



2026-2027 Community Services Block Grant (CSBG) State Plan



The mission of the California Department of Community Services and Development (CSD) is to improve the economic security of vulnerable Californians through programs and partnerships that support the state's diverse communities.

To help fulfill this mission, CSD partners with a statewide network of Community Services Block Grant (CSBG) grantees that include Community Action Agencies (nonprofit or local government), migrant and seasonal farmworker, Native American Indian Tribal, and limited purpose agencies.

COMMUNITY SERVICES BLOCK GRANT

CSBG is administered by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services. In California, CSBG administration is guided by "the principle of community self-help, thereby promoting new economic opportunities for Californians living in poverty through well planned, broadly based and locally controlled programs of community action." CSD is the designated state lead agency for the purposes of carrying out California's CSBG activities and ensuring program compliance, pursuant to the CSBG Act (42 U.S.C. 9901 et seq.).

CSBG funding supports a wide range of community-based activities to address and alleviate the causes and conditions of poverty. In California, 60 agencies are eligible to receive CSBG funding and offer supportive services in all 58 counties.

The flexible nature of CSBG funding allows each local agency to deliver services that best respond to the needs in their service area. CSBG supports housing, employment, education, income support and management, health and nutrition, and emergency services activities for low-income Californians, including children, older adults, people with disabilities, farmworkers, and veterans. However, CSBG services provided in one area of the state may look very different from those provided in another. The funding flexibility also allows CSBG agencies to respond quickly to natural disasters and other emergencies.

Each CSBG agency, also known as an "eligible entity," is required to complete a Community Needs Assessment every three years. For the Community Needs Assessment, agencies collect and analyze quantitative and qualitative data to provide a comprehensive "picture" of the local conditions and barriers vulnerable Californians face in each agency's service area. CSBG agencies use the results of their Community Needs Assessments to inform their Community Action Plans. These two-year plans show how each agency will use CSBG funds to respond to the specific needs of their community. The Community Action Plans are the agencies' applications for funding and are used to inform the CSBG State Plan and the agencies' annual contracts.



CSBG Agency Success Story Highlights

To address the local conditions facing vulnerable Californians in each service area, agencies have found success by employing unique, innovative solutions. A few examples detailed further in this summary include:

- In response to the Line Fire in 2024, the Community Action Partnership of San Bernardino County's foodbank and mobile pantry distributed 11,531 pounds of food and essential resources to individuals and families in need, and helped residents affected by the fire to receive temporary motel assistance, transportation to safe locations, and access to mobile laundry services.
- The Pajaro River flood in 2023 severely impacted housing insecure residents within the Pajaro River communities, including over 100 residents encamped along the river levee. In response, the Community Action Board of Santa Cruz County partnered with local government and faith-based partners to develop the Recurso de Fuerza tiny home project – a 34-unit low-barrier housing center designed to stabilize vulnerable residents.
- Kings Community Action Organization converted a short-term Project Roomkey motel shelter in Hanford into the Sunrise Apartments, creating permanent, affordable supportive housing for 22 unhoused individuals.
- Merced County Community Action Agency launched a new program supported by California Advancing and Innovating Medi-Cal (CalAIM) funding that provides pregnant and postpartum women with case management and increased access to healthcare providers., Merced partnered with the California Community Action Partnership Association (CalCAPA) to establish a peer workgroup to educate other CSBG agencies about CalAIM opportunities, helping 11 other CSBG agencies participate in the program.
- In response to the 2025 Palisades and Eaton fires, CSD coordinated with its partner SupplyBank.org to distribute 25,000 diapers to the City of Los Angeles Community Investment for Families Department (LA City). LA City and the County of Los Angeles Department of Public Social Services, both CSBG agencies, remained operational despite internet and power outages and evacuations to address the urgent needs of the community, including providing emergency supplies, helping families obtain vital records required to access FEMA services, increasing check-ins with elderly residents, and extending after-school and educational supports, among other activities.



Tripartite Board

A unique feature of CSBG is the requirement to maintain a tripartite board. As directed by the CSBG Act and California Government Code, CSBG agencies must be governed by a board of directors with membership comprised of one-third elected public officials, at least one-third low-income individuals residing in the agency's designated service area, and the remaining members from the private sector (such as representatives from business, industry, labor, religious, human services, education, or other groups with interest in the community). The tripartite board ensures that CSBG funds are used for services and activities to address locally determined needs identified in Community Action Plans.

Coordination

The CSBG Act requires the state to coordinate services at the state and local levels, known under the Act as "linkages." These consist of establishing and maintaining linkages with other governmental organizations, social services, and antipoverty programs to effectively coordinate and deliver CSBG-funded services to low-income individuals, families, and communities. At the local level, linkages ensure that CSBG agencies are well-connected and are develop services and programs that do not duplicate other services and programs offered in their service area. Linkages with local Workforce Investment Boards, Homeless Continuum of Care coalitions, disaster recovery resource centers, social services departments, centralized service centers, community health and childcare centers, faith-based organizations, educational institutions, and other community-based organizations are just a few of the linkages that promote service coordination and comprehensive service delivery at the local level.

Funding

The CSBG Act directs state lead agencies to allocate CSBG funds according to a set formula. States are required to make at least 90 percent of CSBG funds available to



CSBG agencies. In California, the 90 percent allocation is distributed to CSBG agencies in the following percentages: Community Action Agencies (CAA) receive 76.1 percent, Migrant and Seasonal Farmworker (MSFW) Organizations receive 10 percent, and the Native American Indian Tribal (NAI) Entities receive 3.9 percent. The remaining 10 percent of the total CSBG award is split equally for discretionary use and state administration. Based on this formula, CSD will distribute the CSBG award received for Federal Fiscal Years 2025-26 and 2026-27. In Federal Fiscal Year 2025, California was allocated \$68.4 million in CSBG funds.



ANNUAL NUMBERS AT A GLANCE (2023)¹

Over 1.2 million

Services and Outcomes

1.5 million

Individuals received services in 100% of California counties

60

Number of CSBG agencies

69%

Percentage of families served by CSBG living below 100 percent of the Federal Poverty Level (FPL)

40%

Percentage of families served in California living in severe poverty below 50 percent of the FPL

\$68.4 million

CSBG funds awarded to California by the United States Department of Health and Human Services in Federal Fiscal Year 2023

\$1.3 billion

Funds leveraged by CSBG dollars. For every \$1 of CSBG, CSBG agencies leveraged \$19.85 from federal, state, local, and private sources.

Vulnerable Populations Served Include:



91,769

Seniors



65,063

People With Disabilities



51,003

People Who Lacked Health Insurance



270,554

Children



6,842

Veterans

¹ As reported in the 2023 CSBG Annual Report.



PERFORMANCE REPORT

In 2023², the services and strategies provided by California's CSBG network resulted in **1,279,226 services and outcomes**³ for participants and communities with low incomes. In addition, CSBG agencies prepared and distributed more than **4.6 million meals and food parcels** to families and individuals in need.

CSBG IN ACTION: SERVICES AND OUTCOMES IN 2023

Employment Services

56,588 employment services were provided to reduce or eliminate barriers to initial or continuous employment, and 11,512 Californians achieved outcomes such as acquiring a job, increasing their income, or achieving "living wage" employment and benefits.

Education and Cognitive Development Initiatives and Support Services

116,056 education and cognitive development services were provided, and 55,446 children, youth, and parents increased their skills and knowledge to improve literacy and school readiness and enriched their home environments.

Income and Asset Building Services

84,018 income and asset-building services were provided, and 7,913 Californians increased their savings, purchased an asset, raised their credit scores, or improved their financial well-being.

Housing Assistance Services

312,285 housing assistance services were provided, and 50,416 low-income individuals received temporary shelter, affordable housing placement, eviction and foreclosure prevention, utility payment assistance, or home weatherization services.

Civic Engagement and Community Involvement

96,650 civic engagement and community involvement opportunities were offered, and 5,234 individuals increased their knowledge and leadership skills to improve conditions in their community and social networks.

Health and Social/Behavioral Development Services and Nutrition Services

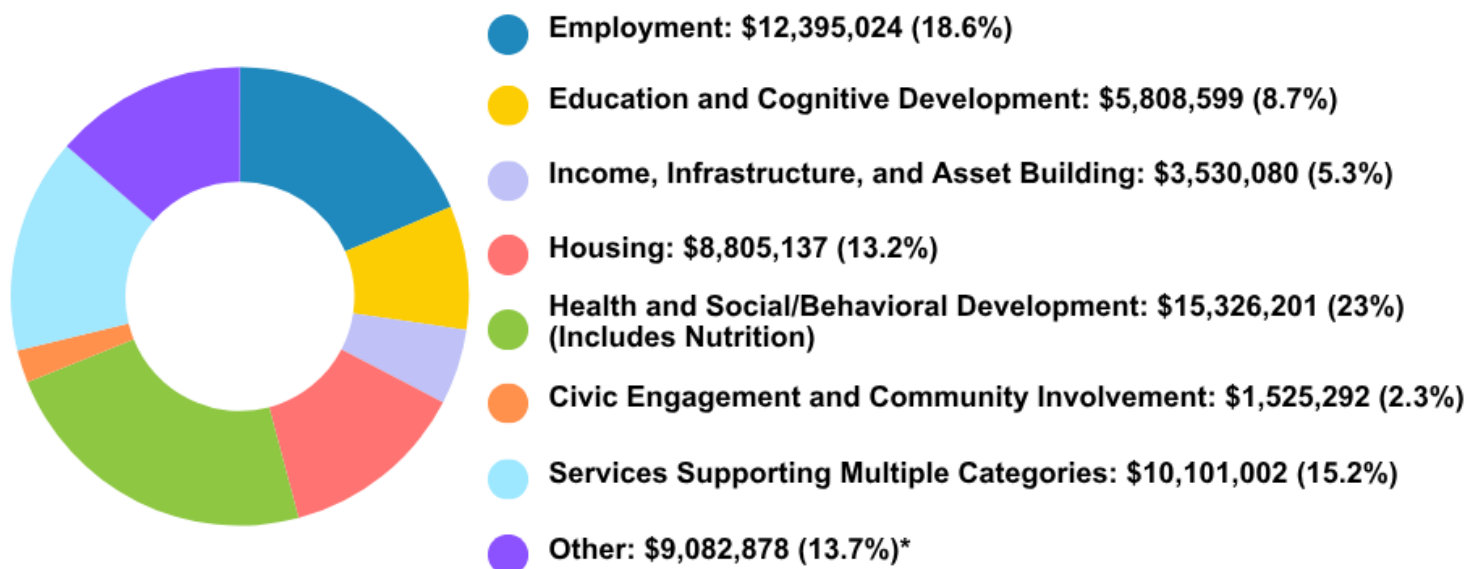
88,442 health, social, and behavioral development services, and 4,654,244 meals and food parcels were provided. 394,666 low-income individuals maintained independent living situations, improved their physical, mental, and behavioral health, or received nutrition services through various distribution facilities.

² As reported in the *2023 CSBG Annual Report*.

³ The National Association for State Community Services Programs' *CSBG Annual Report Lexicon* (1/10/2019) defines "Outcomes" as benefits or changes for clients, households, or a community that are produced during or after participation in program activities. "Strategies" as activities intended to help participants obtain outcomes. "Services" as a type of strategy.

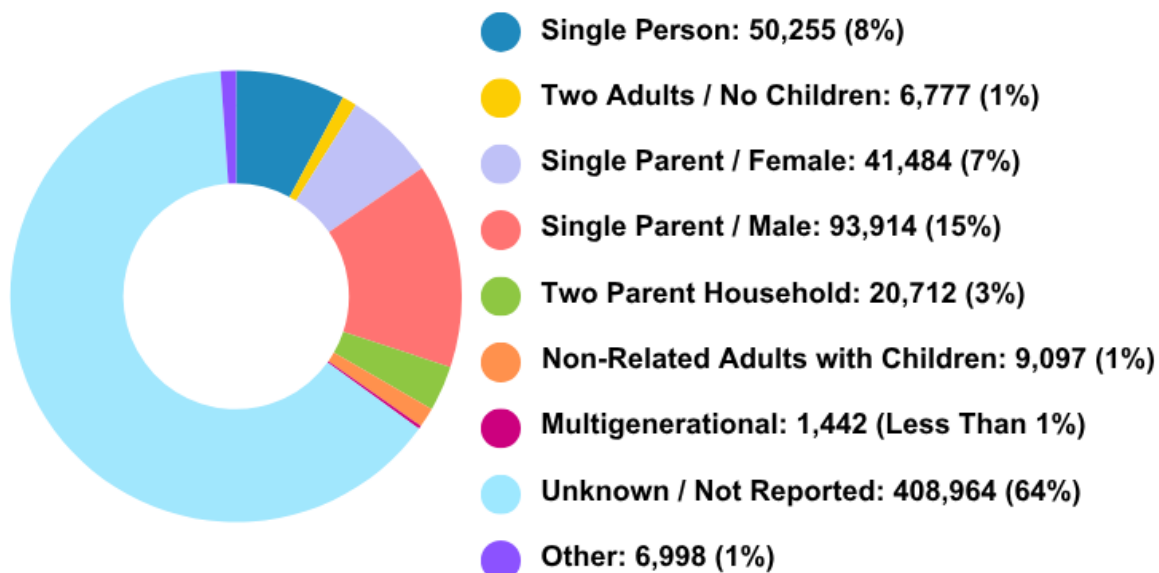


CSBG Expenditures by Service Category



* "Other" includes expenditures for Linkages, Agency Capacity Building, and Other service categories.

Family Type of Participants Served



Data as reported in the 2023 CSBG Annual Report.



LONGITUDINAL TREND: ANNUAL REPORT DATA 2018-2023

Networkwide Results Year-to-Year



Data as reported in *CSBG Annual reports* from 2018 to 2023.



2026-2027 CALIFORNIA CSBG STATE PLAN AND APPLICATION

The CSBG State Plan is California's application for federal funding and serves as a two-year roadmap detailing how CSD will administer the grant funds in California. To secure CSBG funding, CSD is required to participate in a public hearing and submit a State Plan to the HHS Office of Community Services every two years. Topics covered in the State Plan include plan development, statewide goals, public hearing requirements, use of funds, state training and technical assistance, state linkages, monitoring, and CSBG agencies' tripartite boards. Pursuant to the CSBG Act, CSD must also certify compliance with CSBG Programmatic Assurances and Federal Certifications. The draft 2026-2027 CSBG State Plan was made available for public comment 30 days prior to submittal. CSD considered and incorporated, where appropriate, any feedback received from the public before submitting the final State Plan to the Office of Community Services on September 1, 2025. A copy of the draft 2026-2027 CSBG State Plan was also submitted to the California State Assembly and Senate Committees on Human Services for a legislative hearing.

CSBG STATE PLAN GOALS AND OBJECTIVES

The 2026-2027 CSBG State Plan requires the state lead agency to identify goals and objectives to accomplish during the plan. Below are CSD's goals and objectives for the next two years.

1. **Expand existing training and support programs for CSBG agencies' support staff.** CSD will leverage existing partnerships with the California Community Action Partnership Association (CalCAPA) and the Regional Performance and Innovation Consortium to expand training and support programs and maintain existing programs for CSBG agency executives and support staff.
2. **Assess and evaluate emergent needs.** CSD will continue to assess and evaluate emergent needs in the domains of Employment, Education and Cognitive Development, Income, Infrastructure and Asset Building, Housing, Health and Social/Behavioral Development, and Civic Engagement as they impact California's low-income populations.
3. **Improve administrative processes.** CSD will streamline administrative processes as needed to increase transparency and accountability. CSD will automate and simplify administrative processes to eliminate any identified redundancies.
4. **Sustain excellence through a highly skilled workforce.** CSD will maintain service level excellence by providing CSD staff with ongoing training, professional development, and cross-training opportunities. CSD will continue to participate in state and national training and conferences to ensure California is on the leading edge of emerging strategies to improve the administration of CSBG. CSD will continue to incorporate knowledge transfer and succession planning to maintain continuity and ensure the integrity of CSBG administration.

WHAT'S NEW IN THE 2026-2027 CSBG STATE PLAN

CSD Strategic Plan 2024-2029

CSD began the process of updating its strategic plan in 2023. Management gathered input and feedback from staff, stakeholders, and CSD's network of community-based service providers, including CSBG agencies. The 2024-2029 strategic plan includes updates to CSD's mission and vision statements, values, and strategic goals for the next five years. The strategic plan aligns the department with its current priorities. The strategic plan, viewed as a living document, is only the first step in an iterative process. Over the coming years CSD will continue to update its strategic plan as the environmental conditions in which the department operates shift, as the department gains new insights from stakeholders and partners, and, most importantly, as CSD maximizes its ability to serve vulnerable, low-income Californians effectively.

Upgrade of Legacy Systems

CSD is modernizing its expenditure reporting and contract administration system to meet its commitment to effective administration of state and federal grants. The legacy system, built in the early 2000s as two separate structures, is being replaced by a new Financial Management Module. Internally, the Financial Management Module will promote administrative coherence by allowing staff to quickly and efficiently adjust grant structures, access required data for contract monitoring, and produce new contracts. CSD has worked closely with external partners to gather their input, which helps ensure that the system will improve the visibility of expenditure submissions, payment status, and year-to-date reporting. The infrastructure the Financial Management Module is based on also allows for continual development and improvement, which CSD plans to utilize. CSD began rolling out the system in 2025 and will complete implementation in the summer of 2025.

Fiscal Review Implementation for CSBG Desk Reviews

The CSBG Act requires CSD to perform an onsite monitoring visit of CSBG agencies every three years. Onsite monitoring includes a fiscal and programmatic review. In CSBG agencies' off years, when they are not receiving an onsite monitoring visit, CSD performs an administrative desk review. In response to feedback from the federal Office of Community Services in 2024, CSD changed desk review procedures to incorporate fiscal monitoring. In 2025, CSD is including an expenditure lifecycle review in the desk review process. The expenditure lifecycle review includes a review of previously submitted financial expenditure activity reports, general ledger entries that support selected line-item amounts, and the supporting documentation for the selected transaction(s) that underlie the line-item expenditure reporting. This modification will allow CSD to more consistently monitor expenses to detect potential issues between onsite monitoring visits.



California ROMA Representative Certificate

The federal CSBG Act requires state lead agencies and their grantees to use a performance measurement system. (42 U.S.C. 9908(b)(12).) Results-Oriented Management Accountability (ROMA) is the performance measurement system used most commonly in the national CSBG network. However, ROMA training can take candidates over six months to complete. Due in part to the time commitment required for the national training, the number of certified ROMA professionals in California was traditionally low, hovering around only 15 to 20 individuals across the state for several years.

CSD partnered with the Association of Nationally Certified ROMA Professionals to design an alternative that could be completed in less time while preserving key elements. Incorporating the most practical concepts of the national training, the California ROMA Representative Certificate focuses on applying ROMA to specific work products. The result is a 3.5-day hybrid program where candidates receive the theoretical information virtually and then work with their peers during an in-person session. In partnership with the Association of Nationally Certified ROMA Professionals and CalCAPA, CSD held the pilot California ROMA Representative training in October 2024. The training produced 44 more ROMA professionals serving in 33 California CSBG agencies.

CSBG AGENCY NETWORK PRIORITIES

CSBG is premised on empowering local agencies to deliver services and support that meet the specific needs of their communities. Through the development of Community Action Plans, agencies identified a wide range of priorities for the next two years. The most common needs that agencies plan to address in 2026 and 2027 are access to safe, affordable housing, employment skills training and job placement, addressing food insecurity, access to healthcare and mental health services, access to transportation, and asset building.

Agency initiatives to meet these needs will include, but are not limited to, providing permanent and temporary housing with wraparound supportive services, preparing clients for homeownership, down payment assistance, utility assistance, landlord and tenant dispute mediation services, home weatherization, vocational and skills training for youth and adults, comprehensive career services, youth mentorship, job preparedness training (resume drafting, application tips, interview skills), externships with local employer partners, food distribution and diversion, emergency food bags, summer meals for children, daily congregate meals for seniors, healthcare screenings, pre/post-natal care, counseling services, reproductive health and healthy relationship classes, services addressing Adverse Childhood Experiences (ACEs) and Social Determinants of Health (SDOH), bus vouchers, and financial literacy and asset building training. CSBG agencies will also provide services that increase civic engagement and community development in their service areas.



CSBG agencies will offer supportive services to vulnerable populations in California. Some of these populations are low-income children, youth, at-risk youth, domestic violence survivors, seniors, veterans, disabled individuals, and chronically unhoused individuals and families.

CSBG NETWORK HIGHLIGHTS: 2024-2025

Since California's last CSBG State Plan was completed in 2023, CSBG agencies have confronted a variety of emerging challenges. Whether addressing local needs or responding to natural disasters, CSBG agencies have continually adapted to meet the evolving needs of California's low-income households and their communities. The following network highlights provide some examples of the recent work of California's CSBG agencies.

A Fresh Start to the New Year

While San Francisco is known to be a walkable city with good public transportation, finding nutritious food can still be a challenge in certain areas of the city. This issue came to the fore when San Francisco's Western Addition neighborhood lost its only major grocery store. The Western Addition community was now considered a food desert—a place where affordable, healthy food options are limited or nonexistent because residents live more than one mile from the nearest supermarket, supercenter, or large grocery store.

In response to the closure of the Safeway on Fillmore Street, CSBG agency Urban Services YMCA partnered with the YMCA of Greater San Francisco and the San Francisco-Marin Food Bank to mobilize and launch the Western Addition Family Resource Center food pantry in January 2025. With funding from CSD and the San Francisco Department of Early Childhood, the food bank is serving up to 150 families and households per week. Families now have access to fresh fruits and vegetables and nonperishable foods, helping to ensure that their day-to-day needs are met. The Family Resource Center supports local efforts to build strong, sustainable communities for generations to come.





Supporting Families During the Line Fire

In September 2024, the Line Fire scorched 43,978 acres and forced the evacuation of 9,200 homes in San Bernardino County. Community Action Partnership of San Bernardino County (CAPSBC) collaborated with the Voluntary Organizations Active in Disasters (VOAD), San Bernardino County Office of Emergency Services, and the American Red Cross to provide critical relief to affected residents. CAPSBC's existing partnership with VOAD and other nonprofit and emergency response organizations allowed the agencies to coordinate efforts quickly.

CAPSBC supported affected families in various ways. The CAPSBC Food Bank distributed 11,531 pounds of food, valued at \$14,317, and delivered other essential resources, such as 500 food boxes and 200 snack bags, to approximately 600 individuals and families. Since schools were forced to close, many children were left without their regular school meals. In response, CAPSBC's Mobile Food Pantry provided nutritious food to 286 households (1,316 individuals), ensuring families were fed. CAPSBC also activated the Severe Weather Energy Assistance and Temporary Services (SWEATS) program component of the Low Income Home Energy Assistance Program, which is administered by CSD. Activating SWEATS enabled residents affected by the fire to receive temporary motel assistance and transportation to temporary housing locations, evacuation centers, or other safe locations. Additionally, CAPSBC deployed a mobile laundry unit to the Victorville Fairgrounds to support displaced families.

Making a Difference for Los Angeles County Youth

The Los Angeles County Department of Public Social Services (LADPSS) partners with the Antelope Valley Boys and Girls Club to provide after-school services to youth. Founded in 1991, Antelope Valley Boys and Girls Club serves the vast, difficult-to-reach areas of northern Los Angeles County (Palmdale, Lancaster, Antelope Acres, and Little Rock). With 30 locations, it is the largest after-school provider, serving an average of 3,000 youths daily with more than 4,500 youth registered as members. Antelope Valley Boys and Girls Club has six program areas: Character and Leadership; Education and Career; Health and Life Skills; Keystone Career and Internship; Sports, Fitness and Recreation; and Arts and Culture.

In partnership with LADPSS, Antelope Valley Boys and Girls Club serves approximately 80 youth each month with CSBG funding. Youth involved in the club's programs reported or demonstrated achieving outcomes such as Positive Self-Identity, Competencies, Education and Employment, Social and Emotional Cultural Competencies, Community and Civic Involvement, and Health and Well-Being. For example, a 16-year-old girl, stressed by issues at home, began to struggle in school. She got involved with the Antelope Valley Boys and Girls Club, where she has had opportunities to tour college and university campuses, meet other people with similar goals, and form lasting friendships with other members. She also has become a mentor to other members.



Short-Term Housing and Housing Navigation Services for the Pajaro River Communities

The Counties of Santa Cruz and Monterey are among the most expensive rental markets in the California.⁴ With wages remaining low and work seasonal for many, individuals and families are often left with limited resources and few housing choices. The Pajaro River flood in 2023 exacerbated this regional housing crisis, which impacted thousands of local households, leaving hundreds of residents housing insecure, including 150 residents encamped along the river levee.

Focusing on these unhoused Pajaro River communities, the Community Action Board of Santa Cruz County, Inc. (CAB) has pursued an innovative housing solution—tiny homes. CAB, in partnership with the Counties, the City of Watsonville, and faith-based partner Westview Presbyterian Church, is bringing the Recurso de Fuerza tiny home project to fruition. The project will be a 34-unit, low-barrier housing navigation center that includes support to access long-term housing opportunities and comprehensive health and employment services. These wrap-around services are designed to stabilize residents. CAB has designed and will implement good neighbor policies and practices for the surrounding neighborhood. The tiny homes are expected to be sited in the summer of 2025. CSBG funds have supported CAB leadership in the multiple community, partner, and local government collaborative that has moved this project forward since 2024.

Wildfire Preparedness: Home Hardening Program

Lake County has endured 52 wildfires over the past decade. The six largest wildfires (Mendocino Complex, and Pawnee in 2018; Valley, Jerusalem, and Rocky in 2015) burned 645,124 acres; destroyed 2,380 structures; and caused approximately \$2.6 billion in damages. The reality of living with wildfires requires Lake County to be proactive. North Coast Opportunities, Inc., (NCO) partnered with the County of Lake to apply for a California Wildfire Mitigation Program (CWMP) grant and was awarded \$22.2 million in 2021 to create defensible space and harden 500 homes within three years. Home hardening involves upgrading and retrofitting certain components of a residence to protect it from fires by making it more resistant to flame, embers, and radiant heat. CWMP is a collaboration between the Joint Powers Authority, the Governor's Office of Emergency Services (Cal OES) and the California Department of Forestry and Fire Protection (CAL FIRE). CWMP's primary goals are to offer financial assistance to vulnerable populations in wildfire-prone areas throughout California, and to facilitate the implementation of wildfire home-hardening activities on high-risk residences throughout the state. Cal OES, CAL FIRE, and the Federal Emergency Management Agency (FEMA) are focused on hardening homes in close proximity to each other to create wildfire-resilient communities.

The framework for the Home Hardening Program was built in collaboration with fire science experts, local contractors, and the Lake County Building Department. Home hardening retrofits homes with

⁴ National Low Income Housing Coalition. "Out of Reach: The High Cost of Housing," 2024, <https://nlihc.org/oor>.



fire-resistant materials. For example, wood shake or shingle roofs are replaced with a Class A roof. Vents and gaps around eaves are screened with flame and ember resistant materials. Noncombustible siding such as stucco, steel, or fiber cement is installed. Windows are replaced with multi-pane, tempered glass windows. NCO began hardening homes in April 2024. These efforts have not only dramatically improved the safety of the residences, but also have inspired other neighboring homeowners to act. What began as a vision to create a safer environment for homeowners is now a proven, scalable solution benefiting Lake County and communities across California.

Health Care on Wheels

Community Action Partnership of San Luis Obispo County

(CAPSLO) received an American Rescue Plan Act grant in 2022. Since CAPSLO's 2023 Community Needs Assessment indicated that residents lacked health care, the agency used the funds to purchase a van to bring health care directly to the people in underserved and disadvantaged communities in San Luis Obispo and Northern Santa

Barbara Counties. In March 2024, Health Care on Wheels began providing quality, mobile health care services such as basic vitals, wound care, cryotherapy, naloxone and fentanyl test kits, human papillomavirus and mpox vaccinations, and referrals. Health Care on Wheels serves underserved adults and youth at homeless encampments, shelters, low-income housing complexes, and libraries. Since March 2024, Health Care on Wheels has served 131 unique patients, 75 percent of whom were unhoused.



Health Care on Wheels partners with the Noor Clinic, libraries in underserved communities, 5 Cities Homeless Coalition, Access Support Network, County Public Health, County Drug and Alcohol Services, People's Self-Help Housing, Showers and Blessings, and more to provide patients with comprehensive wrap-around health and social services. Patients receive showers, case management, dental and primary care, pet care, and harm reduction services. In partnership with SLO Food Bank Coalition, fresh produce and nonperishable goods are distributed onsite. Health Care on Wheels also assists patients with enrolling for health insurance by using a universal application that automatically determines an individual's eligibility for other public benefits such as CalFresh. This process reduces the need for patients to visit multiple county departments to apply for benefits. Health Care on Wheels also provides transportation assistance to urgent care or the



emergency room for patients in critical condition.

530 Food Rescue Coalition Initiative

California Senate Bill (SB) 1383 (Lara, Chapter 395, Statutes of 2016), designed to reduce food waste and help address food insecurity, became law in September 2016. SB 1383 required the adoption of regulatory requirements to meet the goal that not less than 20 percent of edible food that is currently disposed of is recovered for human consumption by 2025. Community Action Agency of Butte County (CAA Butte) launched the 530 Food Rescue Coalition in response to the bill's food diversion requirements. As operators of the North State Food Bank, CAA Butte saw an incredible opportunity to use technology and a team of volunteers to connect food donations with local nonprofits. The CSBG-funded program kept perfectly good food out of landfills and addressed food insecurity by using a custom-built app to mobilize volunteers to transport food donations from food retailers to non-profit organizations.

In 2020, CAA Butte sought to expand the program. Partnering with the County of Butte, the Center for Healthy Communities at California State University, Chico, and local municipalities, the 530 Food Rescue Coalition ensures that the county stays ahead of the curve in food recovery and compliance with SB 1383 requirements. Since January 2022, over 100 local businesses have donated 550,000 pounds of food to 78 local nonprofits. Redistributing this food has mitigated 1.5 million pounds of carbon dioxide and provided 458,300 meals to individuals and families. With a cutting-edge app and a team of 150 volunteers, CAA Butte has built a thriving community-focused program that is the envy of counties across California.



Permanent Supportive Housing in Kings County

Under the COVID-era Project Roomkey program, a short-term sheltering program initially designed to help unhoused individuals socially distance during the pandemic, the Stardust Motel in Hanford provided temporary shelter for 150 people from 2020 to 2023. In early 2023, construction began to convert the property into permanent housing as part of the Project Housekey program. Renamed the Sunrise Apartments, the property will provide affordable, permanent housing for 22 unhoused individuals. Seventeen studio apartments have been set aside for permanent supportive housing,

and five studio apartments will be paid through Section 8 Housing. Sunrise Apartments officially opened in May 2025.

Kings Community Action Organization (KCAO) collaborated with several partners to bring this project to fruition, including Kings County, Kings Tulare Homeless Alliance, Kings County Housing Authority, and Champions Recovery Services. KCAO has managed the property, provided support including case management, trained County staff, and provided facility maintenance since 2020. KCAO assumed ownership of the property on June 27, 2025. The project has received support from CSBG, the City of Hanford, the California Department of Housing and Community Development, CalViva Health, and Anthem Blue Cross, among other sources.

Leveraging CSBG to Integrate Medical and Social Services

California Advancing and Innovating Medi-Cal (CalAIM), a five-year program designed to restructure Medi-Cal, provides recipients with integrated, whole-person care. As trusted community messengers, CSBG agencies are uniquely positioned to coordinate medical and social services. Currently, 11 CSBG agencies participate in the program. CalCAPA, the state association of CSBG agencies, established a peer workgroup that is attended by a third of California CSBG agencies. Merced County Community Action Agency (MCCAA) became involved with CalAIM early on and has helped to inform network agencies of CalAIM services and models for extending services to community members.

Merced County lacks access to healthcare providers. The patient-to-primary care physician ratio (2,390:1)⁵ is nearly double California's ratio (1,230:1). Increasing the number of primary physicians in Merced County is difficult because 21 percent of residents receive Medi-Cal. Since Medi-Cal traditionally pays healthcare providers less than private insurance, many physicians are less interested in working in the county.

For low-income women in Merced County, access to obstetrician-gynecologist (OBGYN) care is particularly difficult. Leveraging CSBG to access CalAIM funding, MCCAA launched a new program that provides pregnant and postpartum women with case management, transportation, supplies, mental health counseling, and increased access to healthcare providers. MCCAA has partnered with local hospitals, OBGYN physicians, mental health counselors, and Medi-Cal. Within the first six months, the waitlist increased to 100 women. Community interest in the program continues to grow.

⁵ County Health Rankings & Roadmaps. Health Data – Access to Care – Primary Care Physicians, 2024, <https://www.countyhealthrankings.org/health-data/health-factors/clinical-care/access-to-care/primary-care-physicians?year=2024&county=06047>. Accessed 10 Mar. 2025.



Responding to LA Wildfires: A Collective Effort to Rebuild and Support Communities

At the start of the 2025, Los Angeles County experienced catastrophic wildfires that devastated the region. The Palisades and the Eaton fires erupted on January 7, 2025, and became two of the most destructive wildfires in California history.

Recognizing the urgency of the moment, CSD coordinated with its partner SupplyBank.org to pivot an ongoing CSBG supply distribution effort to prioritize the distribution of supplies to the area. SupplyBank.org delivered 25,000 diapers and training pants to the City of Los Angeles, Community Investment for Families Department (LA City). LA City and the County of Los Angeles Department of Public Social Services (LADPSS), both CSBG agencies, met the moment by remaining operational despite internet and power outages and evacuations. The agencies provided services and materials to address the immediate, urgent needs of the community, including the increased distribution of KN95 masks, water, food, clothing, toiletries, pet supplies, and air purifiers. They helped families obtain vital records required to access FEMA services and resources and increased check-ins with elderly residents, extended after-school and educational supports, and reached out to communities that were not receiving support.

The disaster had a significant impact on essential workers that faced job loss, financial hardship, and a lack of access to recovery services. Aware of this gap, LA City created four Impacted Worker and Family Recovery Centers. The Impacted Worker and Family Recovery Centers leveraged existing resources and partnerships to develop a coordinated support system. Essential workers and their families accessed services such as job training and placement, income support, grants for small businesses, and educational services for youth. Such services will help ensure that these communities receive the resources they need to recover, rebuild, and thrive.

Expanding Career Opportunities for Farmworkers

A critical workforce gap exists in the agricultural industry: the sector lacks skilled Heavy Equipment Operators (HEOs). An aging workforce, limited training opportunities, and the seasonal nature of the industry have contributed to this gap. The Center for Employment Training (CET) conducted a labor market survey, engaged industry employers, and collaborated with its administration to design an HEO training program. With funding from CSBG, High Road Training Partnership, and the Inland Empire Catalyst Grant, the program will provide training tailored to meet industry needs.

Students will learn from instructors who have the necessary industry certifications. To enhance classroom instruction, students will practice using industry-grade HEO simulators. CET is in the process of developing externship opportunities with employers where students will be able to train on actual heavy equipment. CET began enrolling students on its Soledad campus on July 1, 2025. The program will also be offered at CET's campuses in Santa Maria, Watsonville, El Centro, and the Inland Empire. With an HEO certification, students will boost their employability in a high-



earning, in-demand, stable career. By addressing this workforce gap, CET is empowering farmworkers, supporting agricultural employers, and driving long-term economic growth.

Addressing a Gap in Senior Care

In rural areas of Northern California, many services and resources are limited. This is especially true in isolated areas of El Dorado County. The El Dorado County Area Agency on Aging (AAA) located in Placerville, provides direct services to older adults throughout the county. The AAA Information and Assistance program is the main point of contact for seniors who are seeking services such as transportation and respite. Current estimates indicate that 65,463 seniors (60+) reside in El Dorado County. Eighteen percent of seniors (11,575) live alone, and 32 percent (21,171) are 75+ years old.

El Dorado County Health and Human Services Agency (EHSD), the local CSBG agency, partners with the AAA Family Caregiver Support Program (FCSP). The FCSP coordinates respite services for unpaid informal caregivers who assist family members, friends, or neighbors struggling with Alzheimer's disease or related disorders. Help with day-to-day activities enables seniors to remain in their homes. However, seniors without caregivers do not qualify for FCSP. In these cases, CSBG funding is used to provide short-term assistance from licensed, bonded in-home care providers. Care providers assist with home chores, light meal preparation, medication management, paperwork such as IHSS applications, laundry, bedding, incontinence support, and hygiene assistance such as bathing. Seniors without available caregivers, family members, or friends often need assisted transportation to doctor's appointments and medical procedures. Licensed, bonded in-home care providers accompany the seniors to and from medical appointments, sign clients in and out of appointments, provide post-medication information to clients, and get their homes set up for aftercare recovery success.



ADMINISTRATION FOR
CHILDREN & FAMILIES
Office of Community Services

**2026-2027 Community Services Block Grant (CSBG)
State Plan**

CSBG Cover Page (SF-424M)

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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13): Through this information collection, ACF is gathering information about planned activities related to and funded by CSBG for the upcoming fiscal year. Public reporting burden for this collection of information is estimated to average 31 hours per grantee, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information (Sec. 676, Pub. L. 105-285, 112 Stat. 2735 (42 U.S.C. § 9908)). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0382 and the expiration date is 08/31/2024. If you have any comments on this collection of information, please contact M. Monique Alcantara at melania.alcantara@acf.hhs.gov.

SECTION 1: CSBG Administrative Information

- 1.1. Identify whether this is a one-year or a two-year plan.

Two-Year

- 1.1a. Provide the federal fiscal years this plan covers:

Year One: 2026

Year Two: 2027

- 1.2. **Lead Agency and Authorized Official:** Update the following information in relation to the lead agency and authorized official designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information regarding the state lead agency and authorized official changed since the last submission of the State Plan?

No.

If yes, select the fields that have changed.

- | | | |
|--|--|--|
| <input type="checkbox"/> Lead Agency | <input type="checkbox"/> Department Type | <input type="checkbox"/> Department Name |
| <input type="checkbox"/> Authorized Official | <input type="checkbox"/> Street Address | <input type="checkbox"/> City |
| <input type="checkbox"/> Zip Code | <input type="checkbox"/> Office Number | <input type="checkbox"/> Fax Number |
| <input type="checkbox"/> Email Address | <input type="checkbox"/> Website | |

- 1.2a. **Lead agency:** California Department of Community Services and Development (CSD)

- 1.2b. **Cabinet or administrative department of this lead agency:**

- ☐ Community Affairs Department
- ☐ Community Services Department
- ☐ Governor's Office
- ☐ Health Department
- ☐ Housing Department
- ☒ Human Services Department
- ☐ Social Services Department
- ☐ Other, describe:

- 1.2c. **Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official.

California Department of Community Services and Development (CSD)

- 1.2d. **Authorized Official of the Lead Agency:** The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as the authorized representative on the SF-424M and the official

recipient of the Notice of Award per Office of Grant Management requirements.

Name: Jason Wimbley

Title: Director

1.2e. Street Address: 2389 Gateway Oaks Drive, Suite #100

1.2f. City: Sacramento

1.2g. State: California

1.2h. Zip Code: 95833

1.2i. Telephone Number: (916) 576-7110

1.2j. Fax Number: (916) 263-1406

1.2k. Email Address: Jason.Wimbley@csd.ca.gov

1.2l. Lead Agency Website: www.csd.ca.gov

Note: Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

1.3. Designation Letter: Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or designated agency has changed.

See attachment 1.3 Designation Letter 070825.

1.4. CSBG Point of Contact: Provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

Has information regarding the state point of contact changed since the last submission of the State Plan?

Yes

If yes, select the fields that have changed.

☐ Agency Name ☒ Point of Contact ☐ Street Address ☒ City
☐ State ☐ Zip Code ☒ Office Number ☐ Fax Number
☒ Email Address ☐ Website

1.4a. Agency Name: California Department of Community Services and Development (CSD)

1.4b. Point of Contact Name

Name: Wilmer Brown, Jr.

Title: Branch Chief, Community Services Branch

1.4c. Street Address: 2389 Gateway Oaks, Suite #100

1.4d. City: Sacramento

1.4e. State: California

1.4f. Zip Code: 95833

1.4g. Telephone Number: (916) 594-2290

1.4h. Fax Number: (916) 263-1406

1.4i. Email Address: Wilmer.Brown@csd.ca.gov

1.4j. Agency Website: www.csd.ca.gov

1.5. Provide the following information in relation to the State Community Action Association.

There is currently a state Community Action Association within the state.

Yes

Has information regarding the state Community Action Association changed since the last submission of the State Plan?

No

If yes, select the fields that have changed.

- | | | | |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> Agency Name | <input type="checkbox"/> Executive Director | <input type="checkbox"/> Street Address | <input type="checkbox"/> City |
| <input type="checkbox"/> State | <input type="checkbox"/> Zip Code | <input type="checkbox"/> Office Number | <input type="checkbox"/> Fax Number |
| <input type="checkbox"/> Email Address | <input type="checkbox"/> Website | <input type="checkbox"/> RPIC Lead | |

1.5a. Agency name: California Community Action Partnership Association (CalCAPA)

1.5b. Executive Director or Point of Contact

Name: David Knight

Title: Executive Director

1.5c. Street Address: 2015 J Street

1.5d. City: Sacramento

1.5e. State: California

1.5f. Zip Code: 95811

1.5g. Telephone Number: (916) 498-7541

1.5h. Fax Number: (916) 325-2541

1.5i. Email Address: dknight@calcapa.org

1.5j. State Association Website: <https://calcapa.org>

1.5k. State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead

Yes

SECTION 2: State Legislation and Regulation

- 2.1. CSBG State Legislation:** State has a statute authorizing CSBG.

Yes

- 2.2. CSBG State Regulation:** State has regulations for CSBG.

Yes

- 2.3. Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2.

Legislation document: The California Community Services Block Grant Program, Government Code §12085 et seq., as amended:

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=3.&title=2.&part=2.&chapter=1.&article=8

[California Government Code §§ 12725 – 12729](#)

Regulation Document: Title 22, California Code of Regulations (CCR) §§ 100601-100795:

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I12E430F05B6211EC9451000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)&bhcp=1](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I12E430F05B6211EC9451000D3A7C4BC3&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)&bhcp=1)

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

- 2.4a. Authorizing Legislation:** State legislature enacted authorizing legislation or amendments to an existing authorizing statute last federal fiscal year.

No

- 2.4b. Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year.

No

SECTION 3: State Plan Development and Statewide Goals

- 3.1. CSBG Lead Agency Mission and Responsibilities:** Briefly describe the mission and responsibilities of the state agency that serves as the CSBG lead agency.

The mission of the Department of Community Services and Development (CSD) is to improve the economic security of vulnerable Californians through programs and partnerships that support the state's diverse communities. To fulfill this mission, CSD partners with a statewide network of nonprofit, local government, Migrant and Seasonal Farmworker (MSFW) Organizations, Limited Purpose Agencies (LPA), and Native American Indian Tribal (NAI) entities that receive Community Services Block Grant (CSBG) funding.

In addition to CSBG, CSD administers the U.S. Department of Health and Human Services Low Income Home Energy Assistance Program (LIHEAP) and the U.S. Department of Energy's Weatherization Assistance Program (DOE WAP). CSD also administers the California Earned Income Tax Credit (CalEITC) Education and Outreach Program and the California Low-Income Weatherization Program.

As a department under the umbrella of the California Health and Human Services Agency, CSD works with community-based partners dedicated to helping vulnerable Californians achieve and maintain economic security and meet their basic and essential needs. This includes, but is not limited to, services and activities that provide food, shelter, employment, tax preparation, health care, education, social protection, emergency services, energy bill assistance, energy efficient weatherization, and renewable energy.

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

3.2a. Expand existing training and support programs for CSBG eligible entities' support staff. CSD will leverage existing partnerships with the California Community Action Partnership Association (CalCAPA) and the Regional Performance and Innovation Consortium to expand training and support programs and maintain existing programs for CSBG eligible entity executives and support staff.

3.2b. Assess and evaluate emergent needs. CSD will continue to assess and evaluate emergent needs in the domains of Employment, Education and Cognitive Development, Income, Infrastructure and Asset Building, Housing, Health and Social/Behavioral Development, and Civic Engagement as they impact California's low-income populations.

3.2c. Improve administrative processes. CSD will streamline administrative processes as needed to increase transparency and accountability. CSD will automate and simplify administrative processes to eliminate any identified redundancies.

3.2d. Sustain excellence through a highly skilled workforce. CSD will maintain service level excellence by providing CSD staff with ongoing training, professional development, and cross-training opportunities. CSD will continue to participate in state and national training and conferences to ensure California is on the leading edge of emerging strategies to improve the administration of CSBG. CSD will continue to incorporate knowledge transfer and succession planning to maintain continuity and ensure the integrity of CSBG administration.

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

3.3a. Analysis of state-level tools

- ☒ State Performance Indicators and/or National Performance Indicators (NPIs)
- ☒ U.S. Census data
- ☒ State Performance Management Data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- ☒ Monitoring Visits/Assessments
- ☐ Tools Not Identified Above (specify)

3.3b. Analysis of local-level tools

- ☒ Eligible Entity Community Needs Assessments
- ☒ Eligible Entity Community Action Plans
- ☒ Public Hearings/Workshops
- ☒ Tools Not Identified Above (e.g., state required reports) [specify]

CSD formed the CSBG State Plan Workgroup, which met five times between January and July 2025. The workgroup was comprised of eligible entity executive directors, or their equivalents, who advised CSD on the content of the 2026/2027 CSBG State Plan Summary, the draft 2026/2027 CSBG State Plan, and the network-wide town hall. The workgroup also advised CSD on approaches to future state plan development.

3.3c. Consultation with

- ☒ Eligible Entities (e.g., meetings, conferences, webinars; not including the public hearing)
- ☒ State Association
- ☒ National Association for State Community Services Programs (NASCSPP)
- ☐ Community Action Partnership (NCAP)
- ☐ Community Action Program Legal Services (CAPLAW)
- ☐ CSBG Tribal Training and Technical Assistance (T/TA) provider
- ☒ Regional Performance Innovation Consortium (RPIC)
- ☒ Association for Nationally Certified ROMA Trainers (ANCRT)

- ☒ Federal CSBG Office
- ☒ Organizations not identified above (specify)

CSD collaborated with other state government offices, such as the California State Senate and Assembly Committees on Human Services.

3.4. Eligible Entity Involvement

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

Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the state's annual report form.

CSD involved the eligible entities in the development of the CSBG State Plan through various approaches. First, CSD designed work products such as the eligible entity post-monitoring survey, Community Action Plan (CAP) template, T/TA requests and surveys, and Organizational Standards submittals to inform the development of the State Plan. Additionally, CSD formed the CSBG State Plan Workgroup (CSPW) to provide input on the 2026/2027 CSBG State Plan Summary, the draft 2026/2027 CSBG State Plan, and the format and content of the 2026/2027 CSBG State Plan Town Hall. CSD and the CSPW reported on the development of the State Plan during the quarterly CSBG Service Provider (CSP) meetings held on April 2, 2025, and August 13, 2025. CSD and the CSPW co-hosted the 2026/2027 CSBG State Plan Town Hall for eligible entities on June 20, 2025. Prior to the town hall, CSD released a copy of the draft 2026/2027 CSBG State Plan and the draft 2026/2027 CSBG State Plan Summary to the eligible entities for review. During the town hall, the eligible entities provided CSD with feedback and comments. CSD received written comments from eligible entities until June 25, 2025. CSD released the draft 2026/2027 CSBG State Plan to the California CSBG network on July 23, 2025, and to the public on August 1, 2025. On August 13, 2025, CSD held the State Plan Primer, a training for eligible entities geared to deepen eligible entities understanding of the State Plan.

3.4b. Performance Management Adjustment: Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous State Plans, in order to 1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities? Any adjustment should be based on the state's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.

Given that CSD received only positive feedback on its development of the 2024/2025 CSBG State Plan, CSD has maintained the process for

development of the 2026/2027 CSBG State Plan. The most recent American Customer Satisfaction Index (ACSI) survey was administered in December 2024. The results were available on April 2, 2025. While CSD's State Plan Development scores increased from the 2021 results, CSD will continue to evaluate its process and implement any necessary changes in the future.

CSD did modify the project timeline to ensure maximum participation by eligible entities during the CSBG State Plan Town Hall. CSD released the draft 2026/2027 CSBG State Plan and the draft 2026/2027 CSBG State Plan Summary to the eligible entities on June 9, 2025, two weeks prior to the town hall. CSD also permitted a three-day written comment period after the town hall.

- 3.5. Eligible Entity Overall Satisfaction:** Provide the state's target for eligible entity Overall Satisfaction during the performance period.

Year One 79

Year Two 82

Instructional Note: The state's target score will indicate improvement or maintenance of the states' Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate the state's annual report form.

SECTION 4: CSBG Hearing Requirements

- 4.1. Public Inspection:** Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act.

The draft 2026-2027 CSBG State Plan and Application was published on CSD's website on August 1, 2025, to allow for public review and comment.

Notice of Public Comment:

<https://www.csd.ca.gov/Pages/Notice-of-Public-Comment-Draft-2026-2027-CSBG-State-Plan-and-Application.aspx>

See Attachments 4.1 Public Inspection Notice of Public Comment 080125 and 4.1 Public Inspection Public Website Notice of Public Comment 080125.

Additionally, notice was posted on CSD's social media channels informing eligible entities and other interested parties.

https://x.com/ca_csd/status/1951346352044093732

<https://www.facebook.com/198599495790247/posts/1124825329834321>

See Attachments 4.1 Public Inspection Email to Eligible Entities Courtesy Notice of Public Comment 072325 and 4.1 Public Inspection Social Media Notice of Public Comment 080125.

Written comments were accepted until 5:00 p.m. on August 24, 2025. Comments were submitted via email to CSBG.Div@csd.ca.gov or mailed to:

Department of Community Services and Development
Attention: Community Services Branch
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

See Attachment 4.1 Public Inspection Public Comment and Response 082525.

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

The Notice of Public Hearing on the 2026-2027 CSBG State Plan and Application was published on CSD's website ten days prior to the hearing.

Notice of Public Hearing:

<https://www.csd.ca.gov/Pages/Notice-of-Public-Hearing-Draft-2026-2027-CSBG-State-Plan-and-Application.aspx>

See Attachments 4.2 Public Notice-Hearing Notice of Public Hearing 080625 and 4.2 Public Notice-Hearing Public Website Notice of Public Hearing 080625.

Additionally, notice was posted on CSD's social media channels informing CSBG eligible entities and other interested parties.

https://x.com/ca_csd/status/1953214665934156030

<https://www.facebook.com/198599495790247/posts/1128986386084882>

See Attachment 4.2 Public Notice-Hearing Social Media Notice of Public Hearing 080625.

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

Instructional Note: A public hearing is required for each new submission of the State Plan. The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every three years and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

| Date | Location | Type of Hearing | If a Combined Hearing was held confirmed that the public was invited. |
|-----------|--|-----------------|---|
| 8/19/2025 | State Capitol Annex Swing Space, 1021 O Street, Room 2100, Sacramento, California | Combined | <input checked="" type="checkbox"/> |

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

See attachments:

4.4 Legislative Hearing Agenda 081925
4.4 Joint Oversight Hearing Transcript 081925
4.4 Legislative Certification Letter 081925

SECTION 5: CSBG Eligible Entities

5.1. CSBG Eligible Entities: In the table below, indicate whether each eligible entity in the state is public or private, the type(s) of entity, and the geographical area served by the entity.

| CSBG Eligible Entity | Geographical Area Served (by county) [Provide all counties] | Public or Nonprofit | Type of Entity [Choose all that apply] |
|--|--|--------------------------------|---|
| Berkeley Community Action Agency | Alameda | Public | Community Action Agency |
| City of Oakland, Department of Human Services | Alameda | Public | Community Action Agency |
| Inyo Mono Advocates for Community Action, Inc. | Alpine/Inyo/Mono | Nonprofit | Community Action Agency |
| Amador-Tuolumne Community Action Agency | Amador/Tuolumne | Public | Community Action Agency |
| Community Action Agency of Butte County, Inc. | Butte | Nonprofit | Community Action Agency |
| Calaveras-Mariposa Community Action Agency | Calaveras/Mariposa | Public | Community Action Agency |
| Contra Costa County Employment & Human Services Department/Community Services Bureau | Contra Costa | Public | Community Action Agency |
| Del Norte Senior Center, Inc. | Del Norte | Nonprofit | Community Action Agency & Limited Purpose Agency |
| El Dorado County Health & Human Services Agency | El Dorado | Public | Community Action Agency |
| Fresno County Economic Opportunities Commission | Fresno | Nonprofit | Community Action Agency |
| Glenn County Community Action Department | Glenn/Colusa/Trinity | Public | Community Action Agency |

| CSBG Eligible Entity | Geographical Area Served (by county) [Provide all counties] | Public or Nonprofit | Type of Entity [Choose all that apply] |
|---|--|--------------------------------|---|
| Redwood Community Action Agency | Humboldt | Nonprofit | Community Action Agency |
| Campesinos Unidos, Inc. | Imperial | Nonprofit | Community Action Agency |
| Community Action Partnership of Kern | Kern | Nonprofit | Community Action Agency |
| Kings Community Action Organization, Inc. | Kings | Nonprofit | Community Action Agency |
| North Coast Opportunities, Inc. | Lake/Mendocino | Nonprofit | Community Action Agency |
| Plumas County Community Development Commission | Lassen/Plumas/Sierra | Public | Community Action Agency |
| Foothill Unity Center, Inc. | Los Angeles | Nonprofit | Community Action Agency |
| Long Beach Community Action Partnership | Los Angeles | Nonprofit | Community Action Agency |
| County of Los Angeles Department of Public Social Services | Los Angeles | Public | Community Action Agency |
| City of Los Angeles, Community Investment for Families Department | Los Angeles | Public | Community Action Agency |
| Community Action Partnership of Madera County, Inc. | Madera | Nonprofit | Community Action Agency |
| Community Action Marin | Marin | Nonprofit | Community Action Agency |
| Merced County Community Action Board | Merced | Nonprofit | Community Action Agency |
| Modoc-Siskiyou Community Action Agency | Modoc/Siskiyou | Public | Community Action Agency |
| Monterey County Community Action Partnership | Monterey | Public | Community Action Agency |
| Community Action Napa Valley | Napa | Nonprofit | Community Action Agency |

| CSBG Eligible Entity | Geographical Area Served (by county) [Provide all counties] | Public or Nonprofit | Type of Entity [Choose all that apply] |
|---|--|--------------------------------|---|
| Nevada County Department of Housing and Community Services | Nevada | Public | Community Action Agency |
| Community Action Partnership of Orange County | Orange | Nonprofit | Community Action Agency |
| Project GO, Inc. | Placer | Nonprofit | Community Action Agency |
| Community Action Partnership of Riverside County | Riverside | Public | Community Action Agency |
| Sacramento Employment and Training Agency | Sacramento | Public | Community Action Agency |
| San Benito County Health & Human Services Agency, Community Services & Workforce Development | San Benito | Public | Community Action Agency |
| Community Action Partnership of San Bernardino County | San Bernardino | Nonprofit | Community Action Agency |
| County of San Diego, Health and Human Services Agency, Community Action Partnership | San Diego | Public | Community Action Agency |
| Urban Services, YMCA | San Francisco | Nonprofit | Community Action Agency |
| San Joaquin County Department of Aging & Community Services | San Joaquin | Public | Community Action Agency |
| Community Action Partnership of San Luis Obispo County, Inc. | San Luis Obispo | Nonprofit | Community Action Agency |
| San Mateo County Human Services Agency | San Mateo | Public | Community Action Agency |
| Community Action Commission of Santa Barbara County, Inc. | Santa Barbara | Nonprofit | Community Action Agency |

| CSBG Eligible Entity | Geographical Area Served (by county) [Provide all counties] | Public or Nonprofit | Type of Entity [Choose all that apply] |
|---|--|--------------------------------|--|
| Sacred Heart Community Services | Santa Clara | Nonprofit | Community Action Agency |
| Community Action Board of Santa Cruz County, Inc. | Santa Cruz | Nonprofit | Community Action Agency |
| Shasta County Community Action Agency | Shasta | Public | Community Action Agency |
| Community Action Partnership of Solano, JPA | Solano | Public | Community Action Agency |
| Community Action Partnership of Sonoma County | Sonoma | Nonprofit | Community Action Agency |
| Central Valley Opportunity Center, Incorporated | Stanislaus/Madera/Mariposa/ Merced/Tuolumne | Nonprofit | Community Action Agency/Migrant or Seasonal Farmworker Organization |
| Sutter County Community Action Agency | Sutter | Nonprofit | Community Action Agency |
| Tehama County Community Action Agency | Tehama | Public | Community Action Agency |
| Community Services & Employment Training, Inc. | Tulare | Nonprofit | Community Action Agency |
| Community Action of Ventura County, Inc. | Ventura | Nonprofit | Community Action Agency |
| County of Yolo, Department of Employment and Social Services | Yolo | Public | Community Action Agency |
| Yuba County Community Services Commission | Yuba | Public | Community Action Agency |
| Karuk Tribe | Siskiyou/Humboldt | Public | Limited Purpose Agency, Tribe or Tribal Organization |

| CSBG Eligible Entity | Geographical Area Served (by county) [Provide all counties] | Public or Nonprofit | Type of Entity [Choose all that apply] |
|--|--|------------------------|---|
| Northern California Indian Development Council, Inc. | Statewide | Nonprofit | Limited Purpose Agency, Tribe or Tribal Organization |
| County of Los Angeles Department of Arts & Culture | Los Angeles | Public | Tribe or Tribal Organization |
| California Human Development Corporation | Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, Yuba | Nonprofit | Migrant or Seasonal Farmworker Organization |
| Proteus, Inc. | Fresno/Kern/Kings/Tulare | Nonprofit | Migrant or Seasonal Farmworker Organization |
| Community Services and Employment Training, Inc. | Alameda, Imperial, Inyo, Los Angeles, Mono, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Francisco, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Ventura | Nonprofit | Migrant or Seasonal Farmworker Organization |
| Community Design Center | San Francisco | Nonprofit | Limited Purpose Agency |
| Rural Community Assistance Corporation | Statewide | Nonprofit | Limited Purpose Agency |

NOTE: WITHIN OLDC, you will not be able to add-a-row. Any additions/deletions to the Eligible Entity List should be made within the CSBG Eligible Entity List within OLDC prior to initializing a new CSBG State Plan within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

Note: Table 5.1. pre-populates the Annual Report, Module 1, Table C.1.

5.2. Total number of CSBG eligible entities: 58

5.3. Changes to Eligible Entities List: Within the tables below, describe any changes that have occurred to the eligible entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list:

- ☐ Designation and/or Re-Designation
- ☐ De-Designations and/or Voluntary Relinquishments
- ☐ Mergers
- ☒ No Changes to Eligible Entities List

5.3a. Designation and Re-Designation: Identify any new entities that have been designated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated) or that voluntarily relinquished its status as a CSBG eligible entity.

| CSBG Eligible Entity | Type | Start Date | Geographical Area Served |
|----------------------------------|-----------------|-------------------------------|--------------------------|
| Click or tap here to enter text. | Choose an item. | Click or tap to enter a date. | |

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Geographical Area Served allows for 550 characters.

5.3b. De-Designations and Voluntary Relinquishments: Identify any entities that are no longer receiving CSBG funding. Include any eligible entities have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last federal fiscal year.

| CSBG Eligible Entity | Reason |
|----------------------------------|-----------------|
| Click or tap here to enter text. | Choose an item. |

NOTE: ADD-A-ROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

5.3c. Mergers: In the table below, provide information about any mergers or other combinations of two or more eligible entities that were individually listed in the prior State Plan.

| Original CSBG Eligible Entities | Surviving CSBG Eligible Entity | New Name (as applicable) | DUNS No. |
|--|---------------------------------------|----------------------------------|----------------------------------|
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

NOTE: ADD-A-RROW FUNCTION – states can add rows as needed within OLDC. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row.

SECTION 6: Organizational Standards for Eligible Entities

Note: Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period.

- ☒ COE CSBG Organizational Standards
- ☐ Modified Version of COE CSBG Organizational Standards
- ☐ Alternative Set of organizational standards

Note: Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.

N/A

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards.

N/A

6.1c. Alternative Organizational Standards: If using an alternative set of organizational standards: 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards.

☒ There were no changes from the previous State Plan submission.

Provide reason for using alternative standards.

N/A

Describe rigor compared to COE-developed Standards.

N/A

6.2. Implementation: Check the box that best describes how the state officially adopted organizational standards for eligible entities in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary.

- ☐ Regulation
- ☐ Policy
- ☒ Contracts with Eligible Entities

☐ Other, describe:

6.3. Organizational Standards Assessment: Describe how the state will assess eligible entities against organizational standards this federal fiscal year(s).

- ☐ Peer-to-Peer Review (with validation by the state or state-authorized third party)
- ☒ Self-Assessment (with validation by the state or state-authorized third party)
- ☐ Self-Assessment/Peer Review with State Risk Analysis
- ☐ State-Authorized Third-Party Validation
- ☐ Regular On-Site CSBG monitoring
- ☐ Other

6.3a. Assessment Process: Describe the planned assessment process.

Organizational Standards Assessments are completed annually by eligible entities. Once assessments have been returned, CSD analyzes to ensure supporting documentation received from eligible entities validates each standard. If the identified documentation appropriately validates the standard, those standards are deemed “met” and the assessment is accepted. If the documentation does not fully support the standard, the standard in question will be deemed “unmet.” Once a standard has been labeled “unmet,” the eligible entity has an opportunity to submit additional documentation to support the standard. If the entity cannot provide additional materials to verify the standard in question, CSD will inform the entity to initiate a technical assistance plan or “TAP,” which is mutually agreed upon by both parties. CSD will continue providing technical assistance to support eligible entities in resolving any open TAPs and unmet Organizational Standards. Notification of CSD’s acceptance of the final Organizational Standards assessment is distributed electronically to all eligible entities through an automated notification sent via email from eGov, California’s statewide CSBG reporting system. Eligible entities’ scores are distributed by CSD staff and are referenced in CSD’s monitoring evaluations and final reports.

6.4. Eligible Entity Exemptions: Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)?

Yes

6.4a. Provide the specific eligible entities the state will exempt from meeting organizational standards and provide a description and a justification for each exemption.

Total Number of Exempt Entities: 3

| CSBG Eligible Entity | Description/Justification |
|-------------------------|--|
| Community Design Center | CSD will exempt the Community Design Center (CDC) from meeting the |

| CSBG Eligible Entity | Description/Justification |
|--|---|
| | Organizational Standards based on its designation as a Limited Purpose Agency and funded by CSBG discretionary funds. |
| Rural Community Assistance Corporation | CSD will exempt the Rural Community Assistance Corporation (RCAC) from meeting the Organizational Standards based on its designation as a Limited Purpose Agency and funded by CSBG discretionary funds. |
| Karuk Tribe | Karuk Tribe is a Native American Indian (NAI) Tribe that is governed by a nine-member Tribal Council. Based on the Karuk Tribe designation as a tribal organization, CSD will exempt the tribal organization from meeting the Organizational Standards. |

NOTE: ADD-A-ROW FUNCTION – states can add rows for each additional exception. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. The Description/Justification allows for 2500 characters.

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period.

Year One 70%

Year Two 75%

Note: Item 6.5. is associated with State Accountability Measures 6Sa and pre-populates the Annual Report, Module 1, Table D.2.

SECTION 7: State Use of Funds

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

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

- ☐ Historic
- ☒ Base + Formula
- ☐ Formula Alone
- ☐ Formula with Variables
- ☐ Hold Harmless + Formula
- ☐ Other

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities.

Not less than 90 percent of California's CSBG award will be distributed to the eligible entities that meet both federal and state requirements [42 U.S.C. 9902(1)(a) and CA Gov. Code § 12730(g)]. The majority of the budgeted distribution of funds is based on the 2025 CSBG allocation and then proportionately allocated among all agencies for the new year's grant award. The proportions are adjusted every 10 years with the release of the decennial census to account for the low-income population changes within the geographical service areas.

7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities?

Yes (CA Gov. Code § 12736(c))

7.2. Planned Allocation: Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and in accordance to the "not less than 90 percent funds" requirement as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

Year One 90%

Year Two 90%

Planned CSBG 90 Percent Funds – Year One and Year Two

| Agency | Estimated 2026 Allocation | Estimated 2027 Allocation |
|--|---------------------------------|---------------------------------|
| Berkeley Community Action Agency | 301,299 | 301,299 |
| City of Oakland, Human Services Department | 1,327,692 | 1,327,692 |
| Inyo Mono Advocates for Community Action, Inc. | 1,367 | 1,367 |
| Amador-Tuolumne Community Action Agency | 280,878 | 280,878 |

| Agency | Estimated 2026 Allocation | Estimated 2027 Allocation |
|---|--|--|
| Community Action Agency of Butte County, Inc. | 399,655 | 399,655 |
| Calaveras-Mariposa Community Action Agency | 301,297 | 301,297 |
| Contra Costa Employment & Human Services Dept/CSB | 951,164 | 951,164 |
| Del Norte Senior Center, Inc. | 41,961 | 41,961 |
| El Dorado County Health and Human Services Agency | 332,257 | 332,257 |
| Fresno County Economic Opportunities Commission | 2,051,661 | 2,051,661 |
| Glenn County Community Action Department | 280,147 | 280,147 |
| Redwood Community Action Agency | 328,663 | 328,663 |
| Campesinos Unidos, Inc. | 392,843 | 392,843 |
| Inyo Mono Advocates for Community Action, Inc. | 275,733 | 275,733 |
| Community Action Partnership of Kern | 1,802,115 | 1,802,115 |
| Kings Community Action Organization, Inc. | 287,615 | 287,615 |
| North Coast Opportunities, Inc. | 573,947 | 573,947 |
| Plumas County Community Development Commission | 272,100 | 272,100 |
| Foothill Unity Center, Inc. | 355,254 | 355,254 |
| Long Beach Community Action Partnership | 718,089 | 718,089 |
| County of Los Angeles Dept. of Public Social Services | 6,308,448 | 6,308,448 |
| City of Los Angeles Community Investment for Families Dept. | 6,526,254 | 6,526,254 |
| Community Action Partnership of Madera County, Inc. | 320,118 | 320,118 |
| Community Action Marin | 301,227 | 301,227 |
| Merced County Community Action Agency | 507,613 | 507,613 |
| Modoc-Siskiyou Community Action Agency | 280,131 | 280,131 |
| Monterey County Community Action Partnership | 502,170 | 502,170 |
| Community Action Napa Valley | 281,451 | 281,451 |
| Nevada County Dept. of Housing & Community Services | 300,465 | 300,465 |
| Community Action Partnership of Orange County | 3,216,670 | 3,216,670 |
| Project GO, Inc. | 424,890 | 424,890 |
| Community Action Partnership of Riverside County | 3,084,069 | 3,084,069 |

| Agency | Estimated 2026 Allocation | Estimated 2027 Allocation |
|--|--|--|
| Sacramento Employment and Training Agency | 2,143,690 | 2,143,690 |
| San Benito County H&HSA, CS & WD | 283,343 | 283,343 |
| Community Action Partnership of San Bernardino County | 3,213,229 | 3,213,229 |
| County of San Diego, H&HSA, CAP | 3,571,153 | 3,571,153 |
| Urban Services YMCA | 876,973 | 876,973 |
| San Joaquin County Dept. of Aging & Community Services | 1,015,346 | 1,015,346 |
| CAP of San Luis Obispo County, Inc. | 297,231 | 297,231 |
| San Mateo County Human Services Agency | 476,649 | 476,649 |
| Community Action Commission of Santa Barbara County | 549,429 | 549,429 |
| Sacred Heart Community Service | 1,373,814 | 1,373,814 |
| Community Action Board of Santa Cruz County, Inc. | 314,164 | 314,164 |
| Shasta County Community Action Agency | 302,832 | 302,832 |
| Community Action Partnership of Solano, JPA | 401,936 | 401,936 |
| Community Action Partnership of Sonoma County | 437,993 | 437,993 |
| Central Valley Opportunity Center, Inc. | 736,901 | 736,901 |
| Sutter County Community Action Agency | 284,377 | 284,377 |
| Tehama County Community Action Agency | 304,753 | 304,753 |
| Community Services & Employment Training, Inc. | 1,011,701 | 1,011,701 |
| Community Action of Ventura County, Inc. | 753,061 | 753,061 |
| County of Yolo Health and Human Services Agency | 401,191 | 401,191 |
| Yuba County Community Services Commission | 270,783 | 270,783 |
| California Human Development Corporation | 1,582,188 | 1,582,188 |
| Proteus, Inc. | 2,545,260 | 2,545,260 |
| Central Valley Opportunity Center, Inc. | 619,117 | 619,117 |
| Center for Employment Training | 2,132,514 | 2,132,514 |
| Karuk Tribe (NAI-LPA) (Core Funding) | 42,000 | 42,000 |
| Karuk Tribe (NAI-LPA) | 106,535 | 106,535 |
| NCIDC, Inc. (NAI-LPA) (Core Funding) | 122,000 | 122,000 |

| Agency | Estimated 2026 Allocation | Estimated 2027 Allocation |
|---|---------------------------------|---------------------------------|
| NCIDC, Inc./LIFE (NAI-LPA) (Core Funding) | 54,250 | 54,250 |
| NCIDC, Inc. (NAI-LPA) | 1,907,945 | 1,907,945 |
| Los Angeles County Department of Arts and Culture | 450,111 | 450,111 |
| ESTIMATED 90% DISTRIBUTION | 61,911,712 | 61,911,712 |

Note: This information pre-populates the state's Annual Report, Module 1, Table E.2.

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

CSD administers contracts on a calendar year, from January 1st to December 31st. To ensure timely distribution of CSBG funds, CSD prepares contracts for distribution to eligible entities prior to the receipt of the CSBG award notification. Contracts are emailed to the eligible entities via DocuSign approximately 60 days before the start of the calendar year allowing services to begin on January 1st to prevent any interruption. Depending on the agency type, eligible entities have up to 45 days to return their contracts to CSD. Funding allocations are determined using the prior year's grant award and contracts contain provisions to align contract expenditures of eligible entities with grant award releases to CSD. Upon receipt of the final CSBG grant award notification, CSD will adjust the contract allocations distributed to the eligible entities.

7.3a. Distribution Method: Select the option below that best describes the distribution method the state uses to issue CSBG funds to eligible entities:

- ☐ Reimbursement
- ☐ Advance
- ☒ Hybrid
- ☐ Other

7.4. Distribution Timeframe: Does the state intend to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award?

Yes

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

N/A

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may pre-populate the state's annual report form.

- 7.5. Distribution of Funds Performance Management Adjustment:** Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.

In response to its evolving business needs, CSD maintains the use of DocuSign for its contract administration procedures. The use of DocuSign enables eligible entities to receive, sign, and return contracts electronically to CSD. CSD continues to refine the process. For example, CSD developed an interactive form that allows eligible entities to identify its staff and designate the order its staff review the contract via DocuSign. The form can be updated as needed.

CSD has received positive feedback from the eligible entities regarding its continued use of DocuSign. As a result of this, and other ongoing improvements, there are no plans to modify the contract administration procedures during the current state plan period.

Note: This information is associated with State Accountability Measure 2Sb and may pre-populate the state's annual report form.

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

- 7.6. Allocated Funds:** Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State Plan.

Year One 5%

Year Two 5%

Note: This information pre-populates the state's Annual Report, Module 1, Table E.4.

- 7.7. State Staff:** Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan.

Year One 88.40

Year Two 88.40

- 7.8. State FTEs:** Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan?

Year One 27.03

Year Two 27.03

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

- 7.9. Remainder/Discretionary Funds Use:** Does the state have remainder/discretionary funds as described in Section 675C(b) of the CSBG Act?
- Yes

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below.

Year One 5%

Year Two 5%

Note: This response will link to the corresponding assurance, Item 14.2.

Note: This information is associated with State Accountability Measures 3Sa and pre-populates the Annual Report, Module 1, Table E.7.

Use of Remainder/Discretionary Funds – Year One

| Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act) | Planned \$ | Brief Description of Services and/or Activities |
|--|----------------------------------|--|
| 7.9a. Training/Technical Assistance to eligible entities | 650,000 | The state association and other technical assistance partners will support various training and technical assistance activities to support the network. |
| 7.9b. Coordination of state-operated programs and/or local programs | 612,543 | Funds will be used for the LPAs' fixed allocation and other state and local operated programs. |
| 7.9c. Statewide coordination and communication among eligible entities | Click or tap here to enter text. | |
| 7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4) | Click or tap here to enter text. | |
| 7.9e. Asset-building programs (Briefly describe under Column 4) | Click or tap here to enter text. | |
| 7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4) | 2,033,479 | CSD may elect to distribute discretionary funds equally or through a competitive process to eligible entities to enhance or expand new or existing programs or increase agency capacity. |

| Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act) | Planned \$ | Brief Description of Services and/or Activities |
|--|----------------------------------|--|
| | | CSD may elect to set aside funds to support disaster relief or fund state-coordinated activities based on emerging needs. Other options may include making funds available for specific target areas (e.g., homelessness, employment, self-sufficiency, etc.). |
| 7.9g. State Charity tax credits (Briefly describe under Column 4) | Click or tap here to enter text. | |
| 7.9h. Other activities (Specify these other activities under Column 4) | 88,738 | Annual software costs for reporting through the CSG database. |
| Totals (Auto-Calculated) | | |

To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.

Use of Remainder/Discretionary Funds – Year Two

| Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act) | Planned \$ | Brief Description of Services and/or Activities |
|--|----------------------------------|---|
| 7.9a. Training/Technical Assistance to eligible entities | 650,000 | The state association and other technical assistance partners will support various training and technical assistance activities to support the network. |
| 7.9b. Coordination of state-operated programs and/or local programs | 612,543 | Funds will be used for the LPAs' fixed allocation and other state and local operated programs. |
| 7.9c. Statewide coordination and communication among eligible entities | Click or tap here to enter text. | |
| 7.9d. Analysis of | Click or tap here to | |

| Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act) | Planned \$ | Brief Description of Services and/or Activities |
|--|----------------------------------|---|
| distribution of CSBG funds to determine if targeting greatest need (Briefly describe under Column 4) | enter text. | |
| 7.9e. Asset-building programs (Briefly describe under Column 4) | Click or tap here to enter text. | |
| 7.9f. Innovation programs/activities by eligible entities or other neighborhood groups (Briefly describe under Column 4) | 2,033,479 | CSD may elect to distribute discretionary funds equally or through a competitive process to eligible entities to enhance or expand new or existing programs or increase agency capacity. CSD may elect to set aside funds to support disaster relief or fund state-coordinated activities based on emerging needs. Other options may include making funds available for specific target areas (e.g., homelessness, employment, self-sufficiency, etc.). |
| 7.9g. State Charity tax credits (Briefly describe under Column 4) | Click or tap here to enter text. | |
| 7.9h. Other activities (Specify these other activities under Column 4) | 88,738 | Annual software costs for reporting through the CSG database. |
| Totals (Auto-Calculated) | | |

To auto-calculate, select the "\$0.00", right-click, and then select "Update Field". Each description allows for 4000 characters.

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the state intends to work with (by grant or contract using remainder/discretionary funds) to carry out some or all the activities in Table 7.9.

☐ The State Directly Carries Out All Activities (No Partnerships)

- ☐ The State Partially Carries Out Some Activities
- ☒ CSBG Eligible Entities (if checked, include the expected number of CSBG eligible entities to receive funds) 58
- ☒ Other Community-based Organizations
- ☒ State Community Action Association
- ☒ Regional CSBG Technical Assistance Provider(s)
- ☐ National Technical Assistance Provider(s)
- ☐ Individual Consultant(s)
- ☐ Tribes and Tribal Organizations
- ☒ Other

CSD will fund organizations that benefit eligible entities such as La Cooperativa Campesina de California for its La Voz del Campo bulletin and Radio Bilingual broadcasts. These platforms provide information about MSFWs, farmworker issues, and programs and services to farmworker communities. A portion of the remainder/discretionary funds will be used to support the annual renewal of the statewide database used to collect Annual Report data and Organizational Standards.

Note: This response will link to the corresponding CSBG assurance in Item 14.2.

7.11. Use of Remainder/Discretionary Funds Performance Management

Adjustment: Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past State Plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 3Sb and may pre-populate the state's annual report form.

For the 2026/2027 CSBG State Plan, CSD will monitor emergent needs and make discretionary funds available as needed. Modifications to the proposed plan for distribution may occur if a decrease in the final CSBG allocation occurs. If there is a reduction in the annual CSBG allocation, CSD will use discretionary funds to backfill eligible entities' allocation to the extent possible.

SECTION 8: State Training and Technical Assistance

8.1. Training and Technical Assistance Plan: Describe the state's plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. The T/TA plan should include all planned CSBG-funded T/TA activities funded through the administrative or remainder/discretionary funds of the CSBG award (as reported in Section 7). The CSBG T/TA plan should include training and technical assistance conducted directly by the state or through partnerships (as specified in 8.3). Add a row for each activity: indicate the timeframe; whether it is training, technical assistance, or both; and the topic.

Note: This information is associated with State Accountability Measure 3Sc and pre-populates the Annual Report, Module 1, Table F.1.

Training and Technical Assistance – Year One

| Planned Timeframe | Training, Technical Assistance, or Both | Topic | Brief Description of "Other" |
|---------------------------|---|---|--|
| Ongoing/Multiple Quarters | Both | Fiscal | |
| Ongoing/Multiple Quarters | Both | Governance/Tripartite Boards | |
| Ongoing/Multiple Quarters | Both | Organizational Standards – General | |
| Ongoing/Multiple Quarters | Technical Assistance | Organizational Standards – for CSBG eligible entities with unmet TAPs or QIPs | |
| Ongoing Multiple Quarters | Technical Assistance | Reporting | |
| Ongoing/Multiple Quarters | Both | ROMA | |
| Ongoing/Multiple Quarters | Both | Strategic Planning | |
| Ongoing/Multiple Quarters | Both | Community Assessment | |
| Ongoing/Multiple Quarters | Technical Assistance | Monitoring | |
| Ongoing/Multiple Quarters | Training and Technical Assistance | Other | Community Economic Development |
| Ongoing/Multiple Quarters | Training and Technical Assistance | Other | New Executive Director & employee onboarding |

| | | | |
|---------------------------|-----------------------------------|---------------|--|
| Ongoing/Multiple Quarters | Training and Technical Assistance | Annual Report | |
|---------------------------|-----------------------------------|---------------|--|

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of “Other” allows for 500 characters.

Training and Technical Assistance – Year Two

| Planned Timeframe | Training, Technical Assistance, or Both | Topic | Brief Description of “Other” |
|---------------------------|---|---|--|
| Ongoing/Multiple Quarters | Both | Fiscal | |
| Ongoing/Multiple Quarters | Both | Governance/Tripartite Boards | |
| Ongoing/Multiple Quarters | Both | Organizational Standards – General | |
| Ongoing/Multiple Quarters | Technical Assistance | Organizational Standards – for CSBG eligible entities with unmet TAPs or QIPs | |
| Ongoing Multiple Quarters | Technical Assistance | Reporting | |
| Ongoing/Multiple Quarters | Both | ROMA | |
| Ongoing/Multiple Quarters | Both | Strategic Planning | |
| Ongoing/Multiple Quarters | Both | Community Assessment | |
| Ongoing/Multiple Quarters | Technical Assistance | Monitoring | |
| Ongoing/Multiple Quarters | Training and Technical Assistance | Other | Community Economic Development |
| Ongoing/Multiple Quarters | Training and Technical Assistance | Other | New Executive Director & employee onboarding |
| Ongoing/Multiple Quarters | Training and Technical Assistance | Annual Report | |

NOTE: ADD-A-ROW FUNCTION – States can add rows for each additional training. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of “Other” allows for 500 characters.

8.1a. Training and Technical Assistance Budget: The planned budget for all training and technical assistance:

Year One \$650,000 **Year Two** \$650,000

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance.

Using CSBG discretionary funding, CSD will execute contracts with CalCAPA, the state association, and the California Community Economic Development Association (CCEDA) to provide T/TA to the eligible entities. CalCAPA is the Region IX – Regional Performance & Innovation Consortia (RPIC) lead. RPIC is a comprehensive T/TA system serving California’s eligible entities. CalCAPA and RPIC trainings help ensure that eligible entities meet operational and organizational needs.

CSD will also partner with the CCEDA, an agency with expertise in community economic development. CCEDA offers eligible entities a full range of economic and community development strategies, including real estate development, housing development, effective needs assessments, and grant writing.

In collaboration with CalCAPA and CCEDA, CSD will identify and develop training practices that expand the capacity of eligible entities. CSD identifies training needs through onsite monitoring, desk reviews, review of Organizational Standards, surveys, and direct communication with the eligible entities. Under this State Plan, eligible entities will receive T/TA in areas such as, but not limited to, emerging needs, capacity building, board management, strategic planning, and performance measurement.

8.2. Organizational Standards Technical Assistance: Does the state have Technical Assistance Plans (TAPs) in place for all eligible entities with unmet organizational standards, if appropriate?

Yes

Note: 8.2 is associated with State Accountability Measure 6Sb. The state should put a TAP in place to support eligible entities with one or more unmet organizational standards.

8.2a. Address Unmet Organizational Standards: Describe the state’s plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards.

CSD addresses unmet Organizational Standards through ongoing technical training and assistance (T/TA). However, if eligible entities require further assistance to meet specific standards, CalCAPA will provide targeted assistance so that eligible entities can achieve a “met” status for the specific standard(s). CSD provides additional T/TA through multiple portals (e.g., open-source learning platforms, staff training, webinars). CSD also monitors the progress and status of technical

assistance plans (TAPs) through the statewide Organizational Standards automated system.

- 8.3. Training and Technical Assistance Organizations:** Indicate the types of organizations through which the state intends to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.) **[Check all that applies and narrative where applicable]**

- ☐ All T/TA is conducted by the state
- ☐ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds)
- ☐ Other community-based organizations
- ☒ State Community Action Association
- ☒ Regional CSBG technical assistance provider(s)
- ☒ National technical assistance provider(s)
- ☐ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☒ Other

CSD will collaborate with CCEDA to provide economic and community development T/TA to eligible entities.

- 8.4. CSBG-Funded T/TA Performance Management Adjustment:** Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 3Sd and may pre-populate the state's annual report form.

CSD and CalCAPA, the Region IX – RPIC lead surveyed California and Region IX eligible entities on T/TA needs. Training priorities of the Region IX states were identified. Under CalCAPA's leadership, RPIC trainings will be open to all Region IX states and specifically all California eligible entities. This step will increase the number and variety of T/TA opportunities for eligible entities and state lead agency staff. Recent trainings offered in Region IX included Organizational Standards and "CSBG 101: Connecting the Community Action Dots." Additionally, a summit on rural communities was held.

SECTION 9: State Linkages and Communication

Note: This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).

9.1. State Linkages and Coordination at the State Level: Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed.

Note: This response will link to the corresponding CSBG assurance, Item 14.5. In addition, this information is associated with State Accountability Measure 7Sa and pre-populates the Annual Report, Module 1, Item G.1.

- ☒ State Low Income Home Energy Assistance Program (LIHEAP) office
- ☒ State Weatherization office
- ☐ State Temporary Assistance for Needy Families (TANF) office
- ☐ Head Start State Collaboration offices
- ☒ State public health office
- ☐ State education department
- ☐ State Workforce Innovation and Opportunity Act (WIOA) agency
- ☐ State budget office
- ☐ Supplemental Nutrition Assistance Program (SNAP)
- ☐ State child welfare office
- ☐ State housing office
- ☒ Other

To support state efforts to reduce poverty, CSD administers the federal Low Income Home Energy Assistance Program (LIHEAP) and Weatherization Assistance Program (WAP) programs. CSD also partners with Limited Purpose Agencies (LPAs) designed to serve rural communities.

LPAs are community-based nonprofit organizations funded with CSBG discretionary funding. LPAs provide training, technical assistance, rural economic development, special support programs, or other activities supporting low-income Californians. In Section 5: CSBG Eligible Entities above, three LPAs are designated in the state: Del Norte Senior Center, Inc., Karuk Tribe, and Northern California Indian Development Council, Inc. (NCIDC). Karuk Tribe and NCIDC, designated as NAI/LPAs, are funded solely from the Native American Indian set-aside (3.9 percent) of the eligible entity CSBG award (90 percent funds). The joint designation of NAI/LPA denotes the accurate status for the historical NAIs that are also eligible entity LPAs.

- 9.2. State Linkages and Coordination at the Local Level:** Describe how the state is encouraging partnerships and collaborations at the state level with public and private sector organizations, to assure the effective delivery and coordination of CSBG services to transform low-income communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)).

Note: This response will link to the corresponding CSBG assurances, Items 14.5 and 14.6, and pre-populates the Annual Report, Module 1, Item G.2.

CSD will be involved in the following linkages during 2026 and 2027:

California Earned Income Tax Credit (CalEITC) and Young Child Tax Credit (YCTC)

The federal Earned Income Tax Credit (EITC) is widely recognized as one of the nation's most powerful resources for lifting low-to-moderate-income people out of poverty. In 2015, California established the California Earned Income Tax Credit (CalEITC), providing a refundable tax credit to the poorest working families and individuals in the state. To further reach eligible Californians and ensure that they file their taxes and claim the EITC, the Franchise Tax Board (FTB) and CSD developed a strategic partnership to support education and outreach activities designed to increase the number of Californians who claim the credit through the CalEITC Education and Outreach Grant Program, which CSD administers.

California has continued to fund CalEITC education and outreach activities in the state and expand eligibility for CalEITC and other tax credits focused on low-income individuals and families. In 2024, California increased the Young Child Tax Credit, awarding eligible families a \$1,154 tax credit. The California 2024 Budget Act appropriated \$12 million to continue support for the CalEITC Education and Outreach Grant Program for the 2025 tax season.

CSBG Advisory Council

CSD established the CSBG Advisory Council, an advisory body composed of eligible entity Executive Directors and a representative from CalCAPA. The CSBG Advisory Council meets on a quarterly basis to inform policy development, planning, and implementation of CSBG grant awards. Participating members are responsible for collaborating with CSD to effectuate successful administration of CSBG funding resources.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination:

Describe how the state will assure that eligible entities will partner and collaborate with public and private sector organizations to assure the effective delivery and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under 42 U.S. Code Section 9908(b)(5)).

Note: This response will link to the corresponding CSBG assurance, Item 14.5. and pre-populates the Annual Report, Module 1, Item G.3a.

CSD ensures that eligible entities establish and maintain linkages and coordination with other social service programs primarily through

Organizational Standards. Annual Organizational Standards submittals require eligible entities to provide partnership documentation, including agreements and memoranda of understanding (MOUs) and memoranda of agreement.

Additionally, eligible entities conduct a community needs assessment (CNA) every three years, which identifies gaps in services and potential linkages to fill those gaps. Examples of these linkages include coordination or partnerships with local Workforce Investment Boards, social service departments, one-stop centers, childcare, faith-based organizations and other community-based organizations.

CSD ensures compliance with this requirement through program performance monitoring, oversight of CSBG contractual requirements, and a thorough review of the eligible entities' CAPs, strategic plans, and board meeting minutes.

9.3b. State Assurance of Eligible Entity Linkages to Fill Service Gaps:

Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act.

Note: This response will link to the corresponding CSBG assurance, Item 14.3b. and pre-populates the Annual Report, Module 1, Item G.3b.

CSD provides eligible entities with a CAP template for their biennial submission. The CAP template requires eligible entities to describe the process utilized to link services and coordinate funding in their service area. Eligible entities provide information on coalitions, memoranda of understanding (MOUs), and partnerships. Eligible entities describe how they coordinate funding with other providers in the service area. If there is a formalized coalition of service providers in the service area, eligible entities must list the coalition(s) by name and describe the methods used to coordinate services and funding. Eligible entities must also provide information on any MOUs or service agreements they have with other agencies regarding coordination of services and funding. Eligible entities must also describe how they ensure the delivery of services to low-income individuals while avoiding duplication of services in the service area(s).

CSD also assists eligible entities with developing strategic partnerships, including coordination and linkages opportunities. CSD accomplishes this by partnering with other federal and state organizations to identify additional programs and funds that may be available to the eligible entities.

9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training Activities:

Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the

Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?

No.

Note: This response will link to the corresponding CSBG assurance, Item 14.5.

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

9.4b. Employment and Training Activities: If the state selected no under Item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system.

Through program performance monitoring, oversight of CSBG contractual requirements, and review of each eligible entity's CAP, CSD will ensure that the coordination and established linkages between governmental and social services programs effectively address the needs of low-income Californians. Examples of coordination and linkages include partnerships with local Workforce Investment Boards, local government (such as agencies providing health and human services, mental health services, social services, and aging and adult services), Department of Labor, and state government (Employment Development Department, Department of Social Services, and the Department of Rehabilitation). Eligible entities also have partnerships with the Local Conversation Corps, America's Job Centers of California, military and veteran's affairs organizations, Worknet, Golden Sierra Job Training Centers, training schools, labor unions, California State Universities and community college districts, California Public Utilities Commission, AmeriCorps, United Way, YWCA, business associations, faith-based organizations, workforce assistance centers, local occupations programs, local and national nonprofits, businesses, financial institutions, community-based organizations, and private foundations.

CSBG eligible entities and community partners coordinate with a variety of employment training programs that target low-income individuals, including youth and at-risk youth, displaced agricultural workers, veterans, and other low-income individuals. Eligible entities coordinate direct services, joint case management, shared use of space to deliver services, service referrals, and subcontractor agreements with their community partners. Employment training services include, but are not limited to, high school diploma or GED completion, computer skills training, interview

skills and workplace ethics workshops, life skills and financial literacy training, vocational training, and job placement programs that prepare low-income individuals to enter or reenter the workforce.

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

Note: This response will link to the corresponding CSBG assurance, Item 14.6.

CSD administers LIHEAP, which provides energy crisis intervention and weatherization services for low-income Californians. Local LIHEAP service providers provide energy outreach, coordination, advocacy, education, utility bill assistance, energy-efficient appliance repair or replacement, and assist enrollment in utility-funded low-income rate discount and assistance programs.

Eligible entities that do not receive LIHEAP funds work directly with the local LIHEAP service providers or other utility assistance providers in their service areas. These eligible entities refer low-income individuals and families in their community to local LIHEAP providers. CSD ensures the coordination of energy services by reviewing CAPs, monitoring eligible entity performance, and ensuring compliance with CSBG contract provisions throughout the contract term.

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

Note: this response will link to the corresponding assurance, Item 14.9.

Eligible entities have developed collaborative partnerships with a myriad of partners including, but not limited to, the state, local government entities, social services providers, faith-based partners, and other community-based organizations.

CSD requires eligible entities to certify compliance with this assurance in their CAPs and to provide a description of these partnerships. CSD will verify compliance through program performance monitoring and review of cyclical work products including CAPs.

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

Note: This response will link to the corresponding assurance, Item 14.3c.

Eligible entities coordinate funds and resources with a network of public and private partners. These partners include, but are not limited to, healthcare and mental health providers, support services, transportation providers, family services, workforce development and investment boards, early childhood education, school districts, educational institutions, Local Conservation Corps, local government, community-based organizations, faith-based organizations, businesses, Volunteer Income Tax Assistance (VITA) service providers, food banks/pantries, advocates, providers of children and family services, housing services, tribal partners, and emergency services entities to meet immediate and long-term needs of low-income Californians, and other community organizations.

In addition, eligible entities' coordination efforts may include information sharing, direct referrals, MOUs, interagency agreements, and sub-contractual agreements for outreach, cross-training, and the delivery of services to low-income individuals and families.

9.8. Coordination among Eligible Entities and State Community Action

Association: Describe state activities for supporting coordination among the eligible entities and the State Community Action Association.

Note: This information will pre-populate the Annual Report, Module 1, Item G.5.

CSD supports and coordinates trainings between CalCAPA and the eligible entities. CalCAPA provides comprehensive T/TA services to California's eligible entities. Training needs are discovered through onsite monitoring, desk reviews, review of Organizational Standards, review of monthly expenditures, and communication with eligible entities. Upon identification of a T/TA need, CSD will either conduct the training or refer the eligible entity to CalCAPA.

CSD hosts quarterly CSP meetings in partnership with CalCAPA. The CSP meeting is an opportunity to engage with eligible entities regarding CSBG-related topics and issues and provide a forum for peer-to-peer interaction. Agenda topics may include policy implementation, best practices, and training and technical assistance.

CSD also facilitates the CSBG AC. CalCAPA's Executive Director and Board Chair, who attend the CSBG AC, can partner with eligible entities and discuss program and policy implementation.

CSD meets monthly with CalCAPA. These meetings provide an opportunity to address topics such as eligible entity T/TA requests and CalCAPA's contractual work plan. CalCAPA also reports on the status of various eligible entity workgroups.

In addition, CalCAPA is the Region IX – RPIC lead. RPIC serves as a comprehensive T/TA system, coordinating training opportunities for the region. This connection allows agencies from other Region IX member states to attend trainings sponsored by other Region IX state associations, thereby expanding training opportunities in the region.

9.9. Communication with Eligible Entities and the State Community Action

Association: In the table below, detail how the state intends to communicate

with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below.

For any topic that is not applicable, select *Not Applicable* under Expected Frequency.

Communication Plan

| Subject Matter | Expected Frequency | Format | Brief Description of "Other" |
|--|--------------------|------------------------|---|
| Upcoming Public and/or Legislative Hearings | As needed | Other | Meetings, Email, Website, Public Notice |
| State Plan Development | Quarterly | Meetings/Presentations | |
| Organizational Standards Progress | Semi-Annually | Other | Meetings, Email, 1:1, Webinar, Letters |
| State Accountability Measures Progress | Semi-Annually | Meetings/Presentations | |
| Community Needs Assessments/Community Action Plans | As needed | Other | Meetings, Email, Website, Webinar, 1:1, Letters |
| State Monitoring Plans and Policies | Annually | Meetings/Presentations | |
| Training and Technical Assistance (T/TA) Plans | Annually | Meetings/Presentations | |
| ROMA and Performance Management | Quarterly | Meetings/Presentations | |
| State Interagency Coordination | Quarterly | Other | Meetings, Email, Newsletter |
| CSBG Legislative/Programmatic Updates | As needed | Other | Meetings, Email, Newsletter, Letters |
| Tripartite Board Requirements | As needed | Other | Meetings, Email, 1:1, Letters |

Note: *ADD-A-ROW FUNCTION* – States can add rows for each additional communication topic. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. Brief Description of "Other" allows for 250 characters.

9.10. Feedback to Eligible Entities and State Community Action Association:

Describe how the state will provide information to local entities and State

Community Action Associations regarding performance on State Accountability Measures.

Note: This information is associated with State Accountability Measure 5S(iii) and will pre-populate the Annual Report, Module 1, Item G.6.

CSD will use various communication methods to engage eligible entities and CalCAPA on overall performance, possible funding opportunities, and best practices for service delivery. These communication methods may include emails, postings on CSD's Local Agencies Portal website, webinars, trainings, roundtable discussions, and presentations during the CSP and CSBG AC meetings. CSD may host regular coordination calls with eligible entities to review contract deliverables, Organizational Standards, expenditure status, CSBG Annual Report, closeouts, and technical assistance plans.

- 9.11. Communication Plan Performance Management Adjustment:** Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.

CSD will continue to distribute electronic communications to eligible entities using the most efficient and effective modes available and will continue to provide in-person and live virtual training for the eligible entities. Additionally, CSD will distribute a monthly newsletter providing eligible entities information and updates on administrative, fiscal, and programmatic matters. The newsletter will also highlight eligible entities' successes and innovative practices. CSD will continue to monitor and assess its communication strategies and adjust as necessary.

SECTION 10: Monitoring, Corrective Action, and Fiscal Controls

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

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

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

Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 1, Table H.1.

Monitoring Schedule – Year One

| OLDC Order | CSBG Eligible Entity | Monitoring Type | Review Type | Target Quarter | Start Date of Last Full Onsite Review | End Date of Last Full Onsite Review | Brief Description of “Other” |
|------------|---|-----------------|-------------|----------------|---------------------------------------|-------------------------------------|------------------------------|
| 1 | Berkeley Community Action Agency | Other | Desk Review | FY1 Q3 | 9/29/2025 | 9/30/2025 | Desk Review |
| 2 | City of Oakland Human Services Department | Other | Desk Review | FY1 Q3 | 10/7/2025 | 10/9/2025 | Desk Review |
| 3 | Inyo Mono Advocates for Community Action, Inc. | Other | Desk Review | FY1 Q3 | 6/11/2024 | 6/13/2024 | Desk Review |
| 4 | Amador-Tuolumne Community Action Agency | Other | Desk Review | FY1 Q2 | 8/7/2025 | 8/8/2025 | Desk Review |
| 5 | Community Action Agency of Butte County, Inc. | Other | Desk Review | FY1 Q3 | 8/26/2025 | 8/27/2025 | Desk Review |
| 6 | Calaveras-Mariposa Community Action Agency | Other | Desk Review | FY1 Q3 | 9/29/2025 | 9/30/2025 | Desk Review |
| 7 | Contra Costa County Community Services Department | Other | Desk Review | FY1 Q2 | 5/6/2025 | 5/8/2025 | Desk Review |
| 8 | Del Norte Senior Center | Other | Desk Review | FY1 Q3 | 8/27/2024 | 8/29/2024 | Desk Review |

| OLDC Order | CSBG Eligible Entity | Monitoring Type | Review Type | Target Quarter | Start Date of Last Full Onsite Review | End Date of Last Full Onsite Review | Brief Description of "Other" |
|-------------------|--|------------------------|--------------------|-----------------------|--|--|-------------------------------------|
| 9 | El Dorado County Health & Human Services Agency | Other | Desk Review | FY1 Q3 | 8/27/2024 | 8/29/2024 | Desk Review |
| 10 | Fresno County Economic Opportunities Commission | Other | Desk Review | FY1 Q2 | 8/6/2024 | 8/7/2024 | Desk Review |
| 11 | Glenn County Community Action Department | Other | Desk Review | FY1 Q3 | 7/23/2025 | 7/24/2025 | Desk Review |
| 12 | Redwood Community Action Agency | Other | Desk Review | FY1 Q3 | 6/11/2025 | 6/12/2025 | Desk Review |
| 13 | Campesinos Unidos, Inc. | Full Onsite | Onsite | FY1 Q2 | 10/16/2023 | 10/17/2023 | |
| 14 | Community Action Partnership of Kern County | Full Onsite | Onsite | FY1 Q2 | 8/14/2023 | 8/16/2023 | |
| 15 | Kings Community Action Organization | Full Onsite | Onsite | FY1 Q3 | 5/3/2023 | 5/4/2023 | |
| 16 | North Coast Opportunities | Full Onsite | Onsite | FY1 Q2 | 8/15/2023 | 8/17/2023 | |
| 17 | Plumas County Community Development Commission | Other | Desk Review | FY1 Q3 | 9/16/2025 | 9/17/2025 | Desk Review |
| 18 | Foothill Unity Center, Inc | Full Onsite | Onsite | FY1 Q2 | 5/1/2023 | 5/3/2023 | |
| 19 | Long Beach Community Services Development Corporation | Full Onsite | Onsite | FY1 Q3 | 5/3/2023 | 5/5/2023 | |
| 20 | Los Angeles County, Department of Public Social Services | Other | Desk Review | FY1 Q3 | 8/20/2025 | 8/21/2025 | Desk Review |
| 21 | City of Los Angeles Community | Other | Desk Review | FY1 Q4 | 8/13/2025 | 8/14/2025 | Desk Review |

| OLDC Order | CSBG Eligible Entity | Monitoring Type | Review Type | Target Quarter | Start Date of Last Full Onsite Review | End Date of Last Full Onsite Review | Brief Description of "Other" |
|-------------------|---|------------------------|--------------------|-----------------------|--|--|-------------------------------------|
| | Investment for Families Dept. | | | | | | |
| 22 | Community Action Partnership of Madera County | Other | Desk Review | FY1 Q3 | 6/3/2025 | 6/5/2025 | Desk Review |
| 23 | Community Action Marin | Other | Desk Review | FY1 Q3 | 8/20/2024 | 8/21/2024 | Desk Review |
| 24 | Merced County Community Action Agency | Other | Desk Review | FY1 Q3 | 5/7/2025 | 5/8/2025 | Desk Review |
| 25 | Modoc-Siskiyou Community Action Agency | Other | Desk Review | FY1 Q4 | 6/11/2024 | 6/13/2024 | Desk Review |
| 26 | Monterey County Community Action Agency | Full Onsite | Onsite | FY1 Q2 | 8/28/2023 | 8/30/2023 | |
| 27 | Community Action of Napa Valley | Full Onsite | Onsite | FY1 Q3 | 6/20/2023 | 6/21/2023 | |
| 28 | Nevada County Department of Housing and Community Services | Other | Desk Review | FY1 Q3 | 7/9/2024 | 7/10/2024 | Desk Review |
| 29 | Community Action Partnership of Orange County | Full Onsite | Onsite | FY1 Q2 | 10/17/2023 | 10/19/2023 | |
| 30 | Project GO, Inc. | Full Onsite | Onsite | FY1 Q3 | 5/18/2023 | 5/25/2023 | |
| 31 | Community Action Partnership of Riverside | Full Onsite | Onsite | FY1 Q2 | 7/5/2023 | 7/7/2023 | |
| 32 | Sacramento Employment and Training Agency | Other | Desk Review | FY1 Q3 | 5/21/2024 | 5/22/2024 | Desk Review |
| 33 | San Benito Co. Department of Community Services & Workforce Development | Full Onsite | Onsite | FY1 Q2 | 5/10/2023 | 5/11/2023 | |
| 34 | Community Action Partnership of | Full Onsite | Onsite | FY1 Q3 | 6/13/2023 | 6/14/2023 | |

| OLDC Order | CSBG Eligible Entity | Monitoring Type | Review Type | Target Quarter | Start Date of Last Full Onsite Review | End Date of Last Full Onsite Review | Brief Description of "Other" |
|-------------------|---|------------------------|--------------------|-----------------------|--|--|-------------------------------------|
| | San Bernardino County | | | | | | |
| 35 | County of San Diego, Health and Human Services Agency, CAP | Other | Desk Review | FY1 Q3 | 7/30/2024 | 8/1/2024 | Desk Review |
| 36 | Urban Services, YMCA | Other | Desk Review | FY1 Q3 | 9/10/2025 | 9/11/2025 | Desk Review |
| 37 | San Joaquin County Department of Aging and Community Services | Other | Desk Review | FY1 Q3 | 9/17/2024 | 9/18/2024 | Desk Review |
| 38 | Community Action Partnership of San Luis Obispo County, Inc. | Other | Desk Review | FY1 Q3 | 6/20/2024 | 6/21/2024 | Desk Review |
| 39 | San Mateo County Human Services Agency | Other | Desk Review | FY1 Q3 | 5/20/2025 | 5/22/2025 | Desk Review |
| 40 | Community Action Commission of Santa Barbara | Full Onsite | Onsite | FY1 Q2 | 9/12/2023 | 9/14/2023 | |
| 41 | Sacred Heart Community Service | Full Onsite | Onsite | FY1 Q3 | 10/11/2023 | 10/11/2023 | |
| 42 | Community Action Board of Santa Cruz County | Full Onsite | Onsite | FY1 Q4 | 8/30/2023 | 9/1/2023 | |
| 43 | Shasta County Community Action Agency | Other | Desk Review | FY1 Q4 | 5/14/2024 | 5/16/2024 | Desk Review |
| 44 | Community Action Partnership of Solano | Other | Desk Review | FY1 Q3 | 6/25/2025 | 6/26/2025 | Desk Review |
| 45 | Community Action Partnership of Sonoma County | Other | Desk Review | FY1 Q3 | 7/29/2025 | 7/30/2025 | Desk Review |
| 46 | Central Valley Opportunity Center-MSFW | Other | Desk Review | FY1 Q3 | 5/28/2025 | 5/29/2025 | Desk Review |

| OLDC Order | CSBG Eligible Entity | Monitoring Type | Review Type | Target Quarter | Start Date of Last Full Onsite Review | End Date of Last Full Onsite Review | Brief Description of "Other" |
|-------------------|--|------------------------|--------------------|-----------------------|--|--|-------------------------------------|
| 47 | Sutter County Community Action Agency | Other | Desk Review | FY1 Q3 | 6/20/2024 | 6/21/2024 | Desk Review |
| 48 | Tehama County Community Action Agency | Other | Desk Review | FY1 Q4 | 9/18/2025 | 9/19/2025 | Desk Review |
| 49 | Community Services & Employment Training, Inc. | Full Onsite | Onsite | FY1 Q2 | 7/25/2023 | 7/27/2023 | |
| 50 | Community Action of Ventura County | Full Onsite | Onsite | FY1 Q3 | 6/6/2023 | 6/8/2023 | |
| 51 | Yolo County Department of Employment and Social Services | Other | Desk Review | FY1 Q3 | 10/8/2025 | 10/9/2025 | Desk Review |
| 52 | Yuba County Community Services Commission | Other | Desk Review | FY1 Q4 | 7/23/2024 | 7/24/2024 | Desk Review |
| 53 | Karuk Tribe-NAI | Full Onsite | Onsite | FY1 Q4 | 10/24/2023 | 10/25/2023 | |
| 54 | Northern California Indian Development Council-NAI | Other | Desk Review | FY1 Q3 | 4/29/2025 | 4/30/2025 | Desk Review |
| 55 | County of Los Angeles Department of Arts & Culture | Other | Desk Review | FY1 Q3 | 5/14/2024 | 5/15/2024 | Desk Review |
| 56 | California Human Development-MSFW | Full Onsite | Onsite | FY1 Q3 | 4/25/2023 | 4/27/2023 | |
| 57 | Proteus, Inc.-MSFW | Full Onsite | Onsite | FY1 Q2 | 5/16/2023 | 5/18/2023 | |
| 58 | Center for Employment Training-MSFW | Other | Desk Review | FY1 Q3 | 4/23/2024 | 4/24/2024 | Desk Review |
| | Community Design Center-LPA | Other | Desk Review | FY1 Q3 | 9/24/2025 | 9/25/2025 | Desk Review |

| OLDC Order | CSBG Eligible Entity | Monitoring Type | Review Type | Target Quarter | Start Date of Last Full Onsite Review | End Date of Last Full Onsite Review | Brief Description of “Other” |
|-------------------|--|------------------------|--------------------|-----------------------|--|--|-------------------------------------|
| | Rural Community Assistance Corporation-LPA | Full Onsite | Onsite | FY1 Q3 | 8/9/2023 | 8/11/2023 | |

Monitoring Schedule – Year Two

| OLDC Order | CSBG Eligible Entity | Monitoring Type | Review Type | Target Quarter | Start Date of Last Full Onsite Review | End Date of Last Full Onsite Review | Brief Description of “Other” |
|-------------------|---|------------------------|--------------------|-----------------------|--|--|-------------------------------------|
| 1 | Berkeley Community Action Agency | Other | Desk Review | FY2 Q2 | 9/29/2025 | 9/30/2025 | Desk Review |
| 2 | City of Oakland Human Services Department | Other | Desk Review | FY2 Q3 | 10/7/2025 | 10/9/2025 | Desk Review |
| 3 | Inyo Mono Advocates for Community Action, Inc. | Full Onsite | Onsite | FY2 Q3 | 6/11/2024 | 6/13/2024 | |
| 4 | Amador-Tuolumne Community Action Agency | Other | Desk Review | FY2 Q3 | 8/7/2025 | 8/8/2025 | Desk Review |
| 5 | Community Action Agency of Butte County, Inc. | Other | Desk Review | FY2 Q3 | 8/26/2025 | 8/27/2025 | Desk Review |
| 6 | Calaveras-Mariposa Community Action Agency | Other | Desk Review | FY2 Q2 | 9/29/2025 | 9/30/2025 | Desk Review |
| 7 | Contra Costa County Community Services Department | Other | Desk Review | FY2 Q2 | 5/6/2025 | 5/8/2025 | Desk Review |
| 8 | Del Norte Senior Center | Full Onsite | Onsite | FY2 Q3 | 8/27/2024 | 8/29/2024 | |
| 9 | El Dorado County Health & Human Services Agency | Full Onsite | Onsite | FY2 Q2 | 8/27/2024 | 8/29/2024 | |
| 10 | Fresno County Economic Opportunities Commission | Full Onsite | Onsite | FY2 Q3 | 8/6/2024 | 8/7/2024 | |

| OLDC Order | CSBG Eligible Entity | Monitoring Type | Review Type | Target Quarter | Start Date of Last Full Onsite Review | End Date of Last Full Onsite Review | Brief Description of "Other" |
|-------------------|---|------------------------|--------------------|-----------------------|--|--|-------------------------------------|
| 11 | Glenn County Community Action Department | Other | Desk Review | FY2 Q2 | 7/23/2025 | 7/24/2025 | Desk Review |
| 12 | Redwood Community Action Agency | Other | Desk Review | FY2 Q3 | 6/11/2025 | 6/12/2025 | Desk Review |
| 13 | Campesinos Unidos, Inc. | Other | Desk Review | FY2 Q3 | 10/16/2023 | 10/17/2023 | Desk Review |
| 14 | Community Action Partnership of Kern County | Other | Desk Review | FY2 Q3 | 8/14/2023 | 8/16/2023 | Desk Review |
| 15 | Kings Community Action Organization | Other | Desk Review | FY2 Q3 | 5/3/2023 | 5/4/2023 | Desk Review |
| 16 | North Coast Opportunities | Other | Desk Review | FY2 Q3 | 8/15/2023 | 8/17/2023 | Desk Review |
| 17 | Plumas County Community Development Commission | Other | Desk Review | FY2 Q3 | 9/16/2025 | 9/17/2025 | Desk Review |
| 18 | Foothill Unity Center, Inc | Other | Desk Review | FY2 Q3 | 5/1/2023 | 5/3/2023 | Desk Review |
| 19 | Long Beach Community Services Development Corporation | Other | Desk Review | FY2 Q3 | 5/3/2023 | 5/5/2023 | Desk Review |
| 20 | Los Angeles County, Department of Public Social Services | Other | Desk Review | FY2 Q3 | 8/20/2025 | 8/21/2025 | Desk Review |
| 21 | City of Los Angeles Community Investment for Families Dept. | Other | Desk Review | FY2 Q2 | 8/13/2025 | 8/14/2025 | Desk Review |
| 22 | Community Action Partnership of Madera County | Other | Desk Review | FY2 Q2 | 6/3/2025 | 6/5/2025 | Desk Review |
| 23 | Community Action Marin | Full Onsite | Onsite | FY2 Q3 | 8/20/2024 | 8/21/2024 | |

| OLDC Order | CSBG Eligible Entity | Monitoring Type | Review Type | Target Quarter | Start Date of Last Full Onsite Review | End Date of Last Full Onsite Review | Brief Description of "Other" |
|-------------------|---|------------------------|--------------------|-----------------------|--|--|-------------------------------------|
| 24 | Merced County Community Action Agency | Other | Desk Review | FY2 Q3 | 5/7/2025 | 5/8/2025 | Desk Review |
| 25 | Modoc-Siskiyou Community Action Agency | Full Onsite | Onsite | FY2 Q4 | 6/11/2024 | 6/13/2024 | |
| 26 | Monterey County Community Action Agency | Other | Desk Review | FY2 Q2 | 8/28/2023 | 8/30/2023 | Desk Review |
| 27 | Community Action of Napa Valley | Other | Desk Review | FY2 Q2 | 6/20/2023 | 6/21/2023 | Desk Review |
| 28 | Nevada County Department of Housing and Community Services | Full Onsite | Onsite | FY2 Q3 | 7/9/2024 | 7/10/2024 | |
| 29 | Community Action Partnership of Orange County | Other | Desk Review | FY2 Q3 | 10/17/2023 | 10/19/2023 | Desk Review |
| 30 | Project GO, Inc. | Other | Desk Review | FY2 Q3 | 5/18/2023 | 5/25/2023 | Desk Review |
| 31 | Community Action Partnership of Riverside | Other | Desk Review | FY2 Q3 | 7/5/2023 | 7/7/2023 | Desk Review |
| 32 | Sacramento Employment and Training Agency | Full Onsite | Onsite | FY2 Q3 | 5/21/2024 | 5/22/2024 | |
| 33 | San Benito Co. Department of Community Services & Workforce Development | Other | Desk Review | FY2 Q2 | 5/10/2023 | 5/11/2023 | Desk Review |
| 34 | Community Action Partnership of San Bernardino County | Other | Desk Review | FY2 Q3 | 6/13/2023 | 6/14/2023 | Desk Review |
| 35 | County of San Diego, Health and Human Services Agency, CAP | Full Onsite | Onsite | FY2 Q2 | 7/30/2024 | 8/1/2024 | |
| 36 | Urban Services, YMCA | Other | Desk Review | FY2 Q3 | 9/10/2025 | 9/11/2025 | Desk Review |
| 37 | San Joaquin County | Full Onsite | Onsite | FY2 Q3 | 9/17/2024 | 9/18/2024 | |

| OLDC Order | CSBG Eligible Entity | Monitoring Type | Review Type | Target Quarter | Start Date of Last Full Onsite Review | End Date of Last Full Onsite Review | Brief Description of "Other" |
|-------------------|--|------------------------|--------------------|-----------------------|--|--|-------------------------------------|
| | Department of Aging and Community Services | | | | | | |
| 38 | Community Action Partnership of San Luis Obispo County, Inc. | Full Onsite | Onsite | FY2 Q2 | 6/20/2024 | 6/21/2024 | |
| 39 | San Mateo County Human Services Agency | Other | Desk Review | FY2 Q2 | 5/20/2025 | 5/22/2025 | Desk Review |
| 40 | Community Action Commission of Santa Barbara | Other | Desk Review | FY2 Q2 | 9/12/2023 | 9/14/2023 | Desk Review |
| 41 | Sacred Heart Community Service | Other | Desk Review | FY2 Q3 | 10/11/2023 | 10/11/2023 | Desk Review |
| 42 | Community Action Board of Santa Cruz County | Other | Desk Review | FY2 Q3 | 8/30/2023 | 9/1/2023 | Desk Review |
| 43 | Shasta County Community Action Agency | Full Onsite | Onsite | FY2 Q2 | 5/14/2024 | 5/16/2024 | |
| 44 | Community Action Partnership of Solano | Other | Desk Review | FY2 Q3 | 6/25/2025 | 6/26/2025 | Desk Review |
| 45 | Community Action Partnership of Sonoma County | Other | Desk Review | FY2 Q2 | 7/29/2025 | 7/30/2025 | Desk Review |
| 46 | Central Valley Opportunity Center-MSFW | Other | Desk Review | FY2 Q2 | 5/28/2025 | 5/29/2025 | Desk Review |
| 47 | Sutter County Community Action Agency | Full Onsite | Onsite | FY2 Q3 | 6/20/2024 | 6/21/2024 | |
| 48 | Tehama County Community Action Agency | Other | Desk Review | FY2 Q2 | 9/18/2025 | 9/19/2025 | Desk Review |
| 49 | Community Services & Employment Training, Inc. | Other | Desk Review | FY2 Q2 | 7/25/2023 | 7/27/2023 | Desk Review |

| OLDC Order | CSBG Eligible Entity | Monitoring Type | Review Type | Target Quarter | Start Date of Last Full Onsite Review | End Date of Last Full Onsite Review | Brief Description of "Other" |
|------------|--|-----------------|-------------|----------------|---------------------------------------|-------------------------------------|------------------------------|
| 50 | Community Action of Ventura County | Other | Desk Review | FY2 Q2 | 6/6/2023 | 6/8/2023 | Desk Review |
| 51 | Yolo County Department of Employment and Social Services | Other | Desk Review | FY2 Q3 | 10/8/2025 | 10/9/2025 | Desk Review |
| 52 | Yuba County Community Services Commission | Full Onsite | Onsite | FY2 Q3 | 7/23/2024 | 7/24/2024 | |
| 53 | Karuk Tribe-NAI | Other | Desk Review | FY2 Q3 | 10/24/2023 | 10/25/2023 | Desk Review |
| 54 | Northern California Indian Development Council-NAI | Other | Desk Review | FY2 Q2 | 4/29/2025 | 4/30/2025 | Desk Review |
| 55 | County of Los Angeles Department of Arts & Culture | Full Onsite | Onsite | FY2 Q3 | 5/14/2024 | 5/15/2024 | |
| 56 | California Human Development-MSFW | Other | Desk Review | FY2 Q3 | 4/25/2023 | 4/27/2023 | Desk Review |
| 57 | Proteus, Inc.-MSFW | Other | Desk Review | FY2 Q3 | 5/16/2023 | 5/18/2023 | Desk Review |
| 58 | Center for Employment Training-MSFW | Full Onsite | Onsite | FY2 Q3 | 4/23/2024 | 4/24/2024 | |
| | Community Design Center-LPA | Other | Desk Review | FY2 Q2 | 9/24/2025 | 9/25/2025 | Desk Review |
| | Rural Community Assistance Corporation-LPA | Other | Desk Review | FY2 Q3 | 8/9/2023 | 8/11/2023 | Desk Review |

NOTE: WITHIN OLDC, the add-a-row function will not be available on this table and the first column is read-only. To add a row within this form: highlight the row and then select the plus sign (+) at the end of the row. A Brief Description of Other allows for 500 characters.

10.2. Monitoring Policies: Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink.

See attachment 10.2 Monitoring Policies CSD Monitoring Procedures 071525.

- 10.3. Initial Monitoring Reports:** According to the state's procedures, by how many calendar days must the state disseminate initial monitoring reports to local entities?

60 days

Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state's annual report form.

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

- 10.4. Closing Findings:** Are state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings included in the state monitoring policies attached under 10.2?

Yes

10.4a. Closing Findings Procedures: If no, describe state procedures for addressing eligible entity findings/deficiencies and the documenting closure of findings.

- 10.5. Quality Improvement Plans (QIPs):** Provide the number of eligible entities currently on QIPs, if applicable.

Zero.

Note: The QIP information is associated with State Accountability Measures 4Sc.

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

CSD will submit written notification to the Office of Community Services (OCS) within the established timeframe upon approving a Quality Improvement Plan (QIP). The notification may include documentation to support CSD's decision, a timeline for corrective action, and resolution. CSD will provide applicable update notifications as needed or upon request from OCS.

Note: This item is associated with State Accountability Measure 4Sa(iii)).

- 10.7. Assurance on Funding Reduction or Termination:** The state assures that "any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8) of the CSBG Act.

Yes

Note: This response will link with the corresponding assurance under item 14.8.

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

10.8. Eligible Entity Designation: Does the state CSBG statute and/or regulations provide for the designation of new eligible entities?

Yes

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

California Government Code §§ 12750.1 and 12750.2; 22 CCR § 100780

10.8b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public.

N/A

10.9. Eligible Entity Termination: Does the state CSBG statute and/or regulations provide for termination of eligible entities?

Yes

10.9a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.

22 CCR § 100780

10.9b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public.

N/A

10.10. Eligible Entity Re-Designation: Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity?

Yes

10.10a. Re-Designation Citation: If yes, provide the citation(s) of the law and/or regulation.

In the event a service area in California is no longer supported by a community action agency, CSD will follow the designation process as specified in California Government Code §§ 12750.1 and 12750.2; 22 CCR § 100610.

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public.

N/A

Fiscal Controls and Audits and Cooperation Assurance

10.11. Fiscal Controls and Accounting: Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds

have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

CSBG-funded administrative and programmatic costs are tracked through the statewide financial reporting and accounting system, Financial Information System for California (FI\$CAL). All Federal Trust Fund activities are accounted for by the State Controller's Office (SCO).

Through the utilization of FI\$CAL, CSD can account for appropriation funds and the individual account levels of eligible entities, thereby facilitating control and reconciliation with SCO accounts.

10.12. Single Audit Management Decisions: Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

Note: This information is associated with State Accountability Measure 4Sd.

CSD's Audit Services Unit (ASU) reviews single audits submitted by eligible entities that receive funding through CSD. As the pass-through entity, ASU is responsible for ensuring corrective action is taken to address findings identified in single audits performed in accordance with 45 CFR 75.521. ASU reviews single audits within six months of acceptance by the Federal Audit Clearinghouse (FAC) to address and resolve any CSBG findings requiring follow-up.

State procedures for issuing management decisions:

1. Receipt of single audits.
 - a. CSD service providers are required to submit single audits electronically to ASU per contract requirements.
 - b. ASU searches the Federal Audit Clearinghouse website for the acceptance date and contacts the eligible entity if a single audit is late
 - i. Missing audits are elevated to CSD management for resolution. (including the imposition of potential sanctions or administrative consequences on the offending entity).
2. ASU identifies CSBG related findings.
 - a. ASU reviews the findings, and if sufficient information or evidence exists to confirm corrective action, the finding is closed, and a management decision letter is issued.
 - i. If evidence is insufficient, ASU requests additional documentation, an explanation, or an assurance from the agency or single audit Certified Public Accountant.
 1. If the eligible entity's response is sufficient, ASU will close the finding and issue a management decision letter.
 2. If the finding cannot be resolved, it is elevated to CSD management for action and possible consideration for separate audit or program monitoring review.
 - b. ASU confirms and obtains acknowledgment and agreement from the eligible entity for any potential questioned costs.

- i. A copy of the management decision letter and eligible entity confirmation of the amount payable is provided to CSD's Fiscal Accounting Services Unit to prepare and set up an Accounts Receivable.
3. Depending on the finding, ASU provides an eligible entity 10 to 30 days to respond to a management decision letter.
If not resolved within ASU, disagreements on findings are elevated to CSD management and discussed at the monthly compliance meeting.

10.13. Assurance on Federal Investigations: The state will “permit and cooperate with Federal investigations undertaken in accordance with Section 678D” of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act.

Yes

Note: This response will link with the corresponding assurance, Item 14.7.

10.13a. Federal Investigations Policies: Are state procedures for permitting and cooperating with federal investigations included in the state monitoring policies attached under 10.2?

Yes

10.14. Monitoring Procedures Performance Management Adjustment: Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the state's annual report form.

On March 11, 2024, OCS issued its CSBG Monitoring Report for California. OCS recommended CSD implement a process requiring eligible entities to provide supporting documentation with their expense submissions for reimbursement. The recommendation would enable CSD to monitor expenses more effectively and detect potential issues prior to onsite reviews.

In response to the OCS recommendation, in 2025, CSD implemented a fiscal review in the desk review process. This reconciliation is a pared-down version of fiscal review performed during onsite monitoring visits. CSD presented this change to the CSBG Advisory Council on April 22, 2024, and received its input and sign off on June 10, 2024. CSD instructed the eligible entities about the new requirement during the 2025 monitoring training presented on November 20, 2024.

CSD continues to solicit feedback from eligible entities regarding the monitoring process. This is done through surveys, question and answer sessions, and feedback sessions during quarterly CSP meetings and the annual monitoring training.

SECTION 11: Eligible Entity Tripartite Board

11.1. Tripartite Board Verification: Verify which of the following measures are taken to ensure that the state verifies CSBG eligible entities are meeting Tripartite Board requirements under Section 676B(a)(2) of the CSBG Act.

- ☒ Attend Board meetings
- ☒ Organizational Standards Assessment
- ☒ Monitoring
- ☒ Review copies of Board meeting minutes
- ☒ Track Board vacancies/composition
- ☐ Other

11.2. Tripartite Board Updates: Provide how often the state requires eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc.

- ☐ Annually
- ☐ Semiannually
- ☐ Quarterly
- ☐ Monthly
- ☐ As It Occurs
- ☒ Other

CSD employs a multifaceted strategy to monitor and receive board updates from the eligible entities. Eligible entities are required to submit a board roster with their contractual documents to execute the annual CSBG contract. As an additional measure, CSD has included a clause in the annual contract that requires eligible entities must notify CSD within 30 days and submit an updated board roster if there is a change on the board during the year. Annually, each eligible entity receives either an onsite monitoring visit or desk review where an updated roster is requested if any changes have occurred. When a board vacancy is identified through a monitoring review, the eligible entity is required to submit quarterly updates to CSD identifying recruitment and other organizational efforts to fill the vacancy.

11.3. Tripartite Board Representation Assurance: Describe how the states will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act.

Note: This response will link with the corresponding assurance, Item 14.10.

CSD verifies that eligible entities have policies and procedures compliant with Section 676(b)(10) in place by various means. Eligible entities are required in the biennial CAP to describe their policies and procedures. CSD reviews the CAPs to ensure each eligible entity has adequately answered each question. If an answer

is found to be insufficient, CSD requests that the eligible entity make modifications. CSD will not accept the CAP until all answers are sufficient.

Additionally, during the onsite monitoring preparation process, CSD reviews eligible entity bylaws for compliance with Section 676(b)(10) and verifies applicable policies and procedures are in place. CSD addresses aspects of board governance with the leadership of the eligible entities during monitoring. If these policies are not in place, CSD will work with the eligible entity until they are established. Further, eligible entities are required to submit a copy of their approved board meeting minutes to CSD within 30 days of board approval, and eligible entities are required to submit board roster changes to CSD within 30 days of a change. CSD reviews eligible entities' board meeting minutes. If a grievance pertaining to Section 676(b)(10) is found in the meeting minutes, CSD will follow up with the eligible entity to verify that the grievance has been addressed.

11.4. Tripartite Board Alternative Representation: Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, “another mechanism specified by the state to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs” as allowed under Section 676B(b)(2) of the CSBG Act?

Yes

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

CSD has accepted an alternative mechanism to a tripartite board for LPA and NAI contractors using either a NAI governing council, commission, board, or other body responsible for the administration of their CSBG funded programs. Through the ongoing submission of board rosters reflecting current membership of the alternative governing body, NAI and LPA contractors identify how low-income individuals are represented in the organization's governance. Confirmation that low-income individuals are included in the development, planning, implementation, and evaluation of programs is also confirmed through the review of eligible entities' board meeting minutes.

SECTION 12: Individual and Community Income Eligibility Requirements

12.1. **Required Income Eligibility:** Provide the income eligibility threshold for services in the state.

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

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

Since July 16, 2021, CSBG income eligibility in California tracks with the federal maximum allowable level. If the federal level is modified in the future, CSBG income eligibility in California will automatically adjust to meet the new federal maximum.

12.2. **Income Eligibility for General/Short Term Services:** Describe how the state ensures eligible entities generally verify income eligibility for those services with limited intake procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance.

Eligible entities are required to provide a description of their service delivery processes, including their client intake processes within their submitted CAP. CSD performs a review of these procedures, which includes verifying income eligibility processes for each eligible entity. Specific focus is provided for services with limited intake procedures, such as food distribution or other emergency services, which can also be food, housing, and rental assistance. Additionally, income eligibility processes (including limited intake procedures) are evaluated during each eligible entity's onsite monitoring.

12.3. **Community-targeted Services:** Describe how the state ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations).

A primary focus of CSD is to ensure eligible entities' services benefit low-income communities. CSD achieves this by thoroughly reviewing eligible entities' CAPs, Annual Report data, and Organizational Standards. CAPs require eligible entities to answer questions specific to how services are targeted to benefit low-income communities. Additionally, eligible entities are required to submit a work plan detailing services eligible entities will provide to the community along with an explanation as to why these services are essential at the local level. These work plans are submitted to CSD annually with the annual contract deliverables.

CSD also reviews ongoing programmatic services as a component of yearly monitoring activities (desk reviews and onsite reviews) to ensure these services are in alignment with each eligible entity's CAP. This review includes evaluating board meeting minutes, any media announcements, and periodically analyzing posts from any public facing social media platforms.

CSD allows for proxy measurements when eligible entities report on community-level strategies in the Annual Report. Proxy outcomes are reviewed to ensure there is research data to support the outcome, the outcome is commonly accepted for an identified population, and the client served is eligible for the service because of an identified risk.

SECTION 13: Results Oriented Management and Accountability (ROMA) System

- 13.1. Performance Measurement System:** Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act.

Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item I.1.

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

- 13.1a. ROMA Description:** If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA.

CSD incorporates Results Oriented Management and Accountability (ROMA) principles into many of the eligible entities' work products. For instance, the CAP template requires eligible entities to report on the types of data they gathered during the Community Needs Assessment (CNA) and to analyze the data. Eligible entities are also required to complete a Needs Table and a Priority Ranking Table. In these tables, eligible entities identify the needs, indicate the level of need, determine whether the needs align with their mission, are currently being addressed, and if the need is a priority. If the need is identified as a priority, the eligible entities describe the programs, services, and activities they will offer to meet the need, and identify indicators (Community National Performance Indicators [CNPI] and Family-level National Performance Indicators, [FNPI]) and services where they will report outcomes in the Annual Report. Additionally, the CAP template includes a ROMA Application section. Eligible entities describe how they will evaluate the effectiveness of their programs and services. These descriptions include information on the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. Combining responses from the Needs and Priority Ranking Tables and the ROMA Application section, eligible entities respond to all elements of a ROMA logic model. Lastly, CSD requires eligible entities to have a ROMA professional sign off on the CAP to fulfill Organizational Standard 4.3.

CSD requires eligible entities to submit program planning documents with their annual CSBG contract. For instance, eligible entities submit a work plan and projected outcomes. CSD reviews the work plan against the eligible entities' CAPs at contract time and during monitoring. CSD reviews eligible entities' projections at contract time to ensure that there is a clear outcome verification method and that all work plan activities are represented. CSD references eligible entities' projections again during Annual Report reviews.

13.1b. Alternative System Description: If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement.

N/A

13.2. Outcome Measures: Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act.

Note: This response will also link to the corresponding assurance, Item 14.12.

- ☒ CSBG National Performance Indicators (NPIs)
- ☐ NPIs and others
- ☐ Others

CSD will utilize the NPIs to assess eligible entities' performance in promoting self-sufficiency, family stability, and community revitalization. Throughout 2026 and 2027, CSD will engage with and provide ongoing feedback to eligible entities to ensure compliance with Section 676(b)(12) of the CSBG Act.

Biennially, as a condition of funding, CSD requires each eligible entity to submit a CAP that includes a CNA for the communities served. According to the California Government Code, the CAP must evaluate poverty-related needs and available resources and include feasible goals and strategies that produce outcomes consistent with established priorities. The CAP is a two-year plan detailing how eligible entities will deliver CSBG-funded services. The CAP also provides an opportunity for eligible entities to demonstrate compliance with federal and state assurances, as well as several Organizational Standards.

CSD mandates that eligible entities submit an annual work plan alongside their CSBG contract deliverables. The work plan outlines the proposed programmatic activities for the contract term. Additionally, eligible entities must enter performance targets as part of their contract deliverables that track progress and achievements in areas such as strategic planning, board governance, organizational leadership, financial operations, and oversight. For Module 3 and Module 4, required data includes selecting the appropriate NPI(s) and FNPI(s), entering the target, and specifying the type of documentation the agency will use to verify the outcome has been met. Alongside the work plan, CSD evaluates the relationship between the NPI targets, outcome data, and the service delivery strategies used to achieve outcomes.

Each year, eligible entities must submit a CSBG Annual Report, a vital element of the Performance Management Framework. This report captures actual performance data and compares it against established performance targets. As a result, it offers both eligible entities and CSD a valuable opportunity to discuss data analysis practices and strategies for performance enhancement. By leveraging this tool, eligible entities can effectively manage and improve their outcomes. CSD, in turn, uses the Annual Report data to monitor program

performance and ensure adherence to results-oriented principles centered around management and accountability.

13.3. Eligible Entity Support: Describe how the state supports the eligible entities in using ROMA or an alternative performance management system.

Note: The activities described under Item 13.3 may include activities listed in “Section 8: Training and Technical Assistance.” If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, Item 14.12.

Several eligible entities have expressed concerns about the time required to complete national ROMA training. In response, CSD partnered with the Association of Nationally Certified ROMA Professionals to design a ROMA training that could be completed in less time than the national trainings while preserving key elements. Incorporating the most practical concepts of the national training, the California ROMA Representative Certificate focused on applying ROMA to specific California work products. As a result, a 3.5-day program pilot was held where candidates received the theoretical information virtually and completed a portfolio in person with their peers. CSD held the pilot California ROMA Representative training in October 2024, which produced 44 additional ROMA professionals in California serving in 33 eligible entities.

In partnership with CalCAPA, CSD has hosted the California ROMA Coalition (CRC) since 2019. Eligible entities sought a forum for ROMA professionals to discuss the implementation of ROMA principles at the local level. Participants meet regularly to receive training, discuss best practices, and report on local efforts to apply ROMA principles locally. Additionally, participants use this forum to discuss any barriers to implementing ROMA in their agencies.

CSD participates in the State Office ROMA Professional Peer Group. The State Office ROMA Professional Peer Group is a cohort of nationally certified ROMA Trainers and Implementers who work at state lead agencies. Virtual meetings are conducted every other month. ROMA-trained lead agency staff discuss the role of the ROMA professional and how to implement ROMA at both the state and local levels. Participation in the nationwide cohort assists CSD in supporting the implementation of ROMA at the local level and in developing tools and resources that aid eligible entities in their implementation of ROMA.

13.4. Eligible Entity Use of Data: Describe how the state intends to validate that the eligible entities are using data to improve service delivery.

Note: This response will also link to the corresponding assurance, Item 14.12.

As requirement of the CAP, eligible entities describe the changes made to their delivery strategies based on their evaluation of their performance data. CSD evaluates each eligible entity’s response to ensure improvements to service delivery are made accordingly. During the onsite monitoring process, CSD confirms implementation of these strategies and assesses agency data collection systems to identify additional opportunities to leverage existing data to enhance the evaluation of service delivery. Additionally, as part of the Annual Report,

eligible entities are required to provide an example of changes they have made to improve service delivery and enhance impact for individuals, families, and communities with low incomes based on analysis of performance data.

Community Action Plans and Needs Assessments

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

Note: This response will link to the corresponding assurance, Item 14.11.

California Government Code section 12747(b) requires eligible entities to submit a CAP to CSD by June 30th biennially. CSD reviews the CAPs and issues an acceptance on or before July 31st.

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

Note: This response will link to the corresponding assurance, Item 14.11.

CSD has a multi-pronged approach to assure that eligible entities include a CNA in their biennial CAP. The first section of the CAP is titled "Part 1: Community Needs Assessment." In this section, eligible entities are required to submit their CNA "narrative" and "results" information. The narrative section of the CNA requires the eligible entities to describe the geographic location that their agency serves, describe the approaches taken to gather and conduct an analysis of qualitative and quantitative data, confirm the data gathered from key sectors of the community (community-based, faith-based, private and public sector, educational institutions), and describe the conditions and causes contributing to poverty in their service area.

Using the information provided in the narrative section, eligible entities are required to complete the results section. In this section, eligible entities summarize the needs identified in their service area, identify which needs the eligible entity will prioritize, and which programs, services, and activities they will use to address the needs identified in their service area. Additionally, eligible entities also identified which reporting category each service or program will be reported on in the CSBG Annual Report.

CSD requires eligible entities append a CNA to their CAPs. CSD reviews the CNAs submitted to ensure the conditions of poverty are adequately captured for each eligible entity's service area. CSD also confirms the data is verifiable and reliable.

Additionally, CSD verifies that eligible entities include a CNA with their CAP during the annual review of Organizational Standards 3.1 through 3.5.

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

14.1. Use of Funds Supporting Local Activities

CSBG Services

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

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

CSD distributes a minimum of 90 percent of California CSBG funds to eligible entities to provide services at the local level. A Community Needs Assessment is conducted by the eligible entities at least once every three years and submitted as part of the biennial CAP, which describes the most vital needs of low-income Californians in the agencies’ service area(s). The CAP also highlights community

partner coordination efforts, identifies roles within service areas, and describes how each agency will work with local stakeholders to meet the federal assurances. This assessment provides descriptions of service delivery systems and programs that address community needs, which include, but are not limited to, affordable housing, living-wage jobs, and food assistance. Additionally, eligible entities will focus on increasing pathways to healthcare, including mental health services, and providing support to vulnerable populations (such as seniors, individuals with disabilities, veterans, chronically homeless individuals, and youth). They will also offer childcare, financial literacy training, and transportation services.

CSD will evaluate the submitted responses and annual outcome projections to ensure programmatic activities are on target to achieve these assurances and that the coordination and established linkages between governmental and social services programs effectively address the needs of low-income Californians. Examples of coordination and linkages include partnerships with local Workforce Investment Boards, Homeless Continuum of Care coalitions, VITA sites, disaster recovery resource centers, social service departments, centralized one-stop service centers, community health and childcare centers, faith-based organizations, educational institutions, local businesses, law enforcement agencies, corporate partners and foundations, and other community-based organizations that focus on the needs of low-income families and individuals in California.

Needs of Youth

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

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

Eligible entities meet the identified needs of youth in their communities as described in their CAPs through several methods. Approaches include but are not limited to food pantries, meal distribution programs, mobile units, nutrition education, case management, career development, before and after-school programs, tutoring, counseling, gang suppression and prevention, housing

assistance, mentoring, internships, health and wellness education, mental health, violence prevention initiatives, recreational programs, homeless youth assistance, youth leadership, youth mediation, nutrition, self-sufficiency, reproductive health, dating violence, financial literacy training, employment skills training, entrepreneurship, behavioral health, academic support, conflict resolution, sports, support groups, job training for farmworker youth/families, disability services, conflict management and resolution training. Some eligible entities provide meals during summer recreational programs, homework and tutoring clubs, special events and community celebrations, summer programs, teen theater projects, community and cultural programming activities, art activities, environmental education/safety/awareness programs, culturally relevant programming, civic engagement discussions, summer reading programs, family centered entertainment, volunteering opportunities, peer mentoring, reentry services for formerly incarcerated youth, victim witness advocacy, teen safe zones, cultural healing, and social and emotional capacity building.

Eligible entities partner with many private and governmental partners to meet the needs of youth. Some of these partners are state and local government departments, Youth Violence Prevention Councils, faith-based organizations, community organizations such as the YMCA and the Boys and Girls Clubs, local law enforcement, CalWORKs, First 5, Head Start, school districts, and local public libraries.

CSD will ensure that eligible entities address these needs through a review of responses submitted in the CAP, program performance monitoring, annual programmatic report reviews, and enforcement of CSBG contract provisions throughout the contract term.

Coordination of Other Programs

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

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

CSD requires eligible entities to describe the systems used to ensure coordination with other community partner programs in the CAP. Eligible entities identify roles within their service areas while highlighting how each entity will work with local stakeholders. Eligible entities often function as the lead agency for coalitions, task forces, and initiatives of low-income support services in their respective counties. These groups are comprised of the eligible entity, local government departments, local nonprofits, and businesses. Some eligible entity coordination efforts include: Continuum of Care, coalitions of community leaders and faith-based organizations, homeless policy steering committees, local Chamber of Commerce, community foundations, homeless poverty action coalitions, county homeless alliances, partnerships for prevention, Head Start Policy Council, California Coalition for Youth, local consortiums on

homelessness, county collaborative networks, regional community leadership teams, EITC Coalition, Child Protection Planning Committee, One Stop Shop initiatives, family resource center collaboratives, adult education consortiums, and healthy communities initiatives.

State Use of Discretionary Funds

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

Note: The State describes this assurance under “State Use of Funds: Remainder/Discretionary,” items 7.9 and 7.10.

[No response as the state describes this assurance under 7.9 and 7.10.]

Eligible Entity Service Delivery, Coordination, and Innovation

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

Eligible Entity Service Delivery System

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

While all eligible entities adopt service delivery systems that seek to maximize client access, avoid duplication of services, and provide for a variety of needs, each agency operates according to its local community conditions, priorities, and agency capacity. Eligible entities provide services in various manners, including at centralized locations, via mobile models, in satellite and/or co-located offices, and via subcontractors.

Eligible entities’ and their partners’ intake and eligibility processes are determined by funding source and agency capacity. However, client intake processes usually include an application, client interview, eligibility determination, orientation meeting, and the assignment of a case manager who designs a service plan and follows up with clients regularly. The intake process helps eligible entities assess priorities and develop strategies to meet the needs of low-income individuals and families.

Eligible Entity Linkages – Approach to Filling Service Gaps

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

Note: The state describes this assurance in the State Linkages and Communication section, item 9.3b.

[No response as the state describes this assurance under 9.3b.]

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

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

Note: The state describes this assurance in the State Linkages and Communication section, item 9.7.

[No response as the state describes this assurance under 9.7]

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

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

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

Eligible entities use CSBG funding to support innovative community-based initiatives that encourage parental responsibility. Network initiatives include positive discipline education, co-parenting support, and teen parent case management to trauma-informed care and fatherhood engagement. Many agencies integrate early childhood services like Head Start and home visiting programs, offering developmentally appropriate education and parenting resources. Agencies also operate financial empowerment programs, workforce training, and reentry support for justice-involved individuals to promote family stability. Youth-focused services include after-school programs, mentorship, life skills, and entrepreneurship training. Family engagement programs will emphasize wellness through initiatives such as playgroups and community gardening. Programs also target isolated seniors, multigenerational households, and families through food assistance, housing stability support, and family reunification services. These efforts are often delivered in partnership with local nonprofits, schools, Tribal councils, workforce boards, legal aid groups, and public agencies, ensuring holistic support for low-income families across California.

Eligible Entity Emergency Food and Nutrition Services

14.4. 676(b)(4) Describe how the state will assure “that eligible entities in the State will provide, on an emergency basis, for the provision of such

supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”

As described in the CAPs, eligible entities work to offset conditions of starvation and malnutrition by providing emergency food assistance and nutrition education to low-income Californians. Eligible entities coordinate and distribute food, food vouchers, clothing, diapers, infant formula, cookware, and utensils, as well as utility assistance to individuals and families in need. Many eligible entities deliver food and educate clients about other available food resources in the community. Some eligible entities operate emergency food services in-house to address the food security of their clients, supporting clients with CalFresh (SNAP) applications, and providing emergency food vouchers or gift cards. Many eligible entities have increased their capacity and infrastructure for food storage and distribution to meet current demand. Additional services include transportation assistance and support during disasters such as floods or pandemics. Eligible entities coordinate food distribution efforts with their community partners, including faith-based organizations, local governments, shelters, food banks, private partners, and community-based organizations.

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

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

Note: The state describes this assurance in Section 9, State Linkages and Communication, specifically under 9.1 – 9.4b.

[No response as the state describes this assurance under Section 9.1 – 9.4b]

State Coordination/Linkages and Low-income Home Energy Assistance

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

Note: The state describes this assurance in Section 9, State Linkages and Communication section, items 9.2 and 9.5.

[No response as the state describes this assurance under 9.2 and 9.5]

Federal Investigations

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

Note: The state addresses this assurance in Section 10, Fiscal Controls and Monitoring under 10.13.

[No response as the state describes this assurance under 10.13]

Funding Reduction or Termination

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

Note: The state addresses this assurance in Section 10 Fiscal Controls and Monitoring under 10.7.

[No response as the state describes this assurance under 10.7]

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

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

Note: The state describes this assurance in Section 9 State Linkages and Communication, under 9.6.

[No response as the state describes this assurance under 9.6]

Eligible Entity Tripartite Board Representation

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

Note: The state describes this assurance in Section 11 Eligible Entity Tripartite Boards, under 11.3.

[No response as the state describes this assurance under 11.3]

Eligible Entity Community Action Plans and Community Needs Assessments

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

Note: The state describes this assurance in Section 13 ROMA, under 13.5 and 13.6.

[No response as the state describes this assurance under 13.5 and 13.6]

State and Eligible Entity Performance Measurement: ROMA or Alternate system

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

Note: The state describes this assurance in Section 13 ROMA under 13.1 – 13.4.

[No response as the state describes this assurance under 13.1 – 13.4]

Validation for CSBG Eligible Entity Programmatic Narrative Sections

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

Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.

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

SECTION 15: Federal Certifications

15.1. Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

15.2. Drug-Free Workplace Requirements

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

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

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

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about - -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a

central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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

Place of Performance (Street address, city, county, state, zip code) [\[Narrative, 2500 characters\]](#)

- ☐ Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals)
- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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

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

15.3. Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters — Primary Covered Transactions

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without

modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters — Primary Covered Transactions

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

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (4) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

15.4. Environmental Tobacco Smoke

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

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

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

SECTION 16: Appendix

Attachment 1.3 Designation Letter
Attachment 4.1 Public Inspection Public Website Notice of Public Comment
Attachment 4.1 Public Inspection Notice of Public Comment
Attachment 4.1 Public Inspection Email to Eligible Entities Courtesy Notice of Public Comment
Attachment 4.1 Public Inspection Social Media Notice of Public Comment
Attachment 4.1 Public Inspection Public Comment and Response
Attachment 4.2 Public Notice-Hearing Public Website Notice of Public Hearing
Attachment 4.2 Public Notice-Hearing Notice of Public Hearing
Attachment 4.2 Public Notice-Hearing Social Media Notice of Public Hearing
Attachment 4.4 Legislative Hearing Agenda
Attachment 4.4 Joint Oversight Hearing Transcript
Attachment 4.4 Legislative Certification Letter
Attachment 10.2 CSBG Monitoring Policies CSD Monitoring Procedures



OFFICE OF THE GOVERNOR

July 8, 2025

Ms. J. Janelle George
Acting Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
330 C Street, S.W.
Washington, D.C. 20201

Dear Ms. George:

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

Sincerely,

A handwritten signature in black ink, appearing to read "Gavin Newsom", with a long horizontal flourish extending to the right.

GAVIN NEWSOM
Governor of California

Public Notice

csd.ca.gov/Pages/Notice-of-Public-Comment-Draft-2026-2027-CSBG-State-Plan-and-Application.aspx

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Notice of Public Comment: Draft 2026-2027 CSBG State Plan and Application

The Department of Community Services and Development (CSD) has released the Draft 2026-2027 Community Services Block Grant (CSBG) State Plan and Application. The Draft 2026-2027 CSBG State Plan can be found here:

- [Draft 2026-2027 CSBG State Plan and Application \(Released August 1, 2025\)](#)

Interested parties have the opportunity to review and submit comments on the Draft 2026-2027 CSBG State Plan and Application until 5:00 p.m. on August 24, 2025. Comments may be submitted by email to CSBG.Div@csd.ca.gov or mailed to:

Department of Community Services and Development
Attention: Community Services Branch
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

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4.1 Public Inspection Public Website Notice of Public Comment 080125

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PUBLIC NOTICE

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About CSD

Under the umbrella of the California Health and Human Services Agency, CSD's mission is to reduce poverty for Californians by leading the development and coordination of effective and innovative programs. For more information about CSD visit www.csd.ca.gov.



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COURTESY RELEASE: 2026/2027 CSBG State Plan



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To: Rueggsegger, Heidi@CSD

You forwarded this message on 7/24/2025 2:44 PM.



DRAFT 2026-2027 CSBG State Plan.pdf 727 KB

Reply Reply All Forward

Wed 7/23/2025 2:50 PM



Dear CSBG Service Providers,

Please accept the draft 2026/2027 CSBG State Plan for your review. The State Plan is scheduled to be released to the public later this week. The 30-day public comment period will open at that time.

If you would like to make a comment on the draft 2026/2027 CSBG State Plan, you may do so once the public comment period opens. Public comments may be submitted by either regular mail or email. See below for details.

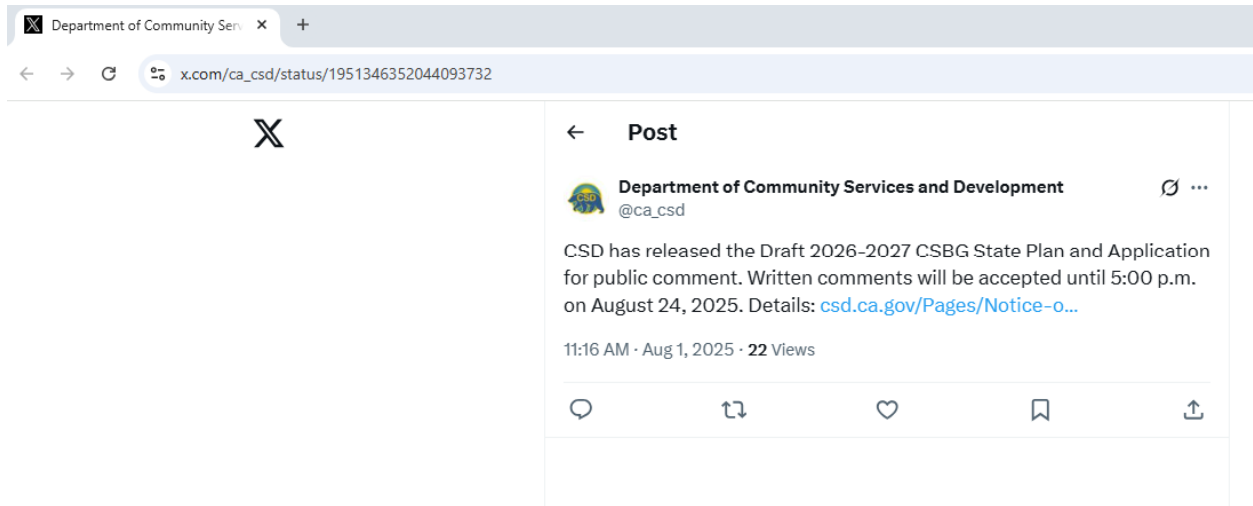
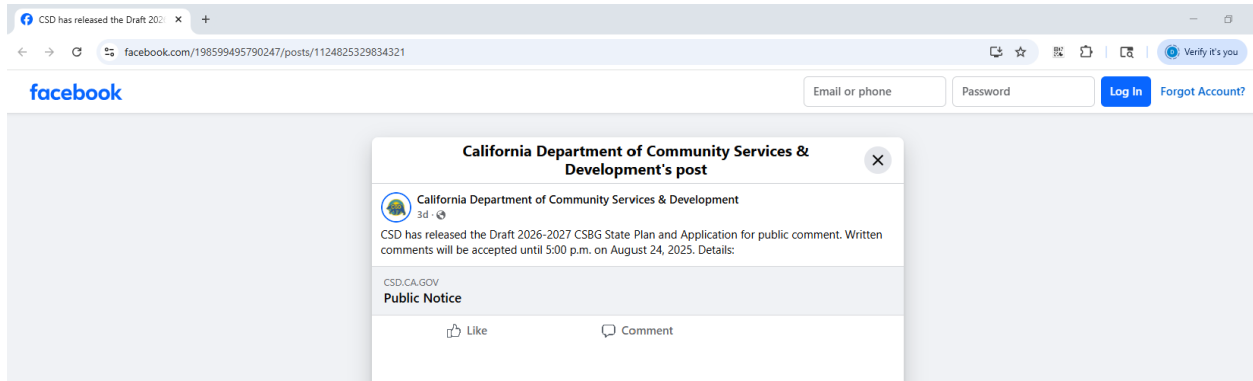
Department of Community Services and Development
Community Services Branch
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

Or

CSBG.Div@csd.ca.gov

Use the subject line: 2026-2027 CSBG State Plan.

Sincerely,
The Community Services Branch



**2026-2027 CSBG State Plan and Application
Public Comment and Response**


Public comments received from August 1, 2025, through August 24, 2025, are hereby incorporated into the 2026-2027 Community Services Block Grant (CSBG) State Plan and Application. Comments captured via written and oral testimony during the public comment period are as follows:

No comments were received during the public comment period.


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csd.ca.gov/Pages/Notice-of-Public-Hearing-Draft-2026-2027-CSBG-State-Plan-and-Application.aspx


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The California State Legislature will conduct a public hearing to receive comments on the Draft 2026-2027 State Plan and Application for the Community Services Block Grant (CSBG). The hearing is scheduled for 1:30 p.m. on August 19, 2025, at the State Capitol Annex Swing Space, 1021 O Street, Room 2100, Sacramento, CA 95814.

Persons presenting oral testimony are requested to provide a written statement of their presentation. If unable to attend, please send written comments to: Department of Community Services and Development, 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833, Attention: Community Services Branch or email: CSBG.Div@CSD.CA.GOV.



Comments will be accepted until 5:00 p.m. on August 24, 2025. CSD will review comments and may incorporate applicable changes to the final plan.

- [Draft 2026-2027 CSBG State Plan and Application \(Released August 1, 2025\)](#)
- [Draft 2026-2027 CSBG State Plan and Application Public Hearing Notice \(Issued August 6, 2025\)](#)

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A copy of the draft plan may be obtained on CSD's website at <https://csd.ca.gov/Pages/Notice-of-Public-Hearing-Draft-2026-2027-CSBG-State-Plan-and-Application.aspx> or by calling (916) 576-7109.

NOTICE

Americans with Disabilities Act

Qualified individuals with disabilities may request reasonable modifications to Senate policies, or appropriate auxiliary aids and services, to ensure an equal opportunity to participate in Senate services, programs, and activities. Requests should be submitted as soon as possible, but no later than three (3) business days before a scheduled event, to the ADA Coordinator at: ADA.Coordinator@sen.ca.gov. 1020 N Street, Room 255, Sacramento, CA 95814, (916) 651-1504.

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About CSD

Under the umbrella of the California Health and Human Services Agency, CSD's mission is to reduce poverty for Californians by leading the development and coordination of effective and innovative programs. For more information about CSD visit www.csd.ca.gov.

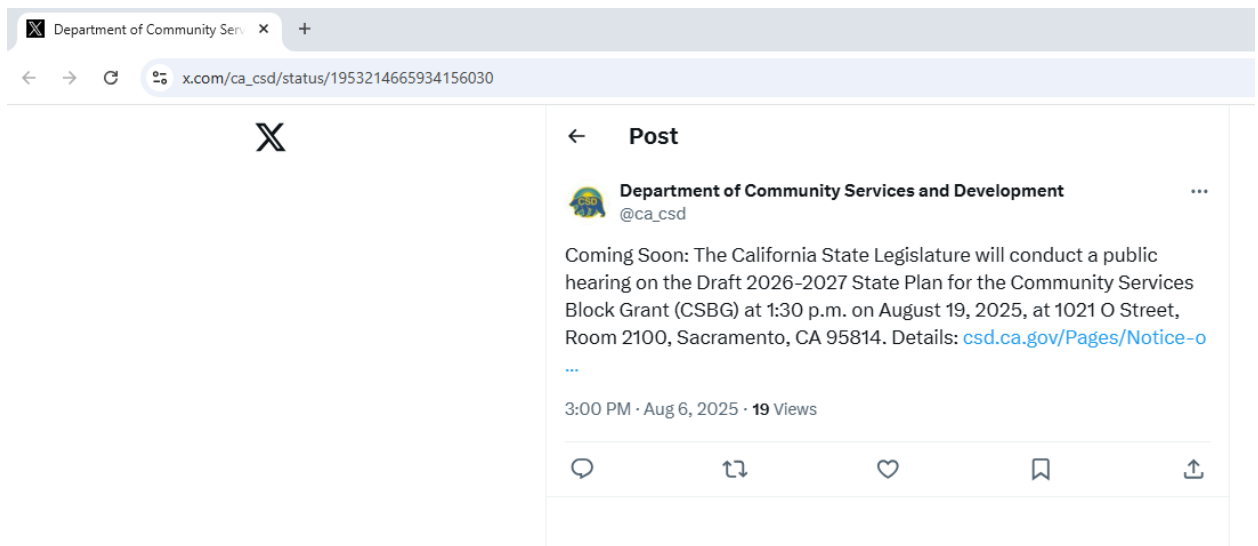
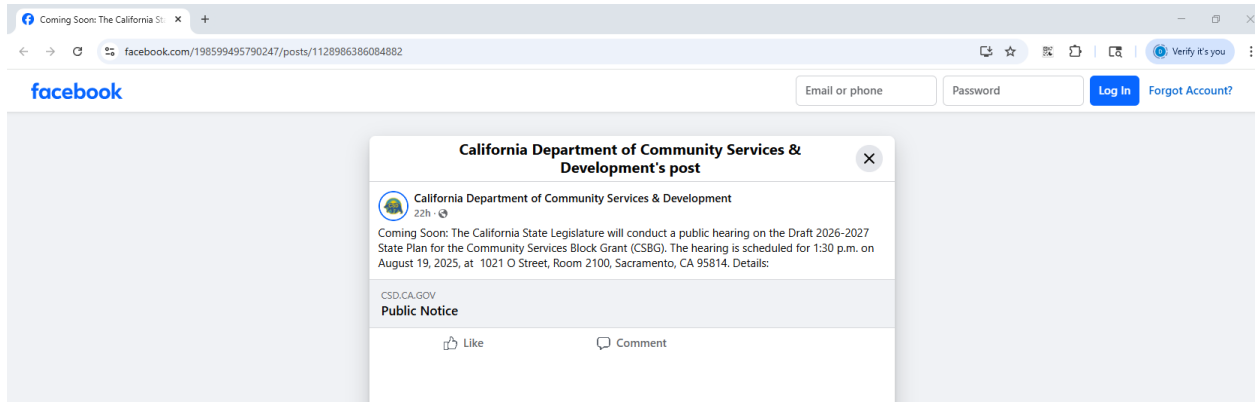


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California Legislature

JOINT OVERSIGHT HEARING
Senate and Assembly Human Services Committees
2026-27 Community Services Block Grant State Plan
August 19, 2025 at 1:30pm, 1021 O Street, Room 2100

AGENDA

- I. Opening Remarks
 - a. Senator Arreguín
 - b. Assemblymember Lee
 - c. Members of Committees
- II. Community Services Block Grant Overview
 - a. Jason Wimbley, Director, Department of Community Services and Development
 - b. David Knight, Executive Director, California Community Action Partnership Association
 - c. Mary Alice Escarsega-Fechner, Executive Director, Community Services and Employment Training; Board Chair, California Community Action Partnership Association
 - d. Member Discussion & Questions
- III. CSBG Eligible Entities
 - a. Marla Stuart, Director, Employment & Human Services Department, Contra Costa County
 - b. Darren Seaton, Deputy Director, Sacred Heart Community Service
 - c. Michelle Engel-Silva, Executive Director, Proteus, Inc.
 - d. Madison Flynn, Northern California Indian Development Council
 - e. Member Discussion & Questions
- IV. Public Comment



**STATE OF CALIFORNIA SENATE AND ASSEMBLY HUMAN SERVICES
COMMITTEES**

2026-2027 Community Services Block Grant State Plan

Joint Oversight Hearing

Room 2100
Capitol Annex Swing Space
1021 O Street
Sacramento, CA 95814

**Tuesday, August 19, 2025
1:30 p.m.**

APPEARANCES

1. Committee

- Senator Jesse Arreguín (Co-Chair)

2. Speakers

- Jason Wimbley, Director, Department of Community Services and Development
- David Knight, Executive Director, California Community Action Partnership Association
- Mary Alice Escarsega-Fechner, Executive Director, Community Services and Employment Training
- Marla Stuart, Executive Director, Contra Costa Employment and Human Services Department
- Darren Seaton, Deputy Director, Sacred Heart Community Service
- Michelle Engel-Silva, CEO, Proteus, Inc.
- Madison Flynn, Executive Director, Northern California Indian Development Council

3. Public Comment

- Lynne Bussey

Hearing video: <https://www.senate.ca.gov/media/joint-hearing-senate-human-services-committee-and-assembly-human-services-committee-20250819>

PROCEEDINGS

Senator Arreguín (0:18):

Good afternoon. I'd like to call to order this special oversight hearing of the Senate and Assembly Human Services Committees, and I'd like to welcome the public, members of the administration, stakeholders and staff for this oversight hearing to discuss the 26-27 Community Services Block Grant state program. The purpose of today's hearing is to review the state's plan for CSBG funding, a federal anti-poverty funding stream created in 1981.

And to put this in perspective, in 2023, 6.4 million Californians were under the California poverty measure line, which means that they had an annual income around \$44,000 for two working age adults and two children. Additionally, California is home to 187,000 people experiencing homelessness, the largest percentage in the United States. These numbers are certainly troubling and this committee remains concerned with the impacts of poverty and homelessness on children and older adults.

And so we'll discuss today the programs of the state and qualifying agencies and nonprofits that have been implementing with CSBG dollars, but also put this in the context of current funding and threats to cuts, federal funding, which will impact these critical services to reduce poverty and to support our communities.

So, I look forward to hearing more about how our local Community Action agencies are responsive to community needs and how the Department of Community Services and Development works to support those efforts while overseeing proper administration of federal dollars.

So with that, and I hope that we will have our Assembly and Senate colleagues joining us during the course of this hearing. Members of the Senate and Assembly Democratic Caucus had caucus meetings that we just got out of, obviously around some very pressing matters, including the proposed redistricting plan, which we will be taking up this Thursday.

So I do hope and expect that members will join us as you progress with the informational hearing, but I want to be respectful of your time and ensure that we can begin with our panels.

So with that, we'll proceed to the first panel. And this is going to be an overview of the Community Services Block Grant program. I'd like to invite Jason Wimbley, Director of the Department of Community Services and Development, David Knight, the Executive Director of the California Community Action Partnership Association, and Mary Alice Escarsega-Fechner, the Executive Director of Community Services and Employment Training and the board chair of the California Community Action Partnership Association. Thank you for waiting and for being here today. And we'll go first to Mr. Wimbley, right.

Jason Wimbley (2:51):

Good afternoon Chair, and thank you for allowing me this opportunity to speak today on the 2026-2027 State Plan for the Community Services Block Grant or CSBG.

It is a privilege to be here today to share with all of you and with the public the purpose and operations of CSBG and the impact of CSBG and assisting low-income households and communities throughout California.

I'm Jason Wimbley, Director of the Department of Community Services and Development or CSD. CSD is responsible for administering several programs designed to improve the economic security of low-income Californians. We work towards this goal by partnering with community-based organizations dedicated to helping vulnerable Californians achieve and maintain economic security, pay their energy bills, and meet their home energy needs through energy efficient weatherization and renewable energy. These programs serve to address the immediate and critical needs of low-income Californians on the individual level, while also promoting self-sufficiency and community-wide economic security in the long term.

One common thread that runs through all of CSD's programs is the department's partnership with community-based organizations that enable the administration of these programs at the local level and tailor administration and service delivery to the needs of individual communities. This quality is perhaps best displayed through the Community Services Block Grant and its network of local CSBG agencies, defined as eligible entities in the State Plan and commonly known as Community Action Agencies.

As the lead agency of federal CSBG funding, CSD works directly with 60 organizations throughout 58 counties in California. CSBG agencies are eligible to receive funding on an annual basis. They put towards a wide range of supportive services designed to address the causes and conditions of poverty, including but not limited to housing, employment, education, health and emergency and disaster services. CSBG services are designed with the goal of addressing the immediate needs of low-income families and individuals while helping them to attain the skills, knowledge and motivation to achieve and maintain economic security.

This network of CSBG agencies includes non-profit and local governmental agencies, as well as organizations that specifically target the needs of some of California's most vulnerable populations, including migrant and seasonal farmworkers and Native American Indians. CSBG is unique in that it's not a typical program narrowly focused on addressing a specific need. Indeed, it's instead a funding source often leveraged to support and enhance other services and activities that target low-income community members. This use of CSBG funds combined with the maximum flexibility extended to local agencies to address anti-poverty needs of their communities yields an impressive array of services and outcomes each year.

The CSBG Act helps achieve this by requiring agencies to be governed by a tripartite board of directors consisting at least one-third low-income residents, one-third public

officials, and one-third representatives from the private sector. Agencies are also required to solicit direct input from the broader community through community needs assessments. These assessments are informed by surveys, public forums, and the direct involvement of low-income residents to provide a comprehensive picture of the conditions faced by vulnerable Californians in each agency's service territory.

The Community Needs assessments then inform each agency's Community Action Plan, a work plan for addressing poverty within communities by outlining needs, service delivery strategies, resources, and outcome measures. All of this work contributes to the CSBG State Plan that is the subject of this hearing. The CSBG State Plan is California's application for federal funding and serves as a road map detailing how CSD will administer the grant funds in partnership with our local agencies. Submitted every two years to the US Department of Health and Human Services, the plan covers a wide variety of topic areas pertaining to overall grant administration and implementation. While the needs of California communities will never be exactly the same, within the State Plan, our CSBG agencies have identified the most common needs that they will address over the next two years.

This includes access to safe and affordable housing, employment skills and training and job placement, addressing food insecurity, access to healthcare and mental health services, transportation and asset building. In federal fiscal year 2025, California was allocated 68.4 million in CSBG funds, which is comparable to what the state has received in annual CSBG funding over the last three federal budget years.

The CSBG Act requires at least 90 percent of the CSBG funds be made available to CSBG agencies, while the remaining 10 percent be split equally for discretionary use and state administration. In 2023, California reported serving approximately 1.5 million low-income Californians through our network of CSBG agencies. This included approximately 271,000 children, 92,000 seniors, 65,000 people with disabilities, 51,000 people with who lacked health insurance and 7000 veterans.

Since the background materials did such a superb job of summarizing the service and outcome achievements in detail, I will simply state that services were emphasized in the areas of housing, employment, education, cognitive development services and food distribution to address food insecurity.

I would like to highlight an example of the amazing and vital work our network agencies are leading every day to fight poverty and provide supportive assistance and resources to vulnerable, low-income individuals and families. In the City of Hanford, the Kings Community Action Organization partnered with several public and private organizations at the state and local level to create new permanent supportive housing for unhoused members of the community. The new Sunrise Apartments was converted through California's Project Homekey from a motel operating as a short term shelter into apartments providing permanent housing. Kings Community Action Agency and funding contributions from CSBG helped bring this project to fruition.

The Sunrise Apartments is now operational, providing housing and case management for its tenants. A gentleman by the name of Felix is one of the new residents of the Sunrise Apartments. He told his story at the official opening in May and I found it particularly moving. Having lost his home and estranged from his family, Felix was unhoused for two years and living adjacent to the local community garden. Without a place to call home, he found a sense of belonging by volunteering and tending to the garden, assisting with food distribution, and caring for the property on weekends.

Still, he found it difficult to hold on to hope. In Felix's words, "I knew I had to find a way to incorporate myself back into society, but the doors kept closing on me." Felix's life-changing moment occurred when the community outreach team from Kings Community Action Organization connected with him and offered him food, blankets, and ultimately a place to stay and call home at Sunrise Apartments. Thanks to his case management team and the safety and security at the Sunrise Apartments, Felix's life has taken a significant turn. He has regained the desire to live and is on the path to regain the most important aspect of his life, reconnection with his children.

It can all be too easy to fall into poverty and exceptionally difficult to rise out of it. CSBG empowers communities to come together in service of their neighbors to offer a helping hand and move forward towards building a brighter future for California. As everyone is aware of, federal funding for a number of social safety net programs that support vulnerable Californians has already been reduced or at risk of being cut in next year's federal budget.

CSBG is no different, and funding for the grant is under threat. The Trump administration has proposed eliminating funding for CSBG in its 2026 federal budget. This aligns with budget proposals from President Trump's first term. However, Congress ultimately chose to continue and maintain stable funding for CSBG. Recently, the US Senate Appropriations Committee, which has oversight over the CSBG budget, passed its 2026 appropriations bill and voted to fully fund CSBG in the coming year at the same level as 2025. The House of Representatives Appropriations Committee is not scheduled to take up CSBG funding until September at the earliest, and the final budget agreement will remain to be negotiated between all parties.

But amidst this uncertainty, I take solace in the fact that CSBG has historically received bipartisan congressional support because it's community based, designed to meet local needs, and strengthens the self-sufficiency and economic security of low-income Americans. CSBG is more important than ever as vulnerable Californians continue to struggle to make ends meet and the programs and supports they rely on face unprecedented threats.

Communities coming together in the spirit of the Community Action can play a critical role in responding to a rapidly changing environment, and CSBG agencies are uniquely positioned to respond to the changing needs of low-income Californians in years to come.

Now I'm pleased to introduce David Knight, Executive Director of the California Community Action Partnership Association or CalCAPA, and Mary Alice Escarsega-Fechner, CalCAPA's board chair and Executive Director of Community Services and Employment Training, who will share their stories and insights.

Thank you for the opportunity to present the 2026-27 CSBG State Plan and I greatly appreciate the Legislature's continued support of CSBG and look forward to your questions as we proceed.

Senator Arreguín (12:06):

Thank you very much.

David Knight (12:12):

You can hear me, all right. Good afternoon. Thank you, Jason and thank you to the Joint Committee for convening today. And thank you for the opportunity to provide remarks on behalf of the California Community Action Partnership Association.

CalCAPA represents California's network of Community Action agencies and partners who work every day to overcome poverty, expand opportunity, and strengthen communities. We welcome the opportunity to speak regarding the Community Service Block Grant and the State Plan.

First, I want to thank the California Department of Community Services and Development for their work in drafting this State Plan and for the continued collaboration with local agencies and stakeholders. The CSBG State Plan is just not a compliance document. It is a road map for how California will invest in community-based solutions to poverty. Our association focuses on providing training and technical assistance, increasing statewide communications, and leading advocacy and policy development.

Our association also serves as the lead state for the Regional Performance and Innovation Consortium for United States Health and Human Services CSBG Region 9. This means that California CalCAPA leads the region, which includes the states of Arizona, Nevada, Hawaii and the Pacific Islands. California Community Action just doesn't lead in the region, it also leads nationally with two of our agency's executive directors who also serve on the CalCAPA board of directors serving on the board of directors for the National Community Action Partnership Association. The California Department of Community Services and Development deputy directors also engage with the National Association of State Community Service Programs.

California Community Action CSBG eligible entities have long been leaders in this national Community Action movement. We are still often sought out as leaders' voice for Community Action across this country, more so now than ever. While the Community Service Block Grant just celebrated 40 years this year, the Community Action Movement is now moving to its 61st year. While it relies on decades of experience in each of our

communities, it constantly thrives to adapt to the ever-changing landscape of our families and our communities.

Being in partnership with California CSD and serving as a lead development association for all agencies statewide, CalCAPA has a unique opportunity to see and measure the landscape of our great state in each of the communities we serve.

As we review the plan, CalCAPA encourage a focus on a few key opportunities. Strengthening local flexibility: Each community is different, and our agencies need the flexibility to design programs that meet the unique needs of rural, urban and suburban areas alike. Investing in capacity and workforce: Community Action staff are on the front lines. Investments in training, technical assistance, and workforce development will strengthen program outcomes and ensure long, long term sustainability. Partnerships and leveraging: CSBG works best when paired with other resources. We encourage continued focus on leveraging opportunities for state and federal programs, local and private sector partnerships. Data and outcomes: We support continued efforts to improve data collection and reporting. Meaningful data should not only demonstrate compliance but also help us tell the story of impact, how lives are changed and communities are strengthened.

One area I'd like to highlight about California's Community Action agencies in using data and outcomes is through a performance management system named ROMA, which stands for Results Oriented Management Accountability. ROMA is our core performance management framework. ROMA is not just a federal requirement, it's a tool our agencies use to ensure we're getting clearer goals, tracking measurable outcomes and continuing improving services.

Agencies across California integrate ROMA into their daily work by assessing community needs and then through comprehensive needs assessments, setting outcome-focused goals that connect directly to the national community action goals, ensuring consistency statewide and nationally, collecting and analyzing data to monitor progress, identify gaps and redefine approaches.

This means that performance management is a cycle, not a one-time report. And then finally, ROMA allows us to communicate results to funders, policy makers and communities, demonstrating accountability and impact. And it drives continuous quality improvement so the programs aren't just maintained, but strengthen year after year.

Through ROMA, California's agencies can tell how families are moving towards stability and self-sufficiency, how communities are becoming stronger, and how limited resources are leveraged for maximum impact. As you will hear in many testimonies today, agencies have seen a greater need for families than ever before. During a period of ongoing recovery from wildfires, floods and other natural disasters, it's important to know the Community Service Block Grant is vital to leading our communities on the path of economic mobility, all while still assuring stability of our families of low income.

Community Action is built on the premise that CSBG is not a program, but rather a flexible funding source. Our agencies are extremely knowledgeable about their community needs and strengths, and they know how to best combine private and public resources to ensure they develop thriving communities.

CSBG's focus on being locally led allows other low-income funding to have a stronger return on investment. Whether these are state or federally funded, programs also require startup and capacity-building dollars. With the ongoing influx of CSBG funding, agencies are able to hit the ground running and also be flexible in their delivery of services. They already know what housing needs are present, what workforce training is needed for businesses to thrive and expand, what communities lack like health and mental health access, and where a lack of nutrition slows development in all areas.

Our flexibility in the Community Services Block Grant allows agencies to ensure families not only have access to SNAP or food vouchers, but also a place to get that healthy food. It creates access to transportation vouchers while at the same time making sure there's a successful transportation infrastructure to use those vouchers. To have successful implementation of opportunities, a program must have two things: funding and access.

First, on funding, we are all more than aware funding levels remain a critical point in our political discussions. The California Community Action Network works collectively, serves as a huge catalyst for agencies to share best practices and performance systems, keeping costs low to match low funding. This also allows development capacity building to happen more rapidly and allows CalCAPA to move all the data we collect into information.

We are then able to take that information and put it into communication in a way that people are better able to learn about the CSBG opportunities that benefit communities. This is powerful for us as a network and for you as decision makers. On access, the key to CSBG is connectivity across our state, which allows you as policy makers to know that you have local boots on the ground, organizations ready to deliver opportunities to families. Whether it be an emergency disaster response, stability efforts, or economic mobility opportunities, having this access readily available is beneficial to the state of California.

You'll hear more today about many of the successes and how our agencies' abilities are maximized as we just continue to navigate the long-term impacts of limited funding, all of which adversely affect people of low income. Community Action will continue to be called upon. CalCAPA has been and continues to be proud to work alongside the State of California and CSD to keep our network at the top of the state's response to needs as well as to lead the country and the work for our families and communities.

Thank you for the opportunity to share information on our network and on the CSBG plan today. Thank you for your time and the governance of our great state.

Senator Arreguín (18:41):

Thank you very much.

Mary Alice Escarsega-Fechner (18:44):

Good afternoon. It is certainly a privilege for myself to be here. My name is Mary Alice Escarsega-Fechner, and I'm the Executive Director for Community Services and Employment Training and also the proud president of CalCAPA. CSBG is more than a grant. It is the lifeline connecting those struggling in poverty to essential resources. It serves as the cornerstone of efforts to address the pressing needs of communities across California, especially in Tulare County.

This essential funding empowers local agencies statewide to tackle their unique poverty challenges, whether it's housing instability as been shared, food insecurity, or the need for employment pathways. The community decides those areas. It's inherent. The flexibility is invaluable, allowing resources to be directed precisely where the need is greatest. This adaptability is critical in responding to immediate challenges like the Central Valley. We've had the freeze, we've had the drought, we've had flooding.

During the drought, we installed 752 2,000-gallon tanks for people who had no water. This could not have happened without CSBG and leveraging other resources in the community. CSBG prioritizes measurable, locally defined outcomes moving beyond a one-size-fits-all approach. This enables agency to blend CSBG funding with other resources to maximize outcomes.

In the heart of the Central Valley, specifically in Tulare County, CSBG is absolutely essential. This region, a top agricultural producer and is comparable in this to the size of the state of Connecticut, faces widespread and persistent poverty. Our overall poverty rate stands at approximately 17 percent, almost 18 percent, with children poverty living in poverty at 24 percent, well above state averages.

The community relies on flexible anti-poverty funding to uplift the most vulnerable populations in our community. CSBG directly supports vital staffing needs and access to services in rural communities. Currently, none of our other grants cover the personnel costs for essential functions like grant writing. We would have no grant writers without CSBG.

CSBG helps those critical personnel and helps maintain support in small community offices in places like Earlimart and Cutler-Orosi, which have access to no transportation at times and can literally take a full day to go from Porterville to Visalia back to Porterville, which is only 40 miles each way. These offices serve as vital lifelines for residents with limited access to reliable transportation in a service desert.

CSBG empowers organizations like CSET, along with dedicated partner agencies to effectively fill gaps, coordinate community programs and respond swiftly to pressing

needs residents express. The residents are telling us what the needs are. Agencies are supporting housing stability, utility assistance, food access, employment pathways and connecting safety net aid, especially for those in small towns in unincorporated areas. Through this dynamic support, agencies throughout California are transforming lives and elevating their community.

In closing, the Community Service Block Grant empowers organizations like CSET to fight poverty effectively and adaptively, transforming just in Tulare County over almost 14,000 lives each year in Tulare County. We urge you to champion continued robust funding for this essential lifeline, recognizing its irreplaceable role in building stronger communities across California. CSBG is that link. It threads it all together for all of our agencies and to let you know. It assures access. It assures that community has local control of what the needs are in their own community. And for us, CSBG is essential. It is literally \$1,000,000 out of a \$39 million budget. It leverages that much because without our grant writers, we would not be able to access additional funding. Without rural community offices, we would not be able to connect with families or for individuals who need access to food.

We also are able to operate eight senior centers and through those eight senior centers, we've had 155,000 seniors in Tulare County. So in your packets, you have all of the data that talks about all of the work that is getting done in Tulare County.

I just want to emphasize CSBG again is more than a grant. It really is a lifeline for many of the Community Action agencies in our community. Thank you.

Senator Arreguín (23:43):

Thank you so very much. I'm a committee of one right now, so I'll ask a few questions and I believe we'll have some other members joining us soon. So, Mr. Wimbley, I understand they've been federal staffing changes at DHHS. Could you tell us how these changes have affected the administration of CSBG and other CSD programs?

Jason Wimbley (24:03):

Sure, sure. Good question. So, federal staffing supporting CSD's other programs have definitely experienced layoffs and have been impacted by layoffs that have occurred earlier this year. CSBG staffing remains largely intact. So there hasn't been any impact on that side. Outside of some challenges that we've experienced at the beginning of the year combined with the staffing layoffs that occurred for our Low Income Home Energy Assistance Program as well as the federal freeze, we were able to work through some of those challenges. And at this time, all of our programs are operating normally and the funds awarded for those programs is also flowing normally as well.

Senator Arreguín (24:49):

And could you elaborate a little bit more about how CSBG dollars were used to help community response to the LA fires earlier this year?

Jason Wimbley (24:58):

Sure. So at the state level, we in response to any emergency or that natural disaster, we coordinate with the Governor's Office of Emergency Services as well as our sister departments with the California Health and Human Services agencies. I mentioned that because that helps to inform the state response as well as we use the opportunity to report up any resource issues or challenges or some of the on-the-ground developments that some of our local agencies in the impacted areas have shared with us.

In response to the Los Angeles wildfire event, we redirected, we maintain a partnership with supplybank.org and we redirected a CSBG-funded supply distribution effort to provide diapers and other essentials items to the LA area. Those items were received by the county of LA and then in turn they distributed those items to the fire-impacted areas that they were serving.

In addition, our CSBG providers, LA City and the county Department of Public Social Services, our CSBG agencies in that area, responded by maintaining one, they first responded by maintaining their operational continuity, overcoming Internet challenges, power outages and evacuations, and mobilized to provide distribution of food, water, clothing, other essential items like air purifiers and K-95 masks into the fire-impacted areas.

In addition, they served as an informational resource hub to the community and the community members to make sure that they were fully aware of other resources that were being made available in the community. In addition, they provided services to help individuals acquire documentation and other important documents to help with FEMA assistance applications. And then lastly, they made efforts, concerted efforts to extend, provide extends after school care as well as other educational supports and maintain the watchful eye of the elderly.

Senator Arreguín (27:16):

Thank you so much. As you noted, a little bit of money is leveraged so much to make such an impact. Mr. Knight, could you talk about how CalCAPA has supported CSBG entities with the implementation of CalAIM?

David Knight (27:32):

Yeah, thanks. Absolutely. So when CalAIM first began, we had three agencies kind of jump on board, quite, you know, quickly. And what we realized is that when you look at

the enhanced carrier management or the community supports that that fall under CalAIM, it matches exactly to the Community Action model. And so what we did is CalCAPA was first just really try to create some awareness and spaces to learn from those three agencies that first took it on right away.

Now we sit at 20 different agencies across the state that operate CalAIM supports and what we continue to do for that, is just making sure that we help partner match them. So when they're looking at, you know, the PATH program or they're looking at what different organizations operating that CalAIM in that county, they're able to match with them really, really quick. The last piece of that is really trying to line it up with a performance alignment. So making sure that organizations understand what CalAIM's targets are, how they match with the Community Action targets. And then of course, the last thing is just really making sure that they had the funding and the capacity to navigate that type of building versus grants and things of that nature.

Senator Arreguin (28:43):

One additional question, you know, funding is kind of in a state of flux right now and thankfully Congress was able to prevent the proposed cut to CSBG, but we know that that may be something that may be on the table next year. And so how are we communicating with participating agencies about the potential for a cut, a complete and elimination of funding or a reduction in funding? How are we planning for that?

Jason Wimbley (29:17):

Quite extensively, OK. I mean that's the topic of discussion these days. So, I think David Knight mentioned in his remarks, we maintain a very close working relationship with our community-based organizations that we fund through CSBG. We have an advisory committee that's representative of select agencies and executive directors where we've taken up this conversation on many occasions to talk about life with a reduction or life if there was an elimination.

And through those discussions, there was several organizational leaders talked about the things that they were doing to prepare and I think that information sharing was very instrumental and helpful. We also continue to provide, we convene quarterly as a network with our agencies to provide updates and share about share our best practices. We also use as a forum to also provide critical updates on funding.

But you know, I think right now we spend a great deal of time trying to navigate the current administrative environment that we're in with policy changes, the threats of federal reductions, you know, the impacts of layoffs that we've had on with some of our other programs. There's a large volume of things that are coming at us these days and we are working together to try to manage our way through them. So, I think right now, those are the things that we're doing and we'll continue to do going forward.

Senator Arreguín (30:47):

Okay, thank you so very much for being here today. Thank you for the important work you do for our communities in California. And we're going to bring up four CSBG-funded agencies next to talk about the work they're doing and the impact they're creating in communities.

And so we're going to have Marla Stuart from the Employment and Human Services Department in Contra Costa County. Good to see one of the counties I'm proud to represent represented here, as well as Darren Seaton, Deputy Director of Sacred Heart Community Service, Michelle Engel-Silva, Chief Executive Officer of Proteus Incorporated, and Madison Flynn, Northern California Indian Development Council.

And so, thank you all for being here. We appreciate the work you do in our communities. And we could start first with Ms. Stuart.

Marla Stuart (31:40):

Thank you Chair Arreguín, and good afternoon and we do appreciate your representation. Thank you. I am Dr. Marla Stuart, I'm the director of the Contra Costa County Employment and Human Services Department. We are building brighter futures across the lifespan and we do this by administering the full range of social services that comprise our public economic safety net, including childcare, Child Protective Services, Medi-Cal, CalFresh, CalWORKS, General Assistance, Adult Protective Services, In-Home Supportive services, and the Area Agency on Aging, which includes Meals on Wheels and congregate meals. And we are the Community Action Agency for Contra Costa County.

We envision a thriving community where all individuals and families can be healthy, safe, secure and self-sufficient. To meet this vision, through all of our programs, we provide access to resources. The reason for the existence of the need to help people with access to resources is the reality that we live in a society in which our abundant resources are unequally distributed and not commensurate with the effort of labor, resulting in a large portion of our community, including many employed, living without the necessary resources to even survive, let alone thrive.

In this environment, CSBG is a linchpin for us and our community-based providers. We rely on CSBG funding services. We rely on CSBG-funded services when assisting community members who have great need but for reasons related to immigration status or income just above the poverty level do not qualify for our standard safety net services. CSBG is in fact the safety net for the safety net. Through CSBG and our Economic Opportunity Council, every two years we conduct a community needs assessment to identify unmet needs. We release an RFP to invite proposals to meet these needs. Our CSBG funding, which is just shy of \$1 million per year, supports 3 community-led identified priorities and services provided by 11 community based organizations.

Priority one: shortage of affordable housing, shelters and rental assistance. Through CSBG, we partner with the Bay Area Legal Aid, Greater Richmond Interfaith Project, Hope Solutions, and Stand for Families Free of Violence. They provide emergency shelter and financial and legal services for those facing eviction, including for victims of interpersonal violence. Last year, our CSBG funding ensured that 3600 households avoided a utility shutoff or had their services restored after a shutoff and 141 individuals experiencing homelessness obtained safe, affordable housing.

Priority two: food insecurity. Through CSBG, we partner with Loaves and Fishes of Contra Costa County and Monument Crisis Center. They provide meals, food pantries, and food distribution. Last year, our CSBG funding supported 3400 meals and 9000 boxes of groceries.

Priority three: Underemployment and insufficient living wage jobs. Through CSBG, we partner with the Lao Family Community Development, Monument Impact, Opportunity Junction, Rising Sun Center for Opportunity and Saint Vincent de Paul. They provide services that remove barriers to employment, job readiness training, certificate programs and technology building trades and administrative services. Last year, 120 adults obtained employment at or above a living wage. In our current environment, many of our critical life preserving safety net services are at risk of reduction or elimination without the creation of alternatives. HR 1 reduces the availability of our two largest safety net programs, SNAP and Medicaid. It does this by changing the rules of eligibility and increasing the state share of cost.

Additionally, the changes to the Personal Responsibility and Work Opportunity and Reconciliation Act reduces the number of eligible immigration categories from 19 legal categories to 8 categories and defines additional programs as public benefit programs and subject to immigration status validation, including programs that have never been identified like this before WIOA, Head Start, and CSBG. CSBG, while not, has not had a reduction in funding yet, it is identified for elimination in Project 2025, which is driving a lot of what's happening at the federal level and the President's proposed budget did eliminate CSBG.

We are very concerned. In Contra Costa County with our public social services safety net, in 2024, we served 41 percent of all households with cash assistance totaling over \$800 million. Resources that these households use to meet their basic needs and resources which support our local economy. I started by calling CSBG the safety net for the safety net. Our national safety net is about to weaken and many households are going to fall through. When our public safety net fails, our community turns to our community-based providers.

I want to end by recognizing and thanking our 11 CSBG-funded community-based providers and by quoting three of our executive directors speaking about the possible impact of any reductions in CSBG funding.

Quote. "The value of CSBG funding is tremendous and allows us to feed community members who are struggling with food insecurity. With the current administration cutting many safety net services, CSBG dollars help underwrite staffing, food and supplies. In order to leverage more restricted funding, we will have to reduce meal production and pantry distribution." End quote.

Quote. "We would quite literally layoff staff as every grant dollar is dependent upon all the other funders to keep the puzzle of funding in place. This funding is crucial to our ability to serve basic needs of victims fleeing violence who have nowhere to go with their children." End quote.

And quote. "If we do not receive CSBG, we will make every effort to fill the gap through fundraising and alternative revenue sources. However, given the current funding environment marked by increased competition for limited resources and donor fatigue, this would be a challenge. CSBG is the safety net for the safety net. We just cannot be a nation that turns a blind eye to people who are working in low wage jobs, those experiencing violence, and those experiencing homelessness. If we cannot have an economy that fairly distributes our vast resources, then we must have a safety net for the 41 percent of our Contra Costa of households who do not, even when working, have sufficient access to resources." I thank our partners at the Department of Community Services and Development and I urge you to continue advocating for funding for CSBG.

Senator Arreguín (38:56):

Thank you so very much. Why don't we go down the table here and Madison Flynn, I'll turn over to you and thank you very much for being here today.

Madison Flynn (39:05):

Thank you. My name is Madison Flynn, the Chief Executive Officer of Northern California Indian Development Council. I'm honored to be here today to provide a perspective on the use of Community Service Block Grant's funding to help poverty level American Indians and Native communities in California strive for self-efficiency.

California is one of, if not the only state in the nation to establish an American Indian set aside under the Community Service Block Grant program. Since the implementation of CSBG in 1982, California has maintained that American Indian set aside within the state's total CSBG allocation. NCIDC is one of only three eligible CSBG organizations, along with the Crook Tribe and LA County. They are both the American Indian agencies. The Crook Tribe and NCIDC are also in addition are what are called Limited Purpose Agencies or LPAs.

Our migrant and seasonal sister agencies are also a specialized form of an LPA. We were granted that status as an LPA because of the relationships that we had with the community services administration back before CSBG and when the CSBG Act came in, our eligibility for the CSA program's grandfathers and as LPA agencies under

the public law and allowed us to continue to serve alongside all of our Community Action agency CSBG entities throughout California.

NCIDC is a non-profit 501(c)3 Indian organization, but we are also made-up as an inner tribal organization. We have a membership of 13 Indian tribes and tribal organizations. Our original direct service area. Excuse me, when we were created in the mid-70s consisted of four counties in the northwestern part of the state. That's the name. It's one of the most poverty stricken areas in California for Indian tribes. However, since 1986, NCIDC has also been the primary statewide CSBG service provider for the American Indian set aside network.

We have 57 counties and over 100 reservations and rancherias in our contract which get allocations for services through CSBG. We received about \$2,000,000 which helps serve the state of California. It seems like a huge amount, but it's not when you have 57 counties and you know over 100 rancherias.

Last year we had over 20,000 Native people assisted directly by CSBG programs and services within the state, and historically another 40,000 people were served by new community resources that were created through CSBG, services that addressed the immediate need and had long term impact in people's lives. I am a product of that, my family. I grew up on a small reservation in Loleta, the Table Bluff reservation.

In order to facilitate the delivery of services to the American Indian eligible beneficiaries throughout the state, NCIDC has an established subcontractor network of American Indian organizations that deliver direct CSBG services to off-reservation Native people. The majority of these subcontractors have been previously designated by the US Department of Labor as Native American grantees providing services under the Workforce Innovation and Opportunity Act or WIOA. Our CSBG program becomes a complement to the employment and training services of those agencies.

The ability to case manage clients with both CSBG and WIOA services, or excuse me resources, provide much flexibility in addressing the barriers clients face and achieving success with each client. In most instances, the addition of CSBG funding has expanded the capacity of the subcontractor agencies, strengthened their management and operational systems, and provided a catalyst to develop additional programs and services for their American Indian service populations.

Reservations and rancherias in California are all designated as pockets of poverty within the CSBG network, and NCIDC also contracts directly with each tribal government or their designated tribal entity for the provision of CSBG services on and near the reservations of rancherias. As with off-reservation and rancheria subcontractors, many of the tribes has successfully used their CSBG funding to augment existing programs, initiate new service programs, and expand their capacity to self-determine the programs that they need to operate to provide the necessary resources, excuse me, and for the best outcomes for their tribal communities.

Now these tribes are getting a lot of money. Like I said, it's \$2,000,000 of the spread over 100 rancherias, 57 counties. We have over 100 tribes on our contract and many of the smaller tribes get under 1500 a year. Yet even this small allocation of CSBG resources to a small tribe can often provide critical, locally directed funding that allows the tribes to create and leverage programs that they otherwise would not be able to execute.

Programs on reservations span the potential universe of eligible activity with concentrations in community garden projects, other related health and wellness projects, youth education support programs, youth career exploration, work experience, cultural and language programs addressing intergenerational trauma, adult employment and training support service for elders, which is a big component in Indian country. Also, emergency services and similar activities. Just to sum it up, we're appreciative of the partnership that our American Indian set aside network has established with the non-native CSBG agencies in California such as the Community Action Agency representatives on this panel with me as well as the strong support of the staff and leadership of the Department of Community Services and Development as we work on addressing poverty, promoting self-sufficiency in Indian Country as described in the draft state plan.

And finally, I would just like to acknowledge the support of the state of California Legislature themselves in establishing and maintaining the American Indian set aside program within the California Community Service Block Grant legislation. And we hope to continue to be partners in addressing and improving the employment and poverty statistics within Indian country and California on an ongoing basis. Thank you.

Michelle Engel-Silva (45:24):

Good afternoon. Thank you for the opportunity to come and speak with you. My name is Michelle Engel-Silva, and I'm honored to come here and represent my organization, Proteus Incorporated. I serve as the Chief Executive Officer. I've been employed with Proteus more than half my life. Sounds like a very long time, 30 years, and it's a privilege to share the services we provide and to tell you about the impact of Community Services Block Grant on the communities in which we serve.

We are a private non-profit organization. We've been in business for 57 years. Our mission is to provide education, workplace training, job placement and support services to farmworking families and other low-income individuals, helping them move from poverty to self-sufficiency. We serve in four counties in the Central Valley: Kings, Tulare, Fresno and Kern, and in these counties poverty is widespread and the need is urgent. We have 18 offices located throughout the cities, ten of which have customer focused centers where customers can walk in and get services. We have offices in Delano, Dinuba, Hanford, Porterville, Sanger, Selma, Parlier to name a few.

Our low-income farmworkers and families face barriers such as limited access to training, limited resources, limited education and limited resources to meet their basic

needs. CSBG helps us bridge the gap. Out of our overall agency budget of \$34.6 million, Proteus receives approximately 2.5 million in CSBG funds and we are designated to serve migrant seasonal farmworkers and low-income customers. We've been receiving these funds for over 40 years.

While \$2.5 million does seem like a modest amount compared to our total budget, these dollars are essential because they provide the infrastructure and foundation that allow us to leverage nearly \$20 million in additional federal and state resources. Not only are funds used to help seek additional funding opportunities, we also use the funds to support grants that can't support themselves fully and to co-enroll customers so we can expand and utilize our resources to the fullest capacity. Now I'm going to talk about some of the services Proteus offers and some of the ways that CSBG is used in those services.

Proteus focuses on employment services. We offer job placement, job readiness training, resume development support. We utilize CSBG funding to supplement those. Last year, Proteus was able to help 285 youth and 853 adults to obtain employment. Other exciting news is that we had 1138 currently employed participants. And providing services through Proteus, we help them advance their career and improve the benefits or salary they were already making in their current jobs.

We also focus on education. We have vocational training, basic skills training, and we help youth learn skills and improve their basic grade level competencies. Proteus has a William M. Maguy School of Education, it's located in our Visalia area, and it's named after our former founder of Proteus. We offer vocational training and truck driving, and we have a sustainable energy class where people can receive a certificate in the field and they also obtain additional certifications that are helpful in the industry for them to become competitive in the job market.

We furthermore offer ESL, GED help and last year we were able to use CSBG funds to help us train 30 participants in financial literacy. Obviously, CSBG funding supports stable living environments. Also, as mentioned many times before, CSBG funding allows emergency rent support, deposit assistance, and utility help to stabilize families quickly. Last year, 422 individuals at Proteus avoided evictions through our services. 315 individuals received utility assistance and over 5000 homes were repaired or received energy efficiency improvements through our energy division.

CSBG also allows us to offer support service and wraparound services to our enrolled customers. We assist customers with transportation help, food vouchers, work supplies, school supplies, basically anything they need to maintain their goal of being in training and looking for jobs. Furthermore, we use Community Service Block Grant money to help inform our communities on information and things that are happening in their local communities. Last year we used some CSBG funds for wellness outreach including heat awareness, nutrition and preventative health service information to the community.

The beauty of CSBG funding is it is flexible. It allows us to offer the services that our communities need. It also help us respond to changing community needs as well and helps us with some special projects. In the past, for example, CSBG funds have helped Proteus in building some training pods. These are small houses that emulate real houses and they give our energy efficient class students hands-on experience to prepare for careers in the energy sector. Currently, CSBG funds are also used to support our London Community Center in Tulare County. It's a vital hub for residents in Dinuba. The center provides access to training, outreach programs, supports drug and alcohol prevention, and host community events such as Summer Night Lights and back to school activities.

Looking forward, Proteus is prioritizing three key anti-poverty trends over the next two years based on that Community Action survey about which we have all been talking today. We hope to expand workforce training and prepare residents for good quality jobs in clean energy, healthcare and technology. We hope to expand our educational opportunities in ESL and GED and offer community resources such as free tax preparation courses and computer literacy classes. And we also hope to invest in youth.

We are thankful for the four decades that we have received CSBG funding. And we want you to know that reduced CSBG funding would weaken our infrastructure, limit our ability to leverage millions of additional dollars, and force reductions in services that touch families. It would also provide fewer pathways out of poverty.

In closing, CSBG funding is not just a line item in a budget. For the families in our communities, it is hope. It is the difference between instability and stability, between generational poverty and the chance of self-sufficiency. Every dollar invested through CSBG is tracked and translates into tangible, life-changing support for our communities. Thank you for your time and for your continued support of CSBG funding.

Senator Arreguín (52:56):

Thank you. Lastly, we'll go to Mr. Seaton.

Darren Seaton (53:00):

Good afternoon, Chair Arreguín. Thank you for the opportunity to speak today. My name is Darren Seaton and I speak on behalf of Sacred Heart Community Service, the designated Community Action Agency for Santa Clara County. For more than 60 years, Sacred Heart has worked to achieve our vision, a community united to ensure every child and adult is free from poverty.

Last year alone, more than 33,000 low-income households turned to us for services that stabilize families, foster economic mobility, and build grassroots power. At our core, we believe poverty is not a personal failure, it's a structural problem that demands systemic solutions. Our members often come to us in crisis, but they stay to build something better.

So let me offer a snapshot of what that looks like. Each week more than 2000 families visit our market style food pantry where they can choose fresh produce, staples and proteins with dignity. Our La Mesa Verde gardening network helps over 200 families grow their own food each year, promoting self-reliance and sustainability. We coordinate the county-wide homelessness prevention system, managing a network of 20 partner community agencies that helps more than 2500 families annually avoid eviction and secure stable housing.

Through our utility assistance programs, we help approximately 11,000 households keep their utilities and water running. Our employment and income support programs assist more than 500 members each year with job searches, digital literacy, free tax preparation, and last year, our VITA volunteers helped return more than \$1 million in refunds to working families. We support youth and parents through after school and summer academies, literacy and STEM programs, and early childhood initiatives like our Safe, Secure and Loved curriculum led by trained promotoras and immigrant low-income communities.

But what distinguishes Sacred Heart is that people most impacted by poverty help lead our work. We support 14 member-led committees composed of individuals with lived experience. These committees guide our program, shape our advocacy, and nominate representatives to serve on our tripartite board alongside officials nominated from the public and private sectors. The structure isn't just about compliance, it's a reflection of our belief that those closest to the problem should be the closest to creating solutions.

CSBG is more than just a funding source, it creates a framework that ties our work together. CSBG's locally driven process is the backbone of how we decide what programs to offer and how we combine them to meet people's real world needs. We conduct community needs assessment, engage residents directly and coordinate across sectors to ensure our services reflect what our community identifies as priorities.

A family coming in for food may also need help with childcare or transportation so they can attend workforce training, gain stable employment and afford rent. CSBG's flexibility allows us to integrate these services into a no wrong door system, one that removes barriers and helps families access the right mix of support in one place, as well as referrals to our community partners. When we talk about family stability, we don't mean it going alone. We mean creating the conditions where people have the tools, support and opportunity to thrive. In this way, CSBG is a vital tool for building communities that thrive, where all families are included and have an opportunity to succeed.

So on behalf of our members, our staff and our community, thank you for your time and for your commitment to the communities we serve.

Senator Arreguín (56:33):

Thank you very much. Still a committee of one. I think you really, I had some questions, prepared questions. I think you all touched on the things I wanted to talk about. You each provide different services to different parts of the state, rural, urban. I guess my question is, how are you able to braid these resources with the other resources that you're able to, through philanthropy, through other grants, and could you talk a little bit about, whoever would like to elaborate, how you may be preparing for the potential impacts of not just other federal cuts, but also the potential cuts if unfortunately, Congress progresses with a reduction or elimination of CSBG. Tough questions. Anyone who wants to elaborate.

Michelle Engel-Silva (57:34):

So the question about braiding funding. So yeah, basically we take our CSBG funding and we budget it to different divisions. So we give about \$1 million to our farmworker division because it's migrant seasonal farmworker focused and we allow our farmworkers to be enrolled in training, work experience, and during that time, we use a lot of CSBG money to offer the support services that allow them to get to their training and allow them to overcome those barriers.

And then we also use our money, as I said, just to supplement our small projects that come in with minimal budgets, but are a huge impact in the community. And so we use CSBG to help the grants that don't necessarily fund themselves completely. And then we also use a lot of our money to supplement our CDE, Department of Education and do our ESL and our academic classes 'cause we don't have quite enough money to meet the needs. As far as how we are preparing, CalCAPA has been very instrumental in talking to providers and kind of letting them know the message to give staff is, "don't panic, but be ready".

And so we have contingency plans in place if we lose CSBG funding. We really have some plans in place to cut staffing. We've talked about outsourcing some of our key HR and fiscal components if we have to. We're really focusing on budgeting right now and not buying things we don't necessarily need, so we have extra budgets just in case. And in our current funding, in our leases, we always make sure we have a funding out clause. That way if funding does hit and gets reduced, we'll be able to get out of some of those long term leases and contracts that we might otherwise be obligated.

And the number one message I just give staff is, now's the time to perform, and now's the time to spend and performance speaks for itself and tell the stories and tell the numbers and get that information to the people that make decisions.

Madison Flynn (59:50):

Hello, as Michelle just mentioned, CSD has been very vocal in ensuring how to prepare for the future. For as I mentioned, we do a lot of case management with our WIOA and

CSBG programming along with ours, we also have a Education Center. So it's really, you know, case managed on an individual basis, if the person is, you know, reduced work hours, we definitely try to braid that with the WIOA and then we also have some additional funding to go with that as well to ensure that their self-sufficiency. Other ways that we've been preparing is we've been actually, you know, just reach out to foundations, private foundations. Up until five years ago we're about 85, 95 percent federally funded. We've expanded that now to be about 70 percent, a little over 70, and the remaining to be private foundation. So definitely trying to restructure our, you know, just the makeup of our fiscal situation.

And as Michelle just mentioned, you know, we have been transparent with our staff. We're a very small staff. I'm sure as much as any of the CAs are. Don't panic, but also, you know, prepare for the, just be prepared for what's to come. Again, having these difficult conversations that may come to make difficult decisions. But that's one way that we are preparing for if and fingers crossed, not that the funding is reduced and/or cut is to ensure that we are looking at all the resources that we have at hand.

Marla Stuart (1:01:28):

I'll go next.

Senator Arreguín (01:01:30):

OK, not everyone has to speak, but, I think this is helpful. I mean, I think this is what we need to be considering. I mean, thankfully the money, you know, is going to continue this year, but there's this looming threat that we're, that we're dealing with. And so I appreciate the detail.

Marla Stuart (01:01:50):

Thank you. I'll speak maybe on behalf of counties and public entities. So we, because we run all of the social services, publicly funded social service programs, we really appreciate the CSBG funding because we use it to fund services for people who come to us with needs and are not eligible for the public programs for one reason or another. Usually the lack of eligibility is immigration status or income that is just slightly above the federal poverty level, which is way too low. So CSBG gives us just one more way that we can support community members.

In answer to your question about what would we do with reduced funding, I'm going to respond to this for CSBG, but also for Medicaid and SNAP and our other federally funded programs, you know, congregate meals, et cetera. In Contra Costa County, our social services are 97 percent state and federally funded. The county does not have money.

Counties do not have money to backfill state and federal funding. When we lose state and federal funding, that is a reduction in services for the community and it's a reduction in employees for us. So there's a potential for people being laid off.

Now, that said, we are really working internally to brainstorm ideas about things that we can do. Our board has invested recently about two and a half million dollars in application support to make sure that we are fully utilizing Medicaid and SNAP and that everybody that's eligible is on. That is a county investment, not required, not mandated. And the other thing that we're thinking about right now, we don't know if we'll do this. This is just an idea at the moment, but we're thinking about supporting our nonprofits to provide volunteer services for people.

MediCal, Medicaid is going to require, has a work requirement for the first time ever, right? And that's going to mirror the SNAP work requirements. And part of what can meet that work requirement is volunteer work. So, we may support our nonprofit organizations in providing volunteer opportunities for people.

So, we're trying to think about things to do, but I want to be really clear that for counties, federal and state funding reductions are dire and cannot be backfilled by counties.

Senator Arreguín (1:03:58):

I thank you all for your responses. I think it just provides an idea about the impact that our CSBG funded agencies and partners are doing in the communities and just how we have to be prepared for the future. We have to take a quick recess and then we'll, we'll proceed to the public comment portion of our hearing. So, I'll be back in two minutes and then we'll open up for public comment. Thank you.

[Recess]

Senator Arreguín (1:04:41):

And I want to thank the panelists and we're going to open it up for any members of the public who wish to give public comment. If you can please come forward to the microphone here and you'll have two minutes to address the joint committee. Yes, correct. Our witnesses have obviously more time. This is the public comment portion.

Lynne Bussey (1:05:08):

Well, I prepared a statement that's 12 minutes, but I can submit this hopefully to.

Senator Arreguín (1:05:15):

I guess our Sergeant's here and they'll give it to the staff, it will be a part of the official record.

Lynne Bussey (1:05:19):

This is information that you guys really need to know. I am Lynne Bussey from Chico, California, and I'm one of the three founders of a program up there called Esplanade House that was extremely successful. This was started over 25 years ago.

I basically wanted to address the issues of non-compliance with the applicable California legislation and excuse me, regulations. My hope is that before you approve this 2026-27 State Plan, you will at the very least ensure that CAs follow the laws that we have in place for them in California. Currently, it appears that CAAs can pick and choose which California code they would like to follow and which ones they would not. But one small, simple action on your part is all that is needed to ensure that this will no longer be the case. I going to have to skip all this history. I will tell you, though, that our organization partnered with Community Action Agency to operate a homeless shelter for families with children. We started out in an old motel. We ended up building 60 apartment units, administration building, child care center, partnered with the university. We had a really great thing going.

Unfortunately, the other programs that CAA also were running at the time began to fail. They lost the Head Start project contract, the senior nutrition program, Meals on Wheels program, the energy efficiency training academy that was built with ARRA funds but never got off the ground, and the Feeding America contract. So, we were very concerned about what was happening financially. We offered, we were fundraising \$150,000 a year, about 25 percent of the budget, and CAA could get the remaining funds from block grant funds and you know, city, county monies, whatever. They did all the government funding, we did all their fundraising for them. So, it was kind of a perfect partnership.

But when the problem started, we were shut out from financial documents. And I'm just, I'm really sorry that I can't read this whole thing, 'cause I'm really counting on you guys to correct the California code 100765, which states that all Community Action Agencies are required to follow the Freedom of Information Act.

Senator Arreguín (1:08:18):

I think if you can submit your written statement, 'cause there's only one member of two separate committees.

Lynne Bussey (1:08:22):

I know, it's disappointing.

Senator Arreguín (1:08:24):

So it'll be actually more beneficial if we get your written statement that we can distribute that to all the members of the committee.

Lynne Bussey (1:08:32):

Can I do that? I do have a copy here. I did make a few little changes, but I can e-mail it just as easily.

Senator Arreguín (1:08:37):

You can e-mail it to the to the committee and we can make sure it gets distributed to members of both committees. If you have a physical copy, the gentleman here would be happy to take it and provide a copy for the record.

Lynne Bussey (1:08:48):

Okay, would I be emailing like Spencer Davis, the guy that answers the phone at CSD?

Senator Arreguín (1:08:55):

We have our actual committee secretary right here and consultant. Maybe you can connect with this individual and make sure that she has the information to submit her testimony. Thank you. Thank you. Is there any other public comment? Is there any other public comment? Going once, going twice, okay.

I just want to thank everyone for being here today, our witnesses, for taking the time to be here to talk about what CSBG is and the impact it's having throughout California and particularly the programs which are so important for low-income seniors, youth, persons with disabilities throughout the state of California. I'll just put this in context. I was the mayor of Berkeley for eight years. We are a CSBG agency and I can just tell you on a personal level how impactful those dollars have been, not just for our employment programs, but also to support the work we've done around reducing and ending homelessness in our community. I know the impact that that has not at the local level working with partner agencies and I know that that impact is statewide.

So, I want to just thank the department and the association for the ongoing work you're doing to support local governments and agencies to make sure that we are spending these dollars, that we're tracking outcomes, that California is being competitive. I think the big issue is obviously how we continue to sustain this investment. And this is I think a really critical time for our state. Poverty is not decreasing sadly, despite the investments that we're making. And we have, as noted at the beginning of the hearing, some of the highest rates of homelessness of any state in the United States, despite the billions of dollars that we spent and the continued focus that we have in the Legislature and Governor Newsom. So there's a lot more work to do. And I think it's going to come in all of us, not just the Legislature, but the administration and all of our partners throughout California to look at how we can support each other to make sure we continue these investments.

So once again, I think it's important to hear from the communities directly to help inform these committees as we're making these important policy decisions. I look forward to seeing how the services provided with CSBG funding continue to adapt to meet the changing needs of our state and how we as a legislature can partner with you to make sure that we can continue these critical investments. And so, I think I think I speak on behalf of myself and the members of the Assembly committee and say thank you very much for the work you do. Thank you for being here today.

And with that, I will now adjourn this Joint Oversight Committee hearing. And with that, this meeting is adjourned. Thank you very much.

[Whereupon, the hearing was adjourned.]

CALIFORNIA LEGISLATURE

STATE CAPITOL
SACRAMENTO, CALIFORNIA
95814

August 19, 2025

The Honorable Mike McGuire
Senate President pro Tempore
1021 O Street, Suite 8518
Sacramento, CA 95814

The Honorable Robert Rivas
Speaker of the Assembly
1021 O Street, Suite 8330
Sacramento, CA 95814

RE: 2026–27 Community Services Block Grant State Plan and Application

Dear President pro Tempore McGuire and Speaker Rivas,

On August 19, 2025, the Senate and Assembly Committees on Human Services held a joint oversight hearing on the California Department of Community Services and Development's proposed Community Services Block Grant State Plan and Application for federal fiscal years 2026 and 2027. This hearing was held pursuant to federal law (Public Law 97-35, as amended) and California Government Code Section 12736(a) and 12741(b).

The Committees received testimony on the State Plan development from Jason Wimbley, Director of California Department of Community Services and Development. David Knight and Mary Alice Escarsega-Fechner of the California Community Partnership Association provided additional background on grant activities over the past year.

The oversight hearing also provided opportunity for testimony from local agencies receiving funding from the Community Services Block Grant, including Marla Stuart from the Contra Costa County Employment and Human Services Department, Darren Seaton with Sacred Heart Community Service, Michelle Engel-Silva with Proteus, Inc., and Madison Flynn with Northern California Indian Development Council. At the conclusion of testimony, time was also allotted for public comment. A transcript of the hearing will be included in the final Community Services Block Grant State Plan, which will be submitted to the Secretary of the U.S. Department of Health and Human Services.

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

Sincerely,



HONORABLE JESSE ARREGUÍN
Chair, Senate Human Services



HONORABLE ALEX LEE
Chair, Assembly Human Services

Cc: Jason Wimbley, Director, California Department of Community Services and Development

California Department of Community Services and Development

**Community Services Branch
Field Operations Unit**

Community Services Block Grant

**Monitoring
Procedures**



August 15, 2025

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

PROGRAM OVERVIEW

Federal Administration

Community Action originated with President Lyndon B. Johnson's War on Poverty and the 1964 Economic Opportunity Act. Public agencies and private nonprofits called Community Action Agencies (CAA) were formed to promote self-sufficiency and respond to immediate social and economic needs within their communities.

The Community Services Block Grant (CSBG) was passed in 1981, rescinding the Economic Opportunity Act as well as the Green Amendment. The Community Services Block Grant refers to the federal funds and program established by the CSBG Program in the Omnibus Budget Reconciliation Act of 1981 as contained in Public Law 97-35, as that law has been amended from time to time and as currently codified as Section 9901 et. seq. of Title 42 of the United States Code.

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

State Administration

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

CSD's current network of CSBG eligible entities consists of approximately 60 non-profit and local governmental organizations (Community Action Agency, Migrant Seasonal

Farm Workers (MSFW), Native American Indian Program (NAI) and Limited Purpose Agency (LPA)) that receive CSBG funds. CSD's eligible entities are required to conduct a needs assessment, develop a Community Action Plan, and offer services based on identified local needs.

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

For example, CSBG funding supports projects that:

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

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

State Policy for Permitting and Cooperating with Federal Investigations

CSD will comply with a federal investigation as described in 42 USC § 9916. Should such an investigation occur, CSD will identify a staff member to serve as the primary point of contact for federal investigators. Where necessary, CSD will facilitate contact between federal investigators and relevant eligible entities. All CSD contracts with eligible entities reiterate federal statutory requirements for compliance with investigations.

Community Services Branch

The Community Services Branch (CSB) is responsible for the overall administration of the CSBG Program. The CSB is comprised of two units Field Operations (FOU) and Program Development and Reporting (PDR) each unit have distinct roles and perform key functions to ensure compliance with all applicable state and federal requirements. PDR is responsible for maintaining the effective administration of the Community Services Block Grant (CSBG), CSBG Discretionary Initiatives, and other programs as developed within the Community Services Branch.

Field Operations Unit Role

The Field Operations Unit (FOU) is responsible for ensuring each eligible entity (Agency) complies with CSBG federal and state laws, regulations, policies and

contractual requirements. This is accomplished through several methods including, but not limited to, the following:

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

MONITORING PROGRAM OVERVIEW

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

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

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

Field Representative Role and Responsibilities

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

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

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

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

DESCRIPTION OF MONITORING ACTIVITIES

The FOU monitoring activities occur year-round, in the FOU's office and at the Agency's site. Monitoring is conducted in collaboration with Agency staff and in a manner to assist Agencies with the most efficient and effective uses of federal funds to build capacity, improve service delivery, and achieve intended outcomes with the goal of helping families move out of poverty.

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

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

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

- Cover Page/Agency Certification
- Compliance with Organizational Standards
- State and Federal Assurances Certification
- Vision Statement
- Mission Statement
- Tripartite Board of Directors

- Documentation of Public Hearing(s)
- Community Needs Assessment
- Community Needs Assessment Process
- Community Needs Assessment Results
- Service Delivery System
- Linkages and Funding Coordination
- Monitoring
- Data Analysis and Evaluation
- Appendix (as required)

The FOU's review of the CAP typically takes up to 60 calendar days. The Field Representative evaluates the CAP, including goals, planned activities, priorities, including adherence to the Organizational Standards and other supporting documentation for completeness and compliance. The Community Action Plan Review Analysis form (CSD 410) is used to complete the CAP review.

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

- B. Contracts: CSD enters into a Standard Agreement (contract), (STD 213), with Agencies receiving CSBG funds. The Annual contract term is January 1st to December 31st. The contract, which is entered into after an Agency's CAP is accepted by the FOU, specifies the grant amount, scope of work, requirements, and other terms and conditions. Development of the contract is a collaborative effort involving several CSD Units. The annual contract is sent via DocuSign to Agencies during the fourth quarter for review, signature, and return with several required documents as stipulated in the contract.

CSD employs a parallel contract execution process. Concurrent with the Contractor's submission of the CSBG Annual Agreement, the Contractor must also email specific project deliverables (budget forms, budget narrative, current board roster, board meeting schedule, annual workplan, etc.) to their assigned Field Representative for review. The Contracts Unit reviews the contract package submitted by the agency, and if complete, the package is sent via DocuSign - to CSD's Deputy Director of Administrative Services for execution. Following execution, the signed document is placed in a shared folder for access by the FOU.

Upon receipt of the specific project deliverables, the Field Representative prepares the contract file folder and completes a thorough review/analysis of the contract deliverables. Following completion of this review, the Field Representative notifies the FOU Manager the deliverables package is ready for review. Upon approval by the FOU Manager, the Field Representative notifies the Fiscal Unit to issue the Working Capital Advance (WCA) and payment of subsequent invoices.

- C. Pre-Monitoring Assessment (PMA): The PMA is an in-house review process conducted annually by the assigned Field Representative, usually between

December and prior to the start of the monitoring season. The PMA is intended to identify key contractual factors (based upon the CSBG annual contract) along with administrative or programmatic events, which may indicate a potentially underperforming agency, an administratively challenged agency, or simply an agency in need of training /technical assistance.

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

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

The completed Pre-Monitoring Assessment Tool is submitted to the FOU Manager for review, and issues identified during the PMA are discussed with the FOU Manager. For any agency that scores higher than the acceptable score on the Pre-Monitoring Assessment Tool, the Field Representative will schedule a meeting with the FOU manager to decide what the Agency may need, up to and including an unplanned onsite visit. Based upon this discussion, the FOU Manager in consultation with the Branch Chief may also decide to include other CSD units that might participate in the visit.

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

The Agency will receive an emailed/letter and a copy of the completed desk review summarizing the results of the desk review no later than five working days following the review.

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

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

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

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

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

In phase I, Agencies are requested to submit the following documents to CSD prior to the onsite visit.

- Procurement Policy
- Child Support Referral Policy or Child Support Referral Literature
- Verification that Working Capital Advance (WCA) has been deposited into an interest bearing account **or** if agency declined WCA, please include letter submitted to CSD declining issuance of WCA.
- Records Retention Policy
- Cost Allocation Plan
- Subcontractor List (CSD 163) – if applicable
- Subcontractor Reviews/Monitoring Reports
- Subcontractor Monitoring Policy and Procedures
- Current Board Roster – if more than 3 months old
- Bylaws – if changes made after contract execution

- Democratic Selection Procedure
- Outstanding Board Meeting Minutes (if there are any to send in at time documents are due)
- Outreach Literature
- Local Agency Portal (LAP) Registration for New Staff
- Other documents as deemed necessary

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

Expenditure and Programmatic Criterion

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

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

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

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

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

The programmatic review entails a similar supporting documentation request and review. The Field Representative will identify between 3 to 5 participant files from the participant list for each FNPI that will be tested. Requested documentation includes proof of income eligibility, family size, type of service received, dates services were received, participant's last name, and any data associated to verify the outcome was achieved. CSD provides an encryption protocol to protect confidentiality, as one goal of the onsite process is to perform most of the participant file verification at CSD and prior to the onsite.

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

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

Discussion items at Pre-Onsite meeting:

- Agenda and Entrance Conference Outline
- Results of preliminary desk review
- Organizational Standards results
 - Open Technical Assistance Plans
- Issues or notable comments from board minute review
- Board Governance
 - Involvement
 - Vacancies
- Budget line items selected for lifecycle review from open contracts

- Monitoring Corrective Action Updates
- Unresolved monitoring findings
- Year to Date expenditures (including analysis of current spending practices compared to the agency's 3-year historical spending trend)
- Other pertinent issues that will be discussed during the onsite visit
- Potential training and technical assistance topics

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

Typical topics discussed at the Entrance Conference include:

- Overview of Monitoring Process (a one-page handout)
- CSD Updates (new staff, new programs)
- Current year discretionary funding opportunities
- Results from CSD Desk Review
- CSBG Community Service Provider Meetings (upcoming schedule and location)
- Organizational Standards (Discussion of Compliance/Status of TAPs)
- Development of Community Action Plan (if Applicable)
- 3 Year Historical Expenditure Spending trend report

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

The onsite tool allows the FOU to consistently perform a set of standard assessments and observations for every agency, including reviewing fiscal, administrative and programmatic documentation, reviewing subcontractor management procedures, interviewing key staff (including board members when available), observing programs and board participation.

At the conclusion of the onsite monitoring visit, an Exit Conference is typically held with the Executive Director, Finance Manager, and anyone else the agency deems appropriate. The Exit Conference provides an opportunity for the Field Representative to summarize his/her observations during the review and notify the

agency whether there are any potential findings of non-compliance resulting from the review.

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

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

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

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

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

Corrective action citing Board vacancies will be managed as follows:

Agencies are required to submit a board roster with the annual CSBG contract and within 30 days of a change to the roster.

- The board roster includes board member names, title/position on the board, specific sector, contact information, board vacancy and date of vacancy (if applicable)
- Each Agency will receive either an onsite monitoring visit or desk review where an updated roster is requested if any changes have occurred.
- The board roster is reviewed and at the time of monitoring to determine if there are any board vacancies. If a board vacancy is identified, then depending on the length of time of the board vacancy will determine what action will be applied.
 - Vacancy(ies) less than 3 months - no action taken
 - Vacancy(ies) between 3 months to 12 months – Agency is assessed an Observation
 - Vacancy (ies) More than 12 months – Agency is assessed a Finding
 - Long standing board vacancies may require additional follow up or require training and technical assistance. Not correcting long standing board vacancies could potentially place an Agency on a Quality Improvement Plan (QIP)
- Follow up on filling board vacancies is conducted quarterly; the Agency is required to submit an update on the progress and activities they have completed to fill the board vacancy and a completion date by which all vacancies will be filled.
 - CSD will offer training and technical assistance if needed to assist an Agency in filling a board vacancy. In addition, CSD will provide trainings on different strategies for board recruitment.

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

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

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

- F. Preliminary Expenditure Review: This is an in-house review that is conducted throughout the year. The expenditure review is an analysis of an Agency's expenditures as compared to the approved budget to identify and address low expenditures, budget line item overages, and/or zero reporting. CSD has developed a tool which compares the current year spending performance to the Agency's spending pattern over that past three years. The three-year historical spending trend tool provides a better picture of "typical" expenditure performance. If there is a current expenditure variance (ahead or behind), greater than 15% from the three-year historical spending trend, CSD will contact the agency, send a copy of the chart and discuss what's going on.
- G. Annual Report: This is an in-house review process conducted in January and February. Agencies are required to submit programmatic reports to the FOU using a web-based, data entry system that automates the submission and review of Administrative, Financial and Programmatic activities and participant demographic information from January 1 to December 31.
- H. Organizational Standards Review: The organizational standards are a set of measurements to ensure that each Agency has the applicable organizational capacity (fiscal and administrative) to administer the community services block grant. Annually each Agency completes an automated self-assessment including uploading verifying documentation using a web-based system for each organizational standard. CSD performs an evaluation of the documentation uploaded by the Agency to verify the standards are met. Upon completion of the review, if a Standard is deemed unmet, by CSD or if the Agency upon submission designates a Standard as unmet, a technical assistance plan is required. The Agency develops a TAP including steps to meet the standard and a timeline for completion. Following review and agreement of the Technical Assistance Plan, CSD will work with the Agency to

help meet the Standard(s). Upon resolution of the Technical Assistance Plan, CSD provides the Agency with notice of satisfactorily meeting the Standard.

MONITORING FOLLOW-UP

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

The Field Representative will take these additional steps:

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

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

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

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

Upon receipt and acceptance of the monitoring corrective action documentation or completion of the assigned action required by CSD, CSD will provide acknowledgement

of the completed corrective action via a letter to the Agency Executive Director that the corrective action has been completed and the monitoring report closed.

CLOSEOUT

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

Agencies are required to submit a contract close-out package to CSD (for both the CSBG and Discretionary portions of the contract, when applicable) when the funds are 100% expended. For further information on the close out process, please refer to Article 6, Financial Reporting in the CSBG annual contract.

If CSD grants an agency a term extension, regardless of the extension period, the agency must submit all required close-out documents, in accordance with the terms stated in the CSBG annual contract.

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

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

The Field Representative completes a review of the Agency's close out package within 30 days. The review is an analysis of the close-out reports and to determine completeness, accuracy of the documents prior to closing out of the grant. A Close-out letter is issued upon determination that the entity submitted all the applicable documentation and fiscal reports.

TRAINING & TECHNICAL ASSISTANCE

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

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

CSD's Program Development and Reporting Unit (PDR), under the Community Services Branch, works with the FOU to further support and expand the department's dedication to provide on-going training and technical assistance to the CSBG network of Agencies. The PDR works with the FOU to evaluate the performance and provide training and technical support to CSBG Agencies.

Training services are performed several ways, such as:

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

In addition, CSD enters into an annual contract with the associations and other partners specializing in helping CSBG Agencies increase their knowledge, skills, and capacities to fulfill their various missions. Through the association and partner, Agencies may participate in network meetings to problem solve, attend conferences, receive specific training such as in building organizational capacity and community relations, and request technical assistance.

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

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

CSD RECORDKEEPING

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

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

EMERGENCY MONITORING PROCEDURES

In the event of a Statewide emergency (e.g., disaster or pandemic) CSD may elect to implement the following emergency monitoring procedure. The CSBG Act requires the State CSBG office to monitor designated local Community Action Agencies at least once every three years. To continue to meet this requirement during the statewide emergency, CSD has developed this streamlined monitoring strategy, (minus the onsite segment) to satisfy the scheduled visit requirement.

The Emergency Monitoring process is virtual and was developed utilizing CSD's regular (non-emergency) approach:

- The Field Representative contacts the agency and coordinates a mutually agreed to date and sends written confirmation to the agency.
- The Field Representative schedules a monitoring review meeting with the FOU Manager.
- An initial document request letter will be sent to the agency no later than 45 calendar days in advance of the monitoring review to request administrative, programmatic and expenditure documentation.
- The Field Representative will review the administrative, programmatic and expenditure documentation from the agency for completeness and adherence to the applicable laws.
- Next, CSD will request detailed fiscal and programmatic documentation to enable the Field Representative to conduct an expenditure lifecycle review and detailed programmatic reviews to verify that reported outcomes have been achieved.
- Using the data submitted in Phase I, three or five expenditure line items based upon the agency's annual CSBG allocation (see the Expenditure and Programmatic Criterion chart below) will be selected. The Field Representative will request the general ledger entries that support the selected line item amount. The programmatic review is based upon actual data (CNPI's and FNPI's) agencies submit in the CSBG Annual Report. CSD will select specific FNPI's but the agency will select the appropriate participants for the verification review.

Expenditure and Programmatic Criterion

Use the tables below to determine the number of transactions and client files that will be reviewed during the modified monitoring process. Specify the number to be tested on the individual Expenditure Review and the Client Eligibility work sheets.

Expenditure:

| Funding Type | # of Expenditure Line Items to be reviewed | Total of transactions to be Reviewed |
|--------------|--|---|
| CSBG | 1 | Select One Transaction from the General Ledger |
| CSBG CARES* | 1 | Use Item(s) Selected During Enhanced Quarterly Review |
| DRSF* | 1 | Select One Transaction from the General Ledger |

Programmatic:

| CSBG Allocation | FNPI (CSBG Annual Report) | Total # of Client Files to be Reviewed |
|-----------------|---------------------------|--|
| CSBG | 1 | Select one Client File from an NPI |
| CSBG CARES* | 1 | Select one Client File from an NPI |
| DRSF* | 1 | Select one Client File from an NPI |

* CSBG CARES and DRSF are used as examples of emergency response funding

- Commensurate with the distribution of the detail documentation request letter, the Emergency Monitoring Tool and the encryption protocol, the Field Representative will schedule a conference call with the agency to determine a due date for submission of data to CSD and the availability of key staff. This conference call also provides a forum to answer questions the agency may have about the remainder of the process.
- The Field Representative will review the supporting documentation to ensure program expenditures and purchases were made and reconciled according to the Agency's Procurement Policy and Cost Allocation Plan. CSD also confirms that the appropriate signatures and approvals have been given for the purchase.
- The Field Representative will review the supporting documentation to verify participant eligibility, services were received and the reported outcomes (CNPI's, FNPI's or SRVs) were achieved.
- The Field Representative will use the Emergency Monitoring Tool as a roadmap to conduct interviews with key staff and gather fiscal and program specific information.
- Following the review, the Field Representative will schedule an Exit Conference call with the agency to summarize his/her observations during the review and notify the Agency whether there are any potential findings of non-compliance and need for corrective action and/or Training and Technical Assistance recommendations.

Development of Monitoring Report and Follow-up

- A post onsite meeting is held with the FOU Manager to provide an update and discuss any potential findings, observations, and or recommendations.
- The Field Representative completes a Monitoring Report, which identifies notable practices, corrective action (if any) and assigns due dates for the agency to correct compliance-related deficiencies.
- Following the FOU Manager's approval, a draft of the onsite report is sent via email to the Agency's Executive Director who will have five working days to review the document and submit corrections or request changes.
- If no comments or requests for changes are received, the Final Onsite Monitoring Report is mailed to the Agency Executive Director and Board Chair.
- Field Representatives will track monitoring findings and conduct on-going follow up based on the timeframe established in the Monitoring Report.
- Whenever an agency is not compliant with submitting the applicable status update(s) or resolving a finding by the established due date, the Field Representative will notify the Agency Executive Director by sending a follow up letter.
- Upon receipt and acceptance of the monitoring corrective action documentation or completion of the assigned action required by CSD, CSD will provide acknowledgement of the completed corrective action via a letter to the Agency Executive Director that the corrective action has been completed and the monitoring report closed.

CSD reserves the right to modify its emergency monitoring procedures to adjust for challenges due to the current disaster/pandemic environment. Any changes will be communicated to the CSBG Services Providers.