



PROJECT GO INC.
2020-2021 Community Action Plan

California Department of
Community Services and Development
Community Services Block Grant



Contents

Purpose.....	3
Compliance with CSBG Organizational Standards	3
State Assurances	3
Federal Assurances and Certification.....	3
2020/2021 Community Action Plan Checklist.....	4
Cover Page and Certification.....	5
Vision and Mission Statement.....	6
Tripartite Board of Directors	7
Documentation of Public Hearing(s).....	9
Community Needs Assessment.....	10
Community Needs Assessment Process.....	11
Community Needs Assessment Results	18
Service Delivery System.....	22
Linkages and Funding Coordination	27
Monitoring.....	34
Data Analysis and Evaluation	37
Appendix A	39
Organizational Standards.....	39
Appendix B	40
State Assurances	40
Appendix C	41
Federal Assurances and Certification.....	41
Appendices (Optional)	44

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:

Agency Contact Person Regarding the Community Action Plan:

Name:	Matt Timbers
Title:	CSBG Program Director
Phone:	(916) 782-3443
Email:	matt@projectgoinc.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.

Tiffany Walker		6/20/19
Board Chair (printed name)	Board Chair (signature)	Date

Lynda Timbers		6/20/19
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).

Matt Timbers		6/5/19
NCRT/NCRI (printed name)	NCRT/NCRI (signature)	Date

CSD Use Only:

Date CAP Received:	Date Accepted:	Accepted By:

Vision and Mission Statement

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing. Answers must address the following:

1. Vision Statement

Provide your agency's Vision Statement below

"Help people become self-sufficient by driving innovative solutions through community partnerships"

2. Mission Statement

Provide your agency's Mission Statement below:

Project GO, Inc. is a non-profit community action organization that advocates for and enhances the quality of life of low to moderate income and at-risk families and seniors. To accomplish this, we:

1. Develop, build and manage affordable housing
2. Improve home energy conservation
3. Provide emergency energy assistance
4. Empower people at risk and in poverty, opportunities to become self sufficient

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.”*

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing. 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))

Project GO, Inc. (PGI) requires that representatives of the Low-Income sector are to submit the attached "Petition for Candidacy" form, signed by five (5) persons, who reside in the low-income community that you will be serving and who have knowledge of your ability to represent the low-income population of Placer County.

Title 22 § 100605

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.

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)

Through the competitive bidding process, eligible entities will respond to a Request For Proposal or RFP, to provide services to address the needs that were identified through the Community Needs Assessment, with special preference given to innovative and collaborative proposals. The PGI Board CSBG subcommittee reviews these proposals and grades them accordingly. This process along with the Community Needs will identify the agencies that will be awarded funding to address the needs of the low-income community. They make the recommendation to the full Board of Directors for final approval. The Tripartite Board, which is comprised of Community Based, Private Sector and Public Sector representatives, is also responsible for the participation in and final approval of the Community Needs Assessment and the Community Action Plan.

Throughout the year, the Board is given reports and status of fiscal spending by our subcontracted agencies. Key CSBG staff is responsible to communicate that the needs are being fulfilled, the client base served and budget plan adhered to, as proposed by the subcontractors.

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: November 15, 2018 and January 7, 2019

Location: Auburn, CA and Rocklin, CA

Public Comment Period

Inclusive Dates for Comment: October 12, 2018 – May 1, 2019

When and where was/will be the Public Hearing Notice(s) published or posted? List the dates and where below:

Date	Where (name of newspaper, website, or public place posted)
11/09/2018	Gold Country Media (Placer Herald, Roseville Press Tribune, Loomis News)
12/28/18	Gold Country Media (Placer Herald, Roseville Press Tribune, Loomis News)
10/30/18, 11/9/18, 11/14/18	PCOH and PCN Email Threads over 500 members and agencies, as well as the Placer County Offices.
12/14/18, 12/20/18, 1/3/19	PCOH and PCN Email Threads over 500 members and agencies, as well as the Placer County Offices.

***Submit a copy of published notice(s) with the CAP Application for documentation purposes**

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

The link gives agencies access to the five-year American Community Survey (ACS) data for every county in the state. By clicking on a county, the user will have access to quantitative data such as the poverty rate, median income information, and unemployment rate.

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

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	N/A
Surveys	PGI surveyed agencies that service the low-income community as part of the community needs forum, and allowed comment from 10/12/18 through 5/1/19.
Community Dialogue	Community dialogue is one of the main reasons for the community forums. Agencies that service the low-income community, as well as county workers and the low-income community itself were allowed to have a conversation about emerging needs and ongoing needs of Placer County.
Interviews	N/A
Public Records	PGI utilized the public records of the County as well as agencies, hospitals, law enforcement and other needs assessments that have been completed in our area, to gather the information to complete our needs assessment and to map out the strategy for the Community Action Plan.

Date of most recent completed CNA:

6/5/19

Date CNA approved by Tripartite Board (most recent):

(Organizational Standard 3.5.)

6/20/19

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.

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing.

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)

The PGI Community Assessment process for the 2020-2021 CAP consisted of a variety of methods for capturing information from other agencies and other entities within the County and collecting the needs of the community. This included an open public forum, as well as partnering with other service providers and extracting data from their needs assessments. We also used data collected from the previous community needs assessment and community action plan from 2018-2019.

Notifications for two community forums as well as a survey (Appendix D attached) was sent out to the Placer Consortium on Homelessness (PCOH) e-mail list (160 + members) and the Placer Collaborative Network (PCN) e-mail list (330 + members), the two county-wide email groups that represent the majority of non-profit agencies, as well as key contacts in local government and education in Placer County. These organizations were encouraged to post and forward this information to clients and other interested parties. The attendees of the forums and the direct input through our survey, capture data from the Faith Based Organizations, Public, Private and Community-based Organizations. This is one way to engage the community on assessing the needs and resources of the County, as described in the Organizational Standard 2.2.

2. Describe the causes and conditions that contribute to poverty affecting the community in your service area.

(Organizational Standard 3.4)

The latest poverty data estimates from the US Census Bureau shows that 7.8% of all individuals in Placer County are below the poverty level, which is an increase from the 7.2% estimate of 2016. EDD Statistics data for 2017 shows a 4.9% unemployment rate with a decrease to 3% in two years' time, and still more people are living in poverty. The Point in Time Homeless Survey of 2019 shows the population of homeless in Placer County at 617 (sheltered and unsheltered) persons with 48% of this population considered chronically homeless. This is an increase of 8.9% from the 2015 data, that is consistent to the population increase percentage of the County in that same period.

Many individuals do not have basic skills for self-sufficiency. They have difficulty in finding a job and in some cases keeping a job due to one or more of the following impediments:

- Lack of job skills
- Literacy including financial literacy
- Criminal record (even old or minor offenses)
- Lack of affordable daycare for those who are not eligible for specific human services programs
- Access to personal transportation and/or insufficient public transportation
- Untreated mental health disorders
- Physical problems (dental)

Even for those who are employed, Placer County's rising housing costs make it difficult for those individuals to remain housed and feed their family. Data indicates that the available jobs still do not provide sufficient income for even a two-income family to provide for basic needs. Placer County families continue to face a shortage of housing as home prices and home rents far exceed the median income level of residents. Although it is getting better within Placer County, housing affordability is important in today's socio-economic environment, because low-income families are financially burdened by high rents and home prices that divert necessary resources from food, healthcare and other basic needs.

According to Federal Department of Housing and Urban Development (HUD) in 2019: The Fair Market Rate (FMR) for a studio apartment in Placer County was \$853/month; for a one-bedroom

apartment - \$968/month; for a two-bedroom apartment - \$1220/month. These rates have increased drastically over the last 2 years and create significant hardship on low-income families. Based on a two-bedroom apartment FMR of \$1220/month, a household would have to make a net income of \$48,312 per year to afford the apartment at 30% of their income (the affordable housing income rate per HUD). This would require Placer County's Housing Wage for a two-bedroom apartment, to be \$23.23/hour.

The higher cost of housing in the Placer County area is one of the main burdens on families. A survey by the US Census Bureau and American Community Survey found that over 37.2% of burdened Placer County residents have housing costs that exceed 30% of their income. While this data has been used as an aid in the development of affordable housing and to point out excessive shelter costs, the County still lacks the adequate housing needs, as called out by the target population.

According to the 2018 data from the Center for Community Economic Development, which includes measurements for family needs, the self-sufficiency hourly wage for one adult and two children (infant and preschooler) needs to be \$34.77 for Placer County residents. The living wage for two adults and two children in the same category is \$37.84. Although the unemployment rate is lower than previous years, the amount of jobs that can support a living wage has diminished. The economic hardships that face low-income families in Placer County are of major concern. Many of the blue-collar jobs remaining in Placer County are in the service industry, such as retail, restaurants, and tourism, and do not pay living or self-sufficiency wages.

Food insecurity refers to the limited or uncertain availability of nutritionally adequate and safe foods. About 1 in 5 children and 1 in 5 seniors are food insecure meaning that consistent access to adequate food is limited by a lack of money and other resources at times during the year. Compounding the problem, 45% of the population lives in rural and/or remote areas. Food insecurity requires adjustment of household budgets to forego other needs to satisfy basic food needs. As a result, individuals suffering from chronic illnesses such as asthma or diabetes face increased complications, hospitalization and emergency room visits. The Placer County Food Bank data for 2017 indicated that 41,990 people in Placer County don't know when or where they will get their next meal. That's about 1 in 9 Placer County residents.

The latest data from the 2017 USDA SNAP-Ed data indicates that 20% of the County's Population were eligible for SNAP-ED Benefits, and 19,138 children are eligible for school lunches based on federal poverty levels. Although the number of residents living in poverty in Placer County has been found to be lower than other California Counties, the pockets of poverty that exist within the County in some areas produces the need for food assistance programs.

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

Our Board is given a spreadsheet at each Board meeting with the Weatherization and Heap Customer Survey results since the previous Board meeting. It is a standing time on our consent calendar. They are also apprised to the customer issues and what has been or is being done to correct any issue or concerns from the customer.

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)

This section includes statistics gathered from various sources, using the most updated information available. It should be noted that during this volatile economy, statistics are changing rapidly. Anecdotal evidence collected, via public comment and direct communication with service providers and low-income citizens, also contributed to the Community Needs Assessment. It is important to collect demographic data related to poverty so that we have an understanding of the needs and the possibilities on the communities that we are serving. The data gives us the ability to make informed decisions and strategize our service delivery.

Per the 2017 US Census estimates, individuals aged 65 years and over accounted for 19% of the total Placer County population. The National percentage is 15.6% and the State average is 13.9% of the population. The Senior population of 55 years and older make up over 33% of the total population of the County. This high percentage will have a significant impact on the socio-economic conditions of Placer County in the coming years.

Placer County is home to a large percentage of Veterans. They account for over 9.4% of the total population of our county. This is over double the average of State of California. According to information presented by Volunteers of America, there is a large need for housing for these veterans as well as other services. Placer County does not have an adequate amount of one

bedroom or studio housing to meet the needs of this population. There is a need for housing accompanied by integrated services or service coordination through agencies within the County.

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)

Organizational Standards 3.3 requires that the CAA collect and analyze both current poverty data and its prevalence related to demographics of the service area and population. The Quantitive data is given by the numbers, they are reliable statistics whose finding can be used to make direct comparisons or be generalized to a large population. These numbers are found in the Census Data, Surveys, Annual Reports, used to build our Community Needs Assessment and the Community Action Plan.

The Qualitive Data is about detailed description that doesn't fit into a standard category or classification. This data is interpretive and can focus on meanings that are directly from the perspective of the of the individual. It tells the story that numbers cannot provide. These can come from interviewing the individual or group and gathering these details to paint the bigger picture of results. These details can come from customer surveys and letters as well.

PGI analyzes all of its qualitative and quantitative data to provides key findings on the causes and conditions of poverty in Placer County and pinpoints the needs that should be addressed. This type of focus has allowed us to adjust from the direct approach of services and come from an innovative angle and address underlying causes of the needs of the low-income community.

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)

In compliance with the Organizational Standard 1.2, "Consumer Input and Involvement", PGI held two Community Needs Open Forums on November 15, 2018 and January 7, 2019. PGI promoted the events through the use of press releases to The Sacramento Bee, The Auburn Journal and the Roseville Press Tribune newspapers. We also emailed a flyer about the Public

Forum, along with the survey that was sent to the PCOH and PCN membership, as mentioned in #1 above. This flyer was also sent to other various community centers and posted in public access areas, as well as distributed through the HHS offices of Placer County. We provided an email address to capture the responses of people who were not able to attend the Forums (Appendix D Attached). Although this is not a list of all the needs of the County, following is a summary of the key needs that were captured out of this process (listed in alphabetical order):

- Access to Services in Remote Communities
- Detox Services/AOD/Recovery Services
- Domestic Violence/ Sex Trafficking
- Emergency Food
- Financial Literacy/Budgeting Classes
- Food Insecurity
- Home Weatherization/ Utility Bill Assistance
- Homeless Prevention
- Jobs/Job Trainings
- Latino Community Services
- Low Cost Rental Housing
- More Transitional Housing
- More Collaboration between agencies to provide better services
- Ongoing/Aftercare Services
- Rental Assistance
- Senior Services
- Services for Mentally Ill
- Transportation
- Veteran Services
- Youth Services/Childcare

PGI is still formulating a new Strategic Planning Phase, in accordance with Organizational Standard 6.4 that will incorporate Community Action practices in all its processes and services. This plan will explore building new programs and collaborations that improve our community, and will be designed to help the low-income population become more self-sufficient.

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)
Homeless Services and Prevention	YES	YES	YES
Emergency Food and Food Insecurity	YES	YES	YES
Senior Services	YES	YES	YES
Domestic Violence and Sex Trafficking	YES	YES	YES
Children Services and Family Services	YES	YES	YES
Services for the Mentally Ill	YES	YES	YES
Access to Services in Remote Areas	YES	YES	YES
Service /Agency Collaboration	YES	YES	YES
Detox/AOD/Recovery Services	YES	YES	YES
On Going and Aftercare	YES	YES	YES
Low Cost Rental Housing	YES	YES	YES
Financial Literacy	YES	YES	YES
Weatherization and Utility Bill Assistance	YES	YES	YES
Transportation	YES	NO	NO
More Transitional Housing	YES	NO	NO
Jobs and Job Training	YES	NO	NO
Rental Assistance	YES	NO	NO
Veteran Services	YES	NO	NO

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)

Transportation – PGI is not dealing with the County Wide transportation problem as a whole, but the subcontracted agencies that work directly with the clients are taking care of transportation needs of their clients. This need continues to come to the top of the list.

PGI would like to continue to partner with City of Roseville and the different transportation departments and services within Placer County to find a way to better fill the needs of the low-income population.

More Transitional Housing – This need is always on the list for Placer County. We have a need more of this kind of housing and each program that requires it, has been doing their best to find what they can on their own. There are many areas where the community does not want this type of housing in their neighborhoods and it has made it even harder to come by. While no agency directly applied for CSBG funding to fill this need, PGI will continue to collaborate with agencies to help address the gaps.

Jobs and Job Training – We have previously funded agencies that fill this continuing need of Placer County. The PGI board did not choose an agency that fulfills this need to be funded in 2020-2021. We will continue to work with these agencies and the County office that provide these services and direct clients toward them.

Rental Assistance – PGI has funded agencies during the 2018-2019 contract years, that provide this much needed service. Our agency was starting to develop a pilot program to address this problem that has continued to be at the top of the community needs assessment every two years. We determined during our research that there was many different agencies and an abundance of adequate funding for these services, that will address the need for rental assistance in the coming years. PGI will continue to monitor this problem for the low-income population and assure, with the help of other agencies, that this need is addressed.

Veteran Services – While PGI works closely with the City of Roseville and Placer County to provide priority housing for our veterans using the VASH voucher program from HUD. PGI does not provide any direct services to Veterans. Having one of the largest populations of vets in the U.S. and we are aware of their many different needs that this population struggles with. During our needs identification process these services were again identified and were listed as part of the RFA process. We did not get an application from any agency to fulfill these gaps for this funding cycle. We will continue to partner with the County and Agencies that provide these services.

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)
Homeless Services and Prevention	VOA Second Chance Homeless Prevention and all the other funded programs help toward this goal.	Family & Individual	FNPI & SRV
Senior Services	Food Delivery for Home Bound Seniors in the Lake Tahoe Region and Outlying Areas of the County	Individual	SRV
Food Insecurity	Food Delivery for Home Bound Seniors in the Lake Tahoe Region, Outlying Areas of the County and the Tahoe Fusion Project	Family & Individual	FNPI &SRV
Domestic Violence and Sex Trafficking Services	Tahoe Fusion Project	Family & Individual	FNPI & SRV
Children and Family Services	Court Appointed Child Advocates and Youth and Family Mentor Program	Family & Individual	FNPI &SRV
Access to Services in Remote Areas	Food Delivery for Home Bound Seniors in the Lake Tahoe Region and Outlying Areas of the County and Tahoe Fusion Project	Family & Individual	FNPI & SRV
Services for the Mentally Ill	VOA Second Chance Homeless Prevention	Family & Individual	SRV

Service /Agency Collaboration	PGI and Subcontracted Services	Family & Individual	FNPI & SRV
Detox/AOD/Recovery Services	VOA Second Chance Homeless Prevention	Family & Individual	FNPI & SRV
On Going and Aftercare	VOA Second Chance Homeless Prevention	Family & Individual	FNPI & SRV
Low Cost Rental Housing	Affordable Senior and Family Housing	Family & Individual	FNPI & SRV
Financial Literacy	Weatherization and Heap Programs Financial and Energy education	Family & Individual	FNPI & SRV
Weatherization and Utility Bill Assistance	Weatherization Programs and HEAP Assistance	Family & Individual	FNPI & SRV

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
FNPI 4,5,7 SRV 4,5,7	HUD HMIS database, Annual Report	HMIS Database, Reporting tool in software by VOA program manager.	Mid-Year and Year End
SRV 5,7	Agencies Data Tracking Tools, Annual Report	Agencies Database, Reporting tool by program staff.	Mid-Year and Year End
FNPI 4,7 SRV 7	Domestic Violence intake System, HMIS and Annual Report	HMIS Database, Agencies Database, reporting tool by program manager.	Mid-Year and Year End
FNPI 2,5,7 SRV 2,7	Agency Intake Tool, Annual Report	Agency Database, reporting tool by Executive Director.	Mid-Year and Year End
FNPI 4 SRV 3,4,7	Servtraq, PGE Database, Southwest Gas Database, Annual Report	Multiple database, Report tool by CSBG Program Director and Other Program Directors.	Mid-Year and Year End

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))

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing.

1. 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.

As funding permits, Project GO, Inc. plans to address the delivery of service strategies to our diverse county through sub agreements and partnering with new innovative agency programs. These programs and agreements can support our low-income clients by assisting them in strengthening their family, becoming self-sufficient and improving their lives. By providing them with a safety net to live and by offering case-management strategies to support the family, clients will receive tools to feel secure and safe in their environment and in return, become self-sufficient and feel like productive community members.

Through the competitive bidding process, eligible entities will respond to an RFP to provide services to address the needs that were identified through the Community Needs Assessment, with special preference given to innovative and collaborative proposals. The PGI Board of Directors will choose the agencies that will receive funding for the years 2020-21 in a ranking and rating process and we will contract with these agencies to provide the services they applied to provide.

PGI has chosen, but not yet contracted with the following agencies and services;

Child Advocates of Placer County – Youth and Family Mentors and Community allies that help the family long after the supported services stop, helping them to get a stronger foothold and maintain their rise out of poverty. This one of a kind agency provides amazing community support to children and families using all volunteers, except management staff, to make the program work.

Sierra Senior Services – Senior Food Delivery and Wellness Check Program. Delivering to homebound seniors in the Lake Tahoe region of Placer County. This agency the only Senior Meal Delivery Program in the Lake Tahoe Region. They also provide services in the winter when it is especially hard for seniors to get the food they need.

Auburn Interfaith Food Closet – Senior Food Delivery and Wellness Check Program. Delivering to homebound seniors in the outlying regions of Placer County. They are the only program that delivers to these outlying areas where seniors live.

Volunteers of America – Second Chance Homeless Prevention Program. Helping Families and Individuals stay in their homes while they get care for AOD relapse or Mental Health lapses.

Tahoe Safe Alliance – Agency Fusion Program. Newly combined agencies all under one roof to provide support for Domestic Violence services, Food insecurity and Emergency Food and Counselling services to the low-income community of Lake Tahoe. These programs combined will bundle services to fit many of the needs of their clients.

Our continued strategy is to deliver high quality service to the residents of Placer County and to always look for partnership opportunities to create more services that will benefit the low-income community.

PGI provides hands on assistance for the low-income community of Placer County to complete applications and forms for LIHEAP Utility Assistance, LIHEAP and Department of Energy (DOE) Home Weatherization and Affordable Housing. Placer County HHS provides a variety of programs to assist needy and disadvantaged families and individuals in Placer County in completing required forms and gathering verification including CALWORKS, the Adult System Of Care (ASOC) Welcome Center, ASOC Clubhouse, ASOC and California System Of Care case management services. Several community based organizations including The Gathering Inn Resource Center, KidsFirst's Resource Centers and Placer Independent Resource Services (PIRS) also provide these services. PGI is also a contractor for weatherizations services with Public Utilities, such as PG&E, Southwest Gas and Liberty Energy, for eligible clients.

We will continue to partner, collaborate, and advocate for additional service delivery resources that help low-income families achieve self-sufficiency, and expand our resources to provide many opportunities for successful community outcomes including addressing homelessness, senior services in rural areas, and food scarcity in low-income populations.

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.

PGI use the CSD 41 form, the Servtraq front end software system and other in-house forms, for the intake of clients needing weatherization and utility assistance. We also have an intake process for the weatherization provided by the private utilities that we are contracted with. We also direct our intake staff to listen for key information coming from our clients to make sure they are aware of and getting other services that they need and qualify for. We are starting to use a warm handoff in with some agencies so that the customer gets what they need now.

Project GO is intending on funding 5 agencies for the years 2020-2021 that will address many of the needs of Placer County's low-income community. Each one of those agencies have a different service, distinctive strategy and a diverse intake system as well as unique rules on privacy of their customer data. Many of these agencies use the HUD Management Information Systems and PGI has requested that the Annual Report demographic information be provided using this software. It is a common client intake and other agencies can view information about shared clients to avoid duplication of service, and provide PGI with more accurate data. We also like them to pull any information they have on homegrown databases and tools that may not be captured in their main system, such as qualitative data.

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.)

Child Advocates of Placer County – \$45,000 pledge per year for 2020-2021

PGI will be contracting with Child Advocates of Placer County for 2020-21. Since 2004 Child Advocates has trained 757 community volunteers to be court appointed special advocates for children in foster care and mentors for at risk youth. They have been assigned to help over 1400 foster children and 160 at risk youths, as well as mentors for 170 families with over 200 children, since the inception of the program. They will specifically address the needs of collaboration between agencies, ongoing and aftercare services and youth services, that were identified in the CNA. CSBG dollars will support staff salaries and indirect costs that are needed to provide the intended services.

Sierra Senior Services – \$35,000 pledge per year for 2020-2021

SSS and PGI will also be continuing to subcontract services for the elderly in Placer Counties Tahoe area, providing home-delivered meals, community dining, and social connection, and coordinates additional support services that empower seniors to continue living independently. They will specifically address the needs of food insecurity, services in remote communities and senior services, that were identified in the CNA. CSBG dollars will support staff salaries and administrative costs, as well as pay for food and supplies related to the food and meal delivery program.

Auburn Interfaith Food Closet – \$17,000 pledge per year for 2020-2021

AIFC and PGI will contract services in 2020-21 for the elderly in remote areas of the County, providing home-delivered meals, community dining, and social connection, and coordinates additional support services that empower seniors to continue living independently. They will specifically address the needs of food insecurity, services in remote communities and senior services, that were identified in the CNA. CSBG Dollars will help to pay for the part time use of a refrigeration truck so they are able to deliver foods that need to stay cold during their long treks to the outlying areas of our County.

Volunteers of America – \$55,000 pledge per year for 2020-2021

The VOA and PGI will subcontract in 2020-21 for an innovative Second Chance Homeless Prevention Program in Placer County. This is designed to fill the gaps for the resources needed to

maintain housing for those clients that relapse on drugs or alcohol or have a mental health crisis. This is a crisis response service with targeted intervention strategies to pay for the household to stay in place while the client gets the treatment, they need to overcome their situation. They will specifically address the needs of homeless services and homeless prevention, detox/AOD/recovery services, rental assistance, utility bill assistance, collaboration with agencies and ongoing/aftercare services that were identified in the CNA. CSBG dollars will support staff salaries, indirect costs as well as detox and medical costs not covered by their provided medical coverage but needed to provide the intended services.

Tahoe Safe Alliance – \$28,000 pledge per year for 2020-2021

The TSA and PGI will subcontract the 2020-21 years to support The Fusion Project. The Domestic Violence program, the Food Bank Program and two counseling centers in the Lake Tahoe Area are combining to provide a one stop shop of services for their clients. This will enable the staff at these agencies to streamline services, capture needs data and provide better and stronger services that exist under one roof. They will specifically address the needs of domestic violence and sex trafficking, services in remote communities, rental assistance, transitional housing and emergency food and food insecurity, that were identified in the CNA. CSBG Funds will go to pay staff salaries, indirect costs, data collection tools and their associated costs for training of staff.

PGI runs the LIHEAP and private utility weatherization programs, HEAP utility bill program and own and manages 5 family and senior low-income apartment communities. Our agency will be the lead agency on all CSBG funded subcontractors as well as work with these and other agencies in our County to provide a blanket of services to the low-income population that we serve.

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)

Enter narrative responses in the text box below. Text box will expand as narrative is entered. The boxes have been formatted to 12-point Arial font with 1.5 spacing. Do not alter the font or spacing. Answers must address the following: (please be specific)

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))

PGI Staff (Executive Director and CSBG Program Director) attends and participates in meetings and trainings provided by the Placer Collaborative Network (PCN), and the Placer Consortium on Homelessness (PCOH) on a monthly and quarterly basis. There are Hundreds of agencies and programs that belong to these groups. We are committing staff and resources to more actively participate in meetings with members from all sectors of the community who have an interest in addressing this countywide issue.

PGI also participates with our partner agencies that provide education, training, advocacy, transportation, counseling, housing, services to seniors and disabled, domestic violence intervention, emergency services, nutrition, childcare, employment, and other services that support family self-sufficiency within Placer County. PGI collaborates and partners with all community and faith-based organizations in our region to provide services to those most in need, as well as the Placer County Workforce Investment Board.

This year we have started to be even more interactive within the services community and have extended that reach through all borders of our large County. We have always seen the need to collaborate and streamline coordinated service and we will continue to do this and help tot strengthen the County agencies and services bond.

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)

Project GO subcontracts services to other agencies to address needs identified in the Community Needs Assessment. While the Sub agreements are per calendar year, it is understood that depending on the availability of funds, and barring any other major issues, we will contract them in the first and second year of the Community Action Plan.

These are the agencies that we are currently subcontracted with and a brief service description:

Advocates for Mentally Ill Housing – Housing and related programs for the mentally ill.

Child Advocates of Placer County – Family Community Support and Youth and Family Mentors

Placer Food Bank – Food Distribution and Community Gardens.

Sierra Senior Services – Senior Meal Delivery and Wellness Check. (Lake Tahoe Area)

Stand Up Placer – Domestic Violence and Related Programs

I have attached a sample contract that we currently use with our subcontractors for CSBG services.

(Appendix D Attached)

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))

There is a great deal of information related to the low-income community, coming through from many different avenues. Over 90% of the community agencies within our County are a part of the PCN and PCOH email groups, as stated above. As well as Faith Based and Placer County Social Services key staff.

The PGI Board of Directors are all volunteers, working together to create a better community through Community Action. The Tripartite Board is comprised of Community Based, Private Sector and Public sector representation.

PGI also has involvement with faith-based organizations and other organizations that donate their time for our Senior Communities. Volunteer recruitment is best started at the delivery of service level. Families that have received services are excited to give back to the community in many volunteer areas. Volunteers will be trained to provide a myriad of program services based on their own area of specialty or interest and within the capacity of various agencies.

Following our Mission and Vision we partner and collaborate with many agencies through our connections in the PCOH and the PCN groups as well as the agencies that we subcontract for CSBG Services.

Some of the current subcontracted agencies are very reliant on the volunteers to successfully run their programs and deliver the needed services. They have hired positions whose job it is to coordinate with the volunteers and to manage and track their time accurately. These numbers are then reported in the Sub-Agencies Annual Report to PGI, who combines all the subs numbers together as well as our own volunteer tracking to report to CSD.

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)

Attending other agency events and meetings, as well as continued participation in the collaborative roundtables, will benefit our strategy of increasing the community awareness about the Promise of Community Action. PGI's Executive Director is a Board Member of the Placer County Homeless Coalition and participates in monthly meetings with other service providers to assure that there are no overlaps in services and that all the needs are covered by various members.

Through our RFA process we identify if the applying programs deliver similar if not the same strategies, as other agencies in our community. Our County had many agencies that deliver services to the low-income community. Some of the agencies deliver similar services, but either exist to service a different demographic or area.

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)

In the event that Federal funds become insufficient to support services at contracted levels, contract amounts will be reduced among all sub-contractors. In the RFP process, applicants will be asked to provide a written plan for continuance of services at a reduced funding level. Contract language in all sub-contracts stipulates that agreements may be amended to reflect reduced funding (as required by Government Code Section 12747(a)). A reduction in CSBG funding would result in fewer services being provided to those in need.

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)

The PGI Board of Directors are all volunteers, working together to create a better community through Community Action. They attend at a minimum of nine board meetings a year, as well as eight different sub-committees that meet throughout the year. We document this time in an excel spreadsheet, as they are the only volunteers that we use at PGI. Our agency also has involvement with faith-based organizations and other organizations that donate their time for our Senior Communities.

Volunteer recruitment is best started at the delivery of service level. Many of the agencies that we partner with through CSBG are very dependent on their volunteers to provide the services they deliver. Families that have received services are excited to give back to the community in many volunteer areas. Volunteers will be trained to provide a myriad of program services based on their own area of specialty or interest and within the capacity of various agencies.

Our CSBG subcontracted agency Sierra Senior Services is reliant on volunteers to help with the packaging and timely delivery of meals to their homebound seniors. They would not be able to

provide the services without them. Another subcontracted agency Child Advocates of Placer County is made up of mostly volunteers., other than the staff that oversees the agency and programs. Without the volunteers, they would not be able to help as many children and families or provide the type of services needed.

These agencies that we partner with all have their own databases to track these volunteer hours. Some of the programs have them use a standard timecard and timeclock to punch in and out as a time tracking method.

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))

PGI will be contracting with Child Advocates of Placer County again for 2020-21. Since 2004 Child Advocates has trained 757 community volunteers to be court appointed special advocates for children in foster care and mentors for at risk youth. They have been assigned to help over 1,967 foster children and 175 at risk youths since the inception of the program.

Child Advocates also created a family mentor program that assigns volunteers in helping parents involved in child protective services, to develop the life skills necessary to successfully and permanently reunify them with their children.

In the last 7 years the program has provided mentors to over 200 families with over 225 children. The focus areas of the Family Mentor Program are to prevent future child abuse, increase child reading levels, improve maternal and child health and oral health.

In 2016 the Child Mentor Program was able to close 218 foster youth cases with an 81% success rate. The Family mentor program had 138 cases and closed with a 91% success rate.

Not only does this provide a good service for families and children, but the volunteers have reported that it gave them a different prospective on life and changed their lives for the better.

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))

PGI Does is not going to directly fund these services through our CSBG Funding for 2020-21. Although our agency attends and participates in meetings and trainings provided by the Placer Collaborative Network (PCN), and the Placer Consortium on Homelessness (PCOH) on a monthly and quarterly basis. We are committing staff and resources to more actively participate in meetings with members from all sectors of the community who have an interest in addressing this countywide issue.

PGI will continue to participate with our partner agencies who provide education, training, advocacy, transportation, counseling, housing, services to seniors and disabled, domestic violence intervention, emergency services, nutrition, childcare, employment, and other services that support family self-sufficiency within Placer County. PGI collaborates and partners with all community and faith-based organizations in our region to provide services to those most in need, as well as the Placer County Workforce Investment Board.

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 Food and Nutrition is one of the top needs for the County of Placer. There are many areas within the County where families and seniors are unable to access healthy foods.

PGI will partner with the Auburn Interfaith Food Closet, Senior Nutrition Program and Sierra Senior Services in 2020-21 to combat these needs, with the MobileFood Pantry and Meals on Wheels.

For the past few years we have partnered with the Placer Food bank to help their food center distribution and healthy meals programs. This year CSBG Committee and PGI Board has decided for 2020-21 to help out the less fortunate programs that are not getting adequate funding to sustain their food programs. So we are intending to fund two programs (Sierra Senior Services and Auburn Interfaith Food Closet) that provide healthy foods to homebound seniors in the outlying areas of our County.

PGI works closely with local community food closets and faith-based organizations to refer clients in need of food. Individuals in need of emergency provisions are connected with the appropriate agency.

PGI also provides the free use of our senior apartment community rooms to the Senior Nutrition Program, so they can prepare hot, nutritious meals for the residents of those communities, as well as non-residents, seven days a week.

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))

LIHEAP Energy Crisis Intervention Programs in Placer County are coordinated with and provided through our agency, Project GO, Inc. We have been the agency providing these services since 1978. Emergency vouchers for immediate needs regarding utilities are provided to our low-income clients, as well as other utility assistance programs to assure that utility services are not shut off.

If a Customer is not already signed up for the PG&E CARE Program, PGI staff will provide assistance with application completion and processing, to give the customer a discounted rate on their utility bills. These services especially allow seniors and the disabled to remain in their homes and retain their independence.

Once a client is helped through this program, we assess their homes for weatherization needs, educate them about energy savings techniques, and budgeting their limited resources to prepare for times of peak energy usage, thereby saving additional money due to wiser use of appliances and lifestyle changes. PGI helped over 1900 families in Placer County in 2018 with Utility Bills and Home Weatherization.

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))

As stated earlier, PGI will continue to subgrant programs through the competitive bidding process, eligible entities will respond to an RFP to provide services to address the needs that were identified through the Community Needs Assessment, with special preference given to innovative and collaborative proposals. The PGI Board and Staff will also look at innovative programs that have been developed outside of our service area that would fit the needs for Placer County, and apply for funding to provide those services.

Our Subcontracted CSBG Partner agency Child Advocates of Placer County is focused on strengthening families. One of their programs “Family Mentors” pairs volunteers with at-risk parents for a minimum of 90 days. These mentors visit their homes each week and help them to develop a variety of life skills surrounding sobriety, budgeting, organization, parenting, health, nutrition, education, career and job searching. The goal is to help these parents to become more successful and self-sufficient and keep their children from re-entering the child welfare system. This provides more emotional and social stability to the child and the child’s family.

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.

The monitoring activities as described below, are necessary in the reporting process to ensure that the data collected is true and accurate and that the clientele served are within the federal income guidelines.

The Program Committee reviews detailed program reports, including fiscal, from all the agencies programs to monitor progress in achieving grant and contract goals. The Program managers also provide verbal presentations to the Board. These actions are designed to provide accountability for

performance, increase the level of understanding programs and allow for dialogue about program achievements and future plans.

The Finance Committee of the Board of Directors reviews reports on cash flow, revenue compared to expense for each month, and an Executive summary of the fiscal status of each program. This committee reviews the Agency's annual audit, when it is produced in both draft and final versions. All of these reports are reviewed with the entire Board of Directors. In Addition, the final annual audit is presented to the Board by the Agency's independent auditor, rather than staff. All of these review activities are best practices to ensure that the Board members are provided with an accurate and up-to-date status of the Agency's Fiscal conditions so they may fulfill their fiduciary responsibilities to oversee the expenditure of CSBG funds.

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)

On-Site Monitoring Visit: Any sub-recipient selected for onsite monitoring will be notified in advance and will be informed of any pre-visit documentation they should prepare. Site visit may also include programmatic walk through, agency tour or overview of service delivery. This is only a requirement if the agency has never been funded by PGI or a site has not been previously visited.

Desk Review Monitoring: Tasks performed are a review of selected documentation relevant to the CSBG program, including;

- National Performance Indicators or NPI/801's
- CSBG Committee / Board approved subcontractor budget
- CSBG Committee / Board approved subcontractor service delivery plan
- Subcontractor payment request forms and backup documentation
- Other relevant documents or reports

Internal Oversight: Review of monthly income and expense reports, staff meetings and review of monthly progress charts.

Monitoring Schedule: This may vary based on the pre-determined submittal of documents required by the contract;

- Subcontractor payment request forms (monthly, bi-monthly, quarterly, or twice a year)

- National Performance Indicators or NPI/801's (Once or twice a year)
- The Finance Committee and the Board of Directors conduct a review of the PGI fiscal condition quarterly.

CSBG Program Fiscal review is done quarterly by the CSBG Committee.

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))

PGI staff are extremely competent trained professionals, and are aware of and comply with all OMB standards to ensure that they are strictly observed. The key CSBG staff has taken the WIPLI training of the OMB's in the recent past and has put that training to good use. PGI engages a CPA Firm annually, to conduct a thorough agency-wide audit of all programs and services in accordance with the OMB standards. PGI also undergoes many smaller programmatic compliance/fiscal audits each year. The Board of Directors' Finance/Audit Committee reviews fiscal operations and adherence to standards on a quarterly basis, and interacts with the independent auditor for assurance purposes.

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)

The Annual Report (Previously the CSD801 and CSD295 reports) is provided by Project GO to the sub-contracted agencies in electronic format along with all instructions, updates and report dates to facilitate our timely reporting to CSD. The CSBG Staff works closely with the agencies to ensure that the data they are providing is accurate and correctly categorized. This data is evaluated along with the fiscal evaluation to ensure that grants provided are being spent in a way that provides for the biggest return on the funded dollar amount. As well as follows the Office of Management and Budget guidelines.

We have a Customer Survey for the some of the programs that we do at our agency, these surveys are reported and provided to the Board of Directors at each Board meeting on the consent calendar. The Executive Director and the Program Managers Monitor these reports to continue to look for ways to improve our service delivery. We have piloted a survey for other programs, but we are still searching for a more effective way to collect this data, as it puts considerable time onto our small CSBG Staff. We will continue to look for way to improve our delivery to insure we are providing the most efficient services we can.

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)

The program committees meet three to four times a year and reviews detailed program reports, including fiscal, from all the agencies programs to monitor progress in achieving grant and contract goals. The Program managers also provide verbal presentations to the Board. These actions are designed to provide accountability for performance, increase the level of understanding programs and allow for dialogue about program achievements and future plans.

The Finance Committee of the Board of Directors reviews reports on cash flow, revenue compared to expense for each month, and an executive summary of the fiscal status of each program. This committee reviews the agency's annual audit, when it is produced in both draft and final versions. All of these reports are reviewed with the entire Board of Directors. In addition, the final annual audit is presented to the Board by the agency's independent auditor, rather than staff. All of these review activities are best practices to ensure that the Board members are provided with an accurate and up-to-date status of the agency's fiscal conditions so they may fulfill their fiduciary responsibilities to oversee the expenditure of CSBG funds.

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))

Using the Annual Report (previously 801 and 295) we take a look at the services return, provided inhouse and thru sub-contacts, on investment dollars used to help address the top needs identified in the current CAP. Throughout the year we are in constant contact with these agencies to make sure the proposed service strategy is being delivered.

PGI is constantly striving to provide the best services possible for the low-income community. We are always working on customer feedback surveys, community needs surveys for clients and customers of other agencies to help improve these services.

Appendix A

Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

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 The organization/department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

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 2.3 The organization/department communicates its activities and its results to the community.

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

CATEGORY THREE: COMMUNITY ASSESSMENT

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

Public Agency - Standard 3.1: The organization/department conducted a community assessment and issued a report within the past 3-year period, if no other report exists.

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

Standard 3.3: 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.

VISION AND DIRECTION

CATEGORY FOUR: ORGANIZATIONAL LEADERSHIP

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

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

Standard 4.4: The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action Plan.

CATEGORY FIVE: BOARD GOVERNANCE

Standard 5.1: The organization's/department's tripartite board/advisory body is structured in compliance with the CSBG Act

Standard 5.2: The organization's/department's tripartite board/advisory body either has:

1. Written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community, or
2. Another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.

Appendix B

State Assurances

[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.

[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.

Appendix C

Federal Assurances and Certification

CSBG Services

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 part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

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

Coordination of Other Programs

676(b)(1)(C) *The State will assure “that funds made available through grant or allotment will be used 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) *a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C9(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) *a description of “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) *a description of “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) *a description of “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) “An 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.”

Coordination with Faith-based Organizations, Charitable Groups, 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) “An assurance that “the 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) “An 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 services 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 served, which may be coordinated with community-needs assessments conducted for other programs.”

State and Eligible Entity Performance Measurement: ROMA or Alternate system

676(b)(12) “An 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.”

Appendices (Optional)

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