Engagement and Community Involvement

25,850 civic engagement and community involvement opportunities, and 28,110 individuals increased their knowledge and leadership skills to improve conditions in their community and their social networks.

### 201,439 - Health and Social/Behavioral Development Services

#### 28,669,859 - Nutrition Services

201,439 health, social, and behavioral development services, and 28,669,859 nutrition services. 158,104 low-income individuals maintained independent living situations, improved their physical, mental, and behavioral health or received prepared meals and food parcels through various distribution facilities.

<sup>1</sup>As reported in the 2018 CSBG Annual Report, data subject to final approval

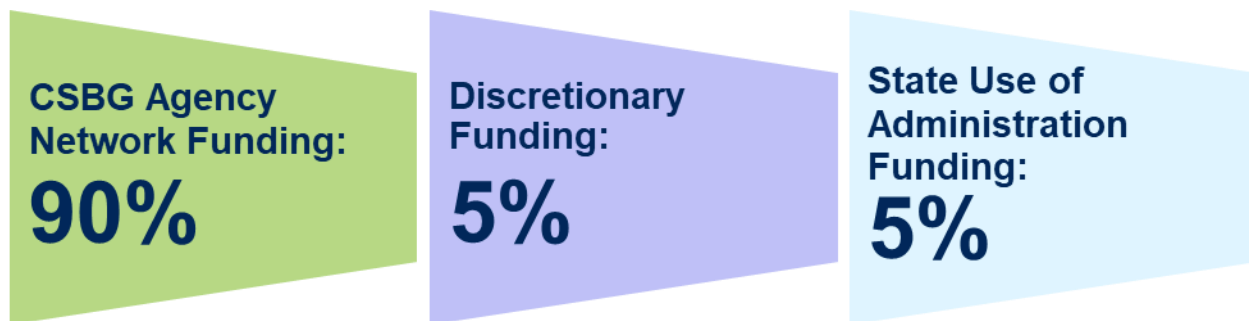




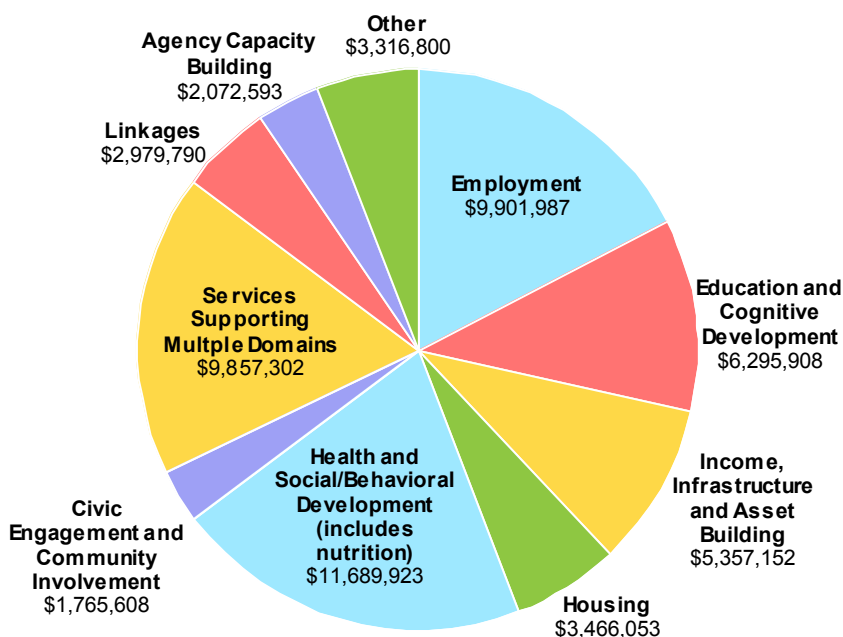
## FUNDING OVERVIEW

### Distribution of CSBG Funds

CSD will distribute the CSBG grant award received for FFY 2020-2021 based on the following distribution formula:



### 2018 CSBG Expenditures by Service Category<sup>1</sup>:



*"Thank God for Amador-Tuolumne Community Action Agency. They have helped me so much. If it wasn't for ATCAA, I would literally be living in the streets right now."*

-Helen Goldman, 83 year old widow and temporary resident of the Tuolumne County Shelter

<sup>1</sup>As reported in the 2018 CSBG Annual Report, data subject to final approval



## DISTRIBUTION OF FUNDING

### Overview of Funding

CSBG funds are distributed to 50 states, U.S. territories, NAI tribes, and other organizations. There are currently 35 private non-profit and 25 local governmental organizations for a total of 60 agencies across California (referred to as “CSBG agencies”) receiving CSBG funds. In 2020 and 2021, California’s network of CSBG agencies will continue to develop and administer programs that assist low-income individuals and families to attain the skills, knowledge, and motivation necessary to achieve economic security and self-sufficiency.

### CSBG Agency Network Funding: 90 Percent of Funds

**2020 Proposed  
Allocation:  
\$57,389,212**

At a minimum, 90 percent of California’s CSBG award will be distributed to the network of CSBG agencies 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 2019 CSBG allocation.

Of the 90 percent of funds, 76.1 percent is allocated to Community Action Agencies, 10 percent is allocated to Migrant and Seasonal Farmworkers Agencies, and 3.9 percent is allocated to Native American Indian Agencies.

Since the late 1980’s, CSD and the tribal and Indian community leaders throughout the State mutually agreed that reservations and Rancherias are considered “pockets of poverty,” and that a minimum funding level of \$1,000 would be provided for any county, reservation or Rancheria that would otherwise receive less than this amount due to a small NAI population. American Indian Tribes and tribal organizations applying for and receiving funds directly from the U.S. Department of Health and Human Services will be ineligible for NAI funding from the State.

#### Planned CSBG 90 Percent Funds – Per Year

CSBG Agency	Funding Amount	Type of CSBG Agency	Counties Served
Berkeley Community Action Agency	\$266,863	Public	Alameda
City of Oakland, Department of Human Services	\$1,354,323	Public	Alameda

<b>CSBG Agency</b>	<b>Funding Amount</b>	<b>Type of CSBG Agency</b>	<b>Counties Served</b>
<b>Inyo Mono Advocates for Community Action, Inc.</b>	\$260,149	Nonprofit	Alpine, Mariposa, Tuolumne, Inyo Mono
<b>Amador-Tuolumne Community Action Agency</b>	\$261,283	Public	Amador, Tuolumne
<b>Community Action Agency of Butte County, Inc.</b>	\$361,292	Nonprofit	Butte
<b>Calaveras-Mariposa Community Action Agency</b>	\$260,612	Public	Calaveras, Mariposa
<b>Contra Costa County Employment &amp; Human Services Department / Community Services Bureau</b>	\$850,578	Public	Contra Costa
<b>Del Norte Senior Center, Inc.</b>	\$51,176	Nonprofit	Del Norte
<b>El Dorado County Health and Human Services Agency</b>	\$285,947	Public	El Dorado
<b>Fresno County Economic Opportunities Commission</b>	\$1,854,644	Nonprofit	Fresno
<b>Glenn County Health and Human Services Agency</b>	\$262,075	Public	Glenn, Colusa, Trinity
<b>Redwood Community Action Agency</b>	\$269,186	Nonprofit	Humboldt
<b>Campesinos Unidos, Inc.</b>	\$313,349	Nonprofit	Imperial
<b>Community Action Partnership of Kern</b>	\$1,489,531	Nonprofit	Kern
<b>Kings Community Action Organization, Inc.</b>	\$301,174	Nonprofit	Kings
<b>North Coast Opportunities, Inc.</b>	\$546,506	Nonprofit	Lake, Mendocino
<b>Plumas County Community Development</b>	\$260,279	Public	Lassen, Plumas, Sierra
<b>Foothill Unity Center, Inc.</b>	\$322,321	Nonprofit	Los Angeles
<b>Long Beach Community Action Partnership</b>	\$787,087	Nonprofit	Los Angeles

<b>CSBG Agency</b>	<b>Funding Amount</b>	<b>Type of CSBG Agency</b>	<b>Counties Served</b>
<b>County of Los Angeles Department of Public Social Services</b>	\$6,072,078	Public	Los Angeles
<b>City of Los Angeles, Housing and Community Investment Department</b>	\$6,576,134	Public	Los Angeles
<b>Community Action Partnership of Madera County, Inc.</b>	\$279,073	Nonprofit	Madera
<b>Community Action Marin</b>	\$269,695	Nonprofit	Marin
<b>Merced County Community Action Agency</b>	\$499,402	Nonprofit	Merced
<b>Modoc Siskiyou Community Action Agency</b>	\$262,075	Public	Modoc, Siskiyou
<b>Monterey County Community Action Partnership</b>	\$500,384	Public	Monterey
<b>Community Action of Napa Valley</b>	\$286,986	Nonprofit	Napa
<b>Nevada County Department of Housing and Community Services</b>	\$271,287	Public	Nevada
<b>Community Action Partnership of Orange County</b>	\$2,733,254	Nonprofit	Orange
<b>Project GO, Inc.</b>	\$334,328	Nonprofit	Placer
<b>Community Action Partnership of Riverside County</b>	\$2,600,540	Public	Riverside
<b>Sacramento Employment and Training Agency</b>	\$1,767,288	Public	Sacramento
<b>San Benito County Health and Human Services Agency, Community Services and Workforce Development</b>	\$267,930	Public	San Benito
<b>Community Action Partnership of San Bernardino County</b>	\$2,692,859	Nonprofit	San Bernardino
<b>County of San Diego, Health and Human Services Agency, Community Action Partnership</b>	\$3,335,519	Public	San Diego
<b>Urban Services, YMCA, San Francisco</b>	\$855,136	Nonprofit	San Francisco

<b>CSBG Agency</b>	<b>Funding Amount</b>	<b>Type of CSBG Agency</b>	<b>Counties Served</b>
<b>San Joaquin County Department of Aging and Community Services</b>	\$975,038	Public	San Joaquin
<b>Community Action Partnership of San Luis Obispo County, Inc.</b>	\$297,524	Nonprofit	San Luis Obispo
<b>San Mateo County Human Services Agency</b>	\$453,450	Public	San Mateo
<b>Community Action Commission of Santa Barbara County</b>	\$529,942	Nonprofit	Santa Barbara
<b>Sacred Heart Community Service</b>	\$1,415,828	Nonprofit	Santa Clara
<b>Community Action Board of Santa Cruz County, Inc.</b>	\$290,213	Nonprofit	Santa Cruz
<b>Shasta County Community Action Agency</b>	\$299,498	Public	Shasta
<b>Community Action Partnership of Solano, JPA</b>	\$384,710	Public	Solano
<b>Community Action Partnership of Sonoma County</b>	\$448,690	Nonprofit	Sonoma
<b>Central Valley Opportunity Center, Incorporated</b>	\$1,339,880	Nonprofit MSFW	Mariposa, Tuolumne, Stanislaus, Madera, Merced
<b>Sutter County Community Action Agency</b>	\$269,159	Nonprofit	Sutter
<b>Tehama County Community Action Agency</b>	\$285,566	Public	Tehama
<b>Community Services &amp; Employment Training, Inc.</b>	\$898,711	Nonprofit	Tulare
<b>Community Action of Ventura County, Inc.</b>	\$682,002	Nonprofit	Ventura
<b>County of Yolo, Department of Employment and Social Services</b>	\$294,566	Public	Yolo
<b>Yuba County Community Services Commission</b>	\$272,539	Public	Yuba
<b>California Human Development Corporation</b>	\$1,466,613	Nonprofit MSFW	Alpine, Amador, Butte,

CSBG Agency	Funding Amount	Type of CSBG Agency	Counties Served
			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
<b>Center for Employment Training</b>	\$1,976,739	Nonprofit MSFW	Alameda, Imperial, Inyo, Los Angeles, Mono, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Francisco, Santa Barbara, San Luis Obispo, San Mateo, Santa Clara,

<b>CSBG Agency</b>	<b>Funding Amount</b>	<b>Type of CSBG Agency</b>	<b>Counties Served</b>
			Santa Cruz, Ventura
<b>Proteus, Inc.</b>	\$2,359,335	Nonprofit MSFW	Fresno, Kern, Kings, Tulare
<b>Karuk Tribe</b>	\$121,497	Nonprofit NAI	Siskiyou, Humboldt
<b>Northern California Indian Development Council, Inc.</b>	\$2,080,897	Nonprofit NAI	Statewide
<b>County of Los Angeles Workforce Development, Aging &amp; Community Services</b>	\$284,472	Public NAI	Los Angeles
<b>Total</b>	<b>\$57,389,212.00</b>		

## Discretionary Funding: Five Percent of Funds

**2020 Proposed  
Allocation:  
\$3,188,289**

In accordance with Section 675C(b) of the Act [42 U.S.C. § 9907(b)], excluding administration, and in accordance with California Government Code § 12786, CSD will use five percent of its annual CSBG funding for discretionary purposes. If the CSBG allocation is reduced, CSD will backfill up to 3.5 percent using the discretionary dollars to keep CSBG agencies funded at the previous year's allocation amount. If necessary, CSD will adjust its planned activities which may include reducing the amount allocated to disaster relief or innovative projects.

CSD will continue to seek input from the CSBG agency network regarding the use of discretionary funds. CSD may initiate a competitive grant process to make discretionary funds available to support targeted initiatives.

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

[See 675C(b)(1) of the CSBG Act]

Remainder/Discretionary Fund Uses	Planned %	Brief Description of Services and/or Activities
<b>Training and Technical Assistance (T&amp;TA) to CSBG Agency Network</b>	<b>20%</b>	Annual support for Member Associations: California Community Action Partnership Association (CalCAPA), and La Cooperativa Campesina de California.  Annual support for California Community Economic Development Association (CCEDA).
<b>Innovative programs/activities by eligible entities or other neighborhood groups</b>	<b>52%</b>	CSD may elect to distribute the discretionary funds equally or through a competitive process to CSBG agencies to enhance and/or expand new or existing programs or to increase agency capacity. Other options may include making funds available for specific targeted initiatives.



Remainder/Discretionary Fund Uses	Planned %	Brief Description of Services and/or Activities
<b>Other activities</b>	<b>28%</b>	<p>Annual support for Limited Purpose Agencies (LPAs) as defined in subdivision (a) of Government Code § 12775 as community-based nonprofit organizations.</p> <p>Annual support for SupplyBank.org to provide unmet material essentials for low-income individuals and families.</p> <p>Funds may be used for Administrative automation tools.</p> <p>In a State of Emergency, CSD may make available all or a portion of disaster funding to CSBG agencies in affected counties.</p> <p>Potential reductions to CSBG funding may also be backfilled with discretionary funds.</p>
<b>Totals</b>	<b>100%</b>	

Activities that are funded under the discretionary funds include:

**Annual Support for Member Associations**

**California Community Action Partnership Association**

CalCAPA is the recognized State member association and lead agency administering the ACF, Region IX Regional Performance & Innovation Consortia (RPIC). The RPIC serves as a comprehensive T&TA system to provide services to California’s agencies. CSD will partner with CalCAPA and RPIC to ensure that agencies in California meet operational and organizational needs. Through ongoing collaboration, CSD and CalCAPA will increase agencies’ capacity, and identify exemplary practices in the CSBG network.

**La Cooperativa Campesina de California**

La Cooperativa Campesina de California is the lead agency conducting training CSBG agencies specific to serving MSFWs. Discretionary funding allocated to La Cooperativa supports La Voz del Campo Bulletin and Radio Bilingue broadcasts to provide farmworkers and their families with information on farmworker issues, programs, and services. Discretionary funding also supports SupplyBank.org, an innovative, dignified approach to address unmet material needs of lowincome families and individuals using a food bank distribution model. Through the partnership with La Cooperativa, CSD is able to identify the needs of MSFW and provide adequate services specific to the needs of the farmworker population.

## **Annual Support for Training and Technical Assistance**

T&TA is provided to CSBG agencies in partnership with CalCAPA. Training needs are identified through on-site monitoring, desk reviews, review of Organizational Standards, and communication with the agencies.

CSD reviews training requests received on an ongoing basis. Depending upon the training need, CSD staff will either conduct the training or refer the agency to CalCAPA. CalCAPA delivers T&TA to agencies in a broad range of topical areas, including but not limited to; deficiencies arising out of monitoring, capacity building needs, board management, strategic planning, Results Oriented Management and Accountability (ROMA) and other elements.

In partnership with CalCAPA, CSD hosts quarterly CSBG Advisory Committee (CAC) meetings. The CAC meeting is an opportunity to update agencies on CSBG related topics and issues, and to share experiences and innovations.

CSD also partners with CCEDA, an organization that has expertise in community economic development. CCEDA provides T&TA to CSBG agencies to achieve results through a full range of economic and community development strategies.

## **Competitive Grants**

CSD may administer a competitive grant process to make discretionary funds available to California's network of CSBG agencies to support targeted community initiatives, to add a new component to an existing program in selected categories, or to identify other funding needs for agencies. Funds will not be awarded to entities who intend to appropriate additional funds to an existing program without the intent to expand services.

## **Annual support for Limited Purpose Agencies**

LPAs may receive discretionary funds to provide services with specific focus on training, technical assistance, special support programs, or other activities servicing eligible beneficiaries. Of the 60 CSBG agencies, there are currently three LPAs: the Del Norte Senior Center (DNSC), the Community Design Center (CDC), and Rural Community Assistance Corporation (RCAC).

## **Disaster Relief Funding**

If a State of Emergency is declared by the California Governor's Office, or at the CSD Director's discretion, CSD may make available all or a portion of the discretionary funding set-aside for disaster relief to CSBG agencies in the counties and areas affected. Typically, the amount reserved for disaster relief is \$250,000 per year, subject to the availability of funds.

## State Use of Administration Funding: Five Percent of funds

**2020 Proposed  
Allocation:  
\$3,188,289**

### State Staff Positions/Full-Time Equivalents

CSBG funds 80.9 State staff positions in whole or in part (24.7 State full time equivalents) under this State Plan.

## State Training and Technical Assistance

In addition to the T&TA provided by CalCAPA, CSD provides ongoing technical support to the network of CSBG agencies to improve fiscal and programmatic accountability and program administration. Categories of T&TA provided by CSD and CalCAPA are described below.

Training and Technical Assistance	
Training, Technical Assistance, or Both	Topic
Both	Fiscal
Both	Governance/Tripartite Boards
Technical Assistance	Organizational Standards – General
Technical Assistance	Organizational Standards – for CSBG eligible entities with unmet Technical Assistance Plans (TAPs) or Quality Improvement Plans (QIPs)
Technical Assistance	Reporting
Both	ROMA
Both	Strategic Planning
Technical Assistance	Monitoring
Both	Community Economic Development
Both	New Executive Director & Employee Onboarding

## STATE COORDINATION AND RESPONSIBILITIES

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To meet assurance 676(b)(5) of “the Act”, CSD recognizes the importance of developing strategic partnerships between the State of California and the network of CSBG agencies at the local level.

### Communication

#### Communication Plan

CSD will use various methods of communication to keep the network of CSBG agencies, CalCAPA, and other State partners up-to-date and actively engaged. Formats used to inform the network include postings on CSD’s public and provider websites, public notices, blog posts, emails, phone calls, presentations during the quarterly CSBG Advisory Council (CSBG-AC) and CAC meetings, and webinars. These communication methods will be used to provide information regarding CSBG legislative and programmatic updates, funding opportunities, and feedback regarding performance, best practices, and service delivery.

### Linkages at the State Level

To support State efforts to reduce poverty, CSD administers the Low-Income Home Energy Assistance Program (LIHEAP) and Weatherization Assistance Program (WAP) and participates in State interagency workgroups that focus on key anti-poverty initiatives.

#### Low-Income Home Energy Assistance Program and Weatherization Assistance Program

CSD leads and administers key energy efficiency and weatherization programs for low-income Californians. CSD provides administrative support for the LIHEAP and the WAP by serving as the lead State administrator for LIHEAP and WAP services and service areas. LIHEAP and WAP services include utility bill assistance, emergency assistance with home heating and cooling repairs, home energy shut-off emergency assistance, weather stripping, caulking, energy-efficient lighting, and thermostat repair/replacement. Approximately 50 percent of CSBG agencies manage both the LIHEAP and CSBG program.

## **State Interagency Team**

CSD actively participates in the State Interagency Team (SIT). The SIT provides leadership and guidance to facilitate the implementation of programs benefitting children, youth, and families in California. The SIT brings together various agencies with aligned missions and goals to build a network of shared responsibility and accountability for improving the welfare of children, youth and families. The team ensures the planning, funding and policy are coordinated among State departments to maximize the impact. CSD will continue to engage and participate on the SIT to further develop and support existing programs.

CSD also participates in sub-workgroups of the SIT including the:

- Critical Incident Workgroup - Focused on preventing child fatalities and near fatalities that are the result of abuse and neglect by sharing strategies, information and data that impacts the common population of children and families;
- California Home Visiting Program - Focused on improving the quality, efficiency, and effectiveness of home visiting through interagency collaboration through improved service delivery and coordination;
- Workgroup to Eliminate Disparities & Disproportionality - Focused on developing recommendations for addressing disparity and disproportionality as it impacts service delivery to economically or racially disadvantaged individuals/communities; and
- Homelessness Matters Workgroup - Focused on promoting awareness about the plight of homeless students in California.

CSD also participates in the California Department of Social Services (CDSS) Food Access Nutrition Education and Outreach Participation Committee meetings comprised of Federal, State, County, non-profit, advocates, and others focused on providing and coordinating the Supplemental Nutrition Assistance Program (SNAP) and SNAP Education (SNAP-Ed) program for low-income Californians.

## **California Health in All Policies Task Force**

CSD continues to participate in the California Health in All Policies (HiAP) Task Force, led by the California Department of Public Health. HiAP is a collaborative approach to integrate and articulate health considerations into policymaking across sectors to improve the health of all Californians. HiAP brings together State agencies, departments, and offices to make recommendations that focus on achieving health equity to increase the length of people's lives and ensure that their lives are healthy and productive.

## **Government Alliance on Race and Equity**

The Government Alliance on Race and Equity (GARE) is a national network of governments working to achieve racial equity and advance opportunities for all. In 2018, CSD employees joined together to represent the department in the GARE Capitol Cohort. As part of the inaugural call of 19 State departments, CSD staff participated in a year-long series of trainings with the goal of creating a Racial Equity Action Plan.

CSD plans to use the Racial Equity Action Plan to inform internal and external processes and practices as a department.

## **Linkages at the Local Level**

To support local efforts to reduce poverty, CSD continues to lead the SIT Reducing Poverty Workgroup and the CSBG-AC to foster communication and collaboration between California State departments and local agencies.

## **State Interagency Team Reducing Poverty Workgroup**

The Reducing Poverty Workgroup was formed as a subgroup of the SIT and is comprised of participants from State and Federal agencies, and local private non-profit organizations. The goal of the SIT Reducing Poverty Workgroup is to reduce poverty in California by increasing the number of Federal and State Earned Income Tax Credits (EITCs) claimed by eligible low-income populations and to increase awareness and outreach for the California EITC (CalEITC) program. CSD will continue to lead the workgroup and recruit new partners, agencies, and departments to participate.

## **California Earned Income Tax Credit**

The EITC is widely recognized as one of the nation's most powerful resources for lifting low-income people out of poverty. In 2015, California established the CalEITC, extending a new cashback credit to the poorest working families 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 for the CalEITC. Through the efforts of the SIT Reducing Poverty Workgroup, FTB elected to partner with CSD to make grant funds available for community-based outreach efforts.

Since 2016, CSD has awarded and administered over \$19 million in grant awards to nonprofit and local government agencies to increase CalEITC education and outreach. Grants awarded targeted counties across the State with the highest rate of potential tax filers. Grants were also awarded to address the needs of rural communities, and others statewide.

In 2018, the Budget Act appropriated \$10 million to FTB to increase awareness of CalEITC and to provide free tax preparation assistance. Of the amount appropriated,

\$5 million was designated for CalEITC education and outreach activities, and nearly \$5 million was designated to support free tax preparation assistance. CSD collaborated with the FTB to award and administer the grant funds. Also, in 2018, the CalEITC eligibility guidelines were expanded to include tax filers between 18-25 and over 65 years old. The age expansion required the Reducing Poverty Workgroup to strategically develop outreach and education strategies to target newly eligible populations. For the 2018 tax year, 1,917,562 CalEITC tax credits were issued, totaling over \$353 million with an average credit of \$184<sup>1</sup>.

Now in 2019, California expanded CalEITC to further assist families facing the State's cost crisis. The Fiscal Year (FY) 2019-2020 California State Budget Act more than doubles the investment in CalEITC to \$1 billion, which will increase the number of participating households from two million to three million. The expansion of CalEITC, when combined with the Federal EITC, increases the potential value of tax credits available for low-income families to over \$6,000. The Budget Act also expanded the credit to help low-income families with young children through a new \$1,000 credit for families with children under the age of six, and increased income eligibility to \$30,000 to include full-time workers making the 2022 minimum wage of \$15 an hour.

The 2019-2020 Budget Act has once again appropriated \$10 million to FTB to increase awareness of CalEITC and free tax preparation assistance for the 2019 tax season. CSD will continue to collaborate with FTB to make \$5 million in grant funds available to community-based or non-profit organizations for CalEITC education and outreach activities, and \$5 million to support organizations that provide free tax preparation assistance.

### **CSBG Advisory Council**

CSD facilitates the CSBG-AC, formerly the CSBG Working Group (CWG), which is a group comprised of CalCAPA and select CSBG agencies. The CSBG-AC meets quarterly and provides the participants a forum to make recommendations to CSD regarding potential policy changes and engage in peer-to-peer networking with other agencies.

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<sup>1</sup> FTB CalEITC Total Statistics as of June 9, 2019.



## CSBG AGENCIES' PROGRAMMATIC ASSURANCES AND NARRATIVE

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As the lead agency designated to administer CSBG in California, CSD provides the following narrative detailing how the State will meet each CSBG assurance as defined by section 676(b) of "the Act":

### Use of Funds Supporting Local Activities

#### CSBG Services

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

- (A) *to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act (42 U.S.C. 601 et seq.), 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;*

A minimum of 90 percent California CSBG funds are distributed to CSBG agencies to provide services at the local level. A community needs assessment is submitted by CSBG agencies on a biennial basis as part of the CAP, which will describe the most vital needs of the communities in which they serve. The CAP will also highlight community partner coordination efforts, the identification of roles within service areas, and how each agency will work with local stakeholders to meet the Federal assurances. This assessment provides descriptions of service delivery systems and programs to address community needs which may include: homeless services and transitional housing, disaster preparedness and recovery, nutritious food distribution, health education and access, behavioral health services, employment skills training and career development, financial literacy programs, free tax preparation assistance, language and educational supports, mentoring, parenting development, childcare services, and other activities.

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 are effective in addressing the needs of low-income Californians. Examples of coordination and linkages include partnerships with local Workforce Investment Boards, Homeless Continuum of Care coalitions, disaster recovery resource centers, social service departments, centralized one-stop service centers, community health and childcare centers, faith-based organizations, educational institutions, and other community-based organizations that focus on the diverse needs of low-income families and individuals throughout the State.

## **Needs of Youth**

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

- (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--*
  - (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and*
  - (ii) after-school child care programs;*

CSBG agencies meet the identified needs of youth in their communities as described in the CAP through several methods that include but are not limited to: homeless youth assistance, gang suppression and prevention, substance abuse and teen pregnancy prevention initiatives, behavioral health services for children and transition age youth, recreation and education focused programs, summer youth programs, youth civic engagement initiatives, life skills and financial literacy training, employment skills training, entrepreneurship programs, mentoring, tutoring, and free book distribution programs.

## **Coordination of Other Programs**

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

- (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts)*

CSD requires CSBG agencies to describe the systems used to ensure coordination with other community partner programs in the CAP by identifying roles within service areas and highlighting how each entity will work with local stakeholders to certify compliance with this assurance.

## **State Use of Discretionary Funds**

**676(b)(2)** *The description of “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.*

[See section: “Discretionary Funding: 5% of Funds”.](#)

## **Eligible Entity Service Delivery System**

**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 CSBG agencies adopt service delivery systems that seek to maximize client access, avoid duplication of services, and provide a variety of needs, each agency operates according to their own diverse community conditions and priorities. Some agencies rely on providing services at a centralized location while others, particularly those in rural and remote regions of the State, provide mobile services or make use of satellite offices. Agencies may also rely on trusted community partners to subcontract services aligned with CSBG mission and goals.

Some services provided by CSBG agencies and/or partners include: housing and emergency services, employment services, food assistance programs, immigration services, tax preparation assistance, child development services, and utility assistance programs. Agencies and partners incorporate intake and eligibility processes to assess and track client demographic information. By implementing an intake process, CSBG agencies can assess priorities and develop strategies to reach low-income individuals and families. CSD requires CSBG agencies to certify compliance with this assurance in the CAP.

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

**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.”*

CSBG agencies collaborate with trusted local community organizations, service providers, and public and private organizations to ensure effective delivery of services to low-income Californians. Agencies establish contractual relationships and informal

agreements with trusted subcontractors and community partners to enhance the services they provide.

Community needs assessment data is used by CSBG agencies to identify opportunities to resolve gaps in services, thereby enhancing current programs. Cross-referrals to clients is common practice, as agencies share information about respective services through participation in local area commissions.

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

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

The CAP requires descriptive language to identify how each CSBG agency will coordinate public and private resources to effectively mobilize and leverage CSBG funds. To maximize delivery of services, agencies coordinate with a network of public and private sector partners including, but not limited to: Workforce Investments Boards, Homeless Service Provider coalitions, disaster recovery resource centers, social service departments, centralized one-stop service centers, CalWORKs, CalFresh, transitional housing programs, healthcare providers, senior centers, community advisory boards, youth councils and emergency services providers. By establishing these partnerships, agencies can more effectively address the diverse needs of low-income individuals and families in California by using direct referrals, joint case management, shared use of space to deliver services, and subcontractor agreements.

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

**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).

The network of agencies use CSBG funding to support innovative community-based initiatives that encourage parental responsibility including: fatherhood strengthening classes, parent and child joint counseling, co-parenting communication skills training,

programs to address health disparities, parental engagement groups, therapy, and other strategies to encourage active involvement in the lives of children to prevent child abandonment.

CSBG agencies also focus on programs that assist incarcerated or recently paroled men, providing job training and employment assistance to empower them to provide financial support for their children, and re-establish healthy connections to their families. Many agencies partner with Women and Infant Children, Child Support Services Department, CDSS, Head Start, First 5, and many other State programs to connect clients with additional resources and services.

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

**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.”*

CSBG agencies work to offset conditions of starvation and malnutrition by providing emergency food assistance and nutritional services by allocating funds to community food banks. In addition, some CSBG agencies operate emergency food services in-house to address the food security of their clients, including: coordinating summer lunch programs, supporting clients with CalFresh applications, and providing emergency food vouchers or gift cards.

CSBG funding in conjunction with public and private resources is used by many agencies to operate nutrition-related programs that promote the availability of nutritious foods, including outreach programs (FreshText), food banks, and development of community gardens. CSBG agencies are required to describe emergency food and nutrition services in their CAP.

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

**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.”*

CSD requires CSBG agencies to establish linkages between governmental and social services programs that are effective in addressing the needs of low-income Californians. Examples of coordination and linkages include: partnerships with local Workforce Investment Boards, CalWORKS, Welfare to Work programs, CalFresh, Veteran's services, Association of Farmworker Opportunity Programs, social service departments, centralized service centers, community health and childcare centers, faith-based organizations, educational institutions, and other community-based organizations.

CSBG agencies and community partners coordinate diverse employment training programs that target low-income individuals including youth, migrant, seasonal, and displaced agriculture workers, and other low-income individuals. These programs include but are not limited to language courses, high school diploma or general education diploma completion, computer skills training, interview skills workshops, life skills and financial literacy training, and job placement programs that focus on preparing low-income individuals to enter or reenter the workforce.

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

**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.”*

CSD ensures that antipoverty programs throughout the State effectively coordinate in each community, including coordination with the Federal LIHEAP. CSD administers the LIHEAP and the WAP, which provides weatherization services and energy crisis intervention for low-income Californians. CSBG agencies provide energy outreach, education, utility assistance, heating, ventilation, and air conditioning repair and replacement, energy-efficient appliance repair and replacement, California Alternative Rates for Energy application assistance and enrollment, and overall Energy Savings Assistance Program services.

Approximately 50 percent of the CSBG agencies administer both the CSBG and LIHEAP grants. The remaining CSBG agencies work in collaboration with the local LIHEAP provider and utilize the linkage to serve the low-income individuals and families in their community through direct referrals.

### **Federal Investigations**

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

[See section: “Audits”.](#)



## **Funding Reduction or Termination**

**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).”*

CSD 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).”

CSD requires each CSBG agency to describe contingency plans for potential funding reductions as part of the CAP. In the event that there is a reduction in the CSBG allocation, CSD will backfill up to 3.5 percent using the discretionary dollars to keep CSBG agencies funded at their previous year’s allocation amount. If necessary, CSD will make adjustments to its planned activities, which may include reducing the amount allocated to disaster or innovative projects.

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

**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.”*

CSD will assure that CSBG agencies coordinate programs and develop partnerships with local community organizations that serve low-income families and individuals including faith-based and charitable organizations through program performance monitoring, review of annual programmatic reports, and responses submitted in the CAP.

## **Eligible Entity Tripartite Board Representation**

**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.”*

CSD monitors each CSBG agency tripartite board through the analysis of the board roster, bylaws, and approved board meeting minutes. CSBG agencies are required to describe their procedures for ensuring low-income representation on their board as part of the CAP. CSD reviews the written procedures describing how each agency’s board will comply with the Federal assurance mandating tripartite board composition. CSD ensures that CSBG agencies institute a democratic selection process for low-income board members and requires CSBG agencies to describe the recruitment and selection process. Several agencies have implemented several outreach strategies to ensure the participation of low-income community residents, including public forums, social media, newspapers, and community canvassing.

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

**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.”*

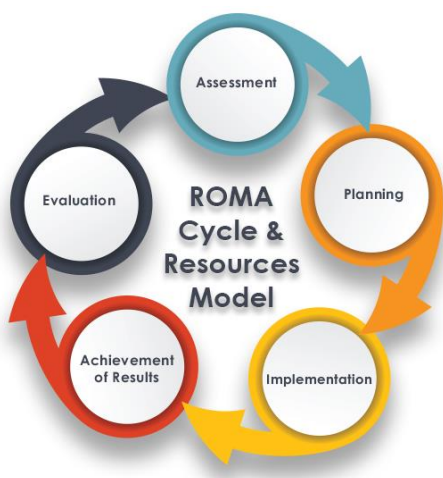
CSD requires each agency to submit a CAP in order to receive CSBG funding no later than June 30<sup>th</sup> on a biennial basis. The CAP includes a community needs assessment for their service area describing the immediate issues impacting the community. CSBG agencies provide a detailed description of the data collection methods used to inform the delivery of services. CSBG agencies use several methods to collect quantitative and qualitative data, including: community forums, public comments, online and in-person surveys, interviews, and surveying community partners. In addition, some CSBG agencies have developed surveys in multiple languages to reach specific populations. As a result, CSBG agencies have identified issues, such as: affordable housing, employment, public safety, childcare, and health access as main concerns impacting local communities. Based on the needs assessment, CSBG agencies develop strategic plans to provide support services according to local needs.

CSD reviews all needs assessments and CAP responses to ensure the conditions of poverty and barriers to economic security are appropriately captured for each agency's service area. CSD Staff reviews the data to confirm that data is dependable and verifiable.

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

**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.”*

The State of California and the network of CSBG agencies participate in ROMA. CSD assures agencies will meet the ROMA Cycle principles by assessing community needs through the completion of a comprehensive needs assessment, planning and implementing activities and services based on their needs assessment, collecting and tracking outcome data, and evaluating performance results.



Validation of the ROMA Cycle is completed by CSD through review and analysis of the community needs assessment as part of the biennial CAP, annual programmatic reporting, on-site monitoring visits, and organizational standards assessments. The data derived from the community needs assessment will inform the goal-setting process and assist in formulating programmatic activities. CSBG agencies will be required to provide data-driven examples of improvements made to service delivery and performance, as well as highlight how these improvements impact low-income individuals and families within their communities.

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

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

The State provides information on carrying out each of the assurances within this document and in corresponding items throughout the CSBG State Plan.

## PROGRAM HIGHLIGHTS

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### Community Action Agency of Butte County, Inc.

#### (Camp Fire Disaster response efforts)

“The spirit of Community Action can be that needed inspiration when tragedy strikes and when it seems that no end is in sight.” – Tom Tenorio, CEO of the Community Action Agency of Butte County.



On November 8, 2018, the Camp Fire became the most destructive wildfire in California state history. Approximately 93 percent of the town of Paradise and much of the surrounding community was destroyed. Worst of all, 85 residents tragically lost their lives to the fire. While many staff members of the Community Action Agency of Butte County, Inc. (Butte County CAA), the local Community Services Block Grant Agency for Paradise, lost their homes in the Camp Fire, they still reported to work every day to help their community recover from the aftermath of the fire, a recovery effort that continues to this day.

Within hours of the fire, Butte County CAA leaped into action. In partnership with CSD, Butte County CAA used CSBG discretionary funding and LIHEAP emergency energy crisis intervention funds to help survivors of the fire with shelter, gift-cards to pay for critical expenses, and direct payment to lodging vendors for displaced families. Butte County CAA 's North State Food Bank also immediately provided nutritious food and supplies to evacuation centers and impromptu shelters that popped up due to the sheer magnitude of people fleeing the fire. After soliciting new and regular food donors for additional donations, an outpouring of support came quickly, and a new partnership was established with the Grassroots Alliance, a private non-profit experienced in providing support to communities met by disaster. This partnership brought generous corporate donations to help support the growing need for assistance.

Two weeks after the fire, Butte County CAA established a weekly Tailgate Food Giveaway, targeting locals affected by the fire. Within the first several months after the disaster, over 700,000 pounds of food were delivered to those in need.

CSBG funding uniquely equips CAA's to quickly provide services tailored to the needs of their communities in the immediate wake of a disaster like the Camp Fire. Butte

County CAA now focuses on support and assistance for those impacted by the Camp Fire through comprehensive case management to help people to develop and execute a plan for the road ahead. With help from the local Butte County CAA team, the supportive staff at CSD, and an outpouring of community support, Butte County and the Town of Paradise continue to witness the true commitment of people living the Promise of Community Action.

## **Community Action Partnership of San Luis Obispo County, Inc.**

### **(40 Prado Homeless Services Center)**



The 40 Prado Homeless Services Center opened its doors in San Luis Obispo County on September 17, 2018 to provide a cost-effective and central location for homeless families and individuals as they embark on the path to self-sufficiency. In partnership with the compassionate community of San Luis Obispo County, the Community Action Partnership of San Luis Obispo County, Inc. (CAPSLO) spearheaded planning and construction to bring 40 Prado to life.

40 Prado is a 24-hour, year-round facility that provides personal care and shelter for 100 clients, including an average of ten children a night, and serves 84,000 meals per year. As part of the County's Continuum of Care, CAPSLO and 40 Prado effectively assist the homeless by providing customized services that include: counseling, case management, on-site primary healthcare, veterans' services, and much more. Built to improve the health and stability of its participants, 40 Prado aims to provide families and individuals with a means to an end.

To meet the needs of homeless individuals who come to 40 Prado with mental health issues, CAPSLO has begun collaborating with Transitions Mental Health Association (TMHA) on a program that provides mobile mental health services for clients classified as "Moderate to Severe." TMHA's Homeless Outreach Team works with 40 Prado staff to reach the most challenging of clients, utilizing mobile tele-psychiatry services to identify those who suffer from dual diagnoses, such as mental health illnesses in conjunction with substance abuse disorders, and prescribe necessary medications.

Since December 2018, 12 children and one pregnant mom have been served through the Early Head Start Program located at 40 Prado, and two children and their families have been provided regular opportunities to promote positive parent-child relationships



and high-quality early learning experiences while staying at the center, through the Head Start Home Base Program. Out of this program, two families have been placed in housing to date.

## **Sacramento Employment and Training Agency**

### **(Black Child Legacy Campaign)**

In 2009, County Supervisor Phil Serna appointed a commission to analyze the disproportionate death rate among African American children in Sacramento County compared to other racial groups. The Steering Committee on Reduction of African American Child Deaths identified four factors, including: perinatal conditions, infant sleep-related deaths, child abuse or neglect, and/or third-party homicides. In addition, poverty, limited access to education, and stress also contribute to the high number of African American child deaths in Sacramento County. To address and improve the African American child death rate, the CSBG funded, the Sacramento Employment and Training Agency (SETA) joined a coalition along with the Sierra Health foundation, Mutual Assistance Network, Liberty Towers, Sacramento County Department of Human Assistance, the Greater Sacramento Urban League, and South Sacramento Christian Center.

The Black Child Legacy Campaign is community-driven movement that seeks a 20 percent reduction in deaths of African American children by 2020 in Sacramento County. In addition to serving on the Steering Committee, SETA serves as a first responder for seven neighborhoods in Sacramento County as part of Multi-Disciplinary Teams (MDT's). MDT's are designed to respond to the immediate needs of families in crisis, including facilitating communication between families and first responders and de-escalating potential violence. MDT's provide culturally relevant resources that address the immediate needs of Sacramento communities. As trusted community partners, MDT's connect families and individuals to a network of resources and programs that include: healthcare services, food and housing assistance, youth and teen programs, counseling, and parenting support groups.

SETA has four dedicated staff members who serve on MDT's to offer resources and support in workforce development and other CSBG programs. Since the Black Child Legacy Campaign was initiated in Sacramento County, the child death rate has been reduced by 15 percent. The program's success is the result of community action and the collaboration among several public and private agencies to the Black Child Legacy Campaign, including SETA.

## Community Action Partnership of Kern

### (CalEITC Education and Outreach)



The EITC is a widely recognized resource for lifting low-income individuals and families out of poverty. As trusted messengers, CSBG agencies serve as key community partners to support California EITC education and outreach efforts. In 2018, the Community Action Partnership of Kern (CAPK) was awarded a CalEITC Education and Outreach grant administered by CSD.

CAPK conducted strategic outreach in low-income Spanish speaking neighborhoods and communities to increase awareness of CalEITC. Efforts included high profile television and radio advertisements, as well as direct outreach. CAPK also developed a highly successful partnership with Community Service Employment Training (CSET), the CSBG agency in neighboring Tulare County. CSET fully integrated CalEITC education in their daily operations, including workshops with Health and Human Services Welfare to Work participants. CSET recruited and trained “Next Step” program participants (Welfare to Work) to volunteer for free tax preparation services. Volunteers gained valuable employments skills and experience that supported their transition to steady employment.

CAPK worked closely with CSD, CSET, and other local resources to reach more CalEITC eligible tax filers. The partnership between CSD, CAPK, and CSET effectively leveraged CalEITC outreach efforts and provided opportunities to “Next Step” participants with beneficial training and employment skills to enter the workforce.



## STATE ACCOUNTABILITY REQUIREMENTS

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### Public Hearing

The combined public and legislative hearing was hosted jointly by the California State Senate and Assembly, Human Services Committees and other interested parties on August 27, 2019 at 2:00 p.m. at the State Capitol, Room 3191 in Sacramento, California.

### Public Notice

Public notice was published for ten days prior to the public hearing for the 2020-2021 CSBG State Plan and Application using CSD's Public Website: <http://www.csd.ca.gov> and social media channels to notify internal and external stakeholders, as well as the public. A notice was sent to all CSBG eligible entities through CSD's Provider Website.

### Public Inspection

Although not considered a State accountability requirement, the draft 2020-2021 CSBG State Plan and Application was published on CSD's Public Website at <http://www.csd.ca.gov> on July 31, 2019. Additionally, CSD transmitted the State Plan to all CSBG eligible entities, the California State Senate and Assembly Human Services Committees and other interested parties. The public was given the opportunity to review and submit comments on the State Plan.

Written comments were accepted until 5:00 p.m. on August 27, 2019. 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

## Monitoring and Corrective Action

### Monitoring Schedule and Policies

<b>Monitoring Schedule – Fiscal Year 2020</b>				
<b>CSBG Agency</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Description of “Other”</b>
<b>Community Action of Napa Valley</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>San Benito County Health and Human Services Agency, Community Services and Workforce Development</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>California Human Development Corporation</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>Community Action Commission of Santa Barbara County</b>	Full Onsite	Onsite Review	FY1 Q2	
<b>Proteus, Inc.</b>	Full Onsite	Onsite Review	FY1 Q2	
<b>Community Action of Ventura County, Inc.</b>	Full Onsite	Onsite Review	FY1 Q2	
<b>Rural Community Assistance Corporation</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>Community Action Board of Santa Cruz County, Inc.</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>Foothill Unity Center, Inc.</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>Community Action Partnership of Kern</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>Long Beach Community Action Partnership</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>Project GO, Inc.</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>Sacred Heart Community Service</b>	Full Onsite	Onsite Review	FY1 Q2	
<b>Monterey County Community Action Partnership</b>	Full Onsite	Onsite Review	FY1 Q2	
<b>North Coast Opportunities, Inc.</b>	Full Onsite	Onsite Review	FY1 Q2	
<b>Community Action Partnership of San Bernardino County</b>	Full Onsite	Onsite Review	FY1 Q2	
<b>Kings Community Action Organization, Inc.</b>	Full Onsite	Onsite Review	FY1 Q2	

<b>CSBG Agency</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Description of "Other"</b>
<b>Campesinos Unidos, Inc.</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>Karuk Tribe</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>Community Action Partnership of Orange County</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>Community Services &amp; Employment Training, Inc.</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>Community Action Partnership of Riverside County</b>	Full Onsite	Onsite Review	FY1 Q3	
<b>County of Los Angeles Workforce Development, Aging and Community Services</b>	Other	Desk Review	FY1 Q3	May include an in-house review of fiscal and programmatic data*
<b>Sacramento Employment and Training Agency</b>	Other	Desk Review	FY1 Q1	*
<b>Modoc-Siskiyou Community Action Agency</b>	Other	Desk Review	FY1 Q1	*
<b>Community Action Marin</b>	Other	Desk Review	FY1 Q1	*
<b>Sutter County Community Action Agency</b>	Other	Desk Review	FY1 Q1	*
<b>Yuba County Community Services Commission</b>	Other	Desk Review	FY1 Q1	*
<b>Inyo Mono Advocates for Community Action, Inc.</b>	Other	Desk Review	FY1 Q1	*
<b>Nevada County Department of Housing and Community Services</b>	Other	Desk Review	FY1 Q1	*
<b>Shasta County Community Action Agency</b>	Other	Desk Review	FY1 Q1	*
<b>Center for Employment Training</b>	Other	Desk Review	FY1 Q1	*
<b>Fresno County Economic Opportunities Commission</b>	Other	Desk Review	FY1 Q1	*
<b>San Joaquin County Department of Aging and Community Services</b>	Other	Desk Review	FY1 Q1	*
<b>County of San Diego, Health and Human Services Agency,</b>	Other	Desk Review	FY1 Q1	*

<b>CSBG Agency</b>	<b>Monitoring Type</b>	<b>Review Type</b>	<b>Target Quarter</b>	<b>Description of "Other"</b>
<b>Community Action Partnership</b>				
<b>Del Norte Senior Center</b>	Other	Desk Review	FY1 Q1	*
<b>El Dorado County Health &amp; Human Services Agency</b>	Other	Desk Review	FY1 Q1	*
<b>Community Action Partnership of San Luis Obispo County, Inc.</b>	Other	Desk Review	FY1 Q1	*
<b>Community Action Partnership of Madera County, Inc.</b>	Other	Desk Review	FY1 Q1	*
<b>Contra Costa Employment &amp; Human Services</b>	Other	Desk Review	FY1 Q1	*
<b>Berkeley Community Action Agency</b>	Other	Desk Review	FY1 Q1	*
<b>Community Design Center</b>	Other	Desk Review	FY1 Q1	*
<b>San Mateo County Human Services Agency</b>	Other	Desk Review	FY1 Q1	*
<b>County of Los Angeles Department of Public Social Services</b>	Other	Desk Review	FY1 Q1	*
<b>Los Angeles Housing + Community Investment Department</b>	Other	Desk Review	FY1 Q1	*
<b>Merced County Community Action Agency</b>	Other	Desk Review	FY1 Q1	*
<b>Amador-Tuolumne Community Action Agency</b>	Other	Desk Review	FY1 Q1	*
<b>Community Action Agency of Butte County</b>	Other	Desk Review	FY1 Q1	*
<b>County of Yolo, Dept of Employment &amp; Social Services</b>	Other	Desk Review	FY1 Q1	*
<b>Plumas County Community Development Commission</b>	Other	Desk Review	FY1 Q1	*
<b>Community Action Partnership of Sonoma County</b>	Other	Desk Review	FY1 Q1	*
<b>Calaveras-Mariposa Community Action Agency</b>	Other	Desk Review	FY1 Q1	*
<b>Northern California Indian Development Council, Inc.</b>	Other	Desk Review	FY1 Q1	*

CSBG Agency	Monitoring Type	Review Type	Target Quarter	Description of "Other"
Redwood Community Action Agency	Other	Desk Review	FY1 Q1	*
Tehama County Community Action Agency	Other	Desk Review	FY1 Q1	*
Central Valley Opportunity Center, Inc. MSFW	Other	Desk Review	FY1 Q1	*
Community Action Partnership of Solano	Other	Desk Review	FY1 Q1	*
City of Oakland, Dept. of Human Services	Other	Desk Review	FY1 Q1	*
Glenn County Human Services Agency	Other	Desk Review	FY1 Q1	*
Urban Services YMCA	Other	Desk Review	FY1 Q1	*

[See Attachment 4: CSD California State Monitoring Procedures for California's CSBG monitoring policy.](#)

**Corrective Action/Termination**

42 U.S.C. §9915 of the Federal CSBG statutes specifies procedures for corrective action, termination, and reduction of funding in compliance with Federal law. The process includes:

1. Inform the eligible entity of the deficiency to be corrected;
2. Require the eligible entity to correct the deficiency;
3. Offer technical assistance to help correct the deficiency, if appropriate; and
4. Allow the eligible entity to develop and implement a quality improvement plan (QIP) to correct the deficiency.

CSD cooperates fully with investigations, audits, and program reviews conducted by the Federal government by providing access to State fiscal and programmatic records. Access to eligible entity fiscal and programmatic records is assured through contract requirements.

CSD will submit written documentation to OCS within 30 calendar days of the State approving a QIP. The documentation will describe the details of the QIP, and the corrective action and timeline of actions to be completed. CSD will provide applicable updates to OCS and notification of the resolution of the QIP and/or required subsequent action.

The State will assure, per Section 676(b)(8), 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).”

### **Policies on CSBG Agency Designation, De-designation, and Re-designation**

The State CSBG statute or regulations that provides for the designation of new eligible entities is addressed in California Government Codes §12750.1. and §12750.2 (Appendix -Attachment 5).

The State CSBG statute and/or regulations provide for de-designation of eligible entities. This subject is addressed in California Government Code §12781 and 22 CCR §100780 (Appendix - Attachment 6).

### **Organizational Standards**

CSD conducts an annual assessment for each CSBG agency to determine if the organizational standards have been met. The assessment is conducted through a web-based system that includes required submission of all applicable documentation from each eligible entity. Upon completion of an in-house assessment and evaluation, CSD will analyze the information and validate that the required supporting documentation meets the standard. If it is determined that the standard is not met, a TAP will be initiated. Upon mutual agreement of the TAP, CSD will work with the CSBG agency to provide assistance to meet the standards. Upon final submission of the organizational standards, the agency will be notified of their final assessment score.

CSD will exempt the CDC and RCAC from meeting the Organizational Standards. Both entities are designated as LPAs that are funded from the CSBG discretionary funds and are not required to have a tripartite board. The Karuk Tribe of California will also be exempt from meeting the Organizational Standards. The Karuk Tribe of California is a NAI Tribe that is governed by a nine-member Tribal Council and is not required to administer the CSBG through a tripartite board.

During calendar year 2018, 71 percent of CSBG agencies met 100 percent of the State adopted Organizational Standards. The State expects 72 percent of eligible entities will meet all the State-adopted Organizational Standards in the next year.

## **Fiscal Controls**

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 (FTF) activities are accounted by the State Controller’s Office (SCO).

FI\$Cal allows CSD and eligible entities within the State who receive Federal funding to account at the appropriation and individual account levels to facilitate control and reconciliation with SCO accounts.

## **Audits**

### **Single Audit Management Decisions**

CSBG agencies are required to have a single agency-wide audit conducted in accordance with the Office of Management & Budget. The CSD Audit Services Unit (ASU) reviews the annual audits that are submitted by the agencies that receive funding through CSD.

CSD conforms with the single audit as dictated in 2CFR200.521. Further, CSD adheres to the requirements through its process with the SCO. The SCO has the responsibility for reviewing the audit reports for compliance with Title 2 CFR requirements (generally referred to as crosscutting issues). As the pass-through entity, the CSD ASU has the responsibility for verifying that Federal funds administered by CSD are expended in accordance with Federal regulations, statutory requirements, State law, and contract provisions. For agencies that the SCO does not have oversight responsibility, CSD reviews the independent auditors' reports for compliance with Title 2 CFR as well as for financial compliance with the applicable regulations and laws.

Per Title 2CFR200.521, CSD ASU has six months from the date that the audit report is received to address and resolve any issues identified. Audit reports are received in accordance with 2CFR200.501. The Federal awarding agency or pass-through entity responsible for issuing a management decision must do so within six months of acceptance of the audit report.

When the audit is received, the auditor:

- Collects the closeouts for the contracts that are completed in the audit report. If a closeout report has not been received, the program analyst is contacted to determine the status of the closeout.
- Collects relevant materials from prior audit reports that contain contracts that are included in the current audit.
- Compares CSD financial records of disbursements to reported expenditures and total audited costs. (Supplemental schedules required in CSD contract language form the basis for CSD's final reconciliation of completed contracts.)
- Identifies a finding for each discrepancy noted when discrepancies between audited costs and reported and costs are noted. Each finding indicates what action the agency needs to take to clear/resolve the finding. When it is warranted, CSD's Financial Services Unit is notified to establish an account receivable.
- Issues a management decision addressing the findings identified during CSD's review to the eligible entity in a transmittal letter.



## **Federal Investigations**

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

In accordance with Section 678D of the Act, as required by the assurance under Section 676(b)(7) of the Act, the State will “permit” and cooperate with Federal investigations undertaken.

## **Federal Certifications**

As the lead agency designated to administer CSBG in California, CSD certifies that it will meet the following Federal certifications:

### **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 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.

### **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)

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

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.

- (1) For grantees, other than individuals, Alternate I applies.
- (2) For grantees who are individuals, Alternate II applies.
- (3) 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.
- (4) 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).
- (5) 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.
- (6) Definitions of terms in the Non-Procurement 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 sub recipients 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:

**2389 Gateway Oaks Drive, #100  
Sacramento, Sacramento County, California, 95833**

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.**

**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**

- (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.**

**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.

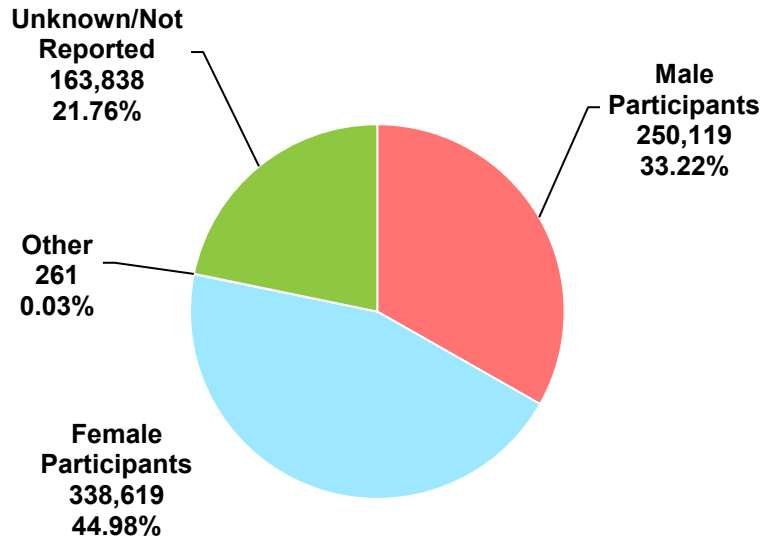
The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

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

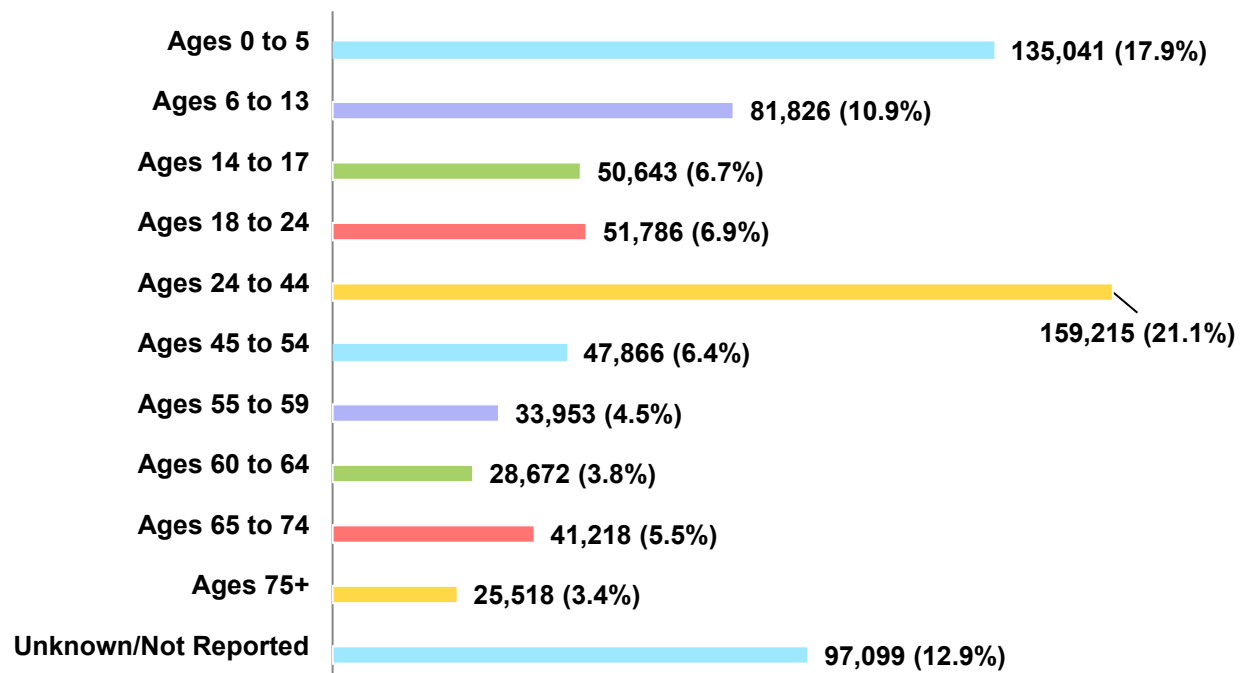


## PROFILE OF PARTICIPANTS SERVED

### Exhibit A: Gender Distribution of Participants Served in 2018\*

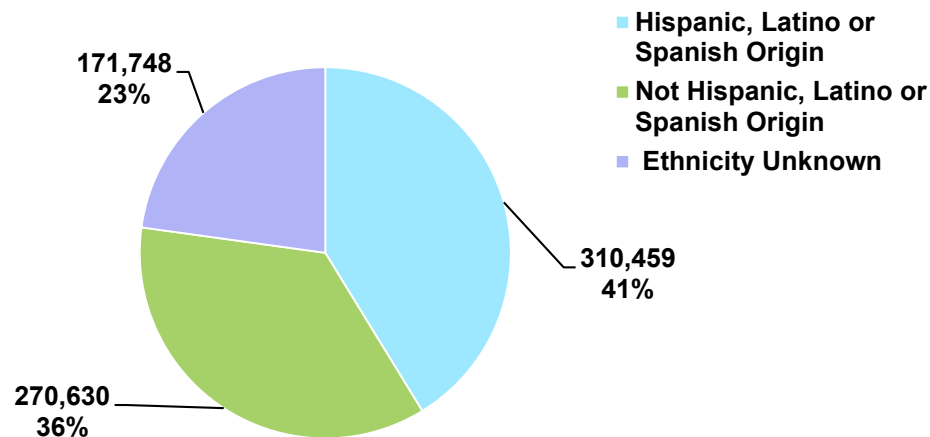


### Exhibit B: Age of Participants Served in 2018\*

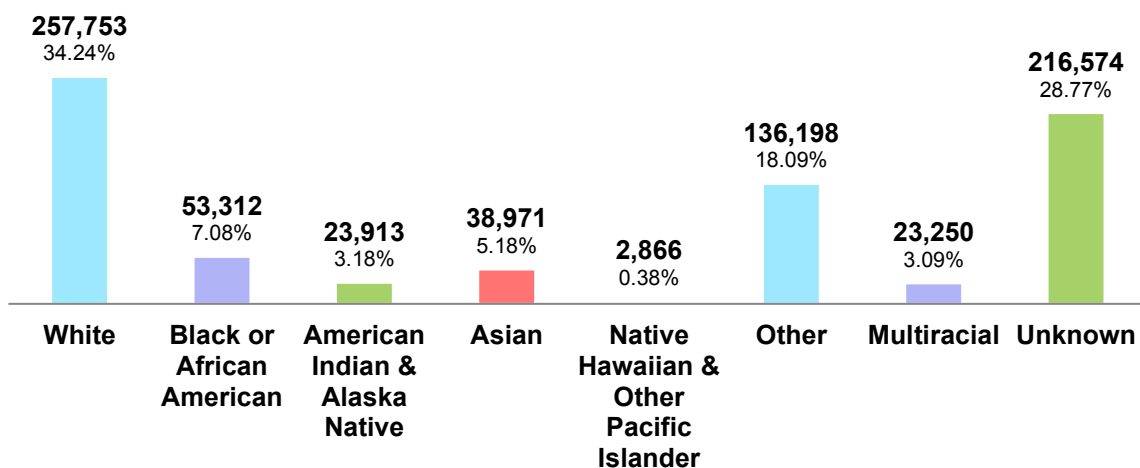


\*As reported in the 2018 *CSBG Annual Report*, data subject to final approval.

## Exhibit C: Ethnicity of Participants Served in 2018\*



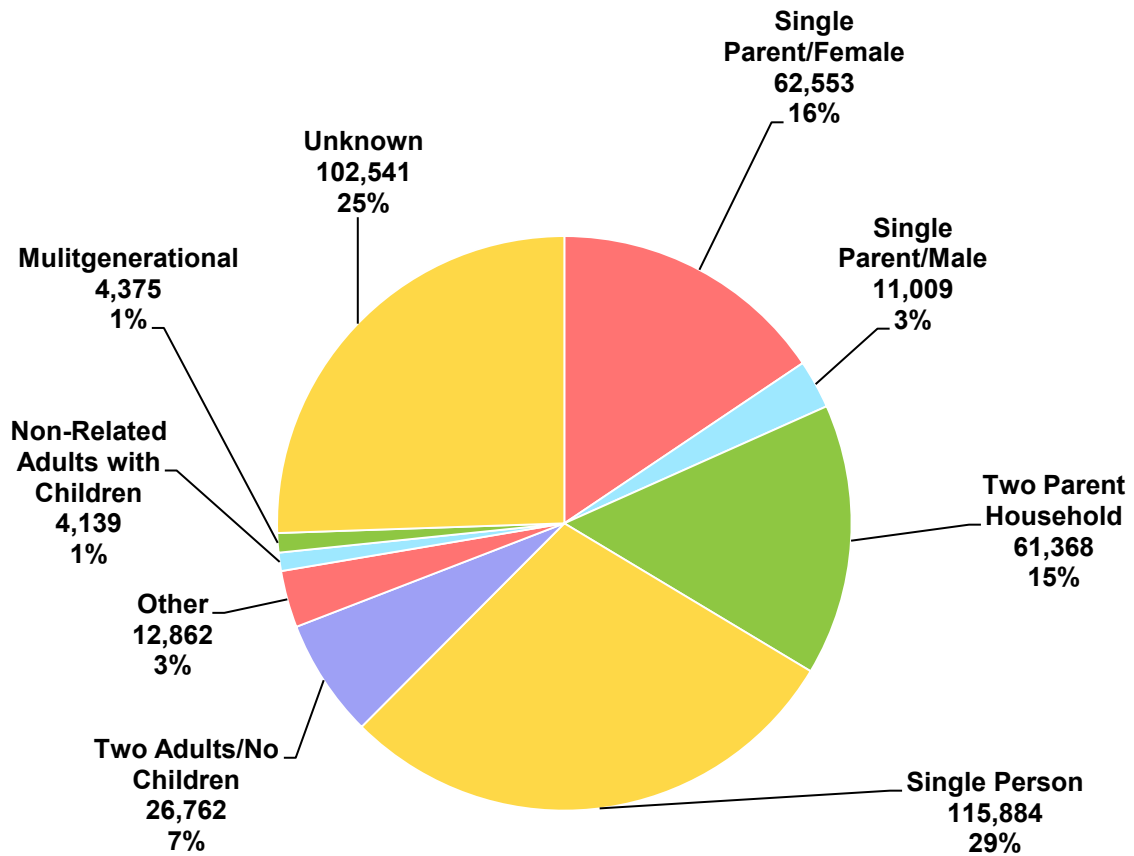
## Exhibit D: Race of Participants Served in 2018\*



\*As reported in the 2018 *CSBG Annual Report*, data subject to final approval.

The data reported in Exhibit C and Exhibit D align with data collection by the United States Census Bureau. Individuals are asked to provide answers to two separate questions that address ethnicity and race separately, regardless of their response to either question, as they are viewed by the Census as separate identity classifications. If ethnicity or race are unknown or not collected, those unduplicated counts are included in the unknown category.

## Exhibit E: Family Type of Participants Served in 2018\*



\*As reported in the 2018 *CSBG Annual Report*, data subject to final approval.

## **APPENDIX**

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Attachment 1: State's Official CSBG Designation Letter

Attachment 2: Documentation of Legislative and Public Hearing

Attachment 3: Public Hearing Transcript

Attachment 4: CSD California State Monitoring Procedures

Attachment 5: California Government Codes §12750.1 and §12750.2

Attachment 6: California Government Code §12781 and 22 CCR §100780

Attachment 7: CSBG Program Notice (CPN-C-16-01) Eligibility for Households  
Receiving CalWORKs Benefits

Attachment 8: Glossary of Terms

# State's Official CSBG Designation Letter

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## OFFICE OF THE GOVERNOR

May 22, 2019

Mr. Clarence H. Carter  
Director  
Office of Community Services  
Administration for Children and Families  
U.S. Department of Health and Human  
Services 330 C Street, S.W.  
Washington, D.C. 20201

Dear Mr. Carter:

Pursuant to 42 U.S.C. 9908(a)(1) and Title 45, Part 96.10(b) of the Code of Federal Regulations, I hereby delegate signature authority to Linné K. Stout, Director of the State of California's Department of Community Services and Development, and her successor, for the purposes of submitting the application and certifying compliance with federal assurances relating to the Community Services Block Grant and Low-Income Home Energy Assistance Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Gavin Newsom", written over a horizontal line.

Gavin Newsom  
Governor of California

GOVERNOR GAVIN NEWSOM • SACRAMENTO, CA 95814 • (916) 445-2841

## Documentation of Legislative and Public Hearing

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**STATE OF CALIFORNIA  
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT  
NOTICE OF PUBLIC HEARING  
2020-21 COMMUNITY SERVICES BLOCK GRANT (CSBG)**

The State Legislature will conduct a public hearing to receive comments on the 2020-21 State Plan and Application for the Community Services Block Grant (CSBG) Program. The hearing is scheduled for 2:00 p.m. on August 27, 2019, at the State Capitol, Sacramento, CA 95814.

Persons presenting oral testimony are requested to provide a written statement of their presentation at the conclusion of their testimony. If unable to attend, please send written comments to: Department of Community Services and Development, 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833, Attention: Justin Lytle or email: [CSBG.Div@CSD.CA.GOV](mailto:CSBG.Div@CSD.CA.GOV). Comments will be accepted until 5:00 p.m., August 27, 2019. The Department of Community Services and Development will review comments and may incorporate applicable changes to the final plan. A copy of the draft plan may be obtained on CSD's website at [www.csd.ca.gov](http://www.csd.ca.gov) or by calling (916) 576-7109.

**\*NOTICE\***  
**Americans with Disabilities Act**

Individuals who, because of a disability, need special assistance to attend or participate in this hearing may request assistance by calling the California State Senate Sergeant-at-Arms Office at (916) 651-4184. Requests should be made five working days in advance whenever possible.

**ESTADO DE CALIFORNIA – DEPARTAMENTO DE  
SERVICIOS COMUNITARIOS Y DESARROLLO  
AVISO DE AUDIENCIA PÚBLICA SUBVENCIÓN EN BLOQUE  
PARA DESARROLLO COMUNITARIO 2018-19 (CSBG)**

La Legislatura Estatal llevará a cabo una audiencia pública para recibir comentarios sobre el Plan Estatal 2020-21 y la Aplicación para la Subvención de Bloque para Desarrollo Comunitario (CSBG, por sus siglas en inglés). La audiencia está programada para la 2:00 p.m. del 27 de agosto de 2017, en el Capitolio del Estado, Sacramento, CA 95814.

Se solicita a las personas que presenten testimonio oral proporcionar un informe escrito de su presentación a la conclusión de su testimonio. Si no puede asistir, envíe los comentarios por escrito a: Departamento de Servicios comunitarios y Desarrollo, 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833, Atención: Justin Lytle o al correo electrónico: [CSBGDIV@CSD.ca.gov](mailto:CSBGDIV@CSD.ca.gov). Los comentarios serán aceptados hasta las 5:00 p.m., del 27 de agosto de 2019. El Departamento de Servicios comunitarios y Desarrollo revisará los comentarios y podrá incorporar los cambios aplicables al plan final. Una copia del anteproyecto del plan puede obtenerse en el sitio web de CSD en <https://csd.ca.gov/Pages/Public-Notices-Page-1.aspx> o llamando al (916) 576-7109.

**\*AVISO\***

**Ley de Americanos con Discapacidades**

Los individuos que, debido a una discapacidad, necesiten asistencia especial para asistir o participar en esta audiencia pueden solicitar asistencia llamando al Comité de Servicios Humanos de la Asamblea de California al 916-319-2089. Las solicitudes deben hacerse con cinco días hábiles de anticipación siempre que sea posible.



Proof of publication on August 13, 2019 at <https://csd.ca.gov/Pages/Public-Notices-Page-1.aspx>:



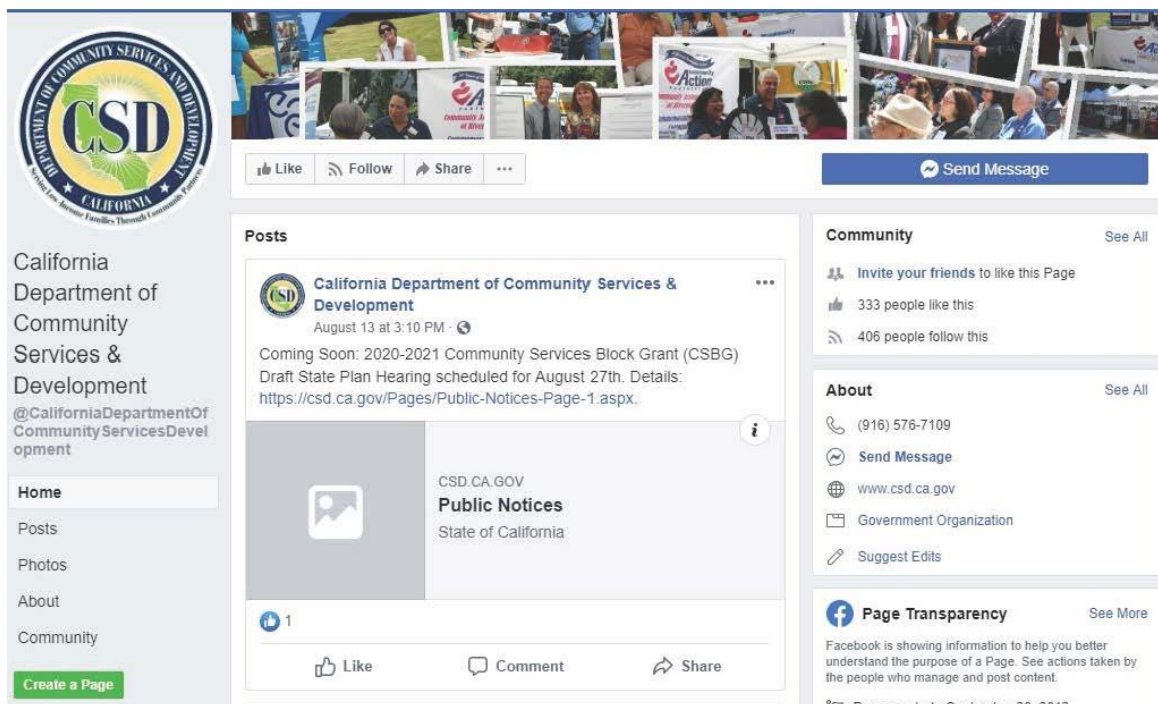
## Public Notices

### Notice of Public Hearing: Draft 2020-2021 CSBG State Plan & Application

The State Legislature will conduct a public hearing to receive comments on the 2020-2021 State Plan and Application for the Community Services Block Grant (CSBG). The hearing is scheduled for 2:00 p.m. on August 27, 2019 at the State Capitol, Room 3191, Sacramento, CA 95814.

- [Public Hearing Notice \(English\)](#)
- [Public Hearing Notice \(Spanish\)](#)
- [Updated! Draft 2020-2021 CSBG State Plan and Application](#)

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Coming Soon: 2020-2021 Community Services Block Grant (CSBG) Draft State Plan Hearing scheduled for August 27th. Details: [csd.ca.gov/Pages/Public-N ...](https://csd.ca.gov/Pages/Public-N...)

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# California Legislature

August 27, 2019

The Honorable Toni G. Atkins  
Senate President pro Tempore  
State Capitol, Room 205  
Sacramento, CA 95814

The Honorable Anthony Rendon  
Speaker of the Assembly  
State Capitol, Room 219  
Sacramento, CA 95814

RE: 2020-21 Community Services Block Grant State Plan and Application

Dear President pro Tempore Atkins and Speaker Rendon:

On August 27, 2019, the Senate and Assembly Committees on Human Services held a joint oversight hearing on the California Department of Community Services and Development's proposed Community Services Block Grant State Plan and Application for federal fiscal years 2020 and 2021. The hearing was held pursuant to federal law (Public Law 97-35, as amended) and state law [Government Code Sections 12736(a) and 12741(b)].

The committees received testimony from Jason Wimbley, Chief Deputy Director of the Department of Community Services and Development, providing an overview of the State Plan. In addition, the committees heard testimony from: Tony McAnelly, Executive Director of the California Community Action Partnership Association (CalCAPA); Brenda Callahan-Johnson, Executive Director of the Merced County Community Action Agency and Past President of the CalCAPA Board of Directors; Patricia Nickols-Butler, Chief Executive Officer (CEO) of Community Action Partnership of San Bernardino; Gregory Gehr, Executive Director of the Northern California Indian Development Council; Pritika Ram, MPA, Director of Administration for the Community Action Partnership of Kern; Robert Alcazar, CEO of Proteus; and, Thomas Tenorio, CEO of the Community Action Agency of Butte County. Time was also allotted for public comment.

A court reporter has supplied a transcript of the hearing that will be included in the final Plan, which will be submitted to the Secretary of the U.S. Department of Health and Human Services.

The Senate and Assembly Committees on Human Services hereby certify that the State Plan conforms to the requirements of State law.

Sincerely,



MELISSA HURTADO  
Chair, Senate Human Services Committee



ELOISE GÓMEZ REYES  
Chair, Assembly Human Services Committee

cc: Linné Stout, Director, California Department of Community Services and Development

KC:tjz



STATE OF CALIFORNIA  
DEPARTMENT OF RESOURCES  
COMMUNITY SERVICES AND DEVELOPMENT

JOINT OVERSIGHT HEARING SENATE AND  
ASSEMBLY HUMAN SERVICES COMMITTEES

PUBLIC HEARING

STATE CAPITOL  
ROOM 3191  
1315 10TH STREET  
SACRAMENTO, CA 95814

WEDNESDAY, AUGUST 27, 2018

2:02 P.M.

Reported by:  
Peter Petty

APPEARANCESJOINT SENATE AND ASSEMBLY HUMAN SERVICESCOMMITTEES MEMBERS:

Senator Melissa Hurtado, Chair  
Assemblymember Eloise Gomez Reyes, Cochair  
Assemblymember Joaquin Arambula  
Assemblymember Mike A. Gipson  
Assemblymember Devon J. Mathis  
Senator Jim Beall  
Senator Richard Pan  
Senator Scott D. Weiner

PRESENTERS:

Jason Wimbley, Chief Deputy Director, Department of  
Community Services and Development (CSD)  
Tony McAnelly, Executive Director, California Community  
Action Partnership (CalCAPA)  
Brenda Callahan-Johnson, Executive Director, Merced County  
Community Action Agency  
Patricia Nikols-Butler, CEO, Community Action Partnership  
of San Bernardino County  
Gregory Gehr, Executive Director, Northern California  
Indian Development Council  
Thomas Tenorio, CEO, Community Action Agency of Butte  
County  
Robert Alcazar, CEO, Proteus  
Pritika Ram, MPA, Director of Administration, Community  
Action Partnership of Kern

PUBLIC COMMENT:

None

INDEX

PAGE

1.	Opening Remarks & Introductions	4
2.	Panel 1 (Jason Wimbley, Tony McAnelly, Brenda Callahan-Johnson)	9
	Panel 2 (Patricia Nickols-Butler, Gregory Gehr, Thomas Tenorio, Robert Alcazar, Pritika Ram	48
3.	Public Comment	--
4.	Adjournment	96

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P R O C E E D I N G S

2:02 p.m.

COCHAIR HURTADO: Good afternoon, everyone. The Joint Oversight Hearing of the Senate and Assembly Human Services Committees will come to order.

I want to thank Assemblymember Reyes and the members of the Assembly Human Services Committee, the Senate Human Services Committee, as well as our panelists for joining us today.

This hearing focuses the federal Community Services Block Grant and how it is administered in California. As such, it serves two purposes. One, it meets federal requirement that the state’s lead agency over CSBG which is a Department of Community Services and Development hold a public hearing on its draft state plan for CSBG; and two, it also meets the requirement that the state hold a legislative hearing on CSBG every three years.

CSBG is a federally funded locally driven antipoverty program that has roots dating back to the war on poverty of the 1960s. In recent years, California has received about \$63 million in federal funds under the CSBG program. These funds are used to provide services that are developed and offered in direct response to community need. Local entities, while required to meet program and fiscal standards, are given the flexibility to determine the type



1 of services that are most needed within their own  
2 communities. CSBG funds, an array of services ranging from  
3 meeting the basic human need for food to more complex needs  
4 like exiting from or avoiding homelessness.

5           Additionally, the flexibility of CSBG allows  
6 eligible entities to be nimble during a crisis. For  
7 example, CSBG funds were used to respond in real time to  
8 the natural disasters that recently hit California during  
9 which CSBG funds were used to provide food, shelter, and  
10 other basic necessities. While many Californians are  
11 enjoying the benefits of a thriving economy, poverty  
12 persists for many others. Sadly, California is one of  
13 three states tied for highest poverty rate in the country.  
14 We share that ranking with Florida and Louisiana.

15           According to some estimates, almost 2 million  
16 people in California live in deep poverty, 5 million live  
17 at the poverty line, and 7.2 million are living near  
18 poverty. This means 14.1 million, or 36.4 percent, of  
19 Californians are living at or near the poverty line.  
20 Additionally, with about 130,000 people experiencing  
21 homelessness, California had the largest homeless  
22 population in the country in 2018.

23           These numbers are troubling. And I'm especially  
24 concerned with the impact of deep poverty on our children  
25 and our older adults. Thus, I look forward to hearing more

1 about how local Community Action Agencies are responsive to  
2 community need and how the Department works to support  
3 those efforts while also overseeing proper administration  
4 of precious federal dollars.

5 In particular, I am interested in hearing more  
6 about how Community Action Agencies are responding to the  
7 housing crisis, natural disasters, the need to migrant  
8 farmworkers and members of the 109 Indian tribes throughout  
9 the state.

10 Additionally, I'd like to hear how changes in thorough  
11 policies regarding public charge are impacting low-income  
12 communities.

13 I'd like to invite my colleagues and Assemblymember  
14 Reyes to offer her remarks and then we'll go ahead and open  
15 it up to other members of this committee.

16 COCHAIR REYES: Thank you very much, Senator  
17 Hurtado.

18 California's poverty rate is of great concern to  
19 the entire legislature. The fact that we have a thriving  
20 economy and that we're tied, as Senator Hurtado mentioned,  
21 for the highest poverty rate in the country is completely  
22 unacceptable. California faces a number of complex factors  
23 that contribute to poverty in the state including lack of  
24 affordable housing, high rates of homelessness, and hunger  
25 among some of our most vulnerable populations.

1           My colleagues and I have introduced a number of  
2 bills aimed at addressing and alleviating the conditions of  
3 poverty, especially among children and seniors, but there's  
4 always more that can be done and that's why I'm looking  
5 forward to hearing from today's panelists, most especially  
6 those from San Bernardino.

7           The Community Services Block Grant is a versatile  
8 source of federal funding that provides a direct and  
9 immediate relief for individuals living in poverty. I'm  
10 interested to learn how your organizations have used these  
11 funds to respond to the unique needs of our communities.  
12 Specifically, I'd like to hear how CSBG funds have been  
13 used to respond to natural disasters. I know we're going  
14 to hear from Butte County, such as wildfires and  
15 earthquakes. How CSBG funds facilitate greater access to  
16 food among vulnerable populations, we'll be hearing from  
17 San Bernardino. And whether CSBG funds have been used to  
18 prepare communities for the upcoming census, something that  
19 is very important to us here in the legislature.

20           And also, how CSBG funds can be used to meet needs  
21 that are otherwise unmet by other antipoverty programs such  
22 as CalWORKS and CalFresh.

23           Again, I want to thank you all for your  
24 participation today. I'm looking forward to a robust  
25 discussion about the important work accomplished using the

1 Community Services Block Grant and how the legislature can  
2 support the incredible work you all are doing in our  
3 communities.

4 Thank you.

5 CHAIR HURTADO: Do we have any other members of the  
6 committee who would like to do introduction? Go ahead.

7 ASSEMBLYMEMBER GIPSON: Let me say thank you very  
8 much, Senator Hurtado, and also Member Reyes and my  
9 colleagues.

10 I am one, excited about this hearing; two, when I  
11 was the Los Angeles County Community Action Board Chair for  
12 CDBG for maybe nine years in Los Angeles County, we had a  
13 very robust budget of \$10 million for five supervisorial  
14 districts in the County of Los Angeles and know quite well  
15 what those funds were geared to and how it really changed  
16 and helped change the trajectory of people in the  
17 grassroots level.

18 Now being in this position, you know, looking at  
19 and being part of this committee, Community Service Block  
20 Grants funds for the state, I'm particularly interesting to  
21 see what we can do better because there are, you know,  
22 there are still people no matter how much money we're  
23 getting that I know that the federal budgets are continuing  
24 to dwindle. The numbers are never the same as it used to  
25 be. Looking how we can one, step up to the plate to try to

1 help the most vulnerable people amongst us in California.

2           So I'm looking very forward to the robust  
3 conversation moving forward. And thank you very much,  
4 Senator, for your leadership as you provide and preside  
5 over this joint hearing.

6           Thank you.

7           CHAIR HURTADO: Thank you so much. At this time,  
8 I'll go ahead invite the first panel up. We have Linne  
9 Stout.

10           I apologize. So Jason Wimbley and Tony McAnelly,  
11 Brenda Callahan-Johnson. And that's it.

12           So we will have the panelists present the prepared  
13 remarks and then open it up for questions for members of  
14 the committees.

15           Welcome, and thank you for participating in this  
16 hearing. Please state your name and your organization.  
17 And please feel free to begin your testimony when you are  
18 ready.

19           MR. WIMBLEY: Is it on now? Okay.

20           Jason Wimbley, chief deputy director with the  
21 Department Community Services and Development.

22           Good afternoon, Senator Hurtado, Assemblymember  
23 Reyes, and members of the Senate in the Assembly Human  
24 Services Committees. Thank you for this opportunity to  
25 provide an overview of the Community Services Block Grant

1 state plan and to share our efforts to maximize federal  
2 resources to reduce poverty for all Californians.

3           As I mentioned, I'm Jason Wimbley, chief deputy  
4 director of CSD, I'm here on behalf of Director Stout who  
5 came down with an illness last night and apologizes for not  
6 being able to make today's hearing.

7           CSD's mission is to reduce poverty by leading a  
8 development and coordination of effective and innovative  
9 programs for low-income communities. The Department  
10 administers funding that help low-income Californians  
11 achieve and maintain economic security, meet their home  
12 energy needs, and reduce a utility cost through energy  
13 efficiency upgrades and clean access to renewable energy.  
14 These programs include, among others, the federal low-  
15 income home energy assistance program and the state's CAP  
16 and trade funded low-income weatherization program which  
17 serves multifamily affordable housing and farmworker  
18 households.

19           As the state department designated to administer  
20 the CSBG, we work with nonprofit and local community -- or  
21 local government agencies throughout the state. These  
22 include Community Action Agencies, migrant and seasonal  
23 farmworker agencies, and Native American Indian  
24 organizations.

25           This funding source is flexible in that it can be

1 spent on a variety of services and support specific to the  
2 needs of the low-income communities. And a unique  
3 requirement is that organizations are required to have  
4 tripart governing boards comprised of low-income community  
5 members in addition to private sector and public officials  
6 or their designees.

7           In order to receive the funding, each local agency  
8 must develop and submit a needs assessment and formed by  
9 surveys, public forms, and a direct involvement for low-  
10 income residents in the planning and implementation of  
11 programs and services to be delivered in that community.

12           The needs assessments are conducted every two years  
13 and submitted to the Department as part of each agency's  
14 local Community Action Plan. The plan addresses the  
15 immediate issues impacting the health and well-being of  
16 Californians, communities, and provide quantitative and  
17 qualitative data that inform the source-related strategies  
18 of each agency.

19           In addition, the local plans contribute to the  
20 overall state plan in addressing federally mandated program  
21 assurances that the state must adhere to by showing how the  
22 use of funds improve the lives of Californians most  
23 vulnerable.

24           The goals and objectives in the state plan include  
25 fostering a culture of collaboration and innovation across



1 the state and local entities by focusing on a client-  
2 centered whole person approach to help address California's  
3 cost crisis through several targeted initiatives include  
4 continuum of care services for homeless, individuals, and  
5 families, disaster -- sorry, disaster preparedness and  
6 recovery assistance, nutritious food distribution, and  
7 California Income Tax credit awareness and free tax  
8 preparation services.

9 In addition, focusing on actionable data to improve  
10 outcomes as support the reduction in poverty for vulnerable  
11 populations and establishing and maintaining new training  
12 and support programs to sustain excellence through a highly  
13 skilled workforce at the state and local level.

14 We're fortunate to have local agencies here today  
15 to tell you about the programs they administer and the  
16 successes they've had as they work to build a California  
17 for all. I've had the opportunity to visit many local  
18 agencies and have witnessed firsthand the impact through  
19 innovative community and neighborhood-base initiatives have  
20 made for Californians in need. I know that you'll enjoy  
21 hearing directly from them as well.

22 Now I'd like to briefly highlight some of the key  
23 information about the Community Services Block Grant. This  
24 year, California received over 63 million CSBG funding.  
25 These funds are distributed in accordance to state and

1 federal law and allocations are determined based on the  
2 number of low income living within each county in the  
3 state. Ninety percent of the funds go directly to local  
4 agencies.

5 Included in state plan is data that provides a glimpse  
6 of the great work the local agencies do every day to  
7 support low-income Californians on the road to economic  
8 stability. On an annual basis, the Department reports  
9 outcome statistics to the federal government. In 2018,  
10 California, through our network of local agencies, reported  
11 over 1 million supportive services and outcomes for low-  
12 income participants in California. This includes serving  
13 260,000 -- 267,000 children, 179,000 seniors, 63,000 people  
14 with disabilities, and 55,000 people with lack -- who  
15 lacked health insurance.

16 These services and outcomes include housing  
17 assistance services where 70,000 low-income individuals  
18 receive temporary shelter, affordable housing placement,  
19 eviction and foreclosure prevention, utility payment  
20 assistance, or home weatherization services. Employment  
21 services which reduce or eliminate the barriers to initial  
22 or continuous employment, and almost 18,000 Californians  
23 achieve outcomes such as acquired a job, increase their  
24 earning, or achieve living wage employment and benefits.

25 Education and cognitive development skill services

1 where 98,000 children, youth, and parents, increase skills  
2 and knowledge to improve literacy and school readiness, and  
3 enrich their home environments. In addition, 28 million  
4 meals and food parcels were distributed to families and  
5 individuals in need during 2018.

6 Of the remaining 10 percent of the CSBG funding,  
7 5 percent is discretionary which includes funding for  
8 disaster relief efforts, training and technical assistance  
9 in collaboration with the California Community Action  
10 Partnership, and other innovative or targeted initiatives.  
11 The remaining 5 percent is used by the state for  
12 administration and oversight and to further develop  
13 productive state and local partnerships to address gaps in  
14 service as we move toward a client-centered whole person  
15 approach to our work.

16 CSD and CSBG agencies have taken a lead role in  
17 bringing their benefits of the earned income tax credits to  
18 low-income Californians while partnering with other public  
19 and private partners to increase awareness of the federal  
20 and state credit which are some of the most powerful tools  
21 for lifting low-income people out of poverty.

22 Since 2015, CSD has led a reducing poverty work  
23 group to coordinate public and private efforts to increase  
24 the amount of EITC claimed. Through these efforts, CSD has  
25 partnered with the franchise tax board toward \$10 million

1 in grant funds to community-based education and outreach  
2 efforts to increase awareness of the CalEITC and support  
3 tax preparation assistance for low-income tax filers.

4           With Governor Newsom and the legislature's --  
5 legislature's significant expense of CalEITC this year, CSD  
6 and its partners are more committed than ever to ensuring  
7 that every Californian that earned this important resource  
8 can claim it. Productive partnerships at every level are  
9 critical to the success of CSBG and CSD is committed to  
10 lead by example in the effort to build a California for  
11 all. By working with our partners, we can assure that each  
12 Californian is served by CSBG is seen as a whole person and  
13 that well-rounded data-driven services meet their needs as  
14 they navigate a new path toward economic security.

15           CSD is committed to ensure that California  
16 continues to have a strong leadership and partnerships  
17 needed to weather any challenges that may lay ahead.

18           Thank you for this opportunity to present this CSGB  
19 state plan, we appreciate your ongoing support at the CSGB  
20 program. I'll be happy to answer any questions that you  
21 have.

22           MR. MCANELLY: So I'm Tony McAnelly, I'm the  
23 executive director for the California Community Action  
24 Partnership Association, that's a mouthful. We call that  
25 CalCAPA.

1 CHAIR HURTADO: So if his battery goes dead, he's  
2 not off the hook.

3 MR. MCANELLY: There you go.

4 Madam Chairperson, members of the committee, thank  
5 you for having us here today, I appreciate the opportunity  
6 to speak to you on behalf of the community action network  
7 in the state of California.

8 The CalCAPA network consists of the 58 Community  
9 Action Agencies and other affiliated members that serve  
10 low-income families and individuals in all 58 counties  
11 across the state of California. In California, hundreds of  
12 thousands of people and their families each year obtain  
13 help from community action to provide basic needs for their  
14 families, obtain jobs, establish safe homes, and receive  
15 education so that they can exit poverty for good.

16 Community action is not just a safety net. It  
17 creates opportunity and builds healthy communities. It  
18 finds unmet needs and creates local solutions to local  
19 problems. Our network helps start small businesses, builds  
20 affordable housing, and trains skilled workers. Because we  
21 believe when people thrive, our communities thrive.

22 CalCAPA's mission is to advance all of California's  
23 ability to help economically disadvantaged people achieve  
24 self-sufficiency by generating quality training and  
25 technical assistance for our agencies, developing and

1 promoting a transformative public policy and practices, and  
2 building awareness and partnerships across our state for a  
3 more equitable economy.

4           One of the main focuses of CalCAPA is training and  
5 technical assistance for agencies. We refer to this as  
6 T&TA. Our T&TA (indiscernible) compliance with a Community  
7 Services Block Grant organizational standards for private,  
8 nonprofit, and public agencies that are approved for  
9 funding for CSGB. Our T&TA activities also satisfy  
10 additional ancillary needs of the same agencies and areas  
11 including general workforce development, manager and  
12 leadership development, team building, and custom trading  
13 programs as well.

14           Our T&TA is funded by a combination of grants,  
15 discretionary funding from CSD, and fee for service where  
16 the agencies pay some portion for the training that they  
17 receive. The bulk of the T&TA that CalCAPA performs  
18 supports the tripartite boards. This is a unique way of  
19 having your board leadership that involves those that are  
20 receiving the services and the decisions about how those  
21 services are providing their local community.

22           By training these tripartite boards, we are able to  
23 sound strategic planning and we expand the adoption of  
24 what's called the ROMA model. And ROMA stands for results  
25 oriented management accountability. So our agencies are

1 looking to be sure they are making a difference with the  
2 programs.

3           CalCAPA has a number of trainers on staff, we  
4 contract with several training facilitators around the  
5 state to infuse additional expertise in specific areas. We  
6 host a minimum of two conferences each year to more deeply  
7 explore those just in time topics that affect the CSGB  
8 network, and those that are operating public and nonprofit  
9 agencies. With support from the Department of Community  
10 Services and Development, CalCAPA has launched a new  
11 program called the CalCAPA academy. We use an Internet-  
12 based learning management system that helps us to track the  
13 learning and the training for all of our agencies across  
14 the state and throughout our entire network.

15           CalCAPA academy houses e-learning courses and  
16 provides access to instructor-led courses all around the  
17 state on at an on-demand system. Because this CalCAPA  
18 academy is Internet-based and there are several other large  
19 state agencies across the United States that are also  
20 moving into this Internet-based training, we're able to  
21 collaborate and to build our expertise with theirs.

22           Contact creators are able to design and share  
23 courses that are applicable to other networks. And as this  
24 library of learning assets grows, learners will be able to  
25 follow prescribed learning plans. This role-based



1 curriculum can be -- consist of tailored courses to support  
2 each of our agencies and meeting their mission. The  
3 membership in this academy is open to all of our member  
4 agencies and by request anybody that would like to  
5 participate.

6 On behalf of our network, I'd like to thank you for  
7 your previous support of the CSBG and urge you to continue  
8 to support the role of this important funding throughout  
9 the state of California.

10 Thank you very much. And I'd be happy to answer any  
11 questions that you might have.

12 MS. CALLAHAN-JOHNSON: Good afternoon, Senator  
13 Hurtado, Assemblymember Reyes, and honorable members of the  
14 committee.

15 My name is Brenda Callahan-Johnson, and I'm the  
16 director of the Merced County Community Action Agency, as  
17 well as the past president of CalCAPA through May of this  
18 year.

19 It is an honor to join you today and speak on  
20 behalf of Community Action Agencies throughout California.  
21 Although our names aren't the same and some of us are  
22 private nonprofits while others are arms of local  
23 government, are mission is to positively impact poverty in  
24 our communities, easing the plight of the poor, and raising  
25 them out of the ranks of poverty. Because of the

1 partnership between the Department of Community Services  
2 and the 58 CSBG entities statewide, we have made long  
3 strides towards helping the most vulnerable in our  
4 communities live better lives and realize their dreams.

5           There are 58 CSBG entities in California  
6 representing every corner of this huge state. CSBG dollars  
7 are the funds that bind us, that guide us, and that give us  
8 the flexibility to respond to each community in a different  
9 way making our services more targeted and impactful to  
10 those that we serve. The fact that a huge majority of our  
11 agencies have been in their respective communities since  
12 1965 points to our flexibility and ability to adapt to the  
13 ever changing faces of the poor in our state.

14           When I first started in community action in 1991,  
15 five months out of college, I taught a class on canning and  
16 preserving fruits and vegetables. We regularly distributed  
17 wood in the winter. Obviously times change, now fruit is  
18 cheaper to buy in the store and wood burning isn't optimal  
19 for our air quality. Change doesn't scare us, it excites  
20 us.

21           To give example to what we do across the state,  
22 Community Action Agencies are actively involved if not the  
23 leaders on the issues of homelessness, running homeless  
24 management information systems to track data on every  
25 homeless person receiving services in shelters, affordable

1 housing, and rental assistance programs.

2           The data we collect guides entire communities on  
3 projects and priorities when dealing with their homeless  
4 populations. CSBG dollars give us the flexibility to try  
5 new ideas and expand programs that are effective when  
6 compared to other funding sources that might limit our  
7 ability to be so flexible.

8           One example in my community is since building UC  
9 Merced, housing availability has plummeted to 1 percent.  
10 As you can imagine, housing the homeless is especially  
11 difficult in this environment when competition for housing  
12 is mainstream workers and students. With CSBG dollars, we  
13 have not only been able to add a position of a housing  
14 advocate to identify potential landlords but walk the  
15 customer through the housing process and act as a contact  
16 for the landlords who may be expiring problems with their  
17 tenants.

18           We have also been able to extend stays in  
19 navigation centers and shelters for people who are still  
20 waiting to be housed. State and federal programs have  
21 strict limits on how long individuals can stay in these  
22 programs which doesn't always correlate with the need.

23           CSBG addresses that need. This is just one example  
24 of the flexibility of CSBG but other agencies throughout  
25 the state could fill your days with similar stories of how

1 essential CSBG is in their community.

2           Most recently many of the Community Action Agencies  
3 and especially in the Central Valley of California which is  
4 sustained by ag workers have been able to use CSBG dollars  
5 to provide meeting locations, office equipment, marketing  
6 campaigns, and contact points for immigration and  
7 naturalization services, including DACA recertifications  
8 and funds for people to recertify. A service that was not  
9 needed in our community as early as three years ago.  
10 Change came quickly and we adapted.

11           CSBG-funded agencies served hundreds of thousands  
12 of low-income Californians and their families last year and  
13 inserted over \$500 million in funding into California  
14 through partnerships with private funders, federal dollars,  
15 and leveraging of other CSBG resources. CSBG is the seed  
16 money that allows us to make \$1 into \$9 through  
17 collaboration, innovation, and a true belief that we can  
18 always do better for those in need. We strongly encourage  
19 your continued support of CSBG not only in the state but  
20 your community.

21           Thank you for your time and I'm here to answer any  
22 questions.

23           CHAIR HURTADO: Thank you for your testimony. And I  
24 will go ahead and open it up for questions from committee  
25 members and we'll start with our cochair here.

1 COCHAIR REYES: One of the areas that I've seen  
2 through in every hearing that we have is that there are  
3 great programs but the outreach is the most important.  
4 CalEITC is a great example that we have the earned income  
5 tax credit, but if the community doesn't know about it,  
6 then it doesn't matter, the money is put into this fund.

7 What specific success stories do you have about  
8 community outreach for the programs that are funded through  
9 CSBG?

10 MR. WIMBLEY: Well I can offer the example of the  
11 California earned income tax credit outreach. So as I  
12 mentioned, since 2015, the Department has worked -- has  
13 formed a strategic partnership with the franchise tax board  
14 to promote greater awareness to the California and federal  
15 both the state and federal earned income tax credits and  
16 tax preparation services. And as a result of those  
17 efforts, we have seen an increase, realized an increase in  
18 the number of individuals that have claimed those credits  
19 that are eligible to do so.

20 And the organizations that we fund are community-  
21 based. They're connected to the communities that they  
22 serve and provide effective outreach to. And that's why I  
23 think we've seen the success and upturn of those that have  
24 been claiming that valuable resource.

25 COCHAIR REYES: I will tell you that in San

1 Bernardino that it has been successful. The outreach for  
2 the CalEITC. I've seen them in the community, the  
3 Franchise Tax Board came out at that time it was Fiona  
4 Ma --

5 MR. WIMBLEY: Uh-huh.

6 COCHAIR REYES: -- came out with the big bus, had  
7 the computers set up and did a lot of work there.

8 MR. WIMBLEY: That's great.

9 COCHAIR REYES: The outreach for me is probably one  
10 of the most important things, is making sure that we get  
11 the services and the funds to the people who most need  
12 them.

13 Thank you for responding.

14 CHAIR HURTADO: Senator Pan.

15 MR. PAN: Thank you. Thank you so very much and I  
16 appreciate the presentation. I understand this is the  
17 oversight hearing for the block --- block events state plan  
18 which we do every two years, correct?

19 First -- and basically I had the form the  
20 background information. So I was looking at first of all  
21 people served. I did note that at least on the sheet I have  
22 actually doesn't break out Latino so I am trying to figure  
23 out our -- who we're serving in terms of out ethnic racial  
24 disparities. I would point out, I mean we do have 19  
25 percent other so it's hard to figure out like who the other

1 is and people who didn't report. As a member of the API  
2 caucus, I would make note that Asians were only 5 percent,  
3 although we're 16 percent of the population. And I know we  
4 have tremendous income disparities in the API population,  
5 particularly in our Pacific Island communities but also  
6 among our Asian communities.

7           So I guess one question is why are we serving so  
8 few API?

9           MR. WIMBLEY: That's a -- that's a good question.

10           In terms of -- you know, that's something I don't  
11 have an immediate answer for but --

12           MR. PAN: Okay.

13           MR. WIMBLEY: -- something I can research and --

14           MR. PAN: If someone could please --

15           MR. WIMBLEY: -- get back to you. Yes.

16           MR. PAN: -- get back to me on that.

17           So -- and also again, I make note that Latinos not  
18 even on the list so I can't figure out how we're doing with  
19 that as well.

20           So in terms of reporting, I think it would be good  
21 for us to have the kind of data to let us know what we're  
22 doing and how we might want to redirect. I realize that  
23 this may be, you know, self-reported data so it has its own  
24 challenges.

25           MR. WIMBLEY: Right.



1 MR. PAN: People may not want to but still it would  
2 be good to have a breakdown of that.

3 The other question I had was, you know, you do  
4 list -- do a list of these activities as well, I -- you  
5 know, a list of so many thousand people get services  
6 delivered. And then -- so in terms of the evaluation, so  
7 for example, under "Income and Asset Building Services,"  
8 and again, you have several of them, you know, it's listed  
9 75,000 people services were delivered but only twenty-four  
10 or about 25,000 said they increased their savings.  
11 185,000, approximately, received housing assistance  
12 services, but only 70,000, which is less than half received  
13 temporary shelter and so forth.

14 So I'm trying to get a better handle on the  
15 outcomes. I realize these are challenges problems, right?

16 MR. WIMBLEY: Right.

17 MR. PAN: So, I mean, I'm not trying to be critical  
18 in saying that well, gee, you helped less than half of  
19 them. I mean, there're tremendous problems. But in terms  
20 of evaluation, I think it'd be helpful to have something  
21 that can better reflect both what's being done and the  
22 reasons for the outcomes that were achieved. I mean, so I  
23 have a hard sense to get -- to feel whether is that good  
24 enough, not good enough, et cetera?

25 So is there someplace that there's a report that

1 actually says well, this is what we've done and this is  
2 what the expected outcome was and we either hit the mark or  
3 we didn't hit the mark on those things?

4 MR. WIMBLEY: So, this is a new reporting where  
5 we're making those distinctions between serves and  
6 outcomes -- or outcomes and the number of folks served.

7 MR. PAN: Okay.

8 MR. WIMBLEY: And so what we can do is we can -- I  
9 can go after -- following the hearing, I can do some  
10 further research to see if we have any information that  
11 could explain.

12 MR. PAN: Okay. So what would be helpful is having  
13 a better description of your evaluation plan and what sort  
14 of reports we expect back so we know.

15 And I just should also just say, you know, I -- my  
16 background actually, I'm not only a pediatrician, I was  
17 actually was a professor in community development at UC  
18 Davis. Community building is something that I care a lot  
19 about. You talk to my staff, I mean, that's what we did.  
20 So what -- those (indiscernible) what you do is right in  
21 line with that.

22 MR. WIMBLEY: Okay.

23 MR. PAN: So in that sense, you know, and I want  
24 you to continue doing it. Okay? But I'm also asking some  
25 of these questions because I want to feel a little bit of,

1 you know, we want to step it up here a little bit.

2 I realize that this is also a federal grant, you  
3 have federal constraints. I know that when you go to the  
4 budget subcommittee, you probably have to go through some  
5 of that as well. But I think that -- you know, I do think  
6 that, you know, your agency does and can make a big  
7 difference in people's lives.

8 Oftentimes, for example, there's a study looking at  
9 well, what happens when you have people in poverty?  
10 Because this is what this is about, right?

11 MR. WIMBLEY: Right.

12 MR. PAN: This goes all the way back to, you know,  
13 President Johnson. Actually slightly older than I am, this  
14 program, it started before I was born. But it really was  
15 about figuring out how do we build those -- that social  
16 (indiscernible) that linkages between people.

17 MR. WIMBLEY: Right.

18 MR. PAN: And the fact is is that people who are in  
19 poverty often have fewer connections.

20 MR. WIMBLEY: Right.

21 MR. PAN: And it's one of the issues, it's not --  
22 obviously they also have fewer resources, right?

23 MR. WIMBLEY: Uh-huh, uh-huh.

24 MR. PAN: So they both have fewer resources and  
25 fewer connections. So even a, you know, so even if we give

1 people more resources, that in itself will be helpful but  
2 may not necessarily help them as much as we can also build  
3 those connections.

4 MR. WIMBLEY: Right.

5 MR. PAN: And that's frankly what I think at least  
6 my reading is is what you are supposed to do, right?

7 MR. WIMBLEY: Correct.

8 MR. PAN: Let's do that. So, you know, I want you  
9 to be very successful. And I really did want to, you know,  
10 I really appreciated your presentation. I'm also hoping  
11 that we can get a bit more information. I also know this  
12 is a two-year -- every two years.

13 MR. WIMBLEY: Uh-huh.

14 MR. PAN: So maybe my last question before I move  
15 on is is that since the last two years, the hearing two  
16 years ago, what have we leaved this two years that we're  
17 going to be doing different for this next two years? So  
18 I'm not sure I quite -- I heard a lot of present -- talk  
19 about, you know, your presentation, I appreciate it about  
20 what you've been doing.

21 So I'd like to know is what is it that you've  
22 learned in the past two or more years that you're doing to  
23 change what we're going to do moving forward to make this  
24 program even better and more effective?

25 MR. WIMBLEY: Right. So one of the -- one of the

1 areas that we're going to be looking at to improve is data  
2 collection and definitely your comments are timely and we  
3 can factor that in.

4           We have been in conversation with the feds on this  
5 issue of reporting as I mentioned earlier. We are  
6 transitioning to a new metrics that we're using to better  
7 quantify the outcomes of the CSBG program. So that's  
8 definitely a focus.

9           And then in terms of services as emphasized in the  
10 state plan, this issue of housing, this housing crisis that  
11 California is definitely experiencing is going to be  
12 something that's front and center for most of our community  
13 organizations. And they have identified that as a pressing  
14 issue and we'll be mobilizing to address it in different  
15 forms.

16           MR. PAN: Okay. Thank you. I would just make  
17 note, you know, certainly there's federal requirements,  
18 this is a federally-funded program, you need to meet those.  
19 I also hope, though, as you're looking at data collection  
20 and so forth, thinking about in addition to what the  
21 federal government want and I understand you don't want to  
22 spend all your money just on data collection.

23           MR. WIMBLEY: Right.

24           MR. PAN: But think about what are the kind of  
25 things we need to know here in California, as well in

1 trying to construct your data collection and data reporting  
2 and evaluation plan.

3 MR. WIMBLEY: And do you want to add anything?

4 MR. MCANELLY: I just want to --

5 MR. PAN: Yes, please.

6 MR. MCANELLY: I want to talk (indiscernible) but I  
7 want to talk a little about data collection and outcomes.  
8 You had mentioned the broad -- I don't remember exactly  
9 what it was but the broad number was homelessness and  
10 housing assistance and then the outcome was those that  
11 achieve temporary shelter. Half. Well there's another way  
12 to look at that which is sometimes, the best outcome under  
13 homeless and housing assistance is not to receive temporary  
14 shelter. Sometimes the best outcome is to stay in your  
15 home. And those numbers are not recorded. So the data  
16 collections that we have, it doesn't always reflect all of  
17 the possible outcomes that could have under that broader  
18 heading that we have.

19 MR. PAN: So please help us help you by helping us  
20 better understand your outcomes. That's why I say, I don't  
21 know whether this is good, bad, or what.

22 MR. WIMBLEY: Right. Right.

23 MR. PAN: So having that context and explanation  
24 would be helpful -- very helpful. Thank you.

25 CHAIR HURTADO: Mr. Arambula.

1 MR. ARAMBULA: Thank you, Chair Hurtado.

2 And just to put some context on it, we're holding  
3 this hearing because you have a mandate to have both the  
4 legislative hearing over your funding.

5 MR. WIMBLEY: Uh-huh.

6 MR. ARAMBULA: And as such, we need to make sure  
7 that our questions are being very directed and if we have  
8 an opportunity to ask you about our local programs. So  
9 while I can appreciate that there are 58 different agencies  
10 that are working, maybe there are some agencies that could  
11 do more work.

12 MR. WIMBLEY: Uh-huh.

13 MR. ARAMBULA: I'm lucky that my senator has  
14 actually placed my mother on to one of the agencies on the  
15 board that is before us here today. Yet, I find that your  
16 mission as CSD, as you've wrote it is to foster a culture  
17 of collaboration and innovation that's a whole person  
18 approach.

19 My struggle is what if my county is not  
20 participating in what we know is an evidence-based program  
21 that's working, that's whole person cares. Is there ever  
22 an opportunity for us in these contracts that you currently  
23 have with EOC to make sure that our voices are being heard  
24 at Fresno County.

25 MR. WIMBLEY: Uh-huh.

1           MR. ARAMBULA: That we're participating in the  
2 whole person cares program. That we as a state have put  
3 additional resources into the budget this year. It would  
4 seem that your organization and team could help to make the  
5 case for why whole person cares is the right approach.

6           MR. WIMBLEY: Right.

7           MR. ARAMBULA: For my county to be participating  
8 in.

9           MR. WIMBLEY: Right.

10          MR. ARAMBULA: Because what I feel that's happening  
11 is we're leaving money on the table.

12          MR. WIMBLEY: Uh-huh.

13          MR. ARAMBULA: That other counties are utilizing  
14 and my community and members are not participating in. And  
15 so I'd like some assistance if I can from this group since  
16 we only meet every two years to have an oversight.

17          MR. WIMBLEY: Right.

18          MR. ARAMBULA: To see if you can help us with this  
19 task through our board of supervisors to figure out why we  
20 are not participating currently in the whole person cares  
21 pilot program and what we need to be doing. Because if  
22 we're spending \$1.8 million for EOC, I'd like to know what  
23 type of collaboration they're doing that's more  
24 beneficial --

25          MR. WIMBLEY: Uh-huh.



1 MR. ARAMBULA: -- than applying for the whole  
2 person cares pilot program.

3 MR. WIMBLEY: Right.

4 MR. ARAMBULA: So I'll start with that. I do want  
5 to say a couple attas or attas girls, if I can. La  
6 Cooperativa de Campesina de California is a wonderful  
7 organization as well as Proteus, some of the groups that  
8 you're working with in the valley do great work. And I  
9 continue to look to those organizations which are trusted  
10 messengers in my community, especially as we have issues  
11 and fears regarding public charge, it's important to  
12 continue to use those resources.

13 But I wanted to ask you two questions, if I could.  
14 The first is regarding a task force that you guys have.  
15 It's on page 18, the Health and All Policies Task Force.

16 MR. WIMBLEY: Uh-huh.

17 MR. ARAMBULA: I wanted to see if you had any  
18 updates.

19 And the second was in the overview that we had  
20 regarding this hearing today. Currently CSBG is to not --  
21 to only be funded for those who are under 100 percent of  
22 the federal poverty level.

23 MR. WIMBLEY: Correct.

24 MR. ARAMBULA: Is there a parity, is there actually  
25 a level that would make more sense? Is -- if the state was

1 interested and willing, I look towards things like Medi-Cal  
2 which are at 138 percent where there's something that  
3 actually makes logical sense.

4 MR. WIMBLEY: Uh-huh.

5 MR. ARAMBULA: Is that something you guys have  
6 thought about and what would a cost be associated with  
7 that? That's not inherently tied to the state plan but I  
8 do want to just take that opportunity to ask those two  
9 questions.

10 MR. MCANELLY: I would say as far as the funding  
11 goes, not only is that something we've thought about, but  
12 the federal government has thought about it. The federal  
13 government has established that rate at a 125 percent and  
14 we have actually tried a few times to mix some  
15 (indiscernible) into getting legislative change in  
16 California to match the federal legislation of 125 percent  
17 and I've not been able to accomplishment that yet. We  
18 would love to support having that happen and be part of  
19 what we're doing.

20 Part of CalCAPA's role is to work as the advocacy  
21 arm of the network. And so I get tasked with a lot of that  
22 stuff. And I would love to work with you or with anyone  
23 else that's interested in doing that to ensure that we can  
24 align state legislation with federal legislation, that  
25 would be fantastic.

1 MR. ARAMBULA: I'd love to follow up offline on  
2 that specifically if we can.

3 MR. MCANELLY: Certainly.

4 MR. ARAMBULA: But then if we could get an update  
5 on that task force, I'd appreciate that too.

6 MR. WIMBLEY: So as far as a task force, I don't  
7 participate in it directly, but I do know that I -- we have  
8 had interest at the Department in exploring how health can  
9 integrate into a lot of the work that we're doing on our  
10 energy programs. Because definitely there's a direct nexus  
11 to the home -- the home rehabilitation that our programs  
12 provide and not only focusing on energy reduction and  
13 greenhouse gas reduction, but also can be used the  
14 opportunity to improve the living conditions of those homes  
15 and doing it in a way that we can quantify what the impacts  
16 are.

17 One example and there's been some studies that have  
18 been undertaken by public health in terms of a pilot that's  
19 shed some light on the program's ability to impact air  
20 quality and provide air quality improvements within the  
21 home that could provide positive outcomes for young  
22 children dealing with asthma or other respiratory issues.

23 And then also with -- with climate change as is  
24 occurring in our state, areas where there's a need for  
25 better regulating of indoor air temperatures where some of

1 the more vulnerable population members, you know, cannot  
2 deal with, you know, extreme heat or extreme cold as an  
3 example and their homes are not equipped to provide, you  
4 know, the basic need of regulating their indoor air  
5 temperature.

6           So it's something that we're definitely giving some  
7 thought to and spearheading. And that's an area of focus  
8 right now for the Department.

9           MR. ARAMBULA: And I would be remiss if I made  
10 chairs not to highlight the work of our chair of human  
11 services that she's done on EITC and ITEN. While we have  
12 made great strides this year, there is still work to be  
13 done and our ability to make sure that all working families  
14 in California --

15           MR. WIMBLEY: Uh-huh.

16           MR. ARAMBULA: -- and given an opportunity for EITC  
17 is something I hope the legislature and this administration  
18 can work on next year so that your organization can  
19 continue to help us with outreach.

20           Thank you, Jason.

21           CHAIR HURTADO: Do we have any additional questions  
22 form committee members? Go ahead.

23           COCHAIR REYES: I did want to follow up on  
24 something that Dr. Pan mentioned about building wealth.

25           In the discretionary funds, can -- is that

1 something that can be used to help with first-time  
2 homebuyers with down payments? Is that thinking outside  
3 the box or is that not part of this box?

4 MS. CALLAHAN-JOHNSON: Do I push this if it's not  
5 on? Okay.

6 So it's -- I mean, I guess the best way I would  
7 describe it would be a catch-22 because we're dealing with  
8 people that are living at less than 100 percent of poverty  
9 level. So when you're talking about people that are that  
10 low income, a family of four that makes \$27,000 a year even  
11 with down payment assistance, it would not be a family that  
12 could sustain a mortgage. They barely can sustain  
13 sometimes subsidized housing because of the situation that  
14 they're in.

15 So we're dealing with a population kind of by  
16 federal design that is so low income that not only are  
17 outcomes harder because, you know, Dr. Pan mentioned they  
18 don't have any savings. Well, you know, once people get  
19 EITC credit, it just kind of keeps them above water. You  
20 know, they pay their back due PG&E bill or their back due  
21 rent because they don't have enough money on a monthly  
22 basis to make ends meet and so they're constantly making a  
23 decision of what they're going to pay.

24 And so EITC I always say gives them some breathing  
25 room so that they can catch up and maybe, you know, not

1 worry about where their next meal is going to come from or  
2 if the landlord is going to come knocking. So it's a great  
3 idea, it's just our people are so low income even with down  
4 payment assistance to sustain a mortgage in almost any  
5 county in California would probably be a leap of faith.

6 COCHAIR REYES: And is something that if -- if one  
7 of the -- one of your grantees were to find a way to help  
8 with this, and of course then the payment would be through  
9 subsidized housing assistance. Is it something that is  
10 completely out of the question or is it something that  
11 could be worked on through the discretion --

12 MS. CALLAHAN-JOHNSON: I don't think anything is --  
13 that's the great part about CSBG. And I would just say  
14 that to Dr. Arambula as well is every two years, every  
15 community writes what is called a Community Action Plan.  
16 It gives the Department a lot more teeth if you go to those  
17 public meetings or even in writing make statements that  
18 have to be included in that plan that says what your ideas  
19 are or what you think is an important component because  
20 many times those aren't participated in highly or maybe  
21 people come and there's one or two agendas instead of maybe  
22 a broader agenda of people that aren't represented.

23 So I would encourage strongly any ideas that any of  
24 you had or any community members that's included in that  
25 Community Action Plan because that's how you get change

1 made in the community is when the community states that's  
2 what they need.

3 COCHAIR REYES: And two more questions, if I may.  
4 One is funds for DACA renewal I believe is in one  
5 of your presentations.

6 MS. CALLAHAN-JOHNSON: Yes.

7 COCHAIR REYES: So these funds can be used for DACA  
8 renewal?

9 MS. CALLAHAN-JOHNSON: Yes, uh-huh.

10 COCHAIR REYES: All right. Again, the requirement  
11 is that you -- that you qualify, first of all.

12 MS. CALLAHAN-JOHNSON: Correct.

13 COCHAIR REYES: Okay. My last question has to do  
14 with federal investigations. Section 676(B)7 talks  
15 about -- it says, "Provide an assurance that the state will  
16 permit and cooperate with federal investigations undertaken  
17 in accordance with Section 678(D).

18 Does this include immigration status? So if the  
19 feds are asking for immigration status, is that something  
20 that's going to provided?

21 MR. WIMBLEY: You know that is something that  
22 hasn't come up in the past and I understand why you pose a  
23 question and that's something I would have to take back and  
24 further research to give you a correct answer on.

25 COCHAIR REYES: Thank you.

1 MS. CALLAHAN-JOHNSON: I can tell you that each  
2 local Community Action Agency has a local plan to respond.  
3 We only respond if there's a warrant. We will not give  
4 just blanket information. So I think every agency kind of  
5 does what they feel comfortable with. Obviously ones that  
6 are arms of local government might respond different than  
7 private nonprofits are willing to respond.

8 But we have a very, you know, our staff is trained,  
9 our sites are trained. We, you know, have samples of  
10 correct warrants and incorrect warrants. We have secure  
11 areas. So we have some flexibility because we're a  
12 nonprofit but I would say the agencies that are arms of  
13 local government probably have a different response to  
14 federal investigations.

15 COCHAIR REYES: Thank you.

16 MS. CALLAHAN-JOHNSON: Thank you.

17 CHAIR HURTADO: Thank you. So I have just a couple  
18 of questions.

19 Mr. Wimbley, I just wanted to kind of get a sense  
20 from you of what trends or changes, you know, have you  
21 observed in the program over the -- over the last couple of  
22 years or during your time.

23 MR. WIMBLEY: Oh, yes.

24 CHAIR HURTADO: With the Department.

25 MR. WIMBLEY: I had mentioned earlier that -- that



1 in terms of the changes, one is going to be on reporting as  
2 we are looking to improve the program's ability to quantify  
3 its true impact on the clients that we serve as well as  
4 poverty in the state.

5 The second will be this emerging issue of housing.

6 CHAIR HURTADO: Uh-huh.

7 MR. WIMBLEY: And the homeless population that --  
8 that the state is mobilizing to to better address.

9 And then I would say our -- in addition to that  
10 from a Department standpoint disaster response is another  
11 area. You know, might probably going back over the past  
12 four or five years, it was the drought, you know, emergency  
13 that we were responding to, now that has evolved into  
14 wildfires that we're dealing with that have impacting a  
15 great deal of our communities as well as contributing to  
16 the housing crisis that we're dealing with as a state.

17 So those are the things that we're trying to figure  
18 out ways that our agencies and the Department can better  
19 intersect and respond to, because definitely has an impact  
20 on those that we serve.

21 CHAIR HURTADO: So I know you mentioned and touched  
22 on natural disasters. What -- what role has the Department  
23 or the program played when it comes to the most recent  
24 natural disasters that we've had here in the state?

25 MR. WIMBLEY: Great question. So the Department

1 plays two roles. So the Department's connected to the  
2 state response. So health and human service agencies and  
3 Cal Emergency Service Response. We are part of that  
4 network of state departments that respond. And we used  
5 information that we obtained from there to -- to relay to  
6 our local agencies to make sure that we are trying to be as  
7 responsive as possible to the needs that exist during and  
8 following a natural disaster.

9           In addition, our service networks include energy  
10 providers as well as our CSBG-funded agencies. And those  
11 that administer the energy programs have -- there are  
12 emergency provisions that are built into the program that  
13 can be made available upon natural disaster.

14           So for example, a transportation services, home  
15 vouchers, assistance with energy or providing temporary  
16 generators and things of that nature, those are the  
17 provisions that could be provided under the federal  
18 program. So it's critical to try to orchestrate how those  
19 resources can be brought to bear on a community that has  
20 been impacted by a natural disaster.

21           And then on our -- then on the community, the CSBG  
22 side, again going back to the fact that these dollars are  
23 more flexible and those organizations are sometimes  
24 positioned to do something more than just those are  
25 offerings of the energy program is working with those

1 organizations to figure out how they can position  
2 themselves to do an immediate assessment and then also  
3 identify what needs that they feel that they can impact,  
4 you know, with the funds that they have access to.

5 In addition, we've also streamlined how our  
6 programs can respond to a natural disaster. So making sure  
7 that we can figure out how we can make available these  
8 dollars that we have in the discretionary fund, make those  
9 dollars available as quickly as possible to our agencies.

10 CHAIR HURTADO: Thank you. I know you also touched  
11 a little bit on the drought, can you tell me a little bit  
12 more about that and the work that you -- that as a  
13 Department you've done under this program?

14 MR. WIMBLEY: With the drought response, there were  
15 two things -- well, with the discretionary dollars, we  
16 funded a water assistance program. So basically, it was  
17 modeled after our federal energy assistance program that  
18 provides utility assistance to help individuals pay  
19 their -- to cover the cost for their home energy.

20 We provide similar assistance for water. There  
21 were individuals -- during the drought, there were  
22 individuals that had employments that were impacted or lost  
23 their jobs during the drought and were having difficulty,  
24 you know, making ends meet. And also there were costs --  
25 increased costs to water service and access that we were

1 trying to help our low-income families better cope with.

2 In addition, we did receive a small allocation or a  
3 small appropriation of general funds that was used to  
4 establish a drought emergency assistance program that  
5 provided a variety of supportive services to individuals  
6 that worked in the agriculture industry that had their  
7 employment impacted directly by the drought. So that  
8 provided housing assistance vouchers, employment and job  
9 training, also retraining in different industries. So  
10 folks that were working in agriculture, they could work in  
11 truck driving or something else.

12 So it was a variety of supports to help individuals  
13 weather the storm and get on their feet financially and  
14 overcome some of impacts of the drought.

15 CHAIR HURTADO: Okay. I just -- just so much  
16 bigger response. Earlier today I heard from a member of my  
17 community that doesn't have -- has spotty energy and use in  
18 his -- in their -- you know, in their home. And also water  
19 is still a major issue --

20 MR. WIMBLEY: Right.

21 CHAIR HURTADO: -- even though we're no longer in a  
22 drought.

23 MR. WIMBLEY: Right.

24 CHAIR HURTADO: So I -- this is something that's  
25 really near and dear and specific to my -- to the district

1 that I represent as I'm sure there's other parts of  
2 California as well.

3 MR. WIMBLEY: Right.

4 CHAIR HURTADO: So thank you so much for your  
5 response.

6 I do have another question more so for our  
7 community action. Wanted to really get an understanding of  
8 how it is you recruit, you know, for your board members.  
9 It's my understanding that you have to -- have it be  
10 reflective of the community that it serves.

11 MS. CALLAHAN-JOHNSON: So everybody -- you have to  
12 get to the same end point but how you get there is  
13 different depending on your Community Action Agency. I  
14 could tell you that most of the Central Valley agencies are  
15 very similar in how they recruit. It has to be a  
16 democratic process for the low-income representation.

17 CHAIR HURTADO: Uh-huh.

18 MS. CALLAHAN-JOHNSON: In our particular community,  
19 we advertise openings through a public process and have  
20 people get low-income people to sign a petition for them to  
21 run and then we do a ballot at community centers. There's  
22 communities that actually have competition and there's  
23 communities where you don't have competition. And so when  
24 only one person signs up, we just do a public notice and  
25 then that person is seated.

1           A third of our board are elected officials. So  
2 many times we try to get them from each five -- each of our  
3 five of our supervisorial districts. And so we send a  
4 blanket letter to all of the elected officials in those  
5 supervisorial districts when we have an opening and say  
6 this is kind of our mission, this is what the obligation  
7 would be, and then if you have interest. And then we let  
8 the elected officials decide amongst themselves because  
9 that's not, you know, a stream that we want to put our toe  
10 in.

11           And a third way that we have is major  
12 organizations. And our definition of a major organization  
13 is somebody that has a minimum of 25 members and that  
14 represents and shares our vision and mission in the  
15 community and that's an application process and the board  
16 themselves decides from the application process what  
17 community group would serve the most diverse population or  
18 maybe areas that were not being heard. So it's a very  
19 democratic process.

20           CHAIR HURTADO: Well, thank you so much for your  
21 time here today, for your testimony. We really appreciate  
22 it. We have no further questions at this moment. Thank  
23 you so much.

24           MS. CALLAHAN-JOHNSON: Thank you.

25           CHAIR HURTADO: So next up, I'd like to call our

1 second panel.

2 And if you can just please state your name and your  
3 affiliation and please feel free to begin when you are  
4 ready.

5 MS. NICKOLS-BUTLER: Good afternoon, my name is  
6 Patricia Nikols-Butler and I'm the CEO of Community Action  
7 Partnership of San Bernardino County.

8 Thank you Senator Hurtado and Assemblymember Gomez-  
9 Reyes for the opportunity to speak to you today regarding  
10 the importance of Community Services Block Grant funding in  
11 our county. It makes a huge impact for the residents that  
12 we serve each and every day.

13 I join you today to share with you some examples of  
14 our county and the innovative ways that we're addressing  
15 poverty. But let me tell you a little bit about the  
16 funding that we receive and how we're able to leverage that  
17 funding.

18 In 2018, we received a grant of approximately \$2.7  
19 million of Community Services Block Grant funding. And we  
20 were able to leverage that funding to a total budget of  
21 over 24 almost \$25 million. That's critically important  
22 because it shows you the ability and the benefit of a  
23 Community Services Block Grant in allowing us to not only  
24 provide what we call the administrative for our agency but  
25 also to be able to attract not only other governmental

1 funds but also private funds that we apply for on a regular  
2 basis. So with that funding, we leveraged about \$9 for  
3 every dollar of CSBG funding.

4           It is critical for us to be able to provide life  
5 sustaining services in San Bernardino County to low-income  
6 residents. We're the largest county not only in California  
7 but in the United States. By population, we're just over  
8 2 million. And from a size, we're not only large but we  
9 are -- we have approximately 21 square miles of land mass  
10 making us the fifth most populous county in California.  
11 Sixteen percent of those individuals are living in poverty  
12 which is the larger than the average for the state. The  
13 poverty rate is even worse for vulnerable population such  
14 as single women, children, and ethnic minorities.

15           Additionally, according to the California food  
16 policy advocates, 466,000 adults and children in San  
17 Bernardino County live in food insecure households. I'd  
18 like to tell you about some of the programs that we use  
19 CSBG funding for and how they help members of these  
20 vulnerable populations in our community.

21           Community Action Partnership of San Bernardino  
22 operates the largest food bank in the county. We contract  
23 with approximately 200 local agencies which include  
24 churches, nonprofit organizations, community centers to  
25 operate food pantries. With those organizations, we



1 distributed over 15 million pounds of food. Last year we  
2 provided over 150,000 unduplicated households with free  
3 food with these pantries. Additionally, we contract with  
4 25 soup kitchens across the County that provided over  
5 409,000 nutritious meals to the most food insecure  
6 individuals in our county.

7           Our food bank started three new exciting programs  
8 within the past couple of years. The first is our Senior  
9 Choice Program. We were excited about that program because  
10 we know that seniors are disproportionately affected by  
11 poverty. And so this program allowed us to partner with 16  
12 centers throughout San Bernardino County in apartment  
13 locations to provide healthy food to those seniors  
14 residing. Set up in a Farmer's Market setting and with  
15 that setting, individuals can come in and select organic  
16 produce. Any type of food that we have available, most  
17 often it's healthy food for the seniors.

18           In addition, we provide those seniors with hygiene  
19 items that we procure in terms of donations. And for these  
20 seniors living on a fixed income, availability of fresh  
21 produce and other healthy food items has been life  
22 changing.

23           Another new program we started as a result of us  
24 conducting a poverty symposium in 2016 and 2017 at our  
25 local universities. So we identified that a lot of the

1 students who were attending college did not have adequate  
2 food. And that again the beauty of CSBG. It allowed us to  
3 identify a need and to come up with a solution to that  
4 need. So we developed what we call the Campus Cupboard  
5 Program which consists a partnerships with eight local  
6 colleges and universities to provide to food insecure  
7 students, hygiene items, and other supplies.

8           And the third program that we developed was our  
9 food pharmacy program. This program's in partnership with  
10 a private sector company called Landmark Health. The focus  
11 on this program is unique that in that it is helping low-  
12 income individuals suffering from diabetes participate in  
13 the program and go through a six-week diabetes education  
14 course, including healthy cooking demonstrations.

15           Participants when they begin the program, their  
16 blood is drawn and checked on the first session and redrawn  
17 at various intervals over a six-month tracking period to  
18 show their progress and success. The food pharmacy program  
19 has not only taught participants the importance of healthy  
20 eating habits, it has provided them with measurable  
21 improvements in their health.

22           And we know from our studies that we've done that  
23 low-income individuals disproportionately are affected in  
24 terms of their health outcomes. And so by us being able to  
25 teach them through class, cooking demonstrations, and also

1 providing the food for those demonstrations, many of them  
2 reported improved results. We served about 800 -- 180  
3 individuals last year and about 59 percent of those showed  
4 a change in their AB1C levels.

5           In addition to the various programs that we operate  
6 through our food bank, we also utilize CSBG funding to  
7 support our family development program. This program  
8 consists of case management services in which clients are  
9 guided to meet specific goals such as getting an education,  
10 opening a business, or getting a job. We operate a  
11 transitional housing program which has eight units in which  
12 individuals reside for up to 12 months. And at the end of  
13 that 12 months, they're able to move on to permanent  
14 housing. If they're not, they're extended up for another  
15 12 months until we're able to make sure that they've  
16 transitioned off of public assistance and that they have  
17 the ability to main whatever permanent housing we identify.

18           This program has been a very important service in  
19 our county because we know that housing costs are extremely  
20 high. Not only most of our low-income families have had an  
21 eviction and sometimes two which precludes them or makes it  
22 extremely difficult to get a landlord to accept them into  
23 housing.

24           We also provide emergency services to those in need  
25 of emergency housing, transportation assistance, and

1 finally our family development program provides free tax  
2 preparation to middle- and low-income individuals in the  
3 county.

4           And I want to thank our Assemblymember Gomez-Reyes  
5 for being so supportive of our VITA program and coming out  
6 and actually helping us to promote the program throughout  
7 San Bernardino County by doing public service  
8 announcements.

9           The CSBG grant is essential for Community Action  
10 Partnership of San Bernardino County to provide these  
11 critical and life changing programs to the low-income  
12 citizens of San Bernardino County.

13           I also want to mention to you that with other  
14 federal funding that we receive, we're the largest provider  
15 of utility assistance. So we help keep the lights on for  
16 many of our residents because of the LIHEAP program. While  
17 we cannot augment this program with our CSBG, it's  
18 definitely a program that we operate in partnership and  
19 provide the administrative support for that program.

20           So I just would like to thank you for the  
21 opportunity to share how important these funds are for our  
22 organization and what a difference it makes in San  
23 Bernardino County, a county that is very much still  
24 struggling.

25           Thank you.

1           MR. GEHR: Aiuke (phonetic). My name is Greg Gehr,  
2 I am the executive director for Northern California Indian  
3 Development Council or NCIDC as you'll hear most people  
4 refer to us as. I'm honored to be here today to provide a  
5 perspective on the use of Community Service Block Grant  
6 Programs to help poverty-level American Indians and  
7 communities in California achieve self-sufficiency.

8           California is one of, if not the only, state in the  
9 union that has an American Indian set aside under the  
10 Community Service Block Grant Program. Since the  
11 implementation of the Community Service Block Grant Program  
12 in 1982, California has maintained an Indian set aside of  
13 3.9 percent of the CSBG allocation.

14           The Northern California Indian Development Council  
15 is one of two eligible CSGB organizations along with the  
16 Karuk Tribe that are both a limited purpose agency and a  
17 Native American Indian organization or agency under CSD's  
18 designations. Though NCIDC and the Karuk Tribe were  
19 originally designated as limited purpose agencies under the  
20 Community Services Administration prior to the formation of  
21 the Community Development Block Grant and it was that  
22 status that made us an eligible entity that continues to  
23 today.

24           NDIDC is a private nonprofit corporation with  
25 membership consisting of Indian tribes and Indian

1 organizations. Our original direct service area is  
2 northwestern California, thus the name Northern California  
3 Indian Development Council. We still have primary  
4 service -- direct services and boots on the ground in  
5 Humboldt, Del Norte, Siskiyou, and Trinity Counties and  
6 offices in each. But in 1986, we were approached to take  
7 on the job of passing through and administering the  
8 statewide Community Service Block Grant Program as one of  
9 the eligible entities under the law.

10 We currently have 57 counties and over 100 tribes  
11 that we work with throughout the state of California in any  
12 given year. And last year, there were over 14,000 people,  
13 Indian people, touched by Community Service Block Grant  
14 Programs in one way or another.

15 In order to facilitate the delivery of services to  
16 this large American Indian eligible beneficiary network  
17 throughout the state, NCIDC has established a subcontractor  
18 network of American Indian Organizations deliver direct  
19 services. The majority of these subcontractors have also  
20 been designated as U.S. Department of Labor Native American  
21 grantees under the Workforce Innovation and Opportunity Act  
22 or WIOA program. Our American Indian set aside program  
23 augments these employment and training and other ancillary  
24 services and allows us to case manage clients with both  
25 CSBG and WIOA resources to provide more flexibility in

1 addressing barriers that clients face in achieving success.  
2 In most instances, the addition of this funding has  
3 expanded the capacity of these subcontractor agencies,  
4 strengthen their management and operational systems, and  
5 provided a catalyst to develop additional programs and  
6 services for their American Indian service populations.

7           We've been asked about some of the innovative  
8 programs today that we have being developed and I'm proud  
9 to highlight a few of them. We have an online tribal  
10 college currently being developed by California Indian  
11 manpower consortium within our network to do  
12 entrepreneurial and business development and business  
13 startup training. They're also doing caretaker training,  
14 they're currently in the accreditation process. And it's  
15 something that's very exciting to see online and distance  
16 learning to be able to reach very rural Indian reservations  
17 and communities that otherwise don't have access to those  
18 kinds of things.

19           We have a Southern California partner. The  
20 Southern California SCAIR, American Indian Resource Center  
21 who has developed onsite mental health counseling that they  
22 have integrated into their case management services.  
23 Working with USD down there and their program, they do  
24 practicums and internships for the graduated students to  
25 get their hours under supervision, and they have

1 incorporated traditional tribal mental health, tribal  
2 traditional health aspects into the contemporary counseling  
3 services, and talk about intergenerational trauma and talk  
4 about issues that are very unique and specific to some of  
5 the populations they serve. And they're achieving a great  
6 success. In fact, we're currently talking about distance  
7 medicine and whether we can expand this out of Southern  
8 California and in other aspects of the state.

9           We have a huge, in terms of marketing and outreach,  
10 a huge effort for Census 2020. This is probably one of the  
11 most important outreach efforts right now within Indian  
12 Country and the state as a general. The entire -- my  
13 entire CSBG network is actively engaged. We have small  
14 grants from California complete camp committee that are  
15 helping us fund some of our outreach efforts. Every tribe,  
16 every subcontractor is involved.

17           I've been to four tribal events in the last month  
18 and a half with staff, tabling, doing outreach, trying to  
19 get to communities that there's no other way to get to.  
20 The Klamath Salmon festival of the Yurok Tribe, the  
21 Sovereign Days of the Hoopa Tribe, the Cultural Days of the  
22 Wiyot Tribe. And in a week or two we'll be up at Tolowa  
23 Smith -- the Tolowa Dee-ni' Nation doing theirs.

24           We're online with social media. We are doing mail  
25 campaigns. We're doing poster contests with kids. Indian



1 Country's engaged and we're going to get every Indian  
2 person and every person living in Indian Country counted  
3 this year. Pounds the table.

4 Another program I'm excited about is the Indigenous  
5 Educational Advocacy Program being funded by a foundation  
6 to help Indian parents with disability, children with  
7 disabilities that have IEPs or 504 plans. There's  
8 discipline or differential discipline happening in the  
9 school. We're establishing an educational advocate to help  
10 empower parents to be able to be on parent committees to be  
11 able to work with their children to get their disability  
12 plans recognized by the school district. And this a  
13 program that's starting up in northwestern California and  
14 we hope to be able to expand.

15 Another program that I'm very proud of is our  
16 disaster response. NCIDC is able to use CSBG and some  
17 rapid response money to do initial surveying of communities  
18 after a disaster. And we then are able to apply for and  
19 get national dislocated worker grants. They used to be  
20 called national emergency grants into play to do cleanup  
21 and repair on reservations and in Indian communities from  
22 damages. I currently have crews working on the fires of  
23 the twenty -- the storms of 2017, the car and campfires,  
24 the wildfires that happened in Lake Mendocino, and now the  
25 storms that happened at the beginning of this year what

1 they're calling the severe storms of 2019. We are just now  
2 been told that we will be funded for some cleanup crews  
3 from that one as well.

4           These crews go out and hire dislocated or long-term  
5 unemployed Indian people, usually four or five to a crew,  
6 give them some tools and some training and put them into  
7 the community. They clear culverts or clear fire-damaged  
8 fencing or brush or work on buildings or whatever is  
9 necessary to try and clean up and repair from various  
10 disasters.

11           In regard to the on Reservation and Rancheria  
12 allocations, NCIDC contracts directly with each tribal  
13 government or their designated tribal entity for the  
14 provision of services within the Reservation or Rancheria.  
15 We successfully use this funding to augment existing  
16 programs on Reservation, initiate new services, and expand  
17 capacities to administer and operate additional programs.

18           Many small tribes get under \$1500 a year, 1-5-0-0,  
19 1,500. I think 1320 is currently the minimum allocation.  
20 But there are a lot of small tribes in California and that  
21 little bit of money with the flexibility that comes along  
22 with it oftentimes gives them the ability to do something  
23 very meaningful.

24           Some of the programs that you might see on tribes  
25 as you've looked over the last couple of years. A lot of

1 community gardens and other related wellness and exercise  
2 programs. You're seeing youth educational support and  
3 youth career exploration and work experience programs.  
4 Cultural and language programs. Adult employment and  
5 training support. Services for elder, emergency safety net  
6 services, and similar activities.

7           We appreciate the partnership that our American  
8 Indian set aside network has established with non-Native  
9 CSBG agencies in California such as the Community Action  
10 Agencies you see sitting here at this table and the strong  
11 support of the staff and leadership of the Department of  
12 Community Services and Development as we work on addressing  
13 poverty and promoting self-sufficiency in Indian Country as  
14 described in the draft plan before you today.

15           Finally, I want to acknowledge the support of the  
16 California Legislature in maintaining the California set  
17 aside for Indian people within the CSBG program. It is  
18 unique, it is extremely helpful, it has allowed a lot of  
19 small tribes that don't have some of the resources of  
20 larger and other tribes to really do meaningful activities.  
21 And I thank you for listening to our story today.

22           MR. TENORIO: Good afternoon, Chair, members of the  
23 state assembly, and state Senate Human Services Committee.  
24 Thank you for the time to share about our experience.

25           My name is Tom Tenorio, I'm the chief executive

1 officer of the Community Action Agency of Butte County,  
2 Inc. And just a little bit, I've been there for 25 years.  
3 I've been in the field a bit longer. And follow Patricia  
4 as the head of our state association, preceded Brenda. And  
5 also was chair of our national association.

6           The Community Action Agency of Butte County has  
7 since 1967 served the county of Butte and other surrounding  
8 communities to promote opportunities for greater economic  
9 security of low-income residents. And we do so through a  
10 broad variety of strategies that respond to needs. So this  
11 is just a little bit about us as a whole before I focus in  
12 on what I was requested to focus in on.

13           And these strategies range from energy efficiency  
14 to food bank to affordable housing for workers, homeless  
15 families, and seniors. Our work involves many partners  
16 around shared interests of improving our communities for  
17 all of us to leverage the benefit of limited resources.  
18 We're a nonprofit member of the state's Community Services  
19 Block Grant funded network. And included in that breadth  
20 of activities is also a vital interest in increasing our  
21 tax preparation assistance activity that we do very well up  
22 in the north state along with participating as my colleague  
23 is in the consensus complete count efforts.

24           But for right now, I want to focus in on the role  
25 of CSBG in disaster response. And while I can speak of

1 this somewhat dispassionately, there are still many who  
2 cannot. On a normal day, our work is challenging. Twenty  
3 percent of our population is under the poverty guidelines.  
4 Our vacancy rate for affordable housing hovered at about  
5 1 percent. And yet on November 8<sup>th</sup>, the campfire turned it  
6 into daunting.

7           Best practices call for preparation by nonprofit  
8 such as our first circumstances that could challenge our  
9 ability to continue business. But it's not clear that there  
10 was anything that could have prepared anyone for what  
11 happened as the fire roared at times at the rate of one  
12 football field per second, displacing over 50,000 -- 52,000  
13 people and wiping out 14,000 homes.

14           Butte's area is fortunate. As with others in our  
15 network and in our community, we have people who care and  
16 are committed to our mission and our purpose. We had staff  
17 who were burned out of their homes come to work days later  
18 so that they could help others. It helped us to be able to  
19 be nimble in our response and it helped us to develop  
20 responses that evolved with the need.

21           The -- and I don't want to paint the picture that  
22 we were the only ones because I can't tell you how many  
23 times I heard the term that there is no book to address  
24 disasters like what happened. But we were one of many.

25           Within a few hours of the start of the fire that

1 burned for two weeks, our regional food bank had food on  
2 its way to survivors. And within the same amount of time,  
3 the state Department of Community Service and Development  
4 gave us the green light to divert energy block grant funds  
5 to emergency response support fund where we could help put  
6 up folks in hotels, motels, just to give them a sense of  
7 hope and stability while they were enduring the first few  
8 hours of what they were going to be living for the coming  
9 months.

10           Then in similar responsiveness, state CSD staff  
11 made available funding from the Community Services Block  
12 Grant discretionary grant program out of which we were then  
13 able to then help folks to locate into whatever available  
14 apartment housing there were. And unfortunately --  
15 fortunately or unfortunately to even relocate out of the  
16 area because all of the housing within a 75-mile radius was  
17 taken up with survivors who had flee the disaster.

18           The Draft 2019 CSBG State Plan has ably described a  
19 portion of our response to the immediate need to help  
20 preserve people's hope in their limited funds, leveraging  
21 food funds from state, CSD, and other state agencies, we  
22 were able to accomplish the following: We assisted 43  
23 households with emergency lodging assistance onsite at  
24 hotels to stabilize and minimize trauma and the impact of  
25 limited resources of survivor families.

1           We assisted 31 households with rapid rehousing  
2 assistance that enabled them to move in their very limited  
3 housing available in the region. We assisted four  
4 households with homeless prevention assistance to keep  
5 families from joining the ranks of the homeless. And we  
6 distributed 45,000 disaster food boxes with 146,000 pounds  
7 of healthy food to families lining up in our street  
8 distributions.

9           You probably already seen all the videos, all the  
10 photos, none of it does it justice. If you ever at all  
11 have an opportunity, any visitors we have we say go visit  
12 paradise, it's like nothing else you've ever seen.

13           We have a long way to go in the recovery process  
14 and we're not the only community that has suffered  
15 disaster, we realize that. But you just need to know that  
16 nimble -- a nimble and responsive network exists to  
17 leverage partnerships both above and below for such times  
18 as this as a disaster. And we just want to thank you for  
19 your support of the CSBG program.

20           MR. ALCAZAR: Yes, please. Thank you for the  
21 invite and the opportunity to give you an update  
22 information of the organization that I represent.

23           My name is Robert Alcazar, I'm the CEO of Proteus,  
24 Inc., in Central Valley. We were established in 1967. And  
25 we're a nonprofit based in Central Valley. We operate in

1 the counties of Fresno, Tulare, Kings, and Kern. I've had  
2 the pleasure of working with Proteus since 1978. So it  
3 ages me, ages me pretty well. And I've seen the change  
4 evolve many times over. The one constant has been the  
5 clarity of our purpose in helping change the lives of  
6 farmworkers and their families in achieving self-  
7 sufficiency.

8           What I only bring to the table more than anything  
9 with our organization, we have a lot of passion for  
10 farmworkers and a lot of us come from the background of  
11 farm working communities. So your CEO was a former  
12 farmworker, a lot of our staff are as well. That's what  
13 keeps the glue together more than anything else is the  
14 passion for our staff to have for anybody who comes in our  
15 doors certain farmworkers.

16           Our mission is to provide education, job training,  
17 job placement, and other support service to farmworker  
18 families and other program participants. We serve anybody  
19 that comes through our doors, basically and CSBG gives us  
20 the leverage to be able to leverage and offer services.  
21 And the way I put it is we're like the one-stop center for  
22 farmworkers that come through our doors. We always praise  
23 the mission of our staff to make sure that somebody comes  
24 out with something, a service of something.

25           Our community CSBG Block Grant is a very much



1 needed services to socioeconomic disadvantage customers in  
2 Central Valley. It provides, you know, services to our  
3 residents in Central Valley that include job search  
4 assistance, training services, rental, utility, clothing,  
5 medical, and transportation services. Array of services of  
6 one customer may need for one reason or another.

7           Also, we've been given the opportunity to offer  
8 farmworker families the low-income weatherization program  
9 in Central Valley through La Cooperative Compesina CSD.  
10 We'll offer a full range of energy services such as  
11 appliances, energy efficiency appliances, weatherization,  
12 and solar. We are proud of the fact that we can improve  
13 the quality of life for our customers and hire within the  
14 disadvantaged communities in Central Valley.

15           That's our main goal is self-sufficiency for our  
16 customers living here of being impacted by disaster or  
17 don't have the resources is to them an opportunity to give  
18 them a help up by bringing education services or a job,  
19 basically. We'll be able hopefully in our contract to  
20 serve 270 homes, 40 of those homes will be solar  
21 installation of those homes throughout the Central Valley.

22           Just a couple of stories that I have. For example  
23 of our customer Diego Perez, for example, in February of  
24 2019, Diego Perez came to our Sanger Proteus office in  
25 search of workforce and support services. At a time of

1 enrollment, he was married, supporting a family of four and  
2 was a seasonal farmworker earning minimum wage. At Proteus  
3 he was provided with CSBG sponsored services. Diego  
4 enrolled and completed a Proteus truck driving occupational  
5 training class that we oversee. He got his Class A license  
6 in April of 2019. I'm proud to announce that Diego is now  
7 a full-time truck driver earning \$16 per hour and no longer  
8 has to depend on low wages to support his family. Now \$16  
9 an hour is not a lot I would say in the bigger city but in  
10 the Central Valley, it's not bad.

11           David Vasquez, for example, is another of our  
12 customers that came to the Selma Proteus Office in need of  
13 workforce and support service. At the time of his  
14 registration, he was a seasonal farmworker earning minimum  
15 wage and struggling to find stable employment. With the  
16 help of us and Proteus, he was CSBG's sponsored services of  
17 criminal assistance and job readiness skill. In addition,  
18 he enrolled and successfully completed also another truck  
19 driving training. He is now a full-time truck driver  
20 earned \$15.50 per hour with full benefits.

21           This is just a small sample of people that come  
22 through our doors because we -- in our funds, CSBG gives us  
23 the opportunity to leverage all our resource collectively  
24 together.

25           Our organizations comprise of six divisions which

1 include we are the national grantee 167 farmworker program  
2 in the Central Valley. One of five other sister agencies  
3 through the state of California receive direct WIOA funding  
4 direct from farmworkers in our locations.

5 We also (speaks in different language) Title II  
6 funding from the EDE side of the state. Also we do adult  
7 education also. We also receive Welfare to Work Programs  
8 to each of our counties. And then we also offer farmworker  
9 temporary housing, dislocated (speaks in different  
10 language), ADD, and also energy efficiency programs.

11 CSBG utilizes supplement and provides direct  
12 services in the form of emergency services, adult  
13 education, English as a second language, provides  
14 citizenship classes. We provide vocational and training  
15 such as office automation, truck driving, and solar  
16 installation just but a few.

17 We do heat stress prevention, pesticide safety. We  
18 also have youth services. We also have deferred action.  
19 We help people that are going to the process. Immigration  
20 services and outreach. And also I would like to mention  
21 that our immigrant committee at this point since the last  
22 couple of years, the messaging from the national side has  
23 been really extremely challenging. That may create some  
24 fear for our immigrant community to come out and just to  
25 get services. The thing that we bring to the table I think

1 with other partners is that we're a trusted organization,  
2 that they're willing to talk to us and we try to calm those  
3 fears. Even those sometimes it's very difficult giving  
4 these distressing times.

5 We have two mobile employment centers or mobile  
6 units that travel to rural communities to provide services.  
7 We do our energy assessors when they go out to visit homes  
8 and do the assessment, they also inform the residents of  
9 the homes the other services that are offered and they get  
10 a chance to see what is needed or not needed and they're  
11 referred to us and we follow up.

12 And, you know, some of these examples as, you know,  
13 we had classes in ABE and 126 individuals received their  
14 high school education in 2018. And through our citizenship  
15 classes, 88 went through our classes and 10 got their  
16 citizenship.

17 We have ESL classes when -- which 91 percent  
18 participants when they attend class. What we do also is  
19 provide them with childcare so they can focus on their ESL.

20 A total of 1,326 services were given in 2018 to 572  
21 families. Eighty individuals who were enrolled in a  
22 training service also received a support service to help  
23 during the training. And all I can say again is that the  
24 way we've always kind of approached our services and  
25 leverage with our partners and local Community Action

1 Agencies have been really extremely oriented to help each  
2 other as much as we can. We also are the one-stop operator  
3 in three counties. One in Delano, a local workforce  
4 investment area; also in Fresno County, on the east side of  
5 Fresno Count; and also in Sierra County, we are considered  
6 a one-stop operator.

7           So that's the leverage that CSBG brings forward in  
8 an organization like ours. We understand also, too, that  
9 we don't have all the resources. And the main thing that  
10 we try to do is leverage as much as we can. We are heavily  
11 involved with complete committees as well. From inside, we  
12 will assist in any way possible that we can.

13           We partner with the consulate of Mexico, consulting  
14 in services to ensure that our messaging is correct and  
15 also to inform of the service that we do provide. And,  
16 again, you know, out of our locations, we view ourselves to  
17 be the one-stop operator for services for emergencies and  
18 farmworkers and other people. And pretty much I can only  
19 thank you for the opportunity to share that. CSGB for us  
20 has been really the tool in leveraging (indiscernible) that  
21 we provide a full range services without CSBG, it would be  
22 very difficult to move forward and deal with provide more  
23 services.

24           Thank you.

25           MS. RAM: Hi. My name is Pritika Ram, I've the

1 director of administration for Community Action Partnership  
2 of Kern, and I'm the proxy for Jeremy Tobias, he's our CEO.  
3 Unfortunately he's traveling for the national conference,  
4 so he's not here, so you have me.

5           And I'm joined by our board member Pastor Mullings  
6 whose in the audience now and he represents our private  
7 sector. We also operate a tripartite board of 15 members.

8           So CAPK based out of Kerns. Chairwoman Hurtado,  
9 thank you so much we have a represent -- person that  
10 represents you on our board and we're happy to have Jose on  
11 our board, he's a great addition.

12           CAPK is a private nonprofit so we're not a public  
13 CAP or a private CAP. Our allocation for CSBG right now,  
14 we get 1.5 million of that, it's shared among about seven  
15 programs. And I'll be talking about some of those programs  
16 today. And if there's any questions you have, please chime  
17 in.

18           So one of the programs that helps supplement -- the  
19 CSBG program helps supplement is our VITA program which is  
20 noted in the state plan I believe on page 34. And so our  
21 CAPK VITA program is a year-round free tax preparation e-  
22 filing services program for low- to moderate-income  
23 individuals. During the 2019 tax filing season and in  
24 partnership with our local United Way, because we share  
25 that effort, we had total refunds that were about

1 11 million in federal, and state EITC dollars around 5  
2 million. All together, that joint effort served about  
3 7,000, a little bit more than 7,000 unique users for the  
4 '19 tax season.

5           We also are in partnership with Community Services  
6 Employment Training, CSET, that's another CAP agency based  
7 out of Tulare. And they've been our awesome partner with  
8 CalEITC which is a program as we've talked about today that  
9 increases awareness for individuals that are low income.  
10 And for us, it's been great because CSET has this really  
11 neat model that is called next program that highlights  
12 individuals that are part of the Welfare to Work Program.  
13 So that's something that we want to share, too. So we're  
14 learning -- I'm learning a lot today from our brother and  
15 sister CAP agencies about some of the cool programs that  
16 they're running but CSET should be definitely highlighted  
17 for some of the neat things they're doing with their  
18 CalEITC dollars.

19           We'd like to take VITA just a little bit step  
20 further and what we'd like to do for the upcoming tax  
21 season is incorporate a financial empowerment piece where  
22 we're filing taxes, where folks are actually receiving  
23 their taxes, but what are they doing with it? And what  
24 kind of comprehensive care we're providing to them in terms  
25 of budgeting? What is short-term, long-term plan look

1 like? So we'd like to incorporate that. Right now we're  
2 utilizing a model called your money, your goals. And that  
3 model seems to be working in our East Kern Resource Center.  
4 It's smaller, it's a smaller community, but folks are able  
5 to kind of address some of their budgeting issues and how  
6 to plan for the future. So we'd like to incorporate that  
7 with VITA because we have a captured audience.

8           The other program that's supported partially by  
9 CSBG is our 2-1-1 program. It's a call center. It's a 24-  
10 hour information referral services program. For this last  
11 calendar year of '18, we reached about 125 calls which  
12 was -- 125,000 calls which is huge for us. We also supply  
13 back office services for about four other counties. Not  
14 only do we do Kern, we also provide support to Kings,  
15 Tulare, Mariposa, Merced which are the mountain valleys and  
16 Stanislaus.

17           And we maintain a database of about 3,000 community  
18 resources for the county of Kern which is really great  
19 because it allows us to partner with some of our agencies  
20 not only by providing services, but also leveraging some  
21 funds so we can get some grants geared towards 2-1-1.

22           One of those programs is Coordinated Entry System.  
23 So October of '18 is when CAPK started and became the  
24 designated coordinated entry system for Kern. So what that  
25 basically means is that all homeless calls that are coming



1 into the county come in through 2-1-1. They're identified  
2 as a homeless caller per federal guidelines, and they're  
3 pushed to our coordinated entry team.

4           What they're doing is identifying those individual,  
5 putting them into an HMIS system, which is our Homeless  
6 Management Information System, and this is a shared  
7 platform among all homeless service providers so that way  
8 we have a single point of entry for everyone that we're  
9 serving in the county. We're able to search them, we're  
10 able to say, you know, Patient A -- or Client A, rather,  
11 came in and went to one service provider and someone's  
12 looking for them for paperwork. Instead of giving them the  
13 runaround, we're able to identify them in the system, when  
14 was the last time they were seen? What's a gap? How do we  
15 address it?

16           And so that coordinated entry program that is  
17 operated under a 2-1-1 umbrella has been working really  
18 well for us. To date, we've handled about 1800 calls and  
19 the user is homeless individuals. And then conducted about  
20 1800 QRTs which are quick referral tools, it's just a  
21 really quick snapshot assessment to identify who these  
22 individuals are. And then we do a step further and do the  
23 VI-SPDATs that are specifically for singles and families to  
24 identify where they're at in terms of severity of homeless.  
25 Are you couch surfing, which is not considered homeless at

1 this point, did you sleep in a park last night? Okay,  
2 well, that severity level is a little bit higher.

3           And so it's awesome because we're able to partner  
4 with all of our homeless service providers in the county.  
5 But not only that, we're able to incorporate city and  
6 county in this effort. So it's not only one or two  
7 agencies working on it, it really is a county effort.

8           So that's kind of a neat programs that are  
9 supported through CSBG. What I kind of picked up from  
10 other folks that were talking about kind of neat  
11 initiatives that they're working on or the panel would like  
12 to see. Housing is something that is under our umbrella  
13 that we're researching seeing how we can support existing  
14 service providers. Because obviously we don't want to just  
15 come in and overlap and duplicate services, we want to see  
16 where we fit in.

17           And then the other piece is getting a little bit  
18 more extended in the homeless arena by potentially becoming  
19 a direct service provider. What that means for us right  
20 now is just researching options of looking at low bearing  
21 housing or emergency shelters. What can a CAP agency do to  
22 help our community?

23           A model that we'd like to look at is CAPSLO, so  
24 Elizabeth Steinberg's office, they have 40 Prado which is a  
25 beautiful site, and it really meets the needs of the

1 community and I think that's something our agency could  
2 potentially do. And it's with CSBG funds that we're able  
3 to kind of help us research if it's something that we want  
4 to do and potentially use CSBG to help support that effort.

5 That's all I have. I know, lots.

6 Thank you.

7 CHAIR HURTADO: Thank you. That was -- thank you  
8 for informing us about the important work that you're all  
9 doing. Very informational. A lot of great things going on  
10 throughout the state of California that you're working on.

11 At this moment, I'll go ahead and open it up for  
12 questions from members but we'll start with our cochair, of  
13 course.

14 COCHAIR REYES: They've all deserted us. But we're  
15 taking care of business here.

16 I know that you've talked about how you've heard  
17 what some of the others are doing with their own programs.  
18 And so my question is, do you speak regularly to one  
19 another to find best practices, maybe what somebody else is  
20 doing, see if that could duplicated in your particular  
21 program?

22 MR. TENORIO: Our efforts cover a lot of different  
23 methods of coordination and communication. For instance,  
24 Pat and I serve on the state food bank association board  
25 together and I'm always stealing ideas from Pat.

1 COCHAIR REYES: She's a good one to steal ideas  
2 from.

3 MR. TENORIO: Yes.

4 COCHAIR REYES: I will tell you -- I will tell you  
5 that we have a senior advocacy week in the district where  
6 we take one week and we visit senior centers, senior  
7 housing. And we schedule these. My first year was 14;  
8 second year, 21; this year we have 30. And this year,  
9 we're going to partner with Patricia and the organization,  
10 they're going to go with us to provide the healthy foods  
11 for our seniors and hygiene, hygienic products. This is  
12 something that we would never have thought of. But it's  
13 something that through once they saw what we were doing,  
14 then it's a partnership. And I think that clearly this is  
15 something we want to be able to do. We're elected to serve  
16 the community. And anything that we can do to partner with  
17 any organization, we're going to do it to provide more  
18 service to the community.

19 So that was one of the programs. And I  
20 absolutely -- I am so grateful that you all are going to  
21 partner with us. Thank you.

22 MR. TENORIO: And just one more example would be  
23 this Within hours, I reached out to CAP Sonoma who had  
24 endured the fire the prior year and was able to -- because  
25 I knew that -- in some ways, you know, we can have the

1 resources available to us to help provide some measure of  
2 comfort and effective assistance. But there are going to  
3 be those folks who only want to know at the end of the day,  
4 what did you do with the money? And so we were fortunate  
5 to be able to reach out to CAP Sonoma who had their --  
6 their models of documentation available to be able to  
7 provide to us that we then just tweaked a bit so that we  
8 could then ensure that we were just reaching out as quickly  
9 as possible to help serve folks who were desperate.

10 MS. NIKOLS-BUTLER: Similar if I could respond back  
11 also to other platforms where we were able to share  
12 information of best practices. Our state agency Community  
13 Services Department and Development conducts meetings with  
14 all exec directors of Community Action Agencies on a  
15 regular basis and also our state association. They are a  
16 member organization that allows all Community Action  
17 Agencies to call them for resources and information and  
18 then the national conference that was alluded to that's  
19 going to be going on at the end of this week is also  
20 another platform for CAP agencies to attend and hear what  
21 other Community Action Agencies are doing not only in  
22 California but throughout the United States.

23 COCHAIR REYES: Wonderful. I'm glad to hear that.  
24 I'm very glad to hear that.

25 Some of you talked about the census complete count

1 2020 and some of the work you're doing directly. Are all  
2 of you doing something with the census?

3 GROUP: Yeah, we are.

4 MS. RAM: We're part -- Kern County we're part of  
5 the Kern comete -- Kern complete count committee. And  
6 we're heading the communications department, that sector.  
7 We're using 2-1-1 to kind of leverage some of those  
8 communications. And if folks call in, we're able to share  
9 information.

10 COCHAIR REYES: I was interested in that as well.  
11 We have a 2-1-1 for our homeless. And so the call comes  
12 directly to you?

13 MS. RAM: Right. So we operate the 2-1-1 program.  
14 Individuals can call in to 2-1-1, they go through an I&R  
15 staff members and they're calling in for homeless services.

16 COCHAIR REYES: I&R?

17 MS. RAM: Information referral specialist. Sorry.

18 COCHAIR REYES: So many acronyms.

19 MS. RAM: So many acronyms. And so then they're  
20 pushed to our coordinated entry team. And those  
21 individuals are either able to do a further assessment and  
22 more importantly get them into the HMIS system.

23 COCHAIR REYES: I wonder, is that similar to the  
24 rest of you? The 2-1-1. Does the 2-1-1 come to --  
25 directly to you?

1 MS. NICKOLS-BUTLER: Yes.

2 COCHAIR REYES: Okay.

3 MS. NICKOLS-BUTLER: The San Bernardino County it  
4 is the Inland Empire United Way that oversees the  
5 coordinated entry system.

6 MR. ALCAZAR: And for us, it's United Way as well  
7 in our local area.

8 COCHAIR REYES: Wonderful. A phrase that you used,  
9 Mr. Alcazar, was one-stop operator. What does that mean?

10 MR. ALCAZAR: Well, that's kind of the division of  
11 the one-stop shop or it's the local worker's investment  
12 board has been driven that message, we've been doing it for  
13 years since 1967. Array of services for somebody to get  
14 something. And that's the whole philosophy was we have an  
15 array of services where with our partners and we can't  
16 deliver it, who can they go to if they need something,  
17 somehow?

18 So there's where we kind of have them walk out with  
19 something, rather than nothing. So that's a philosophy  
20 that we've had for a long time. For (indiscernible)  
21 seasonal farmworkers. Don't get me wrong, they go to the  
22 one -- our population, they have multiple barriers, but  
23 they're a great working community. They may go for the  
24 traditional workforce investment programs but they may have  
25 a language or other things as barriers and not ready for

1 full-time employment. So they are often directed back to  
2 us where we work with the most challenging population.  
3 We're glad to do that just for them to give them the help  
4 up.

5           And (indiscernible) brings that part of it in a  
6 local Community Action Programs and local CAPs, too, the  
7 same thing. We have a different kind of philosophy and  
8 energy to really have them take an exception and not get  
9 discouraged. In a one-stop system, sometimes people get  
10 lost because of the bureaucratic process. And I'm not  
11 knocking that, because we're --

12           COCHAIR REYES: Oh, you can knock it, we all know.

13           MR. ALCAZAR: But, you know, we are a one-stop  
14 operator in similar counties. In fact, we try to be  
15 sensitive and be energetic and make sure that no one gets  
16 dropped in the system. So that's our philosophy, our  
17 thoughts.

18           COCHAIR REYES: Thank you. I know, Mr. Gehr, when  
19 you talked about your work with the census, it's clear that  
20 you then become the main organization to count our Native  
21 Americans -- American --

22           MR. GEHR: There's a statewide Native complete  
23 count committee. And all of our CSBG network, the entire  
24 network is part of that statewide system that's been  
25 funded. And we have had two meetings already and we --



1 there was a very negative impact on Indian Country, as on a  
2 lot of non-Indian programs from the last census. The last  
3 census did not do an accurate and complete count of low-  
4 income people. It didn't collect the data in a way that  
5 could be used to accurately portray the numbers necessary  
6 for the apportionment of money at the federal and state  
7 levels. And programs have been suffering since that time.

8           We're still using 19-year-old data to apportion  
9 and distribute money and it no longer reflects the actual  
10 communities that the money is going to. The tribes have  
11 realized this. Indian communities have realized this, and  
12 it's become a passionate issue in Indian Country to make  
13 sure that people who are normally very distrustful of folks  
14 walking down the reservation dirt road to their house on  
15 the top of the hill to ask them to fill out a form to do  
16 that.

17           And we have a couple of really unique challenges.  
18 This year it's going to be online. Half of Indian Country  
19 doesn't have an Internet or a computer. Most of Indian  
20 Country in rural communities has P.O. Boxes. P.O. Boxes  
21 can't do the online. They're going to get somebody who's  
22 going to walk up to their door old school and give them a  
23 paper form. They won't put it in the mail, they're going  
24 to walk up and give it to them. A huge amount of distrust.

25           We're establishing question assistance centers

1 and question assistance kiosks so we can go out in the  
2 community and give them a safe place to come to. We'll  
3 help them get the number that they need to be able to do it  
4 online. Because there is a process to do that if you jump  
5 through enough flaming hoops and try and get them to be  
6 able to have a safe and comfortable place that they can do  
7 the census and complete the census.

8           And we're really engaging the youth. One of the  
9 ways that we're realizing -- I can sit here and talk about  
10 this until the cows come home and nobody's going to listen  
11 to me. But when it's your teenage niece or son or grandson  
12 or granddaughter or somebody that's talking to you about  
13 what it is important, they seem to have a voice that's more  
14 listened to. So we're really trying to empower youth  
15 ambassadors Indian Country to carry this message as well.

16           COCHAIR REYES: I know that in the immigrant  
17 community, census count is going to be -- it always is a  
18 problem that children aren't counted or there's always an  
19 undercount of our immigrant community. So we're going to  
20 have to work really hard.

21           And then now with the rhetoric from the -- at the  
22 federal level about citizenship. Although it's not going  
23 to be a question, enough doubt was put into the minds of  
24 people and these ICE raids. So when the immigrant  
25 community, when somebody comes knocking on the door,

1 they're already thinking everything they've been read --  
2 they've been hearing and reading about. And so that's  
3 going to be a great challenge.

4           A word, Mr. Alcazar, that you used was trusted.  
5 And I am so grateful for all of the organizations because  
6 you have been there for so many years. The community knows  
7 you, the community has relied on you, and the community  
8 trusts you. So the message that needs to go from  
9 Sacramento to the community should go through you because  
10 the community does trust you.

11           I want to thank you so much for all of the  
12 information you've provided. Please know that -- I mean,  
13 my partnership is right here. But I am a legislator for  
14 the state of California and we want to partner any way that  
15 we can. We have -- I can, I think I can speak for all of  
16 our colleagues, wouldn't you say, Senator, when I say that  
17 we are here to serve.

18           I guess they don't want me to continue my  
19 sentence. We are here to serve. We are absolutely here to  
20 serve and any way that we can serve, that we can partner,  
21 we will be there. And please count on us. There are lots  
22 of things that we want for our community. And we do look  
23 for those organizations that have been in our community,  
24 serving the community and are trusted by the community.

25           Thank you all so very much.

1 MR. ALCAZAR: Thank you.

2 CHAIR HURTADO: Thank you. So I have a couple of  
3 questions. I wanted to get a little bit more of an  
4 understanding of the jobs training program that you have at  
5 Proteus. Is it -- is there a specific reason why, you  
6 know, you do trucking or --

7 MR. ALCAZAR: We have a vocational training  
8 school that we've -- we formed some years back. And part  
9 of our mission is to provide job training. So we have a  
10 skill center in which we provide in our Visalia Service  
11 Center office automations, basic office skills training.  
12 Get them to a point so they get a job, hopefully in an  
13 office and go into maybe some medical assistant or some  
14 variety of different things. Or just -- just basic  
15 computer skills that they can go with. It's more an office  
16 setting.

17 And we have -- truck driving training has been --  
18 probably a model that there is a lot of jobs in trucking.  
19 Trucking industry has been most successful. And for  
20 farmworkers for our population, even though they might have  
21 some academic challenges, that's something that's a  
22 (indiscernible) job, they can get the training, pass a  
23 test, and then we have some of our participants that have  
24 formed their own business already. They own their own  
25 trucks. And they come back and recruit truck drivers from

1 our business.

2           And then we have solar training. We've been in  
3 the arena for the last ten years. Just basic solar  
4 insulation and for say initially it was the solar farms and  
5 everything else, and now it's evolved to solar homes that  
6 we've been providing that training for quite a bit of time  
7 already.

8           And we also offer it to the general public. Our  
9 worker's investment board sends participants to us and they  
10 go through our training. And it's an investment for them  
11 we charge. But it's also for -- for some that don't have a  
12 capacity, we have scholarships to try to get them through.

13           Our mission for the most part has always been, I  
14 would say English, job placement, and training. That's  
15 what we're driven is, that's what drives people to get an  
16 opportunity to become self-sufficient in the long run.

17           CHAIR HURTADO: And so another question. I know  
18 that you guys have a very respected organization. You've  
19 been here since 1967 in the valley, thank you for all your  
20 work in all these years.

21           What -- what would you say that Proteus has grown  
22 or evolved over -- over that time?

23           MR. ALCAZAR: We've evolved from very basic for  
24 all organizations like the War on Poverty, and even CSD.  
25 The birth came before all the Community Action Agencies the

1 same way. Why Proteus? The name Proteus is a unique name  
2 and I shared with our -- my colleague that our founders got  
3 together and they found that name. And it means first. Or  
4 it also means change. And I think that's where our  
5 founders thought about Proteus the change, constant change.  
6 And it's true. My career in Proteus is always about  
7 change, even now.

8           We as baby boomers because started there so young  
9 are now are changing because the younger generation are  
10 coming up. And it is change. Organization is ever  
11 evolving changing from a small amount of money to we're all  
12 over \$33 million strong now. I mean, that's a lot of it is  
13 because of the diversity we're bringing to the table as  
14 much as possible.

15           And again being involved in the long-time partner  
16 brings that trust factor with our funding sources that we  
17 always make our production but we need a hat, make sure  
18 that we're strong in everything that we touch and deal  
19 with.

20           And our philosophy, at least from my leadership,  
21 the path has always been about partnership. And I really  
22 believe strongly because we can't do it all. Leveraging  
23 and resources can use our facilities for everything you  
24 need or we can help on some form or fashion. It's key for  
25 us to have that presence. So that's the leadership part

1 that we try to bring in in this organization to continue  
2 that training aspect of things.

3 And a lot of our staff over time had gone on and  
4 evolved and become CEOs at other organizations. And that's  
5 part of the change.

6 CHAIR HURTADO: Thank you. And, you know, I also  
7 wanted to ask Mr. Gehr, you know, it's my understanding  
8 that there has been some leveraging of -- of federal CSBG  
9 dollars to bring food to the elders in the Lake Blue  
10 Rancheria, can you -- can you tell us a little bit more  
11 about that?

12 MR. GEHR: It's actually a very small program but  
13 one that's near and dear to my heart. And I think it  
14 really does help illustrate how a little bit of CSBG can go  
15 a long way.

16 The Blue Lake Rancheria has a elders' nutrition  
17 program where they make meals, package up several meals and  
18 deliver them to the elder's home. They don't -- you'll  
19 hear me elder, not senior. In Indian County, it's elder.  
20 But they'll deliver them to the homes. So for people who  
21 are trying to maintain an independent living style as an  
22 elder, they can have precooked meals available to them,  
23 pull them out of the freezer, be able to make them up. And  
24 it's a real valuable service to maintain independence for  
25 our elder community.

1           The adjacent county, Trinity County, Blue Lake  
2 Rancheria is in Humboldt County, and they have a program  
3 and they're serving people on the Rancheria and in a larger  
4 area of Humboldt County. Trinity County, which is an  
5 extremely rural and an extremely impoverished county that's  
6 directly adjacent to Humboldt, directly east of it, does  
7 not have a program. And we had identified almost 40 Indian  
8 elders who were at risk of not being able to maintain their  
9 independence because there was no program to serve them.

10           And so NCIDC found a volunteer from the Nor-el-  
11 muc nation, an elder himself, who said for gas  
12 reimbursements, I will be a volunteer. And I will go to  
13 Blue Lake, I will pick them up and I will drive them to all  
14 of my friends, all of these elders and make sure that each  
15 one gets a meal. And we'll put it in their freezers and  
16 make sure they're okay, and I'll be somebody who can check  
17 up on them because they don't sometimes see somebody for a  
18 few days.

19           And -- and -- so -- and we've been running that  
20 ever sense. Nor-el-muc is interestingly enough, one of the  
21 non, not yet federally acknowledged tribes. We have a  
22 whole group of tribes in California that are historic  
23 tribes but have not yet gained federal acknowledgment.  
24 They call it the federal recognition process. But I won't  
25 say that. I recognize them quite plainly. They're



1 standing right there in front of us and have been there for  
2 10,000 years. But they're not acknowledged by the federal  
3 government. And so they have a nonprofit 501(c)3 that they  
4 do their tribal things through and they're doing a federal  
5 acknowledgment petition and have been for 30 years.

6 But in the -- in the meantime, they help serve  
7 the needs of Indian people in that county and they recruit  
8 the volunteer and they help coordinate the delivery of  
9 those meals. And those elders in Trinity County continue  
10 to maintain an independent living style because of a few  
11 hundred dollars for gas to get those meals out to them.

12 CHAIR HURTADO: Thank you.

13 MR. GEHR: Sure.

14 CHAIR HURTADO: Mr. Tenorio, I know you touched  
15 on this on the work that you -- that you, you know, worked  
16 on during the fires. And I wanted to know, how, you know,  
17 how is the community doing? How currently and what more  
18 can we do?

19 MR. TENORIO: Hm, how much time have you got?  
20 You know, the short answer is they're -- they're -- they're  
21 doing.

22 I believe at last count, there was a 150 permits  
23 pulled up on the ridge for rebuilding purposes. But 14,000  
24 homes were destroyed. The water system's testing is behind  
25 schedule because they can't test a lot of the individual

1 lots, they just don't have the staff to be able to do it.  
2 And the ones who are building are the ones who have wells.

3           So fortunately the debris removal is ahead of  
4 schedule according to FEMA. The resources that are  
5 supposed to be coming into the community to help with some  
6 of the recovery efforts is, so to speak, on its way. I  
7 believe we're a part of the integral part of the continue  
8 of care here, they're in our community. And so we're  
9 positioning our continue of care to be part of the  
10 recipient of some of these dollars that are supposed to be  
11 in California or on their way to California. But there's  
12 still a lot, there's a long, long road ahead of us.

13           CHAIR HURTADO: Would you mind touching a little  
14 bit on like the types of services that, you know, the  
15 survivors are, you know, using now or.

16           MR. TENORIO: Right about now, it's either if we  
17 can move them out of the hotels and motels because there's  
18 some still living in the hotels and motels in the region.  
19 If -- if -- because we have case managers who are paid out  
20 of some of the CSBG dollars that we've received to identify  
21 what their support structures are elsewhere. If that's  
22 going to really be a part of their future success story,  
23 then we're, you know, we're making that available to them.  
24 We're not, of course, forcing them, anybody can relocate.  
25 But, you know, when you start coming to the end of your --

1 what is it? Your ninth month in a hotel room, you're  
2 starting to look at what are your future options? And  
3 whether it's really realistic to stay there. So if not  
4 rapid rehousing, then relocation.

5           And then continually through that whole period,  
6 you know, we're continuing to provide food. You know,  
7 they -- they can kind of run their clocks by our  
8 distributions in various areas. And now we're starting to  
9 reach out to the FEMA communities that are popping up in  
10 Gridley and Oroville, and not yet in Chico, but at least in  
11 those communities just to make sure that those -- those  
12 communities and those families are fed.

13           CHAIR HURTADO: Thank you so much for answering  
14 my questions.

15           Let's see if I have any additional ones.

16           I wanted to take just kind of a quick moment to  
17 also touch on the 2-1-1 program in Kern County. 125,000  
18 calls, right, in 2018 you said?

19           MS. RAM: Yeah, for calendar year '18.

20           CHAIR HURTADO: Wow. So I wanted to get more of  
21 an understanding and have a conversation because there are  
22 a number of proposals under consideration legislature that  
23 the support, the enhancement of a no wrong door --

24           MS. RAM: Uh-huh.

25           CHAIR HURTADO: -- system for ultra -- adult

1 seeking services?

2 MS. RAM: Uh-huh.

3 CHAIR HURTADO: And so how -- how could Kern  
4 County's 2-1-1 program fit into a no wrong door system or,  
5 you know, does it already?

6 MS. RAM: Yeah. So, no, we currently do not.  
7 For the elderly population and the elderly population with  
8 disabilities specifically but more recently, the National  
9 Council of Independent Living -- thank you -- of aging and  
10 disability published a survey that gave great strategies on  
11 what other folks are using in different states and how to  
12 incorporate better services that are patient-centered and  
13 kind of looked at that whole person care model --

14 CHAIR HURTADO: Uh-huh.

15 MS. RAM: -- specifically for that population.  
16 And I think our I&R staff, our information referral staff  
17 could really follow that model. And, again, it looks  
18 similar to the coordinated entry model. I know I said  
19 coordinated entry for homeless but that model can apply to  
20 any subpopulation. It's a matter of just bringing in a  
21 subgroup of individuals, identifying who they are, what  
22 services are accessing, where's the gaps in services, and  
23 how we as a CAP agency and/or partners in the community can  
24 address those. Because they're going to multiple places,  
25 right? So you don't want to duplicate services.

1           The master plan for aging that was published  
2 recently, I think that is an interesting document that the  
3 governor is supporting, but I really like the strategies in  
4 the other document that I mentioned. And I think I shared  
5 that with your team.

6           CHAIR HURTADO: Uh-huh.

7           MS. RAM: But that is something that we're  
8 looking at to incorporate into 2-1-1. So not only would be  
9 2-1-1 just receiving calls but how can we kind of move that  
10 model into a more case management, patient-centered focused  
11 type of program.

12           Does that answer your question?

13           CHAIR HURTADO: Yes, it does. Thank you.

14           All right. Well, I really just want to thank you  
15 all for taking time out of your day to come up here and to  
16 provide your testimony. I feel like we learned a lot.

17           COCHAIR REYES: Yes.

18           CHAIR HURTADO: And just always feel free to  
19 communicate with us and let us know what is going on and  
20 how we could be supportive here and keeping us informed of  
21 course is really important. But thank you for the work  
22 that you are doing in our communities across the state.  
23 And we appreciate your time here. Good day.

24           GROUP: Thank you.

25           CHAIR HURTADO: So now at this time, we'll go

1 ahead and open it up to -- for public comment. So if  
2 there's anyone who'd like to speak, please approach the  
3 microphone, state your name and affiliation and provide  
4 your comments. And we are asking that comments be kept to  
5 no more than three minutes.

6 Do we have any? I think we have no comments.  
7 Okay. All right.

8 So once again -- I'm going to go ahead and, you  
9 know, have Assemblymember go ahead and provide closing  
10 statements at this moment. Thank you.

11 COCHAIR REYES: I just want to thank you all once  
12 again for being here. This has been very informative. We  
13 have much to learn and you're the ones that are going to be  
14 teach us because you've been doing it for years.

15 We want to be sure that we make policy, that we  
16 pass policy that makes your life easier. We want to be  
17 sure that we have budget items that include the things that  
18 you need included. And we don't put so many restrictions  
19 on it that it then causes you more problems. It's not  
20 worth taking the money because we're putting so many  
21 restrictions on it.

22 But as the Senator has said, communicate with us,  
23 tell us how we can be helpful. We will then work with our  
24 colleagues to make sure we get it passed.

25 And I want to thank most especially my -- my

1 counterpart in the senate. Senator Hurtado for all of her  
2 hard work in putting this hearing together to make sure  
3 that we do hear from all of you and that we comply with the  
4 requirements at the federal government.

5 Thank you.

6 CHAIR HURTADO: Well, thank you. Once again, I'd  
7 like to thank our panelists for taking time out of their  
8 busy day to educate the committees on benefits of this CSBG  
9 program. CSBG is obviously an important poverty-fighting  
10 weapon that impacts the lives of low-income individuals  
11 throughout the state and it's very impressive how you  
12 leverage the federal dollars to change lives.

13 Thank you for the work you do to benefit some of  
14 our most vulnerable communities. But I also wanted to take  
15 a moment to thank Assemblywoman Reyes for her time and  
16 committee to our communities across the state. For her  
17 time and commitment here today. We appreciate it.

18 And I also want to thank our committee staffer  
19 and consultants for the work that they do and there's no  
20 way we can do, you know, do this without them so thank you.  
21 I believe that we have met our federal mandates at this  
22 hearing and I call this hearing -- meeting is adjourned.

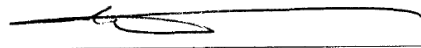
23 (Whereupon, the Public Hearing was adjourned  
24 at 4:08 p.m.)  
25

**REPORTER'S CERTIFICATE**

I do hereby certify that the testimony in the foregoing hearing was taken at the time and place therein stated; that the testimony of said witnesses were reported by me, a certified electronic court reporter and a disinterested person, and was under my supervision thereafter transcribed into typewriting.

And I further certify that I am not of counsel or attorney for either or any of the parties to said hearing nor in any way interested in the outcome of the cause named in said caption.

IN WITNESS WHEREOF, I have hereunto set my hand this 30th day of August, 2019.



---

PETER PETTY  
CER\*\*D-493  
Notary Public



**TRANSCRIBER'S CERTIFICATE**

I do hereby certify that the testimony in the foregoing hearing was taken at the time and place therein stated; that the testimony of said witnesses were transcribed by me, a certified transcriber.

And I further certify that I am not of counsel or attorney for either or any of the parties to said hearing nor in any way interested in the outcome of the cause named in said caption.

IN WITNESS WHEREOF, I have hereunto set my hand this 30th day of August, 2019.



Jill Jacoby  
Certified Transcriber  
AAERT No. CERT\*\*D-633

## Legislative and Public Hearing Public Comments and Responses

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Public comments submitted to CSD are incorporated in the Community Services Block Grant (CSBG) State Plan and Application. The following is a summary of the written and/or oral testimony received and CSD's response.

### Commenter: Greg Gehr

- (1) In multiple places in the State plan, it references 'Limited Purpose Agencies' or LPAs. However, nowhere in the plan does it reference the fact that there are two additional eligible LPA agencies, the Karuk Tribe and the Northern California Indian Development Council, Inc. which are also NAI agencies. This information about the eligible entity status of the NCIDC and the Karuk Tribe as LPAs should be contained within the State Plan along with the other eligible agency references.
- (2) The description of the 3.9 percent American Indian Set Aside within the California CSBG program is also omitted from the Plan and should be added.
- (3) Finally, the designation of Rancherias and Reservations as "Pockets of Poverty" has been omitted from the Plan and should be added.

### CSD Response:

- (1) The Department of Community Services and Development (CSD) will work with Mr. Gehr and NCIDC in the forthcoming year to address the eligible entity status of the NCIDC and the Karuk Tribe as LPAs.
- (2) CSD has updated the final version of the 2020-2021 State Plan and Application to incorporate the Native American Indian (NAI) allocation percentage of 3.9 percent located under the heading *CSBG Agency Network Funding 90 Percent of Funds* starting on page 8.
- (3) CSD has updated the final version of the 2020-2021 State Plan and Application to incorporate the following statement included on page 8:

*"Since the late 1980's, CSD and the tribal and Indian community leaders throughout the State mutually agreed that reservations and Rancherias are considered "pockets of poverty," and that a minimum funding level of \$1,000 would be provided for any county, reservation or Rancheria that would otherwise receive less than this amount due to a small NAI population. American Indian Tribes and tribal organizations applying for and receiving funds directly from the U.S. Department of Health and Human Services will be ineligible for NAI funding from the State."*

**CSD recognizes all members of the public and the joint Assembly and Senate Human Services Committee members who provided comments to the California 2020-2021 CSBG State Plan and Application. CSD will address any additional questions and comments expressed during the public and legislative hearing held on August 27, 2019 at a later time.**

## Community Services Block Grant

# Monitoring Procedures



# Table of Contents

<b>PROGRAM OVERVIEW</b> .....	161
Federal Administration .....	161
State Administration.....	161
Field Operations Unit Role .....	162
<b>MONITORING PROGRAM OVERVIEW</b> .....	162
Field Representative Role and Responsibilities .....	163
<b>DESCRIPTION OF MONITORING ACTIVITIES</b> .....	163
Community Action Plans.....	164
Contracts .....	164
Pre-Monitoring Assessment.....	165
Desk Review .....	166
On-site Monitoring Visit.....	166
Board Vacancy Follow-Up.....	169
Preliminary Expenditure Review .....	172
Annual Report .....	173
Organizational Standards.....	173
<b>MONITORING FOLLOW-UP</b> .....	173
<b>CLOSEOUT</b> .....	174
<b>TRAINING AND TECHNICAL ASSISTANCE</b> .....	175
<b>CSD RECORD KEEPING</b> .....	176

The Community Services Block Grant Monitoring (CSBG) Procedures have been prepared by the Community Services Division, Field Operations Unit (FOU), to provide uniform procedures and guidance to FOU staff for the administration of the Community Services Block Grant Program.

## **PROGRAM OVERVIEW**

### **Federal Administration**

Community Action originated with President Lyndon B. Johnson's War on Poverty and the 1964 Economic Opportunity Act. Public agencies and private nonprofits called Community Action Agencies (CAA) were formed to promote self-sufficiency and respond to immediate social and economic needs within their communities. In 1981, several funding streams were consolidated into the Community Services Block Grant. The Community Services Block Grant refers to the federal funds and program established by the CSBG Program in the Omnibus Budget Reconciliation Act of 1981 as contained in Public Law 97-35, as that law has been amended from time to time and as currently codified as Section 9901 et. seq. of Title 42 of the United States Code.

The CSBG Program is funded under the U.S. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Community Services (OCS). CSBG funds are distributed to 50 states, U.S. Territories, Native American Indian Tribes and other organizations. CSBG activities are carried out by a national network of over 1,000 CSBG "eligible entities" which provide a diverse range of services for, and advocacy on behalf of, low-income individuals and families. An eligible entity may include a private nonprofit organization or public agency that operates one or more projects funder under the CSBG Program in accordance with federal law. By law, at least 90 percent of a State's CSBG allocation must be allocated to local eligible entities.

### **State Administration**

California Government Code §12725 et seq. provides that the CSBG Program shall be governed by the principle of community self-help, thereby promoting new economic opportunities for Californians living in poverty through well-planned, broadly-based and locally-controlled programs of community action. It also provides authorization for the Governor of the State of California to assume responsibility for California's CSBG Program and for the state to implement this block grant in conformity with the laws, principles, purposes and policies of the CSBG Program. The Governor has designated the California Department of Community Services & Development (CSD) as the lead Department for purposes of carrying out California's CSBG activities and ensuring program compliance.

CSD's current network of CSBG eligible entities consists of approximately 60 non-profit and local governmental organizations (Community Action Agency, Migrant Seasonal Farm Workers (MSFW), Native American Indian Program (NAI) and Limited Purpose Agency (LPA)) that receive CSBG funds. CSD's eligible entities are required to conduct

a needs assessment, develop a Community Action Plan, and offer services based on identified local needs.

CSBG funds result in innovative programs that address the leading causes of poverty as determined locally by community-based organizations and promote the goals of self-sufficiency and independence among low-income individuals.

For example, CSBG funding supports projects that:

- Lessen poverty in communities
- Address the needs of low-income individuals including the homeless, migrant seasonal workers, youth and the elderly
- Provide access to early childhood programs
- Provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health

The flexible use of CSBG funds allows services offered throughout the State to vary depending on the local needs assessment conducted in each community. CSBG is not a program, it is a funding stream.

#### Field Operations Unit Role

The Field Operations Unit (FOU) is responsible for ensuring each eligible entity (Agency) complies with CSBG federal and state laws, regulations, policies and contractual requirements. This is accomplished through several methods including, but not limited to, the following:

- Evaluating and approving Agency Community Action Plans (CAP), including goals, planned activities, work plans and budgets.
- Monitoring and evaluating Agency performance for compliance with provisions of applicable federal and state laws, regulations, policies, program guidelines and other contractual provisions.
- Planning and providing Agency training and technical assistance through individual consultations, written instructions, and webinars.
- Consulting with and otherwise advising CSD management and staff on policies and procedures that impact CSBG Program activities.

### **MONITORING PROGRAM OVERVIEW**

Pursuant to the CSBG Act (42 U.S.C. §9901 et seq.), Public Law Section 678B, CSD has responsibility to ensure CSBG Agencies carry out their programs in accordance with all applicable laws, regulations, policies and the executed contract.

The FOU's monitoring objectives are to determine if Agencies are:

- Complying with federal and state laws, regulations and policies.
- Carrying out their CSBG programs as approved by their CAP.
- Carrying out their CSBG programs in accordance with their Work Plan.
- Demonstrating a continuing capacity to carry out the approved programs.
- Requesting reimbursement only for approved budget costs.
- Needing additional training and technical assistance.
- Meeting applicable Organizational Standards.

### Field Representative Role and Responsibilities

The Field Representative's role is multi-faceted, challenging, and requires the ability to proactively participate in the monitoring of the Agencies and their contracts. The Field Representatives are considered to be the critical link, the liaison between the Department and the Agencies; without their active involvement, the ability to appropriately monitor, support, and facilitate transactions would be greatly diminished.

More specifically, Field Representatives monitor, evaluate and train agencies to ensure compliance with laws, regulations, and contracts administered by CSD, helping them to improve service delivery, increase capacity, and produce greater outcomes. Additionally, Field Representatives conduct analytical studies, analyze and evaluate proposals, and review and/or evaluate Agency requests.

During the performance of duties, the Field Representative is expected to:

- A. Be proactive in the oversight of their assigned Agencies.
- B. Develop and maintain a positive rapport with their assigned Agencies.
- C. Be receptive to ideas and responsive to Agency needs.
- D. Be courteous, helpful, professional, and timely.
- E. Provide timely and accurate reviews of program deliverables.

### **DESCRIPTION OF MONITORING ACTIVITIES**

The FOU monitoring activities occur year-round, in the FOU's office and at the Agency's site. Monitoring is conducted in collaboration with Agency staff and in a manner to assist Agencies with the most efficient and effective uses of federal funds to build capacity,

improve service delivery, and achieve intended outcomes with the goal of helping families move out of poverty.

Following is a brief description of the FOU's reviews and monitoring activities:

A. Community Action Plans (CAP): Agencies must complete a Community Action Plan (CAP), as a condition to receive CSBG funding.

Agency CAPs are to be submitted biennially to the FOU by June 30. The CAP serves as the Agency's two-year roadmap demonstrating how it plans to deliver services. It identifies the causes and condition of poverty, assesses poverty-related needs, including resources in the community and establishes detailed plan, goals, and priorities for strategically delivering these services to individuals and families most affected by poverty. The CAP also identifies eligible activities to be funded in the program service areas and the needs that each activity is designed to meet.

The following is a list of the components typically included in the CAP.

- Cover Page/Agency Certification
- Compliance with Organizational Standards
- State and Federal Assurances Certification
- Vision Statement
- Mission Statement
- Tripartite Board of Directors
- Documentation of Public Hearing(s)
- Community Needs Assessment
- Community Needs Assessment Process
- Community Needs Assessment Results
- Service Delivery System
- Linkages and Funding Coordination
- Monitoring
- Data Analysis and Evaluation
- Appendix (as required)

The FOU's review of the CAP typically occurs during July and August. The Field Representative evaluates the CAP, including goals, planned activities, priorities, including adherence to the Organizational Standards and other supporting documentation for completeness and compliance. The Community Action Plan Review Analysis form (CSD 410) is used to complete the CAP review.

Following the Field Representative's review and acceptance of the CAP, a letter is sent to the Agency acknowledging receipt and acceptance of their CAP.

B. Contracts: CSD enters into a Standard Agreement (contract), (STD 213), with Agencies receiving CSBG funds. The Annual contract term is January 1<sup>st</sup> to December 31<sup>st</sup>. The contract, which is entered into after an Agency's CAP is accepted by the FOU, specifies the grant amount, scope of work, requirements, and



other terms and conditions. Development of the contract is a collaborative effort involving several CSD Units. The contract is sent to Agencies in October for review, signature, and return of several documents as stipulated in the contract.

CSD employs a parallel contract execution process. Concurrent with the Contractor's hardcopy submission of the CSBG Annual Agreement, the Contractor must also email specific project deliverables (budget forms, budget narrative, current board roster, board meeting schedule, Annual workplan, etc.) to their assigned Field Representative for review. The Contracts Unit reviews the hardcopy contract package submitted by the agency, and if complete the package is sent to CSD's Deputy Director of Administrative Services for execution and the executed contract is delivered to the FOU. Upon receipt of the emailed Agreement package the Field Representative prepares the contract file folder and completes a thorough review/analysis of the contract deliverables. Following completion of this review, the Field Representative signs the Contract Review Tracking Sheet (CSD 473) and forwards the Contract Package to the FOU Manager for review. Upon approval by the FOU Manager, the Field Representative sends a notification to the Fiscal Unit, which authorizes the issuance of the Working Capital Advance (WCA) and payment of subsequent invoices.

- C. Pre-Monitoring Assessment (PMA): The PMA is an in-house review process conducted annually by the assigned Field Representative, usually between December and prior to the start of the monitoring season. The PMA is intended to identify key contractual factors (based upon the CSBG annual contract) along with administrative or programmatic events, which may indicate a potentially underperforming agency, an administratively challenged agency or simply an agency in need of training /technical assistance.

The PMA is designed to identify early warning signs that could be mitigated before the Agency is in an at-risk situation. Items on this assessment correspond with items on the Desk Review and On-Site Review Tools and are used as part of CSD's comprehensive CSBG Monitoring Process.

The Pre-Monitoring Assessment Tool is used to perform the PMA. Agency compliance is assessed in the areas of: Board Governance, Fiscal Procedures, Program Performance, Responses to and measured progress to resolve open Monitoring Findings/Technical Assistance Plans, Organizational Standards compliance, key staffing retention, and general items. The PMA assesses key administrative, programmatic and fiscal factors; any cumulative result exceeding the acceptable assessment total score may be grounds for an unplanned onsite visit.

The completed Pre-Monitoring Assessment Tool is submitted to the FOU Manager for review and issues identified during the PMA are discussed with the FOU Manager. For any agency that scores higher than the acceptable score on the Pre-Monitoring Assessment Tool, the Field Representative will schedule a meeting with the FOU manager to decide what the Agency may need up to and including an

unplanned onsite visit. Based upon this discussion the FOU Manager may also decide to include other CSD units that might participate in the visit.

- D. Desk Review: This is an in-house review process that is conducted annually usually between April and October, for all Agencies, with the exception of those agencies that have received an onsite monitoring visit during the year. The review assesses an Agency's overall capacity to administer their CSBG Program and determines whether the Agency has any training and technical assistance needs. The scope of the review may include an assessment of the Agency's board governance, fiscal progress based upon the agency's 3-year historical spending practices, programmatic performance, compliance with Organizational Standards and any open findings from previous monitoring reports. These documents are submitted during the contract term and are readily available to the Field Representative. Any follow up needed is conducted at the time of the document/data review.

The Agency will receive written notification/letter summarizing the results of the desk review no later than five working days following the review.

- E. On-site Monitoring Visit: Pursuant to the CSBG Act (42 U.S.C. §9901 et seq.), Agencies are required to have an on-site monitoring visit conducted once during each three (3) year period. A new CSBG eligible entity is required to have an on-site visit immediately after the completion of its first year after being designated as an eligible entity. The on-site monitoring visit is a comprehensive review to assess an Agency's overall capacity to administer their CSBG Program in compliance with laws, regulations, policies and contractual requirements. The on-site monitoring season generally runs March through October.

The on-site visit involves a partnership between the Agency and the Field Representative to assist with and ensure any compliance deficiencies are identified early and are corrected in a timely fashion. Agencies are expected to cooperate with the FOU by providing access to all programs, records, documents, resources, personnel, inventory, and other documentation reasonably related to the administration and implementation of the services and activities funded by CSBG funds including the direct services performed by subcontractors. When possible, the on-site visit is scheduled during the time of the Agency's Board meeting, to provide an opportunity for the Field Representative to attend the Board meeting.

The Field Representative coordinates a mutually agreed to date for the onsite visit and written confirmation is provided to the Agency generally between November and December of the year prior to the scheduled visit.

Next, a document request letter will be sent to the Agency no later than 45 calendar days in advance of the on-site visit. The letter will include details of the monitoring visit, such as the duration of the visit, documentation that will be requested before or during the monitoring and other details such as our agreed upon times for the entrance conference, program site visits and the exit conference.

The documents review process is accomplished via a three-phased approach.

In phase I, Agencies are requested to submit the following documents (upload to the eGov Document Portal, or scan and email to the assigned Field Representative) to CSD prior to the on-site visit.

- Procurement Policy
- Equipment Log (If applicable)
- Verification that Working Capital Advance has been deposited into an interest-bearing account
- Child Support Referral Policy or Child Support Referral Literature
- Records Retention Policy (Reference Org Std 8.13)
- Cost Allocation Plan
- Subcontractor List (CSD Form 163)
- Subcontractor Reviews/Monitoring Reports
- Subcontractor Monitoring Policy and Procedures
- Current Board Roster – if more than 3 months old
- Current Bylaws
- Outstanding Board Meeting Minutes
- Outreach Literature

The eGov Document Portal or Data repository, was recently implemented in response to the network's request for a streamlined method to submit and store commonly requested program documents to CSD. The repository will serve as the primary location for agencies to upload and store commonly requested documents. The Field Representative will retrieve documentation as needed from the repository, thus eliminating the need to email agencies requesting specific documentation. If the agency's documentation is not stored in the repository, CSD will contact the agency and request they upload the document(s) to the repository.

Additionally, storing common documents in the repository will ensure that items are readily available to upload to the applicable organizational standard(s). The eGov Document Portal categorizes each document for easy accessibility. The Data Repository is also accessible by the Energy Division for dual CSBG and Energy service providers. The document repository will reduce the number of requests for the same documents from CSD.

The Field Representative reviews the standard documentation for completeness and adherence to the applicable laws and regulations and develops a list of questions to discuss with the Agency, and/or requests additional information. During this first phase, the Field Representative will initiate an expenditure lifecycle review as well as a programmatic review. For the expenditure lifecycle review, the Field Representative will review previously submitted financial (monthly or bi-monthly) expenditure activity reports and select two to four expenditure line items based upon the Agency's annual CSBG allocation (see the Expenditure and Programmatic

Criterion chart below). The Field Representative will request the general ledger entries that support the specific line item amount.

## Expenditure and Programmatic Criterion

The Field Representatives use the tables below to determine the number of transactions and client files that will be reviewed during the onsite process.

CSBG Allocation	Expenditure Line Items	Individual Invoices/Charges (Agency General Ledger)	Total # of Transactions to be Reviewed
Under \$300,000	2	3	6
Between \$300,001 to \$1 Million	3	3	9
Over \$1 Million	4	3	12

CSBG Allocation	FNPI (CSBG Annual Report)	Client Files (From Agency List)	Total # of Client Files to be Reviewed
Under \$300,000	3	3	9
Between \$300,001 to \$1 Million	4	3	12
Over \$1 Million	5	3	15

The programmatic review is based upon actual data (CNPI's and FNPI's) Agencies submit in the CSBG Annual report. Again, based upon the Agency's annual CSBG allocation the Field Representative selects three to five outcome indicators for testing and outcome verification. In this phase, the Field Representative will request documentation that provides a list (of clients) that matches the number of actual results reported in the Annual Report.

Phase II of the documentation review process involves a more detailed information request and review for both expenditures and programmatic data.

The Phase II programmatic review entails a similar supporting documentation request and review. The Field Representative will identify between 3 – 5 client files from the client list for each FNPI that will be tested. Requested documentation includes proof of income eligibility family size, type of service received, and dates that services were received, client's last name and any data associated to verify that the outcome was achieved. CSD provides an encryption protocol to protect

confidentiality as one goal of the onsite process is to perform most of the client file verification at CSD and prior to the onsite.

The life cycle testing of expenditures continues with the receipt of the Agency's supporting financial documentation, which typically includes payroll registers, timesheets, subcontractor invoices, travel requests, agency invoices, and canceled checks. The review begins at the initial point of the request for purchase. The field representative will review the supporting documentation to ensure purchases were made and reconciled according to the Agency's Procurement Policy and Cost Allocation Plan. CSD also confirms that the appropriate signatures and approvals have been given for the purchase.

Prior to conducting the onsite, the Field Representative schedules a pre-onsite meeting with the FOU Manager no less than three working days prior to the onsite visit. The purpose of the pre-meeting is to discuss the preliminary results of the desk review and other monitoring documentation/information. Listed below is the information that is presented to the FOU Manger for discussion.

Discussion items at Pre-Onsite meeting:

- Results of preliminary desk review
- Organizational Standards results
  - Open Technical Assistance Plans
- Issues or notable comments from board minute review
- Board Governance
  - Involvement
  - Vacancies
- Budget line items selected for lifecycle review from open contracts
- Unresolved monitoring findings
- Year to Date expenditures (including analysis of current spending practices compared to the agency's 3-year historical spending trend)
- Other pertinent issues that will be discussed during the onsite visit
- Potential training and technical assistance topics

Phase III is the actual Onsite Monitoring visit. The on-site monitoring visit begins with an Entrance Conference with the Executive Director, Finance Manager, and anyone else the Agency deems appropriate. CSD routinely requests Agencies to invite Board members to attend the Entrance Conference. The Entrance Conference may be an excellent opportunity to increase the knowledge of board members and further inform them about their CSBG funding.

Typical topics discussed at the Entrance Conference include:

- Overview of Monitoring Process (a one-page handout)
- CSD Updates (new staff, new programs)
- Current year discretionary funding opportunities
- Results from CSD Desk Review

- CSBG Advisory Committee Meetings (upcoming schedule and location)
- Organizational Standards (Discussion of Compliance/Status of TAPs)
- Development of Community Action Plan (if Applicable)
- 3 Year Historical Expenditure Spending trend report

During the visit the Field Representative utilizes the On-site Monitoring Tool. The Onsite Monitoring tool is an instrument that essentially becomes the roadmap for the visit. The Tool is sent to the Agency prior to the Onsite visit with the Phase II data request; and though it is a fillable document, the purpose is not for Agency staff to complete it, but rather the tool will guide the content/discussion during the visit. Agencies preparing for the onsite can use it as a checklist (i.e. in preparation for the visit) to ensure all required documentation is collected and emailed to CSD prior to the visit.

The Onsite tool allows the FOU to consistently perform a set of standard assessments and observations for every Agency, that includes reviewing fiscal, administrative and programmatic documentation; reviewing Subcontractor management procedures, interviewing key staff and Board members; and observing programs and Board participation.

At the conclusion of the on-site monitoring visit, an Exit Conference is held typically with the Executive Director, Finance Manager, and anyone else the Agency deems appropriate. The Exit Conference provides an opportunity for the Field Representative to summarize his/her observations during the review and notify the Agency whether there are any potential findings of non-compliance as a result of the review.

Following the Onsite visit, a post onsite meeting is held with the FOU Manager to provide a quick update on the visit and discuss any potential finding, observations, recommendations, and or Training and Technical Assistance. The post meeting is scheduled no later than 3 working days after returning to the office. Following the post-onsite meeting the Field Representative ensures all documents are properly labelled and filed electronically; including a list of documents that are saved electronically. The following documents are contained in the Onsite accordion file:

- Board Roster (CSD 188)
- Board meeting minutes (those mentioned in the Desk Review)
- Entrance conference sign in sheet
- Current Expenditure Activity Report (including 3-year Historical Expenditure Spending Trend)
- Equipment list (if applicable)
- Subcontractor list (CSD 163)
- Child Support verification
- Exit Conference sign in sheet
- Programmatic documentation

- Onsite Monitoring Tool
- Fiscal documentation

Additionally, the Field Representative completes an On-site Monitoring Report. This report provides a summary of the on-site monitoring activities and includes any findings of non-compliance with statutory, regulations and/or contractual requirements supported by the facts considered in reaching the conclusion(s). Deficiencies noted in the monitoring report will be cited as follows:

- Recommendations – There is no breach of the CSD contract, and/or federal and/or state requirements; however, it is recommended by CSD to improve current processes, systems, or “best practices” that contribute to increased efficiencies.
- Observations – A compliance issue that is considered a minor breach of the contract and any material referenced within the contract. If the compliance is not remedied prior to the next monitoring review, the issue may be elevated to a Finding.
- Findings – A compliance issue with the CSBG contract, federal and/or state requirements, regulations, policies or procedures.

For each area of non-compliance, the Field Representative identifies specific corrective action by which the deficiency can be resolved and assigns due dates for the Agency to correct compliance-related deficiencies.

Corrective action citing Board vacancies will be managed as follows:

Agencies are required to submit a board roster with the annual CSBG contract.

- The board roster includes board member names, title/position on the board, specific sector, contact information, board vacancy and date of vacancy (if applicable)
- Each Agency will receive either an onsite monitoring visit or desk review where an updated roster is requested if any changes have occurred.
- The board roster is reviewed and at the time of monitoring to determine if there are any board vacancies. If a board vacancy is identified, then depending on the length of time of the board vacancy will determine what action will be applied.
  - Vacancy(ies) less than 3 months - no action taken
  - Vacancy(ies) between 3 months to 12 months – Agency is assessed an Observation
  - Vacancy (ies) More than 12 months – Agency is assessed a Finding



- Long standing board vacancies may require additional follow up or require training and technical assistance. Not correcting long standing board vacancies could potentially place an Agency on a Quality Improvement Plan (QIP)
- Follow up on filling board vacancies is conducted quarterly; the Agency is required to submit an update on the progress and activities they have completed to fill the board vacancy and a completion date by which all vacancies will be filled.
  - CSD will offer training and technical assistance if needed to assist an Agency in filling a board vacancy. In addition, CSD will provide trainings on different strategies for board recruitment.

Following the FOU Manager's approval, a draft of the onsite report is sent via email to the Agency's Executive Director for review and comment, typically within three weeks after the monitoring visit. The Agency will have five working days to review the document and submit corrections or request changes. If no comments or requests for changes are received, the Final On-site Monitoring Report is mailed to the Agency Executive Director and Board Chair within 60 calendar days of completing the on-site monitoring visit.

Along with the Final Monitoring Report, the Field Representative emails a Monitoring Satisfaction Survey to the agency to solicit input about the monitoring process. The purpose of the Monitoring Survey is to measure Community Services Block Grant (CSBG) agencies satisfaction with how the Monitoring was performed by CSD's Community Services Division - Field Operations Unit. The feedback received will assist the Field Operations Unit to further improve the way oversight responsibilities are performed to strengthen its effectiveness, increase efficiency, offer transparency, and further improve the partnership between CSD and the CSBG Agencies.

Due to the number of CSBG providers in California (approximately 60), CSD issues the same survey for a three-year cycle (the time required for every agencies to have their mandatory onsite monitoring visit). During the three-year cycle CSD continues to gather feedback while planning process improvements to be implemented at the onset of the next Onsite visit cycle. Following the completion of a cycle, improvements are implemented, another survey is developed, and the continuous improvement process continues with the next three-year cycle.

- F. Preliminary Expenditure Review: This is an in-house review that is conducted throughout the year. The expenditure review is an analysis of an Agency's expenditures as compared to the approved budget to identify and address low expenditures, budget line item overages, and/or zero reporting. CSD has developed a tool which compares the current year spending performance to the Agency's spending pattern over that past three years. The three-year historical spending trend tool provides a better picture of "typical" expenditure performance. If there is a current expenditure variance (ahead or behind), greater than 15% from the three-



year historical spending trend, CSD will contact your agency, send a copy of the chart and discuss what's going on.

- G. Annual Report: This is an in-house review process conducted in January and February. Agencies are required to submit programmatic reports to the FOU using a web-based, data entry system that automates the submission and review of Administrative, Financial and Programmatic activities and client demographic information from January 1 to December 31.
- H. Organizational Standards Review: The organizational standards are a set of measurements to ensure that each Agency has the applicable organizational capacity (fiscal and administrative) to administer the community services block grant. Annually each Agency completes an automated self-assessment including uploading verifying documentation using a web-based system for each organizational standard. CSD performs an evaluation of the documentation uploaded by the Agency to verify the standards are met. Upon completion of the review, if a Standard is deemed unmet, by CSD or if the Agency upon submission designates a Standard as unmet, a technical assistance plan is required. The Agency develops a TAP including steps to meet the standard and a timeline for completion. Following review and agreement of the Technical Assistance Plan, CSD will work with the Agency to help meet the Standard(s). Upon resolution of the Technical Assistance Plan, CSD provides the Agency with notice of satisfactorily meeting the Standard.

## **MONITORING FOLLOW-UP**

When findings are included in the monitoring report, the Agency is required to resolve the issue on or before the established due date or within the timeframe established in the corrective action plan. Until such time, the Agency will submit a Monitoring Finding Status report providing the progress on resolving the issue. Upon receipt of the Agency's Monitoring Finding Status Report, the Field Representative conducts a review to ensure the Agency is progressing in resolving the finding(s). A letter is sent to the Agency acknowledging receipt of the status report or closing the finding.

The Field Representative will take these additional steps:

- Track monitoring findings and conduct on-going follow up based on the timeframe established in the monitoring report.
- Whenever an Agency is not compliant with submitting the applicable status update(s) or resolving a finding by the established due date, notify the Agency Executive Director by sending a follow up letter.

Pursuant to the CSBG Act (Section 678B, 678C, 42 USC 9914), unmet monitoring deficiencies will result in the FOU working more closely with the Agency to put in place a technical assistance plan or quality improvement plan, as appropriate. Below are the definitions for:

- Technical Assistance Plan: Training and technical assistance provided by CSD and/or other organizations to address deficiencies that could be resolved within one year.
- Quality Improvement Plan (QIP): The corrective steps/actions that are to be taken, and by when, to address significant/serious deficiencies. The QIP is due within 60 days after being informed of the deficiency. The FOU is required to either approve the proposed plan or specify the reasons why the proposed plan cannot be approved; and after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding of the Agency. The Office of Community Services will be informed within 30 calendar days of approving the QIP.

Whenever deficiencies are not resolved in a timely manner, it may lead to the FOU conducting follow up reviews, including a return visit to the Agency and their programs that fail to meet the goals, standards, and requirements established by the State. Also, the FOU will make training and technical assistance resources available to the Agency as directed by CSD or requested by the Agency.

Upon receipt and acceptance of the monitoring corrective action documentation or completion of the assigned action required by CSD, CSD will provide acknowledgement of the completed corrective action via a letter to the Agency Executive Director that the corrective action has been completed and the monitoring report closed.

## **CLOSEOUT**

As required by Federal and State law, and thereby in each contract, CSD must assure that agencies submit a timely close-out package to bring closure to a contract and assure that any funds due either party are expeditiously processed.

Agencies are required to submit a contract close-out package to CSD within 90 days of the expiration of each contract but no later than March 31. The exception is when an Agency has an approved contract term extension.

The close-out of a contract does not affect the following:

- CSD's right to disallow costs and recover funds on the basis of a later audit or other review.
- The Agency's obligation to return any funds due as a result of later refunds, corrections, or other transactions.
- Records retention requirements.
- Equipment management requirements.
- Audit requirements.

The Field Representative completes a review of the Agency's close out package no later than April 30, except for those contracts that have a term extension. The review is an analysis of the close-out reports and to determine completeness, accuracy of the documents prior to closing out of the grant. A Close-out letter is issued upon determination that the entity submitted all the applicable documentation and fiscal reports.

## **TRAINING & TECHNICAL ASSISTANCE**

Agencies must be familiar with CSBG laws, regulations, policies and program requirements. CSD is responsible for providing Agencies with a range of technical assistance and training to establish and maintain sound grants management and program practices.

The FOU serves as an official conduit of information, including laws, regulations, rules, and other official memoranda from funding sources to eligible entities. The FOU offers on-going support, training, and technical assistance, as requested or needed, to help Agencies provide services to low-income clients. Training or workshops are typically conducted prior to contract issuance and/or if necessary, for the development of Agencies' biennial Community Action Plan. Training and/or workshops may be regionalized (a North/South venue) or centralized (one workshop centrally located).

CSD established the Technical Support Unit (TSU), creating a third unit under the CSBG Division to further support and expand the department's dedication to provide on-going training and technical assistance to the CSBG network of Agencies. TSU is responsible for maintaining the effective administration of the Community Services Block Grant (CSBG), CSBG Discretionary Initiatives, and other programs as developed within the Community Services Division. The TSU works with the FOU to evaluate the performance and provides training and technical support to CSBG Agencies.

Training services are performed several ways, such as:

- A site visit to the Agency
- By telephone or Webinar
- Subject-specific regional training seminars

In addition, CSD enters into an annual contract with an association that specializes in helping CSBG Agencies increase their knowledge, skills, and capacities to fulfill their various missions. For example, through this association, Agencies may participate in network meetings to problem solve, attend conferences, receive specific training such as in building organizational capacity and community relations, and request technical assistance.

The CSD provider website offers information such as policies, trainings, informational bulletins and other important information for CSD's community service providers administering a CSBG program at: <http://providers.csd.ca.gov/>

Periodically, CSD participates in multi-state training, workshops, or conferences at the request of our funding sources. Field Representatives may be asked to participate as presenters, facilitators, and/or to provide on-site support.

## **CSD RECORDKEEPING**

The FOU is responsible for maintaining contract files, records, and relevant documentation consistent with federal requirements and CSD's Records Retention Schedule.

The Field Representative will maintain complete, organized, and standardized contract files.

## California Government Codes §12750.1 and §12750.2

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### California Code, Government Code - GOV § 12750.1

(a) No new community action agency may be designated by the director for a political subdivision that is served by an existing community action agency unless any of the following exist:

(1) The political subdivision is informed in writing by the director that the existing community action agency has failed to comply, after having a reasonable opportunity to do so, with the requirements of this chapter, subject to paragraph (5) of subdivision (c) of Section 12781.

(2) The political subdivision is informed by its existing community action agency that because of changes in assistance furnished to programs to economically disadvantaged persons it can no longer operate a satisfactory community action program.

(3) The director is petitioned by significant numbers of eligible beneficiaries to reconsider its existing designation and, based on that reconsideration, determines to designate an alternate community action agency.

(b) In the event that the designation of an existing community action agency is revoked, the director shall designate a new community action agency within a period of 90 days after the effective date of the revocation, subject to Section 12750.2.

(c) New community action agency designations may be made in political subdivisions or combinations of political subdivisions in a county or portion thereof for which no community action agency has been designated provided that the community to be served has a population of at least 50,000, as determined by the Bureau of Census from the most recent available census or survey. The director may waive the general requirement that the community to be served have a population of at least 50,000 in those instances where no practical grouping of contiguous political subdivisions can be made in order to meet that requirement.

(d) A private nonprofit agency that serves a political subdivision or combination of political subdivisions having more than 50,000 population shall be entitled to petition the department for State designation as a community action agency, provided it has a governing board meeting community action agency requirements and has the capability to plan, conduct, administer, and evaluate a community action program.

## **California Code, Government Code - GOV § 12750.2**

For purposes of serving any area of the State in which community action programs cease to be provided, the director shall designate an organization in accordance with Section 9909 of Title 42 of the United States Code, as amended, and through a process that shall include all of the following:

- (a) Notice of intent to designate.
- (b) Request for proposals by any political subdivision or by any other qualified organization that can demonstrate adequate representation of low-income individuals in the development, planning, implementation, and evaluation of the community action program.
- (c) Invitation to the political subdivision to participate in the review of the proposals.

## California Government Code §12781 and 22 CCR §100780

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### California Code, Government Code - GOV § 12781

The department shall have the following powers and duties:

- (a) Development of an orderly grant application process culminating in a prescribed contract.
- (b) Ensuring that eligible entities will have a timely cashflow within the guidelines of the Federal Cash Management Improvement Act of 1990 (P.L. 101-453), as amended. The department shall issue to each eligible entity an advance payment at the beginning of the contract period equal to 25 percent of the eligible entity's total contract amount. Payments thereafter shall be equal to expenditures reported on the eligible entity's financial progress reports, not to exceed the eligible entity's total contract amount.
- (c) Promulgation of uniform contracts management standards to include:
  - (1) Standards for fiscal control and fund accounting that do all of the following:
    - (A) Require new eligible entities to be certified by an accountant prior to receiving financial assistance.
    - (B) Require periodic financial reporting to the office and an annual audit.
    - (C) Permit a defined range of flexibility from approved budgets and the use of negotiated indirect costs rates.
    - (D) For the purpose of administrative expenditures, permit an eligible entity to use funds allocated under this chapter in an amount not to exceed 12 percent of the total operating funds of its community action program.
    - (E) Limit the use of funds for construction, as required by Federal law.
  - (2) Minimum standards for procurement to prevent conflict of interest or malfeasance.
  - (3) Standards regarding property that provide that title to property purchased with funds granted under this chapter or with funds formerly granted pursuant to the Federal Economic Opportunity Act of 1964 (Chapter 34 (commencing with Section 2701) of Title 42 of the United States Code) shall vest in the grantee, subject to conditions requiring prudent property management and the provision for disposition of the property among other eligible entities in the event of closeout.
  - (4) Procedures for the withholding of payments or recovery of moneys where the underlying cost expenditures or obligations claimed by the eligible entity are disallowed.

(5) Standards for termination or reduction of financial assistance to an eligible entity, or revocation of the designation of a community action agency, for failure to comply with this chapter. The department may terminate or reduce any financial assistance provided to an eligible entity under this chapter forthwith, if the department finds there is evidence of fraud or illegal use of funds. The department also may terminate or reduce any financial assistance to an eligible entity, if the department determines that “cause,” as defined in Section 9908(c) of Title 42 of the United States Code, as amended, exists and after providing notice and an opportunity for a hearing on the record, subject to review by the secretary consistent with Section 9915 of Title 42 of the United States Code, as amended.

(d) Promulgation of regulations pursuant to the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340), Chapter 4 (commencing with Section 11370), and Chapter 5 (commencing with Section 11500), of Part 1) that are necessary and appropriate for the effective administration of this chapter. At a minimum these regulations shall clearly define all of the following:

(1) The due process rights, including notification, right of appeal, and opportunity for a fair hearing, of eligible entities, and the procedures to be followed in order to guarantee those rights, in cases of denial of refunding, suspension, reduction, or termination of funding, or revocation of designation by the department.

(2) The obligation of eligible entities to provide a fair procedure for clients denied services by eligible entities.

(3) The requirement that community action agencies select tripartite boards that include persons who represent the poor. These regulations shall ensure that democratic procedures are fully operative and may include criteria for tenure, geographic representation, and election procedures.

(e) Establishment of procedures for orderly closeout of terminated entities.

(f) Monitoring and periodic evaluation of eligible entities, using evaluation methods and standards that have been published prior to the evaluation and that provide eligible entities an opportunity to respond to evaluation findings.

(g) Development of standards to ensure compliance by eligible entities with Federal and state requirements for public access to records, prohibition of partisan political activities, and nondiscrimination.

(h) Establishment of policies and procedures that ensure freedom of information.

(i) Fostering cooperation among community action agencies, including providing opportunities for community action agencies to work together and publishing a directory, that shall be periodically updated, of all grantees under this program and the LIHEAP (Subchapter II (commencing with Section 8621) of Chapter 94 of Title 42 of the United States Code).



(j) Establishment of procedures for the allocation of the funds available pursuant to subdivision (c) of Section 12759.

(k) Identification and encouragement of linkages with other state departments, local governments or private groups that oversee programs providing resources for low-income persons in order to coordinate existing efforts to overcome poverty.

## 22 CCR § 100780

§ 100780. Denial of Refunding, Suspension and Termination of Contract Procedures.

(a) Purpose and Scope -This section establishes the rules and procedures governing the denial of refunding and the suspension and termination of contracts. This section shall not apply to any administrative action based upon any violation or alleged violation of Title VI of the Civil Rights Act of 1964. In case of such violations or alleged violations, the provisions of 45 CFR Part 1010 shall apply.

(b) Definitions.

(1) The term “termination” means the cancellation by the Department of state and or Federal assistance in whole or in part, under a contract at any time prior to the time of completion.

(2) The term “suspension” means an action taken by the Department which temporarily suspends state and/or Federal assistance under the contract, pending DEO's decision to terminate the contract.

(3) The term “responsible Department official” means the Director, Deputy Director, or any other official who is authorized to make the contract in questions, or the designee of any of these officials.

(c) Failure to Comply with Contract Terms and Conditions.

When a grantee has materially failed to comply with the contract terms and conditions, the Department may suspend the contract in whole or in part.

(d) Suspension Notice.

(1) The responsible Department official shall notify the grantee in writing that the Department intends to suspend a contract, in whole or in part, unless good cause is shown why the contract should not be suspended. The notice shall specify the grounds for the proposed suspension, the proposed effective date of suspension and the grantee's right to submit written material in opposition to the intended suspension and of its right to request an informal meeting at which the grantee may respond with an attempt to show cause why such suspension should not occur. The period of time within which the grantee may submit such written material or request the informal meeting shall be specified in the notice of intent to suspend and shall be no less than 5 days after the notice has been sent. If the grantee requests a meeting, the responsible Department official shall set a time and place for the meeting, which shall not be less than 5 days after the grantee's request is received by the Department. In lieu of the right of the grantee to request an informal meeting, the responsible Department official may on his/her own initiative establish a time and place for such a meeting. In no event, however, shall such a meeting be scheduled less than 7 days after the notice of intent to suspend has been sent to the grantee. The responsible Department official may

extend the periods of time or dates previously referred to and shall notify the grantee of any such extension.

(2) At the time the responsible Department official sends the notice of intent to suspend the grantee, he/she shall also send a copy of it to any delegate agency whose activities or failure to act are a substantial cause of the proposed suspension, and shall inform such delegate agency that it shall be entitled to submit written material or to participate in the informal meeting referred to in subparagraph (d)(1) of this section. The responsible Department official may give such notice to any other delegate agency.

(3) Within 3 days of receipt of the notice, the grantee shall send a copy of these regulations to all delegate agencies which would be financially affected by the proposed suspension action. Any delegate agency which wishes to submit written material may do so within the time stated in the notice. Any delegate agency that wishes to participate in the informal meeting may request permission to do so from the responsible Department official, who may in his/her discretion, grant or deny such permission. In acting upon any such request from a delegate agency, the responsible Department official shall take into account the effect of the proposed suspension on the particular delegate agency, the extent to which the meeting would become unduly complicated as a result of granting such permission, and the extent to which the interest of the delegate agency requesting such permission appears to be adequately represented by other participants.

(4) In the notice of intent to suspend, the responsible Department official shall invite voluntary action to adequately correct the deficiency which led to the initiation of the suspension proceeding.

(5) The responsible Department official shall consider any timely material presented to him/her during the course of the informal meeting provided for in subparagraph (d)(1) of this section, as well as any showing that the grantee has adequately corrected the deficiency which led to the initiation of suspension proceedings. If after considering the material presented to him/her, the responsible Department official concludes the grantee has failed to show cause why the contract should not be suspended, he/she may suspend the grant in whole or in part and under such terms and conditions as he/she shall specify.

(6) Notice of such suspension shall be promptly transmitted to the grantee and shall become effective upon delivery. Suspension shall not exceed a 30 day period unless during such period of time, termination proceedings are initiated or unless the responsible DEO official and the grantee agree to a continuation of the suspension for an additional period of time. If termination proceedings are initiated, the suspension shall remain in full force and effect until such proceedings have been fully concluded.

(7) During a period of suspension, no new expenditures shall be made by the grantee and no new obligations shall be incurred in connection with the suspended program except as specifically authorized in writing by the responsible Department official. Expenditures to fulfill legally enforceable commitments made prior to the notice of

suspension, in good faith and in accordance with the grantee's approved work program, and not in anticipation of suspension or termination, shall not be considered new expenditures. However, funds shall not be recognized as committed solely because the grantee has obligated them by contract or otherwise to a delegate agency.

(8) The responsible Department official may in his/her discretion modify the terms, condition and nature of the suspension or rescind the suspension action at any time on his/her own initiative or upon a showing satisfactory to him/her that the grantee has adequately corrected the deficiency which led to the suspension and that repetition is not threatened. A suspension partly or fully rescinded may, in the discretion of the responsible Department official, be re-imposed with or without further proceeding. Provided, however, that the total time of suspension may not exceed 30 days unless termination proceedings are initiated in accordance with Department policies and procedures governing the termination of contracts or unless the responsible Department official and the grantee agree to a continuation of the suspension for an additional period of time. If termination proceedings are initiated, the suspension shall remain in full force and effect until such proceedings have been fully concluded.

(e) Notice and Pre-hearing Procedures.

(1) If the responsible DEO official believes a grantee's violation of the terms and conditions of its contract is sufficiently serious to warrant termination, whether or not the contract has been suspended, he/she shall state that there appears to be grounds which warrant termination and shall set forth the specific reasons therefor. If the reason(s) result in whole or substantial part from the activities of a delegate agency, the notice shall identify that delegate agency. The notice shall also advise the grantee that the matter has been set down for hearing at a stated time and place in accordance with paragraph (f) of this section. In the alternative, the notice shall advise the grantee of its right to request a hearing and shall fix a period of time which shall not be less than 10 days, in which the grantee may request such a hearing.

(2) Termination hearings shall be conducted in accordance with the provisions of paragraphs (g) and (h) of this section. They shall be scheduled for the earliest practicable date, but not later than 30 days after a grantee has requested such a hearing. Consideration shall be given to a request by a grantee to advance or postpone the date of a hearing scheduled by the Department. Any such hearing shall afford the grantee a full and fair opportunity to demonstrate that it is in compliance with all applicable laws, regulations, and other requirements. In any termination hearing, the Department shall have the burden of justifying the proposed termination. However, if the basis of the proposed termination is the failure of a grantee to take action required by law, regulation, or other requirement, the grantee shall have the burden of proving that such action was timely taken.

(3) If a grantee requests that the Department hold a hearing in accordance with subparagraph (e)(1) of this section, it shall send a copy of its request for such a hearing to all delegate agencies which would

be financially affected by the termination and to each delegate agency identified in the notice pursuant to subparagraph (e)(1) of this section. This material shall be sent to these delegate agencies at the same time the grantee's request is made to the Department. The grantee shall promptly send the Department a list of the delegate agencies to which it has sent such material and the date on which it was sent.

(4) If the responsible Department official pursuant to subparagraph (e)(1) of this section informs a grantee that a proposed termination action has been set for hearing, the grantee shall, within 5 days of its receipt of this notice, send a copy of it to all delegate agencies which would be financially affected by the termination action and to each delegate agency identified in the notice pursuant to subparagraph (e)(1) of this section. The grantee shall send the responsible Department official a list of all delegate agencies notified and the dates of notification.

(5) If the responsible Department official has initiated termination proceedings because of the activities of a delegate agency, that delegate agency may participate in the hearing as a matter of right. Any other delegate agency, person, agency or organization that wishes to participate in the hearing may, in accordance with paragraph (g) of this section, request permission to do so from the presiding officer of the hearing. Such participation shall not, without the consent of the Department and the grantee, alter the time limitations for the delivery of papers or other procedures set forth in this section.

(6) The results of the proceeding and any measure taken thereafter by the Department pursuant to this section shall be fully binding upon the grantee and all its delegate agencies whether or not they actually participated in the hearing.

(7) A grantee may waive a hearing and submit written information and argument for the record. Such material shall be submitted to the responsible Department official within a reasonable period of time to be fixed by him/her upon the request of the grantee. The failure of a grantee to request a hearing, or to appear at a hearing for which a date has been set, unless excused for good cause, shall be deemed a waiver of the right to a hearing and consent to the making of a decision on the basis of such information as is then in the possession of the Department.

(8) The responsible Department official may attempt, either personally or through a representative, to resolve the issues in dispute by informal means prior to the date of any applicable hearing.

(f) Time and Place of Termination Hearings.

The termination hearing shall be held in Sacramento, CA, at a time and place fixed by the responsible Department official, unless he/she determines that the convenience of the Department or of the parties or their representatives requires that another place be selected.

(g) Termination Hearing Procedures.

(1) The termination hearing, the decision on termination and any review thereof shall be conducted in accordance with paragraph (g), (h) and (i) of this section.

(2) The presiding officer at the hearing shall be the responsible Department official. The presiding officer shall conduct a full and fair hearing, avoid delay, maintain order, and make a sufficient record for a full and true disclosure of the facts and issues. To accomplish these ends, the presiding officer shall have all powers authorized by law, and he/she may make all procedural and evidentiary rulings necessary for the conduct of the hearing. The hearing shall be open to the public unless the presiding officer, for good cause shown, determines otherwise.

(A) After the notice described in subparagraph (g)(6) of this section is filed with the presiding officer, he/she shall not consult any person or party on a fact in issue unless on notice and opportunity for all parties to participate. However, in performing his/her functions under this subparagraph the presiding officer may use the assistance and advise of an attorney designated by the General Counsel of the Department. The attorney designated to assist him/her however, must not have represented the Department or any other party or otherwise participated in a proceeding, recommendation, or decision in the particular matter.

(3) Both the Department and the grantee are entitled to present their cases by oral or documentary evidence, to submit rebuttal evidence and to conduct such examination and cross-examination as may be required for a full and true disclosure of the facts bearing on the issues. The issues shall be those stated in the notice required to be filed by subparagraph (g)(6) of this section, those stipulated in a pre-hearing conference or those agreed to by the parties.

(4) In addition to the Department, the grantee, and any delegate agencies which have a right to appear, the presiding officer, in his/her discretion, may permit the participation in the proceedings of such persons or organizations as he/she deems necessary for a proper determination of the issues involved. Such participation may be limited to those issues or activities which the presiding officer believes will meet the needs of the proceeding, and may be limited to the filing of written material.

(A) Any person or organization that wishes to participate in a proceeding may apply for permission to do so from the presiding officer. This application, which shall be made as soon as possible after the notice of proposed termination has been received by the grantee, shall state the applicant's interest in the proceeding, the evidence or arguments the applicant intends to contribute, and the necessity for the introduction of such evidence or arguments.

(B) The presiding officer shall permit or deny such participation and shall give notice of his/her decision to the applicant, the grantee, and the Department and, in the case of denial, a brief statement of the reasons therefor. The presiding officer may, however, subsequently permit such participation if, in his/her opinion, it is warranted by subsequent circumstances. If participation is granted, the presiding officer shall notify all

parties of that fact and may, in appropriate cases, include in the notification a brief statement of the issues as to which participation is permitted.

(C) Permission to participate to any extent is not a recognition that the participant has any interest which may be adversely affected or that the participant may be aggrieved by any decision, but is allowed solely for the aid and information of the presiding officer.

(5) All papers and documents which are required to be filed shall be filed with the presiding officer. Prior to filing, copies shall be sent to the other parties.

(6) The responsible Department official shall send the grantee and any other party a notice which states the time, place, and nature of the hearing, and the legal authority and jurisdiction under which the hearing is to be held. The notice shall also identify with reasonable specificity the facts relied on in justifying termination and the Department requirements which it is contended the grantee has violated. The notice shall be filed and served not later than 10 days prior to the hearing and a copy therefor shall be filed with the presiding officer.

(7) The grantee and any other party which has a right or permission to participate in the hearing shall give written confirmation to the Department of its intention to appear at the hearing 3 days before it is scheduled to occur. Failure to do so may, at the discretion of the presiding officer, be deemed a waiver of the right to a hearing.

(8) All papers and documents filed or sent to a party shall be signed in ink by the appropriate party or his/her authorized representative. The date on which papers are filed shall be the day on which the papers or documents are deposited, postage prepaid in the U.S. mail, or are delivered in person. The effective date of the notice specifying the grounds which warrant termination shall be the date of its delivery or attempted delivery at the grantee's last known address as reflected in the records of the Department.

(9) Prior to the commencement of a hearing the presiding officer may, subject to the provisions of subparagraph (g)(2)(A) of this section, require the parties to meet with him/her or correspond with him/her concerning the settlement of any matter which will expedite a quick and fair conclusion of the hearing.

(10) Technical rules of evidence shall not apply to hearings conducted pursuant to this section but the presiding officer shall apply rules or principles designed to assure production of relevant evidence and to subject testimony to such examination and cross-examination as may be required for a full and true disclosure of the facts. The presiding officer may exclude irrelevant, immaterial, or unduly repetitious evidence. A transcript shall be made of the oral evidence and shall be made available to any participant upon payment of the prescribed costs. All documents and other evidence submitted shall be open to examination by the parties and opportunity shall be given to refute facts and arguments advanced by either side on the issues.

(11) If the presiding officer determines that the interests of justice would be served, he/she may authorize the taking of depositions provided that all parties are afforded an



opportunity to participate in the taking of the depositions. The party who requested the deposition shall arrange for a transcript to be made of the proceedings and shall upon request, and at his/her expense, furnish all other parties with copies of the transcript.

(12) Official notice may be taken of a public document, or part thereof, such as a statute, official report, decision, opinion or published scientific data issued by any agency of the Federal Government or a State or local government and such document or data may be entered on the record without further proof of authenticity. Official notice may also be taken of such matters as may be judicially noticed in the courts of the United States, State of California, or any other matter of established fact within the general knowledge of the Department. If the decision of the presiding officer rests on official notice of a material fact not appearing in evidence, a party shall on timely request be afforded an opportunity to show the contrary.

(13) After the hearing has concluded, but before the presiding officer makes his/her decision, he/she shall afford each participant a reasonable opportunity to submit proposed findings of fact and conclusions. After considering each proposed finding or conclusion the presiding officer shall state in his/her decision whether he/she has accepted or rejected them in accordance with the provisions of paragraph(h) and (i) of this section.

(h) Decision.

(1) Each decision of a presiding officer shall set forth his/her findings of fact, and conclusions, and shall state whether he/she has accepted or rejected each proposed finding of fact and conclusion committed by the parties, pursuant to subparagraph (g)(13) of this section. Findings of fact shall be based only upon evidence submitted to the presiding officer and matters of which official notice has been taken. The decision shall also specify the requirement or requirements with which it is found that the grantee has failed to comply.

(2) The decision of the presiding officer may provide for continued suspension or termination of the contract in whole or in part, and may contain such terms, conditions, and other provisions as are consistent with and will effectuate the purposes of the Community Services Block Grant Act, as amended.

(3) If the hearing is held by an independent hearing examiner rather than by the responsible Department official, he/she shall make an initial decision, and a copy of this initial decision shall be mailed to all parties. Any party may, within 20 days of the mailing of such initial decision or such longer period of time as the presiding officer specifies, file with the responsible Department official his/her exceptions to the initial decision and any supporting brief or statement. Upon the filing of such exceptions, the responsible Department official shall, within 20 days of the mailing of the exceptions, review the initial decision and issue his/her own decision thereon, including the reasons therefor. The decision of the responsible Department official may increase, modify, approve, vacate, remit, or mitigate any sanction imposed in the initial decision or may remand the matter to the presiding officer for further hearing or consideration.



(4) Whenever a hearing is waived, a decision shall be made by the responsible Department official and a written copy of the final decision of the reasonable Department official shall be given to the grantee.

(5) The grantee may request the Director to review a final decision made by the responsible Department official which provides for termination. Such a request must be made in writing within 15 days after the grantee has been notified of the decision in question and must state in detail the reasons for seeking the review. In the event the grantee requests such a review, the Director or his/her designee shall consider the reasons stated by the grantee for seeking the review and shall approve, modify, vacate or mitigate any sanction imposed by the responsible Department official or remand the matter to the responsible Department official for further hearing or consideration. The decision of the responsible Department official will be given great weight by the Director or his/her designee during the review. During the course of his/her review, the Director or his/her designee may, but is not required to, hold a hearing or allow the filing of briefs and arguments. Pending the decision of the Director or his/her designee, the grant shall remain suspended under the terms and the conditions specified by the responsible Department official unless the responsible Department official or the Director or his/her designee determines otherwise. Every reasonable effort shall be made to complete the review by the Director or his/her designee within 30 days of receipt of the grantee's request by the Director. The Director or his/her designee may, however, extend this period of time if he/she determines that additional time is necessary for an adequate review.

(6) The responsible Department official or the presiding officer of a termination hearing may alter, eliminate or modify any of the provisions of this section with the consent of the grantee and, in the case of a termination hearing, with the consent of all delegate agencies that have a right to participate in the hearing pursuant the subparagraph (e)(5) of this section. Such consent must be in writing or be recorded in the hearing transcript.

(7) The procedures established by this section shall not preclude the Department from pursuing other remedies authorized by law.

(i) Right to Counsel; Travel Expenses.

(1) The Department and the grantee shall have the right to be represented by counsel or other authorized representatives in all proceedings under this section. Any grantee or delegate agency if authorized by resolution of their Board of Directors, may transfer sufficient funds from their current operating grants to pay for fees, travel and per diem expenses of such attorney. The fees for such attorneys shall be the reasonable and customary fees for an attorney practicing in the locality of the attorney. However, such fees shall not exceed \$100 per day, exclusive of travel costs and per diem, without the prior written approval of the Department.

(2) The Board of Directors of the grantee or any delegate agency which has a right to participate in an informal meeting pursuant to subparagraph (e)(8) of this section will also be authorized to designate two persons in addition to an attorney whose travel and

per diem expenses to attend the meeting or hearing may be paid from the organization's current operating grant. Such travel and per diem expenses shall conform to the policies set forth in Office of Management and Budget (OMB) Circular A-110, dated 7/30/76, and OMB Circular A-102, dated 9/12/77, and other applicable Federal laws or regulations which may supersede these policies.

(j) Denial of Refunding.

(1) No grantee shall be denied refunding by the Department without the Department first complying with paragraphs (e), (f), (g), (h) and (i) of this section.

(2) In addition to the general requirements of subsection (a), the Department shall obtain authority to terminate the contract of community action agency grantees or migrant and seasonal farmworker organization grantees from the Secretary of the U.S. Department of Health and Human Services pursuant to Section 676 A of the Community Services Block Grant Act, (42 U.S.C. 9905A), prior to a denial of refunding.

(k) Disposition of Unexpended Funds.

Upon termination, the disposition of unexpended CSBG funds and of property purchased with program funds shall be in accordance with the provisions of Section 100740 of Article 3 of these regulations, entitled Grant Closeouts for Terminated Grantees. Termination shall not affect expenditures or legally binding commitments made prior to the grantees receipt of notice of the termination provided such expenditures were made in good faith and are otherwise allowable.

Note: Authority cited: Section 12781(d)(1) and (e), Government Code. Reference: Section 12781(d)(1), Government Code



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GOVERNOR

**CSD PROGRAM NOTICE - CSBG**

**CPN-C-16-01**

**ISSUE DATE** May 19, 2016

**EXPIRATION DATE** Until Rescinded or Revoked

**FROM:**   
Linné Stout, Director

**SUBJECT** Eligibility for Households Receiving CalWORKs Benefits

**PURPOSE** The purpose of this Notice is to provide local agencies with guidance on client eligibility for Community Services Block Grant (CSBG)-funded services, when receiving benefits under the Temporary Assistance to Needy Families (TANF) program, known as California Work Opportunity and Responsibility to Kids (CalWORKs) program in California (hereinafter TANF/CalWORKs).

**SCOPE** This Notice applies to all CSBG eligible entities and organizations designated to receive CSBG funds.

**REFERENCE** CSBG Act, 42 USC §§9901(1), 9902(2)  
CA Gov. Code §12730(h)  
45 CFR §96.30 (a)

**EFFECTIVE DATE** Upon Issuance

**GENERAL**

**Background** Agencies have requested guidance on the issue of eligibility for applicants/households that apply for CSBG-funded services and receive TANF/CalWORKs assistance, but have a monthly income exceeding 100% of the Federal Poverty Level (FPL). Federal law states that individuals/households must not exceed 100% of the FPL to be eligible for CSBG services. According to State law, however, TANF/CalWORKs participants are automatically eligible to receive CSBG-funded services,

despite the potential to exceed the income eligibility criteria. This Program Notice resolves the conflict between Federal and State law and ensures both purposes are not overlooked.

TANF/CalWORKs is a program that provides cash aid and education, employment, and training programs to California families with low or very low incomes who are either under-employed, unemployed, or about to become unemployed to move toward self-sufficiency. One of the CSBG Act's key purposes [42 USC §9901(1)] is to support activities that help remove obstacles to self-sufficiency, particularly for families "attempting to transition off" of TANF, also known as CalWORKs in California.

## Analysis

Federal Law states that the poverty line (100 percent of the FPL) "shall be used as criterion of eligibility in the community services block grant program." (42 USC §9902 (2)). The Federal law does provide some flexibility to states when determining the eligibility levels for CSBG-funded programs. "Whenever a State determines that it serves the objectives of the block grant program... the State may revise the poverty line to not to exceed 125 percent of the official poverty line otherwise applicable under this paragraph." (42 USC §9902 (2)).

State CSBG law considers (without using the terminology 'categorical eligibility') CalWORKs recipients as automatically eligible for CSBG-funded services:

(h) "Eligible beneficiaries" means all of the following:

- (1) All individuals living in households with incomes not to exceed the official poverty line according to the poverty guidelines updated periodically in the Federal Register by the United States Department of Health and Human Services, as defined in Section 9902 of Title 42 of the United States Code, as amended.
- (2) All individuals eligible to receive Temporary Assistance for Needy Families under the state's plan approved under Public Law 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, and (Chapter 2 (commencing with Section 11200) of Part 3 of Division 9 of the Welfare and Institutions Code) or assistance under Part A of Title IV of the Social Security Act (42 U.S.C. Sec. 601 et seq.).
- (3) Residents of a target area or members of a target group having a measurably high incidence of poverty and that is the specific focus of a project financed under this chapter.

[Cal. Gov. Code §12730(h)]

For the purpose of determining CSBG household eligibility, "household" is defined in accordance with the United States Department of Health

and Human Services poverty guidelines. The poverty guidelines provide the official poverty measure for persons in families/households of 1 or more persons. Using this measure, the CSBG household is defined as 1 or more persons.

This language creates a potential conflict between Federal and State CSBG laws, as Federal law does not provide categorical eligibility for CSBG-funded services to TANF/CalWORKs participants, who may exceed 100 percent of the FPL, as provided in California's CSBG law. Federal statute, however, does grant authority to increase the eligibility level for CSBG-funded programs to 125 percent of the FPL (42 U.S.C. § 9902(2)).

To resolve potential conflicts between state and federal laws, CSD must take legal and policy implications into account when creating guidelines. If there is a conflict between federal and state law, CSD is required to adhere to federal law, as it is considered the "supreme law of the land" and supersedes state law. Therefore, the foundational rule in this case must be that CSBG applicants' income shall not exceed 100% of the FPL. While this initial rule resolves potential federal challenges, it does not fully capture State law, TANF/CalWORKs and CSBG programs' mission: to reduce poverty and assist applicants gain self-sufficiency.

Both the Federal and State CSBG statutes make an explicit connection between CSBG and TANF or CalWORKs and the purpose of self-sufficiency by providing resources to those individuals moving away from poverty. This purpose seems to be defeated if a family that receives CalWORKs is unable to receive CSBG-funded services, some of which provide opportunities for CalWORKs recipients to fulfill/comply with the program's work participation requirements. CSD has the authority to allow CalWORKs participants to participate in CSBG-funded programs if the household income does not exceed 125 percent of the FPL, in accordance with the Federal statute's flexibility to states.

## **Conclusion**

To accomplish the purpose of the CSBG and CalWORKs programs, and to comply with both state and federal law, agencies administering CSBG shall consider an applicant/household who does not receive CalWORKs and does not exceed 100% of the FPL eligible for CSBG-funded programs. An applicant/household who receives CalWORKs and exceeds 100% of the federal poverty level, but does not exceed 125% of the FPL is also eligible for CSBG services.

The increase in income eligibility for CSBG applicants is limited to participants of the CalWORKs program. Participants in other federally or state funded programs such as SSI, CalFresh, or Head Start, must qualify at the 100% FPL to be eligible for CSBG-funded programs.

## **GLOSSARY OF TERMS**

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ACF: Administration for Children and Families

ASU: Audit Services Unit

CAA: Community Action Agency

CAC: CSBG Advisory Committee

CalCAPA: California Community Action Partnership Association

CalEITC: California Earned Income Tax Credit

CAP: Community Action Plan

CCEDA: California Community Economic Development Association

CDC: Community Design Center

CSD: Community Services and Development

CSBG: Community Services Block Grant

EITC: Earned Income Tax Credit

EMT: Emergency Medical Technician

FI\$CAL: Financial Information System for California

FFY: Federal Fiscal Year

FPL: Federal Poverty Level

FTB: Franchise Tax Board

HiAP: Health in All Policies

LACCD: Los Angeles Community College District

LIHEAP: Low-Income Home Energy Assistance Program

LIWP: Low-Income Weatherization Program

LPA: Limited Purpose Agency

NAI: Native American Indian

MSFW: Migrant & Seasonal Farmworker Program

OCS: Office of Community Services

QIP: Quality Improvement Plan

RCAC: Rural Community Assistance Corporation

ROMA: Results Oriented Management and Accountability

RPIC: Regional Performance & Innovation Consortia

SCO: State Controller's Office

SIT: State Interagency Team

SNAP: Supplemental Nutrition Assistance Program

T&TA: Training and Technical Assistance

WAP: Weatherization Assistance Program