

2026/2027 Community Needs Assessment and Community Action Plan

Del Norte Senior Center Community Action Partnership of Del Norte



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Introduction

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

Purpose

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

Federal CSBG Programmatic Assurances and Certification

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

State Assurances and Certification

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

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138](#) dated January 26, 2015, CSBG agencies will comply with the Organizational Standards. A list of Organizational Standards that are met by an accepted CAP, including a CNA, are found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New for 2026/2027?

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

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

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

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

Checklist

- ☐ Cover Page
- ☐ Public Hearing Report

Part I: Community Needs Assessment Summary

- ☐ Narrative
- ☐ Results

Part II: Community Action Plan

- ☒ Vision and Mission Statements
- ☐ Causes and Conditions of Poverty
- ☐ Tripartite Board of Directors
- ☐ Service Delivery System
- ☒ Linkages and Funding Coordination
- ☐ Monitoring
- ☐ ROMA Application
- ☐ Federal CSBG Programmatic Assurances
- ☐ State Assurances
- ☐ Organizational Standards

Part III: Appendices

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

Cover Page

Agency Name:	Del Norte Senior Center – Community Action Partnership of Del Norte
Name of CAP Contact:	Charlaine Mazzei
Title:	Executive Director
Phone:	(707) 464-3812
Email:	Cmazzei@dnsc1.org

Date Most Recent CNA was Completed: (Organizational Standard 3.1)	May 2025
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Board and Agency Certification

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

Name: Charlaine Mazzei		Name: Charlene Wick	
Title:	Executive Director	Title:	Board Chair
Date:		Date:	

ROMA Certification

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

Name:	Daphne Cortese-Lambert
ROMA Title:	
Date:	

CSD Use Only

Dates CAP		Accepted By
Received	Accepted	

Public Hearing(s)

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

State Statute Requirements

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

Guidelines

Notice of Public Hearing

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

Public Hearing

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

Additional Guidance

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

Public Hearing Report

Date(s) the Notice(s) of Public Hearing(s) was/were published	08/14/2025
Date Public Comment Period opened	08/14/2025
Date Public Comment Period closed	08/25/2025
Date(s) of Public Hearing(s)	
Location(s) of Public Hearing(s)	1765 Northcrest Drive, Crescent City, CA 95531.
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	Agency Website
Number of attendees at the Public Hearing(s)	

Part I: Community Needs Assessment Summary

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

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

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

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

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

Narrative

CSBG Act Section 676(b)(9)

Organizational Standards 2.2, 3.3

ROMA – Assessment

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

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

The Del Norte Senior Center-Community Action Partnership of Del Norte (DNSC-CAPDN) serves Del Norte County, which is located in the far northwestern corner of California approximately 350 miles north of San Francisco. The County covers a total area of 1,008 square miles. Del Norte County is bordered by the state of Oregon to the north, the Pacific Ocean to the west and Humboldt County to the south. On the map, Del Norte County's eastern neighbor is Siskiyou County, but the two counties are divided by the Siskiyou Mountain Range. There is no route between the two counties that does not require traveling either northeast into Oregon, then south over 4,311-foot Siskiyou Summit or south, east and north through Humboldt and Shasta counties.

The U.S. Highway 101 corridor is the main artery running parallel to the coast through Del Norte County from Southern Oregon in the north to Humboldt County in the south. The densest concentration of homes, businesses and service agencies lies along this route in Crescent City and the adjacent areas known as the urban services areas. In addition to Highway 101, U.S. Highway 199 travels northeast into Oregon and provides access to some of the less densely populated areas in the county. Ground access into and out of the County is limited to these two main arteries.

Highway 199 follows the banks of the Smith River for a long distance through the mountainous Coastal Range. Highway 101 often parallels the cliffs overlooking the Pacific Ocean. Both roads are very narrow and winding in sections. Both are also prone to accidents and landslides, especially during the rainy winter months in a county with average rainfall of 66 inches per year.

Del Norte County is served by one regional airline and limited regional bus transit, making public transportation into and out of the county extremely challenging. Challenging transportation combined with limited medical care options make it difficult for low-income individuals to access specialty or higher level health care.

Only 22.4% of Del Norte County's land is held privately, with hundreds of acres of public lands designated as State and National Parks and Wilderness areas. The primary effect of taking land out of private ownership is that it is taken off the tax rolls. County property tax revenue, already limited by Proposition 13, is further diminished by governmental ownership of such larger amounts of land. Services that require either full county support or a county share (including all social service safety net programs) are often not fully funded due to lack of local revenue. The lack of county revenue to support services to low-income individuals can result in a greater burden being placed on the private non-profit sector.

Historically, the local economy was supported by the logging and fishing industries. Both of these industries

have declined dramatically over the last three to four decades leaving the County without a firm economic base outside of governmental employers. In addition to the decline in fishing, Crescent City Harbor suffered \$48,000,000 in damages from a tsunami resulting from the March 2011 Japanese earthquake. A previous tsunami in 1964 destroyed the entire downtown area of the city. Although the Harbor received Federal disaster assistance and state CDBG infrastructure funding to rebuild its inner boat basin, the Harbor District itself continues to wrestle with insufficient ongoing economic stability.

Demographically, Del Norte County's approximately 27,000 people tend to be less ethnically diverse than the state as a whole. According to the U.S. Census Bureau Quick Facts, approximately 60.7% of Del Norte residents identify themselves as white alone compared to 35.2% of Californians as a whole. The next largest and fastest growing ethnic group are those who identify as Hispanic/Latino. Del Norte is home to three federally recognized Native American tribes and a significant Hmong population.

Del Norte County tends to have lower educational attainment than the rest of the state, with 16.8% of Del Norte's population over the age of 25 reporting no high school diploma compared to 15.6% statewide. About 28% of residents have attained a high school diploma as their highest degree and another 28% reporting some college attendance. About 9.5% are reported to have attained an Associate's degree, which is slightly higher than the state. Fewer than 18% of Del Norte residents report attaining a Bachelor's or graduate/professional degree compared to 35.9% statewide and 34.3% nationwide.

Educational attainment in Del Norte County's K-12 schools cannot be assessed without acknowledging the impact of pandemic school closures. Although the Del Norte Unified School District minimized school closures as much as was allowed by state guidance, most children lost at least a year of in-person instruction. The disruption is reflected in the results of standardized testing. Prior to the pandemic, close to 36% of students scored as meeting or exceeding state standards for English Language Arts. A little more than 25% scored as meeting or exceeding state standards for Math. These already alarmingly low numbers were made much worse by the pandemic. In school year 2021-22, the percentage of students who scored as meeting or exceeding state standards was only 27.86% for ELA and only 16.57% for math.

Learning loss has been exacerbated by the social-emotional impact of the pandemic on student behavior and ability to re-adapt to the classroom environment. Interventions made possible by federal and state learning loss mitigation funding have shown promising results in improving scores and addressing social-emotional challenges; however, this funding expired in school year 2024-25, long before the need for intensive services has gone away.

Home to Pelican Bay State Prison, the Redwood National State Parks and the Smith River National Recreation Area, Del Norte County's single largest employment sector is federal, state and local government, followed by education and health services. At 6.3% as of July 2024, Del Norte County's unemployment rate is higher than the state average of 5.8%. Historically, Del Norte's unemployment rate has been higher than state and national averages, but tends to be less susceptible to wide swings. Interestingly, Del Norte's unemployment rate rose slightly from July 2023 to July 2024 even though local employers anecdotally report difficulty in finding qualified candidates for open positions.

Specific statistics regarding income and poverty seem to vary widely depending on source. SparkMap data reports Del Norte had a 21.6% poverty rate in 2022 compared to the state average of 17.23%. The Census Bureau's 2022 ACS 5-year estimate put Del Norte's individual poverty rate at 14.3%. U.S. Bureau of Economic Analysis (BEA) data reports Del Norte County's 2023 per capita income as \$47,141, which is 58%

of the state average and 53rd out of California's 58 counties. Only 45.6% of the county's total personal income is reported to come from personal income, with 39.6% coming from non-work income, such as assistance programs and government benefits.

Housing continues to be a challenge in Del Norte County, with even higher-income families and individuals having difficulty finding housing. Those in need of affordable housing are even more limited. More than half of Del Norte County's housing stock was built before 1979 and a significant percentage are mobile homes. Deteriorating and substandard housing is not uncommon and few grant programs exist to assist low-income occupants or owners make substantial repairs. On the bright side, there are several apartment projects in construction, which will hopefully make housing more available.

Because of the severe shortage of housing in general and low-income housing in particular, Del Norte County has seen the homeless population increase dramatically. Because of the low housing density and availability of forested areas where camps can be established out of site, homelessness is not as visible as in urban areas. Point in Time surveys have been becoming more accurate in recent years, but continue to severely undercount the homeless. Only programs that bring services to the homeless where they live and establish trusting relationships are successful in gaining access to this population.

Del Norte County tends to rank low on many health metrics and access to medical care is an ongoing challenge for all of Del Norte County's residents, whether low-income or not. Del Norte qualifies as both a Health Professional Shortage Area and a Medically Underserved Area. Both of these designations allow for recruitment of National Health Service Corps scholars, who repay medical school costs through service to a designated community. These programs can be a double-edged sword, however, as physician turnover is significant when providers leave after their obligations are completed.

Contributing to poor health outcomes is limited access to adequate and nutritious food. Del Norte County tends to rank significantly below statewide statistics related to food access and security. Much of Del Norte is considered a Food Desert as defined by the USDA with low access to grocery stores, supercenters or other sources of fresh and healthy foods.

Only three major retail grocery stores, Safeway, Grocery Outlet, and Wal-Mart Supercenter, serve the entire Del Norte County area. All three stores are located in Crescent City, making access from outlying areas of the county difficult. A small health-food grocery located in Crescent City has expanded; however, the prices for healthier food tend to be higher than many low-income families can afford. The outlying township areas have mini-mart type stores which carry only limited fresh foods at much higher prices.

Drug and alcohol abuse statistics are difficult to find; however, these are historically chronic problems in Del Norte County. The County lacks significant outpatient treatment resources and has no residential treatment facilities. Prescription opioid use is high in Del Norte County, blamed in large part on injuries from physical occupations like logging and fishing. In many ways, though, the national attention paid to the prescription opioid crisis has overshadowed serious problems with other drugs. While the DPH has a dashboard for opioid surveillance, there is almost no available data for heroin or methamphetamine use, which are anecdotally much more problematic in Del Norte County.

Crime rates tend to be lower in Del Norte County than in more urban areas and have lowered since 2020. Violent crime rates were driven by rape and robbery incidents, while property crimes were most often reported as burglary and motor vehicle thefts. Domestic violence calls for assistance reached a decade high

in 2023, with 839 total calls. According to Kidsdata.org, at 115.7 per 1,000, Del Norte County's rate of reported child abuse in 2020 was the second highest in the state. Del Norte's substantiated child abuse rate of 13.1% was 13th highest in the state.

Services to address community needs are provided by a combination of governmental, private non-profit and faith-based entities that are usually small, stretched and inadequately funded to meet the significant needs of the community. On the positive side, our small size both allows and requires us to work together to solve problems and increase capacity. Much progress is based on the relationships we build with each other to serve diverse needs of many of the same families and individuals.

Since emerging from the pandemic, Del Norte County appears to be entering a time of increased collaboration and focus on the future. County-wide task forces are coming together to support comprehensive plans to address homelessness. Economic summits are focusing on visions for the future and are including diverse partners that have not traditionally been at the table, including the Del Norte County Unified School District. Flexibility in our Community Action programs will be critical to allow us to take advantage of new opportunities for partnerships to serve the low-income members of our community over the next two years.

Unfortunately, the severe changes at the federal level threaten community efforts as the anticipated cuts or elimination of federally supported programs for older and low-income individuals and households withdraw resources from all facets of Del Norte County's service sector. Despite increased local collaboration and cooperation, it is anticipated that federal policies will negatively impact Del Norte County's economic, social and educational well-being.

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

Federal Government/National Data Sets

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

Local Data Sets

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

California State Data Sets

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

Surveys

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

Agency Data Sets

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

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

Surveys

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

Interviews

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

Focus Groups

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

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

4. Confirm that your agency collected and analyzed information from each of the five community sectors below as part of the assessment of needs and resources in your service area(s). Your agency must demonstrate that all sectors were included in the needs assessment by checking each box below; a response for each sector is required. (CSBG Act Section 676(b)(9), Organizational Standard 2.2)

Community Sectors

- ☒ Community-based organizations
- ☒ Faith-based organizations
- ☒ Private sector (local utility companies, charitable organizations, local food banks)
- ☒ Public sector (social services departments, state agencies)
- ☒ Educational institutions (local school districts, colleges)

Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Organizational Standards 4.2

State Plan Summary and Section 14.1a

ROMA – Planning

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

Table 1: Needs Table					
Needs Identified	Level (C/F)	Agency Mission (Y/N)	Currently Addressing (Y/N)	If not currently addressing, why?	Agency Priority (Y/N)
Senior food insecurity and risks to healthy aging.	C&F	Y	Y	Choose an item.	Y
Low-income families and individuals do not have sufficient resources to meet the cost of living.	C&F	Y	Y	Choose an item.	Y
Lack of access to affordable housing.		Y	Y	Choose an item.	Y
Homeless individuals and families have poor access to basic essentials of daily life, including food, shelter and hygiene	C&F	Y	Y	Choose an item.	Y
Low access to and/or utilization of broadband Internet among seniors and other isolated or low-income individuals and families.	C&F	N	N	Insufficient resources available	N
Low access to medical care.	C&F	Y	Y	Choose an item.	Y
The childcare system is fragile and relies heavily on schools to provide social-emotional support to children and families in addition to basic education.	C&F	Y	N	Other	N
Housing stock is deteriorated beyond the capacity for traditional weatherization to address.	C&F	Y	N	Insufficient resources available	N
There is a lack of living wage employment opportunities to address the increasing gap in income and poverty rates between Del Norte County and the rest of the state.	C&F	N	N	Need departs from our agency's mission.	N
There is ongoing inability to recruit and retain college-educated individuals to fill professional and paraprofessional positions that are available.	C&F	N	N	Need departs from our agency's mission.	N
Needs Identified: Enter each need identified in your agency's most recent CNA. Ideally, agencies should use ROMA needs statement language in Table 1. ROMA needs statements are complete sentences that identify the need. For example, "Individuals lack living wage jobs" or "Families lack access to affordable housing" are needs					

statements. Whereas “Employment” or “Housing” are not. Add row(s) if additional space is needed.

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

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

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

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

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

Table 2: Priority Ranking Table

	Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category
1.	Senior food insecurity and risks to healthy aging.	Senior onsite and home delivered meals for those age 60 and older; participation in food councils and coalitions.	FNPI's 5F (home delivery age 65 and older); 5z.1 Age 60 to 64 who maintain independent living (home delivery); and 5z.2 Age 60 and older who experience increased access to healthy meals (congregate meals and food boxes). SRV 5ii and 5jj.
2.	Senior food insecurity and risks to healthy aging.	Provide a venue and staff support as necessary for educational presentations; support groups; exercise classes; social and recreational groups and activities; information and referral; volunteerism; and other related supportive services focused on those aged 60 and older.	FNPI's 5c; 5b; 5d; 5z3 SRV 5a; 5p; 5q; 7c
2.	Lack of access to affordable housing.	Provide and maintain affordable housing for seniors through management of a 39-unit HUD-subsidized independent living complex for seniors aged 62 or older.	FNPI 4b; 4c; 4d SRV 4o
4.	Low-income families and individuals do not have sufficient resources to meet the cost of living.	Provide access to income support programs such as utility assistance, weatherization services, rental assistance, water utility assistance and other programs as may become available to assist low-income households meet their basic needs, through administration of LIHEAP and local utility company energy assistance and weatherization programs and other low-income support programs as may become available.	FNPI 4h; 4z Maintain safe housing through energy assistance. SRV 4i, 4q, 4t
3.	Homeless individuals and families have poor access to basic essentials of daily life, including food, shelter and hygiene	Assist those struggling with homelessness by 1.) operating a mobile shower unit to provide hygiene services to the homeless 2.) maintaining and strengthening an administrative partnership with Del Norte Mission Possible to operate a transitional house for homeless women; establish and operate a homeless shelter and village campus; provide essential survival supplies to the unhoused living in the open; and engage the homeless in environmental cleanup activities; and 3.) conducting other programs to support the homeless as may be	FNPI 4a; 4b; 5c SRV 4m, 4n; 5oo

		necessary and appropriate.	
5.	Support of all other identified needs.	Participate in community collaborations, partnerships and working groups to address the causes and effects of poverty and strengthen local service networks.	Module 2, B.5
6.	Support of all other identified needs.	Maintain agency capacity to administer programs that meet community needs through compliance with organizational standards and best practices; improvement of staff training and professional development opportunities; maintenance of tri-partite board; and pursuit of diversified resources to maintain infrastructure to support service provision and regulatory compliance.	NPI 6a Serv 6c Module 2, B.2 Organizational Standards Reporting
7.	Support of all other identified needs.	Maintain flexibility to address emerging community needs as necessary and appropriate by adding, modifying or deleting priorities during the implementation of this plan as needed to take advantage of new opportunities or abandon unsuccessful strategies.	All NPI's and services.

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

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

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

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

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

California Code of Regulations Sections 100651 and 100655

Vision and Mission Statements

ROMA – Planning

1. Provide your agency's Vision Statement.

The vision of the Del Norte Senior Center is a community where all individuals, regardless of income, are able to live and age independently and with dignity and meaning.

2. Provide your agency's Mission Statement.

The mission of the Del Norte Senior Center is to provide the widest range of opportunities for seniors and other low-income residents of Del Norte County to live dignified and productive lives by developing resources to help meet their physical, mental, social and financial needs.

Causes and Conditions of Poverty

Organizational Standards 1.1, 1.2, 3.2, 3.4

ROMA – Planning

1. Describe the key findings of your analysis of information collected directly from low-income individuals to better understand their needs. (Organizational Standards 1.1, 1.2)

Key findings from the analysis of information collected directly from low-income individuals shows that the services provided by DNCS-CAPDN are unique to the community and are vital to the health and well-being of some of the community's most vulnerable families and individuals.

2. Describe your agency's assessment findings specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area(s). (Organizational Standard 3.2)

The poverty data related to gender, age, and race/ethnicity continue to show that Del Norte is one of the most economically disadvantaged counties in California across the board. The resources provided to address the conditions of poverty in the community are insufficient to fully meet the need. We are therefore limited in our service delivery strategies to those programs for which non-CSBG funding is available, and which are in the area of expertise expected of our organization. Service capacity is increased by leveraging our administrative strength to support partner organizations so that they may better carry out services. All services are threatened by federal funding uncertainty.

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

As cited earlier, Del Norte County is, overall, an economically disadvantaged community. As such, the causes and effects of poverty are more complex and intertwined than might be the case in a relatively well-off community in which some members were living in poverty. Traditional activities targeted at moving individuals out of poverty may have limited effect if there is nowhere within the community to go.

Del Norte County's story is typical of rural areas whose historic economies were based on natural resources that are either dwindling or no longer available. In general, a lack of living-wage job opportunities and lower educational attainment combine to create a community with overall high poverty rates and low median income.

Youth must leave the area to obtain a college degree, and the lack of opportunity often keeps them from coming back. The lack of a trained, competent workforce conversely makes it difficult to fill jobs or develop new economic sectors when opportunities arise. Del Norte County's isolated location away from major transportation arteries; its high proportion of publicly-owned land; and the lack of a skilled talent pool for entrepreneurship and labor make it difficult to establish, develop and maintain businesses and industry capable of significantly impacting poverty.

Homelessness, housing insecurity and substandard housing have become increasingly prevalent in

the community over the last five to ten years. Del Norte County's low population (roughly 27,000) means that there are too few people to sustain specialty medical care practices and other professional services. Residents must travel between 90 and 120 miles to access specialty services, which is a significant challenge for seniors and low-income families.

State and Federal resources and supports that are allocated or limited according to population, including Del Norte's current CAA funding, are insufficient to support meaningful programs to address systemic causes and effects of poverty. The threatened defunding, elimination or shrinking of federal safety net programs, including CSBG, LIHEAP, Medicaid, SNAP and reductions in the Federal workforce will only exacerbate the community's already difficult financial situation.

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

As stated above, the conditions of poverty and the causes of poverty are often the same. For example, Del Norte County's low educational attainment is both a cause of poverty and a negative condition created by poverty as low-income individuals either can't afford education or leave the area to obtain it and do not return. Ultimately, generational low educational attainment leads to a lower value placed on education, creating a recurring cycle of intergenerational poverty. Throughout the pandemic and beyond, low educational attainment manifests itself as a distrust of experts; pervasive misinformation; and resistance to any measures that would require a change in individual behavior for community well-being.

Del Norte's lack of a skilled workforce means that economic development is challenged when potential businesses cannot find employees who can meet job criteria. Without economic development, low-paying jobs become a pervasive condition of Del Norte's economically challenged community. Other conditions of poverty present in Del Norte County, such as homelessness, housing insecurity, food insecurity, poor health outcomes, domestic violence and child maltreatment also act as significant barriers to obtaining and maintaining employment that would allow individuals and families to meet basic needs. Del Norte's low median income which is insufficient to meet estimated basic living costs leads to generational dependence on economic support programs and potential deterioration of the value placed on meaningful work and contributions to the community. Low median income and low population provide an insufficient economic base for private health care providers, leading to the condition of low access to medical care leading to the condition of poor health outcomes.

Addressing the conditions of poverty in a low-income area like Del Norte is much more complex and difficult than the traditional individual work of job training or skill-building. Self-sufficiency has a different meaning in a community where accessing income support programs is the only way for many to meet their basic needs. As stated earlier, population-based state and federal programs do not provide sufficient funding to tackle the challenges, especially when Del Norte is artificially left out of funding calculations applied to other similar areas.

5. Describe your agency's data and findings obtained through the collecting, analyzing, and reporting of customer satisfaction data.

The Nutrition Site Council and Redwood Cove Senior Apartments Tenants Association advisory groups meet monthly and allow DNSC-CAPDN program staff to obtain regular and ongoing feedback regarding services. Minutes of advisory group meetings and results of surveys are recorded and shared with governing bodies. Data collected through these advisory groups is used to inform services.

Tripartite Board of Directors

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

Organizational Standards 1.1. 3.5

ROMA – Evaluation

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

The organization's bylaws Sections 4.2 through 4.4 govern the manner in which board members are elected. Any low-income individual, community organization, religious organization or representatives of low-income individuals may apply and be nominated for election pursuant to these bylaws.

4.2 Number and Representation: The Board of Directors shall consist of nine (9) persons as follows -

- a. Three persons shall be elected public officials, currently holding office, except that if the number available to serve is less than three, appointed public officials may serve. Elected officials may be removed as provided for in these Bylaws.
- b. Three persons shall be representative of the low-income in the area served by this organization. Low-income members shall either be low-income or shall work for or with organizations serving low-income individuals and families.
- c. Three persons shall be from the community at large.

All Board Directors shall be elected or approved by the general membership in accordance with the procedures set forth in section 4.3. Board Directors shall not receive any compensation for their services.

2. Describe your process for communicating with and receiving formal approval from your agency board of the Community Needs Assessment (Organizational Standard 3.5).

The Community Needs Assessment is presented to the governing board along with the Community Action Plan upon completion.

Service Delivery System

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

State Plan 14.3a

ROMA - Implementation

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

DNSC-CAPDN provides direct services through paid staff. Social, recreational and educational activities are generally volunteer-led or self-organized. Health and support services are provided by third-party providers who come to our site to provide their own services. DNSC-CAPDN helps refer clients to other agencies when they need a service not provided by DNSC CAPDN. The services provided directly by DNSC-CAPDN are unique in the community. No other provider offers them. Those services provided by third-parties using DNSC-CAPDN facilities are uniquely able to provide access through DNSC-CAPDN for clients who might otherwise not be able to receive services. This is especially true for services based outside of Del Norte County. Examples of such services include Senior Legal Services, Caregiver Support Group and HICAP services, which are administered by organizations based in other areas. If not for DNSC-CAPDN, they would not have a place to provide their services in the county.

DNSC-CAPDN's intake process differs depending on the specific program being accessed. In general, a client is asked to fill out an intake form/application, is interviewed during an intake process or both. Eligibility for most direct-benefit services is either age-based (for senior services), income-based (for LIHEAP) or both income and age-based (subsidized senior housing). Most recreational, social, and supportive services are open and do not have eligibility limitations, but most participants in these services are eligible for one or more of our other services. DNSC-CAPDN's CSBG-funded services are delivered directly and not by subcontractors.

2. Describe how the poverty data related to gender, age, and race/ethnicity referenced in Part II: Causes and Conditions of Poverty, Question 2 will inform your service delivery and strategies in the coming two years?

The poverty data related to gender, age, and race/ethnicity continue to show that Del Norte is one of the most economically disadvantaged counties in California across the board. The resources provided to address the conditions of poverty in the community are insufficient to fully meet the need. We are therefore limited in our service delivery strategies to those programs for which non-CSBG funding is available, and which are in the area of expertise expected of our organization. Service capacity is increased by leveraging our administrative strength to support partner organizations so that they may better carry out services.

Linkages and Funding Coordination

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

California Government Code Sections 12747(a), 12760

Organizational Standards 2.1

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

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

DNSC-CAPDN's Executive Director is an elected member of the Del Norte Unified School District Board of Trustees and on the Del Norte County Board of Education. DNSC-CAPDN staff participate in the Family Assistance Network coalition of both public and private-sector service organizations and on the Del Norte and Tribal Lands Food Security Council. Our Homeless Services Director is a member of the county-level Homeless Continuum of Care committee for the Redding/Shasta, Siskiyou, Lassen, Plumas, Del Norte, Modoc, Sierra Counties CoC and is a member of the County Board of Supervisors Ad Hoc Committee on Housing and Homelessness. Staff and management participate in other community coalitions and working groups as needed to coordinate services and make use of scarce resources.

Coalition members generally do not coordinate "funding" but instead seek to understand the services provided by each member, strengthen areas in which members can coordinate services provided to common clients, and improve knowledge of resources and needs. The methods used include presentations at coalition meetings and individual networking among service provider directors and staff. These methods are effective in small, close-knit communities such as Del Norte County.

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

Unless funding is involved, DNSC-CAPDN does not generally require MOU's to make its facilities available to other entities. Partners are asked to schedule their services/activities in advance and provide us with participant sign-in information for our reporting. DNSC-CAPDN has a formal lease agreement with Area 1 Agency on Aging to rent an office in our facility to provide its HICAP and other services in Del Norte County. DNSC-CAPDN has written management agreements with the partner non-profit organizations Redwood Cove Senior Apartments and Del Norte Mission Possible; an agreement with the County of Del Norte to provide mobile hygiene services and various informal agreements with other agencies to facilitate access to services.

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

DNSC-CAPDN staff provides direct services to low-income individuals and families and provides information and referral to other providers when services are needed that DNSC-CAPDN does not provide. The services provided by DNSC-CAPDN are unique to the community and not duplicated by other providers. Overall, there is minimal duplication of services in Del Norte County because almost all providers only have resources to provide their own specific services and must refer out to others rather than duplicate the services of others.

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

DNSC-CAPDN leverages Older Americans Act Title III funds, Low-Income Household Energy Assistance Program funds, and management fees from a HUD-subsidized housing program to operate its services. CSBG provides essential funding to stabilize and supplement the funding of these sources, as well as to provide additional opportunities for community services as funding is available.

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

Del Norte County is a generally low-income community and cannot support significant services without outside funding support. In the event of significantly reduced federal funding, DNSC-CAPDN would have to reduce services and cut staff. The impact would be that the DNSC-CAPDN would be able to serve fewer community members and provide fewer services.

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

The DNSC-CAPDN Executive Director is an elected member of the Del Norte Unified School District Board of Trustees and the Del Norte County Board of Education. The needs of youth are central to this work. Information gathered as part of Board service informs agency work and provides opportunities for linkages and partnerships with youth-serving agencies.

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

The DNSC-CAPDN Executive Director is an elected member of the Del Norte Unified School District Board of Trustees and the Del Norte County Board of Education. The needs of youth are central to this work. Information gathered as part of Board service informs agency work and provides opportunities for linkages and partnerships with youth-serving agencies.

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

DNSC-CAPDN does not provide employment and training activities; however, we work closely with the local WIOA agency to place those participating in work-experience programs to support our work with low-income populations.

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

DNSC-CAPDN is a federally-funded provider of Older Americans Act Title III senior nutrition services. The purpose of the program is to provide nutritionally balanced meals to participants aged 60 and over. In addition, the center is an emergency evacuation and food preparation site and coordinates the local board for the FEMA EFSP program, which distributes funding to local organizations for emergency food and shelter services. The organization is a member of the local food council and emergency feeding task force which support a strong food and nutrition system in Del Norte County.

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

☒ Yes

☐ No

11. For dual agencies:

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

For all other agencies:

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

DNSC-CAPDN participates in both formal community coalitions of organizations serving low-income individuals and informal working relationships at the staff and management level.

12. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act Section 676(b)(3)(D), State Plan 14.3d)

Due to the limited nature of the funding DNSC-CAPDN receives, it is unable to provide services in parenting or fatherhood training. These services are a function of other organizations in Del Norte

County.

CSBG funds are an essential supplement to other available public and private funds as a way of supporting DNSC-CAPDN's community-based programs. DNSC-CAPDN will use CSBG funds to continue to offer innovative programs that address the needs highlighted in the Community Needs Assessment, public meetings and ongoing community and individual discussions. Because CSBG funding is limited, DNSC CAPDN's ability to address all types of programs and purposes is also limited. The goal of strengthening families will continue to be supported by DNSC-CAPDN programs that supplement the knowledge and resources available for seniors and disabled persons to improve their health, well-being and self-sufficiency. It is also the goal to develop and implement programs that tap the experience and abilities of our community's growing senior population to help strengthen other families; however, funding challenges have so far prevented implementation of activities in this area. Finally, DNSC-CAPDN will continue to support its sister agency, Del Norte Mission Possible, in its work with homeless families to help them strengthen their resilience and move out of homelessness.

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

As described above, DNSC-CAPDN staff and management participate in community coalitions specifically tasked with identifying gaps and coordinating services. Provision of information and referral services, case management and the availability of follow-up consultations are core to the services provided to seniors through the Del Norte Senior Center and to individuals and families experiencing homelessness through Del Norte Mission Possible.

Monitoring

ROMA – Planning, Evaluation

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

N/A

ROMA Application

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

ROMA – Planning, Evaluation



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

DNSC-CAPDN is a small agency and feedback from staff and program participants is evaluated on a daily basis to determine the need for programmatic and administrative improvement. Advisory groups are in place and provide monthly input into program operations. Formal evaluations and surveys are challenging but will be used as determined appropriate.

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

Need: Senior food insecurity and risks to health aging. **Implementation:** This is an ongoing program that is fully implemented by DNSC-CAPDN. **Monitoring:** The Nutrition Director is responsible for overseeing the day-to-day scheduling, food preparation, packaging and delivery to meet the needs of recipients. Reports are prepared on a monthly basis and submitted to the oversight/funding agency and to the governing board. Feedback is taken on an ongoing basis from program participants and on a monthly basis from the Nutrition Site Council advisory group. Quarterly food safety inspections are conducted by an outside expert, annual food safety inspections are conducted by the County environmental health department and by the oversight/funding agency. **Evaluation:** Success is measured by the number of clients served and by the number of meals provided as indicators of reduction to food insecurity

Optional

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

N/A

Federal CSBG Programmatic Assurances

CSBG Act Section 676(b)

Use of CSBG Funds Supporting Local Activities

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

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

Needs of Youth

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

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

Coordination of Other Programs

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

Eligible Entity Service Delivery System

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

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

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

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

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

Eligible Entity Emergency Food and Nutrition Services

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate System

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

Fiscal Controls, Audits, and Withholding

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

State Assurances

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

For CAA, MSFW, NAI, and LPA Agencies

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

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

For MSFW Agencies Only

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

Organizational Standards

Category One: Consumer Input and Involvement

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

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

Category Two: Community Engagement

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

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

Category Three: Community Assessment

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

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

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

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

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

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

Category Four: Organizational Leadership

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

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

Part III: Appendices

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

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