

2026/2027  
Community Needs Assessment and  
Community Action Plan

California Department of Community  
Services and Development

Community Services Block Grant



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## Introduction

The Department of Community Services and Development (CSD) has developed the 2026/2027 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) Service Providers network. CSD requests agencies submit a completed CAP, including a CNA, to CSD on or before **June 30, 2025**. Changes from the previous template are detailed below in the “What’s New for 2026/2027?” section. Provide all narrative responses in 12-point Arial font with 1.15 spacing. A completed CAP template should not exceed 65 pages, excluding the appendices.

## Purpose

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

## Federal CSBG Programmatic Assurances and Certification

The Federal CSBG Programmatic Assurances are found in Section 676(b) of the CSBG Act. These assurances are an integral part of the information included in the CSBG State Plan. A list of the assurances that are applicable to CSBG agencies has been provided in the Federal Programmatic Assurances section of this template. CSBG agencies should review these assurances and confirm that they are in compliance. Signature of the board chair and executive director on the Cover Page certify compliance with the Federal CSBG Programmatic Assurances.

## State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies’ CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and program performance improvement. A list of the applicable State Assurances is provided in this template. CSBG agencies should review these assurances and confirm that they are in compliance. Signature of the board chair and executive director on the Cover Page certify compliance with the State Assurances.

## 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 the Organizational Standards. A list of Organizational Standards that are met by an accepted CAP, including a CNA, are found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

## What's New for 2026/2027?

**Due Date.** The due date for your agency's 2026/2027 CAP is June 30, 2025. However, earlier submission of the CSBG Network's CAPs will allow CSD more time to review and incorporate agency information in the CSBG State Plan and Application. CSD, therefore, requests that agencies submit their CAPs on or before May 31, 2025.

**ROMA Certification Requirement.** CSD requires that agencies have the capacity to provide their own ROMA, or comparable system, certification for your agency's 2026/2027 CAP. Certification can be provided by agency staff who have the required training or in partnership with a consultant or another agency.

**Federal CSBG Programmatic and State Assurances Certification.** In previous templates, the federal and state assurances were certified by signature on the Cover Page and by checking the box(es) in both federal and state assurances sections. In the 2026/2027 template, CSD has clarified the language above the signature block on the Cover Page and done away with the check boxes. Board chairs and executive directors will certify compliance with the assurances by signature only. However, the Federal CSBG Programmatic Assurances and the State Assurances language remain part of the 2026/2027 template.

**Other Modifications.** The title page of the template has been modified to include your agency's name and logo. Please use this space to brand your agency's CAP accordingly. CSD has also added references to the phases of the ROMA Cycle i.e. assessment, planning, implementation, achievement of results, and evaluation throughout the 2026/2027 template. Additionally, there are a few new questions, minor changes to old questions, and a reordering of some questions.

## Checklist

- Cover Page**
- Public Hearing Report**

### **Part I: Community Needs Assessment Summary**

- Narrative**
- Results**

### **Part II: Community Action Plan**

- Vision and Mission Statements**
- Causes and Conditions of Poverty**
- Tripartite Board of Directors**
- Service Delivery System**
- Linkages and Funding Coordination**
- Monitoring**
- ROMA Application**
- Federal CSBG Programmatic Assurances**
- State Assurances**
- Organizational Standards**

### **Part III: Appendices**

- Notice of Public Hearing**
- Low-Income Testimony and Agency's Response**
- Community Needs Assessment**

## Cover Page

<b>Agency Name:</b>	Yolo County Health and Human Services
<b>Name of CAP Contact:</b>	Pete Vargas
<b>Title:</b>	Administrative Services Analyst
<b>Phone:</b>	530-704-2393
<b>Email:</b>	Pete.Vargas@yolocounty.gov

<b>Date Most Recent CNA was Completed:</b> (Organizational Standard 3.1)	6/27/23
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### **Board and Agency Certification**

The undersigned hereby certifies that this agency will comply with the [Federal CSBG Programmatic Assurances \(CSBG Act Section 676\(b\)\)](#) and [California State Assurances \(Government Code Sections 12747\(a\), 12760, and 12768\)](#) for services and programs provided under the 2026/2027 Community Needs Assessment and Community Action Plan. The undersigned governing body accepts the completed Community Needs Assessment. (Organizational Standard 3.5)

<b>Name:</b>		<b>Name:</b>	
<b>Title:</b>	Executive Director	<b>Title:</b>	Board Chair
<b>Date:</b>		<b>Date:</b>	

### **ROMA Certification**

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan document the continuous use of the Results Oriented Management and Accountability (ROMA) system or comparable system (assessment, planning, implementation, achievement of results, and evaluation). (CSBG Act 676(b)(12), Organizational Standard 4.3)

<b>Name:</b>	Pete Vargas
<b>ROMA Title:</b>	Nationally Certified ROMA Implementer
<b>Date:</b>	5/15/25

### **CSD Use Only**

Dates CAP		Accepted By
Received	Accepted	

## **Public Hearing(s)**

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

### **State Statute Requirements**

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. Testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP.

### **Guidelines**

#### **Notice of Public Hearing**

1. Notice of the public hearing should be published at least 10 calendar days prior to the public hearing.
2. The notice may be published on the agency's website, social media channels, and/or in newspaper(s) of local distribution.
3. The notice should include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
4. The comment period should be open for at least 10 calendar days prior to the public hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
5. The draft CAP should be made available for public review and inspection approximately 30 days prior to the public hearing. The draft CAP may be posted on the agency's website, social media channels, and distributed electronically or in paper format.
6. Attach a copy of the Notice(s) of Public Hearing in Part III: Appendices as Appendix A.

#### **Public Hearing**

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

### **Additional Guidance**

For the purposes of fulfilling the public hearing requirement on the draft CAP, agencies may conduct the public hearing in-person, remotely, or using a hybrid model based on community need at the time of the hearing.

### **Public Hearing Report**

Date(s) the Notice(s) of Public Hearing(s) was/were published	4/11/25-5/11/25
Date Public Comment Period opened	4/11/25
Date Public Comment Period closed	5/11/25
Date(s) of Public Hearing(s)	5/14/25
Location(s) of Public Hearing(s)	West Sacramento-HHSA-River City Rm. Address: 500A. Jefferson Blvd, West Sacramento CA 95605
Where was the Notice of Public Hearing published? (Agency website, newspaper, social media channels)	HHSA Website, Yolo County Website, Social Media Channels- Facebook
Number of attendees at the Public Hearing(s)	10

## Part I: Community Needs Assessment Summary

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

### Helpful Resources

A community needs assessment provides a comprehensive “picture” of the needs in your service area(s). Resources are available to guide agencies through this process.

- CSD-lead training – “Community Needs Assessment: Common Pitfalls and Best Practices” on Tuesday, September 10, 2024, at 1:00 pm. [Registration is required](#). The training will be recorded and posted on the Local Agencies Portal after the event.
- Examples of CNAs, timelines, and other resources are on the [Local Agencies Portal](#).
- [Community Action Guide to Comprehensive Community Needs Assessments](#) published by the National Association for State Community Service Programs (NASCSPP).
- [Community Needs Assessment Tool](#) designed by the National Community Action Partnership (NCAP).
- National and state quantitative data sets. See links below.

Sample Data Sets		
<b>U.S. Census Bureau</b> <a href="#">Poverty Data</a>	<b>U.S. Bureau of Labor Statistics</b> <a href="#">Economic Data</a>	<b>U.S. Department of Housing and Urban Development</b> <a href="#">Housing Data &amp; Report</a>
<b>HUD Exchange</b> <a href="#">PIT and HIC Data Since 2007</a>	<b>National Low-Income Housing Coalition</b> <a href="#">Housing Needs by State</a>	<b>National Center for Education Statistics</b> <a href="#">IPEDS</a>
<b>California Department of Education</b> <a href="#">School Data via DataQuest</a>	<b>California Employment Development Department</b> <a href="#">UI Data by County</a>	<b>California Department of Public Health</b> <a href="#">Various Data Sets</a>
<b>California Department of Finance</b> <a href="#">Demographics</a>	<b>California Attorney General</b> <a href="#">Open Justice</a>	<b>California Health and Human Services</b> <a href="#">Data Portal</a>
<b>CSD Census Tableau</b> <a href="#">Data by County</a>		<b>Population Reference Bureau</b> <a href="#">KidsData</a>
<b>Data USA</b> <a href="#">National Public Data</a>	<b>National Equity Atlas</b> <a href="#">Racial and Economic Data</a>	<b>Census Reporter</b> <a href="#">Census Data</a>

## Sample Data Sets

<b>Urban Institute</b> <a href="#">SNAP Benefit Gap</a>	<b>Race Counts</b> <a href="#">California Racial Disparity Data</a>	<b>Rent Data</b> <a href="#">Fair Market Rent by ZIP</a>
<b>UC Davis</b> <b>Center for Poverty &amp; Inequality</b> <a href="#">Poverty Statistics</a>	<b>University of Washington</b> <b>Center for Women's Welfare</b> <a href="#">California Self-Sufficiency Standard</a>	<b>University of Wisconsin</b> <b>Robert Wood Johnson</b> <b>Foundation</b> <a href="#">County Health Rankings</a>
<b>Massachusetts</b> <b>Institute of Technology</b> <a href="#">Living Wage Calculator</a>	<b>Nonprofit Leadership Center</b> <a href="#">Volunteer Time Calculator</a>	<b>Economic Policy Institute</b> <a href="#">Family Budget Calculator</a>

## Narrative

CSBG Act Section 676(b)(9)

Organizational Standards 2.2, 3.3

ROMA – Assessment

Based on your agency's most recent CNA, please respond to the questions below.

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

### General County Demographics

Yolo County is one of the original 27 counties created when California became a state in 1850. Yolo County is in a rich agricultural region, which is attributed to the alluvial plains created by the Sacramento River Delta and is bordered by Lake, Colusa, Sutter, Sacramento, Solano, and Napa counties. Yolo is west of Sacramento, which is the State Capital, and northeast of the Bay Area, a driving economic force in the region. Yolo County contains four incorporated cities, including Davis (population 66,897), West Sacramento (population 53,815), Winters (population 7,195), and Woodland (population 60,969). Of the 1,024 total square miles, most of the area is rural and unincorporated. Most of these areas are in District 5 and contain cities such as Capay, Guinda, Rumsey, Zamora, Knights Landing, Cottonwood, Yolo, Madison, Dunnigan, and Esparto. Of the 216,409 total population approximately 87% of the population reside in incorporated cities. The eastern two-thirds of the county consists of alluvial fans, flat plains, and basins, while the western third is comprised of rolling terraces and steep uplands.

Yolo County borders the west bank of the Sacramento River and includes the Yolo Bypass, which is one of two flood bypasses in the Sacramento Valley. A system of weirs diverts floodwaters from the Sacramento River to create agricultural plains and animal habitats. Also draining into the Yolo Bypass is Cache Creek, which serves as a recreational resource for the region and offers opportunities for fishing, rafting, and kayaking. The Yolo Bypass sits along the Pacific flyway, a major migration route for waterfowl and other birds. The Yolo Bypass Wildlife Area is managed by the Department of Fish and Wildlife and the Yolo Basin Foundation, an example of a successful public-private partnership in wildlife preservation. The Yolo Bypass encompasses 16,600 acres of land that provide flood control, agricultural resources, public recreational use, habitat restoration and research opportunities for the community.

Waterways have always been important to the region, as they allowed agriculture to flourish starting in the mid-1800s. In 1908, the University Farm opened in Davis as an extension of the University of California, Berkeley. The 780-acre educational farm was established on land donated by Jerome Davis and became its own University of California campus in 1959. Since then, the University of California, Davis has been a leader in the fields of agriculture, veterinary medicine, and the arts. Winters was incorporated in 1898 and in 1935 became an experimental orchard as

part of the University of California, Davis. This gave rise to a commercial stone fruit and nut industry during the 1900s. Today, it is a vibrant tourist area that offers restaurants, galleries, shops, live entertainment, and outdoor recreation. The historic legacy of the region was established in Woodland in 1862 when it became the county seat. The California Pacific Railroad established the Woodland station in 1869, which expanded travel and agricultural transport throughout the Northern California region. In 2024, agricultural crops and goods transportation happen mostly by container ships, which are serviced by the Port of West Sacramento. The 43-mile-long deep-water channel ends at the Port, which exports rice, wheat, and concrete throughout the world.

Public transportation in Yolo County is managed by the Yolo Transportation District, which provides bus, train, paratransit services and the Bee Line micro transit shuttle to residents in neighboring counties. Yolo TD is engaged in creating a roadmap outlining the agency’s strategies, goals, and projects for the next five to seven years. The goal is to optimize transit services to meet evolving ridership demands and address infrastructure investments. For FY 24-25 Yolo YTD has a budget of \$12.5 million for the fixed route operating budget which includes investment in clean air vehicles. The Yolo Active Transportation Corridors (YATC) \$1.7 million plan is a comprehensive initiative aimed at connecting Yolo County’s unincorporated communities with cities through safe off-street bicycling and walking paths to address mobility barrier for low-income communities and relocation of the Woodland Transit Center.

Each major incorporated city, Woodland, West Sacramento, and Davis all have a strong presence of unhoused individuals and low-income individuals.

**2. Indicate from which sources your agency collected and analyzed quantitative data for its most recent CNA. (Check all that apply.) (Organizational Standard 3.3)**

**Federal Government/National Data Sets**

- Census Bureau
- Bureau of Labor Statistics
- Department of Housing & Urban Development
- Department of Health & Human Services
- National Low-Income Housing Coalition
- National Equity Atlas
- National Center for Education Statistics
- Academic data resources
- Other online data resources
- Other: U.S. Government Accountability Office

**Local Data Sets**

- Local crime statistics
- High school graduation rate
- School district school readiness
- Local employers
- Local labor market
- Childcare providers
- Public benefits usage
- County Public Health Department
- Other: Living Wage Calculator
- Other: California Statewide Study of People Experiencing Homelessness (CASPEH)
- Other: Ed Data Education Data Partnership with the California Department of Education

**California State Data Sets**

- Employment Development Department
- Department of Education
- Department of Public Health
- Attorney General
- Department of Finance
- Other

**Surveys**

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

**Agency Data Sets**

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

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

**Surveys**

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

**Interviews**

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

**Focus Groups**

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

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

4. Confirm that your agency collected and analyzed information from each of the five community sectors below as part of the assessment of needs and resources in your service area(s). Your agency must demonstrate that all sectors were included in the needs assessment by checking each box below; a response for each sector is required. (CSBG Act Section 676(b)(9), Organizational Standard 2.2)

**Community Sectors**

- Community-based organizations
- Faith-based organizations
- Private sector (local utility companies, charitable organizations, local food banks)
- Public sector (social services departments, state agencies)
- Educational institutions (local school districts, colleges)

## Results

CSBG Act Section 676(b)(11)  
 California Government Code Section 12747(a)  
 Organizational Standards 4.2  
 State Plan Summary and Section 14.1a  
 ROMA – Planning

Based on your agency’s most recent CNA, please complete Table 1: Needs Table and Table 2: Priority Ranking Table.

Table 1: Needs Table					
Needs Identified	Level (C/F)	Agency Mission (Y/N)	Currently Addressing (Y/N)	If not currently addressing, why?	Agency Priority (Y/N)
Youth Services	Community /Family	Y	Y	Choose an item.	YES
Housing Services	Community /Family	Y	Y	Choose an item.	YES
Senior Services	Community /Family	Y	Y	Choose an item.	YES
Disability-Related Services	Community /Family	Y	Y	Choose an item.	YES
Education	Community /Family	Y	Y	Choose an item.	YES

**Needs Identified:** Enter each need identified in your agency’s most recent CNA. Ideally, agencies should use ROMA needs statement language in Table 1. ROMA needs statements are complete sentences that identify the need. For example, “Individuals lack living wage jobs” or “Families lack access to affordable housing” are needs statements. Whereas “Employment” or “Housing” are not. Add row(s) if additional space is needed.

**Level (C/F):** Identify whether the need is a community level (C) or a family level (F) need. If the need is a community level need, the need impacts the geographical region directly. If the need is a family level need, it will impact individuals/families directly.

**Agency Mission (Y/N):** Indicate if the identified need aligns with your agency’s mission.

**Currently Addressing (Y/N):** Indicate if your agency is addressing the identified need.

**If not currently addressing, why?:** If your agency is not addressing the identified need, please select a response from the dropdown menu.

**Agency Priority:** Indicate if the identified need is an agency priority.

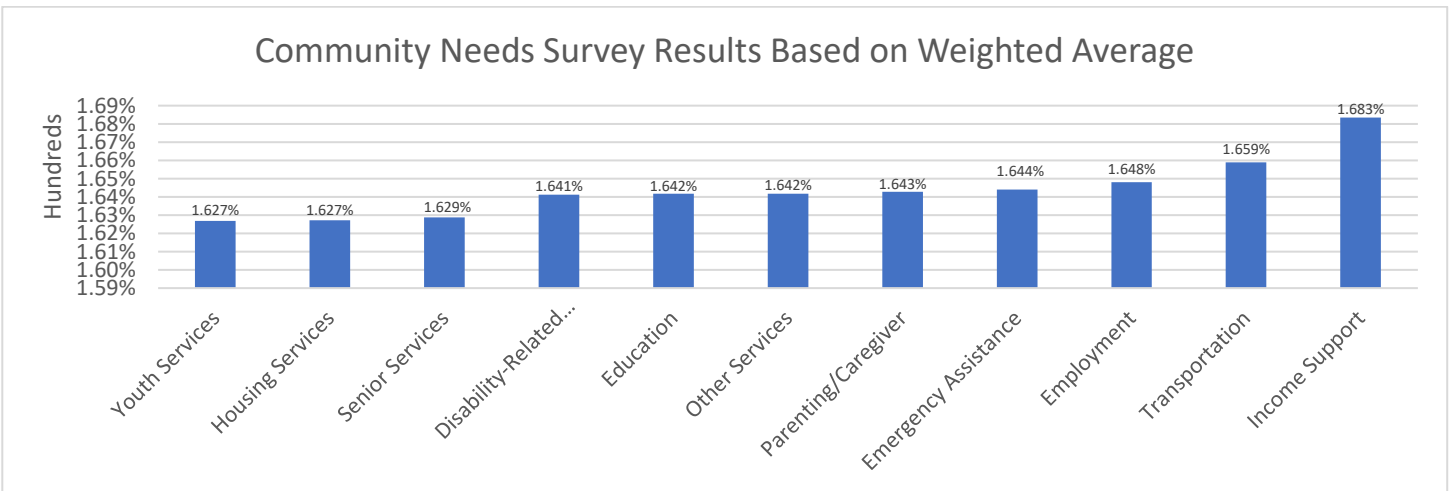
**Table 2: Priority Ranking Table**

	Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category
1.	Housing Services	Providing Direct Client Services rental assistance, back rent, deposits, anything to keep individuals in their homes and to keep safe, decent housing and prevent homelessness.	FNPI 4, FNPI 7, SRV 4
2.	Senior Services	Providing Direct Client Services that support seniors staying in their home, connecting, and linking to assisted Living Support, and transportation assistance.	FNPI 4, FNPI 7, SRV 3, SRV 4 SRV 5, SRV 7
3.	Disability Related	Prioritize Direct Client Services for individuals who have a verified disability	FNPI 4, FNPI 5, FNPI 7, SRV 4
4.	Youth Services	Providing Direct Client Services assistance for youth services programs.	FNPI 2, FNPI 5, FNPI 7, SRV 2
5.	Emergency Assistance	Providing Direct Client Services for Medically Vulnerable individuals	FNPI 4, FNPI 5, FNPI 7, SRV 5

Agency Priorities: Rank the needs identified as a priority in Table 1: Needs Table according to your agency’s planned priorities. Ideally, agencies should use ROMA needs statement language. Insert row(s) if additional space is needed.

Description of programs, services, activities: Briefly describe the program, services, or activities that your agency will provide to address the need. Including the number of clients who are expected to achieve the indicator in a specified timeframe.

Indicator/Service Category: List the indicator(s) (CNPI, FNPI) or service(s) (SRV) that will be reported on in Modules 3 and 4 of the CSBG Annual Report.



## Part II: Community Action Plan

CSBG Act Section 676(b)(11)

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

California Code of Regulations Sections 100651 and 100655

### Vision and Mission Statements

ROMA – Planning

#### 1. Provide your agency's Vision Statement.

The vision statement for Yolo County's Health and Human Services Agency (HHSA) is as follows:

- Yolo County residents are safe, healthy, and economically secure.

#### 2. Provide your agency's Mission Statement.

The mission statement for Yolo County's Health and Human Services Agency (HHSA) is as follows:

Promote a healthy, safe and economically stable community.

The Community Services Action Board that was established by the Yolo County Board of Supervisors, aligned their mission statement with the county. The CSAB mission statement is as follows:

To combat poverty by promoting the health, safety, stability, and self-sufficiency of low-income persons residing in Yolo County.

## Causes and Conditions of Poverty

Organizational Standards 1.1, 1.2, 3.2, 3.4

ROMA – Planning

1. Describe the key findings of your analysis of information collected directly from low-income individuals to better understand their needs. (Organizational Standards 1.1, 1.2)

The key findings of the Community Needs Assessment that was completed by community members identified the top five needs in Yolo County: Youth Services was the number one indicator at 1.627% weighted average, followed by Housing Services (1.627%), Senior Services (1.629%), Disability Related Services (1.641%) and Education Services (1.642%)

2. Describe your agency's assessment findings specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area(s). (Organizational Standard 3.2)

It was identified that Yolo County Residents with incomes below the federal poverty level overtime was continuously higher than the State of California and the United States. The poverty rate fluctuated between 14.8% and 16.9% over the past five years, peaking at 16.9% in 2019 before improving to 14.8% in 2020 due to the pandemic relief. In addition, the Federal Poverty Level in remained the same in 2021 at 14.8%. In 2022 it increased to 16.1% and in 2023 decreased to 15.3%. While it was identified that Yolo County has a higher poverty rate than the state of California and the United States, it also reflects that females living in Yolo County have the highest poverty rate (18.9%) across all genders. When analyzing data of Hispanic/Latino and Not Hispanic/Latino populations, the data shows clear racial disparities in poverty levels across the United States, California, and Yolo County and that Hispanic/Latino show a higher percentage of residents living in poverty (19.6%) in Yolo County compared to Not Hispanic/Latino (13.5%). The 19.6% of Hispanic/Latino living in poverty is in line with the disproportionate percentage across the United States but exceeds the percentage of Hispanic/Latino living in poverty in California (17.7%). The analysis on the data of poverty levels by race, again shows clear racial disparities in poverty levels across the United States, California, and Yolo County. Black/African American and Asian have the highest poverty rates in Yolo County, while Black/African American and some other races have the highest poverty rates in the U.S. and California. Lastly, White and Native Hawaiian/other pacific islanders tend to have lower percentages of individuals living below the federal poverty level when compared to other racial groups. Whites also have the lowest percentage of individuals living below the federal poverty level in Yolo County. While Yolo County has a lower percentage of the aging population living below the federal poverty level in comparison to the State of California and the U.S. In 2023, Yolo County's aging population, according to the Census Bureau consisted of 9.1% (age 60+) and 8.4% (age 65+) living below the federal poverty level. Research by California Statewide Study of People Experiencing Homelessness (CASPEH) is indicating that individuals are becoming homeless for the first time at the age of 50 and that the aging homeless population is predicted to triple by 2030. The research and the data of Yolo County having the highest poverty levels, reinforces the need for Housing Services (affordable housing, homeless prevention), Senior Services, Disability Related Services, Youth Services and Emergency Assistance.

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

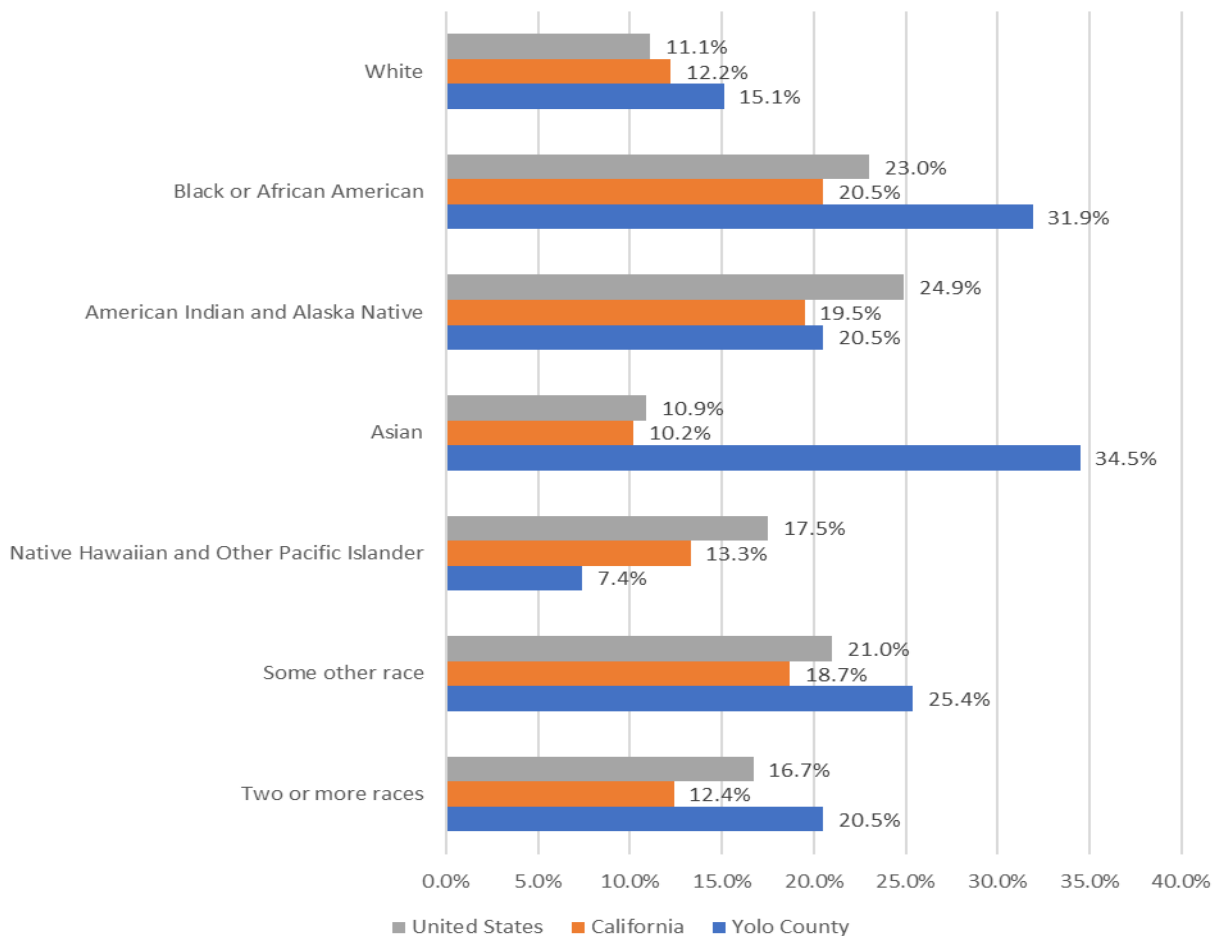
After reviewing data from the US Census Bureau and California Statewide Study of People Experiencing Homelessness (CASPEH) and analyzing the results of the Community Needs assessment, the results of the Community Needs assessment are aligning with the public data. Data shows that in 2023, 9.1% of the aging population ages 60+ and 8.4% ages 65+ live in poverty. A good indicator of causes of poverty for this population can be linked to fixed incomes and the high cost of living. According to Social Security Website, in 2025, the monthly benefit amount for individuals 64 and older is \$1,479. This is an annual income of \$17,748, which is only 2.64% of the required living wage that individuals need to meet their basic needs. However, younger population are also experiencing economic struggles. According to the US Census Bureau, in 2023 the median income for 1 adult household was \$43,607.00. However, the living wage calculator indicates that a Yolo County 1 adult household needs an annual income of \$55,984.00 to meet their basic needs. Furthermore, the US Census data show that the median household income for 1 adult and 1 child, is \$76,640.00 but the Living Wage Calculator states that the same household size in Yolo County would need an annual income of \$101,365.00 to meet their basic needs. This supports that a low wage and high cost of living creates poverty. This also suggests potential localized economic struggles, due to multiple factors such as being an agricultural county and having 19% of the population being 60 years of age and older. The needs assessments in Yolo County indicates that many residents face financial instability and are concerned about housing services, senior services, disability-related services, emergency assistance, and youth services.

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

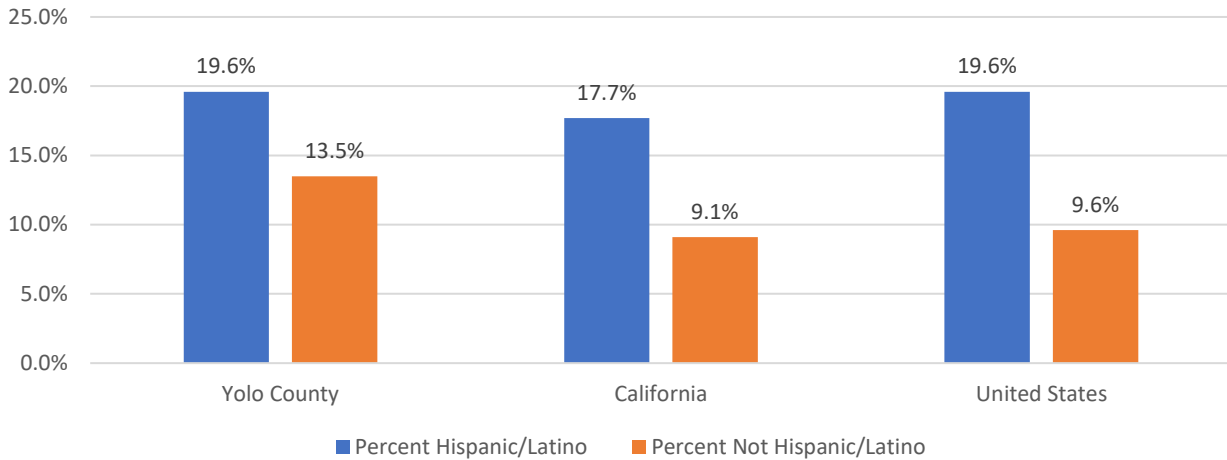
The areas of conditions that impact poverty in Yolo County are Income inequality, housing challenges, health disparities, language barriers and educational attainment. Through the research conducted in the Community Needs Assessment data attributed the conditions of poverty that our Agency identified, income inequality with a median household income of \$55,984 in 2023, disparities persist, particularly identified that Yolo County has the highest percentage of individuals living below the federal poverty level when compared to California and the United States. Black/African American and Asian have the highest percentage of individuals living below the federal poverty level in Yolo County but also when compared to California and the U.S. While 31.9% of the Black/African American population are living under the federal poverty level, they only make up 2.6% of the Yolo County population and similarly, 20.5% of the American Indian/Alaska Native population are living under the federal poverty level, they only make up .06% of the Yolo County population, which demonstrates the great disparities of the population. Hispanic/Latino show a higher percentage of individuals living below the federal poverty level (19.6%) in Yolo County when compared to Not Hispanic/Latino (13.5%). The 19.6% of Hispanic/Latino living in poverty is in line with the disproportionate percentage of Hispanic/Latinos living below the federal poverty level in the United States but exceeds the percentage of Hispanic/Latino living below the federal poverty level in California (17.7%). White and Native Hawaiian and other pacific islanders tend to have lower percentages of individuals living below the federal poverty level.

Housing Challenges: Low-Income residents experience severe housing problems, including overcrowding, high housing costs, lack of kitchen, lack of utilities including plumbing facilities. Health Disparities: Low-Income communities often face higher rates of obesity, food insecurity, and limited access to exercise opportunities, contributing to poorer health outcomes. Language Barriers: Approximately 40% of households speak a non-English language at home, with Spanish being the most common. This can impact access to services and educational resources. In Yolo County, California, about 44.1% of the population (age 5 and older) speaks a language other than English at home. Additionally, 17% of students in Yolo County are designated as English learners. This suggests a significant portion of the population may face language barriers in various aspects of daily life. Educational Attainment: Educational disparities persist, with some communities having limited access to quality education and resources, affecting long-term economic mobility. Addressing these multifaceted conditions requires a comprehensive approach, involving targeted economic support, infrastructure improvements, healthcare access expansion, and educational initiatives to uplift Yolo County's low-income communities.

**Percentage of Races Living Below the Federal Poverty level in 2023**



*Percentage of Hispanic/Latinos and Not Hispanic/Latinos Living Below the Federal Poverty Level in 2023*



**5. Describe your agency's data and findings obtained through the collecting, analyzing, and reporting of customer satisfaction data.**

The HHSA program collects and analyzes relevant customer satisfaction data, our agency shares that with CSAB. For example, HHSA regularly send emails to the CSAB members with the link to a presentation about the results from a Consumer Perception Survey administered by the Yolo County Health and Human Services Behavioral Health Programs. The agency's customer satisfaction data, obtained through collection, analysis, and reporting, helps understand customer needs, improve service, and drive business growth. By analyzing this data, the agency can identify areas for improvement, tailor its services, and ultimately increase customer loyalty and satisfaction.

## Tripartite Board of Directors

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

Organizational Standards 1.1. 3.5

ROMA – Evaluation

1. Describe your agency's procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on your agency's board to petition for adequate representation. (CSBG Act Section 676(b)(10), Organizational Standard 1.1)

As part of the agency's ongoing ROMA cycle, board representation is evaluated regularly to ensure that low-income individuals are meaningfully involved in governance, in accordance with CSBG tripartite board requirements. The agency recognizes that meaningful representation is essential to developing responsive, community-based strategies that address poverty.

As mandated by federal statute and its bylaws, CSAB strives to maintain a tripartite board comprised of three low-income members, three members representing each Board of Supervisor district, and three private sector members. This structure not only ensures adequate board representation, but also equitable geographic representation. To further ensure adequate representation, particularly for its low-income members, CSAB outlines a petition process in its bylaws for Low-income residents of Yolo County, or community agencies and representative groups of the low-income, who feel inadequately represented on the CSAB. The petition process includes instructions for the petitioner and procedures for how CSAB should respond to the petition. In all matters, HHS/CSAB recognizes the importance of this mechanism and welcomes being held accountable. Any individual or organization that believes low-income individuals are inadequately represented on the board may submit a written petition. All petitions and responses will be documented and included in the agency's annual ROMA evaluation process. Lessons learned are used to strengthen community engagement and improve board diversity efforts in future planning cycles.

2. Describe your process for communicating with and receiving formal approval from your agency board of the Community Needs Assessment (Organizational Standard 3.5).

The formal approval process for communicating with and receiving formal approval from the Community Services Action Board (CSAB) regarding the Community Needs Assessment (CNA) is to formally present the prior year's survey questions and results to develop a communication strategy for identifying if the questions need to be altered to align with the needs of the current county environment. This provides a formal outlet for board member to bring their expertise to the table and have open discussion on the county's needs. Once the appropriate questions are identified and voted upon by the CSAB, the county develops a paper and online survey to present to the public. The County holds Public Forums to receive public feedback and has a CSAB member attend each one to report back to the CSAB on any information obtained and public opinion. Once the survey period closes, the County staff analyzes the survey results, obtains quantitative and qualitative data to assess the causes and conditions of poverty in the agency's service area. Data sources include Census and American Community Survey data, local reports, client surveys, focus groups, stakeholder interviews, and community partner feedback. Then the County staff formally presents the data obtained to the Community Services Action Board. Initial findings are summarized and shared

with the board to inform them of key emerging trends and gaps. Internal Review and Planning. The draft report, along with a summary of key findings and recommendations, is submitted to the board's Program or Planning Committee for preliminary review and discussion. Board Engagement and Communication consists of a full presentation of the CNA findings during a regular or special meeting. Board members are encouraged to ask questions, provide feedback, and evaluate how the assessment aligns with agency priorities and service delivery strategies. All materials are provided to board members in advance to allow adequate time for review. The formal approval process occurs following the presentation and discussion. The board is asked to take formal action by voting to accept and approve the CNA. The vote is recorded in the official board meeting minutes, and the approved CNA becomes a foundational document used to guide strategic planning, resource allocation, and funding decisions. Evaluation and Continuous Improvement consists of the board's input, documented and incorporated into the CNA final version. The board participates in an annual ROMA-based evaluation of agency outcomes, including the relevance and effectiveness of the CNA in addressing community needs. Feedback on the CNA process is used to improve future assessments and board engagement.

## Service Delivery System

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

State Plan 14.3a

ROMA - Implementation

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

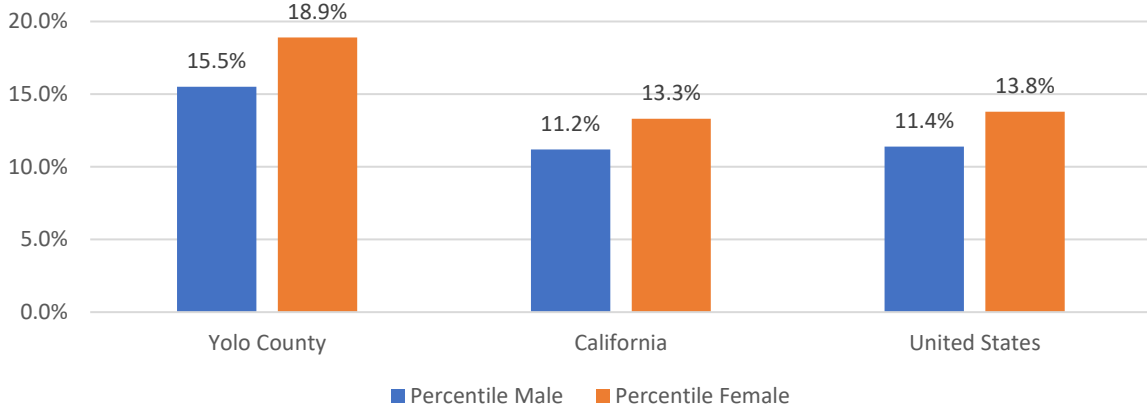
HHS staffs one full time analyst to work on the CSBG program to conduct the community needs assessment, develop the community action plan and to ensure compliance with CSBGs organizational standards. The agency also supports an additional staff to process direct client service requests. The County utilizes the remaining funds to provide direct client services to low-income community members. Direct client services consist of direct financial assistance used to aid community members with eviction prevention, securing permanent housing via security deposit and/or 1<sup>st</sup> months' rent, meeting emergency needs or other gaps an individual may have that could jeopardize their housing stability. Service Delivery System consists of a direct client service intake process. The process consists of clients having an assigned case manager and that case manager must complete a client information form and provide supporting back up documents. The client information form captures demographic information, household income, household size, type of request, and how this support will help the client achieve self-sufficiency. The case manager that submits the request is certifying the information on the client information sheet has been validated. Trained staff conducts an eligibility screening, confirms all appropriate documentation has been received, and validates if client has received services in the past. This information, along with the request, is then submitted to the manager for final review and approval. The manager will review the request and ask additional questions or ask for additional information as needed to ensure the request will support the client in obtaining self-sufficiency. If the request does not document that the client will become self-sufficient once obtaining this service, the manager will provide recommendation for other resources and/or linkages to other services. Service Coordination: a case management model is used to coordinate services across programs. When direct client services request come in, the case manager making the request must have complete with the client(s) a service plan with goals, timelines, and follow-up checkpoints. This service plan must be submitted with the direct client service request, which is reviewed internally to determine the sustainability of the plan, and that the client will achieve self-sufficiency. The analyst identifies that the service plan defines clear goals and objectives. The analyst also developed a system for tracking requests, measuring progress towards those goals by identifying if the client has asked for financial support in the past, what were the circumstances of the request, is it a repeat request, and did they make progress on their previous service plan. This data is used to make informed decisions and adjustments. Communicating the results and their impact to relevant audiences. Yolo County utilized direct client services to ensure community members are stabilized to thrive in a healthy, safe, environment. The agency provides evidence of how funds are used and the impact of their services. This evidence, often presented in reports and data visualizations, demonstrates accountability to funders, the public, and other stakeholders. The data analysis provides valuable insights that inform adjustments to strategies, resource allocation, and program delivery. This process ensures that the agency remains responsive to changing needs and maximizes its impact. Based on the collected data and analysis, agencies make informed decisions about resource allocation, program modifications, and overall direction.

2. Describe how the poverty data related to gender, age, and race/ethnicity referenced in Part II: Causes and Conditions of Poverty, Question 2 will inform your service delivery and strategies in the coming two years?

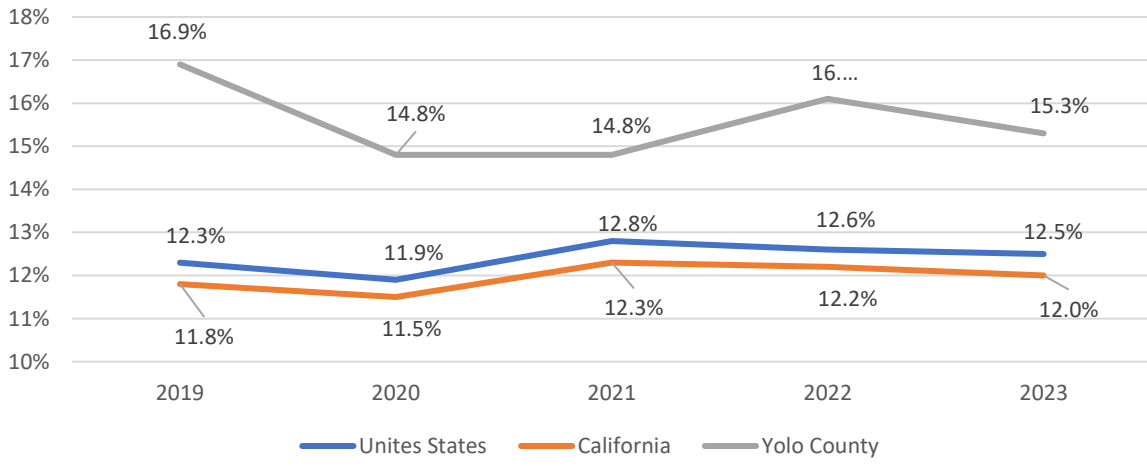
Yolo County, HHSA will verify demographic flags in the client intake system to identify high-risk groups early. Prioritize service coordination among programs (e.g., housing + senior service + disability related services + youth services + emergency assistance). Improved outcomes for specific populations (e.g., seniors, individuals with disabilities, individuals unhoused, individuals in jeopardy of losing housing, and low-income families that cannot afford youth programs). Increased engagement from historically underserved communities. Reduced disparities in service access and outcomes for target populations.

In Yolo County, poverty data on gender, age, and race/ethnicity, particularly within the ROMA Implementation framework, does inform service delivery and strategies by highlighting areas where targeted interventions are most needed. The next two years the agency will focus on developing culturally relevant services for marginalized groups, particularly those disproportionately affected by poverty. Targeted Service Delivery-Yolo County, HHSA will analyze poverty data by gender, age, and race/ethnicity within the ROMA implementation framework. This will allow for a more nuanced understanding of which populations are most vulnerable. For instance, if data reveals that women or seniors are disproportionately affected by poverty, service delivery can be tailored to address their specific needs. Resource Allocation-by understanding the prevalence of poverty within specific demographics, this will allow the agency to be more effective with resource allocation. If data indicates high rates of poverty among a particular racial/ethnic group, additional resources can be dedicated to providing support services within that community. Culturally Relevant Services-by understanding the specific needs and challenges faced by different demographic groups, the agency can develop culturally appropriate strategies that are more likely to be effective. Advocacy and Policy-poverty data can be used to advocate for policies and initiatives that address systemic inequalities. For example, if data reveals that certain groups are disproportionately affected by poverty due to discrimination or lack of access to opportunities, this can be used to advocate for policies that address these issues. Evaluation and Improvement-The agency will regularly monitor and evaluate the impact of services and strategies on different demographic groups, which will allow for ongoing improvement. If data indicates that certain interventions are not effective for particular groups, changes can be made to improve outcomes.

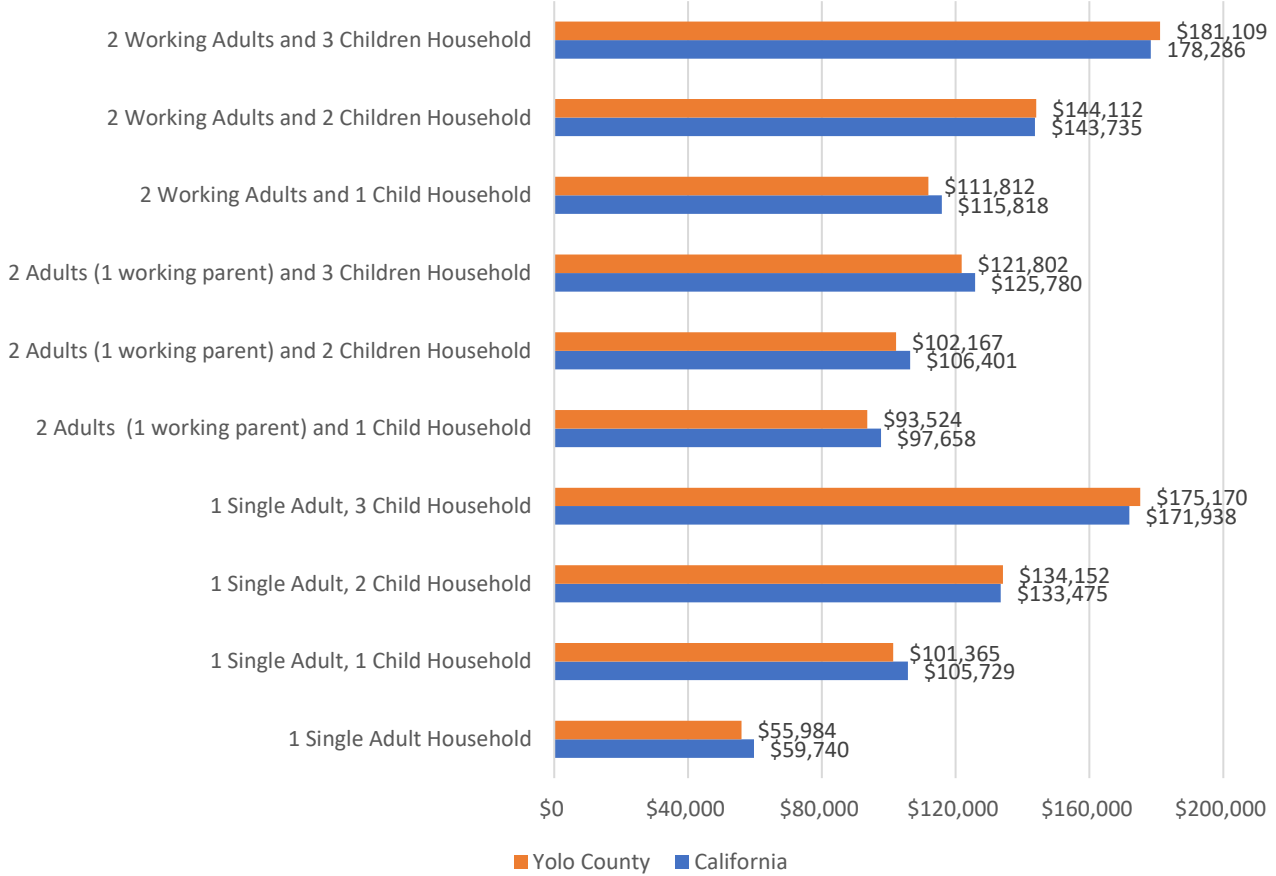
### Percentage of Males and Females Living Below Federal Poverty Line in 2023



### Percentage of Yolo County Residents with Incomes below the Federal Poverty Level Overtime, 2019-2023



### Annual Salary Needed to Meet Basic Needs in 2023



## Linkages and Funding Coordination

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

California Government Code Sections 12747(a), 12760

Organizational Standards 2.1

State Plan 9.3b, 9.4b, 9.5, 9.7, 14.1b, 14.1c, 14.3d, 14.4

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(9); Organizational Standard 2.1; State Plan 14.1c)

Yolo County, Health and Human Services Agency (HHS) and Community Services Action Board (CSAB) carefully considers existing resources when conducting its Community Needs Assessment and when writing its Community Action Plan. In this way, Yolo County, HHS and CSAB strive to allocate Community Services Block Grant (CSBG) funds to fill gaps in the current continuum of services, which requires coordination with other public and private resources. Yolo County, HHS accepts referrals from the community and other organizations in our service area when utilizing CSBG funding to support Yolo County Direct Client Services. Yolo County, HHS works directly with the Executive Commission to Address Homelessness that is a Brown Act board that consists of elected officials from four jurisdictions (Woodland, Davis, W. Sacramento, and Winters/rural area representation) and the board chair of Homeless Poverty Action Coalition (HPAC). This provides a holistic view of the entire county needs when it comes to the low-income populations in each jurisdiction. The Executive Commission to Address Homelessness takes into consideration each jurisdiction's needs and makes decisions on how to use multiple funding streams to support low-income individuals. In addition, Yolo County, HHS works in conjunction with Yolo County's Homeless Continuum of Care-Homeless and Poverty Action Coalition (HPAC) when analyzing the needs of low-income individuals in the community. Yolo County, HHS and HPAC have jointly applied for and received Homeless Housing, Assistance and Prevention (HHAP) funding for Rounds 1-5 and will be jointly applying for Round 6. Through this joint application process the Executive Commission on Homelessness, the HPAC board and Yolo County, HHS will work strategically to identify the county's needs and priorities when determining where funding should be allocated. This funding goes out to local non-profits that support the low-income communities with an array of services. The most recent funding streams include HHAP 1-5, Housing and Homelessness Incentive Program (HHIP). Lastly, the Yolo County, HHS currently or most recently managed the following programs to support low-income individuals: Housing Disability Advocacy Program (HDAP), Proposition 47-Connections to Care, Access to Technology, and Behavioral Health Bridge Housing Program (BHBH)

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (CSBG Act Section 676(b)(3)(C), Organizational Standard 2.1, State Plan 9.7)

The CSAB is informed on the subcontractors and contracts established through the Executive Commission to Address Homelessness and through HPAC the Continuum of Care. All homeless

dollars allocated through the Executive Commission and HPAC. Any subcontractors are required to have an established contract, are required to participate in the Continuum of Care, required to use the Coordinated Entry System. In addition, the subcontractors are required to utilize the Homeless Management Information System (HMIS) to track services provided to homeless and low-income individuals. The CSAB receive updates on all the different funding resources provided by the County and HPAC to low-income and homeless individuals.

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

Services are selected based on the needs of low-income individuals and families identified through the Community Needs Assessment. Yolo County, HHSA and CSAB were actively engaged in the Public Forum and when analyzing the data from the Low-Income Needs Survey. Yolo County, HHSA staff are actively involved in the HPAC meetings and the Executive Commission meetings, where they have opportunities to share and receive information about available programs, services for low-income individuals and families. Yolo County, HHSA coordinates with HPAC and the Executive Commission when planning activities to avoid duplication of services.

Yolo County, HHSA and CSAB utilized the information that was coordinated with the Executive Commission and HPAC to carefully consider existing services and target populations when developing the Community Action Plan, so as not to duplicate efforts. Rather than replicate already existing services, Yolo County HHSA and CSAB strives to address gaps in its current continuum of services.

Yolo County, HHSA highly values coordination. Whenever possible, Yolo County HHSA and CSAB strive to create a systemic response to poverty. A key component of this is using its Community Action Plan to focus on communitywide outcomes. This helps encourage responsiveness from the whole community, rather than individual agencies. Yolo County, HHSA staff are actively involved HPAC service provider meetings and case conferences to ensure services are not duplicated. In addition, many services providers serving the low-income populations utilize the Homeless Management Information System (HMIS) to help identify what services a client may have received from another provider to eliminate duplication of services.

Lastly, Yolo County, HHSA conducts continuous monitoring throughout the year to ensure that the CSBG funded program(s) is operating according to the terms and in line with CSBG requirements.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (CSBG Act Section 676(b)(3)(C))

Yolo County, HHSA will leverage other funding sources such as Housing Disability Advocacy Program, Housing and Homeless Incentive Program, Prop 47, and Behavioral Health Bridge Housing Program. This will maximize resources for individuals with disabilities, medically fragile, or are justice involved to expand services to low-income individuals. In addition, Yolo County Homeless Outreach team will focus on creating an Enhanced Care Management caseload to drawdown funding from partnership to be able to expand services to low-income individuals. Lastly, Yolo County, HHSA will partner with HPAC to expand its homelessness services, including rapid rehousing, rental subsidies, and permanent housing solutions, while simultaneously improving the efficiency and capacity of the

local homeless response system. By strategically using these funding sources and strengthening the local homeless response system, Yolo County, HHSA aims to reduce homelessness, increase access to permanent housing, and improve the overall quality of life for low-income individuals and individuals experiencing homelessness.

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

In the event of reduced federal funding, Yolo County, HHSA's contingency plan includes the following measures:

Providing Enhanced Care Management and Community Supports to drawdown a more permanent funding source. Integrate the Homeless Services team into the behavioral health team to align with Prop 1 and to ensure the county can continue to provide outreach to low-income individuals. Update Direct Client Services policies and procedures to ensure the most vulnerable individuals are served and that they are assigned a case manager to ensure successful outcomes. To further mitigate the impacts of reduced or eliminated CSBG funding, Yolo County, HHSA would work in partnership with CSAB to analyze each service/program and determine how to best leverage available resources and convey this to the Executive Commission to Address Homelessness and HPAC. This clear communication with the boards would ensure all resources are identified and strategically utilized. Based on the priorities identified by the most recent Community Needs Assessment, Yolo County, HHSA and CSAB would devise a leveraging plan that would include identifying alternative funding sources.

6. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

CSBG funded programs will address the needs of low-income youth by providing a financial supplement for youth to participate in after school programs, summer programs, sports or extra-curricular activities. In addition, Yolo County, HHSA has distributed a portion of HHAP 3 and HHAP 4 funding to Child Welfare Services to provide unaccompanied minors ages 12-24 (do not need to be a child welfare client) with financial support to obtain permanent housing via security deposits and rent, furniture, life skills and food. Lastly, Yolo County, HHSA will facilitate linkages to the already existing various community youth-specific services.

7. Describe how your agency will promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs such as the establishment of violence-free zones, youth mediation, youth mentoring, life skills training, job creation, entrepreneurship programs, after after-school childcare. (CSBG Act Section 676(b)(1)(B), State Plan 14.1b)

Yolo County, HHSA and CSAB partner with a variety of local organizations that serve youth. Yolo County, HHSA and CSAB will promote the available direct client service funds to meet the youth needs to participate in after school programs, summer programs, sports or extra-curricular activities. Yolo County, HHSA will develop a flyer that informs the public of available funds, and how to access them. The flyer will be distributed to the CSAB members contacts, the HPAC distribution list, local school districts, and local non-profits. The flyer will encourage funds be used for programs that will

meet the needs of the youth, support development, provide youth mediation, youth mentoring, life skills, job creation, entrepreneurship programs and after-school programs. In addition, programs funded may include various enrichment activities such as an academic leadership academy, a fitness club, and scholastic aptitude test preparation assistance.

8. Describe your agency's coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5); State Plan 9.4b)

Yolo County, HHSA coordinates the delivery of employment/training services by referring clients to existing services whenever applicable. Since Workforce Innovation and Opportunity Act, CalWORKs, as well as One-Stop Center programming resides under the auspices of Yolo County, HHSA, case managers are particularly effective at establishing linkages for those services. All referrals are developed in a coordinated response that is based off an employment plan that considers individual desires and aptitudes.

9. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services, as may be necessary, to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4), State Plan 14.4)

Yolo County, HHSA will provide linkage and referrals to local agencies to provide a variety of services needed to counteract the conditions of starvation and malnutrition among low-income individuals and families, including:

- Food delivery for low-income individuals, families, and homebound seniors
- Food acquisition
- Storing, transporting, and distributing food to the hungry through community-based organizations and school-programs
- Meals that are provided through various hot meals, emergency shelter and transitional housing programs.

Additionally, Yolo County, HHSA administers CalFresh and provides information and referrals to food closets, meals programs, and food distribution programs. Yolo County, HHSA also funds Fresh Text, a free service to connect residents to local food distribution by providing a text reminder 24 hours before the next free food distribution in their community. Yolo Food Bank administers the Fresh Text program.

10. Is your agency a dual (CSBG and LIHEAP) service provider?

Yes

No

11. For dual agencies:

Describe how your agency coordinates with other antipoverty programs in your area, including the emergency energy crisis intervention programs under Title XXVI, relating to low-income home energy assistance (LIHEAP) that are conducted in the community. (CSBG Act Section 676(b)(6), State Plan 9.5)

For all other agencies:

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

N/A

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

CSBG funding will support innovative community and neighborhood-based initiatives by providing seniors with financial assistance to stay in their homes, connecting/linking to assisted living supports. Connecting/linking resources to ensure seniors can thrive and be involved in the community, while staying connected with family. In addition, providing direct client services for youth to participate in after school programs, summer programs, sports, and extra-curricular activities, will reduce the financial burden on low-income families. It will support the development of the youth by providing access to youth mentoring, life skills, job creation, entrepreneurship programs, and various enrichment activities to integrate youth and family into the community.

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

Yolo County, HHSA currently has a Street Sheet that identifies multiple providers in Yolo County that provide various services to support low-income individuals and families. This Street Sheet is updated annually and provided to the community. In addition, Yolo County, HHSA has flyers that identify entry points for Homeless and Housing supports for low-income individuals. These flyers are also posted publicly and provided to the community. Yolo County, HHSA works in tandem with HPAC to partner with multiple community-based organizations and non-profits that support low-income individuals. Yolo County, HHSA participates in monthly service provider meetings and coordinated entry meetings to ensure linkages can be made for low-income individuals and families. The monthly service provider meetings and coordinated entry case conferences provide an opportunity for following up with service providers to ensure individuals needs are met and case management is

being provided.

## Monitoring

### ROMA – Planning, Evaluation

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

Yolo County, HHSA does not use subcontractors for current Community Services Block Grant Funds. The funds are used to fund a full time Analyst and for direct client services. The full time Analyst uses the ROMA planning process which involves monitoring, analyzing documentation, reports, and financial records to assess compliance, program effectiveness, and overall performance. Desk reviews are conducted regularly, with frequency depending on the funding stream and risk level. Yolo County, HHSA has established procedures for emergency monitoring in situations where there is a sudden change in program implementation, financial issues, or other critical concerns arise. Direct client services are available for emergency supportive services for low-income community members.

## ROMA Application

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

ROMA – Planning, Evaluation



1. Describe how your agency will evaluate the effectiveness of its programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

To evaluate its programs and services, Yolo County, HHS will utilize a combination of quantitative and qualitative methods. Measurement tools will include surveys, interviews, focus groups, and observations. Data collection will involve both primary data (newly collected) and secondary data (existing records). The frequency of data collection and reporting will vary depending on the program, with some evaluations being conducted annually, while others may be conducted more frequently. Quantitative: Surveys and questionnaires will be used to gather numerical data from many participants, allowing for statistical analysis. For example, post-program surveys could assess participant knowledge, skills, or behavioral changes. Qualitative: Interviews and focus groups will be used to delve deeper into individual experiences and perspectives, providing rich, descriptive data. Observations might be used to record program delivery and participant interactions.

2. Select one need from Table 2: Priority Ranking Table and describe how your agency plans to implement, monitor progress, and evaluate the program designed to address the need. (Organizational Standard 4.2)

**Housing Services:** Providing Direct Client Services rental assistance, back rent, deposits, anything to keep individuals in their homes and to keep safe, decent housing and prevent homelessness. This service is already established and described above. We monitor the progress of these services by analyzing the data of the requests, client service plans, the outcomes of the clients and the frequency of the requests to determine if the clients stabilized and became self-sufficient. Data Sources and Collection Procedures-Primary Data: Surveys will be distributed online or in person, while interviews and focus groups will be conducted through phone or in-person meetings. Observations will be conducted in the program setting. Secondary Data: Existing records, such as enrollment data, attendance records, and program logs, will be reviewed to track program participation and outcomes. Frequency of Data Collection and Reporting:

Annual Evaluations: Many programs will undergo annual evaluations to track progress and identify areas for improvement. Mid-Program Evaluations:

Some programs may be evaluated more frequently, perhaps quarterly or bi-monthly, to track program implementation and adjust as needed.

Longitudinal Evaluations: Longer-term evaluations may be conducted to assess the lasting impact of a program. Reporting: Evaluation reports will be prepared and disseminated to stakeholders, including CSAB, program staff, funders, and the public, at regular intervals.

### Optional

- 3 . Select one community level need from Table 2: Priority Ranking Table or your agency's most recent Community Needs Assessment and describe how your agency plans to implement, monitor progress, and evaluate the program designed to address the need. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

Yolo County, HHSA has an established Direct Client Services Process that it will follow. The senior services are just an expansion of the current program. Examples of Senior Services would consist of providing seniors financial assistance to stay in their homes, connecting and linking to assisted living supports and resources to ensure senior can thrive and be involved in the community, while staying connected with family. In addition, Yolo County, HHSA would provide linkage to home-delivered meals, social activities, health screenings, and caregiver support. The program has an established system to track key performance indicators (KPIs) related to program activities and outcomes. This includes the number of participants, services provided, and service utilization rates. Yolo County, HHSA will implement a customer satisfaction survey to monitor and evaluate the program and receive qualitative data. This data will be used to continuously improve the program, adjust service offerings, delivery methods, or resource allocation based on feedback and results. The data will be presented to CSAB, community stakeholders, including seniors, caregivers, service providers, and local government, to build support and ensure long-term sustainability.

## Federal CSBG Programmatic Assurances

CSBG Act Section 676(b)

### Use of CSBG Funds Supporting Local Activities

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

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

### Needs of Youth

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

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

## **Coordination of Other Programs**

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

## **Eligible Entity Service Delivery System**

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

## **Eligible Entity Linkages – Approach to Filling Service Gaps**

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

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

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

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

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

## **Eligible Entity Emergency Food and Nutrition Services**

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

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

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

## **State Coordination/Linkages and Low-income Home Energy Assistance**

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

## **Community Organizations**

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

### **Eligible Entity Tripartite Board Representation**

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

### **Eligible Entity Community Action Plans and Community Needs Assessments**

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

### **State and Eligible Entity Performance Measurement: ROMA or Alternate System**

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

### **Fiscal Controls, Audits, and Withholding**

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

## State Assurances

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

### **For CAA, MSFW, NAI, and LPA Agencies**

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

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

### **For MSFW Agencies Only**

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

## Organizational Standards

### Category One: Consumer Input and Involvement

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

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

### 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.

### Category Three: Community Assessment

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

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

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

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

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

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

## **Category Four: Organizational Leadership**

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

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

### Part III: Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing, the Low-Income Testimony and the Agency’s Response document, and a copy of the most recent community needs assessment as appendices A, B, and C, respectively. Other appendices as necessary are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Notice of Public Hearing) or separated by divider sheets and submitted with the CAP.

Document Title	Appendix Location
Notice of Public Hearing	A
Low-Income Testimony and Agency’s Response	B
Community Needs Assessment	C