

2022/2023
Community Needs Assessment and
Community Action Plan

California Department of
Community Services and Development
Community Services Block Grant



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Introduction

The Department of Community Services and Development (CSD) has developed the 2022/2023 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2021**. In an effort to reduce administrative burden during the Novel Coronavirus (COVID-19) pandemic, CSD has made changes to the CAP template. The changes are detailed below in the “What’s New for 2022/2023?” section. Provide all narrative responses in 12-point Arial font with 1.5 spacing. When the CNA and CAP are complete, they should not exceed 52 pages, excluding the appendices.

Purpose

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

Federal CSBG Programmatic Assurances and Certification

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

State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies’ CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and program performance improvement. A list of the applicable State Assurances and the agency certification for them are found in the State Assurances section of this template.

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that are met through the completion of the CAP and the CNA. A list of Organizational Standards that will be met upon completion of the CAP can be found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New For 2022/2023?

Two-Part Layout. The 2022/2023 template has been divided into two parts:

Part I: Community Needs Assessment (CNA); and

Part II: Community Action Plan (CAP).

The CNA portion has sections for the needs assessment narrative and the results. Surveys and analysis documents may be attached as appendices. The CAP portion encompasses all the usual topics such as Vision and Mission Statement, Tripartite Board of Directors, Service Delivery System, Linkages, Monitoring, etc.

Revised Public Hearing Section. In addition to including the statute for the public hearing requirement, CSD has incorporated new guidelines for issuing the Notice of Public Hearing and the draft CAP, and documenting low-income testimony delivered at the public hearing. The Low-Income Testimony and Agency Response document will be required as an appendix. See the section on Public Hearing(s) for more details.

CNA Helpful Resources. Part I: Community Needs Assessment contains resources on conducting a needs assessment, influence of COVID-19 on the process, and updated links to state and national quantitative data sets.

Revised and Reduced Narrative Sections. Every effort has been made to reduce the administrative burden of conducting a CNA and preparing a CAP during an active pandemic. Although these tasks are fundamental to CSBG and should not be overlooked, CSD is aware of the reduced capacity and other circumstances under which many of the agencies are functioning. CSD has removed questions, utilized check boxes when possible, and made some questions optional. Many questions about the federal and state assurances have been removed. However, agencies are still required to certify that they are in compliance with the assurances. In the sections pertaining to the Tripartite Board of Directors and Linkages, for instance, agencies may indicate whether there are changes to the response in the 2020-2021 CAP or whether they would like CSD to accept the 2020-2021 CAP response without adaptations. Please keep in mind that these flexibilities are made because of the COVID-19 pandemic and may not be utilized in future years.

Additional Information. CSD has added a section to address disaster preparedness and agency capacity building. While this information is not directly mandated by statute, it is important to know agencies have disaster response plans in place and are making efforts to increase their own capacities. Responses to these questions are optional.

Federal and State Assurances Certification. Pertaining to the federal and state assurances, CSD removed questions where possible. If compliance to an assurance could be demonstrated without a narrative, the question was removed. However, agencies will still be required to certify that the Federal CSBG Programmatic Assurances and the State Assurances are being met. Agency certifications are found in those sections.

CSBG State Plan References. Information for the CSBG State Plan comes largely from CAPs submitted by agencies. To help agencies understand their roll in preparing the CSBG State Plan, CSD has indicated which questions contribute to the development of the annual CSBG State Plan.

Checklist

- Cover Page and Certification**
- Public Hearing(s)**

Part I: Community Needs Assessment

- Narrative**
- Results**

Part II: Community Action Plan

- Vision Statement**
- Mission Statement**
- Tripartite Board of Directors**
- Service Delivery System**
- Linkages and Funding Coordination**
- Monitoring**
- Data Analysis and Evaluation**
- Additional Information (Optional)**
- Federal CSBG Programmatic Assurances and Certification**
- State Assurances and Certification**
- Organizational Standards**
- Appendices**

**COMMUNITY SERVICES BLOCK GRANT (CSBG)
2022/2023 Community Needs Assessment and Community Action Plan
Cover Page and Certification**

Agency Name	Tehama County Community Action Agency
Name of CAP Contact	David Madrigal
Title	Program Manager
Phone	(530)528-4046
Email	dmadrigal@tcdss.org

CNA Completed MM/DD/YYYY:
(Organizational Standard 3.1)

04/15/2021

Board and Agency Certification

The undersigned hereby certifies that this agency complies with the Federal CSBG Programmatic and State Assurances as outlined in the CSBG Act and California Government Code, respectively for services provided under the Federal Fiscal Year 2022/2023 Community Action Plan. The undersigned further certifies the information in this Community Needs Assessment and the Community Action Plan is correct and has been authorized by the governing body of this organization. (Organizational Standard 3.5)

Dennis Garton		JUN 08 2021
Board Chair (printed name)	Board Chair (signature)	Date
Laura Hawkins		5/24/21
Executive Director (printed name)	Executive Director (signature)	Date

Certification of ROMA Trainer/Implementer (If applicable)

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan documents the continuous use of the Results Oriented Management and Accountability (ROMA) system (assessment, planning, implementation, achievement of results, and evaluation).

David Madrigal		5/21/21
NCRT/NCRI (printed name)	NCRT/NCRI (signature)	Date

CSD Use Only

Dates CAP (Parts I & II)		Accepted By
Received	Accepted	

Public Hearing(s)

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

State Statute Requirements

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. All testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP. Agencies shall indicate whether or not the concerns expressed by low-income individuals and families have been addressed. If an agency determines that any of the concerns have not been addressed in the CAP, the agency shall include in its response document, information about the concerns and comment as to their validity.

Public Hearing Guidelines

Notice of Public Hearing

1. Notice of the hearing and comment period must be published at least 15 calendar days prior to the public hearing.
2. The notice may be published on the agency's website, Facebook page, social media channels, and/or in newspaper(s) of local distribution.
3. The notice must include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
4. The comment period should be open for at least 15 calendar days prior to the hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
5. The draft CAP must be made available for public review and inspection at least 30 days prior to the hearing. The draft CAP can be posted on the agency's website, Facebook page, social media channels, and distributed electronically or in paper format.
6. Attach a copy of the Notice(s) of Public Hearing as Appendix A to the final CAP.

Public Hearing

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

Guidance for Public Hearings During COVID-19

The COVID-19 pandemic poses unique challenges to fulfilling the public hearing requirement. CSD asks that agencies adhere to state and county public health guidance to slow the spread of the virus and ensure public safety. The health and safety of agency staff and the communities you serve is paramount. If a public hearing cannot be conducted in person, CSD encourages agencies to utilize other formats or methods that will still adhere to the state and county public health guidance. If conducting a public hearing through other formats or methods is still not possible, agencies must contact their Field Representative at CSD at least 30 days prior to the submission of the CAP for additional guidance. Agencies will be required to provide documentation to support their constraints to meet the public hearing requirement.

Public Hearing Report

Date(s) of Public Hearing(s)	05/12/2021
Location(s) of Public Hearing(s)	Zoom
Dates of the Comment Period(s)	04/27/2021-05/11/2021
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	Agency website, Email Blast, Social Media, Passed our flyer at community committees and meetings.
Date the Notice(s) of Public Hearing(s) was published	04/12/2021
Number of Attendees at the Public Hearing(s) (Approximately)	1

Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

In 2011, NASCSP published a [Community Action to Comprehensive Community Needs Assessment Tool](#) that supports planning and implementing a comprehensive CNA. The tool lays out design choices, planning steps, implementation practices, analysis, and presentation options.

The National Community Action Partnership has [resources](#) such as an online Community Needs Assessment Tool and information about conducting a needs assessment during the COVID-19 pandemic. The Partnership also has a [Data Hub](#) designed specifically for the community needs assessment process.

To provide a comprehensive “picture” of the community needs in your service area(s), agencies will collect and analyze both quantitative and qualitative data. Links to several national and state quantitative data sets are given below. Local and agency data also provide information about the needs of the community.

National and State Data Sets			
U.S. Census Bureau Poverty Data	U.S. Bureau of Labor Statistics Economic Data	U.S. Department of Housing and Urban Development Housing Data & Report	U.S. Department of Health and Human Services Data Portal
Baseline Census Data by County		National Low-Income Housing Coalition Housing Needs by State	National Center for Education Statistics IPEDS
California Department of Finance Demographics	California Attorney General Access RSS Data	California Department of Public Health Various Data Sets	California Governor's Office Covid-19 Data
California Department of Education School Data via DataQuest		California Employment Development Department UI Data by County	

Community Needs Assessment Narrative

CSBG Act Sections 676(b)(3)(C), 676(b)(9)

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

State Plan

1. How did the agency share the CAP, including the CNA, with the community, stakeholders, partner organizations? (Check all that apply.)

- The agency's website
- Posted on the agency's Facebook page
- Electronic reports were sent
- Printed copies were distributed
- Social media channels
- Other

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

Tehama County Community Action Agency (TCCAA) utilized community surveys as well as data from the U. S. Census Bureau to identify areas of poverty that exist in our county. TCCAA also utilized employment and unemployment data from the Employment Development Department, Plumas County Development Commission, California Department of Social Services, and U. S. Bureau of Labor Statistics. TCCAA collected local data on graduation rates from the Tehama County Department of Education. Data from our surveys and that collected from other agencies provided information related to gender, age and race/ethnicity and was used to implement anti-poverty programs.

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

TCCAA is funded to serve all of Tehama County, which is a very large county of approximately 2,951 square miles and has a population density of 22 people per square mile. Most of the county services are located along Interstate 5, which runs through the middle of the county, with the most populous towns being Red Bluff and Corning. Due to its geographic isolation many people who live in the rural areas have to drive long distances to access services and programs.

There are many areas within our county that do not have readily available access to fresh fruits and vegetables due to the county's large land mass and the concentration of grocery stores in the larger towns of Red Bluff, Corning and Los Molinos. Many communities exist far from the I-5 corridor, requiring residents to travel long distances to access fresh produce and other commodities.

High need areas exist in multiple areas of the county, with a higher level of need being in small communities that are at least a 30-minute drive from the two biggest towns in the county. Most of these small communities do not have amenities close by, which can make it difficult for families living in more rural areas.

4. Indicate from which sources your agency collected and analyzed quantitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Federal Government/National Data Sets

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

California State Data Sets

- Employment Development Department
- Department of Education
- Department of Public Health
- Attorney General
- Department of Finance
- State Covid-19 Data
- Other

Surveys

- Clients
- Partners and other service providers
- General public
- Staff
- Board members

Local Data Sets

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

Agency Data Sets

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

- Private sector
- Public sector
- Educational institutions

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

Tehama 2-1-1

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

Surveys

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

Focus Groups

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

Interviews

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

Community Forums

Asset Mapping

Other

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

8. Describe your agency's analysis of the quantitative and qualitative data collected from low-income individuals and families. Include a description of the data collected. (Organizational Standards 1.1, 1.2, 3.3; State Plan)

Multiple sources of quantitative and qualitative data were utilized to develop a clear picture of the needs that exist in our county. The data collected for this 2021 Community Needs Assessment

represents the most current and relevant information available related to the people and communities of Tehama County.

Qualitative data was collected from surveys of clients, consumers, stakeholders, employees, community leaders, and TCCAA Tripartite Board members. Surveys were provided in written and online formats and collected between October 2020 and February 2021, with 264 respondents. All data was analyzed using Survey Monkey’s online descriptive analysis tools. Qualitative data was also gathered from local stakeholders at community meetings with partner agencies and community members in attendance.

Quantitative data was collected from community forums, committees, research from government sources and private industry information. Some of the data for this assessment was obtained through the United States Census Bureau, Data USA website, U.S. Department of Housing and Urban Development, California Housing Partnership, and several other online data hubs. This data was used to provide details regarding client demographics, which include population, gender, age, ethnicity, family size, age, income, education attainment and household type.

9. Summarize the data gathered from each sector of the community listed below and detail how your agency used the information to assess needs and resources in your agency’s service area(s). Your agency must demonstrate that each sector was included in the needs assessment; A response for each sector is required. (CSBG Act Sections 676(b)(3)(C), 676(b)(9); Organizational Standard 2.2; State Plan)

A. Community-Based Organizations

Forty-seven (47) individuals who participated in the CNA survey indicated that they represented a Community Based Organization (CBO). CBO respondents were asked the following questions, with the top 5 responses per each category.

Why do you believe people have problems getting or keeping a full-time living wage job? (Top 5)	Which of the following issues do you believe are the greatest challenge low-income households are currently facing? (Top 5)	Which of the following areas do you believe low-income households need assistance with in order to achieve and maintain self-sufficiency? (Top 5)	What do you consider the biggest UNMET needs in our community? (Top 5)	What do you think are the major causes of poverty in our community? (Top 5)

<ul style="list-style-type: none"> • Transportation • Child Care • Lack of Education • Substance Abuse • Physical or Mental Disabilities 	<ul style="list-style-type: none"> • Child Care • Housing • Living Wage Employment • Transportation • Mental Health Services 	<ul style="list-style-type: none"> • Child Care • Housing • Living Wage Employment • Job Training • Transportation 	<ul style="list-style-type: none"> • Safe and Affordable Housing • Mental Health • Child Care • Services for the Youth • Emergency Housing 	<ul style="list-style-type: none"> • Mental Health Issues • Substance Abuse Issues • Low Motivation • Lack of Safe and Affordable Housing • Generational Poverty
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The various sectors had similar views as to what the top needs in the community are: Mental Health, Substance Abuse, Child Care, Transportation, Living Wage Employment, and Housing, and the major causes of poverty in our county: Low Motivation, Mental Health, Substance Abuse, Generational Poverty, and Living Wage Employment.

B. Faith-Based Organizations

Ten (10) individuals who participated in the CNA survey indicated that they represented a Faith-Based Organization (FBO). FBO respondents were asked the following questions, with the top 5 responses per each category.

Why do you believe people have problems getting or keeping a full-time living wage job? (Top 5)	Which of the following issues do you believe are the greatest challenge low-income households are currently facing? (Top 5)	Which of the following areas do you believe low-income households need assistance with in order to achieve and maintain self-sufficiency? (Top 5)	What do you consider the biggest UNMET needs in our community? (Top 5)	What do you think are the major causes of poverty in our community? (Top 5)
<ul style="list-style-type: none"> • Child Care • Transportation • Physical or Mental Disabilities • Substance Abuse • Communication Skills 	<ul style="list-style-type: none"> • Budgeting • Child Care • Substance Abuse • Transportation • Mental Health 	<ul style="list-style-type: none"> • Living Wage Jobs • Transportation • Energy/Utility Costs • Child Care • Substance Abuse 	<ul style="list-style-type: none"> • Financial Education • Safe and Affordable Housing • Mental Health • Emergency Services • Work Experience Opportunities 	<ul style="list-style-type: none"> • Low Motivation • Mental Health Issues • Generational Poverty • Substance Abuse Issues • No Good Role Models

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

Fifty-two (52) individuals who participated in the CNA survey indicated that they represented the Private Sector. Private Sector respondents were asked the following questions, with the top 5 responses per each category.

Why do you believe people have problems getting or keeping a full-time living wage job? (Top 5)	Which of the following issues do you believe are the greatest challenge low-income households are currently facing? (Top 5)	Which of the following areas do you believe low-income households need assistance with in order to achieve and maintain self-sufficiency? (Top 5)	What do you consider the biggest UNMET needs in our community? (Top 5)	What do you think are the major causes of poverty in our community? (Top 5)
<ul style="list-style-type: none"> • Substance Abuse Issues • Physical or Mental Disabilities • Lack of Education • Child Care • Transportation 	<ul style="list-style-type: none"> • Substance Abuse Issues • Child Care • Living Wage Employment • Transportation • Housing 	<ul style="list-style-type: none"> • Substance Abuse • Job Training • Living Wage Employment • Budgeting • Child Care 	<ul style="list-style-type: none"> • Safe and Affordable Housing • Mental Health • Work Experience Opportunities • Emergency Housing • Child Care 	<ul style="list-style-type: none"> • Lack of Education • Jobs Pay Too Little • Low Motivation • Mental Health Issues • Substance Abuse Issues

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

Eighty-six (86) individuals who participated in the CNA survey indicated that they represented the Public Sector. Public Sector respondents were asked the following questions, with the top 5 responses per each category.

Why do you believe people have problems getting or keeping a full-time living wage job? (Top 5)	Which of the following issues do you believe are the greatest challenge low-income households are currently facing? (Top 5)	Which of the following areas do you believe low-income households need assistance with in order to achieve and maintain self-sufficiency? (Top 5)	What do you consider the biggest UNMET needs in our community? (Top 5)	What do you think are the major causes of poverty in our community? (Top 5)

<ul style="list-style-type: none"> • Need Child Care • Substance Abuse Issues • Transportation • Lack of Education • Need Better Technical Job Skills 	<ul style="list-style-type: none"> • Living Wage Employment • Housing • Child Care • Substance Abuse • Transportation 	<ul style="list-style-type: none"> • Housing • Transportation • Living Wage Employment • Child Care • Substance Abuse 	<ul style="list-style-type: none"> • Safe and Affordable Housing • Mental Health • Work Experience Opportunities • Emergency Housing • Financial Education 	<ul style="list-style-type: none"> • Child Care • Housing • Living Wage Employment • Transportation • Substance Abuse
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E. Educational institutions (local school districts, colleges)

One hundred three (103) individuals who participated in the CNA survey indicated that they represented an Education Institution. Education Institution respondents were asked the following questions, with the top 5 responses per each category.

Why do you believe people have problems getting or keeping a full-time living wage job? (Top 5)	Which of the following issues do you believe are the greatest challenge low-income households are currently facing? (Top 5)	Which of the following areas do you believe low-income households need assistance with in order to achieve and maintain self-sufficiency? (Top 5)	What do you consider the biggest UNMET needs in our community? (Top 5)	What do you think are the major causes of poverty in our community? (Top 5)
<ul style="list-style-type: none"> • Need Child Care • Substance Abuse Issues • Lack of Education • Need Better Technical Job Skills • Transportation 	<ul style="list-style-type: none"> • Living Wage Employment • Child Care • Substance Abuse • Education • Housing 	<ul style="list-style-type: none"> • Child Care • Substance Abuse • Living Wage Employment • Job Training • Education 	<ul style="list-style-type: none"> • Mental Health • Safe and Affordable Housing • Work Experience Opportunities • Services for Youth • Child Care 	<ul style="list-style-type: none"> • Substance Abuse • Generational Poverty • Low Motivation • Mental Health Issues • Lack of Education

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

According to Census.gov, Tehama County has a poverty rate of 16.3 percent, compared to California at 11.8 and the national average of 10.5. Tehama County is ranked 43rd in the state when it comes to poverty. Tehama County has an annual median income of \$44,514 compared to the national average of \$61,937. Some of the issues that contribute to poverty in the county include, lack of skills to obtain employment, substance abuse and not being able to pass a drug test, inability for low income or homeless individuals to obtain required documents for employment, lack of short term certificate programs and transportation.

In March of 2020 the unemployment rate was at 6.2 percent in Tehama County and once COVID-19 began to impact the job market, it shot up to 14.5 percent in April. In December of 2019 there were 1,240 people who were unemployed compared to 2,090 in December of 2020.

Sixty-one percent of participants who completed our COVID-19 survey stated that they were either laid off or had to quit their job to take care of their children who were not in school. This was a huge impact on working parents and the lack of childcare centers, which COVID-19 also had an impact on because many of them closed or turned their focus on essential employees.

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

According to the Tehama County 2020 Affordable Needs Report, a family of three in Tehama County needs to spend no more than 21% of their income on housing to thrive. A family earning \$46,627, would need to spend no more than \$816 a month on housing. This amount is below fair market rent for a two-bedroom, which is \$952 for 2021. Anyone earning below the median income, without access to affordable housing, would be paying a significantly higher percentage of their income on housing. With the limited number of affordable housing complexes available in Tehama County (21), the Housing Needs Report estimates there are 1,696 low-income renter households who do not have access to an affordable home.

Food insecurity exists in many parts of the county as the population is dispersed over a large land area. Currently 8,026 or 72.2 percent of children and youth enrolled in Tehama County schools are eligible for free or reduced-price lunches. This is higher than both the state and the national average. Additionally, a study of the Healthiest Communities, done by U.S. News in collaboration with Aetna Foundation, reported in November 2020, that over 20% of Tehama County residents do not have access to a large grocery store.

12. Describe your agency's approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 6.4, State Plan)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Table 1: Needs Table

Complete the table below. Insert a row if additional space is needed.

Needs Identified	Level	Integral to Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
Housing	Community	Y	Y	Y
Financial Literacy	Family	Y	N	Y
Utility Assistance	Family	Y	Y	Y
Transportation	Community	Y	Y	Y
Access to Food/Meals	Family	Y	Y	Y

Needs Identified: List the needs identified in your most recent CNA.

Level: List the need level, i.e. community or family. Community Level: Does the issue impact the community, not just clients or potential clients of the agency? For example, a community level employment need is: There is a lack of good paying jobs in our community. Family Level: Does the need concern individuals/families who have identified things in their own life that are lacking? An example of a family level employment need would be: Individuals do not have good paying jobs.

Integral to Agency Mission: Indicate if the identified need aligns with your agency's mission.

Currently Addressing: Indicate if your agency is already addressing the identified need.

Agency Priority: Indicate if the identified need will be addressed either directly or indirectly.

Table 2: Priority Ranking Table

Prioritize all needs identified as an agency priority in Table 1. Insert a row if additional space is needed.

Agency Priorities	Description of programs, services, activities	Indicator(s)/Service(s) Category (CNPI, FNPI, SRV)
1.Housing	COVID-19 Housing Relief Program, Housing Support Program, Deposit Assistance. We will provide deposit assistance, case management, rental assistance, depending on the program. We will serve between 25-50 individuals per year.	FNPI
2.Financial Literacy	Partner with local CBO to provide the training through a subcontract. The class will be offered during the spring and fall. We will set a target of 20 people who will attend each class.	CNPI
3.Access to Food/Meals	Annual Tailgate Food Giveaways, partner with Food for the Hungry and TCCAA food pantry. Our plan is to provide food to at least 900 people per year.	SRV
4.Utility Assistance	Partner CBO who is currently administering a utility assistance program in the county through a contract. We hope to serve between 15-30 people per year, depending on the funding amount.	SRV
5.Transportation	Serve on Social Services Transportation Advisory Committee (SSTAC). Administer a bus ticket program to provide transportation assistance to clients in need.	SRV

Agency Priorities: Rank your agency priorities.

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

Indicator/Service Category (CNPI, FNPI, SRV): List the indicator(s) or service(s) that will be reported in annual report.

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

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

California Code of Regulations, Title 22, Division 11, Chapter 1, Sections 100651 and 100655

Vision and Mission Statement

1. Provide your agency's Vision Statement.

TCCAA plans to make a difference in the lives of residents by expanding services, networking with community partners, increasing awareness of our agency, passionately fighting to end poverty and instilling hope in our community by guiding them to self-sufficiency.

2. Provide your agency's Mission Statement.

Building a resilient community by providing opportunities to strengthen the lives of individuals and families.

Tripartite Board of Directors

CSBG Act Sections 676B(a); 676(b)(10)

California Code of Regulations, Title 22, Division 11, Chapter 1, Section 100605

State Plan

1. Describe how your Advisory or Governing Board is involved in the decision-making process and participates in the development, planning, implementation and evaluation of programs to serve low-income communities. (CSBG Act Section 676B(a))

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

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

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

3. Describe your Advisory or Governing Board's policy for filling board vacancies in accordance with established bylaws. Include the recruiting process, democratic selections process for low-income board members, and the timeframe established by your agency to fill vacancies. (State Plan)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

Service Delivery System

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

State Plan

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

A pre-screen assessment is completed with all clients to determine eligibility for our services or programs. Ineligible clients are referred to outside programs or services. If a client is eligible, a Characteristics Data Form is completed to collect demographic information. TCCAA provides four types of services: Direct, Case Managed, Advocacy, and Referrals & Outreach. Depending on program requirements and services provided, check-ins are completed either monthly or quarterly. Information gathered is inputted into our case management software, then utilized for the Family National Performance Indicators (FNPI's) or to assess program performance. Services delivered are performed by our internal programs or with TCCAA's contracted vendors.

2. List your agency's proposed programs/services/activities that will be funded by CSBG. Include a brief explanation as to why these were chosen and how they relate to the CNA. (CSBG Act Section 676(b)(3)(A), State Plan)

Program/Services/Activity	Description & Why Chosen & Relation to CNA
Volunteer Income Tax Assistance (VITA)	Volunteers provide free Federal & California state income tax return preparation for households in our community with an income of \$60,000 or less. We administer the program to save our customers thousands of dollars which in turn has an economic impact on our community. In the survey we provided to the community for the CNA, VITA was a program that people were very appreciative that we provided and were grateful the agency continues to provide.
Deposit Assistance Program	Program can assist with the payment of security deposits and/or utility deposits to secure a rental unit in Tehama County. Program was chosen because there are very few programs in the county to assist with housing. Housing was the biggest need identified during the CNA process and this is a huge help to people who need help getting into housing.
Live Inspired for Tomorrow (LIFT)	One-day event held every November. Over 50 vendors come together to help the homeless and low income families with resources. The event averages about 1,200 participants. This is the most impactful event that we help coordinate and participate in in our community.

CSBG COVID Relief Housing Program	With funding received through the CARES Act, TCCAA decided to help clients with paying their back rent, mortgage or utility bills as long as the reason they were unable to pay was COVID-19 related. As explained in the Deposit Assistance Program, housing is our biggest need.
Food Pantry	One of the needs in our community is access to food/meals. We decided to purchase non-perishable food, where people who walked in the front door and requested the assistance would be able to receive a box of food within minutes. This was one of the top needs identified during the CNA assessment process.
Home Safe	Program works with clients referred from Adult Protective Services (APS). This is homeless prevention program, focuses on removing barriers that may be impacting our clients' ability to stay housed. During the community assessment, there were comments related to service for the elderly and in our county, there aren't any other services that are solely for the purpose of keeping elderly people housed, especially for those who are part of APS.

Linkages and Funding Coordination

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

California Government Code Sections 12747, 12760

Organizational Standards 2.1, 2.4

State Plan

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

Coalition	Participants	Methods used to coordinate services/funding
Tehama County Continuum of Care (TCCOC)	TCHSA, Board of Supervisors Representative, TCDSS, TCCAA, Poor and the Homeless (PATH), Tehama County Department of Education, Empower Tehama (Domestic Violence), Red Bluff City Council Representative and Corning City Council Representative.	TCCOC is a collaboration of organizations that provides assistance to residents of Tehama County who are experiencing homelessness, are at risk of becoming homeless, or are in need of housing or other assistance. Collaborating allows the members of TCCOC to provide better and more efficient care than any one organization could provide on its own.

Administrative Oversight Team (AOT)	Tehama County Board of Supervisors, NCCDI (Head Start) Economic Development, Job Training Center (JTC), TCCAA, First 5 Tehama, Northern Valley Catholic Social Services, Empower Tehama (Domestic Violence), TCHSA, Employment Development Department, Faith Community Representative, Child Care and Referral Agency, School Readiness.	The mission of the AOT group is to bring together public and private resources in a collaborative effort to eliminate employment barriers and to create jobs. During these meetings each agency shares what they are doing and, if possible, ways we can collaborate.
Food Share	Public Health, Empower Tehama, Villa Columba, PATH, Gleaners, Food for the Hungry, 1 st Christian Church, Lord's Table, RTR Church and Salt Ranch	Food Share is a collaboration of CBO's whose focus is community food resources and nutrition education.

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

Agency	Program	Service
Chico State, Center for Healthy Communities (CHC).	Youth Summer Program	Provides a virtual physical education for students in two locations (Rancho Tehama Reserve and Los Molinos). Staff will lead a live virtual physical education activities utilizing CATCH curriculum for teachers with students in K-8 th grade.
TCDSS, Child Protective Services (CPS)	Wraparound Program (Internal TCCAA Program)	Wraparound is a voluntary, strength based approach which helps youths and their families become stable. Wraparound is driven by 10 principles and is delivered through activities in four concurrent phases. Wraparound ultimately is not a program, it's a process.
TCDSS, CalWORKs Employment Services	Housing Support Program (HSP) (Internal TCCAA Program)	The Housing Support Program follows Rapid Rehousing and Progressive Engagement models. HSP services are provided to families with children who are receiving public assistance and are eligible for CalWORKs. Families enrolled in HSP are assessed based on their level of crisis and their level of vulnerability.

TCDSS, CaWORKs Employment Services	Family Stabilization Program (FSP) (Internal TCCAA Program)	Family Stabilization is a voluntary, strength-based approach which helps CaWORKs families who are in crisis become stable. Stability is achieved through team meetings where the family and the FSP team collaboratively create an individualized plan that is based on the family's specific needs.
TCDSS, Adult Protective Services (APS)	Home Safe Program (Internal TCCAA Program)	The Home Safe Program supports the safety and housing stability of individuals involved with Adult Protective Services (APS) by providing housing-related assistance. The program uses short-term financial assistance, legal services, eviction prevention, heavy cleaning, landlord mediation and more.
TCDSS, Eligibility Services	Social Security Program (Internal TCCAA Program)	Tehama County Community Action Agency's Social Security Specialist assists customers to apply for benefits and appeal decisions from the Social Security Administration (SSA).
Live Inspired for Tomorrow (LIFT) Event	Community Event	A one-day event that provides low-income and homeless individuals with services.
PATH	Homeless Shelter	Provides a winter shelter to homeless residents in our county.
Area Agency on Aging	Senior Nutrition Program (Internal TCCAA Program)	Program provides healthy hot meals for elderly clients at two congregate sites and through three home delivery routes.
Shasta College Foundation	Step-Up Program	This program utilizes restorative justice to provide a second chance for students who have made poor choices at some point in their lives. The program combines support with accountability and community to assist students in the transition to becoming successful, contributing members of the community.
Tehama County Department of Education	Safe Education & Recreation for Rural Families (SERRF)	SERRF will utilize Virtual Skillastics Programs "Mindfulness" and "Move and Groove" for school sites to be used for physical activity and to support the Social Emotion Learning (SEL) programs.

Tehama County Police Activities League (PAL)	PAL Mentoring	This program provides free mentoring opportunities and experiences for youth in Tehama County. They employ curriculum focused on prevention and leadership through the use of games, art, sports. STEAM and STEM activities, field trips and community service projects and events.
TCDSS, Eligibility Services	Medi-Cal Navigator Program (Internal TCCAA Program)	This program focuses on populations that include households and individuals who are eligible for Medi-Cal, such as people with mental health disorders, substance abuse disorder needs and other disabilities, homeless individuals, people in county jail and probation. Navigation services fall into four categories, which are outreach, enrollment, retention and utilization assistance.

3. Describe how services are targeted to low-income individuals and families and indicate how staff is involved, i.e. attend community meetings, provide information, make referrals, etc. Include how you ensure that funds are not used to duplicate services. (CSBG Act Section 676(b)(9), California Government Code Section 12760, State Plan)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (California Government Code Section 12747, State Plan)

The TCCAA budget has multiple funding streams that support programs and projects:

- Social Security Income Advocacy funded through TCDSS
- Wraparound program funded through TCDSS
- Housing Support Program (HSP) funded through TCDSS
- Home Safe Program funded through TCDSS
- Family Stabilization Program (FSP) funded through TCDSS
- Senior Nutrition Program (SNP) funded through the Area Agency on Aging
- Medi-Cal Navigator Program funded through TCDSS

Most of our funding comes through the Department of Social Services, which provides funding for us to be able to serve vulnerable populations. CSBG funds remain crucial to the agency and our ability

to serve the low-income population in our county. CSBG funds are used to fill gaps in services, provide administrative stability and capacity and smooth gaps in funding between grant cycles.

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

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

6. Describe how your agency documents the number of volunteers and hours mobilized to support your activities. (Organizational Standard 2.4)

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

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

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

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

- No change to the response in your agency's 2020-2021 CAP.
- Adaptations to the response in your agency's 2020-2021 CAP are described below.

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

TCCAA works with low-income individuals through the CalWORKS Work Experience Program as a worksite where participants obtain skills in an office environment. Once participants successfully complete a four-month work experience program, they transition into Subsidized Employees through the Job Training Center (JTC), the county's WIOA recipient. Our agency also continues to work with the JTC and their Internship program to provide a work environment for interns.

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

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

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

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

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

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

Monitoring

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

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

TCCAA aligns fiscal responsibilities with the Community Action Plan and Strategic Plan. This ensures TCCAA is appropriately funding staff, programs and services as outlined through the mission. Each program or activity developed has specific goals outlined as part of the program planning and implementation process. The specific services and expected outcomes are outlined prior to the program's implementation. TCCAA works with staff and subcontractors to determine what outcomes will be measured and how those outcomes relate to the FNPI's, goals identified within a grant application, as well as other determining factors based on our funding requirements.

Each program administrator, both internally and externally, is responsible for ongoing program tracking. Outcomes are submitted to the Program Analyst who compiles the data and submits information to the funding entity as required. The Program Analyst also provides this information to TCCAA Management for review. Throughout the year information is reviewed by TCCAA Management and the Program Analyst to ensure staff and subcontractors are on track to meet the outcomes required by each program or service. The TCCAA Program Manager oversees data review and makes program adjustments as needed. At the end of the reporting period TCCAA Management and the Program Analyst review reporting information by comparing actual outcomes to the projected outcomes to assist in measuring the success of the program. This review allows TCCAA to identify strengths and weaknesses within programs, to report outcomes, findings and successes to stakeholders, and assists staff to plan future activities.

Each year an annual budget is determined using a projection based on the previous year's spending, as well as other pertinent information about income or declining grant funding. TCCAA assures fiscal performance through a tiered process of invoicing, tracing and paying incurred expenses. Spending categories are tracked in accordance with CSD requirements and budget balances are updated regularly. The Expenditure Activity Reporting System (EARS) is used to

report fiscal information back to CSD on an ongoing basis. TCCAA is under strict guidelines through Tehama County and is part of the Tehama County's budget process.

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

TCCAA utilizes a Standard Agreement with every agency it contracts with, which outlines the contract term, scope of work and a budget. The scope of work outlines the responsibilities of each party and what reporting information TCCAA will require from the subcontractor. The scope of work also states, "this project is funded through Community Services Block Grant funding which aims to operate community-based programs which are designed to reduce poverty, revitalize low-income communities, and empower low-income families and individuals." Most agreements with subcontractors are for short-term projects that require minimal monitoring. TCCAA maintains strong working relationships and open and ongoing communication with vendors and partner agencies. Depending on the project, the TCCAA Supervisor or Program Manager will visit the site to perform an onsite evaluation to ensure the subcontractor is fulfilling project responsibilities in accordance with the scope of work.

Agencies that contract with TCCAA are required to provide specific reporting information, per terms of the agreement, within 45 days of the end of each project, program, or event. This ensures the contractor has sufficient time to gather the required information. The program analyst reviews the subcontractor reports to ensure they are aligned with the Scope of Work.

Data Analysis and Evaluation

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

1. Describe your agency's method for evaluating the effectiveness of programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

TCCAA evaluates all programs and services throughout the year to inform Strategic Planning sessions and to structure the Community Needs Assessment and subsequent Community Action Plan. This ensures the priorities of the agency, identified in the agency mission, are adhered to. Each program or activity developed has specific goals outlined as part of the program planning and implementation process. The specific services and expected outcomes are outlined prior to the program's implementation. TCCAA works with partners and internal staff to determine what outcomes will be measured and how those outcomes relate to the FNPI's, goals identified within a grant application, and other determining factors based on funding requirements.

Each program consistently records information to accurately track outcomes. The data is then compiled by the agency Program Analyst and a completed report is submitted to the grant provider. The data is also reviewed by the Program Manager to ensure the program meets the requirements outlined in the contract. This process may be performed throughout the year, dependent on program requirements and length of contract. At the end of the fiscal year, the Analyst and Program Manager compare projected outcomes with actual outcomes to forecast any changes that may be necessary to improve outcomes the following year. The data review and evaluation process assists TCCAA to identify strengths, weaknesses, and trainings that may benefit staff, to plan future community events and activities, and also underscores the success of programs.

Client satisfaction surveys are consistently completed for all programs each year to assess possible areas of improvement, but to also highlight areas of efficiency. Client feedback is crucial to ensure the measurement and evaluation of the quality of services provided.

2. Applying the Results Oriented Management and Accountability (ROMA) cycle of assessment, planning, implementation, achievement of results, and evaluation, describe one change your agency made to improve low-income individuals' and families' capacity for self-sufficiency. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

No change to the response in your agency's 2020-2021 CAP.

Adaptations to the response in your agency's 2020-2021 CAP are described below.

3. Applying the full ROMA cycle, describe one change your agency facilitated to help revitalize the low-income communities in your agency's service area(s). (CSBG Act Section 676(b)(12), Organizational Standard 4.2) (Optional)

Upon notification of CSBG CARES Act funding, we assessed local community needs to identify what types of programs would have the greatest impact on the low-income population. Safe and affordable housing is one of the greatest barriers to self-sufficiency in Tehama County. Keeping people housed during the pandemic and once the emergency moratorium is lifted became a priority in order to prevent an influx of homelessness within our community. The TCCAA leadership team got together to plan how to structure a program to utilize the funds using the guidelines that were provided. We patterned the program after our Deposit Assistance program and utilized the tools in our case-managed Housing Support Program to create the COVID-19 Relief Housing Program. We hired a Community Services Aide II to administer the program. The program was implemented in early 2021 and we have achieved excellent results. We have received positive feedback from program participants indicating they are grateful for this program, which has allowed them to remain housed and caught up on their rent and/or utilities.

Additional Information (Optional)

Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster?

Yes

No

2. If so, when was the disaster plan last updated?

3. Briefly describe your agency's main strategies to remain operational during and after a disaster.

Agency Capacity Building

1. Although the CNA focused on Community and Family Level needs, if your agency identified Agency Level need(s) during the CNA process, list them here.

2. Describe the steps your agency is planning to take to address the Agency Level need(s).

Federal CSBG Programmatic Assurances and Certification

CSBG Act 676(b)

Use of CSBG Funds Supporting Local Activities

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

- 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
 - viii. partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to
-
- I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for wide-spread replication; and
 - II. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Needs of Youth

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

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

Coordination of Other Programs

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

Eligible Entity Service Delivery System

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

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

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

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

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

Eligible Entity Emergency Food and Nutrition Services

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate System

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

Fiscal Controls, Audits, and Withholding

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

- By checking this box and signing the Cover Page and Certification, the agency’s Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

State Assurances and Certification

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

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

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

For MSFW Agencies Only

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

- By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying the agency meets assurances set out above.**

Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

Category One: Consumer Input and Involvement

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

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

Category Two: Community Engagement

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

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

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

Category Three: Community Assessment

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

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

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

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

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

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

VISION AND DIRECTION

Category Four: Organizational Leadership

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

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

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

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

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

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

Category Six: Strategic Planning

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

Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing and the Low-Income Testimony and the Agency's Response document as appendices A and B, respectively. Other appendices such as need assessment surveys, maps, graphs, executive summaries, analytical summaries are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Copy of the Notice of Public Hearing) and submitted with the CAP.

Document Title	Appendix Location
Copy of the Notice(s) of Public Hearing	A
Low-Income Testimony and Agency's Response	B



P.O. Box 8263 • 310 South Main Street • Red Bluff, CA 96080
t (530) 527-6159 • f (530) 527-4365
www.tehamacountyCAA.com

Public Hearing Notice

- **Who:** Tehama County Community Action Agency
- **What:** Unmet Needs in Tehama County for People in Poverty
- **Topics:** Housing, Financial Literacy, Food Access, Utility Assistance, Emergency Services
- **When:** May 12, 2021 beginning at 4:00 p.m.
- **Where:** Due to COVID this meeting will be held virtually. Please use the following information to join:
<https://zoom.us/j/91734677063?pwd=aG5Pc0ltU3JIZzhCK1ZSY1FQYkpVUT09>

Dial by your location

+1 669 900 9128 US

Meeting ID: 917 3467 7063

Passcode: 999999

The **2022-2023 Community Action Plan and Community Needs Assessment** can be viewed at the agency website
www.tehamacountycaa.com

If you have any written comments you want to submit, please send them to dmadrigan@tcdss.org or by mail, to:

Tehama County Community Action Agency

P. O. Box 8362

Red Bluff, CA 96080

Comment period will be from April 26, 2021 to May 12, 2021. For More Information, Please Call (530) 527-6159.

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

**NOTES FROM THE PUBLIC HEARING OF THE TRI-PARTITE BOARD
OF THE TEHAMA COUNTY COMMUNITY ACTION AGENCY
May 12, 2021**

This Public Hearing of the Tri-Partite Board of the Tehama County Community Action Agency was called to order at 4:00 pm by Community Action Agency Program Manager, David Madrigal.

Board Members Present: None

Staff Present: David Madrigal, Program Manager; Cara Zweerus, Community Services Supervisor; Janice Meehan, Administrative Secretary

Public: Travis Lyon, Tehama County Mental Health Services Act Coordinator

PUBLIC HEARING PERIOD

Program Manager David Madrigal opened the public hearing to the public at 4:00 pm.

David Madrigal provided Travis Lyon with an overview of the purpose for this public hearing.

The Community Action Plan guides the Community Action Agency as to which services they will provide to the community based on needs and what can be achieved based on staffing. As part of the Community Action Plan, a public hearing is required which are normally held in person at the County Board Chambers to allow community members to attend and speak to the Community Action Plan document or to talk about the low-income services that they feel are needed in the community. This public hearing was held using Zoom technology due to COVID-19.

David Madrigal invited Travis Lyon to speak if he was interested. Travis stated that he had been informed of the hearing during a Continuum of Care meeting but had not read the Community Action Plan and had no comments relative to the public hearing.

No Low Income residents participated in the Public Hearing.

There being no further comments, the public hearing was closed at 4:30 pm.

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