

2026/2027 Community Needs Assessment and Community Action Plan

Nevada County Health & Human Services
Agency in collaboration with the Adult &
Family Services Commission



Contents

Introduction 3

 Purpose 3

 Federal CSBG Programmatic Assurances and Certification 3

 State Assurances and Certification 3

 Compliance with CSBG Organizational Standards 4

 What’s New for 2026/2027? 4

Checklist 5

Cover Page 6

Public Hearing(s) 7

Part I: Community Needs Assessment Summary 9

 Narrative 11

 Results 14

Part II: Community Action Plan 16

 Vision and Mission Statements 16

 Causes and Conditions of Poverty 17

 Tripartite Board of Directors 18

 Service Delivery System 19

 Linkages and Funding Coordination 20

 Monitoring 23

 ROMA Application 24

 Federal CSBG Programmatic Assurances 25

 State Assurances 28

 Organizational Standards 29

Part III: Appendices 31

Introduction

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

Purpose

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

Federal CSBG Programmatic Assurances and Certification

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

State Assurances and Certification

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

Compliance with CSBG Organizational Standards

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

What's New for 2026/2027?

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

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

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

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

Checklist

- ☒ Cover Page
- ☐ Public Hearing Report

Part I: Community Needs Assessment Summary

- ☒ Narrative
- ☒ Results

Part II: Community Action Plan

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

Part III: Appendices

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

Cover Page

Agency Name:	Nevada County Health & Human Services Agency
Name of CAP Contact:	Angela Masker
Title:	Senior Administrative Analyst
Phone:	530-265-1625
Email:	Angela.masker@nevadacountyca.gov

Date Most Recent CNA was Completed: (Organizational Standard 3.1)	January 31, 2025
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Board and Agency Certification

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

Name: Rachel Pena

Name: Dena Malakian

Title:	Executive Director	Title:	Board Chair
Date:		Date:	

ROMA Certification

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

Name: Angela Masker

ROMA Title:	NCRI
Date:	

CSD Use Only

Dates CAP		Accepted By
Received	Accepted	

Public Hearing(s)

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

State Statute Requirements

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

Guidelines

Notice of Public Hearing

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

Public Hearing

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

Additional Guidance

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

Public Hearing Report

Date(s) the Notice(s) of Public Hearing(s) was/were published	May 1, 2025
Date Public Comment Period opened	May 1, 2025
Date Public Comment Period closed	May 31, 2025
Date(s) of Public Hearing(s)	June 3, 2025
Location(s) of Public Hearing(s)	Nevada County Board of Supervisors Rood Center, 950 Maidu Avenue Nevada City, CA
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	AFSC Website Board of Supervisor's Agenda Posting The Union Newspaper
Number of attendees at the Public Hearing(s)	TBD

Part I: Community Needs Assessment Summary

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

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

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

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

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

Narrative

CSBG Act Section 676(b)(9)

Organizational Standards 2.2, 3.3

ROMA – Assessment

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

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

Geographic Overview : The Nevada County Health and Human Services Agency, in collaboration with the Adult & Family Services Commission, is funded to serve Nevada County with Community Service Block Grant (CSBG) funds. Nevada County is located in California's Mother Lode country. The county stretches from the eastern end of the Sacramento Valley, across the Sierra Nevada Mountains, to the state of Nevada. With a population of 102,241 residents, according to the official Nevada County website, and covering nearly 958 square miles, Nevada County is a small, rural county located in northern California whose population decreased by <1% (204 individuals/.2%) between 2020 and 2024.

High Need Areas and Neighborhoods of Poverty : Nevada County faces some rather significant challenges related to poverty and inequity. The overall poverty rate in the county is 11.2%, with certain communities experiencing varying rates of poverty. According to City Data, the following sections provide a detailed description of the various communities, high need areas and neighborhoods of poverty.

- **Grass Valley**: the poverty rate in Grass Valley is 20.6% with 2,897 individuals living below the poverty line. Specific neighborhoods likely have higher concentrations of poverty, unemployment, underemployment and housing instability.
- **Nevada City**: has a population of 3,274 and a poverty rate of 21.8%. The community experiences high rates of food insecurity, lack of transportation and limited access to affordable housing.

The following communities are all rural and have varying degrees of poverty; however, each share challenges related to housing instability, food insecurity, limited access to healthcare services, lack of access to reliable transportation and lack of access to living wage jobs.

- **Rough & Ready** : has a population of 905 and a poverty rate of 9.63%.
- **Lake of the Pines**: has a population of 4,300 and a poverty rate of 6.85%.
- **Washington** : has a population of 101 and a poverty rate of 24.2%.
- **North San Juan** : has a population of 245 and a poverty rate of 69.4%
- **Truckee**: has a population of 17,221 and a poverty rate of 9%.
- **Penn Valley** : has a population of 1,080 and a poverty rate of 11.9%.
- **Smartville**: has a population of 177 and a poverty rate of 2.02%.
- **Soda Springs, Kingvale, Norden**: no poverty data is available for these communities.

Listed below are several of the key conditions of poverty that are prevalent in Nevada County.

Inadequate Affordable Housing

Housing remains a significant challenge throughout Nevada County as 94% of renter households with annual incomes of \$25,000 or less experience a rent burden, while 81% of renter households with incomes between \$20,000-\$25,000 a year experience a rent burden. There are approximately 2,814 low-income renter households in Nevada County that do not have access to a rent-controlled rental unit.

Unemployment and Low-Wage Jobs

Limited living wage job opportunities and the prevalence of low-wage jobs make it challenging for individuals to secure stable employment and earn sufficient income to meet their basic needs, especially with rising housing costs. The unemployment rate in Nevada County is 4.1% which is in alignment with the U.S. rate of 4.2%, and is lower than the California state unemployment rate of 5.4%

Limited Access to Healthcare

Access to affordable healthcare services is a barrier for people living in poverty in Nevada County. The county has a limited number of healthcare providers, and transportation barriers for outlying communities, further limits access to services. Many residents rely on Medicaid/Medi-Cal, but some providers do not accept public insurance, further exacerbating healthcare access. Specific cohorts of the population, such as pregnant mothers, children and the unemployed, are more greatly impacted by the lack of access to healthcare services.

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

Federal Government/National Data Sets

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

Local Data Sets

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

California State Data Sets

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

Surveys

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

Agency Data Sets

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

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

Surveys

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

Interviews

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

Focus Groups

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

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

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

Community Sectors

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

Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Organizational Standards 4.2

State Plan Summary and Section 14.1a

ROMA – Planning

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

Table 1: Needs Table					
Needs Identified	Level (C/F)	Agency Mission (Y/N)	Currently Addressing (Y/N)	If not currently addressing, why?	Agency Priority (Y/N)
Individuals/Families lack access to stable, affordable housing	C	Y	N	Need met by local partner.	N
Individuals/Families lack job opportunities that pay a living wage; can't afford housing and high energy burden	F	Y	Y	Choose an item.	Y
Individuals/Families cannot afford housing to rent or buy and seniors cannot afford to make home repairs	F	Y	N	Need met by local partner.	N
Individuals/Families lack a living wage job and often travel outside of the county for higher paying jobs	C	N	N	Need met by local partner.	N
Individuals/Families need access to public transportation in all communities	F	N	N	Need met by local partner.	N
Communities need more behavioral health and substance recovery support options	C	N	N	Need met by local partner.	N
Individuals/Families lack access to healthcare, primarily mental health and substance abuse services	C	Y	N	Need met by local partner.	N
Many individuals lack adequate transportation to access out of town healthcare/medical appointments	C	Y	N	Need met by a local partner.	N

Needs Identified: Enter each need identified in your agency's most recent CNA. Ideally, agencies should use ROMA needs statement language in Table 1. ROMA needs statements are complete sentences that identify the need. For example, "Individuals lack living wage jobs" or "Families lack access to affordable housing" are needs statements. Whereas "Employment" or "Housing" are not. Add row(s) if additional space is needed.

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

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

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

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

from the dropdown menu.

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

DRAFT

Table 2: Priority Ranking Table

	Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category
1.	Individuals/Families lack access to stable, affordable housing	Nevada County Housing and Community Services provides affordable housing options for residents to address the housing crisis in the county, including the development of and maintenance of affordable housing units; case management programs to help individuals/families find short and long-term housing; grant development to fund affordable housing projects. Services include rental assistance, rapid rehousing, affordable housing support, housing choice vouchers, energy and weatherization assistance, emergency shelter services, and the development of affordable housing. (n=~463)	FNPI: 4a, 4b, 4c, 4d SRV: 4c, 4d 4i, 4j, 4m, 4n, 4o, 7a, 7b, 7c, 7d
2.	Individuals/Families lack job opportunities that pay a living wage	Curious Forge: Provides opportunities for learning, creativity and learning technical skills. Forging Nevada County Forward: Provides programs and services to create meaningful connections and build skills that help individuals reach their employment and career goals.	FNPI: 1a, 1b, ac, 1d SRV: 1a, 1b, 1d, 1f, 1i, 1m
3.	Individuals/Families lack access to healthcare	Health & Human Services: Provides access to Medi-Cal, Public Assistance Programs, Behavioral Health Services and Public Health Services. Services include CalWORKs, Cash Aid/General Assistance, Medi-Cal and Healthcare Services, Medication Services, Peer Counseling	FNPI 5c, 5 z SRV: 5s, 5t, 5u, 5v, 5w, 7a, 7b, 7c

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

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

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

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

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

California Code of Regulations Sections 100651 and 100655

Vision and Mission Statements

ROMA – Planning

1. Provide your agency's Vision Statement.

The Nevada County Adult and Family Services Commission envisions communities where all residents have access to quality education, affordable housing, healthcare transportation, healthy food, and a living wage.

- Through partnerships, people with low income find resources, support, relationships, and opportunities that aid them in overcoming economic and cultural barriers to establishing and maintaining self-sufficient lives.
- Commitment to empowering those seeking assistance to achieve and sustain self-sufficiency.
- Organizational excellence and continued improvement working with employees, the community and partners.

2. Provide your agency's Mission Statement.

It is the mission of the Nevada County Adult and Family Services commission to engage and empower our community to eliminate poverty, to create equity and prosperity, and to assist people in achieving self-sufficiency through direct services, advocacy, and community partnerships.

Causes and Conditions of Poverty

Organizational Standards 1.1, 1.2, 3.2, 3.4

ROMA – Planning

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

The information below was obtained during the needs assessment survey and data gathering process, which included community forums and individual interviews. Some statistical data from the needs assessment was also included to support the responses received from the community.

Affordable Housing:

- Although the County has developed several affordable housing units, the need for additional affordable housing units is evident. Many community members stating the high cost of living and the need for more affordable housing options including family and senior units.
- A continued need for affordable and quality housing was identified, with many communities highlighting the high cost of living and the need for more housing options, especially in the more outlying and remote communities.
- Many households experience a housing cost burden, with more than 69% of low-income households paying more than half of their income on housing costs compared to 1% of moderate-income households.
- Most households are facing higher monthly utility costs which directly impacts rent affordability by increasing the overall cost of housing for renters.
- Assistance with utilities, such as paying for electricity, water, and internet were frequently mentioned, along with the need for necessities like household items, food and clothing.

Employment:

- Many individuals expressed the need for higher paying job opportunities, better job opportunities, job training programs, vocational training programs and finding employment.
- Part-time employees often work in low-wage jobs without benefits, contributing to household financial instability.
- Access to reliable and affordable childcare was a barrier to obtaining full-time employment.
- Access to reliable and affordable transportation is an on-going concern, with many smaller communities needing better public transportation options, more frequent routes and broader hours of operation.
- Lack of vehicle ownership, vehicle insurance and vehicle maintenance/registration are common in certain communities, further limiting access to employment opportunities, healthcare and essential services.

Health and Social/Behavioral Development :

- Insurance coverage and enrollment assistance are significant concerns.
- Limited access to health services and difficulty getting timely appointments (long wait times due to inadequate lack of providers) are major health concerns for residents.
- Improved behavioral health services and support for substance abuse are needed to address the high

incidences of overdose, depression, anxiety and substance abuse.

- Access to affordable healthcare, including mental health services, is of critical needs. All communities highlighted the lack of healthcare professionals, especially for specialized care.
- Obtaining insurance for households whose income is slightly too high for Medi-Cal but not adequate enough to purchase coverage from Covered California is a concern for many households.

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

Poverty Rates: The overall poverty rate in Nevada County is 11.2%, with significant variations across different communities and demographic groups. For those in poverty, the poverty rate is evenly split across age groups in the county.

Gender Disparities : Female-headed households with children are disproportionately affected by poverty, with higher rates of unemployment and underemployment. Women also face higher barriers to accessing affordable childcare and healthcare services.

Age Disparities : Children, veterans and seniors are particularly vulnerable to poverty. The poverty rate for children under age 18 is in alignment with the general population, with significant impacts on their health, education, and overall well-being. Seniors face challenges related to housing affordability, healthcare access, and social isolation.

Racial and Ethnic Disparities : White residents comprise 84.7% of the county's population, while Hispanic/Latino residents make up 10.9% of the county's population and a little over 4% of the population identify as Black/African American. Black and Hispanic residents experience higher rates of poverty and food insecurity compared to White residents. The data also revealed disparities in educational attainment and health outcomes among different racial and ethnic groups.

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

Underemployment /Unemployment : Lack of job opportunities or only having access to part-time, low-wage, or informal jobs prevents income stability which makes meeting basic needs impossible. Underemployment for specific segments of the population and those with limited skills or education, makes it difficult for people to escape poverty. The unemployment rate in the county is 4.1%, which is flat in comparison to the national average and is slightly lower than the state average.

Wage Inequity: Data shows that wages vary among specific cohorts of the population in Nevada County and contribute to poverty rates. The living wage for a family of four with one adult working full time is \$50.28 per hour, while at minimum wage, if both parents worked full time, they would still not meet the living wage rate and one parent would need to obtain a second job.

High Cost of Living: The Living Wage for a family of four with two adults and two children with one adult working full time (2,080 hours annually) is \$50.28 per hour or \$104,582 per year. With the minimum wage at \$16.50 per hour, if both adults worked full-time jobs, they still would not meet that Living Wage number, unless one adult picked up a second full-time job at minimum wage. The primary factor in determining the cost of living is housing costs which are 52% higher in Nevada County than it is across the nation. Housing costs include monthly, gross rent and utilities, property tax, insurance, and if applicable, HOA fees According to Bestplaces.net, the cost of living overall is 38.2% higher in Nevada County than it is in the U.S. and 7.8% higher than the average for California. This trend could

suggest that Nevada County, much like the rest of the state, is outpacing national growth. Similar data can be found from Zillow, Redfin, Realty Trac and Neighbor Who. Rising costs for housing, childcare, utilities and transportation have outpaced wages.

Weak Social Safety Nets: Having inadequate support systems (like CalFresh, unemployment benefits or childcare assistance) leave people vulnerable to poverty.

Affordable Housing: The availability and affordability of housing in the county plays a significant role in poverty. High housing costs, high utility rates, and limited affordable housing options consume a significant portion of a household's income, leaving less for other basic/essential needs. Housing instability and homelessness severely disrupts employment and education.

Systemic Factors: Changes in policies and practices, especially at a federal level that are passed down to the state and local levels impact economic stability. Systemic factors also include economic downturns, job losses, or changes in local industries have a significant impact on poverty rates.

Systemic Inequality: Racial, gender and cultural discrimination can limit access to jobs, housing, healthcare and education, creating higher levels of poverty.

Health & Nutrition: Health related issues also exacerbate poverty, especially when there is a lack of specialty care providers in the county, and when transportation out of county is a barrier to accessing care. The lack of robust services can lead to cycles of poverty, homelessness and incarceration.

Food Insecurity : There are 9,320 or 9.1% of the population in Nevada County who are food insecure; 79% of the population is below the SNAP threshold of 200% and 11.9% of the County's population are receiving SNAP benefits.

Transportation : The geographic size of Nevada County is a challenge for efficient transportation connections. Individuals in more rural areas without their own affordable method of transportation are often unable to access the services needed. These communities that lack reliable public transportation are often restricted in accessing jobs, education, healthcare and food.

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

Overall Poverty Rate : 11.2% of individuals in Nevada County have income below the federal poverty line and approximately 10.4% of those households contain children under the age of 18. Poverty is distributed unevenly across the County, with slightly higher rates of household poverty in the more rural and remoted communities of the County.

Overall Poverty Rate : An estimated 11.2% of Nevada County households have income below the federal poverty line and approximately 10.4% of the households contain children. Poverty is distributed unevenly across the County, with slightly higher rates of household poverty in the more rural and remote neighborhoods in the County, although available data does not name the communities individually.

Demographic Disparities persist by race and ethnicity. Poverty rates for Black, Asian, Hispanic and Native American residents are higher compared with white residents.

Homelessness : The populations experiencing homelessness in Nevada County is fairly on par with other similarly sized counties across the state and have remained consistent in numbers over the past several years (a variation of approximately 20 people from year to year). Survey respondents noted a continued need for affordable housing development, utility assistance, home repair programs and energy efficiency programs.

Limited Access to Healthcare : Access to affordable healthcare services is a barrier for people in poverty. Mental and physical health issues are conditions of poverty and the continual stress of being unable to be self-sufficient

takes a toll on low-income individuals/households, leading to anxiety and depression, which in turn affects physical health and one's ability to work. Rural and lower-income residents often face longer travel times to reach healthcare providers, especially specialists.

Environmental Conditions : Some communities lack reliable public transportation, which restricts access to jobs, education, healthcare, and food. This is particularly challenging for youth, seniors, and those without vehicles.

Food Insecurity : Food insecurity is prevalent in more rural communities with higher poverty rates and limited access to food.

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

The low-income service delivery system offers programs that target individual, family and community needs associated with the conditions of poverty. All services are delivered by contracted providers who are monitored in accordance with Nevada County policies and procedures and as articulated in the professional services agreement. For individuals and families, services assist in removing barriers to self-sufficiency and focus on increasing household income. Each person/household served by the service delivery system is provided with a customer satisfaction survey where they can evaluate the services provided to them, as well as provide any suggestions for improvement. These results are recorded on a spreadsheet and shared quarterly with the Commission as it relates to performance or gaps in services.

Tripartite Board of Directors

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

Organizational Standards 1.1. 3.5

ROMA – Evaluation

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

The Nevada County Adult & Family Services Commission is a tripartite advisory board in compliance with the CSBG Act, federal statutes and the California Government code governing community action agencies. The three sectors of membership include:

- The economically disadvantaged/low-income sector.
- Officials of business, industry, labor, religious, human service, or education groups
- Elected public officials

The Low-Income sector shall be comprised of four members.

- A. The Commission shall consider applications from all individuals desiring to represent the Low-Income sector that the County staff has verified as low-income persons or low-income agency representatives. It shall be the responsibility of the Commission as a whole to select the Low-Income sector candidates.
- B. Individuals interested in serving as representatives of the low-income sector on the Commission shall submit an application. Commission vacancies are publicly posted so that interested individuals have adequate time to file an application. All applicants shall be elected by the Commission members in accordance with democratic procedures outline in regulations promulgated by the Community Service Block Grant (CSBG) Act 42 U.S.C §9910 and ratified by the Board of Supervisors.

Vacancies with the Commission are posted through the County of Nevada's Health & Human Services Agency, as well as through the Commission's website. Commission members and staff recruit when vacancies occur, including through venues in low-income communities or through providers that serve low-income households. Individuals seeking to represent the low-income sector are considered for inclusion in the Commission if there are no conflicts of interest and the Board approves.

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

The Consultant team follows a systematic process to communicate the findings of the Community Needs Assessment and secure formal approval from the advising board, the Adult and Family Services Commission (AFSC), as well as from the governing board, the Nevada County Board of Supervisors. The structure is as follows:

Data Collection and Analysis:

- **Comprehensive Data Gathering:** The AFSC collects data from various sources, including surveys, one-on-one stakeholder interviews and community forums, to ensure a thorough understanding of the needs and challenges faced by the communities served.
- **Stakeholder Engagement:** Input is solicited from a wide range of stakeholders, including community members,

service providers, and local organizations, to enrich the assessment with diverse perspectives.

Drafting the Community Needs Assessment (CNA):

- **Analysis:** The collected data is analyzed and validated for inclusion into the comprehensive CNA report. This report highlights key findings, identifies priority needs, and suggests potential strategies for addressing these needs.
- **Internal Review:** The draft report undergoes an internal review by Nevada County program staff to ensure accuracy and relevance.

Communication with the Advising Board, the AFSC:

- **Commission Briefing and Review:** The Consultant staff sends out a draft of the CNA report to the Commission in advance of a Commission meeting and a robust conversation, Q&A, and edits are discussed at that meeting. During the following month's meeting, the Commission will approve the CNA for presentation to the governing Board of Supervisors the following month.

Formal Presentation and Discussion, Governing Board :

- **Board Meeting Presentation:** The final CNA report is formally presented during a public hearing during a scheduled Board of Supervisors meeting. Key staff members present the findings and recommendations and facilitate a discussion with Board members highlighting critical findings, proposed strategies and potential impacts.
- **Q&A Session:** Board members are encouraged to ask questions, provide input, and discuss the implications of the findings on CSBG programs and strategic priorities.
- **Board Deliberation:** After the presentation and discussion, the Board deliberates on the CNA report and any proposed actions.
- **Approval Vote:** A formal vote is conducted to approve the CNA report and adopt a Resolution stating such. This approval signifies the Board's endorsement of the findings and commitment to addressing the identified community needs.

Strategic Planning :

- **Strategic Alignment:** The approved CNA report is integrated into the AFSC's strategic planning process, guiding procurement and resource allocation.
- **Ongoing Evaluation:** The impact of the CNA findings on contracted AFSC program services is monitored and evaluated to ensure alignment with community needs.

This structured process allows for transparency, collaboration and accountability while ensuring strategic alignment with community needs.

Service Delivery System

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

State Plan 14.3a

ROMA - Implementation

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

The Adult and Family Services delivery system offers programs that target individual, family and community needs associated with the conditions of poverty. The majority of services are provided directly to program participants by county program staff, the remainder of targeted strategic initiatives are delivered via subcontractors who are monitored in accordance with County contracting policies and procedures. CSBG services cover the entire county.

At the family and individual level, services help remove barriers to self-sufficiency as directed by the program participant. Service history has demonstrated that individuals and families accessing CSBG Services tend to fall into three different categories: In-Crisis, At-Risk and Ongoing. Participants may access services at any level.

At each category, mainstream providers or partners can provide multiple services to CSBG participants in a holistic approach which includes case management, linkages and referrals.

Because the agency, and its contracted partners, have such diverse funding, the client intake process varies from program to program. All programs require an intake and eligibility process that identifies an individual or family's strengths, needs and vulnerabilities, as well as links them to opportunities for support. During the intake process, subcontractors interview potential participants and have them complete an intake packet which includes eligibility questions and/or screening questionnaires or assessments that gather income and residency information. The provider will use this information to make an eligibility determination to ensure that they meet the FPL limits based on household size. If an applicant is determined to be potentially eligible for a program, documents are requested to validate eligibility. Services are provided once eligibility is confirmed.

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

The Adult and Family Services Commission (AFSC) is committed to leveraging detailed poverty data related to gender, age, and race/ethnicity to refine and enhance its service delivery and strategies over the next two years. Here's how this data will inform our efforts:

Tailoring Services to Demographic Needs:

- **Gender-Specific Programs:** By analyzing poverty data through a gender lens, the AFSC can identify disparities and tailor programs to address unique challenges faced by different genders. For instance, if data indicates higher poverty rates among women, the AFSC might expand services such as job training programs targeting sectors with high female employment or support services for single mothers.
- **Age-Targeted Interventions:** The AFSC will address the higher poverty rates among seniors living on a fixed wage, children and veterans, by continuing to support mainstream public service program, services that increase access to healthcare and affordable housing to improve the quality of life.
- **Race/Ethnicity Specific Strategies:** The AFSC will support culturally responsive services for Hispanic/Latino, Black and Multi-Race communities, which experience higher poverty rates. This includes job training programs and

community health initiatives. Holistic and inclusive approaches will engage county department heads and community-based organizations in implementing services to ensure they are culturally relevant and effectively address the unique needs of people from different demographic groups.

DRAFT

Linkages and Funding Coordination

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

California Government Code Sections 12747(a), 12760

Organizational Standards 2.1

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

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

The Adult and Family Services Commission (AFSC) is the tripartite CSBG advising board under the Nevada County Health & Human Services Agency (HHSA). The HHSA is an integrated health and social services agency which proactively coordinates funding and collaborates with various service organizations within the county to maximize resources and enhance service delivery for low-income individuals and families. Here is how we coordinate and collaborate:

- **Regular Communication** : HHSA staff engage in ongoing dialogue with community-based organizations, partner agencies and collaboratives to align strategies and discuss funding opportunities.
- **Leveraging Resources** : The HHSA continually looks for opportunities to leverage resources across the enterprise of collaborative partnerships in the county/area, whether private or public. The HHSA strategically braids and leverages Community Services Block Grant (CSBG) funds with additional private and public resources to enhance its capacity to deliver comprehensive services while addressing community need. The Commission is committed to coordinating and collaborating on service provided by both internal and external partners to maximize all available resources to lift-up, empower and support low-income individuals, families, and communities.
- **Joint Planning** : The HHSA actively participates in joint planning initiatives through formalized coalitions of community-based and social-service provider organizations in the service area. These coalitions are better positioned to facilitate effective, coordinated service delivery, collaboration, information sharing and continuous feedback/evaluation.
- **Collaborative Partnerships** : Many of the capital development projects that the HHSA has engaged in, and for which CSBG funds are leveraged, have utilized service providers from the county to provide case management, supportive services, transportation, food bank, and other services to meet the needs of low-income residents. This coordination of both services and funding will provide the best outcomes for those that are enrolled in the programs and cannot be done without the specific intent of braiding funds and partnering.

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

The AFSC does not provide direct services, but rather contracts with local providers to administer CSBG programs and services. Contracts are executed in accordance with the Nevada County procurement policy. The AFSC typically executes two subcontracts for a two-year period and the grantee is determined through an RFP process.

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

The Nevada County HHSA has multiple mainstream programs at several offices throughout the county, as well as the offices of the subcontractors who provide an array of CSBG targeted services targeted to low-income individuals and households within the county. The Commission works together with the community-based subcontractors to streamline targeted services while avoiding duplication of funds, benefits and services to best leverage resources and coordinate available services to the low-income community. Every applicant that is served with CSBG funded services or mainstream services must complete an intake packet so that income eligibility can be determined for the program that they are applying for. Each subcontractor uses their own internal database to track client records to avoid duplication of services.

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

The AFSC is committed to leveraging all funding sources to enhance both programmatic and organizational capacity while ensuring that we are prepared should potential reductions in CSBG funding.

Strategic Allocation of CSBG Funds : CSBG funds are crucial in supporting the AFSC and CSBG administration operations, and by strategically utilizing these funds, the HHSA is able to enhance staffing capacity for grant development to fund targeted initiatives and special poverty alleviating programs/services. CSBG funds are leveraged and coordinated with both public mainstream resources and private, community-based resources to increase programming and organizational capacity. This strategy not only supplements CSBG funding but also strengthens our financial stability and resilience against potential funding reductions.

Partnership Development : The AFSC continues to facilitate relationship building with local and regional partners, to leverage resources, to share expertise and to build capacity with services. This effort allows us to enhance programmatic capacity beyond CSBG funds.

Funding Fluctuations : In light of the potential for CSBG funding reductions the AFSC is prepared to adapt both its operational strategies and contracted service delivery models in order to continue providing high-impact programming.

The Commission is committed to maintaining and enhancing its ability to serve low-income communities, and we will continue to leverage diverse funding sources, optimize operations and strive for programmatic capacity, even in light of potential financial barriers/challenges.

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

In the event that Federal funding becomes insufficient or significantly reduced, the AFSC would need to modify program offerings through our contracted subcontractors while trying to minimize the impact on service delivery. Actionable steps would include:

- Reduce and streamline operational overhead and CSBG staff (the HHSA is able to leverage CSBG staff and costs are able to be disbursed across multiple funding sources, so staffing reductions are not likely)
- Continue to leverage CSBG funds with other funding source to support service delivery capabilities
- Implement a clear communication plan to inform staff, the community, and partners so that we can collaborate on how best to adapt to maintain service delivery
- Redirect resource to sustain core programs that serve our most vulnerable clients with basic needs

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

Organizations that primarily serve low-income youth are represented among the AFSC members and through public and private partner services, such as: Nevada County Office of Education; Friday Night Live; Nevada County Teen, Homeless Children and Youth Services; Victor Services; Local Conservation Corps; Health and Human Services; Chairs Youth Center; Mountain Valley Child and Family Services and Bright Futures for Youth. The Commission will continue to seek out other grant-funded opportunities to support these programs. Our partners provide these services to youth:

Local Conservation Corps (LCC):

- Provides young adults (ages 18-26) with paid job training and educational opportunities.
- Offers hands-on experience in environmental conservation, including solar panel installation, hazardous fuel reduction, and trail maintenance.
- Supports Corpsmembers in earning college credits, high school diplomas, and certifications.

Bright Futures for Youth:

- Provides youth resilience services to build individual characteristics and strengths
- Provides interactive activities that promote building positive self-esteem, healthy relationships, sense of self and future goals
- Offers after-school programs that assist with homework, learning life skills, and relationship building

Mountain Valley Child and Family Services :

- Provides child and youth mental health services including stabilization, assessment and treatment

Nevada County Office of Education/Foster Youth Services:

- Provides activities to assist youth (ages 16-22) that are or were in foster care or probation to become self-sufficient adults
- Provides transitional housing support for youth 21-25
- Provides educational support to families to assist youth in meeting their educational, emotional, behavioral and development needs

Victor Services: Provides community-based intervention, clinic based mental health services and wrap around services to youth and their families.

Charis Youth Center: Provides residential, education and mental health services to youth.

Nevada County Superintendent of Schools/ Homeless Children and Youth Services: Provides homeless outreach, referrals to community resources, enrollment in free/reduced meal program, financial support for educational needs and educational support for youth and their families.

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

The HHSA, in collaboration with other County departments, conducts multiple outreach distribution events for food, school supplies, footwear, books, and other items of need for children and youth throughout the County. Some of the CBOs that provide CSBG services throughout the County have community-based youth development programs such as the establishment of youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, and after-school childcare.

The Community Education and Prevention Program through Sierra Community House provides violence prevention education to youth and young adults in the Truckee area. This program holds Youth Empowerment Groups at area schools to support young people and help them connect, learn, and grow. These groups are intended to provide a safe space for students to discuss relevant topics in their lives.

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

The AFSC and HHS have an active partnership with the local Workforce Invest Board under the Workforce Innovation and Opportunity Act (WIOA) to ensure coordination of employment and training activities that are effectively delivered throughout the county. This program provides innovative youth employment services to socially and economically disadvantage youth between the ages of 16-24, as well includes local One Stop employment services.

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

Emergency food and nutrition services are available as stabilization supports to households and individuals in Nevada County through the Gold Country Community Services and Interfaith Food Ministries; the Commission has subrecipient agreements with both providers.

HHSA partners and coordinates the provision of emergency services to counteract conditions of starvation and malnutrition among low-income families and individuals throughout the County. HHSA support includes CalWORKs, General Relief, Medi-Cal and CalFresh programs provides emergency food, medical supplies and cash assistance to low-income individuals.

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

☐ Yes

☒ No

11. For dual agencies:

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

For all other agencies:

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

Use of CSBG funds for weatherization and LIHEAP are not offered by the Nevada County CAA, since another agency, Project GO, within the region has been identified by the state as having that responsibility for Nevada County. Project GO assists tenants with emergency rental assistance, provides utility assistance for vital crisis intervention and provides emergency utility payments through the LIHEAP program for families who are unable to pay their bill regularly as a result of unemployment or increased cost of living.

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

HHS has positive working relationships with the Nevada County Probation Department, local law enforcement agencies courts, offices of education, school districts and other organizations that promote family well-being and support community coordination and collaboration. HHS conducts various outreach efforts to partner entities to leverage funding and promote numerous services to help individuals with temporary shelter, food and employment seeking services.

HHS offers strengthening families services that encourage effective parenting. The Family Resource Centers offer multiple services to families, many of which are located on school campuses intended to meet the needs of all families in the county. Core services for the FRC include parenting classes, lending library with parenting and employment resources, child development information and parenting support, playgroups, student tutoring, food pantry, and information and referrals for children and parents.

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

The AFSC has established linkages and connections with other community-based providers and social services program providers and across other county departments, for the provision of information, referrals, case management and consultations. The Commission supports innovative and neighborhood-based strength-based initiatives that focus on collaboration with partner CBOs who are able to measure outcomes that correlate to the national performance indicators and improve the potential for self-sufficiency for low-income individuals and families.

Monitoring

ROMA – Planning, Evaluation

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

The AFSC developed and follows a monitoring plan for all subcontracts to ensure compliance with contract provisions and integrity to the goals and outcomes related to CSBG and all other revenue sources through the following methods:

- Site Visits - Staff visit contractors and project sites regularly to evaluate contract compliance through observation, interviews, examination, and verification of records. Site visits include entrance and exit conferences and a focus on compliance with the Performance Work Statement and the contractor's internal control systems and delivery processes. A minimum of one site visit per contract is conducted annually.
- Contractor Meetings - the Commission schedules regular operational meetings with contractors to review/resolve issues.
- Desk Reviews - Reviews of Quarterly or Monthly Progress Reports are conducted to ensure completeness and accuracy of the report. Reports are reviewed upon receipt and outcomes are closely tracked to ensure the desired results are achieved. Desk reviews consist of financial, administrative and programmatic requirements.
- Invoice Validation - As part of performance-based contracting, the payment structure parallels the performance work statement. Payments are closely aligned with the outcomes. Therefore, CSBG's monitoring system includes invoice validation as part of the routine monitoring. Invoice validation activities include:
 - o Review of items claimed and supporting documentation to ensure validity of claim.
 - o Checking accuracy of calculations and validity of costs against the contract budget for cost reimbursed line items.
 - o Ensuring delivery of services or deliverables upon which payment is predicated.
 - o Resolving any identified discrepancies; and approving the claims and forwarding it for payment; and
 - o Periodic on-site validation of contractor expenses for approved line items.

ROMA Application

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

ROMA – Planning, Evaluation



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

The AFSC actively evaluates the effectiveness of the programs and services it funds through our partner CBOs at various times throughout the contract year. The subrecipient CBOs are under a contractual obligation to provide regular invoices and reports to the Commission. Also, the AFSC conducts invoice review, quarterly desk reviews and on-going monitoring to evaluate and ensure compliance and effective delivery of CSBG services to Nevada County low-income individuals and families. To assist in monitoring effectiveness, the agency has implemented tools and processes that report program achievements, current collaborations/partnerships, and the program's alignment with ROMA and the CSD Annual report services and indicators.

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

Individuals/Families lack opportunities to jobs that pay a living wage:

Implementation: The AFSC plans to address the need for access to good paying jobs, including vocational training and job placement, by launching a comprehensive workforce development initiative. This program will be implemented in collaboration with local employers, vocational training centers, and workforce development boards. Key components will include:

- Vocational Training: Offering industry-relevant training programs that equip participants with skills in high-demand fields.
- Job Placement Services: Connecting participants with job opportunities through partnerships with local businesses and employment agencies.
- Career Counseling: Providing personalized career guidance and support to help individuals navigate the job market and achieve their employment goals.

Monitoring Progress : Progress will be monitored through a combination of quantitative and qualitative metrics, including:

- Participant Enrollment and Completion Rates: Tracking the number of individuals enrolled in and completing training programs.
- Job Placement Rates: Measuring the percentage of participants successfully placed in jobs.
- Participant Feedback: Collecting regular feedback from participants to assess their satisfaction and identify areas for

improvement.

Monthly progress meetings will be held with program coordinators and partners to review data and address any challenges.

Evaluation : The program will be evaluated using performance indicators such as:

- Employment Outcomes: Assessing the long-term employment status and income growth of participants.
- Program Impact: Analyzing the overall impact on participants' economic stability and quality of life.
- Continuous Improvement: Using evaluation findings to refine program components and enhance effectiveness.

Optional

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

N/A

Federal CSBG Programmatic Assurances

CSBG Act Section 676(b)

Use of CSBG Funds Supporting Local Activities

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

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

Needs of Youth

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

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

Coordination of Other Programs

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

Eligible Entity Service Delivery System

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

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

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

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

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

Eligible Entity Emergency Food and Nutrition Services

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate System

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

Fiscal Controls, Audits, and Withholding

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

State Assurances

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

For CAA, MSFW, NAI, and LPA Agencies

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

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

For MSFW Agencies Only

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

Organizational Standards

Category One: Consumer Input and Involvement

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

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

Category Two: Community Engagement

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

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

Category Three: Community Assessment

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

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

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

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

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

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

Category Four: Organizational Leadership

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

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

DRAFT

Part III: Appendices

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

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