

Sutter County Community Action Agency 2024/2025

Community Needs Assessment and Community Action Plan

California Department of Community Services
and Development

Community Services Block Grant



Contents

Introduction	3
Purpose	3
Federal CSBG Programmatic Assurances and Certification	3
State Assurances and Certification	3
Compliance with CSBG Organizational Standards	4
What's New for 2024/2025?	4
Checklist	6
Cover Page and Certification	7
Public Hearing(s)	8
Part I: Community Needs Assessment	10
Community Needs Assessment Narrative	11
Community Needs Assessment Results	23
Part II: Community Action Plan	26
Vision and Mission Statement	26
Tripartite Board of Directors	27
Service Delivery System	28
Linkages and Funding Coordination	30
Monitoring	37
Data Analysis, Evaluation, and ROMA Application	39
Response and Community Awareness	43
Federal CSBG Programmatic Assurances and Certification	45
State Assurances and Certification	48
Organizational Standards	49
Appendices	51

Introduction

The Department of Community Services and Development (CSD) has developed the 2024/2025 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) Service Providers network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2023**. Changes from the previous template are detailed below in the "What's New for 2024/2025?" section. Provide all narrative responses in 12-point Arial font with 1.15 spacing. When the CNA and CAP are complete, they should not exceed 65 pages, excluding the appendices.

Purpose

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

Federal CSBG Programmatic Assurances and Certification

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

State Assurances and Certification

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

Compliance with CSBG Organizational Standards

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

What's New for 2024/2025?

Community Action Plan Workgroup (CAPWG). In summer 2022, CSD organized a workgroup to inform the development of the 2024/2025 CNA and CAP. Workgroup members were selected from the CSBG Service Provider network and the ROMA Coalition. The feedback CSD received from the workgroup has informed not only the 2024/2025 template but also the accompanying CAP training scheduled for mid-December 2022.

Public Hearings – Additional Guidance. The public hearing requirement has been modified. Two years ago, we were in an active pandemic due to the COVID-19 virus. The public health guidelines throughout the state advised communities against large gatherings. CSD advised agencies to follow public health protocols and hold public meeting virtually if an in-person meeting was not an option. For the public hearing on the 2024/2025 draft CAP, CSD requests that agencies conduct in-person, virtual, or hybrid public hearings. While transmission rates of COVID-19 remain high in many communities, agencies are requested to follow their local public health guidelines when deciding in which format to conduct the public hearing. For more information, please see the Public Hearing section of this template.

CNA Helpful Resources. The Helpful Resources section in Part I: Community Needs Assessment contains additional data sets and resources. On recommendation of the CAPWG, CSD has added data sets from the Massachusetts Institute of Technology, the University of Wisconsin, and a point-in-time data set from the U.S. Department of Housing and Urban Development. We have also added links to the Local Agencies Portal where you can find examples of completed Community Needs Assessments and project timelines from the CSBG Service Providers network.

Part II: Community Action Plan. The number of questions in the Tripartite Board of Directors, Service Delivery System, Linkages and Funding Coordination, and Monitoring sections has changed. Questions were removed because it was determined that agencies meet these reporting requirements through other CSBG work products such as monitoring and Organizational Standards. In the Service Delivery System and Linkages and Funding Coordination sections, new questions were added. These questions will be covered during the template training webinar.

Sunset of COVID-19 Flexibilities. In the 2022/2023 template, CSD allowed agencies to indicate on selected questions whether there were changes to the response provided in the 2020-2021 CAP or whether agencies would like CSD to accept the 2020-2021 response without adaptations. This option was an effort to reduce administrative burden on agencies during the COVID-19 pandemic. While

CSD has retained some of the flexibilities developed in the previous template, the option for agencies to reference responses in their prior CAP has been discontinued.

Response and Community Awareness. This section replaces the “Additional Information” section in the previous template. For 2024/2025 CSD has included questions pertaining to Diversity, Equity, and Inclusion (DEI). The questions about disaster preparedness have been retained from the previous template. While none of this information is directly mandated by statute, CSD is requesting the information to gauge where the CSBG Service Provider network is as a whole on these topics. Responses to the questions in this section are mandatory.

ROMA Certification Requirement. Under section 676(b)(12) of the CSBG Act, CSD and all CSBG agencies are required to assure that we will participate in a Results Oriented Management and Accountability System “not later than fiscal year 2001.” CSD and the CSBG Service Providers have fulfilled this requirement through various approaches. With respect to the ROMA certification of the network CAPs (Organizational Standard 4.3), CSD has allowed agencies to submit their CAP without the signature of a ROMA trainer or implementer if the agency did not have a ROMA trainer or implementer on staff. CSD staff who had the requisite training would certify those CAPs on behalf of the agencies. This process will still be in place for the 2024/2025 template. However, for the 2026/2027 template, CSD will require that CSBG Service Providers provide their own ROMA certification either by staff who have the required ROMA training or in partnership with another agency or organization. CSBG Service Providers should begin formulating a plan to fulfill this requirement.

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, Evaluation, and ROMA Application
- Response and Community Awareness
- Federal CSBG Programmatic Assurances and Certification
- State Assurances and Certification
- Organizational Standards
- Appendices

COMMUNITY SERVICES BLOCK GRANT (CSBG)
 2024/2025 Community Needs Assessment and Community Action Plan
 Cover Page and Certification

Agency Name	Sutter County Community Action Agency
Name of CAP Contact	Brynda Stranix
Title	Executive Director
Phone	530-751-8555
Email	bstranix@ysedc.org

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

5/31/2023

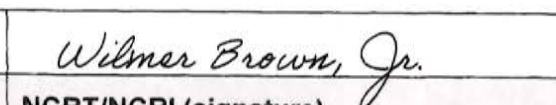
Board and Agency Certification

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 2024/2025 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)

Julius Murphy		6/15/23
Board Vice Chair (printed name)	Board Vice Chair (signature)	Date
Brynda Stranix		6/22/2023
Executive Director (printed name)	Executive Director (signature)	Date

Certification of ROMA Trainer/Implementer (If applicable)

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

Wilmer Brown, Jr.		08/22/2023
NCRT/NCRI (printed name)	NCRT/NCRI (signature)	Date

CSD Use Only

Dates CAP (Parts I & II)		Accepted By
Received	Accepted	
June 22, 2023	August 22, 2023	<i>Shiella Marie Rivera</i>

Public Hearing(s)

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

State Statute Requirements

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

Guidelines

Notice of Public Hearing

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

Public Hearing

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

Additional Guidance

COVID-19 poses unique challenges to fulfilling the public hearing requirement. CSD asks that agencies continue to adhere to state and local 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. Therefore, for the purposes of fulfilling the public hearing requirement on the draft CAP, agencies may conduct the public hearing in-person, remotely, or using a hybrid model (in-person and remotely) based on the public health protocols in place in their communities.

Public Hearing Report

Date(s) of Public Hearing(s)	June 14, 2023
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 1-14, 2023
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, 2023
Number of Attendees at the Public Hearing(s) (Approximately)	Eight

Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

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

The National Community Action Partnership has an [Assessment Tool](#) designed specifically for the community needs assessment process. Here you can select from a variety of county-specific data sets.

Examples of Community Needs Assessments and project timelines from agencies within the California CSBG Providers network can be found on the [Local Agencies Portal](#) under the CSBG – Resources tab. If you do not have an account or have not received CSD login credentials, please email CSD at ExternalAccess@csd.ca.gov.

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

Sample Data Sets			
U.S. Census Bureau Poverty Data	U.S. Bureau of Labor Statistics Economic Data	U.S. Department of Housing and Urban Development Housing Data & Report	
HUD Exchange PIT and HIC Data Since 2007	National Low-Income Housing Coalition Housing Needs by State	National Center for Education Statistics IPEDS	
Massachusetts Institute of Technology Living Wage Calculator		University of Wisconsin Robert Wood Johnson Foundation County Health Rankings	
California Department of Education School Data via DataQuest	California Employment Development Department UI Data by County	California Department of Public Health Various Data Sets	
California Department of Finance Demographics	California Attorney General Open Justice	California Governor's Office Covid-19 Data	California Health and Human Services Data Portal
CSD Census Tableau Data by County			Population Reference Bureau KidsData

Community Needs Assessment Narrative

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

Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4

1. 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)

Data has been collected and analyzed from SCCAA's subcontractors, low-income client and agency surveys and through reviewing data sets made available by local and nationwide governmental agencies, other non-profits and others. Both qualitative and quantitative data has been included. Collecting demographic data related to poverty gives us an understanding of who is living in our service area, of their needs, and of the condition and causes of poverty in the community that we are serving. The data gives us the ability to make informed decisions in choosing the agencies and programs SCCAA will allocate CSBG funds to.

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

Sutter County (estimated population of 98,503, July 2022) 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 the 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 Sutter and Yuba counties is referred to as the Yuba City Metropolitan Statistical Area (MSA), a geographical region with close economic ties throughout the area.

3. 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

Local Data Sets

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

California State Data Sets

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

Agency Data Sets

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

Surveys

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

4. If you selected "Other" in any of the data sets in Question 3, list the additional sources.

2023 Center for Applied Research & Engagement Systems (CARES) Health Indicators Report for Sutter County

5. 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

Focus Groups

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

Interviews

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

Community Forums

- Asset Mapping**
- Other**

6. If you selected "Other" in Question 5, please list the additional approaches your agency took to gather qualitative data.

N/A

7. Describe your agency's analysis of the quantitative and qualitative data collected from low-income individuals and families. (Organizational Standards 1.1, 1.2, 3.3)

SCCAA utilized a multi-faceted approach for data collection in the needs assessment process.

The quantitative data obtained provided consistent reliable statistics from sources like the census, point in time counts, economic development department, that could be used to compare year over year changes (positive or negative) in areas such as unemployment, poverty, homelessness, etc.

The qualitative data obtained provided more of a story of need, more than the numbers alone can provide. These details came from surveys, talking with service providers who serve the low-income, community forums, other agency needs assessment survey results, newspaper articles, client success stories, etc.

SCCAA analyzed all of its qualitative and quantitative data to better understand the causes and conditions of poverty in Sutter County and to identify the needs that were most common across all avenues and need to be addressed.

8. 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)

A. Community-based organizations

***Bi-County Homeless Services Program (BCH) Strategic Plan 2019-2024.** The BCH stakeholders represented members from County of Sutter, City of Live Oak, City of Yuba City, County of Yuba, City of Marysville and City of Wheatland.

Three priority areas for pursuing solutions to homelessness were identified as:

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

Sutter Yuba Homeless Consortium's, Sutter & Yuba Local Homeless Action Plan 2022-2026 (Appendix C)

Current System Gaps and Factors Contributing to Homelessness

- Affordable Housing (especially extremely low-income)
- Health Services (especially mental health issues and substance use)
- Community Engagement

- Homelessness Prevention
- Accessing Services (removing barriers- transportation, mental illness, substance use)

***Sutter Yuba Homeless Consortium Coordinated Entry client intake responses 2022-2023**

Top 4 reasons for becoming homeless:

- Breakup, divorce or separation
- Lost Job/Unemployed
- Unable to pay rent/mortgage
- Substance use issues

***Sutter County Community Action Agency surveyed service agency staff/community members (140) in March/April 2023, results indicated: (Appendix D: SCCAA 2023 CAP Agency survey results):**

Top 5 challenges in the Yuba-Sutter community:

- 1) Homelessness
- 2) Lack of affordable housing
- 3) Lack of access to mental health services
- 4) Alcohol, substance or drug abuse
- 5) Unemployment/Low Paying Jobs

Top 5 services/programs most needed in the community for low-income/unhoused:

- 1) Homelessness prevention services (rent, utility payments, rental/eviction counseling)
- 2) Mental/Behavioral Health Programs and Counseling
- 3) Job or Skills Training
- 4) Alcohol/Substance Abuse Recovery/Prevention Services
- 5) Emergency shelter

***Sutter County Community Action Agency surveyed low-income and homeless clients (914) in March/April 2023, results indicated: (Appendix E: SCCAA 2023 CAP Client survey results)**

Top 5 assistance/services that would help improve their financial or living situation:

- 1) Job/better paying job
- 2) Homelessness prevention services
- 3) Access to food
- 4) Affordable housing
- 5) Transportation/funding for vehicle

***Sutter County Community Action Agency surveyed 2022 service providers**

Top services clients most often need that they are unable to obtain in the community (gaps)

- 1) affordable housing
- 2) transportation services

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.

***Catholic Ladies Relief Society #2, a local faith-based nonprofit that operates a food locker, indicates the following top issues from clients:**

- lack of employment opportunities
- jobs available are low-income jobs
- senior citizens are living on very low monthly social security checks

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

***Adventist Health/Rideout Hospital 2022 Yuba-Sutter community health needs assessment identified the following top 5 significant community health needs in prioritized order:**

1. Access to Mental/Behavioral and Substance Use Services
2. Access to Basic Needs Such as Housing, Jobs, and Food
3. Active Living and Healthy Eating
4. Access to Specialty and Extended Care
5. Access to Quality Primary Care Health Services

*** Most Yuba-Sutter residents can't afford homes.** May 2022, according the California Association of Realtors, the overwhelming majority of residents in both Yuba and Sutter counties cannot afford median-priced homes in the region. August 2022, Habitat for Humanity reported affordable housing in the Yuba-Sutter area is a top concern, they have over 1,000 people on the waiting list for affordable and/or subsidized housing.

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

***Sutter County Board of Supervisors FY 2021-2022 Countywide Top 6 Priorities** adopted in February 2021 include Priority #3 Homelessness with the following focuses:

- 1) Conduct public meetings to discuss homelessness, progress and goals
- 2) Partner with City of Yuba City and local organizations to ensure long-term viability of homelessness services.
- 3) Determine need for additional homeless-related resources, such as housing and services

***City of Yuba City** 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 (including homeless)
- 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

2022 amendment to the 2020-2024 CDBG Consolidated Plan

One-year goals and actions that the City will fund with CDBG to reduce and end homelessness include:

- reaching out to homeless persons to determine individual needs
- addressing emergency shelter and transitional housing needs
- helping homeless persons make transition to permanent housing
- homelessness prevention

***Sutter County Community Health Assessment 2022** 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

E. Educational institutions (local school districts, colleges)

***Yuba City Unified School District integrates mental health supports into schools.** August 2022 YCUSD partnered with the mental health care coordinator, Care Solace, to offer students and families access to mental health and substance use treatment regardless of insurance status. March 2023, in response to a survey of High School students that indicated 30% showed symptoms of untreated mental illness and student petitions, YCUSD is working to start their own mental health support program that has licensed on-campus therapists at certain school sites. (**Appendix F: Seeking some support at school: Yuba City High School students petition for mental health resources, Appeal Democrat, February 2023**)

***E Center Community Assessment January 2022** indicates the top two areas that had the highest percentage of Head Start families in vulnerable or in-crisis situations:

- 1) Employment
- 2) Food

***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 (food)
- 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 childcare

***Yuba-Sutter Child Care Planning Council 2022-2027 Needs Assessment** identified the following early care and education needs:

- 1) Increase subsidized childcare capacity for all age groups, particularly full-time childcare for infant and school-age children.
- 2) More specialized childcare capacity for children with special needs, as well as cultural and language diversity.
- 3) Development of alternative and comprehensive childcare 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.

9. "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)

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	6.4%	15.6%	\$62,666	18.8%	18.3%
Sutter County	8.1%	15.5%	\$67,003	20.4%	12.5%
State-California	4.3%	12.3%	\$84,097	15.8%	11%

(US Census Bureau Quick Facts 2022, Center for Applied Research & Engagement Systems (CARES) 2023 Health Indicators Report for Sutter and Yuba County, Employment Development Department-April 2023)

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 2023 Employment Development Department reported Sutter County's unemployment rate was 8.1 percent, well above the national average of 3.4 percent and the state of 4.3 percent, ranking Sutter County 51st 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) 2023 Health Indicators Report for Sutter County:

*In California, 12.3 percent of the entire population lived below the poverty level while 15.5 percent of Sutter County's population lived below the poverty level.

*Sutter County's population receiving Supplemental Nutrition Assistance Program (SNAP benefits), a federal program for low-income individuals and families, is 12.5 percent, compared to the State at 11 percent. In addition, of Sutter County's students, 62.1 percent are eligible for Free or Reduced Lunch, while California is at 57.8%. These are indicators of the population having multiple health access, health status and social support needs.

*In California median household income is \$84,097, while Sutter County median is \$67,003. By ethnicity,

Hispanic/Latino median income is \$54,822, while Non-Hispanic/Latino median income is \$74,226 in Sutter County. Low median income is another economic status indicator of the region.

*According to Yuba-Sutter Legal Center for Seniors 2023 application, of the 22,035 persons over 60 in Sutter County, 2,785 have incomes at or below the poverty level. The American Community Survey estimates 17 percent of Sutter County seniors either receive Supplemental Security Income (SSI) Cal Fresh or another form of public assistance.

*Sutter County's average household size is 3.0. (US Census Bureau 2022 Quick Facts) According to the Massachusetts Institute of Technology Living Wage Calculator for Sutter County, a family with 2 adults (2 working) and 1 child would need to make \$84,060 per year to be able to pay for basic living expenses. The Median Household income for Sutter County is \$67,003. The adult would need to make \$20.21 per hour for it to be a living wage, minimum wage is \$15.50 and the approximate hourly wage for a person living in poverty is about \$5.54 per hour. (The person living in poverty hourly wage was determined by looking at 2022 Federal poverty guidelines for 3 persons in the household at 100% of the poverty level (23,030 annual income). With 2 adults working full-time (4160 annual hours) it equals about \$5.54 per hour)

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

*20.4 percent of persons over 25 do not have a High School Diploma (compared to State at 15.8). Of these, the highest percentages by race are 31.2 percent Asian, 19.9 percent Native Hawaiian or Pacific Islander and 33.3 percent Native American/Alaska Native. (Center for Applied Research & Engagement Systems (CARES) 2023 Health Indicators Report for Sutter County);

*Only 19.9 percent of Sutter County persons over 25 have a Bachelor's Degree and 6.7 percent have Graduate or Professional degrees as compared to the State at 35.2 percent and 13.4 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) 2023 Health Indicators Report for Sutter County)

Housing – Yuba-Sutter is sorely lacking in affordable housing options for all income levels and with the high cost of inflation, many are facing difficulty in maintaining the housing they do have. Housing insecurity is proven to cause high stress which impacts a person's health and well-being.

*May 2022, according the California Association of Realtors, the overwhelming majority of residents in both Yuba and Sutter counties cannot afford median-priced homes in the region In Sutter County, the median home price for the first quarter of 2022 was \$426,000. The minimum qualifying income to afford a house at that price is \$84,400. According to the 2022 Census Quick Facts, the median household income in Sutter County is \$67,003.

*The Sutter County 2022 Affordable Housing Needs Report indicates renters in Sutter County need to earn

\$21.25 per hour-1.4 times the state minimum wage to afford a house.

*According to Habitat for Humanity Yuba-Sutter 2023 application, the expiration of the Eviction Moratorium in February 2022 has caused an influx of calls seeking rental assistance. During the COVID pandemic there were many funding sources to help with utilities and rents as well as surplus payments and unemployment increases. However, now the programs are gone and the rising cost of living has created a dire need for assistance for people to maintain their home, especially for many disabled and elderly residents that are on fixed incomes.

*According to Yuba-Sutter Legal Center for Seniors 2023 application, Housing is a major issue in Sutter County. About 20% of Sutter County residents over 65 rent. (American Community Survey). Nationwide, there are 9 seniors waiting for each occupied unit of public housing (National Coalition for the Homeless)

Health

*Sutter County is plagued with bad health behaviors and outcomes that top the State in many categories. These are often an indication of lack of access to healthy food, good schools, affordable housing and living wage jobs.

Physical inactivity 29.5 percent, State 17.7 percent

Heart Disease 28.9 percent, State 24.7 percent

High Blood Pressure 61.6 percent, State 53 percent

Adult Obesity 29.7 percent, State 24.3 percent

Limited Access to Healthy Foods 10.8 percent, State 3.3 percent

Frequent Mental Health Distress 14.5 percent, State 11.3 percent

Poor Mental Health Days 4.9, State 3.7

Lung Cancer prevalence 52.2 percent, State 40.9 percent

Life expectancy age 78.9, below the State average at 81.7 years

(Center for Applied Research & Engagement Systems (CARES) 2023 Health Indicators Report for Sutter County, Adventist Health/Rideout Hospital 2022 Yuba-Sutter community health needs assessment)

* A lack of access to care, facilities and physicians, presents barriers to good health. According to Robert Wood Johnson Foundation 2023 Sutter County Health Rankings Report, the ratio of residents per primary care physician is 1,300:1 (state: 1,230:1), the ratio of residents per dentist is 1,240: 1 (state: 1,100:1) and the ratio of residents per mental health provider is 270:1. (state: 240:1);

Homelessness –The population of people experiencing homelessness in Sutter and Yuba counties began to increase dramatically between 2008 and 2015, and today both counties are experiencing a severe problem with the homeless, homeless encampments and the attendant problems with this issue.

*The Sutter-Yuba Point in Time homeless count conducted in January 2019 indicated the number of homeless adults has steadily increased from 2015 to 2019. Of the 706 total homeless, most persons were 25 and older, were 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.

*The Sutter-Yuba Point in Time homeless count conducted in January 2021 indicated the number of homeless adults increased again from 2019 to 2021. Of the 1,074 total homeless, most persons were 25 and older, however 278 were under the age of 18. The racial/gender distribution of the homeless was White (61%), Mixed Race (24%), Black (9%), American Indian/Alaskan Native (5%) and equally male and female. In addition, 8 percent had a serious mental illness, 2 percent had a substance abuse disorder and 22 percent were victims of domestic violence.

(**Appendix G:** 2021 Sutter-Yuba Point in Time Count)

Childcare - Child care wait lists are common for families who qualify for assistance. In Sutter County, there is a need for more than 7,400 additional childcare slots, well beyond the existing capacity. There is a substantial unmet need of subsidized childcare services- 82.7% unmet need for infant care and 71.1% unmet need for school-age children. 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 2022-2027)

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.

*Sutter County is among five of the top rural or semi-rural counties with the highest rates of malnutrition, according to the California Department of Public Health in April 2023. Malnutrition is particularly common among older people, especially those who are ill, low-income, homebound, or without reliable access to healthy food or medical services. (**Appendix H:** Sutter County sees some of the highest malnutrition death rates in the state, Appeal Democrat, April 2023)

*According to the Robert J. Wood Foundation 2022 Sutter County Health Rankings Report, Sutter County has 14 percent who are food insecure, as compared to the State at 10 percent and 8 percent have limited access to healthy food, compared to the State at 3 percent.

10. "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)

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.

Economic Climate

Yuba-Sutter 2020-2025 Comprehensive Economic Development Strategy (CEDS) reflects the vision for regional prosperity and economic development. The plan is meant to be a guide for the entire community including businesses, residents, students, workers and elected leaders.

CEDS survey results indicate the following struggles the Yuba-Sutter area has that limit/reduce investment/growth in the community and potential solutions to encourage investment/growth.

Regions top 4 competitive weaknesses:

- 1) career/job opportunities
- 2) unskilled labor force
- 3) business climate
- 4) transportation infrastructure

Three specific things leaders can do to make the region a better place for residents:

- 1) improve roads and connectivity
- 2) create more affordable housing
- 3) develop more quality of life amenities

There must be a concerted regional effort to improve the transportation, wastewater, broadband and affordable housing and housing infrastructure. Improving education and linkage to the needs of local business is critical for quality of life, business growth and success. Additionally, providing support for strong workforce development, access to capital and resources to small and growing businesses is essential to develop robust and diverse regional commerce.

11. Describe your agency's approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 1.3)

SCCAA subcontracts with agencies to provide services directly to the low-income population. As part of their contract, Subcontractors agree to submit to SCCAA a copy of their client satisfaction survey tool(s) when the contract is signed and a summation of their client satisfaction survey results near the end of the contract year with proof that the results were presented to their governing board. All survey results are combined and presented to the SCCAA board for review and discussion at a subsequent board meeting which is documented in the meeting minutes. If survey results indicate a subcontractor is not performing adequately then the board will decide the course of action. Depending on the severity of the non-performance, course of action taken may include making recommendations for improvement, providing training and technical assistance for the agency specific to the issue/deficiency, reducing or eliminating funding to the agency if the issue/deficiency is not corrected.

Community Needs Assessment Results

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

State Plan 14.1a

Table 1: Needs Table

Complete the table below. Insert row(s) if additional space is needed.

Needs Identified	Level	Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
Homelessness prevention and reduction	Family	Yes	Yes	Yes
Affordable housing	Community	Yes	No	No
Access to Health Services (including mental behavioral, physical, alcohol/substance abuse)	Family	Yes	No	Yes
Higher paying jobs/ individual skills training	Family and Community	Yes	No	No
Food Security	Family	Yes	No	Yes
Transportation assistance	Family and Community	Yes	No	No

Needs Identified: List the needs identified in your most recent CNA.

Level: List the need level, i.e., community or family. **Community Level:** 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. **Family Level:** 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.

Essential to Agency Mission: Indicate if the identified need aligns with your agency's mission.

Currently Addressing: Indicate if your agency is already addressing the identified need.

Agency Priority: Indicate if the identified need will be addressed either directly or indirectly.

Table 2: Priority Ranking Table

List all needs identified as an agency priority in Table 1. Insert row(s) if additional space is needed.

Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category	Why is the need a priority?
1) Homelessness (prevention and reduction)	<ul style="list-style-type: none"> -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-p, 5x, 5z 7a, 7m FNPI 3h,4a-b,4e-f, 5f	The Bi-County Homeless Services Program (BCH) Strategic Plan and Agency staff surveys indicate top priority area for solutions to homelessness is prevention efforts/activities. There has been a steady increase in the number of homeless in the community since 2008.
2) Access to Health Services (including mental behavioral, physical, alcohol/substance abuse)	<ul style="list-style-type: none"> -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 mental health counseling -Increase number of primary care, dental and mental health care providers 	SRV 5a-j, 5p, 5s-w, 5y, 5aa, 5bb-ee FNPI 5b, 5c CNPI 5a-b	Sutter County is plagued with bad health behaviors and outcomes that top the State in many categories. It's ratio of residents to physicians, mental health providers and dentists are well above the State. The Sutter & Yuba Local Homeless Action Plan 2022-2026 identifies Access to Health Services as a top system gap and key factor contributing to homelessness.
3) Food Security	<ul style="list-style-type: none"> -Provide nutritious and essential food to low-income, underserved and vulnerable 	SRV 5 ii, jj FNPI 5a	The high cost of living in Sutter County has attributed to food

	<p>populations in Sutter County</p> <p>-Increase distribution days/times available to include after typical work hours for working families</p>		<p>insecurity in the region. Sutter County ranks among top 5 counties in CA with highest rates of malnutrition, Low-income client surveys indicate one of top 3 assistance/services they need is Access to Food</p>
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Agency Priorities: Rank your agency's planned programs, services and activities to address the needs identified in Table 1 as agency priorities.

Description of programs, services, activities: Briefly describe the program, services or activities that your agency will provide to address the need. Identify the number of clients to be served or the number of units offered, including timeframes for each.

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

Why is this need a priority: Provide a brief explanation about why this need has been identified as a priority. Connect the need with the data. (CSBG Act Section 676(b)(3)(A))

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

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

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

Vision and Mission Statement

1. Provide your agency's Vision Statement.

Sutter County Community Action Agency (SCCAA) is guided by the needs of the community to improve the quality of life in Sutter County.

2. Provide your agency's Mission Statement.

SCCAA's mission is to assist all Sutter County residents achieve greater self-sufficiency and economic independence through the development of partnerships and collaborations with agencies that serve the low-income.

Tripartite Board of Directors

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

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

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

In accordance with the CSBG Act, 1/3 of Sutter County Community Action Agency's (SCCAA) tripartite board is made up of individuals who are either themselves low-income, or act as the voice of the low-income members of the community in which they live by virtue of their representing agencies, organizations, or institutions whose concern or business, partly or wholly, are involved with the affairs of low-income people.

Per SCCAA bylaws, Low Income Sector directors shall be approved in accordance with California Administrative Code Section 100605.

California Administrative Code Section 100605 indicates:

Low-Income Representatives:

- (1) "Democratic selection process" for the purposes of this article, shall be defined as a methodology reflecting the choice(s) of the people.
- (2) Although representatives of the poor need not themselves be poor, they must nonetheless be selected in a manner which ensures they truly represent the poor.
- (3) Area Representatives of Low-Income Persons. Should a community action program be concerned primarily with compact geographic areas in which poverty is concentrated, such as neighborhoods or "target areas" of the community, the representatives of the low-income shall be selected by the residents of those neighborhoods or areas. All residents of any such neighborhood or area may participate in the selection process, but special emphasis and attention must be given to ensuring that those residents who are poor participate fully in the selection process.
- (4) Non-area Representatives of Low-Income Persons. In some communities or parts of communities it may not be feasible for some or all of the representatives of the poor to be selected on a neighborhood or target area basis. In such cases, representatives of the low-income population shall be selected only by the low-income population, whom the community action program is intended to serve and who reside outside of areas where poverty is concentrated.

SCCAA does not have a formal procedure for a low-income individual or representative of low-income individuals to petition the board if they feel there is inadequate representation on the SCCAA board.

Service Delivery System

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

State Plan 14.3

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

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 2024 and 2025:

Bridges to Housing - During intake interviews, Bridges to Housing collects vital information and verification from their clients. Each client must provide date of birth, social security cards, ID if over 18, income verification (2-3 months paystubs), rental verification and complete a demographic information form. income and period. Once all the documentation is accumulated, the Program Intake Associate reviews for eligibility for grant support and program guidelines. When satisfactory, an interview is scheduled, conducted by volunteers and board members to determine housing needs and challenges and suggest options for the client. Bridges provides rental security deposits as well as assists with first month's rent, utilities and storage and refers clients to other community services.

Habitat for Humanity – Applicants requesting assistance are given a list of required documents; drivers license, rental/lease agreement, notice to pay/3 day pay or quit, current utility bill (if requesting assistance for payment of utilities), and proof of income in the form of last years taxes, SSI/SDI letter or 90 days of most recent pay stubs. If applicant qualifies for funding, they sign an agreement to receive funding. The agreement states that the funding is not a loan and authorizes Habitat for mail a payment to the listed payee (utilities company or landlord) and agreeing to the total payment to be made.

St. Vincent de Paul – Clients complete an application when they come in to request assistance. A copy of the bill/lease they are requesting help for is copied and attached to the application. The application is recorded and awaits a Home Visit team to call/meet with the client to collect additional information, verify need and qualification for the program, determine if and how much assistance SVdP can provide and ensure the situation is temporary and that they will be able to sustain their financial responsibilities in the future. Payments are made direct to utility companies or landlords, whatever is applicable.

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- At the intake, staff obtains required demographic information (age, gender, living situation, education, etc.) Income eligibility is verified by bank statements

showing receipt of SSI and/or other income; SSI and/or Social Security award letters; or pay stubs for those clients who are employed. A recent utility bill, such as PG&E, is used to verify clients live in Sutter County. The center determines client needs and then provides direct legal services by advising them, negotiating with opposing parties, preparing legal documents, filling out forms such as Medi-Cal applications, making court appearances and more. Cases could last a year or more.

2. Describe how the poverty data related to gender, age, and race/ethnicity referenced in Part I, Question 1 informs your service delivery and strategies in your service area?

Subcontractors chosen by SCCAA typically aim to address the needs of a large swath of individuals, however some programs that are funded are specific to certain demographics. County demographics indicate 71.9 percent are White, 17.6 percent are Asian (mostly East Indian), 32.9 percent are Hispanic, with 16% over the age of 65, compared to other counties in the state (15.2%), based on July 2022 data from the US Census Bureau. Keeping this in mind, SCCAA makes efforts to ensure that the programs supported by CSBG funds address the particular needs of seniors, such as maintaining housing and nutrition. (YS Legal Center for Seniors, Yuba-Sutter Food Bank Homebound program for Seniors) as well as making sure the largest demographic populations not only have access to services, but also are able to provide input about their needs by distributing the 2024-25 Needs Assessment surveys in English, Spanish and Punjabi.

Linkages and Funding Coordination

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

California Government Code Sections 12747, 12760

Organizational Standards 2.1, 2.4

State Plan 9.3a, 9.3b, 9.4b, 9.6, 9.7, 14.1b, 14.1c, 14.3d, 14.4

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(3)(C); Organizational Standard 2.1; State Plan 14.1c, 9.6, 9.7)

SCCAA's Executive Director is active with the following community/regional groups in an effort to collaborate on services and coordinate funding opportunities to best serve low-income residents: Executive Director for Yuba County Community Services Commission, 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 2024-25 that work to coordinate funds and services for Sutter County.

Bridges to Housing – is an active member of the Sutter Yuba Homeless Consortium

Habitat for Humanity - is an active member of the Sutter Yuba Homeless Consortium

Sutter Yuba Homeless Consortium- is a formalized coalition of service providers. It manages the operation of the Coordinated Entry System for Sutter and Yuba County. They coordinate with and subcontract their allocated funds (including CSBG) to multiple agencies including Adventist Health and Rideout, Casa de Esperanza, Hands of Hope, Regional Emergency Shelter Team, Salvation Army Depot and Sutter County Health and Human Services to provide services for the Coordinated Entry location.

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (CSBG Act Section 676(b)(9), Organizational Standard 2.1; State Plan 14.1c, 9.6, 9.7)

SCCAA enters into a contract/service agreement to provide services to the low-income and/or capacity building for the agencies that serve the low-income with each sub-contractor it funds. The following potential 2024-25 sub-contractors have additional MOU's/service agreements in place for the coordination of their services/funding:

Bridges to Housing- has MOUs with Sutter Yuba Homeless Consortium and Hands of Hope and informal partnerships for referrals with Coordinated Entry, Welfare Department, Veterans Affairs, Freed, Adventist Street Nurses, Better Way, 14 Forward, Salvation Army, Sutter County, Yuba County, Habitat for Humanity, Regional Housing Authority and Hands of Hope, Life Building Center.

Habitat for Humanity- has MOU's with Hands of Hope, Sutter Yuba Homeless Management Information System/Bell Data Systems, Life for Relief and Development and Sutter County Public Health and partnerships for referrals from Bridges to Housing.

St. Vincent de Paul – has informal partnerships for referrals with Salvation Army, Habitat for Humanity, Bridges to Housing, Hands of Hope, Coordinated Entry and Sutter County Health and Human Services.

Sutter Yuba Homeless Consortium – has MOU's with Adventist/Rideout, Casa de Esperanza, Hands of Hope, Regional Emergency Shelter Team (REST), Salvation Army, Sutter County Health and Human Services for services at the Coordinated Entry Sites and established partnerships with Bridges to Housing Victim Witness, California Rural Legal Assistance, Harmony Health, Yuba and Sutter County Public Health, Sutter County Library, Sutter Yuba Behavioral Health, Sutter County One Stop, Peach Tree Clinic, Recology, Marysville Veterinary Hospital and more.

Yuba-Sutter Economic Development Corporation – has MOU's with County of Yuba, Alliance for Hispanic Advancement, Yuba County Office of Education/One Stop

Yuba-Sutter Food Bank – has MOU's with Contra Costa Food Bank and Sutter Health Medical Foundation

Yuba-Sutter Legal Center - has MOU's with Area 4 Agency on Aging, the local long term care ombudsman and is in the process of renewing memorandums of understanding with several bi-county public and private agencies. Has informal partnerships for referrals with all Sutter County government agencies that assist seniors, Hands of Hope and several other agencies that assist low-income persons.

3. Describe how your agency ensures delivery of services to low-income individuals while avoiding duplication of services in the service area(s). (CSBG Act Section 676(b)(5), State Plan 9.3a, California Government Code 12760)

To help ensure that funds are not used to duplicate services for the low-income population, SCCAA's Executive Director is active with the following community/regional groups:

- Executive Director-Yuba County Community Services Commission,
- 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's Request for Proposals for annual CSBG fund allocation requires the agencies indicate the types of programs and entities their agency coordinates services with and how they ensure that funds are not used to duplicate services. It also requires that agencies indicate if and how their agency partners with the Coordinated Entry programs, which affords them additional points in the scoring criteria if they do.

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

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 its Nonprofit Capacity Building Program that includes a bi-monthly Non-Profit Newsletter that provides capacity building articles, grant opportunities and other CSBG related communication, a free grant search subscription that is available for all non-profits serving Yuba-Sutter, Grant Basics and Program Evaluation workshops and one on one technical assistance

for nonprofits, all to allow them the opportunity to increase their capacity and access additional funds to manage their programs.

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

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 2024-25 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 foundations that offer grants to programs that serve the low-income population; implement a donation letter campaign and stage fundraising activities and events.

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 funding loss.

Sutter Yuba Homeless Consortium- will continue to seek other local, state, and federal funding for the continued operation of the Homeless Services Program.

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. In addition, the Legal Center is working to expand its services to provide small claims advice which will bring an additional funding stream and is trying to increase its fund raising to make up any potential deficiencies.

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

SCCAA board members are all volunteer and document and sign a volunteer tracking sheet at every board meeting to include all time spent on activities they have participated in relating to SCCAA (site visits, CAP meetings, board packet review, etc.). Their total volunteer hours along with volunteer hours reported from sub-grantee agencies are calculated and included in the Annual Report. SCCAA reviews and documents volunteer hours spent by board members on a bi-monthly basis.

Our subcontractors use a mix of employees and volunteers and are responsible for tracking and reporting those hours each year during the Annual Report process. Subcontractors report that they track volunteers

and hours through multiple methods, including sign-in/sign out sheets, on individual sheets to be tallied at month end and online tracking systems overseen by the Volunteer Coordinator and other program supervisors.

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 14.1b)

Potential 2024-25 sub-contractor that SCCAA may fund to provide services to meet the needs of Sutter County youth, although youth services did not rise to one of the top 5 priorities.

Children's Hope Foster Family Agency – Children's Hope Transitional Housing Placement Program helps foster youth transition out of foster care and into adulthood with continued support and services. This includes assistance with independent living skills like career development, education, vocational training and financial planning and financial assistance with food, rent, education related costs and low-cost modes of transportation. These supports help the young adults work toward their educational, financial stability and self-reliance goals and out of poverty.

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 Superintendent of Schools-Displaced Youth Multi-Disciplinary Team-DYMDT is a collaborative approach to bringing community resources together to efficiently establish home stability and remove barriers to education for students and families experiencing or at-risk of becoming homeless. The program works to meet the needs of homeless children and youth, or those that are at risk of becoming homeless, through outreach efforts and direct services. Direct services include transportation to and from school and services to increase school stability and attendance, maintaining or securing shelter/housing and monitoring progress.

SCCAA promotes specific youth activities/services by sharing posts regarding youth activities/services on its Facebook page, providing a listing of agencies/programs that provide childcare and youth services on its website page and periodically having a youth program highlight article in its bi-monthly newsletter.

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)

Although specific youth services did not rise to the top as a priority for 2024-25, possible ways that SCCAA can promote increased community coordination and collaboration to meet the needs of youth is by:

- allocating funds to Yuba City Unified School District to help launch their student mental health support program that will have fully licensed on-site therapists for students seeking support at the schools
- recruiting board members that are active in youth organizations so SCCAA can have a better understanding of how they could possibly partner
- supporting Yuba City Unified School District/Yuba-Sutter Chamber of Commerce in their Work Ready Yuba-Sutter Youth Program
- support E Center's youth internship program

SCCAA promotes specific youth activities/services by sharing posts regarding youth activities/services on its Facebook page, providing a listing of agencies/programs that provide childcare and youth services on its website page and periodically having a youth program highlight article in its bi-monthly newsletter.

9. 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 9.4b)

Potential 2024-25 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.

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.

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.

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 14.4)

SCCAA serves as a referral service for low-income persons that call in looking for assistance with a variety of needs, including emergency supplies, services and food. SCCAA's website has a "Find Help" tab that lists community wide resources in over 10 categories.

Potential sub-contractors that could be funded for 2024-25 include:

Adventist Health – operates a Food Security Program that provides medically tailored healthy meals to homeless and low-income individuals upon discharge from the hospital. A Registered Dietician works with each food insecure patient to create a plan of care.

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.

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. They also provide a Homebound Food Delivery Program to 65+ of age, low-income and most vulnerable in the community.

Sutter Yuba Homeless Consortium – operates the Coordinated Entry sites in Sutter and Yuba Counties, both of which allow individuals to easily access emergency housing, food security services, bathrooms, showers, laundry and other supportive services.

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

SCCAA serves as a referral service for low-income persons that call in looking for assistance with a variety of needs, including LIHEAP, emergency rental and utility assistance programs. SCCAA's website, www.suttercares.org, has a "Find Help" tab that lists community wide resources in over 10 categories.

Potential sub-contractors that could be funded for 2024-25 include:

Habitat for Humanity- rent/mortgage relief and utility assistance to low-income clients.

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

St. Vincent de Paul- St. Vincent de Paul assists those in need with food, clothing, rent and utility bills, furniture, household goods, etc.

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

Community Resource Project is the LIHEAP service provider to Sutter and Yuba Counties. SCCAA serves as a referral service for low-income persons that call in looking for assistance with a variety of needs, including LIHEAP. SCCAA's website has a "Find Help" tab that includes the contact information for Community Resource Project under Utilities Assistance.

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

SCCAA sub-grantees are often family-based programs that encourage parental responsibility and reunification if there is separation of parents and children. No programs specifically only focus on men, however a few focus on the health of the family. Potential sub-grantees to be funded for 2024-25 include:

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.

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

SCCAA serves as a referral service for low-income persons looking for assistance with a variety of needs, so it is fairly easy to determine where the community is lacking regarding certain services and resources.

In addition, SCCAA regularly polls its sub-contractors to determine what clients most often need that they are unable to obtain in the community (the gaps).

To develop linkages to help fill identified gaps in services for the low-income, SCCAA's Executive Director is active with the following community/regional groups: Executive Director-Yuba County Community Services Commission; 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's website has a "Find Help" tab that lists community wide resources in over 10 categories—a resource that SCCAA consistently updates as new resources come available, so the information is easily made available to the low-income.

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 2024-25 sub-contractors report the following:

Bridges to Housing – Bridges to Housing does a one year look back on all clients funded. Calls are made to the landlord or apartment manager to identify if the household still resides there. These results are entered on a spreadsheet and reported monthly to the board.

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 and 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.

Habitat for Humanity-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.

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.

Sutter Yuba Homeless Consortium – The Sutter Yuba Homeless Consortium will measure the success of the program by measuring outcomes such as increase in income, permanent housing, and employment.

Yuba-Sutter Legal Center for Seniors - The status of each client is evaluated in accordance with the outcomes matrix. Success is measured when a client's case is closed by determining if the

client was able to remain in or move to "stable" status. 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. The directing attorney reviews the survey comments to determine if changes are needed in how services are provided. Bi-Monthly reports are made to the board of directors. The directing attorney reviews the monthly reports to determine what groups are being served, the most common needs, etc., in order to determine if changes in service priorities are needed.

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 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, Evaluation, and ROMA Application

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 proposals 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 contract. 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 2024-25 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.

Habitat for Humanity - Evaluation includes a customer satisfaction survey for families and individuals that receive assistance with CSBG funding.

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.

Sutter Yuba Homeless Consortium – Clients will complete satisfaction surveys to evaluate program delivery. Evaluations will include the assessment of client satisfaction surveys and Homeless Management Information System reports. Program evaluation data will be utilized, analyzed and acted on to improve the Homeless Services Program by reviewing data with the SYHC Board and at the Sustainability Committee meetings on a regular basis. After reviewing data at the meetings, a checklist will be created of the items that need to be addressed as needed. The SYHC Board will be responsible for ensuring the program is running efficiently.

Yuba-Sutter Legal Center for Seniors - 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. The directing attorney reviews the survey comments to determine if changes are needed in how services are provided.

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)

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

Adventist Health reported 1/2023

Problem: Adventist Health homeless outreach program was not efficient and effective, their food closet was very small and had little inventory and they only focused on those who were food insecure, meaning they had limited or no access to resources including food, housing, money etc.

Insight/change based on performance data: Staff interaction with clients and repeat visits to the emergency room.

Changes made: Adventist hired a dietician that successfully added support and services to individuals who were medically vulnerable and whose health could be improved with the addition of meals that are medically tailored to their specific health condition. This included individuals with health concerns such as Diabetes, CHF, COPD, and more, connecting them to resources that provide 2 free medically tailored meals a day. These meals are specifically tailored to their diagnosed health condition, in turn improving their quality of life and overall health.

They were able to increase the food pantry size, increase storage capacity, bring a higher level of oversight, expand inventory, and purchase refrigeration and freezers to expand further to provide meat (protein), fresh fruit and vegetables and dairy items. They also implemented additional policies and procedures to ensure high quality operations.

Additional processes and procedures, as well as additional storage and food inventory allowed Adventist to better partner with the community and expand to deliver food and nutritional services to Adventist's clinics, Adventist's cancer center, and local farm workers and low-income households,

including those experiencing homelessness.

Casa de Esperanza (CASA) reported 1/2023

Problem: Individuals felt restricted with old policies that CASA had in place before, and this led to clients exiting the program prematurely, or having a difficult experience.

Insight/change based on performance data: CASA identified a need to streamline the process for clients to get the assistance they need efficiently and effectively. This problem was detected by administration observation, feedback from clients, staff input, and CASA statistics.

Changes made: CASA has now undergone some structural changes that include a Case Manager position that will allow the staff to build a structure for referrals, appointments, advocacy, and resources to better assist clients as well as a Counseling Program that has staff who are assigned Counselor/Advocates that will pick up clients from the waiting list both in-shelter and outside clients.

In addition, CASA has undergone some policy changes that have allowed in-shelter clients some freedom and flexibility within reason that has allowed clients to feel more empowered and capable and has reduced early exits for vulnerable clients.

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)

The following SCCAA sub-contractor facilitated a change to help revitalize the area, applying the full ROMA cycle:

Habitat for Humanity, Harmony village project reported 1/2022

Problem: Limited affordable housing in the area and high crime and multiple police service calls to Baymont Hotel in south Sutter County.

Insight/change based on performance data: Habitat identified that without a place to go once individuals completed programs in an effort to better their lives, they were falling right back into homelessness again. In addition, in order to sustain housing, especially for highly vulnerable populations, they needed subsidized housing where no more than 30% of their income was spent on rent.

Changes made: Purchase the 62-room Baymont Hotel in south Sutter County to be turned into permanent rental housing for homeless and at risk of homeless with a focus on elderly, veterans and disabled persons. Implement consistent facility rules, controlled entry environment, transportation, on site medical clinic, on site veterans affairs representative and other support services that help stabilize resident's and keep them housed.

Results: Provided permanent supportive housing for 60 individuals. Reduced police calls from about

eight calls a month to the area, to about one call per month to the area.

Response and Community Awareness

Diversity, Equity, and Inclusion

1. Does your agency have Diversity, Equity, and Inclusion (DEI) programs in place that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures, and sexual orientations?

Yes

No

2. If yes, please describe.

SCCAA distributed the 2024-25 Needs Assessment surveys in English, Spanish and Punjabi which reflects the linguistic and cultural needs of our diverse target population.

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? The term disaster is used in broad terms including, but not limited to, a natural disaster, pandemic, etc.

Yes

No

2. If yes, when was the disaster plan last updated?

SCCAA does not provide services to low-income individuals/families and therefore does not have a disaster plan in place, however several of its potential sub-grantees to be funded for 2024-25 do.

E Center – Disaster plan created/updated 2020

Habitat for Humanity-Disaster plan created/updated July 2021

Yuba-Sutter Legal Center for Seniors - Disaster plan created/updated 2023

3. Briefly describe your agency's main strategies to remain operational during and after a disaster.

E Center- Management and Operations Plan includes contingencies for virtually every scenario. Between floods, fire and COVID, they are well positioned to continue service.

Habitat for Humanity- main strategy is to continue providing the same level of service to all of those they serve, with multiple data backup procedures to ensure they don't lose a funding opportunity for a project because they can't access required documents or data. Department data is backed up to USB drives weekly, online storage and all documents upon receiving and receipts, checks and physical documents are scanned to the corresponding departments email as well. Habitat partners with Yuba and Sutter County, acting as a disaster response donation station and distributing much

needed items to evacuation sites. Habitat staff is well versed at shifting from normal operation to disaster to continue services.

Yuba-Sutter Legal Center for Seniors - Set up alternate work site at home of legal assistant which is out of any likely fire or flood zones. Staff will work with disaster assistance centers to assist affected seniors directly by helping them apply for disaster assistance, negotiate with insurance companies, obtain required documents, etc. and as well as coordinate with other agencies.

Federal CSBG Programmatic Assurances and Certification

CSBG Act 676(b)

Use of CSBG Funds Supporting Local Activities

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

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

Needs of Youth

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

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

Coordination of Other Programs

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

Eligible Entity Service Delivery System

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

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

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

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

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

Eligible Entity Emergency Food and Nutrition Services

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate System

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

Fiscal Controls, Audits, and Withholding

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

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

State Assurances and Certification

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

For CAA, MSFW, NAI, and LPA Agencies

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

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

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

For MSFW Agencies Only

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

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

Organizational Standards

Category One: Consumer Input and Involvement

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

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

Standard 1.3 (Private) The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

Standard 1.3 (Public) The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.

Category Two: Community Engagement

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

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

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

Category Three: Community Assessment

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

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

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

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

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

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

Category Four: Organizational Leadership

Standard 4.1 (Private) 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.

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

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

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

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

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 the community 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
Sutter & Yuba Local Homeless Action Plan 2022-2026	C
SCCAA 2023 CAP Agency survey results	D
SCCAA 2023 CAP Client survey results	E
Seeking some support at school: Yuba City High School students petition for mental health resources, Appeal Democrat, February 2023	F
2021 Sutter-Yuba Point in Time Count	G
Sutter County sees some of the highest malnutrition death rates in the state, Appeal Democrat, April 2023	H