

2018-2019 Community Action Plan

**California Department of
Community Services and Development**

Community Services Block Grant



PURPOSE

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency.

Community Action Plans must adhere to the following federal and state laws:

COMPLIANCE WITH FEDERAL LAW

To comply with the Community Services Block Grant (CSBG) Act, [Public Law 105-285](#), Section 676b (11) eligible entities must complete a Community Action Plan (CAP), as a condition to receive funding through a Community Services Block Grant. Federal law mandates the eligible entities to include a community-needs assessment in the CAP for the community served.

COMPLIANCE WITH STATE LAW

To comply with [California Government Code 12747](#) pertaining to the Community Services Block Grant Program, Community Action Plans are to be developed using processes that assess poverty-related needs, available resources, feasible goals and strategies, and that yield program priorities consistent with standards of effectiveness established for the CSBG program. The CAP should identify eligible activities to be funded in the program service areas and the needs that each activity is designed to meet. Additionally, CAPs should provide for the contingency of reduced federal funding.

COMPLIANCE WITH CSBG ORGANIZATIONAL STANDARDS

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG eligible entities will comply with implementation of the Organizational Standards. Compliance with Organizational Standards will be reported to OCS on an annual basis via the CSBG Annual report. In the section below, CSD has identified the Organizational Standards that provide guidance for the development of a comprehensive community needs assessment. CAP responses should reflect compliance with the Organizational Standards and demonstrate a thorough understanding of the Organizational Standards throughout the development of a comprehensive community needs assessment.

CONSUMER INPUT AND INVOLVEMENT

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

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

COMMUNITY ENGAGEMENT

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. This sector would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

COMMUNITY ASSESSMENT

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

Public Agency - Standard 3.1: Department conducted 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 analyzes both current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

Standard 3.3: 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.

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.

STRATEGIC PLANNING

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

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

STATE PLAN AND APPLICATION REQUIREMENTS

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by eligible entities is included in CSDs biennial State Plan and Application.

**COMMUNITY SERVICES BLOCK GRANT
2018/2019 PROGRAM YEAR COMMUNITY ACTION PLAN
COVER PAGE AND CERTIFICATION**

TO: Department of Community Services and Development
Attention: Field Operations Unit
2389 Gateway Oaks Drive #100
Sacramento, CA 95833

FROM:

Sutter County Community Action Agency

Agency Contact Person Regarding Community Action Plan

Name: Brynda Stranix
Title: Executive Director
Phone: 530-751-8555 Ext: _____
Fax: 530-751-8515
Email: bstranix@ysedc.org

CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES

The undersigned hereby certifies that this agency complies with the Assurances and Requirements of this 2018/2019 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.

Board Chairperson-Jackie Sillman

Date

Executive Director-Brynda Stranix

Date

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2018 - 2019 Community Action Plan Checklist

The following is a check list of the components to be included in the CAP. The CAP is to be received by CSD no later than **June 30, 2017**:

- Cover Page and Certification**
- Table of Contents**
- Vision Statement**
- Mission Statement**
- Comprehensive Community Needs Assessment**
- Documentation of Public Hearing(s)**
- Federal Assurances**
- State Assurances**
- Individual and Community Eligibility Requirements**
- Monitoring and Evaluation**
- Data Collection**
- Appendices (Optional)**

VISION STATEMENT

Provide your agency's Vision Statement which describes your agency's values. The vision is broader than any one agency can achieve; the agency collaborates with others in pursuit of this vision.

Sutter County Community Action Agency will be a partner to reduce the causes and effects of poverty in Sutter County.

MISSION STATEMENT

The Mission Statement describes the agency's reason for existence and may state its role in achieving its vision.

Organizational Standard 4.1 references the Mission Statement for private and public entities:

Private Entities

The governing board has reviewed the organization's mission statement within the past 5 years and assured that:

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

Public Entities

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

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

Provide your agency's Mission Statement

Mission Statement (Insert Statement)

To assist the low-income residents of Sutter County move toward greater self-sufficiency and economic independence through partnerships and collaborations. (Approved by board August 2015)

COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT

Public law 105-285 requires the state to secure from each eligible entity, as a condition to receive funding, a CAP which includes a community-needs assessment for the community served. Additionally, state law requires each CSBG eligible entity to develop a CAP that assess poverty-related needs, available resources, feasible goals and strategies, and that yields

program priorities consistent with standards of effectiveness established for the program (*California Government Code 12747(a)*).

The Community Needs Assessment captures the problems and conditions of poverty in the agency's service area based on objective, verifiable data and information gathered through various sources. Identified problems and conditions must be substantiated by corroboration through public forums, customer questionnaires, surveys, statistical data, evaluation studies, key informants, and/or other reliable sources. The Community Needs Assessment should be comprehensive and serve as the basis for the agency's goals, and program delivery strategies. The Community Needs Assessment should describe local poverty-related needs and be used to prioritize eligible activities offered to low-income community members over the next two (2) years.

As a part of the Community Needs Assessment process, each organization will analyze both qualitative and quantitative data to provide a comprehensive "picture" of their service area. To assist the collection of quantitative data, CSD has provided a link to a data dashboard including instructions and a data dictionary. The link gives agencies access to data for every county in the state. The dashboard can be accessed by clicking on the link or copying and pasting the link in your browser.

https://public.tableau.com/views/Cap_Assessment/CAPData?:embed=y&:display_count=yes

This data can be used as a starting point for developing your needs assessment. It is derived from data sources that align to the federal assurances required for the Community Services Block Grant. Each respondent is responsible for providing information regarding the needs around each federal assurance to indicate whether the agency or some other entity is providing the services.

By clicking on the State and County level Data page, the user will have access to quantitative poverty data. Analysis of the data collected is critical and must include not only the summarization of findings, but the identification, measurement and reporting of improvements and changes in the community both in the conditions and resources to assist low-income consumers on their journey towards self-sufficiency.

In the space below, provide a narrative description of the causes and conditions of poverty affecting the community in your service area such as: child care, community housing, crime, educational achievement, employment/unemployment, income management, healthcare, homelessness, nutrition, and other factors not listed. In particular, describe how the agency ensures that the Community Needs Assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the CAP.

Agencies should describe the methods and strategies used to collect the information and should utilize a combination of activities and tools such as: focus groups, surveys; community dialogue, asset mapping, interviews, and public records.

Helpful Resources		
United States Census Bureau Poverty Data click here	State of California Department of Justice Statistics by City and County click here	U.S. Department of Housing and Urban Development Homelessness Assistance click here
Employment Development Department Unemployment Insurance Information by County click here	California Department of Education Facts about California Schools Using DataQuest click here	California Department of Public Health Statistical Data click here
Bureau of Labor Statistics Labor Data click here	California Department of Finance Various Projections/ Estimates click here	Community Action Partnership Community Action guide to develop a CNA click here
A Comprehensive Community Needs Assessment (CCNA) Tool Statistical Data to assist CNA development click here		

Comprehensive Community Needs Assessment (Insert Narrative)

Sutter County is located in the north/central part of the state of California and spreads over a 602 square mile area, just 45 minutes north of its capital city of Sacramento. Yuba City is the county seat of Sutter County and serves as the center for shopping and business for Sutter and Yuba counties as well as parts of Butte and Colusa counties.

The region containing both Yuba and Sutter counties is referred to as the Yuba City Metropolitan Statistical Area (MSA) as defined by U.S. Office of Management and Budget and used by the U.S. Census Bureau and other U.S. government agencies for statistical purposes. A metropolitan statistical area is a geographical region with close economic ties throughout the area.

The county is predominantly agricultural, with more than seventy-five percent of its land area in farms (2015 Yuba-Sutter Comprehensive Economic Development Strategy) and food related products.

According to the California Department of Finance, Sutter County’s estimated population was 97,308 as of January 1, 2016, an increase over 2015 data of 0.4 percent. The county’s total population is projected to reach 112,384 residents by the year 2025, an increase of 18 percent over Census 2010 figures. Sutter County’s population is projected to increase nearly 80 percent by 2060.

Almost 70 percent of county residents reside in Yuba City, the county seat and largest city and just fewer than 10 percent live in Live Oak, with the remainder living in the balance of the county including the small communities of Sutter, Nicolaus, Robbins and Meridian.

As the area’s population is expected to increase 80 percent over the next 40 years, the cities and counties are anticipating major impacts on the utilization of community resources and are working to manage this growth by improving infrastructure and planning for “smart” growth.

Yuba and Sutter Counties exceed the state average when it comes to Poverty, Unemployment and Homelessness. (from Habitat application-U.S. Bureau of Labor and Statistics, 2013-2021 Yuba City and Marysville Housing Elements and Rideout Regional Medical Center and Sutter Surgical Hospital Community Health Needs Assessment May 2016)

Location	Unemployment	Poverty Rate	Median Income	Households making 50% of median income	Percent of Adults with No High School Diploma	Percent Receiving Public Assistance
Yuba City	16.0%	17.5%		4,640/22.5%		
Sutter County	15.0%	16.7%	\$50,408	5,368/19.9%	21.7%	16.2%
Marysville	19.1%	32.3%		1,468/34.2%		
Yuba County	19.3%	21.6%	\$44,902	4,285/29.1%	21.0%	24.4%
State-California	11.5%	15.9%	\$61,094	16.3%	18.8%	12.1%

High Unemployment

As of May 2016, the Bureau of Labor and Statistics ranks the Yuba City Metropolitan Statistical Area at 364 out of 387 recognized metropolitan areas in the United States for unemployment rates nearly twice the rate of California and well over double the national average.

(from Habitat application)

High Poverty Levels

According to the 2011-2015 American Community Survey poverty estimates:

- In California, 15.3 percent of the entire population lived below the poverty level while 17.5 percent of Sutter County’s population lived below the poverty level. Of the 17.5%, 54% were female and 46% were male. In addition, of the 17.5% in poverty, the highest percentages by race were 63% White, 15% Asian and 10% Some Other Race.
- 2015 Under age 18 poverty rate 24.35%, up from 2014 at 22.79%.
- In 2015, households in poverty receiving SNAP was 36.39%, up from 2014 at 34.9% (2015 American Community Survey 5 year estimates)
- In California median family income is \$61,094 while Sutter County is \$50,408. Average per

Capita income in California is \$30,318, while Sutter County is \$23,688 with Hispanic/Latino averaging \$13,078 and Non-Hispanic/Latino averaging \$28,166.

- According to the State Department of Aging, there are 18,611 persons over 60 in Sutter County. Approximately 11% of those have incomes at or below the 2017 federal poverty guideline of \$12,060 (per Yuba-Sutter Legal Center -Senior Needs 2017)

Natural Resources

Both counties can be adversely affected by flooding, drought and fire as weather conditions swing from one extreme to the other. (2017 Yuba-Sutter Comprehensive Economic Development Strategy)

Recently the Yuba-Sutter community had an emergency evacuation due to flooding risk caused by the potential failure of the Lake Oroville emergency spillway. Two-hundred thousand people had to leave on a moments notice and were displaced for days. The impact on the community was immense, especially on the disabled and low-income who had a lack of transportation, funding, resources, etc. to leave a community in danger. In the aftermath, the community determined it needs an evacuation plan that details traffic routes to take, evacuation shelter locations that meet the needs of disabled, communication/emergency signals, etc.

Infrastructure

Both Yuba and Sutter Counties have major infrastructure needs especially in roadways, replacement of aging water and sewage lines, and degraded wastewater treatment facilities and is creating a barrier for development and industrial growth. (2017 Yuba-Sutter Comprehensive Economic Development Strategy)

Declining Industries

Both counties suffer from a lack of diversity in the regions industries. Reliance upon a few major industries such as medical, agriculture, and a military base leave the region at risk and vulnerable in the event of a major disaster such as flooding or base closure. Base closure is the greatest threat to the area which would leave over 2, 000 civilian employees without employment in this area that is already experiencing high unemployment rates. (2017 Yuba-Sutter Comprehensive Economic Development Strategy)

Workforce

Both counties experience terminal education migration and has a large unskilled labor force. The community is too dependent upon two major industries in the area, agriculture and the military. Continued migration of educated trained workforce due to lack of jobs in the area that match their skillset will create a community with no diversity and prolonged struggles with unemployment. (2017 Yuba-Sutter Comprehensive Economic Development Strategy)

Housing

Although there is plenty of housing available for those of moderate or higher incomes, there is a substantial lack of housing available for low income families and families who are here seasonally. (2017 Yuba-Sutter Comprehensive Economic Development Strategy)

Health

- There is a distinct lack of behavior and mental health services, high levels of health issues, and medical care leakage in the region. (2017 Yuba-Sutter Comprehensive Economic Development Strategy)

- There is a lack of access to mental health services and many community members struggle to cope with mental health illness and substance abuse. Both Sutter and Yuba counties had mortality and emergency department (ED) visit rates due to suicide/self-inflicted injury that exceeded the state benchmark and hospitalizations due to substance abuse were over twice the state rate. (Rideout Regional Medical Center and Sutter Surgical Hospital Community Health Needs Assessment May 2016)
- Both Sutter and Yuba counties had a greater percent of residents that were obese than the state as a whole. (Rideout Regional Medical Center and Sutter Surgical Hospital Community Health Needs Assessment May 2016)
- Sutter County has 34.25% of its insured population receiving Medicaid as compared to California at 25.55%, an indicator of a large vulnerable population that is more likely to have multiple health access, health status and social support needs. Of those receiving Medicaid, 49.88% are under age 18, 21.51% are age 18-64 and 20.98% are Age 65+. (2011-2015 American Community Survey estimates)

Transportation

Public transportation is limited in terms of routes and frequency requiring riders to spend an hour on the bus to a destination that would normally take 15 minutes or less by car. (2017 Yuba-Sutter Comprehensive Economic Development Strategy)

Financial Limitations

The regions inability to allocate capital toward promotion of regional resources and infrastructure has created a poor image of the area. Local investor mentality is at an all-time low. The image of the area and previous poor funding judgements are causing reticence in investment. (2017 Yuba-Sutter Comprehensive Economic Development Strategy)

Crime

- Violent crimes in Yuba City increased nearly 23% from 2015 to 2016, according to a public safety report by Police Chief (Appeal Democrat article 5/20/17)
- Safety in terms of strong police presence is an issue due to the financial woes of the cities within the region and of the counties themselves. There is also the leakage of law enforcement to other areas for better pay. (2017 Yuba-Sutter Comprehensive Economic Development Strategy)

Childcare

Child care wait lists are common for families who qualify for assistance. 82% of infant/toddlers, 71% of school-age children and 40% of preschoolers age 2-5 are underserved in Sutter County. There is a need for almost 3,000 additional childcare slots, well beyond the existing capacity. The lack of adequate childcare reduces the size of the available workforce and presents challenges for the local economy. (Childcare Planning Council of Yuba and Sutter Counties Child Care Needs Assessment Summary 2012-2017)

Homelessness

- Sutter County has ranked within the top 1/3 of the state in reported cases of domestic violence, and child abuse. The California Attorney General has named domestic violence as not only the leading cause of injury to women, but the leading cause of homelessness for women and children. (Casa application)

- Both counties are experiencing a severe problem with the homeless, homeless encampments and the attendant problems with this issue, generational poverty, and high unemployment. (2017 Yuba-Sutter Comprehensive Economic Development Strategy) The Point in Time homeless count conducted in January 2017 indicated 51% of homeless were male and 49% were female. In addition, of the 760 interviewed, 77 were severely mentally ill, 88 declared chronic substance abuse, 90 were victims of domestic violence and 118 declared other disabling conditions.

Educational Achievement

Although Yuba-Sutter is above state levels in Associate's Degrees, the K-12 districts are performing under national levels and there is no four year university or satellite campus in the immediate area. (2017 Yuba-Sutter Comprehensive Economic Development Strategy) 21.7% of persons over 25 do not have a High School Diploma. Of those, the highest percentages by race are 59% White, 24% Asian and 11% Some Other Race. (Community Commons, Sutter County Health Needs Assessment)

Nutrition

The entire community of Live Oak (Sutter County) was a designated food desert, without ready access to fresh, healthy and affordable food, as well as large portions of Yuba City were designated food deserts. (Rideout Regional Medical Center and Sutter Surgical Hospital Community Health Needs Assessment May 2016)

Community Needs				
Top Needs	Agency Priority (Yes/ No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
1. Shelters/ Affordable Housing	Yes	None	Habitat for Humanity, Casa de Esperanza, Hands of Hope-REST, Salvation Army Depot, Sutter County Health and Human Services, Yuba-Sutter Stand Down, Twin Cities Rescue Mission, Adult Rehabilitation Center, 14Forward, Buddy's House	17
2. Unemployment/Low-Paying Jobs	Yes	None	Habitat for Humanity-Youth Build, Salvation Army Depot, Sutter County One Stop, EDD, E Center Head Start	15
3. Alcohol/ Substance/ Drug Abuse	Yes	None	Salvation Army Depot, Pathways, Buddy's House	14
4. Behavioral Health	Yes	None	Ampla Health, Harmony Health Clinic, Sutter-Yuba Behavioral Health, Peach Tree Clinic	
5. Coordinated Entry System	Yes	None	Sutter-Yuba Homeless Consortium, Hands of Hope, Habitat for Humanity,	33

Instructions:

Top Needs: list the top needs from your most recent Needs Assessment

Agency Priority: Enter a Yes or No in the box to indicate if the need will be addressed directly or indirectly. If the need will not be met please provide explanation in narrative section below.

Description of programs/services/activities: Briefly describe the program, service or activity that your entity will directly provide.

Coordination: If your agency will address the need through coordination, describe what organizations and/or coalitions you will work with to meet the need, including the roles of each party.

Page: Please include the location where this information can be found.

Insert Narrative (Explain why need will not be met.)

DOCUMENTATION OF PUBLIC HEARING(S)

[California Government Code 12747\(b\)-\(d\)](#) requires all eligible entities to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, agencies are to identify all testimony presented by the low-income and identify whether or not the concerns expressed by that testimony are addressed in the CAP.

Provide a narrative description of the agency's public hearing process and methods used to invite the local community to the public hearing(s), and the methods used to gather the information about the low-income community's needs. Examples include: Surveys, public forums, and secondary data collection.

Note: Public hearing(s) shall not be held outside of the service area(s).

Public Hearing Process (Insert Narrative)

Sutter County Community Action Agency (SCCAA) utilized a multi-faceted approach to involving low-income populations and those agencies that service them, in the Community Action Planning Process and the determination of needs. The agency used the following methods:

1. The agency held a community needs assessment meeting on March 22, 2017 in partnership with Yuba County Community Services Commission to determine the needs/services of the region by the low-income population. 39 people were in attendance representing 22 different agencies that work to serve the low-income population. (see Appendix A -2017 Community Action Plan Meeting and Appendix B -CAP Meeting 3-22-2017 Attendees) The meeting was publicized via two websites, Facebook posts on five different pages, direct emails to agencies, Constant Contact email campaign, press releases in the local newspapers and radio station, distribution of flyers and the bi-monthly Non-Profit News Newsletter.

2. A Needs Assessment Survey was distributed and collected from March 22 – April 24, 2017 to seek feedback on the community's needs from the low-income, staff/service providers that provide services to the low-income, SCCAA board members, business owners and general public. An agency Services Survey was also distributed to better determine the services that are provided by local agencies. Packets of 15 Needs Assessment Surveys were provided to each agency at the community forum on March 22, 2017 as well as distributed to additional agencies that did not attend the forum. The Needs Assessment Survey was also provided online via Constant Contact. In addition, it was posted on the agency's website at www.suttercares.org, periodically posted on the SCCAA's Facebook page, was a link in the April 2017 newsletter and was directly emailed to multiple agencies, creating an even further reach. (see Appendix C – 2017 Needs Assessment Survey and Appendix D - 2017 Needs Assessment Survey Responses)

3. The agency also provided an opportunity for public comment and testimony on the Community Action Plan at the June 27, 2017 Public Hearing at the agency’s main office that is centrally located and accessible to clients. A public notice was published in the local paper, posted on SCCAA Facebook page and its website. No public comments were made at the public hearing.

Below is an example of a diagram that can be used to capture and identify testimony of the low income.

Comment/Concern	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Job training needs	Yes	32	N/A
Transportation needs in ABC, CA	No	N/A	Due to limited funding, agency meets 50% of the transportation needs in ABC, CA.

Attachments

- Provide a copy of each public hearing notice published in the media.
- Provide a summary of all testimony presented by the low-income population:

See Appendix J for public hearing notice. No public comments/testimony was made at the public hearing.

FEDERAL ASSURANCES

Public Law 105-285 establishes programmatic assurances for the State and eligible entities as a condition of receiving CSBG funds. Provide a detailed narrative describing the activities your agency will conduct that will enable low-income families and individuals to achieve the programmatic purposes listed below. [\(Federal Assurances can be found on Public Law pages 2736-2739\)](#)

1. Programmatic Purposes

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers 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, (including self-sufficiency 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);

Most of Sutter County Community Action Agency sub-grantee agencies provide programs that assist in removing obstacles and solving problems that block the achievement of self-sufficiency. The agencies listed below are currently funded by SCCAA, however the needs assessment done in conjunction with this CAP indicates different priority need areas and therefore going forward SCCAA may not be funding these exact agencies or exact services.

Bridges to Housing- Bridges assists homeless and low-income families to obtain safe, secure and affordable housing. Bridges has partnered with Yuba-Sutter Realtors for a program called “Second Chance” which will allow an eligible family who has a prior eviction to obtain housing by offering a financial sponsorship to the landlord to protect/guarantee them from loss. In addition, for eligible families, they offer a one-time payment to be made directly to a landlord to serve as a security deposit to begin renting a home. These programs allow families to be in a safe and stable environment, one of the first steps to self-sufficiency.

Casa De Esperanza—Casa provides emergency safe shelter and food for adult and child victims of family and personal violence but most important for achieving self-sufficiency is their counseling and education services which can last up to two years. Their programs include learning financial independence, budgeting, working with credit counselors, self-defense, finding employment, returning to school, etc.

Habitat for Humanity—Family Services Program-The Family Services program is geared toward improving self-sufficiency of the low-income population by providing an affordable home to a qualified family that must put their 500 hours of sweat equity into building it. The program allows the new homeowners to gain self-reliance, self-esteem and new skills. The Family Services program also helps teach families self-sufficiency by providing them with mortgage training, family support classes, budgeting, and referrals for counseling services.

Habitat for Humanity-Youth Build Program-The YouthBuild program provides classroom and onsite training and education to “at risk” young adults ages 18-24 through the construction of homes in the Family Services program. They are able to earn their Diploma or GED while receiving contractor training and earning certifications that increase their chance of employment and self-sufficiency. They also attend leadership programs for self-development and work with a caseworker to help them overcome barriers such as no daycare, no identification, no medical insurance, severe poverty/homelessness, probation/court, low reading and math levels, mental illness, physical disabilities, drug/abuse/alcohol abuse, poor communication skills, non-existent work ethic, etc.

Hands of Hope—Hands has a Day Program that provides core support services for the low-income population including restrooms, showers, laundry facilities and clothes as well as a Guest Advocate Program that assists clients with prescriptions, transportation to medical appointments, referrals to mental/medical facilities, completing government forms, etc. However, their Case Manager Program provides a “Ladder of Success” by offering information and tools necessary to empower the participant to get out of homelessness and become self-

sufficient. Participants in the Case Manager Program must make a long-term commitment to develop the necessary life skills to achieve their goals. One-on-one mentoring with participants assists them to identify goals, objectives and prepare “action plans” to improve their life situation. The program provides transportation for job search, vocational training and school as well as funding for uniforms, clothing for interviews, work shoes, driver training, etc.

NorCal Services for Deaf and Hard of Hearing—NorCal provides services to empower deaf and hard of hearing people to live independently and productively. They assist in family/individual self-sufficiency by coordinating and collaborating with other service agencies including social services/county offices, law enforcement agencies, homeless shelters, food programs, education services, etc. to maximize and make available all the current services offered to the deaf and hard of hearing.

Regional Housing Authority—Regional’s Family Self-Sufficiency Program works with eligible clients to create an Individual Training and Service Plan that identifies the client’s current and long term goals and provides steps to manage/eliminate barriers and find solutions. Regional then provides book vouchers and tuition assistance to aid in completing/furthering education, bus passes to get to work and school and purchase orders for interview/work clothing. The FSS Coordinator follows with the client regularly to make sure they are on track and taking advantage of all the resources available to help them toward self-sufficiency.

Salvation Army Depot—Once admitted into the program, the Depot provides homeless individuals and families in crisis a facility to live in for six months to a year as a step to move into permanent housing. During this time, the clients participate in a broad range of health related courses such as substance abuse cessation, anger management, nutrition and exercise. In addition they are assessed on vocational and educational needs as well as personal budgeting and parenting education. A plan for each individual or family is devised that includes a mix of counseling, education, vocational training, job searching, savings program, independent living skills, computer training and support groups to move the client to self-sufficiency. Once clients “graduate” from the program they continue to be assisted through the Depot’s Family Self-Sufficiency Follow Up program.

Salvation Army—Salvation Army’s Family Self-Sufficiency program is designed to prevent graduates of the Salvation Army Depot program from reentry into the cycle of homelessness, substance abuse, etc. The program offers in-home supportive services and counseling to help the client for up to two years after graduation to stay on track and to reinforce the myriad of skills learned at the Depot such as maintaining a budget, job acquisition and retention, goal setting, anger control, stress management, etc. all skills needed to be self-sufficient.

Sutter-Yuba Friday Night Live—FNL provides quality youth leadership and development programs including “My LifePlan”, a life skills program that allows the participant to assess themselves and their readiness for the road of life and how to avoid the common pitfalls. My LifePlan delivers the following results 1) reduced engagement in risky behaviors; 2) improved self-efficacy, ability to take action 3) increased progress toward a stable career and improved career planning; 4) improved school attendance and academic performance; 5) enhanced coping skills and ability to meet challenges and recover from failures; 6) increased self-management skills; 7) increased level of accountability to their life plan and goals; and 8) achievement of the goals and dreams specified in their life plan.

Yuba-Sutter Food Bank—The Food Bank provides nutritious food and other supplies to the low-

income population in an effort to alleviate hunger and assist with day-to-day living.

Yuba-Sutter Legal Center—The Legal Center assists seniors with overcoming barriers they face to retain self-sufficiency such as difficulty accessing benefit programs for income and health care, consumer fraud, landlord-tenant issues, financial abuse, etc. The Legal Center assists seniors with asserting their legal rights to maintain their home, obtaining health care, avoiding abuse, receiving public benefits to insure adequate income and maintain their financial independence and self-sufficiency, etc.

(ii) secure and retain meaningful employment;

A few of Sutter County Community Action Agency sub-grantee agencies provide assistance in pre-employment or ongoing employment training. In addition to the following listed services they provide they also partner with the America’s Job Centers (One-Stops), Experience Works, Sutter County Work Experience and other agencies that provide specific employment services. The agencies listed below are currently funded by SCCAA, however the needs assessment done in conjunction with this CAP indicates different priority need areas and therefore going forward SCCAA may not be funding these exact agencies or exact services.

Habitat for Humanity—YouthBuild Program- The YouthBuild program provides classroom and onsite training and education to “at risk” young adults ages 18-24. The program allows them the ability to earn their Diploma or GED while receiving job training and earning certifications like CPR/First Aid, forklift operation and solar certification that all increase their chance of employment. All participants are enrolled in Yuba College or placed into a job before leaving the program.

NorCal Services for Deaf and Hard of Hearing—NorCal employment assistance program includes job retention advocacy and employment discrimination as well as translation of HR policy written documents. In addition, they work with clients to become Department of Rehabilitation consumers so they qualify for many different programs that provide job readiness assessments, employment preparation and placement, communication strategies with coworkers and supervisors, dealing with work related issues like attendance, punctuality, work habits, etc.

Salvation Army Depot-- The Depot provides homeless individuals and families in crisis a facility to live in for six months to a year as a step to move into permanent housing. During this time, the clients participate in programs focused on attaining employment. They receive vocational training in food service and janitorial service and educational development, learn job searching and computer training and are provided transportation to employment.

(iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

A few of Sutter County Community Action Agency sub-grantee agencies provide services to assist the low-income population attain an adequate education, however they are not

necessarily focused on assistance with literacy skills. The agencies listed below are currently funded by SCCAA, however the needs assessment done in conjunction with this CAP indicates different priority need areas and therefore going forward SCCAA may not be funding these exact agencies or exact services.

Habitat for Humanity-Youth Build Program-The YouthBuild program provides classroom and onsite training and education to “at risk” young adults ages 18-24 that allows them the ability to earn their Diploma or GED. Participants spend 50% of their time in the classroom to complete their High School Diploma through a project based learning curriculum. (nearly 80% of their students enter the program with a 7th grade literacy level and need more than two years of high school credits to graduate). In addition, many participants are provided more than \$2,000 to enroll in Yuba College for post-secondary education courtesy of AmeriCorps.

NorCal Services for Deaf and Hard of Hearing—NorCal programs assist in the improvement of literacy skills by providing communication assistance including sign language, oral or tactile interpreting and captioning services for existing programs and services to be made accessible, assistive listening devices for rental and purchase, translation of written documents, intermediary interpreting for a deaf person whose communication skills are very limited.

Salvation Army Depot--The Depot provides homeless individuals and families in crisis a facility to live in for six months to a year as a step to move into permanent housing. During this time, the clients are assessed on their educational needs/goals. A plan for each individual or family is devised that includes a mix of counseling, education and support groups that help them reach their goals.

(iv) make better use of available income;

Some of Sutter County Community Action Agency sub-grantee agencies provide services to low-income families and individuals that teach basic life skills that include making better use of available income. Almost all sub-grantees assist the low-income population with enrollment in other benefit programs to help offset everyday expenses. The agencies listed below are currently funded by SCCAA, however the needs assessment done in conjunction with this CAP indicates different priority need areas and therefore going forward SCCAA may not be funding these exact agencies or exact services.

Casa de Esperanza- Casa provides a Next Steps Program that is beyond the emergency shelter services provided. This program provides deeper counseling and enhanced life skills development and includes extensive counseling in budgeting and financial matters as well as advocacy in cleaning up credit problems.

Habitat for Humanity—Family Services Program - Habitat’s Family Services program helps teach families better use of available income through mortgage training and budgeting classes.

NorCal Services for Deaf and Hard of Hearing—NorCal independent living skills instruction program includes instruction on money management as well as information on obtaining services and equipment specifically designed to enable deaf and hard of hearing people to live independently.

Salvation Army Depot-- The Depot provides homeless individuals and families in crisis a facility to live in for six months to a year as a step to move into permanent housing. During this time, the clients participate in a broad range of courses to move them to self-sufficiency that includes personal budgeting, savings program and overall financial management.

Salvation Army--the Family Self Sufficiency program reinforces the skills learned in the Depot program to prevent re-entry into the homelessness cycle. Maintaining a budget with a saving category is a primary focus of the program.

Yuba-Sutter Food Bank--The Food Bank provides nutritious food and other supplies to the low-income population in an effort to alleviate hunger and assist with day-to-day living. By providing food and supplies, clients are able to use their limited funds for other needs such as clothes, school supplies, paying bills, etc.

Yuba-Sutter Legal Center-- The Legal Center assists seniors with maintaining financial independence by assisting in the completion of paperwork so they can receive public assistance via food stamps, SSI, Social Security to insure adequate income. They also assist seniors to stay free of financial abuse by reviewing and explaining legal documents, negotiating with opposing parties if necessary, preparing legal documents and going to court on their behalf.

(v) obtain and maintain adequate housing and a suitable living environment;

Several of Sutter County Community Action Agency sub-grantee agencies assist the low-income population obtain adequate housing/a suitable living environment although some agencies provide emergency housing rather than permanent housing. The agencies listed below are currently funded by SCCAA, however the needs assessment done in conjunction with this CAP indicates different priority need areas and therefore going forward SCCAA may not be funding these exact agencies or exact services.

Bridges to Housing—Bridges provides funding for all or partial rental security deposits to landlords so the homeless or precariously housed low-income population can obtain safe and affordable housing.

Casa de Esperanza--Casa provides temporary emergency shelter to families who are homeless due to domestic violence. Depending on the family's needs and abilities, housing beyond the emergency shelter may be offered as well.

Habitat for Humanity-Family Services Program—Habitat's home building program sells a simple, affordable home at no profit to a qualified low income family that is currently living in substandard living conditions without proper maintenance and cleanliness. The family must put 500 hours of sweat equity into building the home which in turn allows the new homeowners to gain self-reliance, self-esteem and new skills. The new home usually costs a family about \$400-500 a month in mortgage payments (no interest is charged). This rate is typically 2 to 3 times less than the average price in the area.

Hands of Hope-- Hands of Hope partners with Regional Emergency Shelter Team (R.E.S.T.) as the evening and morning portal for families needing overnight shelter. Guests are driven by volunteers to participating area churches for dinner and overnight shelter. Cots, sleeping bags, pillows and blankets are all provided for them.

Regional Housing Authority--Regional Housing mission is to enhance communities by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with lower incomes.

Salvation Army Depot—The Depot provides homeless individuals and families in crisis a facility to live in for six months to a year as a step to move into permanent housing. During this time, the clients participate in a broad range of courses to move them to self-sufficiency that includes personal budgeting. Once clients “graduate” from the program they continue to be assisted through the Depot’s Family Self-Sufficiency Follow Up program via home visits and on-going counseling for up to two years to prevent reentry into the homelessness cycle.

Yuba-Sutter Legal Center--The Legal Center advises seniors of their legal rights as tenants and homeowners, negotiates with opposing parties if necessary, prepares legal documents, investigates complaints, and goes to court on behalf of the client so they can continue to have adequate and safe housing.

(vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and

A few of Sutter County Community Action Agency sub-grantee agencies provide grants and other assistance to meet immediate and urgent family and individual needs. The agencies listed below are currently funded by SCCAA, however the needs assessment done in conjunction with this CAP indicates different priority need areas and therefore going forward SCCAA may not be funding these exact agencies or exact services.

Hands of Hope--Hands Client Advocate program helps clients with special needs not provided by its Day Program. They provide bus tickets for verified appointments, help with fuel and propane, bike tires and tubes, work boots for a job, special needs for infants and children, assistance with utility bills, etc.

Salvation Army--Salvation Army has a safety net program for the low-income population in emergency situations. They provide food, clothing, housing vouchers, utility assistance and information and referrals all to increase the likeliness that the client is able to pay for costs associated with their emergency without being evicted and becoming homeless.

(vii) 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;

(l) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and;

SCCAA’s Executive Director is active with the following community/regional groups in an effort to collaborate/partner to serve low-income residents and address homelessness:

Board member, Sutter Community Affordable Housing Board
Board Member, Sutter Yuba Homeless Consortium (Continuum of Care)
Member – Sutter County Homeless Task Force
Member – Yuba-Sutter Regional Homeless Coordinated Entry Task Force
Member- Northern Regional Community Action Roundtable

One great example of a grassroots effort was the collaboration and assistance SCCAA's Executive Director provided County of Yuba's 14 Forward Project. 14Forward is a temporary homeless shelter program that was conceived and built in two months and opened in July 2016 to meet the emergency shelter needs of homeless that were being evacuated from longtime encampments in the river bottoms. The program has been a massive collaboration from the onset of a countless number of agencies, below are just a few. The Salvation Army provided lunch for the first several months of the project. The Twin Cities Rescue Mission provided lunch to the participants when Salvation Army was no longer able to, as well as providing breakfast and dinner since the opening of the shelter. The Mission also provided access to water, showers, hygiene and clothing. Yuba County Victim Witness, as well as Sutter Yuba Behavioral Health and Harmony Health, were strong partners, providing group and individual therapy, encouraging clients to access treatment for substance use, codependency, mental illness, and other psychological barriers to housing. California Rural Legal Assistance provided legal support for clients. The Sutter County One Stop, with the Employment Development Department, Yuba-Sutter Economic Development Corporation, the Plus Group, RUSH Personnel, and the Department of Rehabilitation provided employment support in identifying strengths and passions, resume development, and mock interviews. They partnered with specific agencies such as Alta California Regional Center and Veteran's Affairs for clients who meet their criteria.

Facility support was provided by Habitat for Humanity, Hilber's Inc., and Recology. Each provided ongoing support to keep the units safe and promote sanitary conditions.

Currently Sutter County is trying to replicate this model and other communities have reached out to 14Forward to share best practices as they try to replicate something similar in their community.

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Most of Sutter County Community Action Agency sub-grantee agencies have strong partnerships with local law enforcement agencies to enhance the effectiveness of their programs, however one specifically has an agreement formally set up to do so.

Casa de Esperanza- for the past 35 years Casa has entered into yearly operational agreements with Sutter County Sheriff's Department and Yuba City Police Department to insure the cooperation between agencies without duplication.

Please indicate the activities your agency sponsors to satisfy the Federal Assurance listed in #1 above (check all that apply):

- Disaster Preparedness and Relief
- Energy Support
- Job Training (Habitat Youth Build)
- Asset Development Programs
- Educational Support (Regional Housing)
- Career Development
- Volunteer Coordination Efforts
- Food Resources (Yuba-Sutter Food Bank)
- Health Education
- Tax Preparation /Tax Credit Information
- Mentoring
- Parent Support (Salvation Army Depot)
- Child Development Information
- Medical Service Access
- Home Visiting/Case management
- Childcare Services/Head Start
- Other: [Click here to enter text.](#)
- Other: [Click here to enter text.](#)

2. Needs of Youth

(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

Please select the types of programs your agency sponsors to address the needs of youth:

- Youth Mediation Programs
- Youth Mentoring Programs
- Tutoring
- Life Skills Training (FNL)
- Youth Employment (Habitat for Humanity Youth Build)
- Entrepreneurship Programs for Youth
- Other: [Click here to enter text.](#)
- Other: [Click here to enter text.](#)
- Other: [Click here to enter text.](#)

Narrative Response:

Some of Sutter County Community Action Agency sub-grantee agencies provide programs that specifically target the development of low-income youth. The agencies listed below are currently funded by SCCAA, however the needs assessment done in conjunction with this CAP indicates different priority need areas and therefore going forward SCCAA may not be funding these exact agencies or exact services..

Habitat for Humanity—Youth Build- Habitat’s program allows “at risk” young adults ages 18-24 to help low-income partner families gain stability through the constructions of their home. They receive training in classroom and onsite and are able to earn their Diploma or GED while receiving contractor training and earning certifications that significantly increase their chance of employment while participating in life changing experiences.

Sutter-Yuba Friday Night Live—FNL’s “My LifePlan” program focuses on the following for youth age 11-19: 1) reducing engagement in risky behaviors; 2) improving self-efficacy, ability to take action 3) increasing progress toward a stable career and improved career planning; 4) improving school attendance and academic performance; 5) enhancing coping skills and ability to meet challenges and recover from failures; 6) increasing self-management skills; 7) increasing level of accountability to their life plan and goals; and 8) achieving the goals and dreams specified in their life plan. In addition, they offer the Baby Think It Over program that educates teens on pregnancy prevention, the DUI Court in Schools and Every 15 Minutes programs that focus on youth drinking and driving as well as the FNL Chapters program that focuses specifically on youth leadership, development and social skills.

(ii) after-school childcare programs

None of Sutter County Community Action Agency sub-grantee agencies specifically provide after-school childcare programs, however the following agency has a program that occurs during the after-school timeframe.

Salvation Army Depot—The Depot provides children’s programming while parents are participating in classes, counseling sessions, etc.

3. Coordination of Other Programs

(C)To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts)

Please indicate the types of programs your agency coordinates services with:

- Local Workforce Investment Boards
- Social Service Departments
- CSBG MSFW Agency

- One-Stop Centers
- Child Care Centers
- Faith-Based Organizations
- Community Based Organizations
- Other: [Click here to enter text.](#)
- Other: [Click here to enter text.](#)
- Other: [Click here to enter text.](#)

Narrative Response:

By coordinating with other agencies (both public and private), Sutter County Community Action Agency sub-grantees leverage resources to further make a positive impact in our community to reduce poverty and increase family self-sufficiency. All funded agencies collaborate /coordinate with the organizations in one way or another.

Bridges to Housing – is a member of the Sutter Yuba Homeless Consortium and partners with Hands of Hope, Yuba-Sutter Information Management System, Casa de Esperanza, Salvation Army, Yuba-Sutter Realtor’s Association.

Casa de Esperanza – partners with the District Attorney’s office, Sheriff’s Department, Probation, Victim Witness, Child Protective Services, County Health Department, Yuba City Police Department, Rideout Hospital and Emergency Room, Behavioral Health, CalWORKS, hospitals, Headstart, Pathways, First Steps, etc. Also an active member of the Bi-County Sexual Assault Response Team, the Domestic Violence and Child Abuse Task Force, Restoration Railroad, The Sutter Yuba Homeless Consortium, Bi-County Commercially Sexually Exploited Children and Youth Task Force and Month of the Child Committee.

Friday Night Live – partners with Yuba County Children’s Council, Sutter County Children’s System of Care, Family Intervention Team, North Central Counties Consortium, Wheatland Youth Collaborative, Agents of Change, California Youth Connection and the Child Abuse Council. Also works with Yuba College, Chico State and the University of Phoenix for interns.

Habitat for Humanity Youth Build- partners with Yuba and Sutter County One Stops, Yuba County Office of Education, Sutter County Office of Education, Salvation Army, Alliance for Hispanic Advancement, the Hmong Outreach Center, SUNWorks Solar, AmeriCorps, Yuba College

Habitat for Humanity Family Services- partners with USDA, HUD, Yuba and Sutter County Health and Human Services, Yuba and Sutter County One Stops, Salvation Army, Sikh Temple, Alliance for Hispanic Advancement, Hmong Outreach Center, Tri-Counties Bank, Yuba-Sutter Economic Development Corporation, PG & E, Recology Yuba-Sutter, PlyGem Windows, Whirlpool, Valspar, Dow Chemical and GAF Roofing.

Hand of Hope – is a member of the Sutter Yuba Homeless Consortium and partners with Bridges to Housing, REST, Sutter/Yuba Behavioral Health, Yuba/Sutter County Human Services, Yuba/ Sutter County Adult Protection Services, Veterans Services, California Rural Legal Assistance, local churches, local food closets and community meals.

NorCal Services for Deaf – partners with Alta California Regional Center, Sutter County One Stop, Casa de Esperanza, Sutter County Welfare and Social Service office, FREED, Yuba-Sutter Legal Service and Yuba County Health and Human Services office.

Salvation Army – is a member of the Sutter Yuba Homeless Consortium and partners with Yuba-Sutter Interagency Council, Consumer/Provider Network, Parole and Community team, Homeless Planning team, Emergency Food and Shelter Board and United Way.

Yuba Sutter Legal Center – partners with Sutter County Public Guardian, Sutter County Adult Protective Service and Yuba Sutter Food Bank.

Yuba-Sutter Food Bank – partners with Sutter County Health and Welfare Departments, Chamber of Commerce, United Way and over 35 churches.

4. Emergency Food and Nutrition

Describe how your agency will provide emergency supplies and services, nutritious foods, and related services to counteract conditions of starvation and malnutrition among low-income individuals.

Several of Sutter County Community Action Agency sub-grantee agencies provide emergency services, services and/or food to the low-income population. The agencies listed below are currently funded by SCCAA, however the needs assessment done in conjunction with this CAP indicates different priority need areas and therefore going forward SCCAA may not be funding these exact agencies or exact services.

Casa de Esperanza- Casa provides emergency safe shelter and food for adult and child victims of family and personal violence as well as counseling and education services which can last up to two years.

Hands of Hope--Hands has a Day Program that provides emergency services/supplies for the low-income population including bathrooms, showers, laundry facilities and a clothes closet.

Yuba-Sutter Food Bank-- The Food Bank provides nutritious food and other supplies to the low-income population on designated days in an effort to alleviate hunger and assist with day-to-day living.

Yuba-Sutter Legal Center—The Legal Center provides assistance to seniors in receiving food stamps so they have more income for food and therefore improved nutrition. In addition, as the designated Senior Information and Assistance program provider for Sutter County, the Legal Center has access to a large network of resources that it refers seniors to for senior nutrition, low income housing, transportation, Medicare counseling, etc.

5. Employment and Training

Describe how your agency will coordinate with, and establish linkages between, governmental and other social services programs to assure the effective delivery of services and avoid duplication; and describe coordination of employment and training activities as defined in section 3 of the Workforce Innovation and Opportunity Act [29 U.S.C. 3102]. .

Please indicate the types of entities your agency coordinates services with:

- Workforce Investment Boards
- Social Service Departments
- One-Stop Centers

- Child Care Centers
- Faith-Based Organizations
- Local Colleges
- Adult Education programs
- Job Training Organizations
- CSBG MSFW Agency
- CalWORKS
- Community Based Organizations
- Substance Abuse Treatment Providers
- Other: [Click here to enter text.](#)
- Other: [Click here to enter text.](#)
- Other: [Click here to enter text.](#)

Narrative Response:

A few of Sutter County Community Action Agency sub-grantee agencies directly provide assistance in pre-employment or ongoing employment training. In addition to the following listed services they provide, the sub-grantees also partner with the America’s Job Centers (One-Stops), Experience Works, Sutter County Work Experience, Yuba College and other agencies that provide specific employment services.

The agencies listed below are currently funded by SCCAA, however the needs assessment done in conjunction with this CAP indicates different priority need areas and therefore going forward SCCAA may not be funding these exact agencies.

Habitat for Humanity—YouthBuild Program- The YouthBuild program provides classroom and onsite training and education to “at risk” young adults ages 18-24. The program allows them the ability to earn their Diploma or GED while receiving job training and earning certifications like CPR/First Aid, forklift operation and solar certification that all increase their chance of employment. All participants are enrolled in Yuba College or placed into a job before leaving the program. Habitat partners with Yuba and Sutter County One Stops, Yuba County Office of Education, Sutter County Office of Education, Salvation Army, Alliance for Hispanic Advancement, the Hmong Outreach Center, SUNWorks Solar, AmeriCorps, Yuba College.

NorCal Deaf and Hard of Hearing—NorCal employment assistance program includes job retention advocacy and employment discrimination as well as translation of HR policy written documents. In addition, they work with clients to become Department of Rehabilitation consumers so they qualify for many different programs that provide job readiness assessments, employment preparation and placement, communication strategies with coworkers and supervisors, dealing with work related issues like attendance, punctuality, work habits, etc. partners with Alta California Regional Center, Sutter County One Stop, Casa de Esperanza, Sutter County Welfare and Social Service office, FREED, Yuba-Sutter Legal Service and Yuba County Health and Human Services office.

Salvation Army Depot-- The Depot provides homeless individuals and families in crisis a facility to live in for six months to a year as a step to move into permanent housing. During this time, the clients participate in programs focused on attaining employment. They receive vocational training in food service and janitorial service and educational development, learn job searching and computer training and are provided transportation to employment.

6. Low-Income Home Energy Assistance

Describe how your agency will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that the emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in the community.

None of Sutter County Community Action Agency sub-grantee agencies specifically provide energy crisis intervention programs, however the following agencies have a program that can assist with funds to pay for a utility bill if the power is going to be turned off.

Hands of Hope-Hands Client Advocate program helps with special needs not provided by its Day Program that includes assistance with utility bills.

Salvation Army-Salvation Army has a safety net program for the low-income population in emergency situations that provides utility assistance.

7. Faith-Based Organizations, Charitable Groups, and Community Organization Partnerships

Describe how your agency 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.

Please select the various organizations that your agency forms partnerships to serve low-income residents in your service area, check all that apply:

- Local school districts
- Social Service Departments
- State agencies
- Colleges
- Faith-Based Organizations
- Community Based Organizations
- Local Utility Companies
- Charitable Organizations
- Homeless Programs
- Participant in County Taskforce
- Local Food Banks

- Other: One Stops
- Other: Click here to enter text.
- Other: Click here to enter text.

Narrative Response:

SCCAA's Executive Director is active with the following community/regional groups in an effort to collaborate and serve low-income residents:

- Board member, Sutter Community Affordable Housing Board
- Board Member, Sutter Yuba Homeless Consortium (Continuum of Care)
- Member – Sutter County Homeless Task Force
- Member – Yuba-Sutter Regional Homeless Coordinated Entry Task Force
- Member- Northern Regional Community Action Roundtable

SCCAA sub-grantees include agencies that are faith-based, food banks, a homeless day service center, homeless housing program, community based organizations, etc.

All SCCAA's sub-grantees work closely with other agencies, churches, community organizations, etc. either via formal contracts/MOU's or informal partnerships, that are for the purpose of better serving the low-income population.

Bridges to Housing – is a member of the Sutter Yuba Homeless Consortium and partners with Hands of Hope, Yuba-Sutter Information Management System, Casa de Esperanza, Salvation Army, Yuba-Sutter Realtor's Association.

Casa de Esperanza – partners with the District Attorney's office, Sheriff's Department, Probation, Victim Witness, Child Protective Services, County Health Department, Yuba City Police Department, Rideout Hospital and Emergency Room, Behavioral Health, CalWORKS, hospitals, Headstart, Pathways, First Steps, etc. Also an active member of the Bi-County Sexual Assault Response Team, the Domestic Violence and Child Abuse Task Force, Restoration Railroad, The Sutter Yuba Homeless Consortium, Bi-County Commercially Sexually Exploited Children and Youth Task Force and Month of the Child Committee.

Friday Night Live – partners with Yuba County Children's Council, Sutter County Children's System of Care, Family Intervention Team, North Central Counties Consortium, Wheatland Youth Collaborative, Agents of Change, California Youth Connection and the Child Abuse Council. Also works with Yuba College, Chico State and the University of Phoenix for interns.

Habitat for Humanity Youth Build- partners with Yuba and Sutter County One Stops, Yuba County Office of Education, Sutter County Office of Education, Salvation Army, Alliance for Hispanic Advancement, the Hmong Outreach Center, SUNWorks Solar, AmeriCorps, Yuba College

Habitat for Humanity Family Services- partners with USDA, HUD, Yuba and Sutter County Health and Human Services, Yuba and Sutter County One Stops, Salvation Army, Sikh Temple, Alliance for Hispanic Advancement, Hmong Outreach Center, Tri-Counties Bank, Yuba-Sutter Economic Development Corporation, PG & E, Recology Yuba-Sutter, PlyGem Windows, Whirlpool, Valspar, Dow Chemical and GAF Roofing.

Hand of Hope – is a member of the Sutter Yuba Homeless Consortium and partners with Bridges to Housing, REST, Sutter/Yuba Behavioral Health, Yuba/Sutter County Human Services, Yuba/ Sutter County Adult Protection Services, Veterans Services, California Rural Legal Assistance, local churches, local food closets and community meals.

NorCal Services for Deaf – partners with Alta California Regional Center, Sutter County One Stop, Casa de Esperanza, Sutter County Welfare and Social Service office, FREED, Yuba-Sutter Legal

Service and Yuba County Health and Human Services office.

Salvation Army – is a member of the Sutter Yuba Homeless Consortium and partners with Yuba-Sutter Interagency Council, Consumer/Provider Network, Parole and Community team, Homeless Planning team, Emergency Food and Shelter Board and United Way.

Yuba Sutter Legal Center – partners with Sutter County Public Guardian, Sutter County Adult Protective Service and Yuba Sutter Food Bank.

Yuba-Sutter Food Bank – partners with Sutter County Health and Welfare Departments, Chamber of Commerce, United Way and over 35 churches.

8. Establishment of Procedures for Adequate Board Representation

Describe your agency's procedures for establishing adequate board representation 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 the board (or other mechanism).

Sutter County Community Action Agency makes every effort to be inclusive and representative of low-income individuals or groups. It advertises for vacancies on its board through public notifications in the local newspapers, Facebook, Non-Profit News newsletter and the website at www.SutterCares.org and screens board applicants for qualifications to fill the low-income representative seats.

9. Cost and Accounting Standards

Describe how your agency will ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds.

Sutter County Community Action Agency operates a computerized accounting system, maintains a general ledger, and distributes bi-monthly financial statements to the Board of Directors to ensure that cost and accounting standards to the Office of Management and Budget (OMB) apply to a recipient of the funds.

10. Service Delivery System

- a. Provide a description of your agency's service delivery system, for services provided or coordinated with CSBG funds targeted to low-income individuals and families in communities within the State.

- b. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based an in-depth analysis of performance data.

SCCAA does not provide direct services, but administers CSBG funds through sub-grantees. The

sub-grantees provide services to low-income residents of Sutter County according to their contract following all CSBG rules and regulations.

Bridges to Housing- Bridges assists homeless and low-income families to obtain safe, secure and affordable housing by offering a one-time payment to be made directly to a landlord to serve as a security deposit to begin renting a home.

Bridges example of changes to improve service delivery: Expanded Board membership to broaden their base of expertise and possible extension of funding to 1-3 months of rent.

Casa De Esperanza—Casa provides emergency safe shelter and food for adult and child victims of family and personal violence as well as counseling and education services which can last up to two years. Their programs include learning financial independence, budgeting, working with credit counselors, self-defense, finding employment, returning to school, etc.

Habitat for Humanity—Family Services Program-The Family Services program provides an affordable home to a qualified family that must put their 500 hours of sweat equity into building it which gives them self-reliance, self-esteem and new skills. The Family Services program also provides the family with mortgage training, family support classes, budgeting, and referrals for counseling services.

Habitat for Humanity-Youth Build Program-The YouthBuild program provides classroom and onsite training and education to “at risk” young adults ages 18-24 through the construction of homes in the Family Services program. Youth are able to earn their Diploma or GED while receiving contractor training and earning certifications. They also attend leadership programs for self-development and work with a caseworker to help them overcome barriers such as no daycare, no identification, no medical insurance, severe poverty/homelessness, probation/court, low reading and math levels, mental illness, physical disabilities, drug/abuse/alcohol abuse, poor communication skills, non-existent work ethic, etc.

Hands of Hope—Hands has a Day Program that provides core support services for the low-income population including restrooms, showers, laundry facilities and clothes as well as a Guest Advocate Program that assists clients with prescriptions, transportation to medical appointments, referrals to mental/medical facilities, completing government forms, etc. The program provides transportation for job search, vocational training and school as well as funding for uniforms, clothing for interviews, works shoes, driver training, etc.

Hands of Hope example of changes to improve service delivery: Hired an executive director/service center manager with over 10 years of experience working with the homeless in the local communities to assist their board in directing the path of their future programs and running their day to day operations.

NorCal Services for Deaf and Hard of Hearing—NorCal provides services to empower deaf and hard of hearing people to live independently and productively. They collaborate with other

service agencies including social services/county offices, law enforcement agencies, homeless shelters, food programs, education services, etc. to maximize and make available all the current services offered to the deaf and hard of hearing.

NorCal example of changes to improve service delivery: client survey results for 2015-2016 indicated the top needs of the deaf community that were not being met were: More client advocates, DMV classes, Computer training, more deaf social events and professional counseling services. With limited funding, NorCal was not able to hire more client advocates, however they did start offering sign language classes and now offer two per year for 6 to 8 weeks to teach basic sign language. The classes continue to grow and attendees include service provider staff, school educators, family members, etc. who want to learn how to communicate with people who have hearing loss. In addition, they make a concerted effort to create new social events and/or modify their current events every year in response to the demand also identified in the survey results.

Regional Housing Authority-Regional's Family Self-Sufficiency Program provides book vouchers and tuition assistance to aid in completing/furthering education, bus passes to get to work and school and purchase orders for interview/work clothing.

Regional example of changes to improve service delivery: They began conducting a more detailed phone interview upon program exit to find other ways to help the client.

Salvation Army Depot—Once admitted into the program, the Depot provides homeless individuals and families in crisis a facility to live in for six months to a year as a step to move into permanent housing. Clients participate in a broad range of health related courses such as substance abuse cessation, anger management, nutrition and exercise. In addition they are assessed on vocational and educational needs as well as personal budgeting and parenting education. Once clients "graduate" from the program they continue to be assisted through the Depot's Family Self-Sufficiency Follow Up program.

Depot example of changes to improve service delivery: forged new and improved relationships with CalWorks and ECenter Head Start to bridge the gap in services for clients, to ensure longevity of success when clients complete Salvation Army program.

Salvation Army—Salvation Army's Family Self-Sufficiency program offers in-home supportive services and counseling to help the client for up to two years after graduation to stay on track and to reinforce the myriad of skills learned at the Depot such as maintaining a budget, job acquisition and retention, goal setting, anger control, stress management, etc.

Salvation Army example of changes to improve service delivery: Developed and implemented new relationships with local colleges and universities, as well as work experience programs with Yuba and Sutter counties to help clients with job acquisition and retention.

Sutter-Yuba Friday Night Live—FNL provides quality youth leadership and development programs including "My LifePlan", a life skills program that allows the participant to assess themselves and their readiness for the road of life and how to avoid the common pitfalls.

FNL example of changes to improve service delivery: newly collaborated with Sutter County agencies to gain additional funding for the expansion of Friday Night Live programs.

Yuba-Sutter Food Bank—The Food Bank provides nutritious food and other supplies to the low-income population in an effort to alleviate hunger and assist with day-to-day living.

Yuba-Sutter Legal Center—The Legal Center assists seniors with accessing benefit programs for income and health care, consumer fraud, landlord-tenant issues, financial abuse, etc. as well as assists with asserting their legal rights to maintain their home, obtaining health care, avoiding abuse, receiving public benefits to insure adequate income and maintain their financial independence and self-sufficiency, etc.

11. Linkages

Describe how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

Client characteristics and demographic information are collected and analyzed. Management staff reviews all department information. Performance measures and outcomes tracking are being refined and modifications will be incorporated into our programs. A Client Service Survey is administered to analyze SCCAA service performances. Board members and staff review the Vision and Mission Statements of SCCAA on a regular basis and develop strategies for improving agency's capacity and committees and setting goals.

12. Funds Coordination

Describe how CSBG funds will be coordinated with other public and private resources.

Sutter County Community Action Agency continually seeks new funding opportunities and joint ventures with other community agencies, businesses, projects and foundations to leverage CSBG funds to provide funding for its sub-grantees as well as administrative support. In addition, SCCAA provides technical assistance and directs sub-grantee agencies to additional grant funding resources they can apply for directly.

SCCAA's sub-grantees use a variety of public and private funding sources, in addition to CSBG, to fund their programs:

Bridges to Housing—Bridges receives funding from Emergency Solutions Grants and private donations.

Casa de Esperanza— Casa receives funding from California Governors Office of Emergency Services Domestic Violence and Sexual Assault, California Department of Public Health, Blue Shield Foundation and Presley Funds.

Friday Night Live—FNL receives funding from Sutter Yuba Mental Health

Habitat for Humanity-Family Services-Habitat receives funding from US Bank, Bank of America, AmeriCorps National and from its ReStore retail sales

Habitat for Humanity-Youth Build-Habitat receives funding from John Muir Charter School-ADA Allocation, Sierra Health Foundation, YouthBuild AmeriCorps, SUNWorks Training and from its ReStore retail sales.

Hands of Hope-Hands receives funding from private contributions, non-profit contributions, business contributions, fundraising activities, Community Development Block Grants and other local grants

NorCal Services for Deaf and HOH-NorCal receives funding from Department of Social Services, Department of Rehabilitation, donations and fundraising, United Way and interpreting fees.

Salvation Army-Salvation Army receives funding from Emergency Solutions Grants for emergency shelter and rapid rehousing and Sutter County Preserving Safe and Stable Families.

Yuba-Sutter Food Bank-Food Bank receives funding from private donations

Yuba-Sutter Legal Center-Legal Center receives funding from Area 4 Agency on Aging, Legal Services Trust Fund, Equal Access Fund, United Way, private donations and fundraising activities.

13. Innovative Community and Neighborhood Initiatives (Including Fatherhood/Parental Responsibility)

Describe how your agency will use funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle which may include fatherhood and other initiatives with the goal of strengthening families and encouraging effective parenting. -.

Please select the community and neighborhood initiatives your agency will use to fulfill the purpose of this subtitle:

- Fatherhood Strengthening Classes
- Counseling
- Non-court-ordered parenting classes
- Co-parenting communication skills
- Classes assisting incarcerated or recently paroled men
- Job training and employment assistance
- Other: Click here to enter text.
- Other: Click here to enter text.
- Other: Click here to enter text.

Narrative Response:

Sutter County Community Action Agency sub-grantees are often family-based programs that encourage parental responsibility and reunification if there is separation of parents and

children. No problems specifically only focus on men, however a few focus on the health of the family.

Casa de Esperanza- Casa provides emergency safe shelter and food for adult and child victims of family and personal violence but most important for achieving self-sufficiency is their counseling and education services which can last up to two years. Their programs include learning financial independence, budgeting, working with credit counselors, self-defense, finding employment, returning to school, etc.

Salvation Army Depot—Once admitted into the program, the Depot provides homeless individuals and families in crisis a facility to live in for six months to a year as a step to move into permanent housing. During this time, the clients participate in a broad range of health related courses such as substance abuse cessation, anger management, nutrition and exercise. In addition they are assessed on vocational and educational needs as well as personal budgeting and parenting education. A plan for each individual or family is devised that includes a mix of counseling, education, vocational training, job searching, savings program, independent living skills, computer training and support groups to move the client to self-sufficiency. Once clients “graduate” from the program they continue to be assisted through the Depot’s Family Self-Sufficiency Follow Up program.

STATE ASSURANCES

California State Law establishes assurances for the State and eligible entities. Provide narrative descriptions of how your agency is meeting each assurance.

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

Sutter County Community Action Agency continually seeks new funding opportunities and joint ventures with other community agencies, businesses, projects and foundations to leverage CSBG funds to provide funding for its sub-grantees as well as administrative support. The agency’s Fund Development Process integrates sustainability strategies into its program development activities. However, should CSBG funding be reduced significantly, the SCCAA Board of Directors and staff will implement the following strategies:

- Review alternative funding sources and increase efficiency and cost effectiveness;
- Continue to implement agency resource development activities that focus on increasing the following: grants from foundations, corporate support, community giving, and general public support from fundraising events;
- Priority will be given to maintaining support to core programs and key administrative personnel to support activities;

In addition, many of SCCAA's current sub-grantees has a contingency plan for reduced federal funding:

Bridges to Housing – will aggressively increase community awareness of the services offered to increase private donations; maintain and strengthen relationships with all present donors; establish an active Board fundraising committee and advisory board; research private organizations and foundation that offer grants to programs that serve the low income population; implement a donation letter campaign and stage fundraising activities and events.

Casa de Esperanza – will streamline, downsize or will cease to exist.

Friday Night Live – will aggressively search for new grant funding opportunities via its license with Grant Search America and will have staff and volunteers attend grant writing workshops.

Habitat for Humanity - will pursue other grant sources but will focus on community awareness of the programs offered to increase funding opportunities. In addition, they have identified services that could be reduced to help offset the funding loss.

Hand of Hope – will apply for other grants, seek support from private donors and contract with local agencies.

NorCal Services of Deaf – will conduct more community event fundraisers, reduce staff and defer clients to out of area providers who can assist

Regional Housing Authority – increase community awareness on success of program to increase funding opportunities.

Salvation Army – use interns and CalWORKS work experience clients in place of staff

Yuba Sutter Legal Center – will increase fundraising

Yuba-Sutter Food Bank – will place a limit on the number of households registered and/or reduce food provided as well as aggressively seek donations and surplus food

[California Government Code § 12760](#): Community action agencies funded under this article shall coordinate their plans and activities with other eligible entities 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.

Sutter County Community Action Agency Executive Director is active with the following community/regional groups in an effort to collaborate/coordinate with other agencies that serve low-income population but not duplicate efforts:

Board member, Sutter Community Affordable Housing Board

Board Member, Sutter Yuba Homeless Consortium

Member – Sutter County Homeless Task Force

Member – Yuba-Sutter Regional Homeless Coordinated Entry Task Force

[California Government Code §12768](#): Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other eligible entities funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not an MSFW entity, please write “not applicable”.

Not Applicable

INDIVIDUAL AND COMMUNITY ELIGIBILITY REQUIREMENTS

Describe how your agency verifies participant income eligibility:

- Pay Stubs
- Social Security Award Letters
- Bank Statements
- Tax Statements
- Zero-income Statements
- Unemployment Insurance Letters
- Qualification for other need-based program, describe

School lunch program

- Other, describe:

Passport to Services, Cash Aid, CalWorks, Self-Certification, Employer Verification, School Demographics

SCCAA does not directly verify participant income but the sub-grantees that are awarded CSBG funds use a combination of the above listed and checked documents in compliance with CSD requirements.

Income eligibility for general/short term services: For services with limited in-take procedures (where individual income verification is not possible or practical), describe how your agency

generally verifies income eligibility for services? An example of these services is emergency food assistance.

SCCAA does not directly provide general/short term/emergency services or do in-take. The following sub-grantees do, each with a slightly different in-take process.

Hands of Hope—Even for short term services such as showers, laundry and clothes closet and referral service, Hands still do extensive intake procedures.

Casa de Esperanza- Casa provides emergency safe shelter and food for adult and child victims of family and personal violence as well as counseling and education services. All services, including emergency intake, are done on a 24 hour basis. They often verify status by the mail received at Casa or fact that client is working. Legal mandates require that they provide services to clients even though they deny a release of information, as a result, often times a woman self-certifies that she is low income.

Community-targeted services: For services that provide a community-wide benefit (e.g. development of community assets/facilities; building partnerships with other organizations), describe how your agency ensures the services target low-income communities?

Casa de Esperanza- Casa serves any person suffering from domestic violence, although it is predominantly women. Women who come to Casa by nature of their victimization, are homeless. They meet the requirements of low income, pursuant to OMB guidelines or are on public assistance 98% of the time. Casa can, however, verify their status by the mail they receive at Casa (public assistance) or the fact that they are working.

NorCal Deaf and Hard of Hearing—NorCal Deaf provides to anyone who need services. They are located in a low income area where most of the deaf and hard of hearing clients are receiving SSI or government assistance. NorCal also works closely with Welfare, Social Security Administration, Department of Vocational Rehabilitation, WIC, housing assistance, and other agencies that provide free services to assure they reach the low-income population.

Sutter-Yuba Friday Night Live—FNL works with all youth. They have created a bi-county-wide partnership with all agencies that work with youth. They are confident they are targeting low-income because most all school sites in the Yuba-Sutter area have between 52-100 percent of students/families receiving Aid to Families with Dependent Children (AFDC) and free or reduced lunches.

MONITORING AND EVALUATION

CSBG eligible entities are required to be actively involved in the evaluation of your community action programs. Provide a narrative description of the specific method(s) of evaluation,

frequency, and monitoring conducted that ensures high standards of program and fiscal performance.

1. Describe your methods for evaluating programs and services.

SCCAA subcontracts with agencies to provide services directly to the low-income population. These agencies are chosen through a competitive Request for Proposal (RFP) process. The RFPs are evaluated on a variety of factors, including local Community Action Plan priorities. Contracts are then executed with each agency awarded funding. These contracts contain both Work Plan and Budget sections which reflect the program information in the proposal. The Work Plan sets forth measurable quantified objectives, showing specific contacts and number of clients to be served. The Budget spreads the program costs in line item format. Agencies comply with all CSD contractual and reporting requirements.

Annual and bi-monthly reports are required which include programmatic and fiscal information. The expenditure report must include backup documentation to substantiate any charges made to the program. The reimbursement request is processed after this report is deemed acceptable.

A final close-out report is required of sub-grantees, after close of the programs. The success of each program is again evaluated at this time. Future funding of sub-grantees is affected by their ability to report accurately and timely, as well as on efficient and effective delivery of services. Program sites will be monitored not less than once every three years. The purpose will be to identify any problems, provide assistance, and to take corrective action as necessary. The agency's records are reviewed during this visit to ensure contract compliance. Documentation must be provided to support reports submitted and prove validity of services.

Bridges to Housing – A client satisfaction survey is given to every family interviewed at Bridges. The forms are reviewed monthly and a report is given to the Board.

Casa de Esperanza – Weekly clients evaluate their own successes and solicit their case managers assistance during counseling sessions. In addition, client comments, suggestions and sign out sheets are logged and reviewed weekly during a case management meeting between the direct service staff and the Director of Client Services. Statistics are gathered monthly and quarterly these statistics and progress reports are forwarded to funding sources.

Friday Night Live – Evaluation includes participant completion of one or more: pre and post tests, surveys, questionnaires and/or testimonials. They are provided by U.C. Davis – Center for Regional Change-Healthy Youth Survey. Periodic individual, group and event interviews with youth throughout the program are used to determine effectiveness. In addition, participants are given the Youth Development Survey developed by the Youth Leadership Institute.

Habitat for Humanity Youth Build- A customer service survey is completed by the client at the beginning, middle and end of program term. In addition, each client's attendance and program participation is tracked which includes their progress, certifications received, and

overall performance. Program success is determined by the percentage of clients graduating, entering into post-secondary education and/or employment, completing 400 hours of construction training, receiving certifications in forklift and CPR/First Aid and receiving HBI Pact certification.

Habitat for Humanity Family Services- Evaluation includes a customer satisfaction survey for families that attend classes, meet for interviews or interact with staff. In addition, a Partner Family Handbook acts as a workbook, used from beginning to end of the program where Partner Families have the opportunity to comment on the various sections of the program and any issues with their home.

Hand of Hope – Conduct follow up interviews with clients bi-annually, enter and track HMIS data and review outcome reports monthly, have just begun utilizing client satisfaction surveys

NorCal Services of Deaf – Staff meet with clients to determine progress, Tri-County Outreach Coordinator submits monthly progress reports on completion of contract and program goals to the Deputy Director and CEO. CEO provides year-to-date progress reports to the Board of Directors. In addition, the Tri-County Outreach Community Advisory Council provides input on the internal and external operations of the program, annually clients services are evaluated through an online/paper survey and all workshops include surveys to gather feedback from participants for improving workshop contents.

Regional Housing Authority – Use a clients Individual Training and Service Plan to evaluate success and progress of the client and ultimately program success. The Family Self-Sufficiency Program Coordinator sends quarterly reports to evaluate clients progress and sets up appointments on a case by case basis if needed to make changes. In addition, a client satisfaction survey is distributed to clients to determine the rating of the services provided.

Salvation Army – Each case worker and counselor is required to complete case notes on each client which are reviewed at a weekly meeting. Progress in the program is evaluated and changes in the client's case plan is discussed at the weekly meeting to ensure each client is given the program the best meets their needs. At 90 and 120 days in the FSS program, participants present to a review panel their progress towards their goals which is discussed, evaluated and changes made if necessary. Clients also complete a satisfaction survey that evaluates the tools and methods used by the program.

Salvation Army Depot- Each case worker and counselor is required to complete case notes on each client which are reviewed at a weekly meeting. Achievement of objectives and goals are determined, progress in the program is evaluated and changes in the client's case plan is discussed at the weekly meeting to ensure each client is given the program the best meets their needs. At 30, 60 and 120 days in the program a client self-evaluation is completed and then reviewed by staff. Clients also complete a satisfaction survey that evaluates the tools and methods used by the program.

Yuba Sutter Legal Center - Clients are asked to complete a one-page survey when their case is closed to determine if they are satisfied with the resolution of their case. Directing attorney reviews the comments and determines if changes are needed to the program.

Yuba-Sutter Food Bank – Program is evaluated by the amount of funding received annually, the number of clients served as well as the results of a client satisfaction survey

that is distributed each spring

2. Describe the frequency of evaluations conducted.

Evaluation of the sub-grantees occurs every two months when bi-monthly reports are submitted as well as when the annual reports are submitted. In addition, a site visit by board members is typically done annually. Financial reports are reviewed every two months by the SCCAA Board of Directors and Executive Director.

SCCAA's sub-grantees report the following:

Bridges to Housing –initial interview and then after client is placed in a home.

Casa de Esperanza –weekly, monthly and quarterly evaluations are done

Friday Night Live – program inception and completion as well as annually

Habitat for Humanity Youth Build-after completion of the Mental Toughness portion of the program, at the mid-point of the participant's term and once the student has graduated the program.

Habitat for Humanity Family Services- during each home being built

Hand of Hope – monthly and bi-annually

NorCal Services of Deaf – annually, monthly and at every workshop

Regional Housing Authority - periodically

Salvation Army/Sal. Army Depot – daily, monthly, quarterly and annually

Yuba Sutter Legal Center – annually or at case completion

Yuba-Sutter Food Bank - annually

3. Describe specific monitoring activities and how they are related to establishing and maintaining the integrity of the CSBG program.

When sub-grantees submit bi-monthly reports, SCCAA carefully checks that all receipts presented correspond with their budgeted items and all required back-up is included. SCCAA continually tracks expenditures to assure each agency is spending their allocated funds such that all funds will be expended by the contract term and no overspending has occurred. In addition, SCCAA continually monitors insurance policies to assure they are current and in file, collects financials and/or audits annually and collects client satisfaction survey results annually. SCCAA provides technical assistance and forms training whenever needed to each of the sub-grantees to assure their program success as well as provides them with resources for additional funding opportunities to help grow their programs. Site visits also give SCCAA the opportunity to see the sub-grantees operation, assure files are secured, in-take is being handled correctly, the low-income clients are being served and find out what challenges sub-grantees are facing so that possible solutions can be determined to help them strengthen their programs.

SCCAA's sub-grantees report the following:

Bridges to Housing – Collect data as to families success in maintaining a home

Casa de Esperanza – Client comments, suggestions and sign-out sheets are logged and

reviewed weekly during a case management meeting between the direct service staff and the Director of Client Services. Stats are gathered monthly and quarterly these stats and progress reports are forwarded to funding sources. In addition, ongoing dialogue between Casa and referral agencies helps with early identification of any problems with the program.

Friday Night Live – Evaluation tools such as surveys, questionnaires and/or testimonials gathered at the inception of the programs are compared to periodic post-test, evaluation surveys, questionnaires and /or testimonials to determine the overall effectiveness of the programs.

Habitat for Humanity Youth Build- Monitor the percentage of clients obtaining the following: one year of participation to complete the program, completing a diploma or GED, entering into post-secondary education or employment, receiving several certifications, and leaving with a driver's license, birth certificate, e-mail, professional resume, and SSI card.

Habitat for Humanity Family Services-Satisfaction surveys that communicate issues with the overall operation of the program are reviewed and in some cases a recommendation for program changes are suggested to the CEO and Board of Directors for approval.

Hand of Hope – Recently developed client satisfaction survey information will be gathered and will be used to gauge the need for altered services and define the strengths and weaknesses of the agency to appropriately better serve their clients.

NorCal Services of Deaf – In 2017 the online survey tool used will include an ASL video translation for each question/answer choice to assure as much client feedback as possible is obtained on the services used, the level of satisfaction and the needs for future services. An annual report of the survey results is provided to the CEO and Board of Directors to review and determine if program changes are needed.

Regional Housing Authority – Client progress reports reveal if a client is obtaining their long and short term goals which is a direct reflection on the effectiveness of the program.

Salvation Army /Sal. Army Depot-To maintain and improve the quality and efficiency of the program, clients have to fill out surveys every 30 days to communicate their satisfaction in relation to tools and methods used by the program. The forms are collected monthly and analyzed by staff and the program director at a monthly meeting, allowing administration to assess/evaluate and decide if there is a need to adjust or implement methods to improve the quality and efficiency of the programs and services. In addition, success is determined statistically by the number of clients served, individually through the self-sufficiency follow-up program that does home visits and counseling with program graduates and by evaluation of the recidivism records.

Yuba Sutter Legal Center – Success of the program is measured by determining at the end of year how many seniors were able to remain in or move to “stable” status.

Yuba-Sutter Food Bank –A client satisfaction survey is distributed to clients each year to evaluate the food products and sanitation items provided.

DATA COLLECTION

The success of the CSBG Network relies heavily on the quality and relevance of data collected on individuals and families served. To comply with the requirements set forth by OCS with the [State and Federal Accountability Measures](#), provide a narrative description on your agency's data collection and reporting process. Explain how your agency ensures accurate data is collected and reported on ALL agency activities, not just CSBG funded activities. Describe the system(s) your agency has in place to ensure accuracy, review the data prior to submission to the State, and how the data is used, analyzed and acted on to improve agency programs and services.

Describe the data collection process.

SCCAA does not directly collect data from individuals and families served. Each of SCCAA's subgrantees has a slightly different process to collect the necessary information to satisfy their needs and the needs of their funders.

Bridges to Housing— During intake interviews, Bridges to Housing Volunteers collect vital information and verification from their clients. Each client must provide date of birth, social security cards, income verification, rental verification and complete a 295 form.

Casa de Esperanza- All services, including emergency intake are done on a 24 hour basis. They often verify status by the mail received at Casa or fact that client is working. Legal mandates require that they provide services to clients even though they deny a release of information, as a result, often times a woman self-certifies that she is low income.

Habitat for Humanity Family Services- Families must complete a pre-application, do an interview and orientation. During the orientation, a families paperwork is reviewed to make sure they have met the qualifications- had a background screening, had a credit check and drug testing, submitted tax returns, bank records, birth certificates, disclosures and more. In addition, a family is tracked to assure they complete 500 hours of sweat equity on their home building.

Habitat for Humanity Youth Build—Habitat collects data from students upon entrance through an enrollment form and through quarterly evaluations which is reported to the State Board of Education, Department of Labor and to Youthbuild USA.

Hands of Hope— Hands of Hope has an extensive intake procedure, a yearly update procedure and a "services provided" sheet with dates which is kept in their individual client files. An incident sheet for specific issues handled by their staff to aid their clients with resources or referrals is also kept. Whenever a client requests services the file is reviewed to assure that they are not duplicating services or enabling.

NorCal Services for Deaf— NorCal clients can have an appointment or walk in. NorCal staff does intake process with the client that includes client agreement form/policy, address verification, demographics and proof of income. If the client is low income qualified then NorCal Staff will indicate services available and their service category and will indicate it on the

client case log individually in the client files.

Regional Housing Authority—Regional has an application where the tenant fills out information regarding their family composition and income. The client has to provide them with documentation of their income. If they are part of Section 8 or affordable programs or public housing they also use a documentation form there to insure accurate date. They collect pay stubs, social security printouts and child support printouts for income verification. The data is used to accurately calculate income and make sure people meet the required income limits to receive assistance. They also collect leases, PG & E statements and cable statements to verify residency in Sutter County.

Salvation Army—Salvation Army utilizes an internal database where all client assistance is entered. They also utilize the Homeless Management Information System (HMIS) Software. Staff are trained in these two databases, paperwork is entered into the system and signed off on by the caseworker who enters the information. Paperwork is then filed in the client file. The Director of the programs regularly checks client files and cross references to the statistics that are pulled from the databases to ensure prompt and accurate entry.

Sutter-Yuba Friday Night Live— FNL receives a membership application from each client and has sign in sheets at each and every event and chapter meeting. They also distribute youth surveys.

Yuba-Sutter Food Bank—The Food Bank requires the clients provide proof of income and address and picture ID when they apply for services. Information is kept on file cards and entered monthly.

Yuba-Sutter Legal Center—A client intake sheet is filled out for each new client. This form solicits data on age, education, income level, ethnicity, type of housing, disability, income sources, number of people in the home, legal problems, personal status, etc. They must also provide proof of income and residency. Data from each intake form is entered into a spreadsheet and the case is opened. Hard copies of the intake sheets are retained for up to seven years.

Describe the data reporting process.

SCCAA sub-grantees are required to submit annual progress reports (801NPI, 295CCR, 090) to SCCAA. Information is summarized and condensed to compile the reports CSD requires from SCCAA. Time lines are established to allow sufficient time to review, analyze and consolidate the statistics needed to prepare CSD reports.

Bridges to Housing—For all approved clients their vital information is entered in to an Excel spreadsheet. These spreadsheets are used to keep the Board updated and to prepare grant reports. Additionally, they have a spreadsheet that tracks clients that allows them to know where the client is in the application process: approved, denied or pending.

Habitat for Humanity—All data is submitted electronically to John Muir Charter School to report to the State for ADA purposes and to Youthbuild USA on designated reporting websites.

Hands of Hope—Hands of Hope keeps an ongoing, accurate record by using the HMIS forms and the CSBG data sheet in each client's file. They keep excel worksheets documenting volunteer hours from sign-in sheets as well as client attendance from daily sign-in sheets. They

use Quickbooks to tract expenditures with backup paperwork.

NorCal Services for Deaf – For each client, NorCal staff will put in the case log and in the stats, per service, of seven mandatory services that NorCal provides for direct services. By end of the month, add up all the numbers of services provided for each month report to the supervisor and HQ for stats purpose. CSBG is counted by per client that falls under the CSBG low income on the work plan and character forms matching with intake forms and demographics. After the reports with stats and case logs, grants forms, NorCal staff make a monthly report for clients numbers to the board of directors to see how process they should be meeting by each month or quarterly by amount of services or numbers NorCal is required to provide to meet the goals.

Salvation Army--Data is pulled from the two databases they use, based on the requirements of their contracting agencies. They have the ability to work with the administrators of both systems to generate reports based on what the contractor requests. Caseworkers are responsible to complete client level data reports, and these are reviewed by the Business Administrator before being submitted.

Sutter-Yuba Friday Night Live--FNL reports all data collected into Cal oms reporting system, as required. Youth development survey data is collected annually and survey results are calculated and reported on at the state level by the youth leadership institute.

Yuba-Sutter Food Bank—Client information is compiled and reported monthly at board meetings. Documentation of all funds spent, how they were spent and the remaining funds available is presented to their board.

Yuba-Sutter Legal Center—Data from each intake form is entered into a spreadsheet and sorted by category which enables the legal center to determine if its meeting it contract goals. The information is used to tailor reports to various funding sources depending on their needs. (how many are low income, how many live alone, how many are victims of elder abuse, type of service sought, etc.)

Describe how the data is used, analyzed and acted on to improve agency programs and services.

SCCAA reviews the annual reports submitted by each sub-grantee, completes a site visit evaluation on each sub-grantee and notes the ability of each sub-grantee to submit paperwork in an accurate, complete and timely manner. Funding for subsequent years is affected by the ability of the sub-grantee to perform well on these items since they are typically a direct reflection of the success of the programs they offer. In addition, from the data that is received from the sub-grantees, SCCAA determines if additional training/technical assistance needs to be provided on a group or individual basis.

Bridges to Housing—The data is used to ensure that they are on target with their spending budget. Their Pending Client spreadsheet helped them recognize that their approval process was too long (3 weeks) and they were able to shorten the process to a week.

Habitat for Humanity—Habitat evaluates each student by performance goals in the five areas of the Youthbuild program each quarter and look for increases and growth and then creates action plans to help facilitate this.

Hands of Hope— The data gathered allows them to periodically reevaluate their programs so

they can make adjustments and improvements. Their Program Development Team meets weekly to do case management and review all new intakes.

NorCal Services for Deaf— NorCal staff screen the clients if their needs are being met or not, and get assistance from other staff in HQ if needed or working with other agencies to get client's needs met. Also, they have grievance policy from complaints and surveys as well. Clients also will report to staff to share their feedback. They also have Outreaching Advisory council to help with services if area needs to be improved with feedbacks from community, clients, and staff. NorCal will continue to work with clients and community until they are satisfied or needing to continue more services until case is closed.

Salvation Army-- Statistical data is reviewed regularly by their Administration and Program Director, as well as by Headquarters and their local Advisory Board. When outcomes are not met as frequently as they anticipate they should be, meetings are held with caseworkers in order to identify the barriers for clients to meet the outcomes. When barriers are identified, they work as a team to customize their programs and services in order to make the biggest impact on the clients they serve.

Sutter-Yuba Friday Night Live--Events provided have an element contained in the approach, to the teaching and building of the youth's social and /or emotional concepts. During participation the youth are then pledging or agreeing to what it stands for. (I.e. drug free, alcohol free, no texting and driving.) These pledges are in written form and are saved for success and tracking of numbers of youth influenced at each event.

Yuba-Sutter Legal Center—Data is used to determine if the agency is meeting its contractual requirements with its funding sources, if certain types of clients are experiencing specific legal problems, which legal problems are occurring with more frequency, which population areas need senior services, etc which helps the Legal Center focus its staff and resources on specific types of clients, legal problems and/or areas.

CSBG/NATIONAL PERFORMANCE INDICATORS (NPI) CAP PROJECTIONS

The Office of Community Services (OCS) published [CSBG IM #152 Annual Report](#) on January 19, 2017. The CSBG Annual Report replaces the current CSBG IS and includes an updated set of CSBG outcome measures that will replace the current NPI structure. CSBG Eligible Entities will begin data collection with the new structure beginning October 2017. As more information is gathered CSD will ask agencies to complete their projections in accordance with the new outcome reporting structure.

APPENDICES (OPTIONAL)

All appendices should be labeled as an appendix (i.e., Appendix A: Community Survey Results) and submitted with the CAP.

Appendix A: 2017 Community Action Plan Meeting-March 22

Appendix B: 2017 CAP Meeting 3-22-2017 Attendees

Appendix C: 2017 Needs Assessment Survey

Appendix D: 2017 Needs Assessment Survey Responses

Appendix E: Sutter-Yuba Homeless Consortium Committee Goals 2017

Appendix F: Appeal Democrat Article-Officials Talk Sutter County Issues 5-2017

Appendix G: Point in Time Survey 2017

Appendix H: Sutter County Housing Snapshot-Ca Housing Consortium 2017

Appendix I: Yuba-Sutter Regional Leadership to Address Homelessness Committee Goals 2017

Appendix J: Publication of Public Hearing