

376
**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: DPSS- Department of Community Action **SUBMITTAL DATE:** June 5, 2003

SUBJECT: Public Hearing Regarding 2004-05 Community Action Plan and Submission of the plan to the State Department of Community Services and Development

RECOMMENDED MOTION:

1. That the Board of Supervisors convene a Public Hearing at 10:00 a.m., June 17, 2003 for the purpose of receiving public testimony regarding the Department of Public Social Services-Department of Community Action (DPSS-DCA) 2004-05 Community Action Plan.
2. That the Board of Supervisors approve the submission of the 2004-05 Community Action Plan to the State Department of Community Services and Development for the use of federal Community Services Block Grant (CSBG) funds in Riverside County at the conclusion of the Public Hearing.

Lois J. Carson
Lois J. Carson, Executive Director

(CONTINUED - 2 Pages in total)

FINANCIAL DATA:

CURRENT YEAR COST: \$ 0

ANNUAL COST: \$ 0

NET COUNTY COST: \$ 0

IN CURRENT BUDGET:

BUDGET ADJUSTMENT: NO

FOR FY: 04/05

SOURCE OF FUNDS: 100% Federal

C.E.O. RECOMMENDATIONS:

APPROVE

COUNTY EXECUTIVE OFFICER SIGNATURE

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AGENDA NO.

9.10

Policy

Consent

Department Recommendation:
Per Executive Office:

TO: BOARD OF SUPERVISORS

DATE: June 5, 2003

PAGE: 2

SUBJECT: Public Hearing Regarding 2004-05 Community Action Plan and Submission of the plan to the State Department of Community Services and Development

BACKGROUND (CONT'D):

Since 1981, the County has administered through DPSS-DCA a local community action program with federal CSBG funding through the State Department of Community Services and Development (CSD). The State requires that the local jurisdiction submit a detailed plan for the use of the funds for the projected program years of 2004-05.

DPSS-DCA conducted a countywide needs assessment in which over 3,000 residents of low-income communities provided comments. In addition, DPSS-DCA conducted three public hearings held throughout the County; Riverside (May 28), Coachella (May 29) and Hemet (June 2), allowing additional opportunity for public input. Public input obtained from the needs assessment and the public hearings has been incorporated into the plan.

The 2004-05 plan relates how CSBG funding will be used to support programs and services as identified by the residents of low-income communities. CSBG funding to the County is \$1,500,000 annually, and is used to leverage an additional \$7-8 million in matching resources.

The Community Action Commission approved the 2004-05 Community Action Plan on May 15, 2003, and recommends the submission of the plan to the Board of Supervisors for approval.

FINANCIAL IMPACT: No County funds will be used.

ATTACHMENTS: (1) 2004-05 Community Action Plan 132 pages

CONCUR/EXECUTE

Community Action Partnership
Riverside County



Helping People. Changing Lives.
Riverside County

2004-2005
COMMUNITY ACTION PLAN

Community Action Partnership Riverside County
2038 Iowa Avenue, Suite B-102, Riverside, CA 92507

Contact: Planning Division

Phone: 909-955-4900 FAX: 909-955-6506



Riverside County

2004/2005 COMMUNITY ACTION PLAN

TABLE OF CONTENTS

	**Page
CAP Cover Page	1
Community Action Plan Requirements Summary/Checklist	2
CSD 410-1a: Agency Vision and Mission Statement	3
Requirement 1: 2004/2005 Statewide Priority/Strategy Statement	4
Requirement 2: Contingency Planning for Reduced Federal Funding	5
Requirement 3: Federal and State Assurances	6
Requirement 4: Documentation of Public Hearings	12
Requirement 5: Needs Assessment and Goal Setting	23
2003 Community Needs Assessment Survey	26
Transformational Strategic Plan [TSP]	69
District Profile Charts	90
Requirement 6: Monitoring and Evaluation Plan	96
CSD 415: CSBG Program Report	98
CSD 411-FD: Family Development Matrix	116
CSD 411-CD: Community Development Matrix	127
CSD 411-AD: Agency Development Matrix	132

**** PAGE NUMBER INDICATES BEGINNING OF EACH SECTION**

**COMMUNITY SERVICES BLOCK GRANT
2004/2005 PROGRAM YEAR COMMUNITY ACTION PLAN
COVER PAGE**

TO: Department of Community Services and Development
Attention: Field Operations
700 North 10th Street, Room 258
Sacramento, CA 95814

FROM: Agency: Community Action Partnership Riverside County
Address: 2038 Iowa Avenue, Suite B-102
City: Riverside, CA 92507

Agency Contact Person Regarding Community Action Plan

Name: Janet K. Hough
Title: Planning Manager
Phone: (909) 955-4900
FAX: (909) 955-6506
E-mail address: jhough@riversidedpss.org

CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES

The undersigned hereby certify that this agency complies with the Assurances described in Requirement 3 of this 2004/05 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.

Ron Oden
Board Chairperson

6/5/03
Date

Leis J. Carson
Executive Director

6-5-03
Date

COMMUNITY ACTION PLAN REQUIREMENTS

Summary/Checklist

The 2004/05 Request for Community Action Plan (CAP) must meet specific requirements as defined by law, and described in detail in this package. The CAP forms, with specific instructions on how to complete each form are assembled separately for ease in preparing. Once you have completed your CAP, submit to CSD one original document (marked "original") and one copy (marked "copy") postmarked no later than June 30, 2003. **Please allow adequate time for Community Action Plan development, review and approval prior to the due date.**

The following is a check list of the components that must be included in the CAP your agency submits to CSD:

- CAP Cover Page*
- CSD 410-1a: Agency Vision and Mission Statement*
- Requirement 1: 2004/2005 Statewide Priority/Strategy Statement*
- Requirement 2: Contingency Planning for Reduced Federal Funding*
- Requirement 3: Federal and State Assurances*
- Requirement 4: Documentation of Public Hearings*
- Requirement 5: Needs Assessment and Goal Setting*
- Requirement 6: Monitoring and Evaluation Plan*
- CSD 415: CSBG Program Report*
- CSD 411-FD: Family Development Matrix*
- CSD 411-CD: Community Development Matrix (Indicators applicable to your agency.)*
- CSD 411-AD: Agency Development Matrix (Indicators applicable to your agency)*

AGENCY VISION AND MISSION STATEMENT

The Vision Statement describes a desired future based on your agency's values. The vision is broader than what any one agency can achieve; the agency collaborates with others in pursuit of the vision.

Provide your agency's Vision Statement.

THE PROMISE:

The Promise of Community Action changes peoples lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

VISION STATEMENT:

The vision of the Community Action Commission and Community Action Partnership Riverside County (CAP Riverside) is to give poor people greater access to the keys for wealth building. Each head of household must have a sustainable, living-wage job that provides for the essential needs of his or her family. Children must have a realistic opportunity to finish high school and to enroll in post-secondary education programs that prepare them for prosperity. There must be easy access to healthcare, childcare, affordable housing, reliable transportation, and opportunities for personal development and growth. It is further the vision that each person in poverty is empowered to assist and contribute to the extent of their ability and actions to help end poverty. The legacy of this vision is to leave no one behind. (Updated 5-17-02)

The Mission Statement describes the agency's reason for existence and may state its role in reaching its vision.

Provide your agency's Mission Statement.

MISSION STATEMENT:

The Mission of Community Action Partnership Riverside County is to educate and advocate for the poor, so that through participation and capacity building they will attain self-sufficiency and lift themselves from poverty with dignity. (Updated 6-23-01)

Requirement 1

2004/2005 STATEWIDE PRIORITY/STRATEGY STATEMENT

Did your Agency accept the Family Self-Sufficiency Statewide Priority? Yes No

Include a narrative description of the Family Self-Sufficiency strategies used by your agency in the local planning process as required by Government Code Section 12745(e). If your agency rejects the statewide priority, state the reason(s) for your agency's rejection.

Community Action Partnership of Riverside County (CAP Riverside), since its inception in 1979, has focused on the goal of "ending poverty" through education, and advocacy for the poor, participation and capacity building identified in its Transformational Strategic Plan (TSP). The purpose of the TSP is to develop and strengthen established community partnerships that will produce high impact programs to end poverty in Riverside County. The governing board (Riverside County Board of Supervisors) and the advisory board (Community Action Commission) renew their commitment to the CAP Riverside mission by their participation in this Community Action Plan process.

CAP Riverside relies upon its low-income residents to help determine priorities for services and programs that maximize high impact outcomes for individuals, families and communities. CAP Riverside's commitment of "maximum feasible participation of the poor" insures that low-income people are empowered as active and accountable citizens in their communities. This commitment is supported by three strategies: 1) CAP Riverside's countywide Community Needs Assessment process allows poor people to identify and prioritize challenges to their self-sufficiency; 2) CAP Riverside's TSP includes a vision (known as Bliss County) that further identifies and prioritizes problem areas, provides statistical data (census, etc.), introduces state and county priorities and defines the goal to end poverty in Riverside County; and 3) measurable results are provided by using outcome evaluation supported by Results Oriented Management and Accountability (ROMA).

CAP Riverside's strategies reflect the Federal Community Services Block Grant Act as cited in the Public Law:

- ◆ Secure and maintain meaningful employment with earnings adequate to lift a family above the poverty level
- ◆ Adult basic education and high potential job skills training adequate to qualify for and to maintain such employment
- ◆ Safe, decent housing that is affordable for low-income families
- ◆ Information and access to community support systems that help achieve and maintain self-sufficiency (transportation, child care, finances, legal services, etc).
- ◆ Advocate for low-income people that will empower them to reach and maintain levels of self-sufficiency

Requirement 2

CONTINGENCY PLANNING FOR REDUCED FEDERAL FUNDING

Include a description of how your agency will respond in the event of reduced federal funding, as required by Government Code Section 12747(a).

Provide your agency's contingency plan for reduced federal funding.

CAP Riverside is committed to expanding partnerships at all levels of its program development. CAP Riverside continually seeks new opportunities to partner with members of the private, public, community and faith sectors to leverage funds with Community Services Block Grant Funds. It is anticipated that approximately \$1.3 million will be leveraged in 2004-2005.

Strategies, such as community collaboration and use of volunteers, continually serve to mitigate the cost of service delivery. CAP Riverside will pursue private funding for some of its programs including: the Dispute Resolution Center, Project L.E.A.D. after-school mentoring/tutoring program and the RivCo.IDA low-income savings incentive program.

A fee for service will be considered when funding options are limited. Currently, the Dispute Resolution Center charges a fee for its volunteer training sessions. Many volunteers are not low-income and are able and willing to pay the training fees, which are still below the fees offered from other training resources in the county. A low fee is charged for community Grant Development workshops to cover materials costs.

In addition to identifying new sources of revenue, CAP Riverside will work closely with its Community Action Commission to minimize the impact of funding reductions. Programs will be examined by reviewing individual program return on investment (dollars invested to outcomes achieved). Commissioners will set priorities for community needs and identify those programs that do not meet the highest impact outcomes and eliminate or reduce their funding to maintain a realistic budget. All stakeholders will be involved in the decision making process when and if major budget adjustments or reductions are required.

CAP Riverside is closely involved in Welfare Reform restructuring and Individual Development Account funding opportunities and helps communities develop their own food resources. CAP Riverside will continue to seek funding at the local, state and federal levels, and public and private sectors, to support on-going and new initiatives that present high-impact, self-sustaining strategies to end poverty.

Requirement 3
FEDERAL ASSURANCES
COATES Human Services Reauthorization Act of 1998: Public Law 105-285

To the left of Federal Assurances 676(b)(1)(A) and 676(b)(1)(B) please indicate what activities your agency administers by placing a check in the box provided.

Your agency representatives' signatures on the first page of this application certify that your agency complies with the required assurances and agrees to ensure that funds available will be used:

1. Section

676(b)(1)(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,

- i. 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 living environment;
- vi. obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and 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 intervention in urban areas, to develop methodologies for widespread 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.

Federal Assurances (cont.)

2. Section

676(b)(1)(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 increased 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.

3. Section

676(b)(1)(C): make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts);

4. Section

676(b)(4): 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;

FEDERAL ASSURANCES REQUIRING NARRATIVE DESCRIPTIONS

COATES Human Services Reauthorization Act of 1998: Public Law 105-285

Provide a narrative description of the agency activities for each of the Assurances listed below:

- 1. Section 676(b)(5):** Entities will coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services and a description of how the State and eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment system under the Workforce Investment Act of 1998.
- 2. Section 676(b)(6):** 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 XXVI (relating to low-income home energy assistance) are conducted in such community.
- 3. Section 676(b)(9):** Entities 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.
- 4. Section 676(b)(10):** Each eligible entity 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.
- 5. Section 676(b)(12):** All eligible entities will not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System (ROMA), or 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 a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.
- 6. Section 678D(a)(1)(B):** Ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds under this subtitle.

STATE ASSURANCES

California Government Code

**1. Section
12730(f):**

Eligible beneficiaries are the following: (1) all individuals living in households whose income is at or below official poverty income guidelines as defined by the United States Office of Management and Budget; (2) All individuals eligible to receive Temporary Assistance to Needy Families or Federal Supplemental Security Income benefits, and (3) Residents of a target area or members of a target group having a measurably high incidence of poverty and which is the specific focus of a project financed under CSBG;

**2. Section
12760:**

Community Action Agencies under this article shall coordinate their plans and activities with other eligible entities funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) which 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 grantees and the populations they serve.

**3. Section
12745(f):**

If no other entity in the community provides such services, contractors receiving CSBG funds will provide a minimum level of services to help the poor receive the benefits for which they are eligible under health, food, income, and housing assistance programs designed to meet the basic survival needs of the poor. These services shall include, but shall not be limited to, all of the following:

1. A service to help the poor complete the various required application forms, and when necessary and possible, to help them gather verification of the contents of completed applications.
2. A service to explain program requirements and client responsibilities in programs serving the poor.
3. A service to provide transportation, when necessary and possible.
4. A service which does all things necessary to make the programs accessible to the poor, so that they may become self-sufficient.

Federal Assurances

COATES Human Services Reauthorization Act of 1996: Public Law 105-285

1. CAP Riverside, along with the United Way, Community Investment Corp and City Bank collaborated with the Workforce Development Board (created under the Workforce Investment Act of 1998) to implement an individual development savings account program to build assets of low-income people in Riverside County. This program empowers individuals eligible for Temporary Assistance for Needy Families (TANF) and working poor the opportunity to save money for homeownership, education/vocation or to start a small business.
2. CAP Riverside leverages federal, state and local emergency energy assistance programs with weatherization programs, developed in partnerships with private utility companies such as the City of Riverside, City of Banning and Indio's Imperial Irrigation District.
3. CAP Riverside leverages dollars and other resources by establishing partnerships with a diverse group of over 120 low-income service providers, including faith-based organizations, senior centers, school districts, health centers, financial institutions, community centers, superior courts, police departments, Human Rights Commissions, etc.
4. The Community Action Commission oversees the activities and policies of CAP Riverside. The tri-partite membership includes 5 members from the public sector, 5 members from the private sector, and 5 members from the low-income sector who are democratically elected under the direction of the County Registrar of Voters and reflect the choice of low-income people. All community members are provided the opportunity to have their input recognized and incorporated into the planning, development, and implementation processes of CAP Riverside.
5. CAP Riverside has utilized the Results Oriented Management and Accountability (ROMA) evaluation tool since 1995. Planning, organizing, implementing, monitoring and evaluating activities are focused on outcomes and the impact on the lives of individuals, families, communities and the agency. CAP Riverside has a certified ROMA trainer on staff, and all managers have embraced the ROMA tools for their programs from use of scales to return on investment.
6. Agencies receiving Community Services Block Grant funds via CAP Riverside's annual Request for Funding Proposal process are monitored by the Riverside County accounting system to insure that the cost and accounting standards of the Office of Management and Budget are understood and followed. Programs are monitored monthly for contract compliance and program performance.

State Assurances

California Government Code

1. CAP Riverside planning and program implementation includes residents eligible for public assistance, on public assistance or residing in a community where household incomes are at or below federal poverty guidelines. An example is the collaboration established between the Southeast Asian People and their community of Mead Valley, an identified "poverty pocket" located in southwest Riverside County. The partnerships established by CAP Riverside changed isolation and despair into active participation and hope for a diverse group of residents from the Asian, Hispanic, and African-American neighborhoods living in Mead Valley.
2. CAP Riverside coordinates its activities with all Community Services Block Grant funded entities in Riverside County, such as the California Conservation Corps and the San Bernardino Community Action Agency. Strategies include sharing individual development savings account resources, conducting joint training and technical assistance workshops and providing skills building employment opportunities for low-income people.
3. CAP Riverside networks with over 120 local agencies and organizations to provide outreach, information and referral services to low-income people throughout the county. In addition to direct services, agencies in the network explain program requirements and customer responsibilities, help customers complete application forms and gather additional documentation as required by the application process. Training and information sharing occurs at network meetings and special training workshops scheduled throughout the year.

Requirement 4

DOCUMENTATION OF PUBLIC HEARINGS

Government Code Section 12747(d) requires that the public hearing process will be described, along with all testimony presented by the poor, and will determine whether the concerns expressed by that testimony have been addressed in the CAP. If your agency determines that any of the concerns have not been included in the CAP, you must specify in your response to the plan information about those concerns and comments to their validity.

This section must include the following:

1. Clear description of your agency's public hearing process. Agencies should describe the methods used to invite the local community to the public hearings. Note: Hearing should not be held outside of service area(s).
2. Copy of notice(s), which were published in the media to advertise the public hearings.
3. Summarize all testimony received and provide a description of how the testimony will be addressed by your agency.

Two community meetings were held with 38 low-income people representing communities throughout the county on March 24 and March 25, 2003. These participants were instrumental in conducting the Community Needs Assessment Survey. Participants were introduced to the CAP plan and how CAP Riverside would address poverty issues.

Participants met in small focus groups to respond to two questions: "What would it take to get you out of poverty?" and "What would you do to end poverty in your community?"

The five top responses to the question "What would it take to get you out of poverty?" included: obtaining a living wage job, getting reliable transportation, living in affordable housing, having more flexible hours at child care centers, and accessing educational opportunities.

Nine issues surfaced when participants addressed the second question, "What would you do to end poverty in your community?":

- ◆ Create more higher paying jobs
- ◆ Participate in community advocacy / learn how to get involved
- ◆ Build more affordable housing
- ◆ Develop more affordable and safe childcare programs
- ◆ Provide more education/career training opportunities

- ◆ Expand participation in savings incentive programs
- ◆ Teach people about budgeting and financial management
- ◆ Improve transportation opportunities in the County
- ◆ Offer more government incentives

When the Community Action Plan was shared with these 38 participants, response was overwhelming in favor of the concept to end poverty through the four strategies highlighted in the Transformational Strategic Plan. Many of those present expressed a desire to participate in the formation and implementation of neighborhood support groups.

Additional meetings were held for the community-at-large: the City of Riverside (May 28 and June 17), Coachella (May 29) and Hemet (June 2). Several methods of communication were used to invite the public to the meetings, including:

- ◆ Press Releases were sent to 20 print media
- ◆ Public Service Announcements were sent to 23 radio stations and 6 television stations
- ◆ A public notice was published
- ◆ Flyers were mailed to 280 community-based organizations
- ◆ Over 100 follow-up phone calls were made
- ◆ Word-of-mouth
- ◆ A paid advertisement was published
- ◆ 120 flyers were distributed on the local university campus meeting site
- ◆ Announcements were made at various meetings attended by staff

Copies of each of these items are included with this narrative.

These community meetings focused on the Transformational Strategic Plan (TSP) and its implementation in the short-term (2 years) and the long-term (5 years and beyond). Results of the community survey were shared with residents and highlights were addressed in each of five Supervisorial Districts. Participants at each meeting expressed their approval of the plan and its strategies. Participants eagerly signed up to continue this dialogue and implement Guiding Coalitions and Circles of Support in their own community. At the end of each meeting, participants were asked to address how they would end poverty in their community. Results of those meetings are summarized below:

- ◆ Prepare children and youth by giving them life and job skills training
- ◆ Expand transportation alternatives for people who work
- ◆ Increase job training and work experience for employable youth and adults
- ◆ Provide one-on-one support to people to help them get out of poverty
- ◆ Develop more affordable childcare centers
- ◆ Create more jobs that meet the cost of living challenges

Service providers as well as residents expressed a desire to work with CAP Riverside to implement the Community Action Plan strategies.