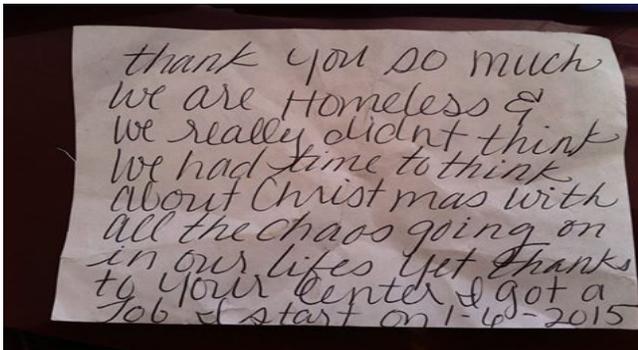




DRAFT CALIFORNIA 2016-2017 CSBG STATE PLAN AND APPLICATION



July 24, 2015

Prepared for:
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services



Edmund G. Brown, Jr.
Governor
State of California

Diana Dooley
Secretary
Health and Human Services Agency

Linné K. Stout
Director
Department of Community
Services and Development

Table of Contents

SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter	2
SECTION 2 State Legislation and Regulation	3
SECTION 3 State Plan Development and Statewide Goals	4
SECTION 4 CSBG Hearing Requirements	7
SECTION 5 CSBG eligible entities	8
SECTION 6 Organizational Standards for CSBG Eligible Entities	14
SECTION 7 State Use of Funds	15
SECTION 8 State Training and Technical Assistance Plan	21
SECTION 9 State Linkages and Communication	23
SECTION 10 Monitoring, Corrective Action, and Fiscal Controls	30
SECTION 11 Eligible Entity Tripartite Board:	37
SECTION 12 Individual and Community Income Eligibility Requirements	38
SECTION 13 Results Oriented Management and Accountability (ROMA) System	39
SECTION 14 CSBG Programmatic Assurances and Information Narrative (Section 676(b) of the CSBG Act)	42
SECTION 15 Federal Certifications	48
Appendix :	57

SECTION 1 CSBG Lead Agency, CSBG Authorized Official, CSBG Point of Contact, and Official State Designation Letter

1.1. Provide the following information in relation to the lead agency designated to administer CSBG in the State, as required by Section 676(a) of the CSBG Act. The following information should mirror the information provided on the Application for Federal Assistance, SF-424M.

1.1a. Lead agency: **The California Department of Community Services and Development (CSD)**

1.1b. Cabinet or administrative department of this lead agency

- Community Services Department
- Human Services Department
- Social Services Department
- Governor's Office
- Community Affairs Department
- Other, describe:

1.1c. Division, bureau, or office of the CSBG authorized official: **The California Department of Community Services and Development**

1.1d. Authorized official of the lead agency: **Linné Stout, Director**

1.1e. Street address: **2389 Gateway Oaks Drive, Suite #100**

1.1f. City: **Sacramento**

1.1g. State: **California**

1.1h. Zip: **95833**

1.1i. Telephone number and extension: **916-576-7110**

1.1j. Fax number: **916-263-1406**

1.1k. Email address: **linne.stout@csd.ca.gov**

1.1l. Lead agency website: **www.csd.ca.gov**

1.2. Provide the following information in relation to the designated State CSBG point of contact.

-
- 1.2a.** Agency name: **The California Department of Community Services and Development**
- 1.2b.** Name of the point of contact: **Pamela Harrison**
- 1.2c.** Street address: **2389 Gateway Oaks Drive, Suite #100**
- 1.2d.** City: **Sacramento**
- 1.2e.** State: **California**
- 1.2f.** Zip: **95833**
- 1.2g.** Point of contact telephone number: **916-576-7188**
- 1.2h.** Fax number: **916-263-1406**
- 1.2i.** Point of contact email address: pamela.harrison@csd.ca.gov
- 1.2j.** Point of contact agency website: www.csd.ca.gov
- 1.3.** **Designation Letter:** Attach the State’s official CSBG designation letter. If either the governor or designated agency has changed, update the letter accordingly. **[Appendix A, Attachment 1]**

SECTION 2 State Legislation and Regulation

- 2.1. CSBG State Legislation:** Does the State have a statute authorizing CSBG? Yes No
- 2.2. CSBG State Regulation:** Does the State have regulations for CSBG? Yes No
- 2.3.** If yes was selected in item 2.1 or 2.2, attach a copy (or copies) of legislation and/or regulations or provide a hyperlink(s), as appropriate.

The California Community Services Block Grant Program, Government (GOV) Code §12085 et seq., as amended, and Title 22, California Code of Regulations (CCR) §§100601-100795; <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=12001-13000&file=12085-12091>

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

-
- 2.4a.** Did the State legislature enact authorizing legislation, or amendments to an existing authorizing statute, last year? Yes No
- 2.4b.** Did the State establish or amend regulations for CSBG last year? Yes No
- 2.4c.** Does the State statutory or regulatory authority designate the bureau, division, or office in the State government that is to be the State administering agency? Yes No

SECTION 3 State Plan Development and Statewide Goals

3.1. CSBG Lead Agency Mission and Responsibilities:

The mission of the Department of Community Services and Development (CSD) is to reduce poverty for Californians by leading the development and coordination of effective and innovative programs for low-income Californians. CSD administers local community services and energy programs through a network of local service providers around the state to deliver services to low-income families, individuals and communities to help them achieve self-sufficiency and attain a higher quality of life.

CSD administers the following federal funded programs: U.S. Department of Health and Human Services (HHS) Community Services Block Grant (CSBG), the HHS Low Income Home Energy Assistance Program (LIHEAP), the U.S. Department of Housing and Urban Development Lead-Based Paint Hazard Control Program and the U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP).

CSD partners with non-profit and public agencies in local communities to deliver a wide range of innovative programs that directly address the leading causes of poverty in California. For example, CSD supports projects and services that assist low-income households pay utility bills, obtain employment, increase their education, access vital early childhood programs, achieve or maintain their independence, and increase home energy efficiency and lower utility bills through weatherization.

In 2015, California's State Budget provided CSD with \$7.5 million to administer the Drought Emergency Assistance Program to provide emergency assistance services to drought impacted, low-income Migrant and Seasonal Farmworkers (MSFW). This program is available in 24 counties currently experiencing some of the worst drought impacts.

In the 2014/15 State Budget, CSD was funded \$75 million from California's Greenhouse Gas Reduction Fund (Cap-and-Trade proceeds) to launch the Low-Income Weatherization Program. This program provides cost-effective energy efficiency and renewable measures in the residences of qualifying low-income households located in disadvantaged communities, as

identified by the California Environmental Protection Agency, to reduce Greenhouse Gas emissions and energy use.

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

CSD began developing a new five-year department strategic plan in 2014. The strategic plan will identify key priorities and goals to guide CSD toward achieving its mission through the year 2020.

As part of the strategic plan process, CSD developed the following goals specific to CSBG:

Strategic Goal	Project
Innovation & Continuous Improvement	Implement the Health and Human Services (HHS) performance management framework for CSBG.
Innovation & Continuous Improvement	Streamline the contracts process to reduce the timeframe in executing agency contracts.
Innovation & Continuous Improvement	Perform analysis, make recommendations, and implement improvements to field monitoring and compliance efforts.
Innovation & Continuous Improvement	Develop and implement an automated system to collect and report CSBG data.
Organizational Excellence	Update and refresh technology training & development.
Organizational Excellence	Recruit and retain a skilled workforce.
Community Focused Delivery	Research, develop and improve evidence based programs for poverty reduction.

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

3.3a. Analysis of

- State Performance Indicators and/or National Performance Indicators (NPIs)
- U.S. Census Data
- State performance management data (e.g., accountability measures, ACSI survey)

-
- Information, and/or other information from annual reports)
 - Other data (describe)
 - Eligible entity community needs assessments
 - Eligible entity plans
 - Other information from eligible entities, e.g., State required reports (describe)

3.3b. Consultation with

- Eligible entities (e.g., meetings, conferences, webinars; not including the public hearing)
- State community action association and regional CSBG T & TA providers
- State partners and/or stakeholders (describe)

The State Plan was distributed for review and comment to approximately thirteen California State Departments that comprise the State Interagency Team for Children, Youth and Families (SIT). The SIT promotes shared responsibility and accountability for the welfare of children, youth and families by ensuring that planning, funding and policy are aligned across state departments.

- National organizations (describe)
- Other (describe)

3.4. Eligible Entity Involvement

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

CSD presented the draft 2016/17 model state plan template to the CSBG eligible entities at the Quarterly CSBG Advisory Committee (CAC) meeting, held in May 2015. The template was presented to inform the entities of the changes and the information that would be presented to the Office of Community Services (OCS).

The draft CSBG state plan and application was distributed to the CSBG eligible entities in July 2015 providing a thirty day review and comment period. During the review and comment period, CSD presented the draft CSBG state plan and application to the CSBG eligible entities during the August 2015, quarterly CAC meeting, which provided another opportunity for CSD to receive feedback and comment.

Additionally, CSBG eligible entities attended the legislative/public hearing to provide testimony and comment on CSD's proposed activities and use of the CSBG funds as outlined in the 2016/17 CSBG State Plan.

If this is the first year filling out the automated State Plan, skip the following question.

3.4b.First year filling out automated State Plan; question skipped

If this is the first year filling out the automated State Plan, skip the following question.

3.5.First year filling out automated State Plan; question skipped

SECTION 4 CSBG Hearing Requirements

4.1. Public Inspection: Describe how the State made this State Plan, or revision(s) to the State Plan, available for public inspection, as required under Section 676(e)(2) of the Act.

The draft 2016/17 CSBG State Plan and Application was published on the CSD website at www.csd.ca.gov on July 24, 2015. 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 25, 2015. Comments were submitted via email to 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

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

The State provides ten days advance notice of the public hearing. Public notices were published in newspapers in the northern, central, and southern parts of the state prior to the hearing. CSD used its public website and social media channels to notify members of the public and stakeholders about the hearing. In addition, CSD sent a notice of the public hearing to all CSBG eligible entities.

- 4.3. Public and Legislative Hearings:** Specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.

Date	Location	Type of Hearing [Select an option]
August 25, 2015 at 1:30 p.m.	California State Capitol, Room 437, in Sacramento, California.	<ul style="list-style-type: none"> • Public • Legislative • Combined

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

SECTION 5 CSBG Eligible Entities

- 5.1. CSBG Eligible Entities:** In the table below, list each eligible entity in the State, and indicate public or private, the type(s) of entity, and the geographical area served by the entity. (This table should include every CSBG Eligible Entity to which the State plans to allocate 90 percent funds, as indicated in the table in item 7.2. Do not include entities that only receive remainder/discretionary funds from the State or tribes/tribal organizations that receive direct funding from OCS under Section 677 of the CSBG Act.)

CSBG Eligible Entity	Public or Nonprofit	Type of Entity	Geographic Area Served	Brief Description of "Other"
Berkeley Community Action Agency	Public	Community Action Agency (CAA)	Alameda	
City of Oakland, Department of Human Services	Public	CAA	Alameda	
Inyo Mono Advocates for Community	Nonprofit	CAA	Alpine/Inyo	

Action, Inc.			Mono	
Amador-Tuolumne Community Action Agency	Public	CAA	Amador/ Tuolumne	
Community Action Agency of Butte County, Inc.	Nonprofit	CAA	Butte	
Calaveras-Mariposa Community Action Agency	Public	CAA	Calaveras/ Mariposa	
Contra Costa County Employment & Human Services Department/Community Services Bureau	Public	CAA	Contra Costa	
Del Norte Senior Center	Nonprofit	CAA	Del Norte	
El Dorado County Health & Human Services Agency	Public	CAA	El Dorado	
Fresno County Economic Opportunities Commission	Nonprofit	CAA	Fresno	
Glenn County Health and Human Services Agency	Public	CAA	Glenn/Colusa/ Trinity	
Redwood Community Action Agency	Nonprofit	CAA	Humboldt	
Campesinos Unidos, Inc.	Nonprofit	CAA	Imperial	
Community Action Partnership of Kern	Nonprofit	CAA	Kern	
Kings Community Action Organization, Inc.	Nonprofit	CAA	Kings	
North Coast Opportunities	Nonprofit	CAA	Lake/ Mendocino	
Lassen/Plumas/Sierra Community Action Agency	Nonprofit	CAA	Lassen/ Plumas/Sierra	
Foothill Unity Center	Nonprofit	CAA	Los Angeles	
Long Beach Community Action Partnership	Nonprofit	CAA	Los Angeles	

County of Los Angeles Department of Public Social Services	Public	CAA	Los Angeles	
City of Los Angeles, Housing & Community Investment Department	Public	CAA	Los Angeles	
Community Action Partnership of Madera County, Inc.	Nonprofit	CAA	Madera	
Community Action Marin	Nonprofit	CAA	Marin	
Merced County Community Action Agency	Nonprofit	CAA	Merced	
Modoc-Siskiyou Community Action Agency	Public	CAA	Modoc/ Siskiyou	
Monterey County Community Action Partnership	Public	CAA	Monterey	
Community Action Napa Valley	Nonprofit	CAA	Napa	
Nevada County Department of Housing and Community Services	Public	CAA	Nevada	
Community Action Partnership of Orange County	Nonprofit	CAA	Orange	
Project GO, Inc.	Nonprofit	CAA	Placer	
Community Action Partnership of Riverside County	Public	CAA	Riverside	
Sacramento Employment and Training Agency	Public	CAA	Sacramento	
San Benito County Health & Human Services Agency, Community Services & Workforce Development	Public	CAA	San Benito	
Community Action Partnership of San Bernardino County	Nonprofit	CAA	San Bernardino	

County of San Diego, Health and Human Services Agency, Community Action Partnership	Public	CAA	San Diego	
Economic Opportunity Council of San Francisco	Nonprofit	CAA	San Francisco	
San Joaquin County Department of Aging & Community Services	Public	CAA	San Joaquin	
Community Action Partnership of San Luis Obispo County, Inc.	Public	CAA	San Luis Obispo	
San Mateo County Human Services Agency	Public	CAA	San Mateo	
Community Action Commission of Santa Barbara County, Inc.	Nonprofit	CAA	Santa Barbara	
Sacred Heart Community Services	Nonprofit	CAA	Santa Clara	
Community Action Board of Santa Cruz County, Inc.	Nonprofit	CAA	Santa Cruz	
Shasta County Community Action Agency	Public	CAA	Shasta	
Community Action Partnership of Solano, JPA	Public	CAA	Solano	
Community Action Partnership of Sonoma County	Nonprofit	CAA	Sonoma	
Central Valley Opportunity Center, Inc.	Nonprofit	CAA	Stanislaus	
Sutter County Community Action Agency	Nonprofit	CAA	Sutter	
Tehama County Community Action Agency	Public	CAA	Tehama	
Community Services & Employment Training, Inc.	Nonprofit	CAA	Tulare	
Community Action of Ventura County, Inc.	Nonprofit	CAA	Ventura	
County of Yolo, Department of Employment and Social Services	Public	CAA	Yolo	
Yuba County Community Services Commission	Public	CAA	Yuba	

California Human Development Corporation	Nonprofit	MSFW	Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Joaquin, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, Yuba	
Center for Employment Training	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, Santa Cruz, Ventura	
Central Valley Opportunity Center, Inc.	Nonprofit	MSFW	Mariposa, Tuolumne, Stanislaus, Madera, Merced	
Proteus, Inc.	Nonprofit	MSFW	Fresno, Kern, Kings, Madera, Mariposa, Merced, Stanislaus, Tulare, Tuolumne	
Karuk Tribe of California	Nonprofit	Tribe	Statewide	
Los Angeles City/County Native American Indian Commission	Public	Tribal Organization	Los Angeles	
Northern California Indian Development Council, Inc.	Nonprofit	Tribal Organization	Statewide	

5.2. Total number of CSBG eligible entities: 58

5.3. **Changes to Eligible Entities List:** Has the list of eligible entities under item 5.1 changed since the State's last State Plan submission? If yes, briefly describe the changes. Yes No

The Community Action Partnership of Solano, Incorporated (CAP Solano) administered the CSBG from 2009 through 2014 under a Memorandum of Understanding (MOU) with the Community Action Partnership of Solano JPA (JPA). The MOU between CAP Solano and JPA expired in 2014. Upon expiration of the MOU, CAP Solano's Nonprofit Board and JPA's Board voted and elected for JPA to resume the CAA designation, effective January 2015.

SECTION 6 Organizational Standards for Eligible Entities

6.1. Choice of Standards: Check the box that applies. If using alternative standards, a) attach the complete list of alternative organizational standards, b) describe the reasons for using alternative standards, and c) describe how the standards are at least as rigorous as the COE-developed standards.

- The State will use the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138)
- The State will use an alternative set of organizational standards

6.2. If the state is using the COE-developed organizational standards, does the State propose making a minor modification to the standards, as described in IM 138? Yes No

6.3. How will/has the State officially adopt(ed) organizational standards for eligible entities in the State in a manner consistent with the State's administrative procedures act? If "other" is selected, provide a timeline and additional information, as necessary (check all that apply and narrative if "other" is checked)

- Regulation
- Policy
- Contracts with eligible entities
- Other

6.4. How will the State assess eligible entities against organizational standards, as described in IM 138? (Check all that apply)

- Peer-to-peer review (with validation by the State or State-authorized third party)
- Self-assessment (with validation by the State or State-authorized third party)
- Self-assessment/peer review with State risk analysis
- State-authorized third party validation
- Regular onsite CSBG monitoring
- Other: Desk Reviews

6.4a. Describe the assessment process

CSD will assess CSBG eligible entities to identify if organizational standards are met or not met. CSD will utilize a variety of processes including, but not limited to, conducting onsite visits,

conducting in-house assessments (e.g. desk reviews) and evaluation of self-assessments performed by the CSBG eligible entity. Upon completion of the assessment, a final report will be issued within sixty (60) working days. The report will include whether or not the CSBG eligible entity met the organizational standards. An unmet organizational standard may result in an implementation plan, technical assistance plan, or quality improvement plan.

6.5. Will the State make exceptions in applying the organizational standards for any entities due to special circumstance or organizational characteristics, as described in IM 138?

Yes **No**

6.5a. If yes was selected in item 6.5, list the specific eligible entities the State will exempt from meeting organizational standards, and provide a description and a justification for each exemption.

CSD will exempt the Community Design Center (CDC) and Rural Community Assistance Corporation (RCAC) from meeting the organizational standards. Both entities are designated as Limited Purpose Agencies 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 Native American Indian (NAI) Tribe that is governed by a nine member Tribal Council and is not required to administer the CSBG through a tripartite board.

If this is the first year filling out the automated State Plan, skip the following question.

6.6 First year filling out automated State Plan; question skipped

SECTION 7 State Use of Funds

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

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

- Historic
- Base + Formula
- Formula Alone
- Formula with Variables

- Hold Harmless + Formula
- Other

7.1a. Does the State statutory or regulatory authority specify the terms or formula for allocating the 90 percent funds among eligible entities? **Yes** **No**

7.2. Planned allocation: Specify the planned allocation of 90 percent funds to eligible entities, as described under Section 675C(a) of the CSBG Act. The estimated allocations may be in dollars or percentages. Please complete either column 2, "Funding Amount in \$," **OR** column 3, "Funding Amount in %."

Planned CSBG 90 Percent Funds				
CSBG Eligible Entity	Year One		Year Two	
	Funding Amount \$53,822,151	Funding Amount %	Funding Amount \$53,822,151	Funding Amount %
CAA				
Berkeley Community Action Agency	\$250,276		\$250,276	
City of Oakland, Department of Human Services	\$1,270,145		\$1,270,145	
Inyo Mono Advocates for Community Action, Inc.	\$1,227		\$1,227	
Amador/Tuolumne Community Action Agency	\$245,043		\$245,043	
Community Action Agency of Butte County, Inc.	\$338,835		\$338,835	
Calaveras-Mariposa Community Action Agency	\$244,414		\$244,414	
Contra Costa Employment & Human Services Dept/CSB	\$797,709		\$797,709	
Del Norte Senior Center	\$47,996		\$47,996	
El Dorado County Health and Human Services Agency	\$268,174		\$268,174	
Fresno County Economic Opportunities Commission	\$1,739,368		\$1,739,368	
Glenn County Health and Human Services Agency	\$245,785		\$245,785	
Redwood Community Action Agency	\$252,455		\$252,455	
Campesinos Unidos, Inc.	\$293,872		\$293,872	
Inyo Mono Advocates for Community Action, Inc.	\$242,753		\$242,753	
Community Action Partnership of Kern	\$1,396,948		\$1,396,948	
Kings Community Action Organization, Inc.	\$282,454		\$282,454	
North Coast Opportunities	\$512,539		\$512,539	
Lassen/Plumas/Sierra Community Action Agency	\$244,101		\$244,101	
Foothill Unity Center	\$302,287		\$302,287	
Long Beach Community Action Partnership	\$738,165		\$738,165	
County of Los Angeles Dept. of Public Social Services	\$5,694,664		\$5,694,664	

City of Los Angeles Housing & Community Investment Dept.	\$6,167,392	\$6,167,392
Community Action Partnership of Madera County, Inc.	\$261,727	\$261,727
Community Action Marin	\$252,931	\$252,931
Merced County Community Action Agency	\$468,362	\$468,362
Modoc-Siskiyou Community Action Agency	\$245,785	\$245,785
Monterey County Community Action Partnership	\$469,282	\$469,282
Community Action Napa Valley	\$269,148	\$269,148
Nevada County Dept. of Housing & Community Services	\$254,424	\$254,424
Community Action Partnership of Orange County	\$2,563,367	\$2,563,367
Project GO, Inc.	\$313,548	\$313,548
Community Action Partnership of Riverside County	\$2,438,902	\$2,438,902
Sacramento Employment and Training Agency	\$1,657,441	\$1,657,441
San Benito County DCS & WD	\$251,277	\$251,277
Community Action Partnership of San Bernardino County	\$2,525,483	\$2,525,483
County of San Diego, H&HSA, CAP	\$3,128,198	\$3,128,198
Economic Opportunity Council of San Francisco	\$801,985	\$801,985
San Joaquin County Dept. of Aging & Community Services	\$914,435	\$914,435
CAP of San Luis Obispo County, Inc.	\$279,032	\$279,032
San Mateo County Human Services Agency	\$425,265	\$425,265
Community Action Commission of Santa Barbara Co., Inc.	\$497,003	\$497,003
Sacred Heart Community Service	\$1,327,826	\$1,327,826
Community Action Board of Santa Cruz County, Inc.	\$272,174	\$272,174
Shasta County Community Action Agency	\$280,883	\$280,883
Community Action Partnership of Solano, JPA	\$360,798	\$360,798
Community Action Partnership of Sonoma County	\$420,801	\$420,801
Central Valley Opportunity Center, Inc.	\$718,377	\$718,377
Sutter County Community Action Agency	\$252,429	\$252,429
Tehama County Community Action Agency	\$267,816	\$267,816
Community Services & Employment Training, Inc.	\$842,850	\$842,850
Community Action of Ventura County, Inc.	\$639,612	\$639,612
County of Yolo, Dept. of Employment & Social Services	\$276,257	\$276,257
Yuba County Community Services Commission	\$255,599	\$255,599
MSFW		
California Human Development Corporation	\$1,375,455	\$1,375,455
Proteus, Inc.	\$2,212,688	\$2,212,688
Central Valley Opportunity Center, Inc.	\$538,222	\$538,222
Center for Employment Training	\$1,853,874	\$1,853,874
NAI		
Karuk Tribe of California (Core Funding)	\$42,000	\$42,000
Karuk Tribe of California	\$74,088	\$74,088
NCIDC (Core Funding)	\$122,000	\$122,000

NCIDC (CCTG/LIFE Core Funding)	\$54,250	\$54,250
NCIDC	\$1,775,341	\$1,775,341
Los Angeles City/County Native American Indian Commission of LA	\$264,614	\$264,614
Total	53,822,151	53,822,151

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

Upon receipt of the Award Letter from OCS, CSD determines the appropriate CSBG allocation for each eligible entity within 5 to 7 working days. The funds are distributed through a contract and the contracts are initiated and mailed to the CSBG eligible entities within ten working days.

State Legislative or Administrative Approval

7.4. Distribution Timeframe: Does the State plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the Federal award? Yes No

7.4a. If no, describe State procedures to ensure funds are made available to eligible entities consistently and without interruption.

CSD administers CSBG Agreements (i.e., contracts) on a calendar year (January to December). To ensure a timely distribution of CSBG funds, CSD prepares Agreements for distribution to the CSBG eligible entities prior to the receipt of the CSBG Grant Award Notification. Agreements are mailed to CSBG eligible entities allowing services to begin at the beginning of the calendar year; thereby, preventing interruptions in services.

If this is the first year filling out the automated State Plan, skip the following question.

7.5. First year filling out automated State Plan; question skipped

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

7.6. What amount of State CSBG funds does the State plan to allocate for administrative activities, under this State Plan? The estimate may be in dollars or a percentage. 5%

7.7. How many State staff positions will be funded in whole or in part with CSBG funds under this State Plan? 72

7.8. How many State Full Time Equivalents (FTEs) will be funded with CSBG funds under this State Plan? 12

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

7.9. Does the State have remainder/discretionary funds? Yes No

If yes was selected, describe how the State plans to use remainder/discretionary funds in the table below.

Use of Remainder/Discretionary Funds			
Planned \$3,000,000			
Remainder/ Discretionary Fund Uses <small>(See 675C(b)(1) of the CSBG Act)</small>	Year One Planned	Year Two Planned	Brief description of services/activities
a. Training and Technical Assistance (T&TA)	21%	21%	Annually, CSD sets aside a portion of the discretionary funds to support T&TA for the CSBG eligible entities. T&TA is used to meet administrative and programmatic requirements, and to enhance operations.
b. Coordination of State-operated programs and/or local programs	1%	1%	To increase public awareness for increasing the both State and Federal Earned Income Tax Credit (EITC) filings, CSD may support statewide public service announcements and/ or other initiatives.
c. Statewide coordination and communication among eligible entities			
d. Analysis of distribution of CSBG funds to determine if targeting greatest need			
e. Asset building programs			

f. Innovative programs/activities by eligible entities or other neighborhood groups	44%	55%	CSD may set aside a portion of the discretionary funds to support CSBG eligible entity targeted initiatives, innovative projects, and program priorities identified by CSD.
g. State charity tax			
h. Other activities, specify	34%	23%	<p>CSD may use a portion of the discretionary funding to support Limited Purpose Agencies as defined in subdivision (a) of CA Government Code §12775 as community-based nonprofit organizations. In addition, discretionary funds may be designated to eligible entities in the event of a disaster. If a State of Emergency is declared by California Governor’s Office (or at the CSD Director’s discretion), CSD may make available all or a portion of the disaster set-aside to CSBG eligible entities in the affected counties.</p> <p>Due to the severity of the ongoing drought California is facing, CSD may also allocate funds to mitigate the impact on the low-income populations.</p> <p>In Fiscal Year (FY) 2016 CSD may set aside a portion of the discretionary funds to develop a statewide CSBG automated data collection system to meet the applicable State Accountability Measures.</p>
Totals	100%	100%	

7.10. What types of organizations, if any, does the State plan to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in table 7.9. **[Check all that apply]**

- CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds)

The estimated number of CSBG eligible entities is approximately 20 – 30. Federal and state law allows five (5%) percent of CSBG allocated funds to be used at the discretion of the state. Through a Notice of Funding Availability CSD initiates a competitive grant process to make discretionary funds available to California CSBG eligible entities to support targeted community initiatives in selected categories.

- Other community-based organizations
- State Community Action association
- Tribes and Tribal Organizations
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Other
- None (the State will carry out activities directly)

If this is the first year filling out the automated State Plan, skip the following question.

7.11 First year filling out automated State Plan; question skipped

SECTION 8 State Training and Technical Assistance Plan

8.1. Describe the State’s plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. (CSBG funding used for this activity is referenced under item 7.9(a), Use of Remainder/Discretionary Funds.)

Fiscal Year (FY) Quarter (Q)/Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of "Other"
Ongoing/Multiple Quarters	Both	Fiscal	
Ongoing/Multiple Quarters	Both	Governance/Tripartite –	
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards General	
Ongoing/Multiple Quarters	Technical Assistance	Organizational Standards – for CSBG eligible entities with unmet standards	
Ongoing Multiple Quarters	Technical Assistance	Reporting	
Ongoing/Multiple Quarters	Both	ROMA	
FY2 – Q2	Both	Community Assessment	
FY1 – Q3	Training	Strategic Planning	
Ongoing/Multiple Quarters	Technical Assistance	Monitoring	
Ongoing/Multiple Quarters	Training and Technical Assistance	Community Economic Development	

8.1a. The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9): 21%

If this is the implementation year for organizational standards, skip question 8.2.

8.2. Implementation year for organizational standards; question skipped

8.3. Indicate the types of organizations through which the State plans to provide training and/or technical assistance as described in item 8.1, and briefly describe their involvement? (Check all that apply.) **[Check all that apply and provide narrative where applicable]**

- CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)
- Other community-based organizations
- State Community Action association
- Regional CSBG technical assistance provider(s)
- National technical assistance provider(s)
- Individual consultant(s)
- Tribes and Tribal Organizations
- Other

CSD will contract with the California Community Economic Development Association (CCEDA), an organization that has expertise in the area of community economic development. CCEDA provides training and technical assistance to CSBG eligible entities to achieve results through a full range of community building strategies, including real estate development-housing, retail and commercial-business assistance and lending.

CSD will contract with La Cooperativa to support the expansion of *La Voz del Campo / Voice of the Field* Newsletter and radio broadcasts to provide MSFWs and their families with information and resources on MSFW issues, programs and services. Additionally La Cooperativa will provide information on the EITC with the goal of increasing the number of individuals who file and claim the EITC.

If this is the first year filling out the automated State Plan, skip the following question.

8.4. First year filling out automated State Plan; question skipped

SECTION 9 State Linkages and Communication

9.1. State Linkages and Coordination at the State Level: Describe the linkages and coordination at the State level that the State plans to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe or attach additional information as needed. **[Check all that apply from the list below and, if other checked, provide a Narrative]**

- State Low Income Home Energy Assistance Program (LIHEAP) office
- State Weatherization office

-
- State Temporary Assistance for Needy Families (TANF) office
 - State Head Start office
 - State public health office
 - State education department
 - State Workforce Innovation and Opportunity Act (WIOA) agency
 - State budget office
 - Supplemental Nutrition Assistance Program (SNAP)
 - State child welfare office
 - State housing office
 - Non-profit Organizations,

As the state administrator of the LIHEAP and WAP programs, CSD staff works collaboratively to ensure the coordination of these programs at the local level. Information pertaining to the LIHEAP/WAP services providers and their service areas are shared with the respective CSBG eligible entities. Approximately 50% of California's CSBG eligible entities administer both the LIHEAP and CSBG program.

Additionally, CSD participates on SIT whose members are representative of the agencies checked above. As a result of CSD's participation on SIT, CSD is chairing a collaborative effort to expand and promote the utilization of the EITC. Enacted in the 2015/16 State budget, California will offer a state EITC starting with tax returns filed for income earned in 2015. This cross-sectoral workgroup is representative of California state departments, the Internal Revenue Service, the California Budget & Policy Center, United Way, 2-1-1 and other private and public organizations.

- 9.2. State Linkages and Coordination at the Local Level:** Describe the linkages and coordination at the local level that the State plans to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by assurances under Sections 676(b)(5) and (b)(6)). Attach additional information as needed.

CSD is actively engaged in collaboration and partnerships at the State level to fulfill this requirement.

State Interagency Team (SIT)

The purpose of the SIT is to provide leadership and guidance to facilitate implementation of improved systems that benefit communities and the common populations of children, youth and families. The statewide agencies represented on SIT include the California Departments of Social Services (CDSS); California Department of Education; California Department of Public

Health (CDPH); California Department of Health Care Services; California Department of Corrections and Rehabilitation, California Department of Developmental Services, California Employment Development Department, California Emergency Management Agency, California Workforce Investment Board and the Administrative Office of the Courts. The SIT promotes shared responsibility and accountability for the welfare of children, youth and families by ensuring that planning, funding and policy are aligned across state departments to accomplish the following goals:

- Build community capacity to promote positive outcomes for vulnerable families and children
- Maximize funds for the shared populations, programs and services
- Remove systemic and regulatory barriers
- Ensure policies, accountability systems and planning are outcome based
- Promote evidence based practices that engages and builds on the strengths of families, youth and children
- Share information and data

Food Access Nutrition Education and Outreach Participation

CSD participates in the Food Access Nutrition Education and Outreach Participation Committee meetings comprised of federal, state, county, non-profit, advocates and others focused on providing nutrition assistance programs for low-income Californians. The meetings are hosted by the CDSS CalFresh program and the CDPH SNAP–Education program. The purpose of the committee is to address policy, customer service, media and outreach changes, share data, identify barriers, and coordinate services with stakeholders at the state and local level.

Health in All Policies

CSD participates in the California Health in All Policies (HiAP) Task Force, which is staffed by CDPH in partnership with the Public Health Institute, and is housed under the Strategic Growth Council. HiAP brings together state agencies, departments, and offices with a common goal of working together to improve the health of all people by incorporating health, equity, and sustainability considerations into decision-making across sectors and policy areas. As part of the HiAP, CSD is participating in violence prevention small group meetings focused on identifying opportunities for cross-sector discussions, collaboration and networking to prevent violence and trauma and promote community safety.

Drought Task Force

On January 17, 2014, the Governor declared a Drought State of Emergency as California faced its most severe drought in decades. The Governor established a Drought Task Force to prioritize state action needed to address conditions resulting from the drought. CSD is a member of the Community Support working group responsible for administering emergency food, housing and utility assistance to drought impacted areas.

California State Set-Aside (SSA)

CSD participates on the SSA committee to determine funding recommendations for SSA and National Board Reallocation (NBR) awards under the Emergency Food and Shelter Program (EFSP). The EFSP is governed by a national board, chaired by the Federal Emergency Management Agency, that awards grants to local jurisdictions on a funding formula that is based on local poverty and unemployment rates. Local boards are convened in qualifying jurisdictions to determine the highest need and best use of funds, and to select organizations that will provide emergency food and shelter services. The national board awards most EFSP grants to local jurisdictions directly. SSA awards are allocated to SSA Committees to be awarded as supplemental funding to local jurisdictions that may or may not have received direct funding based on additional identified needs. The Committee is responsible for developing recommendations for the allocation of SSA and NBR funds to high-need jurisdictions in the state.

9.3. Eligible Entity Linkages and Coordination

9.3a State Assurance of Eligible Entity Linkages and Coordination: Describe how the State will assure that the eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Attach additional information as needed.

CSD requires CSBG eligible entities to coordinate and establish linkages with other public and private resources within their service area. The Community Action Plan (CAP) requires each eligible entity to provide a description of how they will coordinate and establish linkages to mobilize resources to assure maximum leveraging of the CSBG funds. Examples of these linkages include coordination or partnerships with local Workforce Investment Boards, social service departments, one-stop centers, child care, faith-based organizations and other community based organizations. CSD will ensure that these activities are carried out through the review of the CAPs, monitoring of the CSBG eligible entities' program performance and oversight of the contract requirements.

9.3b State Assurance of Eligible Entity Linkages to Fill Service Gaps: Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the

provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

CSBG eligible entities have established partnerships and collaborate with local community organizations, service providers and public and private agencies to assure the effective delivery of services to the low-income population. CSBG eligible entities enrich local services by linking low-income Californians to available resources through direct services, and by establishing formal and informal agreements through contractual relationships with subcontractors and referrals to community partners.

CSBG eligible entities utilize and evaluate community assessment data to identify gaps in services and opportunities. They then develop strategies to resolve the identified gaps and enhance current programs. As such, the practice of cross-referring clients is common, as staff participates on local area commissions and share information about respective services and gaps in services.

- 9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:** Does the State intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)? Yes No

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

9.4b. If the State selected “no” under item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the State and by eligible entities providing activities through the WIOA system.

California CSBG eligible entities coordinate efforts and link resources with employment related community partners including, but not limited to, businesses, colleges, Workforce Investment Boards, youth organizations, one-stop centers and California Work Opportunity and Responsibility to Kids (CalWORKs) offices, to meet the immediate and long-term training and employment needs of low-income families and individuals. Through direct service, informal agreements, service referrals and contractual relationships, employment training program participants benefit from shared resources to access crucial employment and job training opportunities.

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

CSBG eligible entities describe in their CAP the coordination between antipoverty programs in their community and how the emergency energy crisis intervention programs are conducted. The CAPs are reviewed by CSD to ensure compliance with this assurance. Additionally, CSD as the administrator of the LIHEAP continues to foster coordination between the CSBG eligible entities and, where applicable, the LIHEAP provider. Approximately 50 percent of the CSBG eligible entities administer both the CSBG and LIHEAP grants. The remaining CSBG eligible entities are acquainted with the local LIHEAP provider and utilize the linkage to serve the low-income in their community.

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

CSD requires CSBG eligible entities to certify compliance with this assurance in the CAP, and provide a description of these community partnerships. These partnerships are instrumental in allowing CSBG eligible entities to leverage funds, staff, and other resources to assist low-income Californians.

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

CSBG eligible entities coordinate funds and resources with a vast network of public and private partners including, but not limited to, Workforce Investments Boards, One-Stop Centers, CalWorks administrators, healthcare providers, Senior Centers, local Police, County Probation and Parole offices, community advisory boards, youth councils and emergency services entities to meet immediate and long-term needs of low-income individuals and families. In addition, CSBG eligible entities coordination efforts may include information sharing, direct referrals, MOUs and sub-contractual agreements to ensure delivery of services to low-income individuals.

- 9.8. Coordination among Eligible Entities and State Community Action Association:** Describe State activities for supporting coordination among the eligible entities and the State Community Action Association.

In coordination with the California Community Action Partnership Association (Cal/CAPA), CSD hosts quarterly CSBG CAC meetings. The CAC is a regular stakeholder meeting offering a forum for CSD and Cal/CAPA to update CSBG agencies on CSBG related topics and issues as well as for agencies to share experiences and innovations with their peers and CSD.

The CSBG-related workgroups formed by CSD to address CSBG-related issues consists of representatives that reflect the diversity of California’s entities and the State Community Action Association.

9.9 Communication with Eligible Entities and the State Community Action Association: In the table below, describe the State’s plan for communicating with eligible entities, the State Community Action Association, and other partners under this State Plan. Include communication about annual hearings and legislative hearings, as described under Section 4, CSBG Hearing Requirements.

Communication Plan			
Topic	Expected Frequency	Format (drop down)	Brief Description of “Other”
Organizational Standards Earned Income Tax Credit Funding Opportunities CSBG Updates Contract Reporting Training Opportunities	Dropdown Options: <ul style="list-style-type: none"> • Daily • Weekly • Twice-Monthly • Monthly • Quarterly • Semi-Annually • Annually • Other 	Dropdown Options: <ul style="list-style-type: none"> • Newsletter • Mailing • Meetings/Presentation • Blog • Email • Website • Social Media • Other 	If “Other” is selected in columns 2 and/or 3, describe in this column

9.10. Feedback to Eligible Entities and State Community Action Association: Describe how the State will provide feedback to local entities and State Community Action Associations regarding performance on State Accountability Measures.

CSD will utilize a variety of communication methods to provide feedback on the State Accountability Measures. CSD will utilize mailings and blogs and will provide updates during the quarterly CSBG CAC Meetings.

If this is the first year filling out the automated State Plan, skip the following question.

9.11. First year filling out automated State Plan; question skipped

SECTION 10 Monitoring, Corrective Action, and Fiscal Controls

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

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

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

For States that have a monitoring approach that does not fit within the table parameters, please attach the State’s proposed monitoring schedule.

CSBG Eligible Agency	Review Type	Target Date	Date of Last Full Onsite Review	Brief Description of "Other"
				“Other” monitoring activities may include desk review and/or onsite
Amador-Tuolumne Community Action Agency	Full Onsite	FY1 Q3	5/1/2013	
Berkeley Community Action Agency	Full Onsite	FY1 Q3	10/16/2013	
Community Action Agency of Butte County, Inc.	Full Onsite	FY1 Q3	11/11/2013	
Calaveras-Mariposa Community Action Agency	Full Onsite	FY1 Q3	9/21/2015	
Community Design Center	Full Onsite	FY1 Q3	5/24/2013	
Central Valley Opportunity Center, Inc.	Full Onsite	FY1 Q3	12/4/2013	
Glenn County Health and Human Services Agency	Full Onsite	FY1 Q3	11/5/2013	
Lassen/Plumas/Sierra Community Action Agency	Full Onsite	FY1 Q3	5/21/2013	
City of Los Angeles, Housing & Community Investment Department	Full Onsite	FY1 Q3	6/11/2013	
County of Los Angeles Department of Public Social Services	Full Onsite	FY1 Q3	9/16/2013	
Community Action Partnership of Madera County, Inc.	Full Onsite	FY1 Q4	6/21/2013	
Merced County Community Action Agency	Full Onsite	FY1 Q4	10/29/2013	

Northern California Indian Development Council, Inc.	Full Onsite	FY1 Q4	12/11/2013	
City of Oakland, Department of Human Services	Full Onsite	FY1 Q4	9/10/2013	
Redwood Community Action Agency	Full Onsite	FY1 Q4	8/5/2013	
San Mateo County Human Services Agency	Full Onsite	FY1 Q4	11/26/2013	
Community Action Partnership of Sonoma County	Full Onsite	FY1 Q4	11/26/2015	
Tehama County Community Action Agency	Full Onsite	FY1 Q4	9/25/2013	
County of Yolo, Department of Employment and Social Services	Full Onsite	FY1 Q4	7/31/2013	
Contra Costa County Employment & Human Services Dept. Community Services Bureau	Full Onsite	FY1 Q3	11/12/2013	
California Human Development Corporation	Other	FY1 Q3	7/22/2014	
Community Services & Employment Training, Inc.	Other	FY1 Q3	9/24/2014	
Campesinos Unidos, Inc.	Other	FY1 Q3	9/2/2014	
Foothill Unity Center, Inc.	Other	FY1 Q3	10/27/2014	
Karuk Tribe of California	Other	FY1 Q3	8/26/2014	
Community Action Partnership of Kern	Other	FY1 Q3	6/25/2014	
Kings Community Action Organization, Inc.	Other	FY1 Q3	5/14/2014	
Long Beach Community Action Partnership	Other	FY1 Q3	9/10/2014	
Monterey County Community Action Partnership	Other	FY1 Q3	10/13/2014	
Community Action of Napa Valley	Other	FY1 Q3	9/29/2014	
North Coast Opportunities	Other	FY1 Q3	6/4/2014	
Community Action Partnership of Orange County	Other	FY1 Q3	8/12/2014	
Project GO, Inc.	Other	FY1 Q4	8/13/2014	
Proteus, Inc.	Other	FY1 Q4	7/15/2014	
Rural Community Assistance Corporation	Other	FY1 Q4	7/16/2014	
Community Action Partnership of Riverside County	Other	FY1 Q4	9/2/2014	
Sacred Heart Community Services	Other	FY1 Q4	10/21/2014	
San Benito County Health & Human Services Agency, Community Services & Workforce Development	Other	FY1 Q4	7/30/2014	
Community Action Partnership of San Bernardino County	Other	FY1 Q4	9/15/2014	
Economic Opportunity Council of San Francisco, Inc.	Other	FY1 Q4	10/7/2014	
Community Action Commission of Santa Barbara County	Other	FY1 Q4	10/29/2014	
Community Action Board of Santa Cruz County, Inc.	Other	FY1 Q4	8/4/2014	
Community Action Partnership of Solano, JPA	Other	FY1 Q4	11/10/2015	
Community Action of Ventura County, Inc.	Other	FY1 Q4	10/28/2014	
Center for Employment Training	Other	FY1 Q3	9/22/2015	
Del Norte Senior Center	Other	FY1 Q3	10/26/2015	
El Dorado County Health & Human Services Agency	Other	FY1 Q3	8/10/2015	
Fresno County Economic Opportunities Commission	Other	FY1 Q3	6/23/2015	
Inyo Mono Advocates for Community Action, Inc.	Other	FY1 Q3	7/21/2015	

Los Angeles City/County Native American Indian Commission of LA	Other	FY1 Q3	5/4/2015	
Community Action Marin	Other	FY1 Q3	4/27/2015	
Modoc-Siskiyou Community Action Agency	Other	FY1 Q3	8/11/2015	
Nevada County Department of Housing and Community Services	Other	FY1 Q3	4/14/2015	
County of San Diego, Health and Human Services Agency, Community Action Partnership	Other	FY1 Q4	5/12/2015	
San Joaquin County Department of Aging and Community Services	Other	FY1 Q4	10/5/2015	
Community Action Partnership of San Luis Obispo County, Inc.	Other	FY1 Q4	10/13/2015	
Sacramento Employment and Training Agency	Other	FY1 Q4	6/1/2015	
Shasta County Community Action Agency	Other	FY1 Q4	10/5/2015	
Sutter County Community Action Agency	Other	FY1 Q4	6/16/2015	
Yuba County Community Services Commission	Other	FY1 Q4	9/8/2015	
Amador-Tuolumne Community Action Agency	Other	FY2 Q3	5/1/2013	
Berkeley Community Action Agency	Other	FY2 Q3	10/16/2013	
Community Action Agency of Butte County, Inc.	Other	FY2 Q3	11/11/2013	
Calaveras-Mariposa Community Action Agency	Other	FY2 Q3	9/21/2015	
Community Design Center	Other	FY2 Q3	5/24/2013	
Central Valley Opportunity Center, Inc.	Other	FY2 Q3	12/4/2013	
Glenn County Health and Human Services Agency	Other	FY2 Q3	11/5/2013	
Lassen/Plumas/Sierra Community Action Agency	Other	FY2 Q3	5/21/2013	
City of Los Angeles, Housing & Community Investment Department	Other	FY2 Q3	6/11/2013	
County of Los Angeles Department of Public Social Services	Other	FY2 Q3	9/16/2013	
Community Action Partnership of Madera County, Inc.	Other	FY2 Q4	6/21/2013	
Merced County Community Action Agency	Other	FY2 Q4	10/29/2013	
Northern California Indian Development Council, Inc.	Other	FY2 Q4	12/11/2013	
City of Oakland, Department of Human Services	Other	FY2 Q4	9/10/2013	
Redwood Community Action Agency	Other	FY2 Q4	8/5/2013	
San Mateo County Human Services Agency	Other	FY2 Q4	11/26/2013	
Community Action Partnership of Sonoma County	Other	FY2 Q4	11/26/2015	
Tehama County Community Action Agency	Other	FY2 Q4	9/25/2013	
County of Yolo, Department of Employment and Social Services	Other	FY2 Q4	7/31/2013	
Contra Costa County Employment & Human Services Dept. Community Services Bureau	Other	FY2 Q3	11/12/2013	
California Human Development	Full Onsite	FY2 Q3	7/22/2014	

Community Services & Employment Training, Inc.	Full Onsite	FY2 Q3	9/24/2014	
Campeños Unidos, Inc.	Full Onsite	FY2 Q3	9/2/2014	
Foothill Unity Center, Inc.	Full Onsite	FY2 Q3	10/27/2014	
Karuk Tribe of California	Full Onsite	FY2 Q3	8/26/2014	
Community Action Partnership of Kern	Full Onsite	FY2 Q3	6/25/2014	
Kings Community Action Organization, Inc.	Full Onsite	FY2 Q3	5/14/2014	
Long Beach Community Services Development Corp., Inc.	Full Onsite	FY2 Q3	9/10/2014	
Monterey County Community Action Partnership	Full Onsite	FY2 Q3	10/13/2014	
Community Action Napa Valley	Full Onsite	FY2 Q3	9/29/2014	
North Coast Opportunities	Full Onsite	FY2 Q3	6/4/2014	
Community Action Partnership of Orange County	Full Onsite	FY2 Q4	8/12/2014	
Project GO, Inc.	Full Onsite	FY2 Q4	8/13/2014	
Proteus, Inc.	Full Onsite	FY2 Q4	7/15/2014	
Rural Community Assistance Corporation	Full Onsite	FY2 Q4	7/16/2014	
Community Action Partnership of Riverside County	Full Onsite	FY2 Q4	9/2/2014	
Sacred Heart Community Services	Full Onsite	FY2 Q4	10/21/2014	
San Benito County Health & Human Services Agency, Community Services & Workforce Development	Full Onsite	FY2 Q4	7/30/2014	
Community Action Partnership of San Bernardino County	Full Onsite	FY2 Q4	9/15/2014	
Economic Opportunity Council of San Francisco, Inc.	Full Onsite	FY2 Q4	10/7/2014	
Community Action Commission of Santa Barbara County	Full Onsite	FY2 Q4	10/29/2014	
Community Action Board of Santa Cruz County, Inc.	Full Onsite	FY2 Q4	8/4/2014	
Community Action Partnership of Solano, JPA	Full Onsite	FY2 Q4	11/10/2015	
Community Action of Ventura County, Inc.	Full Onsite	FY2 Q4	10/28/2014	
Center for Employment Training	Other	FY2 Q3	9/22/2015	
Del Norte Senior Center	Other	FY2 Q3	10/26/2015	
El Dorado County Health & Human Services Agency	Other	FY2 Q3	8/10/2015	
Fresno County Economic Opportunities Commission	Other	FY2 Q3	6/23/2015	
Inyo Mono Advocates for Community Action, Inc.	Other	FY2 Q3	7/21/2015	
Los Angeles City/County Native American Indian Commission of LA	Other	FY2 Q3	5/4/2015	
Community Action Marin	Other	FY2 Q3	4/27/2015	
Modoc-Siskiyou Community Action Agency	Other	FY2 Q3	8/11/2015	
Nevada County Department of Housing and Community Services	Other	FY2 Q4	4/14/2015	
County of San Diego, Health and Human Services Agency, Community Action Partnership	Other	FY2 Q4	5/12/2015	
San Joaquin County Department of Aging and Community Services	Other	FY2 Q4	10/5/2015	
Community Action Partnership of San Luis Obispo County,	Other	FY2 Q4	10/13/2015	

Inc.				
Sacramento Employment and Training Agency	Other	FY2 Q4	6/1/2015	
Shasta County Community Action Agency	Other	FY2 Q4	10/5/2015	
Sutter County Community Action Agency	Other	FY2 Q4	6/16/2015	
Yuba County Community Services Commission	Other	FY2 Q4	9/8/2015	

10.2. Monitoring Policies: Provide a copy of State monitoring policies and procedures by attaching and/or providing a hyperlink. **See Attached Copy- Attachment 2**

10.3. Initial Monitoring Reports: According to the State’s procedures, by how many calendar days must the State disseminate initial monitoring reports to local entities? **Response: 60 days**

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

10.4. Closing Findings: Are State procedures for addressing eligible entity deficiencies and documenting closure of findings included in the State monitoring protocols attached above? Yes No

10.4a. If no, describe State procedures for addressing eligible entity findings/deficiencies, and the documenting of closure of findings.

10.5. Quality Improvement Plans (QIPs): How many eligible entities are currently on Quality Improvement Plans? **Response 0**

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

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

10.7. Assurance on Funding Reduction or Termination: Does the State assure, according to 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).” Yes No

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

- 10.8.** Does the State CSBG statute or regulations provide for the designation of new eligible entities?
 Yes No

10.8a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for the designation of new eligible entities.

This subject is addressed in California Government Code §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.

- 10.9.** Does the State CSBG statute and/or regulations provide for de-designation of eligible entities?
 Yes No

10.9a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for de-designation of new eligible entities.

This subject is addressed in Cal GOV Code §12750.2 and 22 CCR §100780.) – **See Attachment 3**

10.10. Does the State CSBG statute and/or regulations specify a process the State CSBG agency must follow to re-designate an existing eligible entity? Yes No

10.10a. If yes, provide the citation(s) of the law and/or regulation. If no, describe State procedures for re-designation of existing eligible entities.

Under California law, existing CSBG eligible entities need not be re-designated. Once designated, an eligible entity maintains eligibility for funding (designation) until the eligible entity is either de-designated/terminated or voluntarily terminates its status as an eligible entity. If an eligible entity is de-designated or terminated and wishes to become an eligible entity again, it is subject to the same provisions as any entity seeking eligible entity status.

Fiscal Controls and Audits and Cooperation Assurance:

10.11. Fiscal Controls and Accounting: Describe how the State’s fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

Administrative and program costs of federal grants are tracked through the usage of Program Cost Account and Project Numbers/Work Phase through the California State Accounting and Reporting System (CALSTARS). All Federal Trust Fund (FTF) activities are accounted by the State Controller’s Office (SCO) at two levels:

- The Appropriation Level – Authority to expend FTF is received through one or more agency appropriation in the Annual State Budget Act.
- The SCO “44” Account level. Enactment Year assigns by SCO. The SCO uses the 44 accounts as a depository for Federal receipts and transfer. Funds are held in these accounts without regard to the Fiscal Year of receipts.

CALSTARS allows departments and agencies within the State who receive federal funding to account at both levels to facilitate control and reconciliation with SCO accounts.

The Federal Catalog/SCO Account Number, which is looked up by an assigned Project Number/Work Phase in CALSTARS accounting transactions, is included on all transaction posting to federal funds.

The Federal Catalog/SCO Account Number is looked up by the Project Number/Work Phase in accounting transactions. The FY accounts are accounted in the Appropriation File and 44 Accounts in the Cash Control File.

Authority to receive Federal Funds is based on the grant document received from the federal agency. Accounts representing receipt authority (44 Accounts) are established by the SCO and in CALSTARS based on an AUD10A document submitted to the SCO. The SCO establishes individual Detail (D) and Control (C) accounts to record transfers to FY accounts. A detail receipt account, which stands alone, is established for control of receipt authority.

44 (D) accounts are summarized in an overall Control (C) account, 44 (R) accounts are summarized in an overall Control (Q) account. Authority to expend Federal Funds is received through the annual State Budget Act. Detail expenditure (D) and receipt (F) appropriation accounts, summarized in a Control (C) account, and are established by the SCO in amounts authorized by the State Budget Act. The detail accounts are established in CALSTARS through the use of appropriation symbols.

- 10.12. Single Audit Management Decisions:** Describe State procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521. If these procedures are described in the State monitoring protocols attached under item 10.2, indicate the page number. **See Attachment 4**
- 10.13. Assurance on Federal Investigations:** Will the State “permit and cooperate with Federal investigations undertaken in accordance with Section 678D” of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act? Yes No

If this is the first year filling out the automated State Plan, please skip the following question.

- 10.14.** First year filling out automated State Plan; question skipped

SECTION 11 Eligible Entity Tripartite Board:

- 11.1.** Which of the following measures are taken to ensure that the State verifies CSBG eligible Entities are meeting Tripartite Board requirements under Section 676B of the CSBG Act? [Check all that apply]
- Attend Board meetings
 - Review copies of the board meeting minutes
 - Track board vacancies/composition

Other

11.2. How often does the State require eligible entities (which are not on TAPs or QIPs) to provide updates (e.g., copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.) regarding their Tripartite Boards? **[Check all that apply]**

- Annually (submitted with contract)
- Semiannually
- Quarterly
- Monthly
- Other

11.3. Assurance on Eligible Entity Tripartite Board Representation: Describe how the State will carry out the assurance under Section 676(b)(10) of the CSBG Act that the State will require eligible entities to have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entities' Tripartite Board.

As part of the CAP, CSBG eligible entities must describe their agency's procedures for ensuring adequate low-income representation on the board. CSD will assess agencies compliance by reviewing the description of the written procedures that describe how the board will ensure adequate board representation in which low-income individuals or organizations are adequately represented.

11.4 Does the State permit public entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act? **Yes** **No**

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

CSD has established and approved an alternative mechanism to a tripartite board for NAI Contractors through the use of either a NAI governing council, commission, board or other body responsible for the administration of the CSBG funded programs. This mechanism requires that there is low-income participation.

SECTION 12 Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: What is the income eligibility threshold for services in the State? **[Check one item below.]**

- 125% of the HHS poverty line
- % of the HHS poverty line (fill in the threshold): 100%
- Varies by eligible entity

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

12.2. Income Eligibility for General/Short Term Services: For services with limited in-take procedures (where individual income verification is not possible or practical), how does the State ensure eligible entities generally verify income eligibility for services? An example of these services is emergency food assistance.

As part of the CAP, CSBG eligible entities are required to describe how the agency verifies income eligibility for services with limited in-take services. CSD will review the income verification process for limited intake through the review of the CAPs and monitoring process.

12.3. Community-targeted Services: For services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations), how does the State ensure eligible entities' services target and benefit low-income communities?

As part of the CAP, CSBG eligible entities are required to describe how they will provide services that target and benefit low-income communities. CSD will review the CAP responses including the needs assessment to ensure services are targeting low income communities.

SECTION 13 Results Oriented Management and Accountability (ROMA) System

13.1. ROMA Participation: In which performance measurement system will the State and all eligible entities participate, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act? **[Check one]**

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

13.1a. If ROMA was selected in item 13.1, attach and/or describe the State's written policies, procedures, or guidance documents on ROMA.

California and the CSBG eligible entities will continue to participate and comply with ROMA, a management and accountability process that is focused on achieved results. California has incorporated the cycle of the ROMA principles into the CAP and comprehensive community needs assessment. To ensure that the CSBG eligible entities are meeting the ROMA principles, the CAP and community needs assessment are evaluated to verify that the needs assessment data drives the goal setting process and formulates the program activities and delivery strategies. The achievement of results will be reported using the NPIs which will be used by CSD to monitor the CSBG eligible entities performance.

13.1b. If ROMA was not selected in item 13.1, describe the system the State will use for performance measurement.

13.2. Indicate and describe the outcome measures the State will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act? **[Check one and provide Narrative]**

CSBG National Performance Indicators (NPIs)

NPIs and others

Others

CSD measure the performance of the CSBG eligible entities by utilizing the following six National Goals, along with the corresponding NPIs, listed below:

National Goals of the Community Services Block Grant

National Goal 1: Low-income people become more self-sufficient (*Self-sufficiency*)

NPI 1.1 Employment

NPI 1.2 Employment Supports

NPI 1.3 Economic Asset Enhancement and Utilization

National Goal 2: The conditions in which low-income people live are improved (*Community Revitalization*)

NPI 2.1 Community Improvement and Revitalization

NPI 2.2 Community Quality of Life and Assets

NPI 2.3 Community Engagement

NPI 2.4 Employment Growth from ARRA Funds

National Goal 3: Low-income people own a stake in their community

NPI 3.1 Community Enhancement Through Maximum Feasible Participation

NPI 3.2 Community Empowerment Through Maximum Feasible Participation

National Goal 4: Partnerships among supporters and providers of services to low-income people are achieved

NPI 4.1 Expanding Opportunities Through Community-Wide Partnerships

National Goal 5: Agencies increase their capacity to achieve results

NPI 5.1 Agency Development

National Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems (*family stability*)

NPI 6.1 Independent Living

NPI 6.2 Emergency Assistance

NPI 6.3 Child and Family Development

NPI 6.4 Family Support

NPI 6.5 Service Counts

- 13.3.** How does the State support the eligible entities in using the ROMA system (or alternative performance measurement system)?

In 2014, CSD invested discretionary funds to provide National ROMA Peer to Peer Training to CSBG eligible entities and CSBG program staff. As a result, CSD has certified ROMA trainers that are available to provide training and technical assistance to the eligible entities as needed. This will support the organizational standard 4.2 which indicates the eligible entity must use the services of a certified ROMA trainer.

- 13.4. Eligible Entity Use of Data:** How is the State validating that the eligible entities are using data to improve service delivery?

CSD requires CSBG eligible entities to certify compliance with how they are using the data to improve service delivery. CSD will evaluate the responses to ensure data is used to improve program delivery and services.

Community Action Plans and Needs Assessments

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

CSD requires each CSBG eligible entity to submit a CAP as a condition of receipt of funding. The CAPs are submitted to CSD no later than June 30 on a biennial basis.

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

As part of the CAP, CSBG eligible entities are required to submit a comprehensive community needs assessment. The needs assessment is evaluated to ensure that the problems and conditions of poverty within the CSBG eligible entity's service area are captured and based on verifiable data and information gathered through various sources.

SECTION 14 CSBG Programmatic Assurances and Information Narrative (Section 676(b) of the CSBG Act)

14.1 Use of Funds Supporting Local Activities

CSBG Services

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

- (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--
 - (i) to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - (ii) to secure and retain meaningful employment;

-
- (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
 - (iv) to make better use of available income;
 - (v) to obtain and maintain adequate housing and a suitable living environment;
 - (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
 - (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to –
 - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

The CSBG eligible entities satisfy these Assurances through activities such as disaster preparedness and relief, energy supports, job training, asset development programs, educational supports, career development, volunteer efforts, food supports, health education and access, tax preparation assistance, mentoring, parenting development, child care services and other activities. CSD requires CSBG eligible entities to certify compliance with these Assurances in the CAP. CSD will ensure that these activities are carried out through review of the CAPs, monitoring of the CSBG eligible entities' program performance and enforcement of contract requirements.

Needs of Youth

- 14.1b. 676(b)(1)(B)** Describe how the State will assure “that funds made available through grant or allotment will be used –
- (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--
 - (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth

-
- mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- (ii) after-school child care programs;

CSBG eligible entities submit a narrative as part of their CAP describing how they meet the above Assurances that address the needs of the youth in their communities. Identified needs are met through various methods, including summer youth programs, mentoring programs, gang suppression and prevention programs, life skills training and employment-related initiatives.

Coordination of Other Programs

14.1c. 676(b)(1)(C) Describe how the State will assure “that funds made available through grant or allotment will be used –

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

Each CSBG eligible entity’s CAP must include a narrative describing the systems used to ensure optimal coordination with other appropriate programs in the community. CSD requires CSBG eligible entities to certify compliance with these Assurances in the CAP.

State Use of Discretionary Funds

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

See “State Use of Funds: Remainder/Discretionary,” items 7.9 and 7.10

Eligible Entity Service Delivery, Coordination, and Innovation

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

Eligible Entity Service Delivery System

14.3a. 676(b)(3)(A) Describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the State;

Because of California’s economic, geographic, language and ethnic diversity, no single service delivery system is effective or appropriate for all regions or communities within the State.

While CSBG eligible entities adopt a service delivery system that seeks to maximize client access, avoid duplication of services and provide services along a continuum of need, how these models operate is a function of local conditions and priorities. The service delivery systems of some CAAs are centralized, with the eligible entity directly providing all or most of the direct client services. Others rely on sub-contractors and referrals to a network of community partners for service delivery. Service delivery systems also vary in how and where services are provided. Some CSBG eligible entities rely primarily on providing services at a centralized, brick-and-mortar location. Others—particularly those in rural or remote regions where transportation is challenging for low-income residents—provide services to clients and communities in mobile vans or satellite offices. Co-location of services and one-stop models are common, where the client can go to one convenient location for a variety of services.

Eligible Entity Linkages – Approach to Filling Service Gaps

14.3b. 676(b)(3)(B) Describe “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow up consultations.”

See State Linkages and Communication section, item 9.3b.

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

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

See State Linkages and Communication section, item 9.7.

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

14.3d. 676(b)(3)(D) Describe “how the local entity will use the funds [made available under 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting.”

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

Each CSBG eligible entity’s CAP must include a narrative describing how the agency will use funds to support innovative community and neighborhood-based initiatives, including

fatherhood and other initiatives with the goal of strengthening families and encouraging parental responsibility. Many CSBG agencies provide fatherhood strengthening classes and counseling, including expansion of non-court-ordered parenting classes, providing services addressing co-parenting communication skills, strategies to establish and maintain active involvement in the lives of their children, and support of fathers to prevent child abandonment. Other activities described by the CSBG eligible entities have focused on incarcerated or recently paroled men, providing job training and employment assistance to prepare them to provide financial support to their children, and thus, help them re-establish healthy connections to their families. Children are a focus of many CSBG eligible entities. Many coordinate with the First 5 California, a statewide initiative focused on infants through age five, to provide services to improve early childhood outcomes to ensure they enter school healthy and ready to learn. Local program planning and coordination have also been a priority to better meet the needs of special populations like developing a coordinated system of care for homeless persons.

Eligible Entity Emergency Food and Nutrition Services

- 14.4. 676(b)(4)** Describe how the State will assure “that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”

CSBG eligible entities certify their compliance with this assurance in the CAP. CSBG eligible entities provide a narrative of their plan for providing emergency food assistance and nutrition to offset conditions of starvation and malnutrition. CSBG eligible entities coordinate with a variety of community organizations to provide food security. To promote availability of nutritious foods, many CSBG eligible entities assist in the development of community gardens.

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

- 14.5. 676(b)(5)** Describe how the State will assure “that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act.”

See State Linkages and Communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.

State Coordination/Linkages and Low-income Home Energy Assistance

-
- 14.6. 676(b)(6)** Provide “an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.”

See State Linkages and Communication section, items 9.2 and 9.5.

Federal Investigations

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

See Fiscal Controls and Monitoring section, item 10.13.

Funding Reduction or Termination

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

See Fiscal Controls and Monitoring section, item 10.7.

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

- 14.9. 676(b)(9)** Describe how the State will assure “that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”

See State Linkages and Communication section, item 9.6.

Eligible Entity Tripartite Board Representation

- 14.10. 676(b)(10)** Describe how “the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.”

See Eligible Entity Tripartite Board section, 11.3

Eligible Entity Community Action Plans and Community Needs Assessments

14.11. 676(b)(11) Provide “an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”

See items 13.5 and 13.6

State and Eligible Entity Performance Measurement: ROMA or Alternate system

14.12. 676(b)(12) Provide “an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

See ROMA section, items 13.1, 13.2, 13.3, and 13.4.

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

The State provides information for each of the assurances in corresponding items throughout the State Plan.

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

SECTION 15 Federal Certifications

The box after each certification must be checked by the State CSBG authorized official.

15.1 Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.2 Drug-Free Workplace Requirements

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

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

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

-
- (8) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about - -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

-
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
- (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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

Place of Performance (Street address, city, county, state, zip code) **[2389 Gateway Oaks Drive, Sacramento, Sacramento County, California, 95833]**

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

-
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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

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

15.3 Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -

Primary Covered Transactions

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

-
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
 - (6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
 - (7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
 - (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
 - (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - (10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -

Primary Covered Transactions

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

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

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was
- (3) placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (4) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

-
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
 - (6) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
 - (7) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
 - (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
 - (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - (10) Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

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

15.4 Environmental Tobacco Smoke

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

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

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

Appendix :

- **Attachment 1: State's Official CSBG Designation Letter**
- **Attachment 2: CSD California State Monitoring Procedures**
- **Attachment 3: California GOV Code §12750.2 and 22 CCR §100780.**
- **Attachment 4: Audit Desk Review Procedures**

-
- **Attachment 5: *Documentation of Legislative and Public Hearings***
 - **Attachment 6: *Public Hearing Transcripts***

DRAFT