

# Sutter County Community Action Agency 2022/2023

## Community Needs Assessment and Community Action Plan

California Department of  
Community Services and Development

Community Services Block Grant



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## Checklist

- Cover Page and Certification
- Public Hearing(s)

### Part I: Community Needs Assessment

- Narrative
- Results

### Part II: Community Action Plan

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

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



<b>Agency Name</b>	<b>Sutter County Community Action Agency (SCCAA)</b>
<b>Name of CAP Contact</b>	<b>Brynda Stranix</b>
<b>Title</b>	<b>Executive Director</b>
<b>Phone</b>	<b>530-751-8555</b>
<b>Email</b>	<b>bstranix@ysedc.org</b>

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

8/12/2021

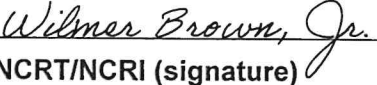
**Board and Agency Certification**

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

Dee Dee Brady		8/12/21
<b>Board Chair (printed name)</b>	<b>Board Chair (signature)</b>	<b>Date</b>
Brynda Stranix		8/12/2021
<b>Executive Director (printed name)</b>	<b>Executive Director (signature)</b>	<b>Date</b>

**Certification of ROMA Trainer/Implementer (If applicable)**

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

Wilmer Brown, Jr.		8/19/2021
<b>NCRT/NCRI (printed name)</b>	<b>NCRT/NCRI (signature)</b>	<b>Date</b>

**CSD Use Only**

Dates CAP (Parts I & II)		Accepted By
Received	Accepted	
6/29/2021	8/19/2021	



### **Guidance for Public Hearings During COVID-19**

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

### **Public Hearing Report**

Date(s) of Public Hearing(s)	June 15, 2021
Location(s) of Public Hearing(s)	950 Tharp Road, Ste. 1303, Yuba City, CA 95993 and via Zoom
Dates of the Comment Period(s)	June 1-15, 2021
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	Appeal Democrat newspaper, SCCAA website, SCCAA Facebook page, YSEDC Non-profit Newsletter
Date the Notice(s) of Public Hearing(s) was published	June 1, 2021
Number of Attendees at the Public Hearing(s) (Approximately)	5

## Community Needs Assessment Narrative

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

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

State Plan

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

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

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

SCCAA used the following sources for poverty data related to gender, age and race/ethnicity: Childcare Planning Council of Yuba and Sutter Counties Child Care Needs Assessment Summary 2017-2022; Center for Applied Research & Engagement Systems (CARES) 2021 Health Indicators Report for Sutter and Yuba County; 2019 Sutter-Yuba Point in Time Count, April 2019. The data collected is indicated in no. 10 and 11-causes and conditions of poverty.

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

Sutter County (estimated population of 101,160, July 2020) is an agriculture rich area (about 88 percent of the county is prime farmland and grazing land) located in the north/central part of the state of California and spreads over a 608 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. Sutter County is home to the Sutter Buttes, known as the "World's Smallest Mountain Range". Bordered by the Sacramento River on the west and the Feather River on the east, Sutter County has 240 miles of levees. The Sutter Bypass, which diverts flood waters from the Sacramento River, cuts through the heart of Sutter County. The region containing both Yuba and Sutter counties is



referred to as the Yuba City Metropolitan Statistical Area (MSA), a geographical region with close economic ties throughout the area.

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

**Federal Government/National Data Sets**

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

**California State Data Sets**

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

**Surveys**

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

**Local Data Sets**

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

**Agency Data Sets**

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

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

2021 County Health Rankings Report for Sutter County  
2021 Center for Applied Research & Engagement Systems (CARES) Health Indicators Report for Sutter County

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

**Surveys**

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

**Interviews**

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

**Focus Groups**

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

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

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

N/A

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

SCCAA utilized a multi-faceted approach for data collection in the needs assessment process. It distributed two needs assessment surveys to the community (one to low-income/homeless and one to agencies that serve the low-income), held a community meeting and held a public hearing. In addition, SCCAA collected, reviewed and analyzed agency needs assessment survey results and other documents including: Bi-County Homeless Services Program (BCH) 2020-2025 Strategic Plan, Sutter Yuba Homeless Consortium 2019 Point in Time Count, Adventist Health/Rideout 2019 Yuba-Sutter community health needs assessment, City of Yuba City 2020-2024 Draft CDBG Consolidated Plan, Sutter County Board of Supervisors 2020/2021 Countywide Top Priorities, Sutter County Draft Public Health Assessment 2020, Sutter County Children & Families Commission 2020-2025 Strategic Plan, Yuba-Sutter Child Care Planning Council 2017-2022 Needs Assessment, 2021 County Health Rankings Report for Sutter County, Center for Applied Research & Engagement Systems (CARES) 2021 Health Indicators Report on Sutter County, numerous articles in the local newspaper focused on addressing homelessness, the



affordable housing shortage, the regions health, need for shelters and the results of various other demographic and agency identified community needs to gain insight into the needs of the low-income population in Sutter County.

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

#### **A. Community-based organizations**

\*Bi-County Homeless Services Program (BCH) Strategic Plan 2020-2025 (**Appendix C**). The BCH stakeholders represented County of Sutter, City of Live Oak, City of Yuba City, County of Yuba, City of Marysville and City of Wheatland. Expertise and feedback was obtained from numerous county representatives with expertise from behavioral health, public health, probation/criminal justice, social services, education, employment and housing departments; Sutter Yuba Homeless Consortium; eight Housing and Homeless Service Providers; four health care providers; two faith-based organizations; two education providers, the public housing authority, homeless individuals, representatives of family caregivers of persons living with serious mental illness, Yuba County Community Services Commission, SCCAA, California Rural Legal Assistance and Yuba-Sutter Economic Development Corporation. They used surveys to service providers and homeless clients, focus groups, interviews, and a half day community alignment session to identify three priority areas for pursuing solutions to homelessness;

- 1) Homeless prevention efforts/activities;
- 2) Temporary and permanent housing options
- 3) Outreach and enforcement

#### **B. Faith-based organizations**

\*Yuba-Sutter Salvation Army, a part of the universal Christian Church, current Strategic Plan indicates the top four issues in the community are:

- 1) Community lacks sufficient shelter space for the growing homeless population and does not offer homeless prevention services.
- 2) Community lacks sufficient services for youth outreach, intervention and activities.
- 3) Community needs more vocational training opportunities for adults exiting homelessness, prison system, and/or addiction.
- 4) Community does not offer senior centers (activities and nutrition) in both counties served.



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

\*SCCAA surveyed service agency staff (56) in March/April 2021, results indicated the Top 3 problems in the Yuba-Sutter community impacting low-income (**Appendix D: SCCAA 2021 CAP Agency survey results**):

- 1) Lack of affordable housing;
- 2) Alcohol, substance or drug abuse;
- 3) Lack of access to mental, behavioral, substance abuse programs/counseling.

In addition: Top barrier to employment was Substance Abuse Issues, Top barrier to housing was Lack of Housing, Top barrier to health services was Inadequate or No Insurance Coverage and Services most needed and unable to obtain was Housing.

\*SCCAA surveyed low-income homeless clients (546) in March/April 2021, results indicated Top answer by far in every category was No Services Needed. (**Appendix E: SCCAA 2021 CAP Client survey results**)

Beyond that top services needed were:

- Education Services--top need Adult Education
- Emergency Services--top need Food access
- Employment Services—top need job education, training, experience
- Health Services—top need help find a doctor, dentist, counselor who accepts Medicare/Medi-Cal
- Housing Services—top need Subsidized Rental Housing
- Transportation Services—top need Help to pay Gas/Car Repairs
- Other Services—top need Affordable Legal Services

\*Sutter Yuba Homeless Consortium 2019 Point in Time Count indicates the Top Conditions that make working, living independently or finding housing difficult for Sutter residents:

- 1) Physical condition
- 2) Serious mental illness
- 3) Chronic medical condition
- 4) Substance use disorder

Top reasons for homelessness:

- 1) Eviction or foreclosure
- 2) Unable to pay rent or mortgage
- 3) Break up, divorce or separation
- 4) Lost job or unemployed

\*Yuba-Sutter 2020 Homeless Coordinated Entry intake responses indicated Top 4 reasons or conditions that led to client being homeless:

- 1) Other (common examples: House has mold or is not livable, condemned, Lost section 8/housing no longer accepting section 8, Fire, Landlord issues, Gambling addiction, Home owner passed away and house was sold, Not being self-reliant, criminal record)
- 2) Family or household conflict
- 3) Lost Job/Unemployed
- 4) Unable to pay rent/mortgage

\*Adventist Health/Rideout 2019 Yuba-Sutter community health needs assessment identified the following top 5 significant community health needs in prioritized order:

1. Access to Mental/Behavioral/Substance Abuse Services
2. Prevention of Disease and Injury through Knowledge, Action, and Access to Resources
3. Access to Basic Needs Such as Housing, Jobs, and Food
4. Access and Functional Needs
5. Access to Quality Primary Care Health Services

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

\*\*Sutter County Board of Supervisors FY 2020-2021 Countywide Top Priorities adopted in February 2020 include Priority #3 Homelessness with the following focuses:

- 1) eliminate camping in undesignated areas;
- 2) engage non-profits/service organizations;
- 3) preventative measures including developing affordable housing and ensuring available services are advertised and readily available

\*City of Yuba City 2020-2024 Draft CDBG Consolidated Plan indicates based on a comprehensive community needs assessment, the City has 6 goals to address housing and community development needs between Fiscal Years 2020 and 2024:

- 1) Increase supply of affordable rental housing for the City's lowest-income households.
- 2) Preserve existing affordable housing stock.
- 3) Provide housing and services to special needs populations.
- 4) Increase access to homeownership opportunities for City residents.
- 5) Provide funding for public facilities and improvements.
- 6) Promote economic development activities in the City.

\*Sutter County Draft Public Health Assessment 2020 document indicates the following four major health issues identified via community forums:

- 1) Access to healthcare;
- 2) Chronic Illness;
- 3) Mental Health;
- 4) Access to health-related resources.

Community member surveys identified the following primary county health issues:

- 1) Homelessness;
- 2) Drug use;
- 3) Obesity;
- 4) Mental health

\*Sutter County Public Health branch director reported February 2021 that areas of high concern and focus for local health officials are:

- sexually transmitted diseases
- mental health
- smoking, vaping and tobacco use among young people
- obesity and diabetes



**E. Educational institutions (local school districts, colleges)**

\*Sutter County Children & Families Commission 2020-2025 Strategic Plan indicates based on a community needs assessment, they have three priority areas:

- 1) Improved Family Functioning--top need in this area was homelessness and affordable housing services and services to help families access basic needs;
- 2) Healthy Children & Families –top need in this area was mental health services for parents and children, prenatal and breastfeeding support, developmental screenings and early intervention services, and recreational activities;
- 3) Improved Child Development—top need in this area was access to affordable child care

\*Yuba-Sutter Child Care Planning Council 2017-2022 Needs Assessment identified the following early care and education needs:

- 1) Increase subsidized child care capacity for all age groups, particularly full-time child care for infant and toddlers, and school-age children.
- 2) More specialized child care capacity for children with special needs, as well as cultural and language diversity.
- 3) Development of alternative and comprehensive child care models
- 4) Continued workforce development including all members of the early care and education community, with more providers participating in the local Quality Rating and Improvement System initiative.

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

This region of abundant natural resources grapples with several socioeconomic challenges. For decades, Yuba and Sutter Counties have exceeded the state average when it comes to Poverty and Unemployment and have fallen substantially below when it comes to household income.

Location	Unemployment	Poverty Rate	Median Household Income	Percent of Adults with <u>No</u> High School Diploma	Percent Receiving SNAP benefits
Yuba County	9.1%	15.5%	\$58,054	17.71%	16.8%
Sutter County	9.6%	15.5%	\$59,050	21.83%	12.8%

State-California	8.1%	13.4%	\$75,235	16.69%	10.1%
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(2019 Yuba-Sutter Comprehensive Economic Development Strategy, Center for Applied Research & Engagement Systems (CARES) 2021 Health Indicators Report for Sutter and Yuba County, Employment Development Department-April 2021, 2021 Chmura Economics and Analytics on Yuba and Sutter County)

People feel financially secure when they can take care of their basic needs and handle unexpected costs that come up. When people struggle with financial security, they have less hope, age faster, and die prematurely. Communities that don't have a healthy economy can find it difficult to attract people to live or work there. This can make it difficult to have enough resources for good schools, parks, roads, and all the other conditions that create well-being. This can lead to a cycle of hopelessness and intergenerational poverty.

**High Unemployment** - In April 2021 Employment Development Department reported Sutter County's unemployment rate was 9.6 percent, well above the national average of 6.1 percent and the state of 8.1 percent, ranking Sutter County 49th out of 58 counties in the State. Unemployment has negative effects on physical and mental health. It is linked to unhealthy behaviors, such as smoking, alcohol use, physical inactivity, and unhealthy diet. Unemployed people often do not have a steady income or health insurance. People who are unemployed are less likely to have access to health services. They are also likely to delay care because of financial concerns.

**High Poverty Levels** - Poverty is a key driver to health status and creates barriers to access including health services, healthy food and other necessities that contribute to poor health status. According to the Center for Applied Research & Engagement Systems (CARES) 2021 Health Indicators Report for Sutter County:

- \*Sutter County children living below poverty is 21.26 percent, compared to the State at 18.13;
- \*In California, 13.4 percent of the entire population lived below the poverty level while 15.5 percent of Sutter County's population lived below the poverty level. Of the 15.5 percent, 54% were female and 46% were male. In addition, of the 15.5 percent in poverty, the highest percentages by race were 16.1 percent Native Hawaiian/Pacific Islander, 17.3 percent Native American/ Alaska Native, 12 percent Asian and 24 percent Some Other Race;
- \*Sutter County's population receiving Supplemental Nutrition Assistance Program (SNAP benefits) is 12.8 percent, compared to the State at 10.1 percent. In addition, of Sutter County's students, 62.7 percent are



eligible for Free or Reduced Lunch, while California is at 59.4%. These are indicators of the population having multiple health access, health status and social support needs;

\*In California median household income is \$75,235, while Sutter County median is \$59,050. By ethnicity, Hispanic/Latino median income is \$44,196, while Non-Hispanic/Latino median income is \$67,656 in Sutter County. Low median income is another economic status indicator of the region;

\*Sutter County's average household size is 2.91. (US Census Bureau 2019 Quick Facts) According to the 2021 Massachusetts Institute of Technology Living Wage Calculator for Sutter County, a family with 2 adults (1 working) and 1 child would need to make \$67,650 per year to be able to pay for basic living expenses. The Median Household income for Sutter County is \$59,050. The adult would need to make \$32.52 per hour for it to be a living wage, the approximate hourly wage for a person living in poverty is about \$10.44 per hour.

**Educational Achievement** – Low educational attainment is linked to negative health outcomes and severe limitations in economic opportunity.

\*21.83 percent of persons over 25 do not have a High School Diploma (compared to State at 16.69). Of these, the highest percentages by race are 33.5 percent Asian, 33.4 percent Some Other Race and 20.3 percent Native American/Alaska Native. (Center for Applied Research & Engagement Systems (CARES) 2021 Health Indicators Report for Sutter County);

\*Only 11.9 percent of persons over 25 have a Bachelor's Degree and 6.3 percent have Graduate or Professional degrees (23.3 percent stopped their formal education at high school) as compared to the State at 21.2 percent and 12.8 percent respectively. These are indicators that adults in the community maybe in need of workforce training or programs in science, technology, engineering and mathematics to be developed to provide more economic opportunities. (Center for Applied Research & Engagement Systems (CARES) 2021 Health Indicators Report for Sutter County);

**Housing** – Yuba-Sutter is sorely lacking in affordable housing options for all income levels. Housing insecurity is proven to cause high stress which impacts a person's health and well-being.

\*The Sutter County 2021 Affordable Housing Needs Report indicates 58% of extremely low-income households are paying more than half of their income on housing costs, compared to just 6% of moderate-income households, 2,684 low-income renter households in Sutter County do not have access to an affordable home and renters in Sutter County need to earn \$19.04 per hour-1.4 times the state minimum wage.

\*According to Habitat for Humanity Yuba-Sutter 2021 application, The National Low Income Housing

Coalition's *Out of Reach 2020* report found that in both Sutter and Yuba Counties, a person working at minimum wage would have to work 90 hours a week to afford a modest 1-bedroom rental home.

\*February 2020, Regional Housing Authority for Sutter, Yuba, Colusa and Nevada, which assists low- and moderate-income families through programs that provide affordable housing, reported it has seen its wait lists continue to grow at a rapid pace in recent years from not just homeless, but seniors, farmworkers, families and veterans as well, which is an indicator that progress on new affordable housing options has been slow. Based on their wait list data and last year's point-in-time homeless count, the area would have to build approximately 1,500 affordable housing units to meet its needs. (**Appendix F: Solving area's housing needs**-Appeal Democrat, February 15, 2020);

\*The destruction from the 2018 Camp Fire in Paradise and subsequent displacement of approximately 50,000 Camp fire victims put a lot of strain on Sutter and Yuba Counties affordable housing shortage, temporary shelters and other resources and the 2020 COVID-19 pandemic compounded that. Due to the shortage, high demand has led to significant increases in rental prices and despite several affordable housing projects being recently finished or in the works, it is nowhere close to what is needed to meet the area's demand. (COVID-19 affecting housing, Appeal Democrat, August 2020)

## **Health**

\*Sutter County is plagued with bad health behaviors and outcomes that top the State in many categories:

Physical inactivity 28.7 percent, State 17.4 percent

Heart Disease 28.9 percent, State 24.7 percent

High Blood Pressure 61.6 percent, State 53 percent

Obesity 30 percent, State 24.1

Diabetes Prevalence 13 percent, State 9 percent

(Center for Applied Research & Engagement Systems (CARES) 2021 Health Indicators Report for Sutter County, Robert J. Wood Foundation 2021 Sutter County Health Rankings Report)

\*The Lung Association in California Annual State of Tobacco Control 2021 Report gave Sutter County a D and the cities within an F for their tobacco control policies, no improvement from 2019. The policies help educate and protect the youth on the dangers of tobacco. Tobacco use is the nation's leading cause of preventable death and disease and children are particularly at risk for asthma, respiratory infections and chronic illnesses later in life.

\*Healthy Stores for a Healthy Community campaign reported more markets in Yuba and Sutter counties sell flavored tobacco products than fresh fruits and vegetables. According to the data, 91.1 percent



of stores surveyed in Sutter County sell flavored tobacco products – such as e-cigarettes, little cigars and chew – compared to 62 percent that sell fresh fruits or vegetables. (**Appendix G: More Local markets sell flavored tobacco than fresh produce -Appeal Democrat-December 2020**);

\*Sutter County life expectancy (78.9) falls below the State average (81.7 years) This is often an indication of lack of access to healthy food, good schools, affordable housing and living wage jobs.

\*There is a distinct lack of behavior and mental health services, high levels of health issues, and medical care leakage in the region. A lack of access to care, facilities and physicians, presents barriers to good health. According to Robert Wood Johnson Foundation 2021 Sutter County Health Rankings Report, the ratio of residents per primary care physician is 1,270:1 (state: 1,250:1), the ratio of residents per dentist is 1,330: 1 (state: 1,150:1) and the ratio of residents per mental health provider is 280:1. (state: 270:1);

\*Many community members struggle to cope with substance abuse. Both Sutter and Yuba counties had hospitalizations due to substance abuse over twice the state rate. (Rideout Regional Medical Center and Sutter Surgical Hospital Community Health Needs Assessment May 2016)

**Homelessness** – Prior to 2008, the population of people experiencing homelessness in Sutter and Yuba counties was small, however between 2008 and 2015, the number of local individuals experiencing homelessness began to increase more dramatically and today both counties are experiencing a severe problem with the homeless, homeless encampments and the attendant problems with this issue. (Bi-County Homeless Services Program (BCH) 2020-2025 Strategic Plan)

\*The Sutter-Yuba Point in Time homeless count conducted in January 2019 (2021 PIT results are not available yet) indicated the number of homeless adults has steadily increased from 2015 to 2019. Most persons experiencing homelessness are 25 and older, are White (59%), Black (7.1%) or Native American (4.9%) and are male (53.7%). In addition, 24 percent have a physically disabling condition, 14 percent have a serious mental illness, 13 percent have a chronic medical condition and 12 percent have a substance abuse disorder. For Sutter County, the top four reasons, by rank, reported for homelessness was eviction or foreclosure, unable to pay rent/mortgage, break up/divorce or separation and lost job or unemployed. (**Appendix H: 2019 Sutter-Yuba Point in Time Count, April 2019**);

**Childcare** - Child care wait lists are common for families who qualify for assistance. In Sutter County there is an undersupply of subsidized child care services- 82% for infant/toddlers, 89% for preschoolers and 37% for school-age children. There is a need for more than 10,000 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 2017-2022)

**Nutrition** - Poverty and food insecurity are closely related. Food insecurity places a substantial burden on society through health care and social costs. People experiencing food insecurity often consume a nutrient-poor diet, which may contribute to the development of obesity, heart disease, hypertension, diabetes, and other chronic diseases.

\*According to the Robert J. Wood Foundation 2021 Sutter County Health Rankings Report, Sutter County has 30 percent obese adults, as compared to the State at 24 percent and 11 percent have limited access to healthy food, compared to the State at 3 percent.

\*20 percent of households in Yuba-Sutter are food insecure (Food bank works to address food insecurity, Appeal Democrat January 2021) and 14 out of Sutter Counties 21 census tracts are food deserts. (Center for Applied Research & Engagement Systems (CARES) 2021 Health Indicators Report for Sutter County)

**Natural Resources** - Both counties have been adversely affected by flooding, drought and fire as weather conditions swing from one extreme to the other. The impact on the community can be immense, especially on the disabled and low-income who have a lack of transportation, funding, resources, etc. to leave a community in danger.

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

See #10

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

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

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



## Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

**Table 1: Needs Table**

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

Needs Identified	Level	Integral to Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
Food Insecurity	Family	Yes	No	Yes
Access to mental, behavioral health and substance abuse programs and counseling	Family	Yes	Yes	Yes
Homelessness (prevention and reduction)	Family	Yes	Yes	Yes
Affordable Housing	Community	Yes	No	Yes
<p><b>Needs Identified:</b> List the needs identified in your most recent CNA.</p> <p><b>Level:</b> List the need level, i.e. community or family. <u>Community Level:</u> Does the issue impact the community, not just clients or potential clients of the agency? For example, a community level employment need is: There is a lack of good paying jobs in our community. <u>Family Level:</u> Does the need concern individuals/families who have identified things in their own life that are lacking? An example of a family level employment need would be: Individuals do not have good paying jobs.</p> <p><b>Integral to Agency Mission:</b> Indicate if the identified need aligns with your agency's mission.</p> <p><b>Currently Addressing:</b> Indicate if your agency is already addressing the identified need.</p> <p><b>Agency Priority:</b> Indicate if the identified need will be addressed either directly or indirectly.</p>				



**Table 2: Priority Ranking Table**

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

Agency Priorities	Description of programs, services, activities	Indicator(s)/Service(s) Category (CNPI, FNPI, SRV)
SCCAA Board has not completed Rankings yet so the following ranking may change		
1) Homelessness (prevention and reduction)	Provide emergency funds for utilities and rent, provide emergency shelter for domestic violence victims and counseling and education services, provide supportive services and counseling to reinforce self-sufficiency skills, provide counseling on legal rights as tenants and homeowners	SRV 3c, 3e, 4c, 4d, f-h, i, m-p, 7a, 7m FNPI 3h,4a-b,4e-f, 5f
2) Affordable Housing	Increase number of affordable housing units in the community including permanent supportive and transitional units	CNPI 4
3) Food Insecurity	Provide nutritious and essential food to low-income, underserved and vulnerable populations in Sutter county	SRV 5 ii, jj FNPI 5a
4) Access to mental, behavioral health and substance abuse programs and counseling	Provide outpatient behavioral health counseling and programs for the low and moderately severe mentally ill. Provide semi-permanent shelter that offers a comprehensive array of services to include substance abuse programs and counseling	SRV 5u-v, aa FNPI 5c SRV 5p, 5s-t, 5y
<p><b>Agency Priorities:</b> Rank your agency priorities.</p> <p><b>Description of programs, services, activities:</b> Briefly describe the program, services or activities that your agency will provide to address the need. Identify the number of clients to be served or the number of units offered, including timeframes for each.</p> <p><b>Indicator/Service Category (CNPI, FNPI, SRV):</b> List the indicator(s) or service(s) that will be reported in annual report.</p>		

# Part II: Community Action Plan

CSBG Act Section 676(b)(11)

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

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

## Vision and Mission Statement

<b>1. Provide your agency's Vision Statement.</b>
Sutter County Community Action Agency (SCCAA) is guided by the needs of the community to improve the quality of life in Sutter County.
<b>2. Provide your agency's Mission Statement.</b>
SCCAA's mission is to assist all Sutter County residents achieve greater self-sufficiency and economic independence through partnerships and collaborations.

## Tripartite Board of Directors

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

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

State Plan

1. Describe how your Advisory or Governing Board is involved in the decision-making process and participates in the development, planning, implementation and evaluation of programs to serve low-income communities. (CSBG Act Section 676B(a))

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

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

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

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

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

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3. Describe your Advisory or Governing Board's policy for filling board vacancies in accordance with established bylaws. Include the recruiting process, democratic selections process for low-income board members, and the timeframe established by your agency to fill vacancies. (State Plan)

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

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

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## Service Delivery System

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

State Plan

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

SCCAA does not provide direct services, it provides services to low-income residents of Sutter County via sub-contractors and they each have their own process for client intake. The following agencies may be sub-contractors of SCCAA for 2022 and 2023:

**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 demographic information 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-Harmony Village** – Eligible applicants will have gone through the area's coordinated-entry facility and have received letters of recommendation from Hands of Hope and the Health and Human Services department through Better Way, Sutter County's emergency shelter project.

**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 Homeless Consortium-** Manages the coordinated entry system. As an individual or family experiencing homelessness enters the Coordinated Entry System, a case manager collects all demographic and economic information and completes a vulnerability assessment to identify specific needs and barriers to housing. Upon completion of the assessment and ranking, the individual will be assigned to a case manager to help address any barriers and create a housing plan. Other supportive services offered onsite or through video conferencing include but are not limited to: shower and laundry access, medical care, counseling, record expungement, live scan, substance abuse treatment, anger management classes, and employment training/mentorship.

**Yuba-Sutter Legal Center-** All needed demographic data (age, living arrangement, income, ethnicity, education, etc.) is collected with each client at the initial meeting with each client. All the demographic data is entered into a program that generates reports for each funding source. The system allows reports to be broken down by name, type of problem, etc.

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

SCCAA does not provide direct services to the low-income, it subcontracts all services. Below are local agencies that SCCAA anticipates it may subcontract with using CSBG funds for 2022-23 to provide services to meet the top priorities of Sutter County. To address the need of Affordable Housing (Priority)

**Habitat for Humanity—Family Services Program-**The Family Services program is geared toward improving self-sufficiency of the low-income population by building and 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-Harmony Village Project-** Harmony Village, opened in December 2020, a 62-unit permanent affordable housing facility for elderly, disabled and veterans that provides wrap around services including transportation and charges its residents no more than 30 percent of their income. To address the need of Homelessness (prevention and reduction) (Priority) and access to mental, behavioral and substance abuse programs and counseling (Priority)



**Sutter Yuba Homeless Consortium-** operates the Coordinated Entry System for Sutter County which is a one-stop location for homeless individuals and families providing services such as mental health services, substance abuse services, legal support, meals, showers and laundry, anger management classes, employment training, life skills classes, emergency shelter, rapid rehousing and case management.

**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. It’s anticipated that CSBG funds would be used for case management.

**Salvation Army Family Self-Sufficiency Program**—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. It’s anticipated that CSBG funds would be used for case management.

**Yuba-Sutter Legal Center for Seniors** - Provide free legal services and advocacy for low-income persons aged 60 and over in Sutter County to help them obtain or maintain their income, housing and medical care.

To address the need of Food Insecurity (Priority)

**Yuba-Sutter Food Bank-** provides nutritious and essential food to low-income, underserved and vulnerable populations in Yuba and Sutter counties.

To address other needs in the community:

**E Center-** E Center’s internship program focuses on employment opportunities for low income college students. Along with offering compensation, they will help motivate students to look at

exploring different career options. Within their Agency, they can offer Early Childcare positions as well as internships in Marketing, Business Development, Finance, Human Resources, Technology, Direct Services, Executive Leadership and Data Management. (Sutter has historically high unemployment and a high percentage of young people not in school and not working, 8.42 percent, compared to the State at 6.43 percent)

**NorCal Services for Deaf and Hard of Hearing** –Provides assistance to the deaf and hard of hearing population in Sutter County in the areas of communication, information and referral, advocacy, peer counseling, employment assistance, independent living skills, independent social development and community education. (Sutter has a high percentage of persons with a Disability 13.64 percent, compared to the State at 10.57 percent which indicates a need for services for this demographic)



## Linkages and Funding Coordination

CSBG Act Sections 676(b)(1)(B) and (C), (3)(C) and (D), 676(b)(4), (5), (6), and (9)  
California Government Code Sections 12747, 12760  
Organizational Standards 2.1, 2.4  
State Plan

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(3)(C); Organizational Standard 2.1; State Plan)

SCCAA's Executive Director is active with the following community/regional groups in an effort to collaborate on services and funding opportunities and serve low-income residents: Board member-Sutter Yuba Homeless Consortium (Continuum of Care), Board member-Sutter Community Affordable Housing Board (current President), Member –Sutter County Homeless Task Force.

SCCAA works with Yuba-Sutter Economic Development Corporation to continually seek new funding opportunities and joint ventures with other community agencies, businesses, projects and foundations to leverage CSBG funds to provide funding for its sub-contractors as well as administrative support. In addition, SCCAA provides technical assistance and directs sub-contractor agencies to additional grant funding resources they can apply for directly.

Below are local agencies that SCCAA anticipates it may subcontract with using CSBG funds for 2022-23 to provide services to meet the top priorities of Sutter County. They 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.



**E Center-** E Center partners with a number of family services organizations, school districts, mental and physical health professionals and the Yuba Sutter Food bank.

**Habitat for Humanity** - is a member of the Sutter Yuba Homeless Consortium and 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.

**NorCal Services for Deaf and Hard of Hearing**-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, Ampla Clinic, Hands of Hope, Social Security Administration, and Sutter County Health and Human Service 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.

**Sutter Yuba Homeless Consortium**-has established partnerships with 28 public, private, non-profit and State agencies in an effort to all work together to coordinate available services and maximize resources to better serve the homeless population in Sutter and Yuba Counties via two coordinated entry sites. Additional partnerships in providing services with CSBG specific funding include Adventist Health/Rideout, Bridges to Housing, Casa de Esperanza, Habitat for Humanity, Hands of Hope, Regional Emergency Shelter Team (REST) and Salvation Army.

**Yuba-Sutter Legal Center-** The Legal Center works closely with all Sutter County government agencies which assist seniors as well as private agencies which assist low-income persons. It also makes referrals to and accepts referrals from these agencies. The Legal Center has a MOU with the local long term care ombudsman and is in the process of renewing memorandums of understanding with several bi-county public and private agencies. The Legal Center refers homeless seniors to Hands of Hope so they can utilize the Coordinated Entry program, provides any client data needed by the CE program, and assists clients in obtaining any document they may need for the program.

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

SCCAA enters into a contract/service agreement with each sub-contractor it funds. The following potential 2022-23 sub-contractors have official MOU's in place for the coordination of services/funding:

**Bridges to Housing-** with Regional Housing, Salvation Army, Casa de Esperanza, Hands of Hope, St. Vincent de Paul, Sutter County Victim Witness, Sutter Yuba Homeless Consortium, Yuba-Sutter Food Bank, Yuba-Sutter United Way, Yuba-Sutter Veterans Stand Down, Crossroads Community Church.

**Casa de Esperanza-** with Colusa Police Department, Williams Police Department, Hands of Hope, Bridges to Housing, Rideout Health, Sutter County Health and Human Services Department, Yuba County Health and Human Services Department, Colusa County Sheriff, Sutter County Sheriff, Yuba County Sheriff, Sutter County Child Abuse Team, Yuba County District Attorney, Sutter County District Attorney, Colusa County District Attorney, Colusa County Probation Department, Sutter County Probation Department, Yuba County Probation/Victim Witness, Yuba City Unified School District, Maxwell Unified School District, Marysville Unified School District, Williams Unified School District.

**Habitat for Humanity-** with Life Building Center (Hands of Hope), HUD, Yuba County Office of Education.

**Salvation Army-** with Liberty University, Sutter and Yuba County CalWORKS, Sutter County Probation Department, Yuba-Sutter Food Bank, Yuba County Probation Department, Yuba County Displaced Youth Multidisciplinary Team, Yuba-Sutter United Way.

**Sutter Yuba Homeless Consortium** – with Habitat for Humanity and Hands of Hope for Coordinated Entry Sites-at Life Building Center and at Hands of Hope, Yuba County Probation/Victim Services, Yuba County Public Health, University of California Agriculture and Natural Resources, Adventist/Rideout, Bridges to Housing, Casa de Esperanza, Regional Emergency Shelter Team (REST), Salvation Army

**Yuba-Sutter Legal Center-**with Area 4 Agency on Aging

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

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

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

SCCAA only funds agencies that serve the low-income population in whole or in part. To help ensure that funds are not used to duplicate services, SCCAA's Executive Director is active with the following community/regional groups: Board member-Sutter Yuba Homeless Consortium (Continuum of Care),



Board member-Sutter Community Affordable Housing Board (current President), Member –Sutter County Homeless Task Force.

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

SCCAA 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-contractors as well as administrative support.

SCCAA worked with YSEDC to pursue a grant to support the bi-monthly Non-Profit Newsletter that provides capacity building articles, grant opportunities and other CSBG related communication. The grant also funds a free grant search subscription that is available for all non-profits serving Yuba-Sutter, to allow them the opportunity to access additional funds to manage their programs.

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

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

Should CSBG funding be reduced significantly, the SCCAA Board of Directors and staff will implement the following strategies: 1) Review alternative funding sources and increase efficiency and cost effectiveness; 2) 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; 3) Priority will be given to maintaining support to core programs and key administrative personnel to support activities.

In addition, the following potential 2022-23 sub-contractors have 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.

**E Center**- They have a start-up program that they hope, once it proves it is successful, will have other funding sources available to support it.

**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.

**NorCal Services for Deaf and Hard of Hearing**- If funding is reduced or discontinued, NorCal will take necessary actions that may include reducing staff time, office hours and services. Sutter County residents may need to wait longer time for staff availability before getting services. If service is not available at the Tri-County office, residents can opt to get services from another NorCal Office in Sacramento, Redding, and Stockton or from a local community agency through the provision of sign language interpreter or another accommodation.

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

**Sutter Yuba Homeless Consortium**- The State of California is currently allocating millions of dollars to the Sutter Yuba Homeless Consortium for the provision of homeless services in the region. The Sutter Yuba Homeless Consortium will continue to seek other local, state, and federal funding for the continued operation of the Homeless Services Program. As other funding is secured, SYHC will be able to reduce five percent {5%} of the CSBG funds for this project in subsequent years.

**Yuba-Sutter Legal Center**- will continue to provide legal services to low-income seniors in Sutter County using its other funding from United Way, EAF, LSTF and Area 4 allocations.

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

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

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

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

Potential 2022-23 sub-contractor that SCCAA may fund to provide services to meet the needs of Sutter County youth, although youth services or employment services did not rise to one of the top 5 priorities.



**E Center-** E Center's internship program focuses on employment opportunities for low income college students. Along with offering compensation, they will help motivate students to look at exploring different career options. Within their agency, they can offer Early Childcare positions as well as internships in Marketing, Business Development, Finance, Human Resources, Technology, Direct Services, Executive Leadership and Data Management. The internship offers 20-hour positions for four months for students to gain hands-on experience, develop sustainable job skills and hopefully be placed in permanent job positions.

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

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

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

Potential 2022-23 sub-contractor that SCCAA may fund to provide services to meet the needs of Sutter County youth, although youth services or employment services did not rise to one of the top 5 priorities.

**E Center-** E Center's internship program focuses on employment opportunities for low income college students. Along with offering compensation, they will help motivate students to look at exploring different career options. Within their agency, they can offer Early Childcare positions as well as internships in Marketing, Business Development, Finance, Human Resources, Technology, Direct Services, Executive Leadership and Data Management. The internship offers 20-hour positions for four months for students to gain hands-on experience, develop sustainable job skills and hopefully be placed in permanent job positions.

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

Potential 2022-23 sub-contractors that SCCAA may fund include:

**E Center-** E Center's internship program focuses on employment opportunities for low income

college students. Along with offering compensation, they will help motivate students to look at exploring different career options. Within their agency, they can offer Early Childcare positions as well as internships in Marketing, Business Development, Finance, Human Resources, Technology, Direct Services, Executive Leadership and Data Management. The internship offers 20-hour positions for four months for students to gain hands-on experience, develop sustainable job skills and hopefully be placed in permanent job positions.

**Sutter County One Stop** - Sutter County One Stop is a multi-faceted organization that assists individuals with employment opportunities, education and training. They provide career exploration, job search assistance, skills assessments, job search assistance, resume development, interview skills and coaching, on-the-job & vocational training and Adult Education. After a successful job placement, follow-up services are available to maximize a clients continued success in the workplace. It's anticipated CSBG funds would be used for program support.

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

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

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

Potential sub-contractors that could be funded for 2022-23 include:

**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 of Hope manages a Day Program/Coordinated Entry site 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

**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.

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

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

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

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

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

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

## Monitoring

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

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

SCCAA reviews bi-monthly reimbursement requests from sub-contractors and assures legitimate expenses, performs annual desk and site reviews to assure low-income clients are being served, assure necessary insurance is in place, appropriate financials are complete, agency is not debarred, board resolutions are signed and in file for use of CSBG funds, client satisfaction surveys are in place and utilized, MOU's are in place, a signed Lobbying Certification, Drug-Free Certification, Confidentiality Policy and Child Support policy and Procedure are in place.

In addition, SCCAA's potential 2022-23 sub-contractors 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.

**E Center-** As the internship will expose students to a variety of departments, data will be varied and tracked separately. Combined with the bi-weekly check ins, E Center will be able to assess the effectiveness of the student's experience.

**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.

**NorCal Services for Deaf and Hard of Hearing-** NorCal staff use an agency-created form on spreadsheet which documents for each day and each consumer served that day, the categories of services provided. To reduce errors, the consumer contacts are substantiated by appointments listed in the calendar outlook/ book, saved emails and record of calls as saved on the videophone. Staff also notes the provision of services and client progress in consumer



case files.

**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.

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

SCCAA conducts an annual monitoring of its sub-contractors using on-site visit and desk monitoring.

**On-Site Visit** - Review includes completion of a pre-visit questionnaire and an on-site visit from SCCAA board member(s) and possibly SCCAA program administrator. Site visits give SCCAA the opportunity to see the sub-contractors operation, assure files are secured, in-take is being handled correctly, client files contain all necessary documentation, the low-income clients are being served and find out what challenges sub-contractors are facing so that possible solutions can be determined to help them strengthen their programs.

**Desk Monitoring-** Review areas include documents, performance, client files. Client file testing is done at least every three years for existing sub-contractors and at mid-year for a new sub-contractor. In addition, when sub-contractors 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-contractors to assure their program success as well as provides them with resources for additional funding opportunities to help grow their programs.

**Follow-Up** - If necessary, follow up monitoring correspondence will be sent to each service provider that:

- Identifies fully each finding and concern
- Specifies corrective actions, if there is a finding
- Makes recommendations for improvement, if there is a concern
- Includes deadlines for: 1. Providing a written response that describes how service provider will resolve any findings; and 2. Correcting each deficiency identified in the letter

The correspondence will be sent within sixty days, or within timeframe established by SCCAA.

## Data Analysis and Evaluation

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

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

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 includes the projection of measurable quantified objectives, showing specific indicators and number of clients to obtain the objective. The Budget spreads the program costs in line item format. Agencies comply with all CSD contractual and reporting requirements.

Annual, bi-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-contractors, after close of the programs. The success of each program is again evaluated at this time. Future funding of sub-contractors 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 annually by the site review committee and not less than once every three years by staff. 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.

In addition, potential 2022-23 sub-contractors have the following methods in place for evaluation:

**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.

**E Center-** Training and counseling will be provided formally on a monthly basis. The evaluation process will focus on the management of project data and will enable E Center to effectively support four key areas of data management: availability, usability, integrity, and security of data.

**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.

**NorCal Services for Deaf and Hard of Hearing-**All staff members report specific computerized statistical data regarding the number of people served and requested services. Staff meets with clients frequently to assess progress and update service plan based on the clients' immediate needs. NorCal staff maintains daily logs of service provided and client contacts in both the client's file and the general statistics form. Annually, client services are evaluated through an annual online survey.

**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.

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

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

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

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

The following SCCAA sub-contractor made changes to their agency, applying full ROMA cycle:

**Sutter Yuba Homeless Consortium (SYHC)**

**Problem:** substance use and misuse within the homeless population was inhibiting their ability to find housing/shelter.

**In-depth analysis of performance data:** Review of initial assessment forms from clients identified that use of substances made it difficult for them to live or find housing.

**Changes made:** SYHC collaborated with Adventist Health Street Nurses and the Substance Abuse Navigator and educated hospital emergency room doctors and nurses about substance use/abuse and the availability of treatment options which changed the stigma once held by the emergency department staff. One on one attention was given to these clients to help them recover and seek treatment, bridges were created and they all were advocated for specifically which resulted in successfully sending over 40 individuals to either outpatient or inpatient treatment.



# Additional Information (Optional)

## Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster?
<input type="checkbox"/> Yes
<input checked="" type="checkbox"/> No
2. If so, when was the disaster plan last updated?
3. Briefly describe your agency's main strategies to remain operational during and after a disaster.

## Agency Capacity Building

1. Although the CNA focused on Community and Family Level needs, if your agency identified Agency Level need(s) during the CNA process, list them here.
N/A
2. Describe the steps your agency is planning to take to address the Agency Level need(s).

## Appendices

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

Document Title	Appendix Location
Copy of the Notice(s) of Public Hearing	A
Low-Income Testimony and Agency’s Response	B
Bi-County Homeless Services Program (BCH) Strategic Plan 2020-2025	C
SCCAA 2021 CAP Agency survey results	D
SCCAA 2021 CAP Client survey results	E
Solving area’s housing needs-Appeal Democrat-February 2020	F
More local markets sell flavored tobacco than fresh produce-Appeal Democrat-December 2020	G
2019 Sutter-Yuba Point in Time Count	H