

2022/2023
Community Needs Assessment and
Community Action Plan

California Department of
Community Services and Development
Community Services Block Grant



Contents

Introduction.....	3
Purpose	3
Federal CSBG Programmatic Assurances and Certification.....	3
State Assurances and Certification	3
Compliance with CSBG Organizational Standards.....	4
What's New For 2022/2023?	4
Checklist.....	6
Cover Page and Certification	7
Public Hearing(s)	8
Part I: Community Needs Assessment	10
Community Needs Assessment Narrative	11
Community Needs Assessment Results.....	16
Part II: Community Action Plan	19
Vision and Mission Statement.....	19
Tripartite Board of Directors	20
Service Delivery System	21
Linkages and Funding Coordination	23
Monitoring	26
Data Analysis and Evaluation.....	27
Additional Information (Optional)	28
State Assurances and Certification	32
Organizational Standards.....	33
Appendices.....	35

Introduction

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

Purpose

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

Federal CSBG Programmatic Assurances and Certification

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

State Assurances and Certification

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

Compliance with CSBG Organizational Standards

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

What's New For 2022/2023?

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

Part I: Community Needs Assessment (CNA); and

Part II: Community Action Plan (CAP).

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

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

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

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

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

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

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

Checklist

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

Part I: Community Needs Assessment

- ☐ Narrative
- ☐ Results

Part II: Community Action Plan

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

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

Agency Name	Plumas County Community Development Commission
Name of CAP Contact	Roger Diefendorf
Title	Executive Director
Phone	530 283-2466
Email	rdiefendorf@plumascdc.org

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

05/14/2021

Board and Agency Certification

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

Odessie Welch		6-18- 2021
Board Chair (printed name)	Board Chair (signature)	Date
Roger Diefendorf		6-18-2021
Executive Director (printed name)	Executive Director (signature)	Date

Certification of ROMA Trainer/Implementer (If applicable)

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

NCRT/NCRI (printed name)	NCRT/NCRI (signature)	Date

CSD Use Only

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

Public Hearing(s)

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

State Statute Requirements

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

Public Hearing Guidelines

Notice of Public Hearing

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

Public Hearing

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

Guidance for Public Hearings During COVID-19

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

Public Hearing Report

Date(s) of Public Hearing(s)	June 17, 2021
Location(s) of Public Hearing(s)	183 West Main Street, Quincy, CA 95971
Dates of the Comment Period(s)	June 1, 2021 – June 17, 2021
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	Agency Website (no newspaper in Plumas Co)
Date the Notice(s) of Public Hearing(s) was published	May 17, 2021
Number of Attendees at the Public Hearing(s) (Approximately)	None

Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

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

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

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

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

Community Needs Assessment Narrative

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

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

State Plan

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

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

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

PCCDC utilized demographic reports for each of the three counties in our jurisdiction as well as Census Bureau reports and client satisfaction surveys.

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

Lassen-Plumas-Sierra Action Agency serves the three counties of Lassen, Plumas and Sierra. All three counties are rural counties in the Northern California Sierra Nevada range. There are more similarities than differences in the three counties. There are small communities spread through each county separated by large areas of forest and national forest connected by mostly rural roads and a few state highways. There are low income persons throughout the three counties but high need areas tend to be located within the towns.

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

Federal Government/National Data Sets

- ☒ Census Bureau
- ☒ Bureau of Labor Statistics
- ☒ Department of Housing & Urban Development
- ☐ Department of Health & Human Services

Local Data Sets

- ☐ Local crime statistics
- ☐ High school graduation rate
- ☐ School district school readiness
- ☐ Local employers
- ☐ Local labor market
- ☒ Childcare providers

- ☐ National Low-Income Housing Coalition
- ☐ National Center for Education Statistics
- ☐ Other online data resources
- ☐ Other

California State Data Sets

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

Surveys

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

- ☐ Public benefits usage
- ☐ County Public Health Department
- ☐ Other

Agency Data Sets

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

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

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

Surveys

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

Interviews

- ☐ Local leaders
- ☐ Elected officials
- ☐ Partner organizations' leadership

Focus Groups

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

☐ Community Forums

☐ Asset Mapping

☐ Other

- ☒ Board members
- ☐ New and potential partners
- ☐ Clients

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

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

Each of the sub grantees submits data for the PCCDC Annual Report. This data is tallied and inputted into the CSBG annual report. . The Agency then has a summary report for all of the different demographics and indicators for civic engagement, health and social behavior, housing, income infrastructure and asset building, education and cognitive development and employment. The data shows the total number of target individuals and actual individuals as well as number of persons who achieved actual outcome

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

A. Community-based organizations

Community based organization data responses overwhelmingly listed affordable housing as the most pressing need in all three communities, followed by parenting skills, dental insurance and reliable internet. While the Community Action Agency does not have the ability to create affordable housing, this is something that PCCDC as the Housing Authority is currently working on with developers and other suitable organizations in that field. With respect to parenting skills, future RFPs may include information requesting a parenting skills component. PCCDC does not have any ability to provide dental insurance nor does it have any influence on the ability to provide reliable internet. Outside of the population centers internet is still slow and sometimes unreliable.

B. Faith-based organizations

PCCDC has never received many responses to needs assessment questionnaires from faith based organizations in any of our three counties even though they are always included in the needs assessment. However, we do have data from Cross Roads Ministries in Lassen County. Cross Roads served 8,189 prepared meals in 2020 and 220 food boxes. In addition Cross Roads educates on life skills, parenting classes, and provided 281 emergency hygiene kits and other similar emergency services. Surveys of their clients are all positive and members of the Lassen County Board of Supervisors has great praise for the services performed by this organization.

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

Affordable housing is the number one concern of most of the respondents in the Needs Assessment survey. Food bank recipients express concern that they do not have sufficient food for their families to get through the month. This is a concern which PCCDC has been working on in order to bring more healthy and nutritious food to our low income population. In addition, LPSCAA has just provided season appropriate seeds and material for garden boxes to senior citizens in Sierra County.

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

There is only one public sector sub-grantee in our Community Action program. Plumas County Public Health Department is responsible for prepared meals for the elderly and disabled. Because of the pandemic, congregate meals all but disappeared during the past year. However, meal related food boxes have increased by approximately fifty per cent.

E. Educational institutions (local school districts, colleges)

PCCDC received no direct responses from the educational sector for programs or the CNA this year. However, other respondents mentioned the need for parenting skills education, vocational education and the need for child care for students during class time.

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

All three counties suffer from a declining and aging population. Job growth has been slow before the pandemic and currently is almost stagnant. Government and teacher employment has been one of the mainstays of the economy for the three counties. Lassen County employment has been one of the bright spots within the LPSCAA region. However, the state has recently announced the closing of two state prisons in Lassen County which provided significant employment to the region. It is expected that the prisons closings will have a major negative impact on the local economy. In short, lack of job opportunities is one of the major causes of poverty in the area.

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

Conditions of poverty in the three county LPSCAA area are mainly economic. There are no appreciable negative environmental or safety issues impacting people in poverty within our three county area. We have clean air except that wildfire season is becoming longer and periods of smoke make the air unhealthy during those times. The only negative health issue is that low income persons do not have access to health care and there are limited health care facilities within the area. Most of the "conditions of poverty" are brought about by limited jobs and low paying jobs which are exacerbated by lack of industry and virtually no vocational training available within the three county area.

There are also limited internet connections in the three county area and this has prevented

economic expansion both because most businesses need reliable internet service and those persons who could work remotely are not drawn to the area because of limited connectivity.

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

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

Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Table 1: Needs Table

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

Needs Identified	Level	Integral to Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
Education on parenting skills	Community	Y	Y	N
Access to health care	Community	N	N	N
Affordable housing	Community	Y	Y	Y
High paying jobs	Community	Y	Y	Y
Access to reliable internet	Community	N	N	N
Enough food to get through the month	Community	Y	Y	Y
<p>Needs Identified: List the needs identified in your most recent CNA.</p> <p>Level: List the need level, i.e. community or family. <u>Community Level:</u> Does the issue impact the community, not just clients or potential clients of the agency? For example, a community level employment need is: There is a lack of good paying jobs in our community. <u>Family Level:</u> Does the need concern individuals/families who have identified things in their own life that are lacking? An example of a family level employment need would be: Individuals do not have good paying jobs.</p> <p>Integral to Agency Mission: Indicate if the identified need aligns with your agency's mission.</p> <p>Currently Addressing: Indicate if your agency is already addressing the identified need.</p> <p>Agency Priority: Indicate if the identified need will be addressed either directly or indirectly.</p>				

As the Housing Authority for four counties, PCCDC is involved in working toward increasing affordable housing within the counties we serve. PCCDC is the Housing Authority for four counties, three of which are part of our community action agency. Affordable housing is a high priority for PCCDC. However, it is a complicated and slow process to increase affordable housing and involves complex financing structures and many more entities than just the community action agency and the housing authority.

While PCCDC cannot directly create high paying jobs, the Agency is involved directly and indirectly with job creation. Directly, PCCDC is working on a Community Food Program which, among other things, seeks to provide job training in agricultural areas. Sub grantees offer various education and training that can lead to independence and gainful employment.

PCCDC is directly working on growing produce in the three counties to provide healthful nutritious food to our low income population. In addition, the growing of local produce is of great benefit to our communities because in times of natural disaster such as heavy snow, winter floods and wild fire, main highways into our areas may be closed for a day up to, in some cases, a month or more. While there are alternate means of travel, such closures have a substantial effect on fresh food availability.

Table 2: Priority Ranking Table

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

Agency Priorities	Description of programs, services, activities	Indicator(s)/Service(s) Category (CNPI, FNPI, SRV)
1.Affordable housing	PCCDC Housing Authority is working on affordable housing	
2.Enough Food to get through the month	Community Food Program Food Hub	
3.High Paying Jobs	Community Food Program Food Hub	
4.		
5.		
<p>Agency Priorities: Rank your agency priorities.</p> <p>Description of programs, services, activities: Briefly describe the program, services or activities that your agency will provide to address the need. Identify the number of clients to be served or the number of units offered, including timeframes for each.</p> <p>Indicator/Service Category (CNPI, FNPI, SRV): List the indicator(s) or service(s) that will be reported in annual report.</p>		

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

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

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

Vision and Mission Statement

1. Provide your agency's Vision Statement.

The Lassen-Plumas-Sierra Community Action Agency (LPSCAA) creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency. LPSCAA is recognized and respected by the public as a community asset that makes a difference in people's lives.

2. Provide your agency's Mission Statement.

The Lassen-Plumas-Sierra Community Action Agency works to strengthen the tri-county communities' capabilities to reduce and eliminate poverty by actively engaging a broad network of safety-net providers, organizations and individuals through countywide and regional collaborations that include low-income households, the general community, the business community, the non-profit community, faith based organizations and agency staff.

Tripartite Board of Directors

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

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

State Plan

<p>1. Describe how your Advisory or Governing Board is involved in the decision-making process and participates in the development, planning, implementation and evaluation of programs to serve low-income communities. (CSBG Act Section 676B(a))</p>
<p><input checked="" type="checkbox"/> No change to the response in your agency's 2020-2021 CAP.</p> <p><input type="checkbox"/> Adaptations to the response in your agency's 2020-2021 CAP are described below.</p>
<p>2. Describe your agency's procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10), State Plan)</p>
<p><input checked="" type="checkbox"/> No change to the response in your agency's 2020-2021 CAP.</p> <p><input type="checkbox"/> Adaptations to the response in your agency's 2020-2021 CAP are described below.</p>
<p>3. Describe your Advisory or Governing Board's policy for filling board vacancies in accordance with established bylaws. Include the recruiting process, democratic selections process for low-income board members, and the timeframe established by your agency to fill vacancies. (State Plan)</p>
<p><input checked="" type="checkbox"/> No change to the response in your agency's 2020-2021 CAP.</p> <p><input type="checkbox"/> Adaptations to the response in your agency's 2020-2021 CAP are described below.</p>

Service Delivery System

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

State Plan

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

PCCDC provides direct service through its housing authority by providing Housing Choice Vouchers to persons who qualify for the services and who are reachable on the waiting list. In addition, there is a waiting list for public housing also owned and managed by PCCDC. In addition, PCCDC provides CSBG funding for weatherization services and utility assistance. These are programs which have clients fill out applications which are then processed and the Agency then provides direct service for weatherization and utility assistance is provided through subcontractors. With respect to Community Action funding, PCCDC is a pass through agency for its subgrantees who each have their own intake processes which meet CSBG requirements.

In addition, PCCDC manages portions of its own community food program and coordinates portions of the program in Lassen County.

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

PCCDC has been a pass through agency providing funding for approximately twenty different programs. The allocation of funding is made by the Board Members of each of the three counties based on a funding formula which divides the total amount of funding available by the population of each county. Prospective recipient organizations submit proposals each funding year for consideration by the board.

The number of sub-grantees is too numerous to list every one here but the following is a cross section of the different sub-grantees funded. Plumas Crisis Intervention and Resource Center (PICIRC) is located in Quincy and operates three additional wellness and resource center sites in Chester, Greenville and Portola. PICIRC provides emergency shelter, food vouchers, clothing, case management, peer counseling and rent/utility/deposit assistance as well as rape crises and prevention programs in Plumas and Sierra Counties.

Plumas Rural Services (PRS) operates the Domestic Violence Services and Shelter program in Plumas and Sierra Counties and the child abuse treatment program in the two counties.

Sierra County Child Abuse Council and High Sierras Family Resource Center provides homeless prevention services in Sierra County through utility and rent assistance programs.

Crossroads Ministries provides morning and midday meals to homeless in Lassen County. The program also operates several homeless and transitional housing sites and a homeless prevention program with rent and utility assistance, transportation services and various benefits support.

Lassen Family Services has a 24 hour domestic violence/sexual assault crisis line and runs the Lassen Court Appointed Special Advocate Program, domestic violence and sexual assault rape crisis counseling and intervention program. In addition, they provide legal aid, court advocacy, emergency shelter and transitional housing for victims as well as the Child Abuse Treatment Program (CHAT), emergency food and clothing, transportation and other emergency and intervention services.

In Lassen County, removed from the main population center of Susanville, Communities United for Children and Families operates two Family Resources centers in the communities of Westwood and Herlong. These agencies provide emergency food pantries, commodity distribution, case management and other emergency services. They also operate family and youth programming. These programs are important to these communities because many participants do not have transportation or access to any other services.

Linkages and Funding Coordination

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

California Government Code Sections 12747, 12760

Organizational Standards 2.1, 2.4

State Plan

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)(3)(C); Organizational Standard 2.1; State Plan)

While the three counties within the LPSCAA area have many similarities, each is a separate governmental unit with different identities and often different needs. There is no coalition of social service providers that functions to coordinate funding within the three counties. LPSCAA partially funds similar programs in the three county area. However, it cannot be said that there is duplication of services because of the distance between the towns in the counties.

LPSCAA does have contracts with all sub-grantees and consultants who are associated with the Community Action Agency. These contracts are for accountability, however and not for co-ordination of services.

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

PCCDC does not have MOUs with other helping agencies. However, when PCCDC provides funding to sub-grantees, each sub-grantee signs a contract prior to receiving funding from this Agency.

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

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

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

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

PCCDC has historically leveraged community action funding by utilizing a portion of CAA funding for grant writing which has yielded positive results. Currently, PCCDC is working on a three county Food Hub with Cares Act funding. We have been able to apply for additional funding to bring this project forward. Recently CCEDA has assisted the Agency in applying for USDA four year funding which would help to bring the project into long term sustainability. The goal is to create a sustainable program with adequate capacity to provide locally grown healthy food.

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

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

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

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

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

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

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

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

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

PCCDC does not provide employment and training services within the meaning of the Workforce Innovation and Opportunity Act, USC 3102.

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

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

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

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

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

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

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

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

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

Monitoring

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

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

PCCDC monitors all sub-grantees, first by requiring semi-annual reports from sub-grantees in order to be sure they are performing according to their contract during the contract year. This allows us to require any corrective action or to assist small sub-grantees in understanding the reporting process. Pre-pandemic, PCCDC conducted regular onsite monitoring visits to see first-hand the services being provided. Currently monitoring consists of desk review and follow-up telephone or email contacts when there are questions.

In very rare cases, PCCDC has terminated a sub-grantee who has not performed according to the requirements of the program.

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

PCCDC has traditionally conducted onsite monitoring of sub-grantees in order to verify their program and that their record keeping is in conformity with CSBG requirements. PCCDC has attempted to conduct onsite visits of twenty-five percent of sub-grantees each year. After an onsite monitoring visit, we prepare a monitoring report which includes who the monitors were, who we saw at the agency being monitored, our observations of the program and the records kept by the sub-grantee. During the pandemic, onsite monitoring visits have been discontinued, to be replaced by desk review of approximately twenty-five per cent of the sub-grantees.

Data Analysis and Evaluation

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

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

Evaluation of the effectiveness of sub-grantees is based on review of the services performed, client satisfaction surveys, and discussions with the Board Members of the county where the program is located. Data sources are the number of clients served, the service performed and where appropriate, the outcomes of the clients served.

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

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

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

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

Because LPSCAA has traditionally been a pass through agency to sub-grantees, there has not been a substantial amount of direction given toward newly needed programs. With the advent of new leadership several years ago, that situation is changing.

An example is the Community Food Program and Food Hub. The Agency did an assessment that determined that low income people who depend on food banks mostly received prepared foods with occasional fresh fruits and vegetables which were often past their prime or they had lettuce but not tomatoes, etc. We began planning a small farm plot to provide fresh produce to low income people. In addition, we also began Roma planning with appropriate persons in all three of our counties. Two years ago we began implementation in Plumas County and simultaneously interested persons in Lassen County were working on community gardens which helped feed low income and homeless persons. This year the project has grown in part because of CARES ACT funding and we have applied for a USDA grant to help create a more sustainable program. There has been an achievement of results but the implementation process continues with further evaluation to take place as we grow.

Additional Information (Optional)

Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. If so, when was the disaster plan last updated?
3. Briefly describe your agency's main strategies to remain operational during and after a disaster.
<p>Wild fire and severe winter weather have on several occasions forced the closure of our Agency due to lack of electrical power. This has resulted in staff being unable to complete work assignments. In 2020, PCCDC has installed a generator to automatically switch over when power goes out.</p> <p>In the event that the PCCDC main building were to be partially or totally destroyed, Agency staff could move to one of the Agency housing properties in another town in order to continue work. We also have been able to set up the ability to work remotely for many staff members.</p>

Agency Capacity Building

1. Although the CNA focused on Community and Family Level needs, if your agency identified Agency Level need(s) during the CNA process, list them here.
<p>PCCDC has identified the need to have a non-profit affiliate which is more readily able to take donations and apply for grants which are only available to non-profit organizations. In conjunction with the Housing Authority, that process is currently going forward.</p>
2. Describe the steps your agency is planning to take to address the Agency Level need(s).
<p>PCCDC is currently working on establishing a 501 (c) (3) non-profit affiliate which will have certain tax exempt status and will allow for application for additional grants.</p>

Federal CSBG Programmatic Assurances and Certification

CSBG Act 676(b)

Use of CSBG Funds Supporting Local Activities

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

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

Needs of Youth

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

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

Coordination of Other Programs

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

Eligible Entity Service Delivery System

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

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

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

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

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

Eligible Entity Emergency Food and Nutrition Services

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate System

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

Fiscal Controls, Audits, and Withholding

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

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

State Assurances and Certification

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

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

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

For MSFW Agencies Only

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

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

Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

Category One: Consumer Input and Involvement

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

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

Category Two: Community Engagement

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

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

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

Category Three: Community Assessment

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

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

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

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

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

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

VISION AND DIRECTION

Category Four: Organizational Leadership

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

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

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

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

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

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

Category Six: Strategic Planning

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

Appendices

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

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