

Sutter County Community Action Agency 2020-2021 Community Action Plan

California Department of Community Services and Development

Community Services Block Grant



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Purpose

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

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 provide guidance for the development of a comprehensive Community Needs Assessment. The following is a list of Organizational Standards that will be met upon completion of the CAP and CNA. This section is informational only, and narrative responses are not required in this section. Agencies are encouraged to utilize this list as a resource when completing Organizational Standards annually (Appendix A).

State Assurances

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by agencies is included in California's State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and improve program performance. The following is a list of state assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix B).

Federal Assurances and Certification

Public Law 105-285, s. 676(b) establishes federal assurances agencies are to comply with. CSD, in its state plan submission, provides a narrative describing how the agencies in California will comply with the assurances. By completing and submitting this Community Action Plan, your agency certifies that it will comply with all Federal Assurances and any other laws, rules, and statutes in the performance of the activities funded through this grant. [**Federal Assurances can be found in the CSBG Act Section 676**](#)

The following is a list of federal assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix C).

2020/2021 Community Action Plan Checklist

The following is a check list of the components to be included in the CAP. The CAP is to be received by CSD no later than June 30, 2019:

- Cover Page and Certification**
- Vision Statement**
- Mission Statement**
- Tripartite Board of Directors**
- Documentation of Public Hearing(s)**
- Community Needs Assessment**
- Community Needs Assessment Process**
- Community Needs Assessment Results**
- Service Delivery System**
- Linkages and Funding Coordination**
- Monitoring**
- Data Analysis and Evaluation**
- Appendices (Optional)**

COMMUNITY SERVICES BLOCK GRANT (CSBG)
2020/2021 Program Year Community Action Plan
Cover Page and Certification

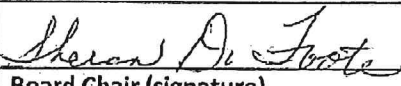
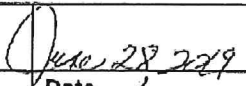
Submission Date: June 28, 2019

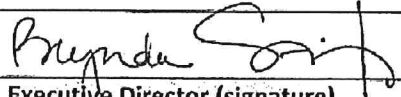
Agency Contact Person Regarding the Community Action Plan:

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

Certification of Community Action Plan and Assurances

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this FFY 2020/2021 Community Action Plan (CAP) and the information in this CAP is correct and has been authorized by the governing body of this organization.

Sharon Foote		
Board Chair (printed name)	Board Chair (signature)	Date

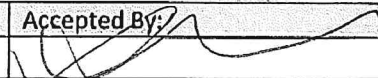
Brynda Stranix		6/27/2019
Executive Director (printed name)	Executive Director (signature)	Date

Certification of ROMA Trainer
(if applicable)

The undersigned hereby certifies that this organization'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).

NCRT/NCRI (printed name)	NCRT/NCRI (signature)	Date

CSD Use Only:

Date CAP Received:	Date Accepted:	Accepted By:
6/28/19	7/23/19	

Sandra Fletcher - CSD
Certified ROMA Implementation

Vision and Mission Statement

1. Vision Statement-Provide your agency's Vision Statement below

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

2. Mission Statement- Provide your agency's Mission Statement below:

To assist the low-income residents of Sutter County move toward greater self-sufficiency and economic independence through partnerships and collaborations.

Tripartite Board of Directors

(Organizational Standards 5.1, 5.2, CSBG Act Section 676(b) (10))

Section 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations administer their CSBG program through tripartite boards that *“fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities.”*

Answers must address the following:

1. Describe your agency's procedures for establishing adequate board representation under which a low-income individual(s), community organization, religious organizations, 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 agency to petition for adequate representation. Please place emphasis on the *low-income individuals* on your board. (Organizational Standards 5.2, CSBG Act Section 676(b) (10))

Per SCCAA bylaws: The Board shall have three Membership Categories, with a maximum of five Directors per Category. **Low Income Representative.** Directors shall be representatives of the low-income population in Sutter County, and shall be approved in accordance with California Administrative Code Section 100605. Directors are eligible for election only after (i) their application has been reviewed and approved by the Board; or (ii) appointment by a Sutter County Supervisor. Membership applications shall be gathered and reviewed by the Nominating Committee under Article 7.4 of these bylaws. Directors shall be approved pursuant to the relevant procedures set forth in Sections 6.5. or 6.12. of these bylaws. SCCAA makes every effort to be inclusive and representative of low-income individuals or groups. It advertises for vacancies on its board through public notifications in the local newspapers, Facebook, Non-Profit News newsletter and the website at www.SutterCares.org and screens board applicants for qualifications to fill the low-income representative seats.

2. Please describe how the individuals on your Advisory or Governing Board are involved in the decision-making process and participate in the development, planning, implementation and evaluation of programs funded under CSBG to meet the requirements listed above. (Organizational Standard 5.1)

SCCAA Board Members are involved in the decision making process in the following ways:

*Attend and actively participate in Board meetings which includes reviewing/approving minutes, staff/activity reports and financial statements to determine progress and status in attaining objectives, *Annually be responsible for allocating SCCAA's Community Service Block Grant funds and/or discretionary funds to nonprofit or public organizations who serve the low-income population and/or provide administrative services. The entire board is responsible for application review, application scoring, attendance at application presentations and determination of funding allocations. *Actively participate in the development of SCCAA's Strategic Plan every two years, which may include additional meetings, review of vision and mission statements and the formulation of objectives/strategies and performance measures. *Board must actively participate in the Community Action Plan process every two years which includes attending the public meeting, needs assessment survey review and survey completion, attendance at the public hearing meeting, advocating for needs assessment surveys to be completed, reviewing and approving the Community Action Plan before submittal to CSD. *Executive Committee oversees the annual Executive Director Management Evaluation process which includes meeting to discuss and complete the evaluation (including determining goals for the upcoming year), meeting with the Executive Director to discuss and review the results and presenting the completed management evaluation to the full board for approval, *Site Visit Committee must coordinate a date/time to complete their assigned sub-grantee site visit, review the material about the agency in advance, ask the provided question(s) on the Pre-Visit Questionnaire along with any others they would like to and type up their notes from the visit within the designated time frame, * Review and approve organizational goals and policies, *Attends SCCAA training events, board orientations as necessary, *Recruit and selects new Board members as needed, *Board periodically reviews the bylaws and mission statement and makes recommendations, making sure to adhere to CSD Organizational Standards.

Documentation of Public Hearing(s)

California Government Code 12747(b)-(d) requires all agencies to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, **agencies must prepare and present the completed CAP for public review and comment.** The public hearing process must be documented to include how the hearing was advertised and all testimony presented by the low-income and identify whether the concerns expressed by that testimony are addressed in the CAP.

The agency shall conduct at least one public hearing and provide for a public comment period. **Note: Public hearing(s) shall not be held outside of the service area(s)**

The agency has made (or will make) the plan available for review using the following process:

Public Hearing

Date: June 25, 2019

Location: 950 Tharp Road, Ste. 1303, Yuba City, CA

Public Comment Period

Inclusive Dates for Comment: June 12, 2019-June 25, 2019

When and where was/will be the Public Hearing Notice(s) published or posted? List the dates and where below: ***Submit a copy of published notice(s) with the CAP Application for documentation purposes**

See Appendix C-Public hearing notice documentation

Date	Where (name of newspaper, website, or public place posted)
June 12, 2019	Appeal Democrat, published in newspaper
June 12, 2019	www.suttercares.org, posted on website
June 20, 2019	Sutter County Community Services Commission Facebook page, posted
June 3, 2019	June/July Nonprofit News Newsletter, published in (emailed out to 224 individuals)
June 19, 2019	Yuba-Sutter Economic Development Corporation, posted at

Community Needs Assessment

Public law 105-285 requires the state to secure from each agency, as a condition to receive funding, a CAP which includes a Community Needs Assessment (CNA) for the community served. Additionally, state law requires each CSBG agency to develop a CAP that assess poverty-related needs, available resources, feasible goals and strategies, and that yields program priorities consistent with standards of effectiveness established for the program (*California Government Code 12747(a)*).

As part of the CNA process, each organization will analyze both qualitative and quantitative data to provide a comprehensive “picture” of their service area. To assist the collection of quantitative data, CSD has provided a link to a dashboard with the latest Census data with easily available indicators at the county level.

https://public.tableau.com/profile/benjamin.yeager#!/vizhome/Cap_Assessment/CAPData

Community Needs Assessment Process

(Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4, 3.5)

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

Please indicate which combination of activities were used in completing the CNA, including when and how these activities occurred in the spaces below. If the activity was not used, please type N/A or Not Used.

Focus Groups	N/A
Asset Mapping	<p>The agency held a community needs assessment meeting on March 13, 2019 in partnership with Yuba County Community Services Commission to determine the needs/services of the region by the low-income population by brainstorming on what is and what is not working. 215 people were invited from various agencies that serve the low-income population, 29 people were in attendance representing 20 different agencies. (see Appendix A -2019 Community Action Plan Meeting Minutes and Appendix B – 2019 Community Action Plan Meeting Attendee list) The meeting was publicized via two websites, Facebook posts on five different pages, direct emails to agencies, Constant Contact email campaign, press releases in the local newspapers and radio station, distribution of flyers and the bi-monthly Non-Profit News Newsletter.</p>
Surveys	<p>Two Needs Assessment Surveys were distributed and collected from March 13 – April 26, 2019 to seek feedback on the community's needs. One from the perspective of the low-income and homeless (collected 304) and one from the perspective of community members, board members and staff of agencies serving the low-income (collected 84). Packets of 15 Low-Income/Homeless Needs Assessment Surveys were provided to each agency at the community forum on March 13, 2019 as well as distributed to additional agencies that did not attend the forum to distribute to their clients. The Needs Assessment Surveys were also provided online via Constant Contact. In addition, it was posted on the agency's website at www.suttercares.org, periodically posted on the SCCAA's Facebook page, was a link in the April 2019 Non-Profit News newsletter and was directly emailed to multiple agencies, creating an even further reach. (see Appendix D – 2019 Needs Assessment Surveys and Appendix E - 2019 Needs Assessment Survey Responses)</p>
Community Dialogue	<p>The agency also provided an opportunity for public comment and testimony on the DRAFT Community Action Plan June 25, 2019 at the Public Hearing at Yuba-Sutter Economic Development Corporation, located in Yuba City, Sutter County, a centrally located and accessible facility to clients. A public notice was published in the local newspaper, posted in the June/July Nonprofit News Newsletter that's distributed to 224 individuals/nonprofit agencies, posted on SCCAA Facebook page and its website. No public comments were made at the</p>

	public hearing in relation to the needs assessment other than “it seems like the priorities identified are in-line with the needs of the community”.
Interviews	N/A
Public Records	N/A

Date of most recent completed CNA:

2017

Date CNA approved by Tripartite Board (most recent):

(Organizational Standard 3.5.)

June 20, 2019

Your responses to the questions below should describe how the agency ensures that the CNA reflects the current priorities of the low-income population in the service area, beyond the legal requirements for a local public hearing of the CAP. Please be specific.

1. For each key sector of the community listed below, summarize the information gathered from each sector and how it was used to assess needs and resources during the needs assessment process (or other planning process throughout the year). These sectors should include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions. (Organizational Standard 2.2)

Community Based organizations *Bi-County Homeless Services Program (BCH) Strategic Plan January 2019 (**Appendix J**). The BCH stakeholders represented County of Sutter, City of Live Oak, City of Yuba City, County of Yuba, City of Marysville and City of Wheatland. Expertise and feedback was obtained from numerous county representatives with expertise from behavioral health, public health, probation/criminal justice, social services, education, employment and housing departments; Sutter Yuba Homeless Consortium; eight Housing and Homeless Service Providers; four health care providers; two faith-based organizations; two education providers, the public housing authority, homeless individuals, representatives of family caregivers of persons living with serious mental illness, Yuba County Community Services Commission, SCCAA, California Rural Legal Assistance and Yuba-Sutter Economic Development Corporation. They used surveys to service providers and homeless clients, focus groups, interviews, and a half day community alignment session to identify three priority areas for pursuing solutions to homelessness; 1) Homeless prevention efforts/activities; 2) Temporary and permanent housing options 3) Outreach and enforcement through coordinated entry *Yuba-Sutter-Colusa United Way performed a Community Needs Assessment in March/April 2019 to community members, businesses and service providers. Results indicated the following: 1) top Economic Issue/Need is Opportunity for Well Paying Jobs, 2) top Health Issues are alcohol and/or drug abuse and mental illness, 3) top Social Issue is homelessness. **Faith based organizations** *Salvation Army, a part of the universal Christian Church, indicates in its application for funding that the needs/problems of the Yuba-Sutter community

are: 1) High Unemployment; 2) High homeless population; 3) Need for safe shelter. **Private sector** *SCCAA performed a Community Needs Assessment in March/April 2019 to service providers and low-income homeless clients. Three priority areas were identified: 1) Alcohol/Substance/Drug Abuse; 2) Lack of Affordable housing; 3) Unemployment/Low paying jobs. In addition, SCCAA held a community action plan meeting to identify needs/issues in the community. The results were as follows: 1) Lack of homeless prevention services and funding; 2) Lack of substance abuse treatment; 3) Lack of affordable housing; 4) Lack of transportation; 5) Lack of funding for legal services; 6) Lack of coordination regarding food services; 7) Lack of congregate food sites; 8) Lack of knowledge of available services *Adventist Health/Rideout performed a community health needs assessment of the Yuba-Sutter community and provided the results in their Rideout Community Health Benefit Plan Annual Report 2017/2018 (**Appendix L**). The assessment identified the top three significant health needs of the Yuba-Sutter community as: 1) Access to quality, primary care health services and prescription drugs; 2) Access to affordable, healthy food; 3) Access to mental, behavioral and substance abuse services. **Public sector** *Sutter County Board of Supervisors FY 2018-2019 Countywide Top Five Priorities adopted in September 2018 include Priority #4 Homelessness with the following focuses: 1) implement long-term homeless management plan; 2) decide on location, configuration and services for a temporary shelter facility; 3) partner with other Yuba-Sutter agencies to develop a permanent long-term shelter (transitional locations) *Sutter County Homeless Services Coordinator reported (Local leaders address homelessness, April 2019) the three prongs in addressing homelessness are: 1) prevention; 2) outreach to encampments and the community; 3) development of housing and shelter *City of Yuba City Quality of Life Survey conducted March 2019 identified Homeless Reduction as the most important priority for Yuba City. *Sutter County Public Health performed a health assessment of the entire county in 2019 that included surveys, community forums, meetings and interviews. Preliminary results indicate the community forums identified the following primary county health issues/needs: 1) Access to care; 2) Community resources education; 3) Chronic physical illnesses; 4) Social connectedness and mental health. The surveys identified the following primary county health issues/needs in rank order: 1) Homelessness; 2) Drug use; 3) Obesity/overweight; 4) Mental health issues *Yuba County Public Health performed a health assessment of the entire county that included meetings, interviews and community forums and provided the results in the Yuba County 2017 Community Health Assessment Report. The assessment identified two primary county health issues/needs: 1) Substance use disorders; 2) Access to health care services. **Educational institutions** *Sutter County Children & Families Commission performed community research in 2013/14 that resulted in five priority areas indicated in their 2015-2020 Strategic Plan: 1) Prenatal Support and Breastfeeding Services; 2) Infant and toddler Early Care

and Learning; 3) Support Services for Children with Behavioral Health and Other Special Needs; 4) Improving Safety and Avoiding Injuries; 5) Recreation Opportunities for Young Children and Families.

2. Describe the causes and conditions that contribute to poverty affecting the community in your service area. (Organizational Standard 3.4)

Sutter County (population 98,735) is an agriculture rich area located in the north/central part of the state of California and spreads over a 602 square mile area, just 45 minutes north of its capital city of Sacramento. Yuba City is the county seat of Sutter County and serves as the center for shopping and business for Sutter and Yuba counties. The region containing both Yuba and Sutter counties is referred to as the Yuba City Metropolitan Statistical Area (MSA), a geographical region with close economic ties throughout the area.

This region of abundant natural resources grapples with several socioeconomic challenges. Yuba and Sutter Counties exceed the state average when it comes to Poverty, Unemployment and Homelessness and fall substantially below when it comes to household income. (2019 Yuba-Sutter Comprehensive Economic Development Strategy, CARES Engagement Network-2019 Health Indicators Report for Sutter and Yuba County, Employment Development Department-December)

Location	Unemployment	Poverty Rate	Median Household Income	Percent of Adults with No High School Diploma	Percent Receiving SNAP benefits
Yuba County	6.6%	18.5%	\$51,776	17.85%	18.0%
Sutter County	8.1%	16.7%	\$54,347	21.35%	13.5%
State-California	4.1%	15.1%	\$67,169	17.51%	11.2%

High Unemployment - In January 2019 Employment Development Department reported Sutter County's unemployment rate was 8.1 percent, more than double the national average of 3.7 percent and state of 4.1 percent, ranking Sutter County 50th out of 58 counties in the State. (**Appendix I**-Unemployment numbers spike in December 2018) Long-term unemployed workers are much more likely to be poor and consequences of long-term unemployment is a vicious a cycle which often leads to negative economic consequences for the child in adulthood. **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 CARES Engagement Network-2019 Health Indicators Report for Sutter County: *Sutter County children living below poverty is 23.33 percent, compared to the State at 20.77; *In California, 15.1 percent of the entire population lived below the poverty level while 16.73 percent of Sutter County's population lived below the poverty level. Of the 16.73 percent, 53% were female and 47% were male. In addition, of the 16.73 percent in poverty, the highest percentages by race were 21.7 percent Native Hawaiian/Pacific Islander, 20 percent Native American/ Alaska Native, 20 percent black/African American and 25 percent Some Other Race; *Sutter

County's population receiving Supplemental Nutrition Assistance Program (SNAP benefits is 13.5 percent, compared to the State at 11.2 percent. In addition, of Sutter County's students, 60.51 percent are eligible for Free or Reduced Lunch, while California is at 58.11%. These are indicators of the population having multiple health access, health status and social support needs; *In California median household income is \$67,169, while Sutter County median is \$54,347. By ethnicity, Hispanic/Latino median income is \$41,991, while Non-Hispanic/Latino median income is \$62,374 in Sutter County. Low median income is another economic status indicator of the region; *Sutter County's average family size is 2.94. (US Census Bureau Quick Facts) According to the 2019 Massachusetts Institute of Technology Living Wage Calculator for Sutter County, a family with 2 adults and 1 child would need to make \$57,671 per year to be able to pay for basic living expenses. The Median Family income for Sutter County is \$54,347. In addition, each adult would need to make \$13.86 per hour, while the approximate hourly wage for a person living in poverty is about \$5.00 per hour. **Housing** - Housing insecurity is proven to cause high stress which impacts a person's health and well-being. *September 2018, Regional Housing Authority for Sutter, Yuba, Colusa and Nevada reported the region is facing an affordable housing crisis. All segments of the population, seniors on fixed incomes, people searching for multi-family residences or permanent supportive housing, are unable to find housing. They manage 800 rentals, all of which have waiting lists (a total of 2,200 applications on the waiting list) (**Appendix F** - Yuba-Sutter residents struggle to find affordable homes-Appeal Democrat, September 1, 2018); *In Sutter County, 22 percent of its households experience one of four housing problems-overcrowding, high housing costs, lack of kitchen or lack of plumbing facilities. In addition, 15 percent of Sutter County households spent at least half of their income on housing. (ideal is no more than 30 percent) (**Appendix G** - Yuba-Sutter residents health ranks in bottom half of state-Appeal Democrat- March 2019); *The destruction from the 2018 Camp Fire in Paradise (approximately 15,000 homes) and subsequent displacement of Camp fire victims (approximately 50,000) has put further strain on Sutter and Yuba Counties affordable housing shortage, temporary shelters and resources. Eight transitional housing units currently being constructed in Yuba County, meant for Yuba-Sutter residents experiencing homelessness transition into permanent housing with guidance and help, will initially house families displaced by the Camp Fire for 12 to 18 months. (Transitional housing coming to Olivehurst, Appeal Democrat, June 2019) **Health** - *The Lung Association in California Annual State of Tobacco Control Report gave Sutter County a D and the cities within an F for their tobacco control policies. The policies help educate and protect the youth on the dangers of tobacco. Tobacco use is the nation's leading cause of preventable death and disease and children are particularly at risk for asthma, respiratory infections and chronic illnesses later in life. (**Appendix H** -Lung association gives Yuba, Sutter and Colusa counties poor grades on report cards-Appeal Democrat-February 2019); *Sutter County life expectancy (78.9) falls below the State average

(80.9 years) This is often an indication of lack of access to healthy food, good schools, affordable housing and living wage jobs. (Yuba county life expectancy lower than state average-Appeal Democrat-September 2018); *There is a distinct lack of behavior and mental health services, high levels of health issues, and medical care leakage in the region. A lack of access to care, facilities and physicians, presents barriers to good health. According to Robert Wood Johnson Foundation 2019 County Health Rankings Report, out of 58 counties, Sutter County ranked 32nd in health outcomes and 34th in health factors. The ratio of residents per primary care physician is 1,260:1 (state: 1,270:1), the ratio of residents per dentist is 1,380: 1 (state: 1,200:1) and the ratio of residents per mental health provider is 340:1. (state: 310:1); *Adventist Health/Rideout 2017-2018 Annual report reported that according to the California Department of Public Health, Sutter County has the 22nd highest mortality rate and the sixth highest rate of death due to coronary disease.; *Many community members struggle to cope with substance abuse. Both Sutter and Yuba counties had hospitalizations due to substance abuse over twice the state rate. (Rideout Regional Medical Center and Sutter Surgical Hospital Community Health Needs Assessment May 2016) **Homelessness** - *Both counties are experiencing a severe problem with the homeless, homeless encampments and the attendant problems with this issue. The Point in Time homeless count conducted in January 2019 indicated the number of homeless adults has steadily increased from 2015 to 2019. Most persons experiencing homelessness are 25 and older, are White (59%), Black (7.1%) or Native American (4.9%) and are male (53.7%). In addition, 24 percent have a physically disabling condition, 14 percent have a serious mental illness, 13 percent have a chronic medical condition and 12 percent have a substance abuse disorder. For Sutter County, the top four reasons, by rank, reported for homelessness was eviction or foreclosure, unable to pay rent/mortgage, break up/divorce or separation and lost job or unemployed. (**Appendix J** - 2019 Sutter-Yuba Point in Time Count, April 2019); *Sutter County Public Health Director Leah Northrop said homelessness can have the largest effect on a persons well-being. She reported people who are homeless are 3 to 4 times more likely to die than those who are housed," she said. "Persons experiencing homelessness are more likely to be hospitalized and stay longer in the hospital. Commonly seen health conditions in those experiencing homelessness in Sutter County are mobility issues, dental issues, untreated wounds, diabetes, Chronic Obstructive Pulmonary Disease (COPD) and hypertension." (Yuba-Sutter residents health ranks in bottom half of State, Appeal Democrat, March 20, 2019). **Educational Achievement** - Low educational attainment affects access to care and a community's ability to engage in healthy behaviors.*21.35 percent of persons over 25 do not have a High School Diploma (compared to State at 17.51). Of these, the highest percentages by race are 31.4 percent Asian, 27.37 percent Native American/Alaska Native,18.6 percent White and 30.8 percent Some Other Race. (CARES Engagement Network-2019 Health Indicators Report for Sutter and Yuba County); *63.28 percent of 4th grade students are

scoring 'not reading proficient or worse' (compared to State at 60.49) The inability to read English well is linked to poverty, unemployment and barriers to healthcare access, provider communications and health literacy/education. **Childcare** - Child care wait lists are common for families who qualify for assistance. In Sutter County there is an undersupply of subsidized child care services- 82% for infant/toddlers, 89% for preschoolers and 37% for school-age children. There is a need for more than 10,000 additional childcare slots, well beyond the existing capacity. The lack of adequate childcare reduces the size of the available workforce and presents challenges for the local economy. (Childcare Planning Council of Yuba and Sutter Counties Child Care Needs Assessment Summary 2017-2022) **Nutrition** - Poverty and food insecurity are closely related. Food insecurity places a substantial burden on society through health care and social costs. People experiencing food insecurity often consume a nutrient-poor diet, which may contribute to the development of obesity, heart disease, hypertension, diabetes, and other chronic diseases.*According to the Robert J. Wood Foundation 2019 County Health Rankings Report, Sutter County has 27 percent obese adults, as compared to the State at 23 percent. In addition, 15 percent of the population is food insecure, compared to the State at 12 percent.; *According to the CARES Engagement Network-2019 Health Indicators Report for Sutter County, 35.42 percent have low food access, compared to the State at only 13.39 percent. **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.

3. 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.

4. 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)

SCCAA used the following sources for poverty data related to gender, age and race/ethnicity: Childcare Planning Council of Yuba and Sutter Counties Child Care Needs Assessment Summary 2017-2022; CARES Engagement Network-2019 Health Indicators Report for Sutter and Yuba County; 2019 Sutter-Yuba Point in Time Count, April 2019. The data collected is indicated in no. 2-causes and conditions of poverty.

5. Briefly summarize the type of both qualitative and quantitative data collected and analyzed as part of the needs assessment process. (Organizational Standard 3.3)

SCCAA utilized a multi-faceted approach for data collection in the needs assessment process. It held a community meeting, distributed two needs assessment surveys to the community (one to low-income/homeless and one to community members/staff of agencies that serve the low-income) and held a public hearing. In addition, SCCAA collected and reviewed needs assessment survey results from Bi-County Homeless Services Program (BCH) 2019 Strategic Plan, Yuba-Sutter-Colusa United Way 2019 Community Needs Assessment results, Adventist Health/Rideout Community Health Needs Assessment results reported in their 2017/2018 Community Health Benefit Plan Annual Report, Sutter County Board of Supervisors 2018/19 Countywide Top Five Priorities, City of Yuba City Qualify of Live March 2019 survey results, 2019 County Health Rankings Report for Sutter County, Community Commons Community Indicator Report for Sutter County, numerous articles in the local newspaper focused on addressing homelessness, the affordable housing shortage, the regions health, need for shelters and the results of various other demographic and agency identified community needs to gain insight into the needs of the low-income population in Sutter County.

6. Describe how the agency analyzes information collected from low-income individuals as part of the community needs assessment process. (Organizational Standard 1.1, 1.2)

SCCAA received 304 needs assessment surveys directly from low-income/homeless clients via 15 agencies that serve that population. The agencies included food pantries, homeless coordinated entry sites, temporary shelters, domestic violence center, health clinics, legal centers, employment one stops and more. The results of the surveys were entered into Constant Contact for tabulation of the results. In addition, the 2019 Point in Time Count and many of the other needs assessment results also solicited input directly from the low-income/homeless via client surveys, focus groups and interviews. SCCAA analyzed and compared the results from all sources to determine the top needs/priorities for the area.

Community Needs Assessment Results

(Organizational Standard 3.4, 4.2, 4.3, CSBG Act Section 5.76(b)(12))

Utilize the table below to list the needs identified in your Community Needs Assessment. If additional space is needed, insert a new row.

Needs Table

Needs Identified	Integral to Agency Mission (Yes/No)	Currently Addressing (Yes/No)	Agency Priority (Yes/No)
Opportunity for higher paying jobs & reduced unemployment	Yes	No	Yes
Access to mental, behavioral and substance abuse programs and counseling	Yes	Yes	Yes
Affordable housing	Yes	No	Yes

Homelessness (prevention and reduction)	Yes	Yes	Yes
Temporary and Permanent Housing (shelters/transitional)	Yes	No	Yes

Needs Identified: list the needs identified in your most recent Needs Assessment.

Integral to Agency Mission: indicate yes/no if the identified need aligns with your agency mission.

Currently Addressing: indicate yes/no if your agency is already addressing the identified need.

Agency Priority: indicate yes/no if the identified need will be addressed either directly or indirectly.

For needs marked “no” in “Agency Priority”, please describe how the gap was identified, (CNA, surveys, focus groups, etc.) and why the gap exists (Federal rules, state rules, lack of funding/resources, etc.) Explain how your agency plans to coordinate services and funding with other organizations to address these service gaps. Include how you ensure that funds are not used to duplicate services. If you will not be coordinating services to address the service gaps, please explain why. (CSBG Act Section 676b(3)(B),(5), State Assurance 12760)

N/A

Refer to Needs Table. For needs marked “yes” in “Agency Priority”, please stack rank according to priority, and complete the table below. If additional space is needed, insert a new row.

Priority Ranking Table

Agency Priorities	Description of programs/services /activities	Community/ Family & Individual	Indicator/Service Category (CNPI, FNPI, SRV)
1.Homelessness (prevention and reduction)	Provide emergency funds for utilities and rent, provide emergency shelter for domestic violence victims and counseling and education services, provide in-home supportive services and counseling to reinforce self-sufficiency skills	Family/individual level	SRV 4c, f-h, i, m-p, 3e, 7m FNPI 4e
2.Temporary and Permanent Housing (shelters/transitional)	Increase number of shelter beds and/or transitional housing units in community	Community	CNPI 4
3.Access to mental, behavioral and substance abuse programs and counseling	Provide semi-permanent shelter that offers a comprehensive array of services to address behavioral, substance abuse issues and more	Family/individual level	SRV 5s-aa, FNPI 5c
4.Affordable housing	Increase number of affordable housing units in the community	Community	CNPI 4
5.Opportunity for higher paying jobs & reduced unemployment	Provide employment skills training for adult and youth	Family/individual level	SRV 1a-q FNPI 1a-g

Agency Priorities: Stack rank your agency priorities with the top priority ranking #1.

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

Community/Family & Individual: Identify if the need is community, or family/individual level.

Indicator/Service Category (CNPI, FNPI, SRV): Indicate which indicator or service will be reported in annual report.

Refer to the Priority Ranking Table. Complete the table below to identify the reporting strategies for each Indicator/Service Category as identified in the Priority Ranking Table. If additional space is needed, insert a new row.

Reporting Strategies Table

Indicator/ Service Category (CNPI, FNPI, SRV)	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
SRV 4c, f-h, i, m-p, 3e, 7m FNPI 4e	# who avoided eviction, # who not have power shut off, # not returning to homelessness, # placed in transitional or permanent housing	St. Vincent De Paul, Casa de Esperanza, Salvation Army FSS, Yuba-Sutter Legal Center	Reported annually
CNPI 4	# of additional shelter beds and/or transitional housing units,	Salvation Army Depot, 14Forward, Casa de Esperanza, Lydia's, Buddy's Deborah's and Joshua House transitional living	Reported annually
SRV 5s-aa, FNPI 5c	# who graduate Depot program, # who attend meetings/counseling/assess ments for substance abuse, mental health,	Salvation Army Depot, Feather River Men's Center, Sutter Yuba Mental Health Services-Options for Change, First Steps, Pathways, Lydia's, Buddy's Deborah's and Joshua House transitional living	Tracked monthly, reported annually
CNPI 4	# of additional affordable housing units built	Habitat for Humanity Family Services Program, Regional Housing Authority	Reported annually
SRV 1a-q FNPI 1a-g	# who complete employment training programs, # who obtain a job	Sutter County One Stop	Tracked monthly, reported annually

Indicator/Service Category: Refer to Indicator/Service Category in last column of the Priority Ranking Table.

Measurement Tool: Identify the type of tool used to collect or measure the outcome.

Data Source, Collection Procedure, Personnel: Describe the source of data, how it is collected, and staff assigned to the task(s). Be specific and provide detail for activity both internal and external to the agency.

Frequency of Data Collection and Reporting: Describe how often data is collected and reported internally and externally. Include documentation available.

Service Delivery System

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

- Describe the overall Service Delivery System for services provided with CSBG funds and describe how your agency's services enhance and/or differ from those offered by other providers, i.e. bundled services– please include specific examples.
- The following agencies may be sub-grantees of SCCAA for 2020 and 2021: **Bridges to Housing-** Bridges assists homeless and low-income families to obtain safe, secure and affordable housing by offering a one-time payment to be made directly to a landlord to serve as a security deposit to begin renting a home. **Casa De**

Esperanza—Casa provides emergency safe shelter and food for adult and child victims of family and personal violence as well as counseling and education services which can last up to two years. Their programs include learning financial independence, budgeting, working with credit counselors, self-defense, finding employment, returning to school, etc. **Habitat for Humanity Family Services Program**—The Family Services program provides an affordable home to a qualified family that must put their 500 hours of sweat equity into building it which gives them self-reliance, self-esteem and new skills. The Family Services program also provides the family with mortgage training, family support classes, budgeting, and referrals for counseling services. Program differs because: There are a lot of programs that provide government assistance for housing, but it is all in the format of rental housing rather than homeownership. Some additional programs do offer first time buyers assistance loans, however this only helps the top 5% of low income individuals as the rates are still beyond many families ability to pay and often times miss those with the most need. Habitat's program includes all levels of low income individuals (families living at between 30%-80% median income range). Home ownership invests a family in the community and is one of the best preventatives to homelessness one can provide. **Salvation Army Depot**—Once admitted into the program, the Depot provides homeless individuals and families in crisis a facility to live in for six months to a year as a step to move into permanent housing. Clients participate in a broad range of health related courses such as substance abuse cessation, anger management, nutrition and exercise. In addition they are assessed on vocational and educational needs as well as personal budgeting and parenting education. Once clients “graduate” from the program they continue to be assisted through the Depot’s Family Self-Sufficiency Follow Up program. Program differs because: Other community agencies provide services to specific homeless populations. 14Forward is a temporary shelter for the homeless, and acts as an entry point for homeless individuals and couples coming from a place not meant for human habitation. Sutter and Yuba County CalWORKs provides rapid rehousing for homeless families, but does not provide the intense case management and daily support that most clients need. Casa de Esperanza serves victims of domestic violence. The Twin Cities Rescue Mission offers emergency, short-term food and shelter for 50 to 60 men a night. Central Valley Homeless Veterans offers a number of services to those homeless individuals who have served in the armed forces. The Regional Emergency Shelter Team (REST) is able to provide shelter for four months during the cold weather season, however do not provide rehabilitation services or intensive counseling. There are substance abuse programs in the area as well, but these are not residential or affordable, and do not provide services to the entire family. The need for shelter and supportive services far exceeds the available resources. The Salvation Army Depot Family Crisis Center is the only family oriented shelter in the area available to Sutter and Yuba County residents. Their program offers a comprehensive array of services not available through any other agency. **Salvation Army FSS**—Salvation Army’s Family Self-Sufficiency (FSS) program offers in-home supportive services and counseling to help the client for up to two

years after graduation to prevent the return to homelessness and to reinforce the myriad of skills learned at the Depot such as maintaining a budget, job acquisition and retention, goal setting, anger control, stress management, etc. Program differs because: Salvation Army FSS implemented a curriculum addressing relapse prevention and life skills to use with their FSS clients. This addition is well accepted by those in the initial six month period of FSS, as they are accustomed to attending many classes each day while living at the Depot. These courses have activities that encourage participants to continue building healthy bonds with peers, maintaining relationships with mentors and sponsors, and learning how to keep living a drug-free lifestyle. This addition helps to decrease recidivism rates among those we serve.

2. Please describe the agency's service delivery system. Include a description of your client intake process or system. Also specify whether services are delivered via direct services or subcontractors, or a combination of both.

SCCAA does not collect data from individuals and families served, it provides services to low-income residents of Sutter County via sub-grantees and they each have their own process for client intake. The following agencies may be sub-grantees of SCCAA for 2020 and 2021: **Bridges to Housing**— During intake interviews, Bridges to Housing volunteers collect vital information and verification from their clients. Each client must provide date of birth, social security cards, income verification, rental verification and complete a demographic information form. **Casa de Esperanza**- All services, including emergency intake are done on a 24 hour basis. They often verify status by the mail received at Casa or fact that client is working. Legal mandates require that they provide services to clients even though they deny a release of information, as a result, often times a woman self-certifies that she is low income. **Habitat for Humanity Family Services**- Families must complete a pre-application, do an interview and orientation. During the orientation, a families paperwork is reviewed to make sure they have met the qualifications- had a background screening, had a credit check and drug testing, submitted tax returns, bank records, birth certificates, disclosures and more. In addition, a family is tracked to assure they complete 500 hours of sweat equity on their home building. **Salvation Army**—Salvation Army utilizes an internal database where all client assistance is entered. They also utilize the Homeless Management Information System (HMIS) Software. Staff are trained in these two databases, paperwork is entered into the system and signed off on by the caseworker who enters the information. Paperwork is then filed in the client file. The Director of the programs regularly checks client files and cross references to the statistics that are pulled from the databases to ensure prompt and accurate entry.

3. Please list your agency's programs/services/activities funded by CSBG, including a brief description, why these were chosen, how they relate to the CNA, and indicate the specific type of costs that CSBG dollars will support (examples: staff salary, program support, case mgmt., T/TA, etc.)

SCCAA does not provide direct services to the low-income, it subcontracts all services. Below are local agencies that SCCAA anticipates it may subcontract with using CSBG funds for 2020-21 to provide services to meet the top priorities of Sutter County. To address the need of Temporary and Permanent Housing (shelters/transitional) (Priority 2) **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. It's anticipated that CSBG funds would be used for staff salary. **Bridges to Housing**- Bridges assists homeless and low-income families to obtain safe, secure and affordable housing. Bridges has partnered with Yuba-Sutter Realtors for a program called "Second Chance" which will allow an eligible family who has a prior eviction to obtain housing by offering a financial sponsorship to the landlord to protect/guarantee them from loss. In addition, for eligible families, they offer a one-time payment to be made directly to a landlord to serve as a security deposit to begin renting a home. These programs allow families to be in a safe and stable environment, one of the first steps to self-sufficiency. It's anticipated CSBG funds would be used for program support. To address the need of Affordable Housing (Priority 4) **Habitat for Humanity—Family Services Program**-The Family Services program is geared toward improving self-sufficiency of the low-income population by building and providing an affordable home to a qualified family that must put their 500 hours of sweat equity into building it. The program allows the new homeowners to gain self-reliance, self-esteem and new skills. The Family Services program also helps teach families self-sufficiency by providing them with mortgage training, family support classes, budgeting, and referrals for counseling services. **Regional Housing Authority**- Works with local cities and counties and community partners to increase the supply and choices of affordable housing for low income families and has multiple affordable housing programs such as Homes2Families and Neighborhood Stabilization rental program. It's anticipated CSBG funds would be used for program support. To address the need of Homelessness (prevention and reduction) (Priority 1) and access to mental, behavioral and substance abuse programs and counseling (Priority 3) **Salvation Army Depot**—Once admitted into the program, the Depot provides homeless individuals and families in crisis a facility to live in for six months to a year as a step to move into permanent housing. During this time, the clients participate in a broad range of health related courses such as substance abuse cessation, anger management, nutrition and exercise. In addition they are assessed on vocational and educational needs as well as personal budgeting and parenting education. A plan for each individual or family is devised that includes a mix of counseling, education, vocational training, job searching, savings program, independent living skills, computer training and support groups to move the client to self-sufficiency. Once clients "graduate" from the program they continue to be assisted through the Depot's Family Self-Sufficiency Follow Up program. It's anticipated that CSBG funds

would be used for case management. **Salvation Army**—Salvation Army's Family Self-Sufficiency program is designed to prevent graduates of the Salvation Army Depot program from reentry into the cycle of homelessness, substance abuse, etc. The program offers in-home supportive services and counseling to help the client for up to two years after graduation to stay on track and to reinforce the myriad of skills learned at the Depot such as maintaining a budget, job acquisition and retention, goal setting, anger control, stress management, etc. all skills needed to be self-sufficient. It's anticipated that CSBG funds would be used for case management. To address the need of Opportunity for higher paying jobs & reduced unemployment (Priority 5) **Sutter County One Stop** - Sutter County One Stop is a multi-faceted organization that assists individuals with employment opportunities, education and training. They provide career exploration, job search assistance, skills assessments, job search assistance, resume development, interview skills and coaching, on-the-job & vocational training and Adult Education. After a successful job placement, follow-up services are available to maximize a clients continued success in the workplace. It's anticipated CSBG funds would be used for program support.

Linkages and Funding Coordination

(Organizational Standards 2.1-2.4)

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

(State Assurance 12747, 12760, 12768)

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, please list the coalitions by name, who participates, and methods used by the coalition to coordinate services/funding. (Organizational Standard 2.1, CSBG Act Section 676(b)(1)(C),(3)(C))

SCCAA's Executive Director is active with the following community/regional groups in an effort to collaborate on services and funding opportunities and serve low-income residents: Board member, Sutter Yuba Homeless Consortium (Continuum of Care); Board member—Sutter Community Affordable Housing; Board Member—Sutter County Homeless Task Force; Member-Yuba County Homeless Task Force; Member-Yuba-Sutter Regional Homeless Coordinated Entry Task Force; Member-14FORWARD Employment Team; Bi-County Homeless Committee Funding Chair

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-grantees as well as administrative support. In addition, SCCAA provides technical assistance and directs sub-grantee agencies to additional grant funding resources they can apply for directly.

Below are local agencies that SCCAA anticipates it may subcontract with using CSBG funds for 2020-21 to provide services to meet the top priorities of Sutter County. They work closely with other agencies, churches, community organizations, etc. either via formal contracts/MOU's or informal partnerships, that are for the

purpose of better serving the low-income population. **Bridges to Housing** – is a member of the Sutter Yuba Homeless Consortium and partners with Hands of Hope, Yuba-Sutter Information Management System, Casa de Esperanza, Salvation Army, Yuba-Sutter Realtor's Association. **Casa de Esperanza** – partners with the District Attorney's office, Sheriff's Department, Probation, Victim Witness, Child Protective Services, County Health Department, Yuba City Police Department, Rideout Hospital and Emergency Room, Behavioral Health, CalWORKS, hospitals, Headstart, Pathways, First Steps, etc. Also an active member of the Bi-County Sexual Assault Response Team, the Domestic Violence and Child Abuse Task Force, Restoration Railroad, The Sutter Yuba Homeless Consortium, Bi-County Commercially Sexually Exploited Children and Youth Task Force and Month of the Child Committee. **Habitat for Humanity Family Services**- partners with USDA, HUD, Yuba and Sutter County Health and Human Services, Yuba and Sutter County One Stops, Salvation Army, Sikh Temple, Alliance for Hispanic Advancement, Hmong Outreach Center, Tri-Counties Bank, Yuba-Sutter Economic Development Corporation, PG & E, Recology Yuba-Sutter, PlyGem Windows, Whirlpool, Valspar, Dow Chemical and GAF Roofing. **Salvation Army** – is a member of the Sutter Yuba Homeless Consortium and partners with Yuba-Sutter Interagency Council, Consumer/Provider Network, Parole and Community team, Homeless Planning team, Emergency Food and Shelter Board and United Way. **Sutter Yuba Homeless Consortium**-is a formalized coalition of non-profit and faith-based organizations (includes Regional Emergency Shelter Team (REST), California Rural Legal Assistance, Harmony Health Medical Clinic and all agencies above), representatives of local government jurisdictions and homeless advocates that all work together to coordinate available services and maximize resources to better serve the homeless population in Sutter and Yuba Counties.

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

SCCAA enters into a contract/service agreement with each sub-grantee it funds. The following potential 2020-21 sub-grantees have official MOU's in place for the coordination of services/funding:

Bridges to Housing- with Regional Housing, Salvation Army, Casa de Esperanza, Hands of Hope, St. Vincent de Paul, Sutter County Victim Witness, Sutter Yuba Homeless Consortium, Yuba-Sutter Food Bank, Yuba-Sutter United Way, Yuba-Sutter Veterans Stand Down, Crossroads Community Church. **Casa de Esperanza**-with Colusa Police Department, Williams Police Department, Hands of Hope, Bridges to Housing, Rideout Health, Sutter County Health and Human Services Department, Yuba County Health and Human Services Department, Colusa County Sheriff, Sutter County Sheriff, Yuba County Sheriff, Sutter County Child Abuse Team, Yuba County District Attorney, Sutter County District Attorney, Colusa County District Attorney, Colusa County Probation Department, Sutter County Probation Department, Yuba County Probation/Victim Witness, Yuba City Unified School District, Maxwell Unified School District, Marysville Unified School District, Williams

Unified School District. **Habitat for Humanity**- with Life Building Center, HUD, Yuba County Office of Education. **Salvation Army**- with Liberty University, Sutter and Yuba County CalWORKS, Sutter County Probation Department, Yuba-Sutter Food Bank, Yuba County Probation Department, Yuba County Displaced Youth Multidisciplinary Team, Yuba-Sutter United Way. **Sutter Yuba Homeless Consortium** – with Habitat for Humanity and Hands of Hope for Coordinated Entry Sites-at Life Building Center and at Hands of Hope, Yuba County Probation/Victim Services, Yuba County Public Health, University of California Agriculture and Natural Resources, Harmony Health, Bridges to Housing, California Rural Legal Assistance

3. Describe how your agency utilizes information gathered from key sectors of the community:

- A. Community-Based
- B. Faith-Based
- C. Private sector (local utility companies, charitable organizations, local food banks)
- D. Public Sector (social services departments, state agencies)
- E. Educational Institutions (local school districts, colleges)

Describe how your agency will coordinate and partner with other organizations in your service area. (Organizational Standard 2.2, CSBG Act Section 676(b)(3)(C), (9))

See response to CAP Community Needs Assessment number 1 how each of these sectors was used to collect needs assessment data to determine the top priority areas to focus CSBG funds. Since SCCAA does not provide direct services, it relies only on partnerships and coordination with other organizations to service the area.

4. Describe how services are targeted to low income individuals and families and indicate how staff is involved, i.e. attend community meetings, I&R, etc. Include how you ensure that funds are not used to duplicate services. (CSBG Act Section 676(b)(3)(C), 676(b)(9), State Assurance 12760)

SCCAA only funds agencies that serve the low-income population in whole or in part. To help ensure that funds are not used to duplicate services, SCCAA's Executive Director is active with the following community/regional groups: Board member, Sutter Yuba Homeless Consortium (Continuum of Care); Board member – Sutter Community Affordable Housing Board; Member – Sutter County Homeless Task Force; Member - Yuba County Homeless Task Force; Member-Yuba-Sutter Regional Homeless Coordinated Entry Task Force; Member-14FORWARD Employment Team; Bi-County Homeless Committee Funding Chair

5. If your agency is a Migrant and Seasonal Farmworker (MSFW) agency, describe how you will coordinate plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not a MSFW, please mark N/A. (State Assurance 12768)

N/A

6. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. Describe your agency's contingency plan for potential funding reductions. (State Assurance 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-grantees as well as administrative support. The agency's Fund Development Process integrates sustainability strategies into its

program development activities. However, should CSBG funding be reduced significantly, the SCCAA Board of Directors and staff will implement the following strategies: 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 2020-21 sub-grantees have a contingency plan for reduced federal funding: **Bridges to Housing**—will aggressively increase community awareness of the services offered to increase private donations; maintain and strengthen relationships with all present donors; establish an active Board fundraising committee and advisory board; research private organizations and foundation that offer grants to programs that serve the low income population; implement a donation letter campaign and stage fundraising activities and events. **Casa de Esperanza**—will streamline, downsize or will cease to exist. **Habitat for Humanity**—will pursue other grant sources but will focus on community awareness of the programs offered to increase funding opportunities. In addition, they have identified services that could be reduced to help offset the funding loss. **Regional Housing Authority**—increase community awareness on success of program to increase funding opportunities. **Salvation Army**—use interns and CalWORKS work experience clients in place of staff.

7. Describe how your agency communicates its activities and its results to the community, including how the number of volunteers and hours are documented. (Organizational Standard 2.3, 2.4)

SCCAA communicates its activities/results through its website, www.suttercares.org, regularly posts on its Facebook page, does press releases in the local newspaper, distributes a bi-monthly newsletter, Nonprofit News and distributes an Annual Report. SCCAA board members 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. Their total volunteer hours along with volunteer hours reported from sub-grantee agencies are calculated and included in the Annual Report.

8. 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. Describe how your agency will contribute to the expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as: programs for the establishment of violence-free zones that would involve youth development and intervention models like youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs. (CSBG Act Section 676(b)(1)(B))

In years past, SCCAA has funded the following sub-grantee agencies, however the needs assessment done in conjunction with this CAP indicates different priority need areas and therefore going forward SCCAA may not be funding these exact agencies or exact services.

Habitat for Humanity—Youth Build- Habitat's program allows "at risk" young adults ages 18-24 to help low-income partner families gain stability through the constructions of their home. They receive training in

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

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

Potential 2020-21 sub-grantees that SCCAA may fund include: **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. It’s anticipated CSBG funds would be used for program support.

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

Emergency supplies and food have not risen to the top in terms of need priorities, most likely due to the numerous food distribution and access sites the region has, however potential sub-grantees that could be funded for 2020-21 include: **Casa de Esperanza**- Casa provides emergency safe shelter and food for adult and child victims of family and personal violence as well as counseling and education services which can last up to two years. **Hands of Hope**--Hands has a Day Program that provides emergency services/supplies for the low-income population including bathrooms, showers, laundry facilities and a clothes closet. **Yuba-Sutter Food Bank**-- The Food Bank provides nutritious food and other supplies to the low-income population on

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

11. Describe how your agency will ensure coordination between antipoverty programs in each community in the State, and ensure where appropriate, that the emergency energy crisis intervention programs under title XVI (relating to low-income home energy assistance) are conducted in the community. (CSBG Act Section 676(b)(6))

SCCAA has information available on its website, www.suttercares.org, regarding who to contact for the low-income Home Energy Assistance Program (HEAP). In addition, potential sub-grantees to be funded for 2020-21 that have a program that can assist with funds to pay for a utility bill if the power is going to be turned off include: **Hands of Hope**-Hands Client Advocate program helps with special needs not provided by its Day Program that includes assistance with utility bills. **Salvation Army**-Salvation Army has a safety net program for the low-income population in emergency situations that provides utility assistance. **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 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))

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 2020-21 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.

Monitoring

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

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

SCCAA reviews bi-monthly reimbursement requests from sub-grantees and assures legitimate expenses, performs annual desk and site reviews, 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 2020-21 sub-grantees report the following: **Bridges to Housing** – Collect data as to families success in maintaining a home. **Casa de Esperanza** – Client comments, suggestions and sign-out sheets are logged and reviewed weekly during a case management meeting between the direct service staff and the Director of Client Services. Stats are gathered monthly and quarterly these stats and progress reports are forwarded to funding sources. In addition, ongoing dialogue between Casa and referral agencies helps with early identification of any problems with the program. **Habitat for Humanity Family Services**-Satisfaction surveys that communicate issues with the overall operation of the program are reviewed and in some cases a recommendation for program changes are suggested to the CEO and Board of Directors for approval. **Salvation Army /Sal. Army Depot**-To maintain and improve the quality and efficiency of the program, clients have to fill out surveys every 30 days to communicate their satisfaction in relation to tools and methods used by the program. The forms are collected monthly and analyzed by staff and the program director at a monthly meeting, allowing administration to assess/evaluate and decide if there is a need to adjust or implement methods to improve the quality and efficiency of the programs and services. In addition, success is determined statistically by the number of clients served, individually through the self-sufficiency follow-up program that does home visits and counseling with program graduates and by evaluation of the recidivism records.

2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency and type (i.e., onsite, desk review, or both)

SCCAA conducts an annual monitoring of its sub grantees 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-grantees operation, assure files are secured, in-take is being handled correctly, the low-income clients are being served and find out what challenges sub-grantees are facing so that possible solutions can be determined to help them strengthen their programs. **Desk Monitoring**- Review areas include documents, performance, client files. Client file testing is done at least every three years for existing sub-grantees and at

mid-year for a new sub-grantee. In addition, when sub-grantees submit bi-monthly reports, SCCAA carefully checks that all receipts presented correspond with their budgeted items and all required back-up is included. SCCAA continually tracks expenditures to assure each agency is spending their allocated funds such that all funds will be expended by the contract term and no overspending has occurred. In addition, SCCAA continually monitors insurance policies to assure they are current and in file, collects financials and/or audits annually and collects client satisfaction survey results annually. SCCAA provides technical assistance and forms training whenever needed to each of the sub-grantees to assure their program success as well as provides them with resources for additional funding opportunities to help grow their programs.

3. Describe how your agency ensures that cost and accounting standards of the Office of Management and Budget (OMB) are maintained. (CSBG Act Section 678D(a)(1)(B))

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

Data Analysis and Evaluation

(Organizational Standards 4.3, 4.4)
(CSBG Act Section 676(b)(12))

1. Describe your methods for evaluating the effectiveness of programs and services, including the frequency of evaluations. (Organizational Standard 4.3)

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

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

A final close-out report is required of sub-grantees, after close of the programs. The success of each program is again evaluated at this time. Future funding of sub-grantees is affected by their ability to report accurately and timely, as well as on efficient and effective delivery of services. Program sites will be monitored 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 2020-21 sub-grantees 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 Family Services**- Evaluation includes a customer satisfaction survey for families that attend classes, meet for interviews or interact with staff. In addition, a Partner Family Handbook acts as a workbook, used from beginning to end of the program where Partner Families have the opportunity to comment on the various sections of the program and any issues with their home. **Salvation Army** – Each case worker and counselor is required to complete case notes on each client which are reviewed at a weekly meeting. Progress in the program is evaluated and changes in the client’s case plan is discussed at the weekly meeting to ensure each client is given the program the best meets their needs. At 90 and 120 days in the FSS program, participants present to a review panel their progress towards their goals which is discussed, evaluated and changes made if necessary. Clients also complete a satisfaction survey that evaluates the tools and methods used by the program. **Salvation Army Depot**- Each case worker and counselor is required to complete case notes on each client which are reviewed at a weekly meeting. Achievement of objectives and goals are determined, progress in the program is evaluated and changes in the client’s case plan is discussed at the weekly meeting to ensure each client is given the program the best meets their needs. At 30, 60 and 120 days in the program a client self-evaluation is completed and then reviewed by staff. Clients also complete a satisfaction survey that evaluates the tools and methods used by the program.

2. Describe how your agency ensures that updates on the progress of strategies included in your CAP are communicated to your board annually. (Organizational Standard 4.4)

SCCAA board receives a staff report at every regular board meeting that provides a report/update on the progress of each goal and key strategy on the Strategic Plan. In addition, the board receives an annual report that indicates many of the accomplishments obtained for the year from the sub-grantees in an effort to reduce the causes and effects of poverty in Sutter County.

3. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based on an in-depth analysis of performance data. (CSBG Act Section 676(b)(12))

SCCAA implemented a nonprofit capacity building program to enhance the capacity of Yuba-Sutter's nonprofit/service providers in an effort to indirectly improve their service delivery to individuals, families and the community. The program concentrated on assisting the agencies find additional funding for their programs as well as improving their ability to track and measure outcomes and evaluate programs. In addition, it also provided a myriad of resources on volunteer management and opportunities, marketing ideas, benefits of nonprofit collaboration, responsibilities of all-volunteer organizations, social media for nonprofits, donor outreach activities, creating organizational charts, importance of board diversity, social media how to for nonprofits, getting sponsorships, building partnerships with businesses, volunteer dissatisfaction, strategic planning, principles of fundraising, email marketing, fiscal sponsorship, free photo resources to improve social media posts and more. In addition, potential 2020-21 sub-grantees have made the following improvements:

Bridges to Housing - Bridges concentrated on increasing their number of volunteers in the past year. Their volunteers do client interviews and are the eyes and ears for the board who do the final approval for security deposit payments. Volunteers are now working to improve their observation and writing skills so a better client picture is presented. With more volunteers, they were able to reserve more interviews and the turnaround time from interview to paying landlord was shortened. Also, with new volunteers, new ideas for program improvement were expressed.

The Salvation Army - The Salvation Army changed its program model in an effort to improve service delivery. Participants may now choose between two program tracks: self-sufficiency and recovery. The self-sufficiency focuses on housing, job development and life skills. Participants on this track may stay at the Depot from 0 to 90 days. The recovery track includes the self-sufficiency components plus intensive classes of substance abuse recovery, relapse prevention and more. Participants on this track may stay at the Depot from 0 to 180 days. The goal of the program change is to decrease the amount of time in the shelter and exit more families to permanent housing solutions quicker.

Habitat for Humanity Family Services - Habitat's staff created processes and organizational structures that would allow for the continued process of applications at an increased level, even with less staff. Their Family Services program now has the capacity to process more than 400 applications a year from very low to low income families who live in substandard housing for new homes and home repair. This increased capacity has allowed them to access more grant funding because they could serve more families.

Appendices (Optional)

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

Appendix A: 2019 Community Action Plan Meeting Minutes

Appendix B: 2019 Community Action Plan Meeting Attendee list

Appendix C: Public hearing notice documentation

Appendix D: 2019 Needs Assessment Surveys

Appendix E: 2019 Needs Assessment Survey Responses

Appendix F: Yuba-Sutter residents struggle to find affordable homes - Appeal-Democrat-September 2018

Appendix G: Yuba-Sutter residents health ranks in bottom half of state- Appeal-Democrat-March 2019

Appendix H: Lung association gives Yuba, Sutter and Colusa counties poor grades on report cards- Appeal Democrat-February 2019

Appendix I: Unemployment numbers spike in December 2018-Appeal Democrat-January 2019

Appendix J: 2019 Sutter-Yuba Point in Time Count, April 2019

Appendix K: Bi-County Homeless Services Program 5 year Regional Strategic Plan to Respond to Homelessness in Sutter and Yuba Counties

Appendix L: Adventist/Rideout Community Health Benefit Plan Annual Report 2017/2018