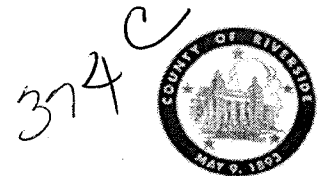


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** Department of Public Health/Community Action Partnership of Riverside County

**SUBMITTAL DATE:**  
June 18, 2015

**SUBJECT:** Public Hearing Regarding 2016-2017 Community Action Partnership of Riverside County Community Action Plan and Submission of the Plan to the State Department of Community Services and Development. [Districts: All] [\$00,000] [Funding]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Convene a public hearing on July 21, 2015 for the purpose of receiving public testimony regarding the 2016-2017 Community Action Partnership of Riverside County Community Action Plan;
2. Approve the submission of the 2016-2017 Community Action Plan to the State of California 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.

**BACKGROUND:**

Summary

To comply with the Community Services Block Grant (CSBG) Act, Public Law 105-285, Section 678B (11), eligible entities must complete a Community Action Plan (the Plan), as a condition to receive CSBG funding, every two (2) years, and submit it to the State of California Department of Community Services and Development (CSD).

*Susan D. Harrington*  
Susan Harrington, Director  
Department of Public Health

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$	\$ \$	0 \$	\$ \$	0
NET COUNTY COST	\$	0 \$	0 \$	0 \$	0

<b>SOURCE OF FUNDS:</b>	Budget Adjustment: No
<b>APPROVE</b>	For Fiscal Year: 16/17

**C.E.O. RECOMMENDATION:**

BY: *Donna Shaw*  
Donna Shaw

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: July 21, 2015  
 xc: Public Health/CAP

Kecia Harper-Ihem  
Clerk of the Board  
By: *Kecia Harper-Ihem*  
Deputy

**9-5**

Prev. Agn. Ref.: 6/18/13 (#16.1)      District: All      Agenda Number:

- A-30
- Positions Added
- 4/5 Vote
- Change Order

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

**FORM 11:** Public Hearing Regarding the 2016-2017 Community Action Partnership of Riverside County Community Action Plan and Submission of the Plan to the State Department of Community Services and Development. [Districts: All] [\$00,000] [Funding]

**DATE:** June 18, 2015

**PAGE:** Page 2 of 3

**BACKGROUND:**

**Summary (Continued)**

The Plan must meet specific requirements and address specific categories, as defined by federal and state laws, including Agency vision and mission statements, community information profile, comprehensive Community Needs Assessment, documentation of public hearing(s), federal and state assurances, individual and community eligibility requirements, monitoring and evaluation, data collection, and the Community Services Block Grant (CSBG) National Performance Indicator Community Action Plan projections. The Plan identifies how CSBG funding will be used to support programs and services as identified by low-income Riverside County residents.

The 2016-2017 Community Action Plan process began in March 2015 with a countywide Community Needs Assessment. Community Action Partnership of Riverside County (CAP Riverside) collected 612 on-line, qualitative, English/Spanish surveys. The surveys contained five (5) open-ended questions for both residents and service providers that asked for feedback on the issue of poverty in the County. A link to the survey was distributed countywide via partners and was posted on the CAP Riverside website and FaceBook page. CAP Riverside Planning staff and Community Action Commissioners hosted and facilitated a community focus group meeting in each of the five (5) supervisorial districts to discuss the survey questions. Content analysis of the survey and focus group meeting results showed that residents considered the following, in ranked order, to be the top ten (10) reasons why Riverside County residents are in poverty: 1) unemployment/underemployment/lack of jobs; 2) cost of living (affordable childcare is the number one cost); 3) low wages/no or low income/fixed income; 4) lack of/access to affordable higher education; 5) lack of/access to available social services; 6) lack of/access to affordable transportation; 7) lack of evening youth programs; 8) lack of substance abuse/alcohol/mental health programs; 9) lack of/access to financial literacy classes; and 10) lack of/access to food banks/services.

The Community Needs Assessment results were supplemented with secondary data from sources such as the United States Census Bureau, the California Department of Education, and the California Department of Labor. Additionally, third-party data was collected from community partners such as United Way, Head Start, the Riverside County Department of Public Social Services (DPSS), the Commission of Family and Children/First Five Riverside, the Riverside County Office of Education, the Riverside County Office on Aging (OOA), the Riverside County Department of Public Health (DOPH) and the Riverside County General Plan.

CAP Riverside incorporated Community Needs Assessment and community focus group meetings results, along with secondary and third-party data, into ongoing program development, trend setting, resource sharing, and strategic planning. The Community Needs Assessment results revealed that there was not a significant change to the ranking of challenges faced by low-income residents. Employment remained the top challenge. Lack of affordable education was replaced with lack of affordable quality childcare. Lack of access to social services remained in third place. Challenges such as safe affordable housing, transportation, food, healthcare, and afterschool activities remained in the top ten challenges. This enabled CAP Riverside to develop a Community Action Plan that incorporated innovative and new solutions to old problems.

The Riverside County Community Action Commission approved the 2016-2017 Community Action Plan on June 18, 2015, and recommended the submission of the Plan to the Board of Supervisors for approval.

**Impact on Citizens and Businesses**

The 2016-2017 Community Action Plan provides a comprehensive study that addresses the need of services to the low-income residents of Riverside County with specific requirements that includes Agency vision and mission statements, federal and state assurances, monitoring and evaluation plans.

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11:** Public Hearing Regarding the 2016-2017 Community Action Partnership of Riverside County  
Community Action Plan and Submission of the Plan to the State Department of Community Services and  
Development. [Districts: All] [\$00,000] [Funding]

**DATE:** *June 18, 2015*

**PAGE:** Page 2 of 3

**SUPPLEMENTAL:**

**Additional Fiscal Information**

No County General Funds would be required.

**ATTACHMENTS:** 2016-2017 Community Action Partnership of Riverside County Community Action Plan

SH:bsf

# **2016-2017 Community Action Plan**

**California Department of  
Community Services and Development**

**Community Services Block Grant**





## PURPOSE

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

Community Action Plans must adhere to the following federal and state laws:

### COMPLIANCE WITH FEDERAL LAW

To comply with the Community Services Block Grant (CSBG) Act, Public Law 105-285, Section 678B (11) eligible entities must complete a Community Action Plan (CAP), as a condition to receive funding through a Community Services Block Grant. Federal law mandates the eligible entities to include a community-needs assessment in the CAP for the community served.

### COMPLIANCE WITH STATE LAW

To comply with California Government Code 12747 pertaining to the Community Services Block Grant Program, Community Action Plans are to be developed using a processes that assess poverty-related needs, available resources, feasible goals and strategies, and that yield program priorities consistent with standards of effectiveness established for the CSBG program. The CAP should identify eligible activities to be funded in the program service areas and the needs that each activity is designed to meet. Additionally, CAPs should provide for the contingency of reduced federal funding.

### COMPLIANCE WITH CSBG ORGANIZATIONAL STANDARDS

As described in the Office of Community Services (OCS) draft Information Memorandum (IM) dated March 24, 2014, CSBG eligible entities will comply with implementation of the Organizational Standards effective January 1, 2016. Additionally, States will report on the development and implementation of the Standards to OCS beginning January 1, 2016.

### STATE PLAN AND APPLICATION REQUIREMENTS

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by eligible entities is included in CSDs State Plan.

### STATE ACCOUNTABILITY MEASURES

Alongside Organizational Standards, the state will be reporting on State Accountability Measures in order to ensure accountability and improve program performance. Information provided in the CAP may be used to meet the requirements of the new measures.

**COMMUNITY SERVICES BLOCK GRANT  
2016/2017 PROGRAM YEAR COMMUNITY ACTION PLAN  
COVER PAGE AND CERTIFICATION**

TO: Department of Community Services and Development  
Attention: Field Operations Unit  
2389 Gateway Oaks Drive #100  
Sacramento, CA 95833

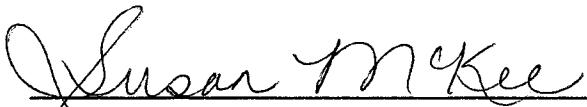
FROM: Community Action Partnership of Riverside County, 2038 Iowa Avenue, Suite B-102, Riverside, CA 92507

**Agency Contact Person Regarding Community Action Plan**

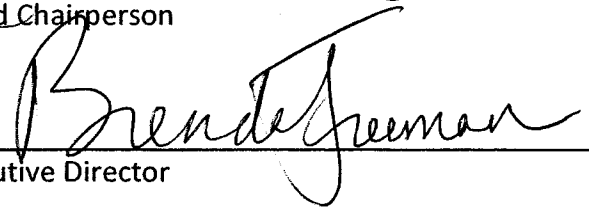
Name: Brenda Salas Freeman , M.A., M.S.  
Title: Executive Director  
Phone: 951-955-4900 Ext: \_\_\_\_\_  
Fax: 951-955-6494  
Email: [bfreeman@capriverside.org](mailto:bfreeman@capriverside.org)

**CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES**

The undersigned hereby certifies that this agency complies with the Assurances and Requirements of this 2016/2017 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization. Per Organizational Performance Standards the Community Assessment, which is part of the CAP, must be formerly accepted by the governing board.

  
Board Chairperson

06/18/15  
Date

  
Executive Director

6/18/15  
Date

# TABLE OF CONTENTS

The CAP is to be arranged in the order below. Please include the appropriate page numbers for reference. Additional attachments are to be added as appendices.

(Insert Page Numbers)

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## 2016-2017 Community Action Plan Checklist

The following is a check list of the components to be included in the CAP. The CAP is to be received by CSD no later than June 30, 2015:

- Cover Page and Certification
- Table of Contents
- Vision Statement
- Mission Statement
- Community Information Profile
- Comprehensive Community Needs Assessment
- Documentation of Public Hearing(s)
- Federal Assurances
- State Assurances
- Individual and Community Eligibility Requirements
- Monitoring and Evaluation
- Data Collection
- CSBG/National Performance Indicators (NPI) CAP Projections
- Appendices (Optional)

## VISION STATEMENT

Provide your agency's Vision Statement which describes your agency's values. The vision is broader than one any one agency can achieve; the agency collaborates with others in pursuit of this vision.

To end poverty in Riverside County.

Adopted by Community Action Commission 6/21/12

## MISSION STATEMENT

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

The following Organizational Standard 4.1 references the Mission Statement for private and public entities.

### **Private Entities**

The governing board has reviewed the Organization's mission statement within the past 5 years and assured that:

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

### **Public Entities**

The tripartite board/advisory body has reviewed the Department's mission statement within the past 5 years and assured that:

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

Provide your agency's Mission Statement

### **Mission Statement (Insert Statement)**

The Community Action Partnership of Riverside County, with the community, strives to eliminate poverty by facilitating opportunities towards self-sufficiency through education, wealth building, advocacy, and community organizing.

Adopted by Community Action Commission 6/21/12

## COMMUNITY INFORMATION PROFILE

The Community Information Profile describes the CAA's service area, target population and current economic conditions (i.e., major business in the area closed affecting employment status of community members, or, destructive fires in the service area impacting business, health, water supply, etc.). The profile provides a summary of the most impactful conditions affecting the community and the conditions the community members are facing. In the space provided, describe the Community Profile in approximately 2 pages.

### Community Information Profile (Insert Narrative)

Riverside County is located in Southern California to the east of Orange County and Los Angeles County; north of San Diego County and Imperial County and south of San Bernardino County. Based on 2013 U.S. Census data, Riverside County continues to rank fourth in population in the State of California with a population of 2,292,507 (Quickfacts.census.gov). Geographically, Riverside County covers 7,303 square miles that is composed of 97 square miles of water and 7,206 square miles of land; 66% is vacant land. Riverside County is home to diverse geographical features, including deserts, forest and mountains, as well as rich biological resources.

Community Action Partnership of Riverside County (CAP Riverside) is Riverside County's officially designated anti-poverty agency. Since its inception in 1979, CAP Riverside's mission to alleviate poverty has been carried out through an emphasis on collaborative partnerships created to form strong networks of community-based organizations. CAP Riverside's programs are designed to empower low-income people move toward self-sufficiency.

CAP Riverside services are available to residents throughout all Riverside County. CAP Riverside's programs are designed to produce outcomes that result in changed lives for the county's low-income residents in a service area that includes all 28 cities and the unincorporated areas of the county.

Riverside County is still facing issues that affect its current economic conditions. Of the 2,292,507 population in Riverside County, 20% of the residents have no high school diploma; 10.3% of residents are unemployed; 8.86% are veterans; 16.2% of the people live below poverty and over 3,000 adults and children are homeless. A key issue holding back the growth of the Riverside County's economy is its low adult educational attainment level. If the area's standard of living is going to rise significantly, it will take an enormous educational effort aimed at both children and adults. In addition to education, construction has historically been a major driver of the Inland Empire's economy. However, construction plummeted during the Great Recession of 2007 with employment falling by 68,433 jobs. Education and employment are not the only factors impacting the economic conditions of Riverside County. The County, as well as all of California, is undergoing extreme drought conditions. California is experiencing its worst drought in decades. In January 2014, Governor Brown declared a state of emergency as a result of an ongoing, three-year drought in California. According to researchers at the University of California, Davis (UC Davis), the current drought "is responsible for the greatest reduction in

water availability for California agriculture ever seen." Significant losses in economic activity were predicted for 2014. The impact on California's agriculture industry is expected to be severe. Estimates are that a half million acres of California farmland will be left fallow this year, resulting in less food production. University of California Davis estimates a loss of 17,100 agriculture-related jobs. The statewide cost of the drought to California was estimated to be \$2.2 billion in 2014. Riverside County has experienced, due to the extreme dryness from the drought, six (6) major fires throughout the county since 2013; 56,717 acres were scorched and fifty-six (56) structures destroyed.

Economic conditions are just some of the obstacles Riverside County low-income residents have to overcome. Many of the residents who CAP Riverside works with experience unemployment/underemployment; food insecurity; high cost of living; insufficient income to provide for their families; lack of education; limited access to or lack of knowledge of community programs that help with basic needs; lack of or access to affordable, reliable transportation; lack of quality, safe, local school-based or community center-based after school programs; limited substance/alcohol abuse or mental health programs or services; limited financial management skills; and homelessness.

It costs the average Riverside County working low-wage family of four (4), thirty percent (30%) of their monthly income to pay for housing, and an additional forty-eight percent (48%) for food, healthcare, and transportation. The living wage for this Riverside County family is \$20.67 per hour ([www.livingwage.mit.edu](http://www.livingwage.mit.edu)). Seniors still have to make choices between purchasing food, transportation, utilities or prescriptions on their fixed income.

## COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT

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

### **Organizational Performance Standards**

Eligible entities will comply with implementation of the Organizational Performance Standards set forth by OCS. Compliance with Organizational Standards will be reported to OCS. In the section below, agencies are asked to provide a narrative description on the Community Needs Assessment. In this section agencies should address how they will comply with the Organizational Standards, specifically those standards pertaining to the Comprehensive Community Needs Assessment, which are outlined here.

CSBG Organizational Performance Standards [click here](#)

**CONSUMER INPUT AND INVOLVEMENT**

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

**COMMUNITY ENGAGEMENT**

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

**COMMUNITY ASSESSMENT**

**Private Agency - Standard 3.1:** Organization conducted a Community Assessment and issued a report within the past 3 year period.

**Public Agency - Standard 3.1:** Department conducted a Community Assessment and issued a report within the past 3 year period, if no other report exists.

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

**Standard 3.3:** Organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the Community Assessment.

**Standard 3.5:** The community assessment includes key findings on the causes and conditions of poverty and the needs of communities assessed.

**STRATEGIC PLANNING**

**Private Agency Standard 6.4:** Customer satisfaction data and customer input, collected as part of the Community Assessment, is included in the strategic planning process.

**Public Agency Standard 6.4:** Customer satisfaction data and customer input, collected as part of the Community Assessment, is included in the strategic planning process, or comparable planning process.

The Needs Assessment captures the problems and conditions of poverty in the agency's service area based on objective, verifiable data and information gathered through various sources. Identified problems and conditions must be substantiated by corroboration through public forums, customer questionnaires, surveys, statistical data, evaluation studies, key informants, and/or other reliable sources. The Community Needs Assessment should be comprehensive



and serve as the basis for the agency's goals, and program delivery strategies as reported on the CSBG/National Performance Indicators (NPIs). The Community Needs Assessment should describe local poverty-related needs and be used to prioritize eligible activities offered to low-income community members over the next two (2) years.

In the space below, provide a narrative description of the causes and conditions of poverty affecting the community in your service area such as: child care, community housing, crime, educational achievement, employment/unemployment, income management, healthcare, homelessness, nutrition, and other factors not listed. In particular, describe how the agency ensures that the Community Needs Assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the CAP.

Agencies should describe the methods and strategies used to collect the information and should include a use a combination of activities and tools such as: focus groups, surveys; community dialogue, asset mapping, interviews, and public records.

Helpful Resources		
United States Census Bureau Poverty Data  <a href="#">click here</a>	State of California Department of Justice Statistics by City and County  <a href="#">click here</a>	U.S. Department of Housing and Urban Development Homelessness Assistance  <a href="#">click here</a>
Employment Development Department Unemployment Insurance Information by County  <a href="#">click here</a>	California Department of Education Facts about California Schools Using DataQuest  <a href="#">click here</a>	California Department of Public Health Statistical Data  <a href="#">click here</a>
Bureau of Labor Statistics Labor Data  <a href="#">click here</a>	California Department of Finance Housing Estimates  <a href="#">click here</a>	Community Action Partnership Community Needs Assessment Tool  <a href="#">click here</a>
A Community Action Guide to a Comprehensive Community Needs Assessment  <a href="#">click here</a>		

#### **Comprehensive Community Needs Assessment (Insert Narrative)**

CAP Riverside conducts a bi-annual county-wide Community Needs Assessment. The last assessment was conducted in 2013 in preparation for the 2014-2015 Community Action Plan. The last (2013) Community Needs Assessment was submitted, along with the last (2014-2015) Community Action Plan, to the State of California Community Services Department on June 20, 2013.

#### **Problem Statement**

Approximately one (1) out of every six (6) Riverside County residents lives in poverty. Many more county residents, whose income does not fall below the federal poverty income level, are identified as "working poor." They live on the edge of crisis, and experience catastrophic problems when faced with a family emergency, such as car repairs, medical emergencies, employment downsizing, or job lay-offs.

Many families across California struggle to cover the costs of housing, child care, health care, food, and other necessities, according to a study released by the California Budget Project (CBP), a nonpartisan public policy research group. The report underscores the need for targeted public policies that help boost workers' earnings, and that help Californians pay rent or buy a home, afford child care, and cover other basic family costs.

*Making Ends Meet*, a recent study published by CBP, finds that for a California family of four (4) with two (2) children and one (1) working parent, it would take – on average – an annual income of \$60,771 to afford a modest standard of living. This is equal to an hourly wage of

\$29.22 for full-time work, which far exceeds the statewide median hourly wage of \$19.07 in 2012 and is well above the state minimum wage.

For the other three (3) family types covered in the report, *Making Ends Meet* finds that:

- A single parent with two (2) children needs an annual income of \$74,477, equivalent to an hourly wage of \$35.81 for full-time work.
- A family with two (2) working parents and two (2) children needs an annual income of \$81,553, equivalent to both parents working full-time, each with an hourly wage of \$19.61.
- A single adult needs an annual income of \$32,625, equivalent to an hourly wage of \$15.69.

In addition, *Making Ends Meet* highlights some of the specific economic challenges faced by California families. These include, but are not limited to:

- **A lack of affordable housing in California.** High housing costs in California present a major hurdle for many individuals and families. In 2012, nearly one-third of households (30.5 percent) spent at least half of their income on rent. In addition, from 2010 to 2012, California's homeownership rate was the second lowest of all states, averaging 54.9 percent.
- **High child care costs.** The CBP's analysis estimates that child care costs in California average more than \$1,100 a month for families with two (2) children. State policymakers have cut support for child care and state preschool in recent years. Between 2007-08 and 2013-14, combined funding for California's child care and state preschool programs fell by nearly 40 percent, after adjusting for inflation, resulting in the loss of 110,000 funded "slots" in these programs.
- **Rising family health care costs.** The cost of health care coverage has risen sharply over the last decade in California – increasing at roughly five (5) times the rate of inflation between 2002 and 2012. Statewide, the monthly cost of health care – including insurance premiums and out-of-pocket costs – averages nearly \$500 for an individual and slightly more than \$1,400 for a two (2)-parent family with two (2) children, according to CBP estimates. In many California counties, health care costs are the largest single expenditure in the basic family budget.

"State and federal policies can play a huge role, not only in helping working families pay the bills, but also in connecting people to good jobs," said Chris Hoene, executive director of the California Budget Project, "The right kinds of public investment are always important, but they're especially key right now with so many families still reeling from the impact of the deepest economic downturn in generations."

#### Community Needs Assessment Process

The bi-annual CAP Riverside Community Needs Assessment incorporates face-to-face and electronic surveys, interviews, and focus group meetings specifically with low-income residents throughout each of the five (5) supervisorial districts of the county. The CAP Riverside Planning Division staff conduct a content analysis on the transcripts of interviews and focus group discussions. Surveys use a qualitative methodology on which a content analysis is conducted.

CAP Riverside also reviewed results provided throughout the year from customer satisfaction surveys, letters, program evaluations and workshop evaluations.

CAP Riverside uses three (3) data-sets to establish local community strengths and challenges. First, primary data is collected via a first person survey. Next, secondary data is collected from the U.S. Census, city and county resources, geographic information systems, California Department of Education, California Department of Labor, etc.. Finally, third-party secondary data is collected through assessments conducted by other organizations such as United Way, Head Start, the Riverside County Department of Public Social Services (DPSS), the Commission of Family and Children/First Five Riverside, the Riverside County Office of Education, the Riverside County Office on Aging (OOA), the Riverside County Department of Public Health (DOPH) and the Riverside County General Plan.

#### **Primary Data Collection**

Primary data (first person) was collected via:

- Community Focus Group Meetings, utilizing a five (5)-question qualitative survey (see Appendix A), asking low-income people what they feel is important to them and their families;
- Community Surveys, utilizing a five (5)-question qualitative survey (see Appendix A), asking low-income people what they feel is important to them and their families;
- Partner Surveys, utilizing a five (5)-question qualitative survey (see Appendix B), asking service providers what they feel is important to customers;
- Analyzing the types of inquiries received by staff;
- Monitoring the types of referrals made by staff; and,
- Analyzing results of customer satisfaction surveys.

#### **Community Focus Group Meetings**

Six (6) community focus group meetings were held throughout the county (two were held in District 1). The survey questions were used for discussion. Respondents were invited to share any new issues of which their community should be aware. One (1) or more Community Action Commissioners hosted the meeting. CAP Riverside Planning staff facilitated the discussion. The meeting was video-taped and transcribed later. The transcripts were analyzed for themes and aggregated with the results of the on-line surveys.

#### **Survey Instrument/Distribution:**

CAP Riverside developed an on-line English/Spanish survey with a link that could be easily distributed to partners countywide and posted on websites and FaceBook pages (see Appendix C). The survey consisted of five (5) qualitative questions that discussed the challenges of poverty and the services provided in Riverside County. These open-ended questions allowed respondents to personalize their feedback to share what was important to them. Narratives were coded for themes and topics such as employment, housing, healthcare, transportation, etc. CAP Riverside collected 612 surveys.

### Partnerships

CAP Riverside takes a partnership approach to conducting countywide community assessments. Partners are engaged in a multi-method assessment: 1) face-to-face surveys; 2) distribution of surveys by mail or office counter; 3) posting of the on-line survey link to their website or FaceBook page; and 4) focus groups / community meetings. Partners share the resulting data.

CAP Riverside utilizes secondary information from local and national third-party sources. Priority is given to local data sources such as:

#### Community-Based Organizations

Riverside County Child Care Consortium  
United Way of the Inland Valleys  
Habitat for Humanity Riverside  
Community Settlement Association  
Fair Housing Association  
2-1-1 Community Connect

#### Faith-Based Organizations

Catholic Charities  
Salvation Army

#### Private Sector

The Community Foundation  
Riverside Community Health Foundation  
Inland Empire Women's Business Center  
Small Business Administration of the Inland Empire  
Kaiser Foundation

#### Public Sector

Riverside County Office on Aging  
Riverside County Department of Public Health  
Riverside County Economic Development Agency  
Riverside County Veterans Administration  
Riverside County Workforce Development  
Riverside County Department of Public Social Services

#### Educational Institutions

Riverside County Office of Education  
HeadStart  
California Baptist University  
La Sierra University  
University of California, Riverside  
University of California, San Bernardino  
Riverside Community College  
National third-party sources include: National Association for State Community Services

Programs (NASCSP); VirtualCAP.org; United States Census Bureau; American FactFinder; and Annie E. Casey Foundation.

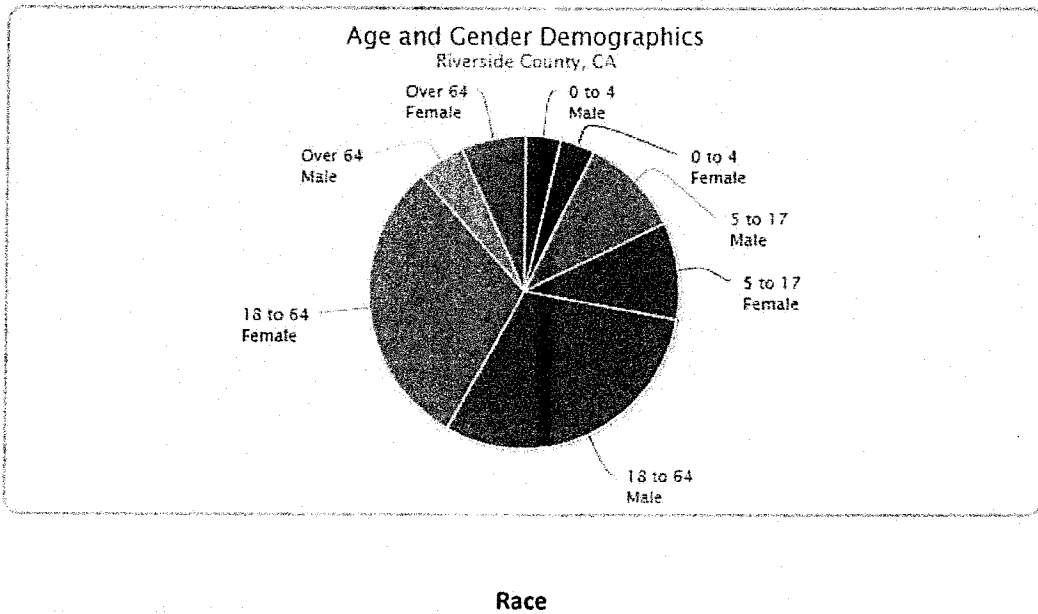
**Quantitative/Qualitative Data**

CAP Riverside utilizes a demographic survey/report from the State of California Community Services Department (CSD) called the CSD Programmatic Data-Client Characteristic Report (CSD 295). This report tracks basic demographics of all participants and applicants to programs and services. CAP Riverside also utilizes U.S. Census Bureau statistics to better understand the dynamics of its service territory. The U.S. Census Bureau's American Community Survey (ACS) 5-year estimates are particularly helpful in providing a statistical view of the county's demographics.

**Gender and Age**

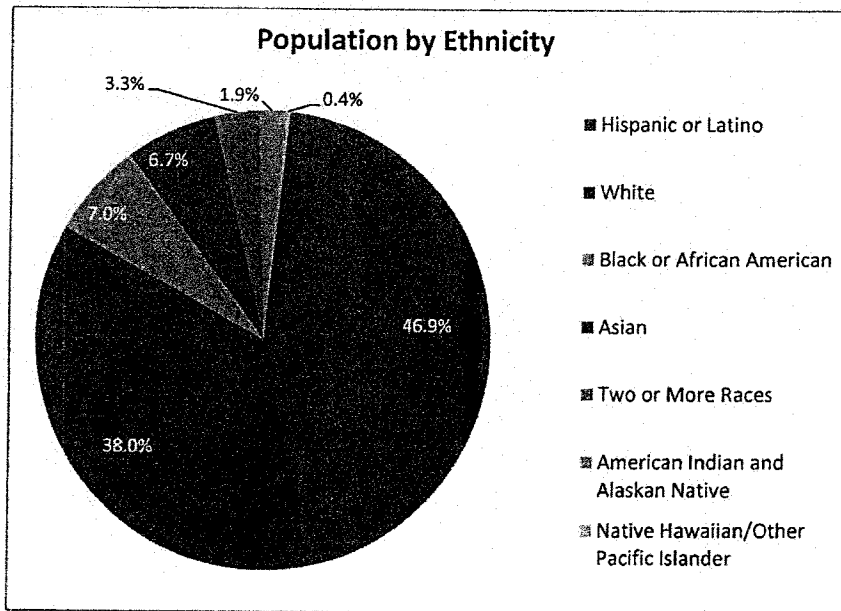
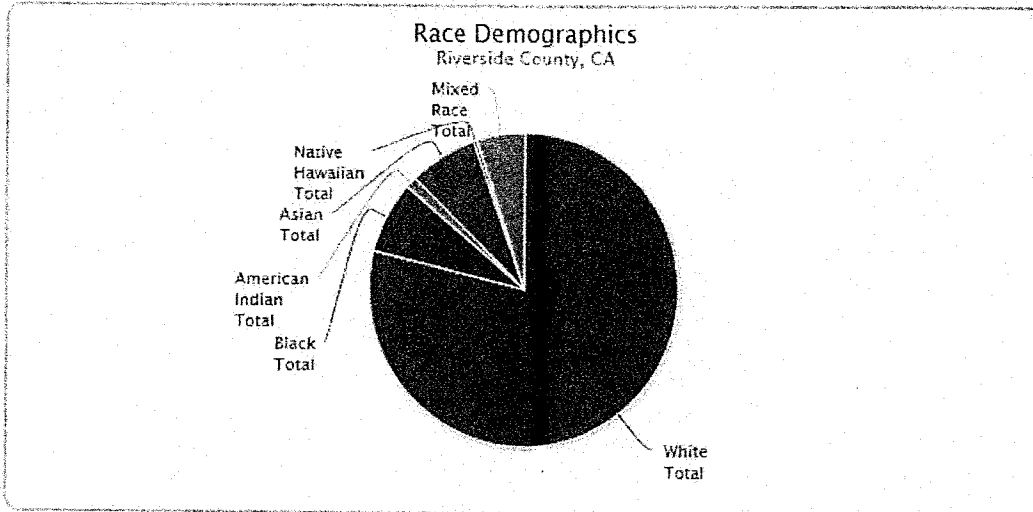
The total female population of Riverside County comprises 50.48%, whereas the male population represents 49.52% of the total.

- 3.71% is male ages 0 to 4
- 10.5% is male ages 5 to 17
- 30.32% is male ages 18 to 64
- 4.98% is male over age 64 (seniors)
- 3.56% is female ages 0 to 4
- 10.09% is female ages 5 to 17
- 30.12% is female ages 18 to 64
- 6.72% is female over age 64 (seniors)



Riverside County is racially and ethnically diverse.

- The White population comprises 77%
- The Black population comprises 8%
- Mixed race population comprises 5%
- All other races combined comprises 10%



### County Ethnic/Racial Groups

- Hispanics comprise 46.9%
- Whites comprise 38%
- Blacks comprise 7%
- Asians comprise 6.7%
- All other Ethnic/Racial groups comprise 1.4%
- Those that claim two or more races are 3.3% of the total population

An example of quantitative data is the following third-party report from the California Budget Project. CAP Riverside also utilizes quantitative data from the U.S. Census Bureau. Qualitative data is taken from narrative responses to survey and community focus group meeting transcripts.

Riverside County  
Monthly Family Budget  
Expenses Per Month and as a Percentage of Income

	Single Adult	Single Parent family	Two-Parent Family (One Working)	Two-Working-Parent Family
	\$763	\$1,116	\$1,116	\$1,116
Housing/Utilities	30.4%	20.4%	24.1%	18.1%
	\$0	\$991	\$0	\$991
Child Care	0.0%	18.1%	0.0%	16%
	\$325	\$325	\$325	\$567
Transportation	12.9%	5.9%	7.0%	9.2%
	\$293	\$627	\$866	\$866
Food	11.6%	11.4%	18.7%	14%
	\$451	\$1,237	\$1,298	\$1,298
Health Care	17.9%	22.6%	28.1%	21.0%
	\$212	\$439	\$509	\$509
Miscellaneous	8.4%	8.0%	11.0%	8.2%
	\$470	\$742	\$509	\$831
Taxes	18.7%	13.5%	11.0%	13.4%
Monthly Total	\$2,514	\$5,478	\$4,623	\$6,177
Annual Total	\$30,166	\$65,732	\$55,476	\$74,126

Note: All family types except "single adult" are assumed to have two children. Numbers and percentages may not sum due to rounding.

This estimated family budget is from the CBP report, *Making Ends Meet: How Much Does It Cost to Raise a Family in California* (December 2013).



**Results:**

Survey and focus group questions focused on assessing the following areas:

- Reasons people are in poverty
- Challenges in moving out of poverty
- Services needed in the community

The consent analysis of the 612 surveys and six (6) focus group meeting show that the low-income residents of Riverside County consider the following to be the top ten (10) reasons why people are in poverty and the challenges to escaping poverty.

<b>1. Employment</b>	<b>721</b>	<b>2. Cost of Living</b>	<b>398</b>	<b>3. Income</b>	<b>346</b>
Unemployment/employment	277	Cost of living	204	Low Wages/Low income/fixed Income	172
Seasonal Jobs	73	Cost of transportation/Gas /insurance/etc.	10	Income-(lack of, living check to check)/low wages	118
Temporary Jobs	14	Cost of Food	24	1 income for family	23
Lack of Jobs	213	Childcare	51	Single parents	13
Employment services/training/ education/OJT	65	Cost of health Care	13	Better paying jobs	10
Lack of hours	4	Cost of Utilities	24	Single parent	10
Stable employment	11	Affordable housing	30		
Inability to work	4	Unexpected expenses/saving for unexpected	13		
Slow work	2	Debt	9		
Job skills	17	Economy	5		
Job fairs/health care fairs	3	Student Loans	5		
Job readiness	15	Medical Bills	4		
Jobs moving out of state	2	Dependent Care	2		
Not enough hours at work	11	Extended family care	2		
Lack of re-entry programs	2	taxes	2		
Career Counseling/career advancement issues /no career	8				

4. Education	244	5. Assistance Programs	203	6. Transportation	175
Education	170	Rental assistance	24	Transportation	95
Educational opportunities to earn degrees/adult ed	17	Social service outreach programs	18	Transportation assistance	32
Better Education system	3	Services for middle income families/people in need	16	Discounted transportation	24
Education opportunities in community	6	Knowing where to look for the resources	34	More bus routes	16
Inability to further Education	5	Utility assistance	57	Better Bus Services	8
English classes	31	55 and over Services	25		
GED classes	2	CAP Riverside Programs/workshops	12		
		Lack of services for middle income	8		
		Free Health services	6		
		Cal Fresh for SSI/Food stamps for working people	3		
		Family services/from 5PM - 10 PM	2		
		Financial support for single parents	2		
		1st time home buyer education	1		
		Home ownership programs	1		

7. Youth Programs	104	8. Substance Abuse/ Alcohol/Mental Health Programs	85	9. Financial Planning	65
Programs/youth	10	Drugs/substance abuse/alcohol abuse	33	Saving for retirement	1
Youth programs/from 5PM to 10PM	51	Drug addiction	16	Budgeting/money management	9
Free youth programs/activities	19	Mental illness	5	Financial issues	6
Sports/Exercise	1	Depression	1	Poor budgeting skills	3
Teen prevention/intervention	6	Substance abuse	1	Financial literacy classes	37
Recreation centers for youth	9	Drug/Alcohol classes	8	Investment classes	2
Parks	2	Abuse programs	5	Financial Classes marketing H.S/ college/working class	6
Libraries	4	Mental health services/medical services	13	Business seminars	1
Youth programs for disabled	2	Self-help/motivational classes/counseling	2		
		Life skills class	1		

10. Homeless Programs	65
Food Banks/Services	22
Homeless programs	17
Shelters/food for homeless	10
Shelter	9
Community trainings/orientations/homeless	6
Free lunch	1

The issue of employment continues as the top ranked challenge. A major concern expressed at meetings was the decrease in job training opportunities. With recent budget cuts to CAP Riverside's employment partners, customers are finding themselves without employment, without unemployment benefits, and no job training and placement opportunities.

People in the focus groups voiced frustration with the rising cost of living, particularly the cost of child care. Lack of a living wage (income) went hand-in-hand with complaints about the cost-of-living and the lack of one's ability to "get-ahead."

### **Utilization of Results**

CAP Riverside takes the community needs assessment process beyond the compliance level by incorporating the results into ongoing program development, trend setting, resource sharing, and strategic planning. This enables CAP Riverside to develop innovative and new solutions to old problems. CAP Riverside's program development strategies are aligned to address the top priorities reflected in the Community Needs Assessment. Existing programs are reviewed to consider expansion and/or modification of services. Subcontracting CSBG funds is coordinated to facilitate innovative external programs to address the top priorities as funding initiatives.

### **Strategic Plan and Community Assessment**

CAP Riverside's strategic goals and strategies are aligned with Results-Oriented Management and Accountability (ROMA) philosophy. They are feasible and outcome-based and will be implemented in line with the results of the community assessment. The strategic plan outcomes and Community Needs Assessment priorities are also incorporated in the National Performance Indicators (NPI) 801s.

#### **AGENCY GOAL 1: EDUCATION AND WEALTH BUILDING**

**Increase education and wealth building opportunities for low-income people.**

- *ROMA Goal 1: Low-income people become self-sufficient.*
- *ROMA Goal 2: Conditions in which low-income people live are improved.*
- Sustain and improve asset-building opportunities for low-income individuals through the expansion of the Individual Development Account Program (IDA).
- Expand the availability of financial literacy education in all agency programs.
- Increase employment supports and training opportunities for the working poor, youth and veterans.
- Expand outreach to low-income people for access to Earned Income Tax Credit benefits.
- Expand training opportunities for volunteers in all agency programs.

***Programs and services offering education and wealth building opportunities that strengthen individuals and families.***

- *Community Conflict Resolution Education*
- *Energy Consumer Education and Disaster Preparedness Education*
- *Earned Income Tax Credit (EITC)/Volunteer Income Tax Assistance (VITA)*
- *Individual Development Account (IDA)*
- *On-The-Job Training and Pre-Apprenticeship Programs*
- *Project L.E.A.D. (Linking Education, Advocacy and Development)*

#### **AGENCY GOAL 2: ADVOCACY**

**Increase low-income citizen participation in local, state, and national efforts to end poverty.**

***ROMA Goal 3: Low-income people own a stake in their community.***

- Maintain a diverse group of commissioners with backgrounds in employment, education, social service, political and community to preside over the Community Action Commission.
- Maintain a diverse staff that is socio-economically and demographically representative of the communities they serve.

- Offer opportunities that empower low-income people to provide testimonies at public hearings, local forums and community events.
- Engage low-income people in promoting justice-based social policies and serving on local boards and task forces.

***Programs and services offering opportunities for individuals to engage in policy and decision-making activities.***

- *Coalition Building*
- *Energy Task Force*
- *Food Policy Council*
- *Public Relations, Marketing and Outreach*

**AGENCY GOAL 3: COMMUNITY ORGANIZING**

**Increase involvement of all community stakeholders to end poverty by working to improve the conditions in their communities.**

*ROMA Goal 4 : Partnerships among supporters and providers of services to low-income people are achieved.*

*ROMA Goal 6 : Low-income people achieve their potential by strengthening family and other support systems.*

- Develop a fund diversification plan that focuses on resources necessary to build and increase funding streams to support all agency programs and services.
- Fund delegate agencies with a proven track record to fill gaps in services as determined by the results of the community needs assessment.
- Expand partnerships with other community service providers who help low-income people improve their communities.
- Expand the pool of agency volunteers to end poverty in their communities.
- Expand access of education and services that benefit all residents.

***Programs and services offering opportunities that improve the quality of life in Riverside County.***

- *Arbitration Services*
- *Community Mediation Services*
- *Court Mediation Services*
- *Crisis/Disaster Response*
- *Healthy Communities / Food Security*
- *Home Weatherization*
- *Notary Services*
- *Partnerships / Coalition Building*
- *Peer Mediators Program*
- *Riverside County Mentor Collaborative*
- *Utility Bill Payment Assistance*
- *Volunteer Mediators Program*
- *Volunteer Tax Preparers Program*
- *Warm / Cool Centers*

**GOAL 4: AGENCY CAPACITY BUILDING**

**Increase the agency's ability to provide services and support to low-income people.**

*ROMA Goal 5 – Agencies increase their capacity to achieve results.*

- Develop a marketing plan designed to effectively communicate the nature and value of agency services.
- Commit to reaching the unreachable, especially those in rural isolated areas of the county.
- Expand technology and research to identify those communities with the greatest needs.
- Expand the use of volunteers to support the services of the agency.
- Expand partnerships among service providers and supporters to ensure a broad range of referral resources.
- Expand agency presence on local policy councils and decision-making boards.
- Ensure staff has the knowledge, skills and abilities needed to provide efficient and quality services through ongoing professional development.

*Programs and services offering support to increase the capacity of CAP Riverside and its partners to sustain programs, services and initiatives*

- *Agency Newsletter, Annual Report and Impact Stories*
- *Branding, Marketing and Outreach*
- *Community Action Academy / Technical Assistance*
- *Community Needs Assessments*
- *Delegate Agency Program*
- *Fund and Resource Development*
- *Lingafelter Program Development Fund*
- *Partnerships / Coalition Building*
- *Professional Development*

Community Needs					
Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	NP(s)	
Employment	Yes	CAP Riverside supports and promotes employment and job placement/training programs for low-income residents such as the Pre-Apprenticeship Program, Veterans Employment Training (V.E.T.) Program, Riverside County Temporary Assignment Program, Project L.E.A.D.(Linking Education, Advocacy and Development), and Volunteer Income Tax Assistance(VITA) preparers.	May subcontract to Delegate Agencies to provide direct services; work with private employers for job placement and on-the-job training opportunities	Employment Indicators 1.1 A,1.1B, 1.1C and Employment Supports 1.2A	
Cost of Living	Yes	The cost of living priority identified as the top challenge was affordable quality child care. CAP Riverside does not provide direct services, but does refer customers to the Riverside County Office of Education information referral line for listings of available quality centers.	CAP Riverside is on the board of the Riverside County Child Care Consortium and the State of California Department of Education Local Planning Council, both of which promote early childhood education and childcare	Community Quality of Life and Assets 2.2.D. and 2.2.E.	
Income	Yes	CAP Riverside supports and promotes employment and job placement/training programs for low-income residents such as the Pre-Apprenticeship Program, Veterans Employment Training (V.E.T.)	May subcontract to Delegate Agencies to provide direct services; work with private employers for job	Employment Indicators 1.1 A, 1.1B, 1.1C and Community Improvement and Revitalization Indicator 2.1G.	

		Program, Riverside County Temporary Assignment Program, Project L.E.A.D.(Linking Education, Advocacy and Development), by the creation of living wage job slots, and in assisting CAP Riverside's temporary staff in securing permanent employment..	placement and on-the-job training opportunities.	
Education	Yes	Create, monitor and sustain afterschool programs at local middle schools through Project L.E.A.D. Provide Financial Capability education to adults/parents and youth. Provide training opportunities to interns.	Work with local school districts to coordinate services at various school sites; work with local community centers to provide afterschool services; offer Financial Capability education through partners; provide internship opportunities.	Community Improvement and Revitalization Indicator 2.1.G.
Assistance Programs	Yes	CAP Riverside promotes and supports quality of life community resources and programs through its internal and contracted programs, and partnerships. Provide life coaching as a vehicle to success through programs, services and partners.	May subcontract to Delegate Agencies to provide direct services; refer customers to 2-1-1 Community Connect for community services resources	Community Quality of Life and Assets 2.2.D. and 2.2.E.
Transportation	Yes	CAP Riverside participates in a local collaborative called Transportation NOW to address remedying transportation needs for low-income residents.	Collaborate with Transportation NOW to develop policies and practices that make	Community Quality of Life and Assets 2.2.D. and 2.2.E.



Youth Programs	Yes	Create, monitor and sustain afterschool programs at local middle schools through Project L.E.A.D.; conduct Peer Mediation program to schools countywide (Dispute Resolution Center); place high school students with small businesses for on-the-job workplace mentoring (Pre-Apprenticeship). Provide training opportunities to interns. CAP Riverside provides referrals to local community services resources.	public transportation more accessible Work with local school districts to coordinate services at various school sites; work with local community centers to provide afterschool services; provide internship opportunities.	Community Improvement and Revitalization Indicator 2.1.G.  Community Quality of Life and Assets 2.2.D. and 2.2.E.
Substance/alcohol and Mental Health Programs	No			
Financial Planning	Yes	CAP Riverside promotes and supports residents' ability to learn and acquire asset/wealth building skills and opportunities to acquire assets through its Individual Development Account program, and its Earned Income Tax Credit (EITC) and free tax return preparation, Volunteer Income Tax Assistance (VITA) programs. CAP Riverside provides referrals to local community services resources.	Financial institutions and Springboard to provide financial education.	Economic Utilization Indicator 1.3D, 1.3E, 1.3F
Homeless Programs	No			

**Instructions:**

**Top Needs:** list the top needs from your most recent Needs Assessment

**Agency Priority:** Enter a Yes or No in the box, to indicate if the need will be addressed directly or indirectly. If the need will not be met please provide explanation in narrative section below.

**Description of programs/services/activities:** Briefly describe the program, service or activity that your entity will directly provide.

**Coordination:** If your agency will address the need through coordination, describe what organizations and/or coalitions you will work with to meet the need, including the roles of each party.

**National Performance Indicators (NPIs):** List the NPIs that correspond with the services/activities

**Insert Narrative (Explain why need will not be met.)**

All needs will be met either through direct services or referrals to community services resources.

## DOCUMENTATION OF PUBLIC HEARING(S)

California Government Code 12747(b)-(d) requires all eligible entities to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, agencies are to identify all testimony presented by the low-income and identify whether or not the concerns expressed by that testimony are addressed in the CAP.

Provide a narrative description of the agency's public hearing process and methods used to invite the local community to the public hearing(s), and the methods used to gather the information about the low-income community's needs. Examples include: Surveys, public forums, and secondary data collection.

Note: Public hearing(s) shall not be held outside of the service area(s).

### **Public Hearing Process (Insert Narrative)**

CAP Riverside, a public community action agency, submits its Plan to its governance board, the Riverside County Board of Supervisors, for approval. This occurs after the Riverside County Department of Public Health, the CAP Riverside Executive Director, after which the Community Action Commission formally approves the Plan at a Commission meeting. Approval of the Plan by the Board of Supervisors requires a public hearing. A request, via a Riverside County Form 11, is submitted to the appropriate county departments to add the hearing to an upcoming public Board of Supervisors' general meeting. Time on the Board of Supervisors' agenda is allotted depending upon the purpose of the hearing; generally no more than ten (10) minutes. Time is also reserved on the agenda for "Public Comments" where anyone from the community may sign-up to speak by submitting a "Speaking Request" card at the time of the meeting. CAP Riverside invites low-income representatives, Commissioners, program participants, staff, and partners to speak before the Board of Supervisors to share how CSBG and CAP Riverside have impacted their lives.

A "Public Notice" ad (see Appendix C - - to be inserted after Public Hearing) announcing the meeting is purchased in the newspaper with the largest countywide distribution. The public hearing is also publized countywide via print and electronic press releases/public service announcements. A notice is posted on CAP Riverside' webpage and FaceBook page. A transcript of the Board of Supervisor meeting is later published on the Board of Supervisors' web-page along with the video of the proceedings. Transcripts can be downloaded into Microsoft Word.

In addition to the formal public hearing, CAP Riverside hosted six (6) formal community focus group meetings to seek feedback from the community-at-large about poverty-related issues and challenges in the county. A community focus group meeting was scheduled in each of the

five (5) supervisorial districts, with two (2) meetings being held in District 1. During the meeting community members were asked five (5) questions: 1) What do you think are the major reasons people are in poverty where you live?; 2) What makes it tough for you and your family to get ahead?; 3) What services or programs do you think your community needs?; 4) Have you received services from Community Action and, if yes, which services?; and 5) What is your opinion of the services you received? See Appendix D for transcripts of community focus group meetings and Appendix E for a diagram of testimonies from focus group meetings.

Below is an example of a diagram that can be used to capture and identify testimony of the low income.

Comment/Concern	Was the concern addressed in the CAP?	If so, indicate the page #	If not, indicate the reason
Job training needs	Yes	32	N/A
Transportation needs in ABC, CA	No	N/A	Due to limited funding, agency meets 50% of the transportation needs in ABC, CA.

**Attachments**

- Provide a copy of each public hearing notice published in the media.
- Provide a summary of all testimony presented by the low-income population:

**FOR IMMEDIATE RELEASE: FEBRUARY 25, 2015  
PLEASE CONTACT: RICHARD LEMIRE (951) 955-4900**

**COMMUNITY ASSESSMENT SURVEY MEETINGS TO BE CONDUCTED  
THROUGHOUT RIVERSIDE COUNTY**

RIVERSIDE, CA. – Every two years Community Action Partnership of Riverside County (CAP Riverside) does a county-wide community assessment survey of Riverside County's low-income residents. The feedback is extremely critical because more and more middle-class families are falling below the poverty lines due to loss of employment or reduction in hours.

Throughout the month of March, CAP Riverside will be collecting surveys and gathering feedback at community focus group meetings. The five community focus meetings will be held between March 3 and 30, 2015, one in each of the five supervisorial districts.

The meetings are open to the public and the information discussed will be vital to CAP Riverside in formulating its action plan for the next two years. Each meeting will take place from 6:00 to 7:30 p.m. All interested individuals are encouraged to attend. (See Appendix C).

DATE/TIME	LOCATION
Tuesday, March 3, 2015 6:00 p.m. – 7:30 p.m. 2nd Supervisorial District	Eddie Dee Smith Senior Center 5888 Mission Blvd. Jurupa Valley, CA 92509 951-275-9975 (for directions only)
Tuesday, March 10, 2015 6:00 p.m. – 7:30 p.m. 4th Supervisorial District	Rummond's Senior & Community Center 89-229 Church Street Thermal, CA 9274 760-399-1408 (for directions only)
Tuesday, March 17, 2015 6:00 p.m. – 7:30 p.m. 5th Supervisorial District	Southwest Veterans Business Resource Center 227 North D Street, Building A, Suite C Perris, CA 92570 951-722-4941 (for directions only)
Tuesday, March 24, 2015 6:00 p.m. – 7:30 p.m. 3rd Supervisorial District	The Salvation Army 340 South Palm Ave. Hemet, CA 92543 951-791-9495 (for directions only)
Tuesday, March 30, 2015 6:00 p.m. – 7:30 p.m. 1st Supervisorial District	Community Action Partnership of Riverside County 2038 Iowa Avenue, Suite B-102 Riverside, CA 92507 951-955-4900 (for directions only)
Tuesday, April 07, 2015 2:00 p.m. – 3:30 p.m. 1st Supervisorial District	Mead Valley Community Center 21091 Rider St. Perris, CA 92570 951-210-1580 (for directions only)

## FEDERAL ASSURANCES

Public Law 105-285 establishes programmatic assurances for the State and eligible entities as a condition of receiving CSBG funds. Provide a detailed narrative describing the activities your agency will conduct that will enable low-income families and individuals to achieve the programmatic purposes listed below. **(Federal Assurances can be found on Public Law pages 2736-2739)**

### 1. Programmatic Purposes

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

(i) to remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

CAP Riverside, a public community action agency, provides a suite of in-house and subcontracted services to meet the needs of low-income residents in its service territory. Such services include, but are not limited to:

- The Riverside County Individual Development Account (RivCo.IDA) Program: financial capability education and matched savings incentive for homeownership, higher education, or small business ownership or expansion;
- The Veterans Employment Training (V.E.T.) Program: on-the-job training and placement program for U.S. Veterans; and,
- Community referrals for all other services, such as for homeless services, not provided directly by CAP Riverside.

(ii) secure and retain meaningful employment;

- The Veterans Employment Training (V.E.T.) Program: on-the-job training and placement program for U.S. Veterans; and,
- Establishing relationships within the business community and local Chambers of Commerce to facilitate an increase in available job opportunities.
- Community referrals for all other services not provided directly by CAP Riverside.

(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;

- The Riverside County Individual Development Account (RivCo.IDA) Program: financial capability education and matched savings incentive for homeownership, higher education, or small business ownership or expansion;
- Project L.E.A.D (Linking Education, Advocacy, and Development): Train volunteers to provide mentoring and tutoring to students in middle school after school programs;
- Pre-Apprenticeship Program: places high school juniors and seniors with private small businesses that provide workplace mentoring and on-the-job training; and,
- Explore partnerships with local colleges and universities to facilitate accredited educational course opportunities and tuition discounts.
- Community referrals for all other services not provided directly by CAP Riverside.

(iv) make better use of available income;

- The Riverside County Individual Development Account (RivCo.IDA) Program: financial capability education and matched savings incentive for homeownership, higher education, or small business ownership or expansion;
- The Veterans Employment Training (V.E.T.) Program: on-the-job training and placement program for U.S. Veterans;
- Giving presentations/information and encouraging the development/adoption of resolutions for the benefit of low-income people at local government meetings across the County; and,
- Community referrals for all other services not provided directly by CAP Riverside.

(v) obtain and maintain adequate housing and a suitable living environment;

- The Riverside County Individual Account (RivCo.IDA) Program: financial capability education and matched savings incentive for homeownership; higher education, or small business ownership or expansion;
- Weatherization Program: Installation of various energy conservation measures to make homes more energy efficient and safe;
- Subcontractor (Habitat for Humanity): Veteran housing project and minor mobile home exterior repair.

(vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and

CAP Riverside does not have an internal program that provides emergency loans. Agency staff make community referrals and consult with the 2-1-1 Riverside County Services Information hotline on behalf of needy low-income residents.

(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;

(l) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and;

CAP Riverside engages in various partnerships, empowerment strategies, and collaborative efforts to engage low-income people in grassroots leadership efforts and community affairs. Low-income people are encouraged to join community boards, partner with law enforcement, and express their opinions before elected officials. Other inclusive activities include:

- Consumer Education Workshops: energy conservation/financial education to help customers learn how to reduce utility costs and budget to prevent financial crises;
- Dispute Resolution Center (DRC): low-cost court and community mediation and conciliation services; mediation training; school peer mediation training; police referral training, and community education workshops;
- Riverside County Mentor Collaborative (RCMC): partnership of mentoring programs that assist and support safe, positive mentor-protégé connections;
- Volunteer Income Tax Assistance (VITA) Partners Council: partnership to promote free tax preparation and tax credits;
- Energy Task Force: a multi-sector network of public and private service agencies and elected-officials that review and recommend energy-related policies and services that affect low-income families;
- Cool/Warm Centers Partners Council: volunteer sites for residents to escape severe hot and cold weather;
- HEAL Zone (Healthy Eating and Active Living): partnership and community engagement effort that converts unhealthy neighborhoods to healthy ones; and
- Riverside County Child Care Consortium Board and State of California Department of Education Local Planning Council: advocacy for early childhood education and quality affordable child care.

(II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

- Dispute Resolution Center (DRC): low-cost court and community mediation and conciliation services; mediation training; school peer mediation training; community education workshops; and police referral training;

## 2. Youth

(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



CAP Riverside conducts a suite of in-house services, engages partnerships, and participates in community collaboratives/coalitions to address youth-related issues which includes:

- Dispute Resolution Center (DRC): school peer mediation training and community education workshops;
- Project L.E.A.D (Linking Education, Advocacy, and Development): Volunteers are trained to provide mentoring and tutoring to students in middle school after school programs;
- Pre-Apprenticeship Program: places high school juniors and seniors with private small businesses that provide workplace mentoring and on-the-job training;
- Riverside County Mentor Collaborative (RCMC): partnership of mentoring programs that assist and support safe, positive mentor-protégé connections; and,
- Community referrals for all other services not provided directly by CAP Riverside.

(ii) after-school childcare programs

- Project L.E.A.D (Linking Education, Advocacy, and Development): volunteers trained to provide mentoring and tutoring to students in middle school after school programs; and,
- Riverside County Mentor Collaborative (RCMC): partnership of mentoring programs that assist and support safe, positive mentor-protégé connections.

**3. Coordination**

(C)To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts)

CAP Riverside engages in various partnerships and community collaboratives/coalitions to facilitate a network of social services for low-income populations. If CAP Riverside does not provide a direct service, they make referrals to community partners equipped to handle the needs of the poor. CAP Riverside will also collaborate with other County of Riverside departments to provide and increase wraparound services across the County social services spectrum.

**4. Emergency Food and Nutrition**

Describe how your agency will provide emergency supplies and services, nutritious foods, and related services to counteract conditions of starvation and malnutrition among low-income individuals.

CAP Riverside coordinates with community and faith-based organizations and public institutions to help provide food security and customer referrals countywide. CAP Riverside has intensely

partnered with the Riverside County Department of Public Health Nutrition Services since 2009 to continue a food security hot-line for people looking for free to low-fee food resources; to sustain a network of nutrition and food providers; and to maintain a web-based network of community gardens. The Executive Director of CAP Riverside is on the Department of Public Social Services' Emergency Food and Shelter Board. CAP Riverside has partnered with Community Connect to develop and continually update supervisorial district-based food resource directories to communities and graduates of healthy living programs, home-bound seniors, the disabled, veterans, and families with very young children. CAP Riverside staff continue to serve on countywide nutrition and food support coalitions and collaboratives. CAP Riverside partners with the State of California Community Services Department (CSD) when disasters strike locally such as severe rains, flooding, and wild fires. Food vouchers, rental assistance, blankets, and sleeping bags, along with disaster kits are provided to victims of disasters.

#### 5. Employment and Training

Describe how your agency will coordinate with, and establish linkages between, governmental and other social services programs to assure the effective delivery of services and avoid duplication; and describe coordination of employment and training activities under the Workforce Investment Act of 1998.

CAP Riverside serves as the lead agency and/or is a member of networks, collaboratives and boards that provide services to the poor in Riverside County. This facilitates the agency's efforts to leverage, coordinate, centralize, and share resources and funds to move people out of poverty. These linkages cover all service constructs such as:

- Child Care: representative on the Local Planning Council for the California Board of Education and board member of Riverside County Child Care Consortium
- Youth Mentoring/Tutoring: lead agency of Riverside County Mentor Collaborative (RCMC); member of the Youth Opportunity Council; and member of the PRIME Time After School Programs Coalition
- Employment and Employment Training: board member of the Workforce Investment Board (WIB); Veterans Employment Training (V.E.T.) Program (on-the-job training program); Pre-Apprenticeship Program (youth on-the-job mentoring program)
- Alternative Dispute Resolution: member of the National Association of Mediation; contracted mediation services for Riverside Court System; countywide recognized Peer Mediation trainer for schools; authorized trainer of volunteer mediators and community mediation countywide; and authorized trainer for law enforcement agencies on mediation referrals
- Health, Nutrition, and Food Security: board member of Riverside County Community Health Centers Board, member of the Riverside County Health Coalition, the California Nutrition Action Plan Coalition, and the Eastside Riverside HEALZone leadership team (Healthy Eating and Active Living)
- Disaster Preparedness and Relief: member Riverside County Emergency Services

Collaborative; lead agency for countywide Cool and Warm Centers; founder and lead agency for the Energy Task Force; member of State Energy Council Advisory Committee

- Establish neighborhood leaders to assist in disseminating information to residents.
- Secure key contacts with leaders of various organizations in cities throughout Riverside County.
- Create a database, by cities, of community leaders as emergency contacts and local stakeholders.

CAP Riverside submits any applicable federal grant proposals to the State of California Single Point of Contact (SPOC) unit for review for duplicity of services. This ensures that there is not duplicity of services within the county when applying for grants.

CAP Riverside partners with the Riverside County Department of Public Social Services (DPSS) and its various welfare-related divisions to provide resources and opportunities for recipients of public assistance. This includes reserving slots in CAP Riverside's matched savings incentive program, Riverside County Individual Development Accounts (RivCo.IDA) and recruiting welfare-to-work participants to job training programs such as certified tax preparers. This also includes coordinating with DPSS to hire CalWORKS and Welfare-to-Work participants as temporary employees to work on special projects such as the community needs assessment.

#### **6. Low-Income Home Energy Assistance**

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

CAP Riverside serves on the Low-Income Home Energy Assistance Program (LIHEAP) Providers Committee that helps to coordinate LIHEAP services and programs statewide. CAP Riverside also works closely with the California Public Utilities Commission to ensure equitable energy-related policies and services for the poor statewide. On a local level, CAP Riverside created the Riverside County Energy Task Force to ensure that low-income residents' voices are heard relevant to energy-related policies and services. Energy Task Force members include representatives from elected officials, Riverside County Office of Emergency Services, Department of Public Health, first responders, and other energy-related entities.

CAP Riverside ensures that emergency energy services are delivered countywide by partnering with over 100 community and faith-based partners to provide utility bill payment assistance and weatherization application opportunities and referrals for eligible low-income residents. Opportunities include energy clinics held at the facilities of partners located in identified poverty pockets throughout the county. Pockets are identified by U.S. Census Bureau data mapped by Geographic Information System (G.I.S.). Outreach is scheduled based on poverty density reflected by the G.I.S. mapping. The "CAP Mobile", CAP Riverside's mobile unit, is used

to reach residents who live in rural isolated areas of the county. CAP Riverside coordinates with CSD to provide disaster relief when disasters, such as wild fires, storms, and severe rains strike.

**7. Faith-Based Organizations, Charitable Groups, and Community Organization Partnerships**

Describe how your agency 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.

CAP Riverside coordinates with over 428 community partners to leverage funds, staff, and other resources to assist low-income residents. This diverse network of partners includes multi-level referrals between public and private sector social service providers, homeless services / continuum of care providers, faith-based organizations, senior centers, school districts, post-secondary educational institutions, after school programs, healthy living and nutrition programs, disaster preparedness services, job placement and training programs, veterans services, Head Start, child care centers and providers, services for the disabled, public transportation agencies, health centers, financial institutions, private enterprises, community centers, superior courts, law enforcement agencies, Human Rights Commissions, etc. An example of such partnerships is CAP Riverside's ongoing recruitment of veterans services organizations to facilitate its Veterans Employment Training (V.E.T.) Program. Services are leveraged to provide work supports for veterans participating in an on-the-job training program to return to the civilian workforce.

**8. Establishment of Procedures for Adequate Board Representation**

Describe your agency's procedures for establishing adequate board representation 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 the board (or other mechanism).

The Community Action Commission (the Commission) is CAP Riverside's administrative tripartite board and oversees the activities and policies of the agency. Low-income representatives are democratically elected and reflect the votes (voice) of low-income residents. Community members, inclusive of low-income members and organizations, have many opportunities to provide input to the representation of low-income residents on the Community Action Commission. The primary opportunity is via community meetings. However, face-to-face, faxed, mailed, emailed, and phoned input are always accepted.

Low-income residents and their representatives are encouraged to run for a seat on the Commission. Should an interested party not be elected, they can submit a petition to the Membership Committee of the Commission. The Membership Committee reviews the petition to determine if it has merit and then forwards it to the full Commission, with recommendations, as an Agenda Action Item at the next available Commission meeting.

**9. Participation in ROMA, or Alternative System for Measuring Performance**

Does your agency participate in ROMA? Yes  No

Describe how your agency addresses ROMA or another performance measure system 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.

CAP Riverside has utilized the Results Oriented Management and Accountability (ROMA) evaluation tool since 1995. The method is used in developing the agency's strategic plan, Community Action Plan, all program development, and all program evaluation processes. CAP Riverside also incorporates the use of National Performance Indicators (NPIs) into its program administration. Program development, implementation, monitoring and evaluation activities focus on facilitating family, community, and agency outcomes that document the change in low-income lives and communities. CAP Riverside has a Planning Manager on staff who has almost completed the process of becoming a nationally certified ROMA trainer; the agency also has a retired Planning Manager available as a consultant who is a certified ROMA trainer. All managers have received/will receive ROMA training and incorporate the management process and evaluation tools in their programs. Commissioners have received ROMA training which aides them in better understanding programmatic and financial reports. In addition, to ensure achievement of results, CAP Riverside will continually streamline all systems and processes and develop improved plans (staff and management) for all program areas.

**10. Cost and Accounting Standards**

Describe how your agency will ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds.

In accordance with accounting standards and requirements of the Office of Management and Budget (OMB) Circulars, CAP Riverside utilizes a cost allocation plan to ensure equitable distribution of expenditures across all Federal/State grants. Direct expenditures are identified by individual program codes and are tracked accordingly.

As a local government agency CAP Riverside adheres to the policies and procedures set forth by the County of Riverside in its Standard Practice Manual. The County's procurement policy requires a competitive bid process and financial review for its vendors. CAP Riverside is also in compliance with specific State guidelines and has established its own internal policies and procedures. Sub-contractors are monitored on a regular basis to ensure compliance with all contract and OMB requirements.

**11. Service Delivery System**

Provide a description of your agency's service delivery system, for services provided or coordinated with CSBG funds targeted to low-income individuals and families in communities within the State.

The CAP Riverside service delivery system follows three parallel avenues: 1) programs directly administered by CAP Riverside (in-house); 2) programs funded by CAP Riverside through a Request for Proposal (RFP) process (subcontracted); and 3) programs established as "demonstration" programs. Participants are encouraged to cross-enroll in programs to maximize resources for achieving self-sufficiency.

In-house programs include: Energy Services (utility bill payment assistance, energy conservation education, and home weatherization services); Alternative Dispute Resolution (mediation, arbitration, peer mediation training, and community education workshops); Pre-Apprenticeship Programs (youth workplace mentor / job training program); on-the-job training for veterans (Veterans Employment Training Program); Earned Income Tax Credit (EITC), Free Tax Preparation Program (Volunteer Income Tax Assistance - VITA), and year-round free tax-preparation; savings incentives (Individual Development Accounts – IDA); disaster preparedness and relief (Cool / Warm Centers, etc.); capacity building training and technical assistance for organizations (CAP Academy); and food advocacy.

CAP Riverside sub-contracts services to cover challenges identified by its biennial community needs assessment. Sub-contracting is conducted by the Riverside County Purchasing Department using a competitive Request for Proposals/Qualifications (RFP/Q) bid process. Commissioners serve on the RFP/Q review committee to ensure selected proposals are reflective of CAP Riverside's mission and goals. For example, CAP Riverside sub-contracts its after school mentoring/tutoring program for middle school youth (Project L.E.A.D. -- Linking Education, Advocacy, and Development). Other examples include: services that help maintain seniors in their mobile homes by bringing the exteriors up to county code; and on-the-job training for the mentally disabled. Sub-contracting is dependent upon available CSBG funds.

Demonstration programs are kept in-house for approximately two to three years. They are generally spun-off into community as they become stable and more established. An example of this is Project L.E.A.D., which originated in-house and is currently sub-contracted.

CAP Riverside incorporates community referrals to outside programs and services as a part of its service delivery strategies.

**12. Linkages**

Describe how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

\_\_\_\_\_

An analysis of the community needs assessment identifies what can be addressed via the agency's service delivery strategies. Anything outside the internal scope of services is flagged as a gap in service for which a community referral must be made. All staff are trained to make referrals to help meet customers' needs. Customers are also directed to 2-1-1 Riverside County community resource hotline or website for assistance. All in-house programs provide supplemental information about community resources that will enhance CAP Riverside program benefits. CAP Riverside clerical staff maintain a directory of frequently requested programs and services, which is shared with program staff.

Several staff members from various internal agency programs have been trained as community resources specialists. They represent the agency at community workshops, fairs, and events. They also serve as internal reference points for staff seeking services for their customers.

CAP Riverside establishes beneficial partnerships with public, private, community and faith-based service providers to fill identified gaps in its services. CAP Riverside makes referrals to those partners with quality reputations that are located in diverse sites and poverty pockets throughout the county, and that meet a community need. For example, CAP Riverside holds Energy Clinics countywide, particularly in remote, rural areas. Community partners host the clinics. During these clinics, low-income residents receive information on energy conservation, energy assistance programs, community resources and consumer education. Residents can also complete an application for weatherization, emergency energy assistance and utility payment assistance. CAP Riverside provides training workshops for the partner agencies. Partners receive training on: energy programs eligibility criteria; how to complete and process applications; energy conservation measures; how to make referrals to community resources; how to read utility bills; helpful consumer tips; cultural diversity; and customer service techniques. Partners also receive resource materials, applications and outreach materials in English and Spanish.

Participants in both short-term and long-term CAP Riverside programs, such as RivCo.IDA, Veterans Employment Training Program, and Pre-Apprenticeship, receive one-on-one case management with the respective Program Manager. Case management is often used as a means of assessing the customer's needs and how they are best addressed. This assessment may include referrals to outside sources. Follow-up case management evaluates the customer's use of resources, including referrals, and is documented in case notes and maintained in the customer's file. An example is documenting the opening of a savings account when an unbanked participant completes a requisite banking course. The use of the resource is tracked by the Program Manager to determine its effectiveness and consideration of additional referrals.

### **13. Funds Coordination**

Describe how CSBG funds will be coordinated with other public and private resources.

Each CSBG program administered by CAP Riverside leverages CSBG funds with public and/or private cash or in-kind support. For every CSBG dollar received in the years 2013 and 2014, an

average of approximately \$6.40 in cash and in-kind support was leveraged with federal, state, local and private partners. CSBG funds are also sub-granted to community and faith-based organizations that may use funding to leverage with other funding streams. Grantmaking and fund development is centralized in CAP Riverside's Planning Division. This division maintains a status log of grant applications for various projects that tracks funding and resource development efforts.

#### **14. Innovative Community and Neighborhood Initiatives (Including Fatherhood/Parental Responsibility)**

Describe how your agency will use funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle which may include fatherhood and other initiatives with the goal of strengthening families and encouraging parental responsibility.

CAP Riverside uses funds to support innovative community and neighborhood-based initiatives in accordance to Public Law 105-285 and CAP ROMA Goals 4 and 6: Partnerships among supporters and providers of services to low-income people are achieved; Low income people achieve their potential by strengthening family and other support systems. One program administered by CAP Riverside that helps develop strong fathers is the RivCo.IDA which teaches financial skills and goal-setting. CAP Riverside refers to other community fatherhood programs. CAP Riverside sub-grants CSBG funds to community programs that address the top three (3) challenges of poverty identified by the community needs assessment. The agency looks for innovation, collaboration, and partnership when evaluating these proposals; CAP Riverside looks for new solutions to old problems.

### **STATE ASSURANCES**

California State Law establishes assurances for the State and eligible entities. Provide narrative descriptions of how your agency is meeting each assurance.

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

CAP Riverside recognizes that CSBG funds are subject to federal budget cuts. Depending on the extent of cuts to CSBG funding, CAP Riverside could potentially have to reduce and/or eliminate services and discontinue sub-contracting. To minimize the impact of such cuts on programs and services, CAP Riverside continually seeks new opportunities to partner with members of the private, public, community and faith-based sectors to leverage funds with CSBG funds.



Strategies, such as increasing community collaboration and using volunteers help to mitigate the cost of service delivery. CAP Riverside also pursues private funding for its programs including: the Dispute Resolution Center (funds available from local courts), Project L.E.A.D. after-school mentoring/tutoring program (cash and non-cash support from school districts), and Individual Development Accounts (local private matches).

A fee-for-service could be considered when funding options are limited. Currently, the Dispute Resolution Center charges a fee for its mediation training workshops, if the participant is not going to become a volunteer mediator. The purpose of training is to generate volunteers to mediate in the courts and the community. Many attendees of mediation training are not low-income and are able and willing to pay the training fees, which are still below the fees for mediation training offered by other resources. A modest fee is charged for workshops conducted by the Community Action Academy to help cover materials costs.

In addition to identifying new sources of revenue, CAP Riverside will work closely with its Commission and governing body, the Riverside County Board of Supervisors, to minimize the impact of funding reductions. Programs will be examined by reviewing individual programs' Return-On-Investment (ROI - - dollars invested compared to outcomes achieved). Priorities will be reviewed to address 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 asset / wealth building through its Individual Development Account (RivCo.IDA) and Earned Income Tax Credit (EITC) Free Tax Preparation programs. 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.

CAP Riverside is a public community action agency and therefore is often ineligible for many private sector funding opportunities. CAP Riverside will continue to partner with its non-profit arm, the Foundation for Economic Stability (FES), to research and secure funding for which it might otherwise be ineligible.

In the event that funding cuts are severe, services such as youth employment, after school mentoring/tutoring, disaster preparedness and relief, capacity building workshops, and partnership leveraging could be eliminated. Other less favorable strategies for addressing a reduction in federal funds include, but are not limited to: lowering overhead costs; reducing the scope of services; and reducing the number of customers served.

California Government Code § 12760: Community action agencies funded 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) 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.

CAP Riverside's collaboration with local partners promotes the sharing and streamlining of services countywide. This strategy aids to the cost-effectiveness, efficiency of service, and multi-sector approach to fostering self-sufficient behaviors in low-income families. CAP Riverside's participation on statewide, regional, and national boards (e.g., Community Action Committee and Region IX Community Action Association) further provides CAP Riverside the opportunity to provide leadership in coordinating service activities not only on the local level, but on state, regional, and national levels. This leadership includes identifying emerging trends and collectively strategizing for beneficial solutions.

California Government Code §12768: Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other eligible entities funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If you are not an MSFW, write "not applicable".

Not Applicable

## INDIVIDUAL AND COMMUNITY ELIGIBILITY REQUIREMENTS

Describe how your agency verifies participant income eligibility:

- Pay Stubs
- Social Security Award Letters
- Bank Statements
- Tax Statements
- Zero-income Statements
- Unemployment Insurance Letters
- Qualification for other need-based program, describe

Benefit statements from subsidized programs such as welfare, etc. IDA program participants qualify at 200% of the federal poverty income level, while LiHEAP program participants qualify

at 150% of the federal poverty level.

Other, describe:

N/A

Income eligibility for general/short term services: For services with limited in-take procedures (where individual income verification is not possible or practical), describe how your agency generally verifies income eligibility for services? An example of these services is emergency food assistance.

CAP Riverside requires the same income verification documents for all programs, including emergency services. CAP Riverside does not distribute emergency food on a non-disaster basis; customers are referred to food banks.

Community-targeted services: For services that provide a community-wide benefit (e.g. development of community assets/facilities; building partnerships with other organizations), describe how your agency ensures the services target low-income communities?

CAP Riverside uses census data and G.I.S. mapping to identify poverty pockets in its services territory. Partnerships and community projects are then developed to target and engage these high-needs communities. Additional distressed communities are brought to light through the countywide community needs assessments or demand for services. CAP Riverside utilizes its CAP Mobile to provide services and information to remote, rural communities. Addressing these needs are incorporated in the strategic plan.

## MONITORING AND EVALUATION

CSBG eligible entities are required to be actively involved in the evaluation of your community action programs. Provide a narrative description of the specific method(s) of evaluation, frequency, and monitoring conducted that ensures high standards of program and fiscal performance.

1. Describe your methods for evaluating programs and services.

Data is collected to measure and evaluate the progress of programs as it relates to the agencies goals.

CAP Riverside utilizes various mechanisms countywide for the collection and measurement of customer feedback, including:

- Customer Satisfaction Survey - - measures level of satisfaction regarding service delivery, accessibility and location of services, etc.;

- Monthly program evaluation - - provides feedback from customers about services received;
- Workshop and training evaluation - - provide feedback on curriculum content, etc.;
- Semi-annual site visits to sub-contractors - conducted by CAP Riverside staff and Commissioners to verify programmatic data and contract compliance;
- One-to-one feedback and written testimonial from customers - - documented in Impact/Success stories;
- Special event - - e.g. open house, community dialogues, etc. offers opportunities for feedback from a diverse group of stakeholders;
- Program Exit Interview - - provides program graduates' feedback on programs' successes and challenges;
- Customer complaint log - - provides nature of complaint, response time, and resolution; and
- Quality Assurance Review - - conducted by Senior Management and Planning to ensure compliance with established policies, procedures, goals, and outcomes.

2. Describe the frequency of evaluations conducted.

All programs (external and internal) start the program year with evaluation tools that identify a baseline (beginning point) and benchmarks for each program or service. Participants are evaluated periodically throughout the contract term, though no less than quarterly, to assess the impact of the program. These scheduled evaluations create benchmarks that show progress toward reaching the program outcome (end results). Some evaluation tools are administered at the end of specific events and activities, such as training and workshops.

3. Describe specific monitoring activities and how they are related to establishing and maintaining the integrity of the CSBG program.

Program monitoring is conducted by a team of CAP Riverside staff and Commissioners and may include any of the following activities:

1. Desk review of monthly / quarterly program and financial reports. Includes but is not limited to review of timely submission of reports, accuracy, program performance versus level of expenditures, compliance with original scope of work and budget, support documentation, etc.
2. Periodic on-site visits. Includes but not limited to one-on-one interview with Director and/or Agency Staff involved with the project, interview with participants, view project activity, participate in project activity (meetings, training, etc.), review participant files, review fiscal records, etc.
3. Annual Inspections
4. Evaluations
5. In-house Review of Program Information
6. Communication of Information
7. Customer Satisfaction Surveys

## DATA COLLECTION

The success of the CSBG Network relies heavily on the quality and relevance of data collected on individuals and families served. To comply with the requirements set forth by OCS with the State and Federal Accountability Measures, provide a narrative description on your agency's data collection and reporting process. Explain how your agency ensures accurate data is collected and reported on ALL agency activities, not just CSBG funded activities. Describe the system(s) your agency has in place to ensure accuracy, and review the data prior to submission to the State, and how the data is used, analyzed and acted on to improve agency programs and services.

Describe the data collection process.

CAP Riverside uses various methods of evaluations and assessments that collect program and financial data from our customers and our staff.

### Customers:

Data collection methods are always administered by the program staff under the direction and supervision of the program manager. Various methods include, but are not limited to:

- Customer Satisfaction Survey -- measures level of satisfaction regarding service delivery, accessibility and location of services, etc.; it is generally administered at the point of service;
- Program evaluation -- provides feedback from customers about services received; it is generally submitted on a scheduled basis, most often monthly or quarterly;
- Workshop and training evaluation -- provides feedback on curriculum, content, knowledge growth, delivery of service, etc.; it is generally administered at the point of service;
- Case Management notes: narrative documenting customers' progress in program;
- One-to-one feedback and written testimonial from customers;
- Public Testimonies about services -- documented by transcript; and
- Program Exit Interview -- provides program graduates' feedback on programs' successes and challenges.

### Staff

Program managers, including subcontractors, are required to prepare and submit monthly Program Progress Reports (PPRs) to CAP Riverside's Executive Director and Planning Division. These programmatic reports provide a desk audit of activity and is supplemented by semi-annual site visits. Planning Division staff prepare and submit semi-annual and annual CSBG reports to the CAP Riverside Executive Director for approval. Approved reports are then submitted to the Commission for review and approval. This data collection and evaluation process provides an opportunity for CAP Riverside to obtain feedback from all agency stakeholders. CAP Riverside Planning Division staff and Commissioners also conduct periodic

site visits to corroborate the performance evaluation.

Senior Management and Planning staff conduct quality assurance reviews to ensure compliance with established policies, procedures, goals, and outcomes. Reviews include random sampling of participant files to ensure completeness and accuracy. Reports are reconciled to ensure accuracy and consistency in data when recreated.

Data are aggregated by the Planning staff using various spreadsheets and databases. They are reconciled with the program manager to ensure accuracy.

Describe the data reporting process.

CAP Riverside staff has an electronic reporting system that tracks the due date of all contractual reports. A report date is entered into the tracking database shortly after a contract has been executed. This includes report due dates for subcontractors. Reports include narrative, statistical, and financial data that document progress towards identified outcomes and outputs.

Planning staff generate an in-house report every month that show all reports, organized by program, and their due dates. Hardcopies of the reports are distributed to the Executive Director and program managers. Notices of due dates are generated, based on the reporting system, and emailed to Program Managers and sub-contractors three (3) weeks before the due date.

All reports are required to be submitted to CAP Riverside's Planning Division, along with the submission transmittal to the funder. The Executive Director, along with the Planning staff reviews the reports and discusses successes and challenges with program managers and sub-contractors.

Progress reports are included in the Executive Director's report to the Commission. An annual report is prepared by the Planning Manager and posted on the CAP Riverside website.

Describe how the data is used, analyzed and acted on to improve agency programs and services.

Data collected from monthly PPRs are used to generate CSBG programmatic reports to the State of California Department of Community Services and Development (CSD). CSD programmatic reports are generated by the CAP Riverside Planning Division and financial reports are generated by the CAP Riverside Fiscal Division; both reports are reviewed and approved by the Executive Director. Approved CSD programmatic reports are submitted to the Commission prior to submitting them to CSD. Financial data are summarized and submitted to the Commission on a monthly Financial report. This inclusiveness allows all stakeholders to be a part of the review process.

Data analysis is reviewed to determine program effectiveness and goal achievement. Program modifications and corrective measures are implemented as deemed appropriate.

## CSBG/NATIONAL PERFORMANCE INDICATORS (NPI) CAP PROJECTIONS (CSD 801)

The National Performance Indicators (NPI) were created collaboratively within the CSBG Network to enable the more than 1,000 Community Action Agencies in 52 States and territories to present a more uniform and coherent national picture of the work and accomplishments. This reporting process is an important component of the broader CSBG initiative to use results-focused management principles to strengthen the entire CSBG Network.

The NPIs contains 16 broad outcome measures or indicators that will capture the universal accomplishments of the various local and state CSBG agencies in our Community Services Network. The indicators are crucial in telling the story of what community action accomplishes as a national Network. At the same time, these indicators have been designed to evaluate performance of community action in assessing the needs of our communities and to address poverty alleviation in a comprehensive way.

As part of the CAP process, each agency is asked to review and identify the appropriate National Performance Indicators, and develop two years of projections/goals and strategies. These National Performance Indicators were developed using the six National Goals and Outcome Measures.

The CSBG/NPI CAP Projections (CSD 801 CAP) will be monitored and evaluated by CSD Field Operations Representatives.

1. To access the CSBG/NPI CAP Projections (CSD 801 CAP) visit the CSD Provider's Website at <http://providers.csd.ca.gov/CSBG> under the tab "Forms".
2. When complete, save the Excel spreadsheets and include the workbook as an attachment to the CAP.

Helpful resources to complete the CSBG NPI CAP Projections (CSD 801) are the CSBG Information System (IS) Instruction Manual for National Performance Indicators (NPI) and the NASCSP Targeting Field Manual.

### APPENDICES (OPTIONAL)

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





# **APPENDIX 1**

## **NATIONAL PERFORMANCE INDICATORS**

## 2016-2017 CSBG/NPI CAP Projections

Contractor Name: Community Action Partnership of Riverside County  
 Contact Person and Title: Brenda Freeman, Executive Director  
 Phone Number: 951-955-4900 Ext. Number: \_\_\_\_\_  
 E-mail Address: bfreeman@capriverside.org Fax Number: 951-955-6494

*Goal 1: Low-income people become more self-sufficient.*

**NPI 1.1: Employment**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

Low-income residents are unemployed and underemployed, as well as lack job placement and training opportunities to increase their experience and income. Why: Business downsizing and closures, along with public funding cuts, have resulted in a lack of employment and job placement/training opportunities. Who: Low-income high school students, emancipated foster youth, and adults (especially veterans). Where: Riverside County. When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside supports and promotes employment and job placement/training programs for low-income residents such as the Pre-Apprenticeship Program, Veterans Employment Training Program (VET), potential future Delegate Agencies, Riverside County Temporary Assignment Program (TAP), Project L.E.A.D. (Linking Education, Advocacy, and Development), Volunteer Income Tax Assistance (VITA) preparers, and local, public and private energy services programs. Support includes, but is not limited to: networking opportunities; leveraging partnerships; technical assistance; temporary employee management; CSBG sub-contracting; and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with school districts, private businesses (especially small businesses of 10 or less employees); colleges and universities; public sector; and community/faith-based organizations. Delivery Strategies: 1.1.A. – provide job placement, on-the-job training, job classroom/on-line training, workplace mentoring, case management, and coaching opportunities for high school students, emancipated foster youth, and adults (especially veterans); and provide referrals to other community resources. 1.1.B. - provide one-to-one mentoring and coaching via program staff, employers, and partners to facilitate job retention.

<b>National Performance Indicator 1.1</b>	<b>CAP 2 YEAR PROJECTIONS</b>	
<b>Employment</b>  The number and percentage of low-income participants who get a job or become self-employed, as a result of Community Action Assistance, as measured by one or more of the following:	<b>Number of Participants Expected to Achieve Outcome (#)</b>	
	2016	2017
A. Unemployed and obtained a job	110	110
B. Employed and maintained a job for a least 90 days	93	93
C. Employed and obtained an increase in employment income and/or benefits		
D. Achieved "living wage" employment and/or benefits		
<i>In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.</i>		

## 2016-2017 CSBG/NPI CAP Projections

*Goal 1: Low-income people become more self-sufficient.*

### NPI 1.2: Employment Supports

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

What: 1) Low-income residents lack resources to address financial emergencies (e.g., evictions/ homelessness, utility shutoffs, medical emergencies, loss of childcare, lack of food, vehicle repairs, etc.) that threaten employment acquisition and/or retention. 2) Working low-income residents often lack marketable jobs skills. Why: 1) People in crisis find it difficult to focus on work and can have high absenteeism. 2) There is a lack of job skills development programs countywide. Who: Low-income residents. Where: Riverside County. When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside supports and promotes employment and job placement/training programs for low-income residents such as the Pre-Apprenticeship Program, Veterans Employment Training Program (VET), potential future Delegate Agencies, Riverside County Temporary Assignment Program (TAP), Project L.E.A.D. (Linking Education, Advocacy, and Development), Volunteer Income Tax Assistance (VITA) preparers, and local, public and private energy services programs. Support includes, but is not limited to: job skills development programs/referrals; community resources referrals, networking opportunities; leveraging partnerships; technical assistance; CSBG sub-contracting; program monitoring, utility bill payment assistance and weatherization. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with school districts, private businesses (especially small businesses of 10 or less employees); colleges and universities; public sector; and community/faith-based organizations to provide education and job skills training. Delivery Strategies: 1.2.A. – provide job skills training and workplace mentoring opportunities for low-income residents.

National Performance Indicator 1.2  Employment Supports  The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by <u>one or more</u> of the following:	CAP 2 YEAR PROJECTIONS	
	Number of Participants Expected to Achieve Outcome (#)	
	2016	2017
A. Obtained skills/competencies required for employment	279	279
B. Completed ABE/GED and received certificate or diploma		
C. Completed post-secondary education program and obtained certificate or diploma		
D. Enrolled children in "before" or "after" school programs		
E. Obtained care for child or other dependant		
F. Obtained access to reliable transportation and/or driver's license		
G. Obtained health care services for themselves or a family member		
H. Obtained safe and affordable housing		
I. Obtained food assistance		
J. Obtained non-emergency LIHEAP energy assistance		
K. Obtained non-emergency WX energy assistance		
L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)		

**2016-2017 CSBG/NPI CAP Projections**

*In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.*

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## 2016-2017 CSBG/NPI CAP Projections

*Goal 1: Low-income people become more self-sufficient.*

**NPI 1.3: Economic Asset Enhancement and Utilization**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

What: Low-income people lack asset/wealth-building skills and opportunities to acquire assets. Why: Low-income people often lack personal financial skills; fall victim to predatory lenders and tax-preparers; and lack information about and access to asset/wealth-building skills opportunities such as home ownership, business ownership, post-secondary education, and healthy financial practices. Who: Low-income residents. Where: Riverside County. When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside supports and promotes asset/wealth-building and financial literacy programs such as Individual Development Accounts (IDA), Earned Income Tax Credit (EITC), Volunteer Income Tax Assistance (VITA), Pre-Apprenticeship, Veterans Employment Training Program (VET), Telephone Lifeline, and Southern California Edison CARE Program, etc. Support includes, but is not limited to: networking opportunities, leveraging partnerships, technical assistance, and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside is a member of the statewide and regional Earned Income Tax Credit (EITC) networks. The agency also collaborates with public and private sector social services organizations, homeownership programs and the financial, business, and post-secondary education communities. Delivery Strategies: 1.3.A. – provide free tax preparation and promotion of tax credits through VITA Sites and the EITC program; 1.3.B.1 – 1.3.B.3 - provide matched savings incentive programs and financial literacy training through Individual Development Accounts (IDA), Pre-Apprenticeship Program, and Volunteer Income Tax Assistance (VITA); 1.3.B.4.a – 1.3.B.4.c - provide matched savings incentive programs through IDA.

National Performance <u>Indicator 1.3</u>  Economic Asset Enhancement and Utilization The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of Community Action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following:	CAP 2 YEAR PROJECTIONS Number of Participants Expected to Achieve Outcome (#)	
	2016	2017
<b>ENHANCEMENT</b>		
A. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits.	3,366	3,366
B. Number and percent of participants who obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.		
C. Number and percent of participants who were enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.		
<b>UTILIZATION</b>		
D. Number and percent of participants demonstrating ability to complete and maintain a budget for over 90 days	106	106
E. Number and percent of participants opening an Individual Development Account (IDA) or other savings account	99	99
F. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings	123	123
G. Number and percent of participants capitalizing a small business due to accumulated savings	8	8
H. Number and percent of participants pursuing post-secondary education with accumulated savings	15	15
I. Number and percent of participants purchasing a home with accumulated savings	9	9
J. Number and percent of participants purchasing other assets with accumulated savings		
<i>In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.</i>		

**2016-2017 CSBG/NPI CAP Projections**

Contractor Name: Community Action Partnership of Riverside County  
 Contact Person and Title: Brenda Freeman, Executive Director  
 Phone Number: 951-955-4900 Ext. Number: \_\_\_\_\_  
 E-mail Address: bfreeman@capriverside.org Fax Number: \_\_\_\_\_

**Goal 2: The conditions in which low-income people live are improved.**

**NPI 2.1: Community Improvement and Revitalization**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

What: Riverside County lacks opportunities and resources that enable low-income residents to increase their self-sufficiency. Why: There has been a decrease in safe affordable housing. After school programs have been reduced due to budget cuts. There are limited resources to cover home repair costs or post-secondary educational/training programs. Information sharing has been inadequate. Who: Communities and low-income residents. Where: Riverside County When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside promotes, supports and develops community resources through its internal and contracted programs. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with private sector social services organizations, school districts, and post-secondary education institutions. Delivery Strategies: 2.1.A. CAP Riverside continues to create job opportunities through its V.ET. Program, its Pre-Apprenticeship Program, and through the Riverside County Temporary Assignment Program. 2.1.G – create, monitor and sustain after school programs at local middle schools through Project L.E.A.D. (Linking Education, Advocacy and Development); and 2.1.I – provide access and/or referrals to educational and training programs; coordinate, conduct and sustain an agency capacity building curriculum via the Community Action Academy.

National Performance Indicator 2.1  Community Improvement and Revitalization  Increase in, or safeguarding of, threatened opportunities and community resources or services for low-income people in the community as a result of Community Action projects/initiatives or advocacy with other public and private agencies, as measured by one or more of the following:	CAP 2 YEAR PROJECTIONS			
	Number of Projects or Initiatives Expected to Achieve (#)		Number of Opportunities or Community Resources Preserved or Increased Expected to Achieve (#)	
	2016	2017	2016	2017
A. Jobs created, or saved, from reduction or elimination in the community.	5	5	110	110
B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community.				
C. Safe and affordable housing units created in the community				
D. Safe and affordable housing units in the community preserved or improved through construction, weatherization, or rehabilitation achieved by community action activity or advocacy				
E. Accessible and affordable health care services/facilities for low-income people created or saved from reduction or elimination				
F. Accessible safe and affordable child care or child development placement opportunities for low-income families created or saved from reduction or				
G. Accessible "before school" and "after school" program placement opportunities for low-income families created or saved from reduction or elimination	3	3		
H. Accessible new or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.				
I. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education	28	28	891	891

*In the rows below, please include any additional indicators for NPI 2.1 that were not captured above.*

**2016-2017 CSBG/NPI CAP Projections**

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## 2016-2017 CSBG/NPI CAP Projections

*Goal 2: The conditions in which low-income people live are improved.*

**NPI 2.2: Community Quality of Life and Assets**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

What: Communities lack resources to increase the quality of life for its low-income residents. Why: Lack of funding and continued fiscal support for community services and programs. Who: Communities and low-income residents. Where: Riverside County. When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside promotes and supports quality of life community resources and programs through its internal and contracted programs. Support includes, but is not limited to: networking opportunities, leveraging partnerships, technical assistance, and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with statewide and regional networks, advocacy and public policy networks, public and private sector social services organizations, financial and post-secondary education institutions, and academic communities. Delivery Strategies: 2.2.E. – provide increased resources through collaboratives, networks, partnerships, asset/wealth-building programs; family self-sufficiency programs; mediation services; disaster preparedness/relief programs; food security and healthy living programs; training and technical assistance; and referrals to other community resources.

National Performance <u>Indicator 2.2</u>	CAP 2 YEAR PROJECTIONS			
Community Quality of Life and Assets	Number of Program Initiatives or Advocacy Efforts Expected to Achieve (#)		Number of Community Assets, Services or Facilities Preserved or Increased Expected to Achieve (#)	
The quality of life and assets in low-income neighborhoods are improved by Community Action initiative or advocacy, as measured by <u>one or more</u> of the following:	2016	2017	2016	2017
A. Increases in community assets as a result of a change in law, regulation, or policy, which results in improvements in quality of life and assets				
B. Increase in the availability or preservation of community facilities				
C. Increase in the availability or preservation of community services to improve public health and safety				
D. Increase in the availability or preservation of commercial services within low-income neighborhoods				
E. Increase or preservation of neighborhood quality-of-life resources	19	19	251	251

*In the rows below, please include any additional indicators for NPI 2.2 that were not captured above.*

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## 2016-2017 CSBG/NPI CAP Projections

*Goal 2: The conditions in which low-income people live are improved.*

### NPI 2.3: Community Engagement

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

What: Community members do not participate in revitalization and anti-poverty initiatives. Why: Residents lack information and awareness about engagement and volunteer opportunities; outreach is limited. Who: Communities, volunteers, and low-income residents. Where: Riverside County. When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside promotes and supports community volunteerism and provides opportunities for community engagement through each of its programs. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with public and private sector social services organizations to create opportunities to engage community members in anti-poverty initiatives. Delivery Strategies: 2.3.A. – facilitate local meetings and events for residents to participate in anti-poverty initiatives; and provide training and technical assistance on recruiting, training, managing and recognizing volunteers through the Community Action Academy; 2.3.B. - provide outreach regarding community volunteerism opportunities; and provide volunteer recognition through the national President's Volunteer Service Award (PSVA) for number of volunteer hours served.

National Performance <u>Indicator 2.3</u>	CAP 2 YEAR PROJECTIONS Number of Total Contribution by Community Expected to Achieve (#)	
Community Engagement	2016	2017
The number of community members working with Community Action to improve conditions in the community.		
A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives	1,992	1,992
B. Number of volunteer hours donated to the agency (This will be All volunteer hours)	49,159	49,159
<i>In the rows below, please include any additional indicators for NPI 2.3 that were not captured above.</i>		

## 2016-2017 CSBG/NPI CAP Projections

Contractor Name: Community Action Partnership of Riverside County  
 Contact Person and Title: Brenda Freeman, Executive Director  
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 E-mail Address: bfreeman@capriverside.org Fax Number: 951-955-6494

*Goal 3: Low-income people own a stake in their community.*

### NPI 3.1: Community Enhancement Through Maximum Feasible Participation

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

**What:** Many low-income people are not active community stakeholders and lack information and awareness of community engagement/volunteer opportunities. **Why:** Many low-income people are apathetic and disinterested; lack information; have language and cultural barriers; have limited education and transportation. **Who:** Communities and low-income residents. **Where:** Riverside County. **When:** Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside promotes and supports community volunteerism for low-income residents through its internal and contracted programs. Support includes, but is not limited to: outreach and recruitment of volunteers; elections of low-income representatives to the Community Action Commission and various boards; volunteer recognition; volunteer programs management training and technical assistance; networking opportunities; and recognizing volunteers via CAP Riverside's status as a certifying organization for the national President's Volunteer Service Award program (PVSA). Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. Delivery Strategies: 3.1. - coordinate and promote community volunteer opportunities for low-income residents; document hours; promote recognition through PVSA.

National Performance <u>Indicator 3.1</u>	CAP 2 YEAR PROJECTIONS	
Community Enhancement Through Maximum Feasible Participation	Total Number of Volunteer Hours Expected to Achieve (#)	
The number of volunteer hours donated to Community Action.	2016	2017
A. The total number of volunteer hours donated by low-income individuals to Community Action. (This is ONLY the number of volunteer hours from individuals who are low-income.)	330	330

*In the rows below, please include any additional indicators for NPI 3.1 that were not captured above.*

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## 2016-2017 CSBG/NPI CAP Projections

*Goal 3: Low-income people own a stake in their community.*

### NPI 3.2: Community Empowerment Through Maximum Feasible Participation

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

What: Many low-income people are not active community stakeholders and lack information and awareness of community engagement/volunteer opportunities. Why: Many low-income people are apathetic and disinterested; lack information; have language and cultural barriers; have limited education, transportation and resources to participate. Who: Communities and low-income residents. Where: Riverside County. When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside promotes and supports advocacy, self-empowerment, and community capacity building. Support includes, but is not limited to: outreach and recruitment of low-income volunteers; elections of low-income representatives to the community action commission and various boards; volunteer recognition; volunteer programs management training and technical assistance; and networking opportunities. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. Delivery Strategies: 3.2.A. – provide opportunities or referrals/recommendations to serve on various policy-making boards and committees through the Community Action Commission, and the Energy Task Force; 3.2.B. - provide small business development or capitalization mentoring, training, technical assistance, matched savings opportunities, and acquisition through IDA; 3.2.C. – provide home ownership mentoring, training, technical assistance, matched savings opportunities, and acquisition development or referrals through Individual Development Accounts (IDA); 3.2.D. - provide volunteer and advocacy opportunities through various internal programs and community partnerships.

National Performance Indicator 3.2  Community Empowerment Through Maximum Feasible Participation	CAP 2 YEAR PROJECTIONS Number of Low- Income People Expected to Achieve (#)	
The number of low-income people mobilized as a direct result of Community Action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by <u>one or more</u> of the following:	2016	2017
A. Number of low-income people participating in formal community organizations, government, boards, or councils that provide input to decision making and policy setting through Community Action efforts	11	11
B. Number of low-income people acquiring businesses in their community as a result of Community Action assistance	10	10
C. Number of low-income people purchasing their own home in their community as a result of Community Action assistance	9	9
D. Number of low-income people engaged in non-governance community activities or groups created or supported by Community Action	54	54
<i>In the rows below, please include any additional indicators for NPI 3.2 that were not captured above.</i>		

## 2016-2017 CSBG/NPI CAP Projections

Contractor Name: Community Action Partnership of Riverside County  
 Contact Person and Title: Brenda Freeman, Executive Director  
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**Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.**

**NPI 4.1: Expanding Opportunities through Community-Wide Partnerships**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

What: Community services and outreach activities are not stream-lined and collaborative. Why: Funding cuts create competitiveness and service provider "turf" boundaries; there is limited communication amongst service providers; and a shared vision has not been implemented amongst partners. Who: Communities, partners, and residents. Where: Riverside County. When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside provides training, technical assistance, information sharing, networking opportunities, community organizing and advocacy to partners. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. Delivery Strategies: 4.1.A. - 4.1.M. - recruit diverse partners for leveraging opportunities, referrals, and collaborative fund development; continue to provide agency capacity building through the Community Action Academy.

<b>National Performance            Indicator 4.1</b>  <b>Expanding Opportunities Through Community-Wide Partnerships</b>  The number of organizations, both public and private, Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.	CAP 2 YEAR PROJECTIONS			
	Number of Organizations Expected to Achieve (#)		Number of Partnerships Expected to Achieve (#)	
	2016	2017	2016	2017
A. Non-Profit	157	157	157	157
B. Faith Based	77	77	77	77
C. Local Government	85	85	85	85
D. State Government	7	7	7	7
E. Federal Government	6	6	6	6
F. For-Profit Business or Corporation	33	33	33	33
G. Consortiums/Collaboration	5	5	5	5
H. Housing Consortiums/Collaboration	14	14	14	14
I. School Districts	14	14	14	14
J. Institutions of post secondary education/training	21	21	21	21
K. Financial/Banking Institutions	9	9	9	9
L. Health Service Institutions	6	6	6	6
M. State wide associations or collaborations	4	4	4	4

**2016-2017 CSBG/NPI CAP Projections**

*In the rows below, please add other types of partners with which your CAA has formed relationships that were not*

<b>N. Total number of organizations and total number of partnerships CAAs work with to promote family and community outcomes (automatically calculates)</b>	<b>438</b>	<b>438</b>	<b>438</b>	<b>438</b>

## 2016-2017 CSBG/NPI CAP Projections

Contractor Name: Community Action Partnership of Riverside County  
 Contact Person and Title: Brenda Freeman, Executive Director  
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 E-mail Address: bfreeman@capriverside.org Fax Number: 951-955-6494

*Goal 5: Agencies increase their capacity to achieve results.*

**NPI 5.1: Agency Development**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

What: Staff and volunteers' skills are limited. Why: Staff and partners have limited funding for and access to formal training. Who: Communities, Community Action Commissioners, and CAP Riverside staff. Where: Riverside County. When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside provides training, technical assistance, information sharing, networking opportunities, community organizing and advocacy to staff and community partners. External training is also sought to increase skills of staff. Delivery Strategies: 5.1.A. - 5.1.C - recruit and train staff as Certified Community Action Professionals (CCAPs), certified Results Oriented Management and Accountability (ROMA) and Family Development trainers; 5.1.E. - 5.1.H. - increase external staff development opportunities through networks, partnerships, and State and National CAP activities; expand CAP Academy curriculum to include staff development workshops; and involve CAP Staff and Commissioners to demonstrate their skills by leading workshops at CAP-related conferences; 5.1. Additional - Staff will provide specialized training and technical assistance: Planning Division Manager generates CCAP exam questions as a member of the national CCAP Exam Committee.

National Performance Indicator 5.1	CAP 2 YEAR PROJECTIONS	
Agency Development	Number of Resources in Agency Expected to Achieve (#)	
The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:	2016	2017
A. Number of Certified Community Action Professionals	5	5
B. Number of ROMA Trainers	1	1
C. Number of Family Development Trainers	1	1
D. Number of Child Development Trainers		
E. Number of staff attending trainings	46	46
F. Number of board members attending trainings	28	28
G. Hours of staff in trainings	775	775
H. Hours of board members in trainings	667	667

*In the rows below, please include any additional indicators that were not captured above.*

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## 2016-2017 CSBG/NPI CAP Projections

Contractor Name: Community Action Partnership of Riverside County  
 Contact Person and Title: Brenda Freeman, Executive Director  
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**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

### NPI 6.1: Independent Living

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

What: Seniors and the disabled are at-risk of losing their independent living lifestyle. Why: Unsafe and unhealthy housing, limited access to free or affordable services, increasing utility costs and inability to pay high utility bills create barriers for seniors and the disabled to live independently. Who: Low-income and/or disabled seniors and disabled residents. Where: Riverside County. When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside promotes and supports quality of life community resources and programs to support low-income seniors and disabled residents. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. CAP Riverside collaborates with public and private sector social services organizations to provide services. Delivery Strategies: 6.1.A. and B – provide referrals to community resources; provide back-up heating/cooling systems, which is often the entry point for home weatherization services; provide utility bill payment assistance and home weatherization; provide access to Cool and Warm Centers during extreme seasonal hot or cold temperatures; provide disaster relief during government declared “state of emergencies.”

National Performance Indicator 6.1	CAP 2 YEAR PROJECTIONS	
<b>Independent Living</b>  The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:	Number of Vulnerable Individuals Living Independently Expected to Achieve (#)	
	2016	2017
<b>A. Senior Citizens</b> ( <i>seniors can be reported twice, once under Senior Citizens and again, if they are disabled, under Individuals with Disabilities, ages 55-over.</i> )	6,660	6,660
<b>B. Individuals with Disabilities</b>		
<b>Ages:</b>		
<b>a. 0-17</b>		
<b>b. 18-54</b>		
<b>c. 55-over</b>		
<b>d. Age Unknown</b>	1,953	1,953
<b>Total Individuals with Disabilities:</b>	<b>1,953</b>	<b>1,953</b>

*In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.*

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## 2016-2017 CSBG/NPI CAP Projections

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## 2016-2017 CSBG/NPI CAP Projections

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

**NPI 6.2: Emergency Assistance**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

What: Low-income residents are unable to meet basic and essential needs during a crisis. Why: Underemployment and unemployment; fixed incomes; language barriers; lack of affordable safe housing; limited transportation; high energy costs; and lack of awareness of community resources impair low-income residents' ability to address emergency needs. Who: Low-income residents and communities. Where: Riverside County. When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside promotes and supports quality of life community resources and programs to support low-income residents during emergencies. CAP Riverside promotes safety-net services and provides community referrals, technical assistance, and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings. Delivery Strategies: 6.2.B. – provide and/or facilitate emergency utility bill payment assistance through various funding sources (e.g., City of Riverside SHARE program, etc.); and 6.2.J. – provide access to Cool and Warm Centers during extreme seasonal hot or cold temperatures

National Performance Indicator 6.2	CAP 2 YEAR PROJECTIONS	
<b>Emergency Assistance</b>  The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided.	Number of Individuals Expected to Achieve (#)	
	2016	2017
A. Emergency Food		
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	2,865	2,865
C. Emergency Rent or Mortgage Assistance		
D. Emergency Car or Home Repair (i.e. structural appliance, heating systems, etc.)		
E. Emergency Temporary Shelter		
F. Emergency Medical Care		
G. Emergency Protection from Violence		
H. Emergency Legal Assistance		
I. Emergency Transportation		
J. Emergency Disaster Relief	17,364	17,364
K. Emergency Clothing		

*In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.*

**2016-2017 CSBG/NPI CAP Projections**

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## 2016-2017 CSBG/NPI CAP Projections

*Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.*

### NPI 6.3: Child and Family Development

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

National Performance <u>Indicator 6.3</u>	CAP 2 YEAR PROJECTIONS	
<b>Child and Family Development</b>  The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by <u>one or more</u> of the following:	Number of Participants Expected to Achieve Outcome (#)	
	2016	2017
<b>INFANTS &amp; CHILDREN</b>		
A. Infants and children obtain age appropriate immunizations, medical, and dental care		
B. Infant and child health and physical development are improved as a result of adequate nutrition		
C. Children participate in pre-school activities to develop school readiness skills		
D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade		
<b>YOUTH</b>		
E. Youth improve health and physical development		
F. Youth improve social/emotional development		
G. Youth avoid risk-taking behavior for a defined period of time		
H. Youth have reduced involvement with criminal justice system		
I. Youth increase academic, athletic, or social skills for school success		
<b>PARENTS AND OTHER ADULTS</b>		
J. Parents and other adults learn and exhibit improved parenting skills		
K. Parents and other adults learn and exhibit improved family functioning skills		
<i>In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.</i>		

## 2016-2017 CSBG/NPI CAP Projections

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

### **NPI 6.4: Family Supports**

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

What: Low-income unemployed residents are unable to meet basic and essential needs. Why: Lack of adequate financial resources; fixed incomes; language barriers; limited transportation; high energy costs; and lack of awareness of community resources create barriers to self-sufficiency. Who: Unemployed and fixed-income residents and communities. Where: Riverside County. When: Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside provides safety-net services, family supports, community referrals, technical assistance, and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings, countywide energy clinics and partnerships with service providers and community/ faith-based organizations. Delivery Strategies: 6.2.G. – provide and facilitate LIHEAP utility bill payment assistance; 6.2.H. - provide and facilitate weatherization services; 6.2.I. – provide and facilitate energy assistance through private and public energy programs; and provide referrals to other community resources.

National Performance <u>Indicator 6.4</u>	CAP 2 YEAR PROJECTIONS	
<b>Family Supports (Seniors, Disabled and Caregivers)</b>  Low-income people who are <b>unable to work</b> , especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following:	<b>Number of Participants Expected to Achieve Outcome (#)</b>	
	2016	2017
A. Enrolled children in before or after school programs		
B. Obtained care for child or other dependent		
C. Obtained access to reliable transportation and/or driver's license		
D. Obtained health care services for themselves or family member		
E. Obtained and/or maintained safe and affordable housing		
F. Obtained food assistance		
G. Obtained non-emergency LIHEAP energy assistance		
H. Obtained non-emergency WX energy assistance		
I. Obtained other non-emergency energy assistance. (State/local/private energy programs. Do Not Include LIHEAP or WX)		
<i>In the rows below, please include any additional indicators for NPI 6.4 that were not captured above.</i>		

## 2016-2017 CSBG/NPI CAP Projections

**Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.**

### NPI 6.5: Service Counts

**Problem Statement:** (If additional space is needed, please attach a separate sheet.)

**What:** Low-income individuals and families, especially vulnerable ones, are unable to meet basic and essential needs. **Why:** Unexpected financial emergencies, unemployment, underemployment, language barriers, limited transportation, etc. create barriers to self-sufficiency.

**Who:** Low-income residents, communities, and social services providers. **Where:** Riverside County. **When:** Year-round.

**Program Activities and Delivery Strategies:** (If additional space is needed, please attach a separate sheet.)

Program Activities: CAP Riverside promotes safety-net services and provides community referrals, technical assistance, and program monitoring. Multi-lingual outreach, especially to rural, isolated, remote, and underserved communities, includes: media releases; public service announcements; community presentations; community meetings; community events; flyers; brochures; and mailings, countywide energy clinics and partnerships with service providers and community/ faith-based organizations. Delivery Strategies: 6.5.E. - cross-train clerical staff to answer eligibility questions for all programs; increase level of partnership with the local 2-1-1- information hotline; increase outreach efforts to promote CAP Riverside as a referral resource; increase partnerships; and conduct a study to address needs identified via calls.

National Performance <u>Indicator 6.5</u>	CAP 2 YEAR PROJECTIONS	
Service Counts	Number of Services Expected (#)	
The number of services provided to low-income individuals and/or families, as measured by one or more of the following:	2016	2017
A. Food Boxes		
B. Pounds of Food		
C. Units of Clothing		
D. Rides Provided		
E. Information and Referral Calls	50,880	50,880
<i>In the rows below, please include any additional indicators for NPI 6.5 that were not captured above.</i>		

# APPENDICES:

<b>A</b>	<b>2015 Community Survey – Resident (English/Spanish)</b>
<b>B</b>	<b>2015 Community Survey – Partner</b>
<b>C</b>	<b>Public Notice: Community Focus Group Schedule</b>
	<b>On-line Survey Link</b>
	<b>March Flyer: Community Focus Group Schedule (English)</b>
	<b>April Flyer: Community Focus Group Schedule (English)</b>
	<b>March Flyer: Community Focus Group Schedule (Spanish)</b>
	<b>Placeholder for Public Hearing for Board of Supervisors</b>
<b>D</b>	<b>2015 Community Focus Group Meetings Transcripts</b>
<b>E</b>	<b>2015 Community Focus Group Meetings Testimony (Diagram)</b>
<b>F</b>	<b>2015 Community Needs Assessment Results</b>

APPENDIX A



**Community Action Partnership of  
Riverside County**

**2015 Community Survey**

Please answer questions below and return survey to CAP Riverside staff.  
(Por favor conteste las preguntas y entregue la encuesta al personal de CAP Riverside)

Thank you for your help! (Gracias por su ayuda!)

City/Ciudad:		Zip Code/Codigo Apostal:	
--------------	--	-----------------------------	--

1. What do you think are the major reasons people are in poverty where you live? (¿Cuáles son las mayores razones porque personas en dónde usted vive están en pobreza?)
2. What makes it tough for you and your family to get ahead? (¿Que se le hace difícil para que usted y su familia salgan adelante?)
3. What services or programs do you think your community needs? (¿Qué servicios o programas necesita su comunidad?)
4. What help have you received from Community Action? Which services? (¿Qué clase de ayuda a recibido de Community Action? ¿Qué servicios ha recibido?)
5. What is your opinion of the help you received? (¿Cuál es su opinión de la ayuda que ha recibido?)

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

374



**FROM:** Department of Public Health/Community Action Partnership of Riverside County

**SUBMITTAL DATE:**  
June 18, 2015

**SUBJECT:** Approval of Public Hearing for 2016-2017 Community Action Partnership of Riverside County Community Action Plan. [Districts: All] [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Introduce and set for public hearing on July 21, 2015 for the 2016-2017 Community Action Partnership of Riverside County Community Action Plan;
2. Authorize the Clerk of the Board to place an advertisement for the public hearing in the appropriate local publications; and
3. The Board of Supervisors adopts the Plan after the close of the public hearing.

**BACKGROUND:**

**Summary**

To comply with the Community Services Block Grant (CSBG) Act, Public Law 105-285, Section 678B (11), eligible entities must complete a Community Action Plan (the Plan), as a condition to receive CSBG funding, every two (2) years, and submit it to the State of California Department of Community Services and Development (CSD).

(Continued on Page 2)

SH:bsf

*Susan D. Harrington*  
Susan Harrington, Director  
Department of Public Health

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
SOURCE OF FUNDS: N/A				Budget Adjustment: No	
				For Fiscal Year: 16/17	

**C.E.O. RECOMMENDATION:** APPROVE

BY: *Donna Shaw*  
Donna Shaw

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended, and is set for public hearing on Tuesday, July 21, 2015, at 9:30 a.m.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None  
Date: June 30, 2015  
xc: Public Health/CAP, COB

Kecia Harper-Ihem  
Clerk of the Board  
By: *[Signature]*  
Deputy

Prev. Agn. Ref.: 6/18/13 (#16.1) District: All Agenda Number:

3-43

- A-30
- Positions Added
- 4/5 Vote
- Change Order
-



**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: Approval of Public Hearing for 2016-2017 Community Action Partnership of Riverside County**  
**Community Action Plan. [Districts: All] [\$0]**

**DATE:** June 18, 2015

**PAGE:** Page 2 of 3

**BACKGROUND:**

**Summary (Continued)**

The Plan must meet specific requirements and address specific categories, as defined by federal and state laws, including Agency vision and mission statements, community information profile, comprehensive Community Needs Assessment, documentation of public hearing(s), federal and state assurances, individual and community eligibility requirements, monitoring and evaluation, data collection, and the Community Services Block Grant (CSBG) National Performance Indicator Community Action Plan projections. The Plan identifies how CSBG funding will be used to support programs and services as identified by low-income Riverside County residents.

The 2016-2017 Community Action Plan process began in March 2015 with a countywide Community Needs Assessment. Community Action Partnership of Riverside County (CAP Riverside) collected 612 on-line, qualitative, English/Spanish surveys. The surveys contained five (5) open-ended questions for both residents and service providers that asked for feedback on the issue of poverty in the County. A link to the survey was distributed countywide via partners and was posted on the CAP Riverside website and FaceBook page. CAP Riverside Planning staff and Community Action Commissioners hosted and facilitated a community focus group meeting in each of the five (5) supervisorial districts to discuss the survey questions. Content analysis of the survey and focus group meeting results showed that residents considered the following, in ranked order, to be the top ten (10) reasons why Riverside County residents are in poverty: 1) unemployment/underemployment/lack of jobs; 2) cost of living (affordable childcare is the number one cost); 3) low wages/no or low income/fixed income; 4) lack of/access to affordable higher education; 5) lack of/access to available social services; 6) lack of/access to affordable transportation; 7) lack of evening youth programs; 8) lack of substance abuse/alcohol/mental health programs; 9) lack of/access to financial literacy classes; and 10) lack of/access to food banks/services.

The Community Needs Assessment results were supplemented with secondary data from sources such as the United States Census Bureau, the California Department of Education, and the California Department of Labor. Additionally, third-party data was collected from community partners such as United Way, Head Start, the Riverside County Department of Public Social Services (DPSS), the Commission of Family and Children/First Five Riverside, the Riverside County Office of Education, the Riverside County Office on Aging (OOA), the Riverside County Department of Public Health (DOPH) and the Riverside County General Plan.

CAP Riverside incorporated Community Needs Assessment and community focus group meetings results, along with secondary and third-party data, into ongoing program development, trend setting, resource sharing, and strategic planning. The Community Needs Assessment results revealed that there was not a significant change to the ranking of challenges faced by low-income residents. Employment remained the top challenge. Lack of affordable education was replaced with lack of affordable quality childcare. Lack of access to social services remained in third place. Challenges such as safe affordable housing, transportation, food, healthcare, and afterschool activities remained in the top ten challenges. This enabled CAP Riverside to develop a Community Action Plan that incorporated innovative and new solutions to old problems.

The Riverside County Community Action Commission approved the 2016-2017 Community Action Plan on June 18, 2015, and recommended the submission of the Plan to the Board of Supervisors for approval.

**Impact on Citizens and Businesses**

The 2016-2017 Community Action Plan provides a comprehensive study that addresses the need of services to the low-income residents of Riverside County with specific requirements that includes Agency vision and mission statements, federal and state assurances, monitoring and evaluation plans.

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: Approval of Public Hearing for 2016-2017 Community Action Partnership of Riverside County**  
**Community Action Plan. [Districts: All] [\$0]**

**DATE:** June 18, 2015

**PAGE:** Page 2 of 3

**SUPPLEMENTAL:**

**Additional Fiscal Information**

No County General Funds would be required.

**ATTACHMENTS:** 2016-2017 Community Action Partnership of Riverside County Community Action Plan



OFFICE OF  
CLERK OF THE BOARD OF SUPERVISORS  
1st FLOOR, COUNTY ADMINISTRATIVE CENTER  
P.O. BOX 1147, 4080 LEMON STREET  
RIVERSIDE, CA 92502-1147  
PHONE: (951) 955-1060  
FAX: (951) 955-1071

KECIA HARPER-IHEM  
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR  
Assistant Clerk of the Board

July 2, 2015

THE PRESS ENTERPRISE  
ATTN: LEGALS  
P.O. BOX 792  
RIVERSIDE, CA 92501

E-MAIL: [legals@pe.com](mailto:legals@pe.com)  
FAX: (951) 368-9018

RE: NOTICE OF PUBLIC HEARING: 2016/2017 COMMUNITY ACTION PLAN

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **ONE (1) TIME on Wednesday, July 8, 2015.**

We require your affidavit of publication immediately upon completion of the last publication.

Your invoice must be submitted to this office, WITH TWO CLIPPINGS OF THE PUBLICATION.

NOTE: PLEASE COMPOSE THIS PUBLICATION INTO A SINGLE COLUMN FORMAT.

Thank you in advance for your assistance and expertise.

Sincerely,

*Cecilia Gil*

Board Assistant to:  
KECIA HARPER-IHEM, CLERK OF THE BOARD

**Gil, Cecilia**

---

**From:** PEC Legals Master <legalsmaster@pe.com>  
**Sent:** Thursday, July 02, 2015 8:39 AM  
**To:** Gil, Cecilia  
**Subject:** Re: FOR PUBLICATION: 2016/2017 Community Action Plan

Received for publication on 7/8

Legal Advertising Phone: 1-800-880-0345 / Fax: 951-368-9018 / E-mail: [legals@pe.com](mailto:legals@pe.com)

**Please Note: Deadline is 10:30 AM, three (3) business days prior to the date you would like to publish. \*\*Additional days required for larger ad sizes\*\***

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**From:** Gil, Cecilia <[CCGIL@rcbos.org](mailto:CCGIL@rcbos.org)>  
**Sent:** Thursday, July 2, 2015 8:04 AM  
**To:** PEC Legals Master  
**Subject:** FOR PUBLICATION: 2016/2017 Community Action Plan

Good morning! Attached is a Notice of Public Hearing, for publication on Wednesday, July 8, 2015. Please confirm. THANK YOU!

*Cecilia Gil*  
Board Assistant  
Clerk of the Board  
951-955-8464  
MS# 1010



OFFICE OF  
CLERK OF THE BOARD OF SUPERVISORS  
1st FLOOR, COUNTY ADMINISTRATIVE CENTER  
P.O. BOX 1147, 4080 LEMON STREET  
RIVERSIDE, CA 92502-1147  
PHONE: (951) 955-1060  
FAX: (951) 955-1071

KECIA HARPER-IHEM  
Clerk of the Board of Supervisors

KIMBERLY A. RECTOR  
Assistant Clerk of the Board

July 2, 2015

THE DESERT SUN  
ATTN: LEGALS  
P.O. BOX 2734  
PALM SPRINGS, CA 92263

E-MAIL: [legals@thedesertsun.com](mailto:legals@thedesertsun.com)  
FAX: (760) 778-4731

RE: NOTICE OF PUBLIC HEARING: 2016/2017 COMMUNITY ACTION PLAN

To Whom It May Concern:

Attached is a copy for publication in your newspaper for **ONE (1) TIME on Wednesday, July 8, 2015.**

We require your affidavit of publication immediately upon completion of the last publication.

Your invoice must be submitted to this office, WITH TWO CLIPPINGS OF THE PUBLICATION.

NOTE: PLEASE COMPOSE THIS PUBLICATION INTO A SINGLE COLUMN FORMAT.

Thank you in advance for your assistance and expertise.

Sincerely,

*Cecilia Gil*

Board Assistant to:  
KECIA HARPER-IHEM, CLERK OF THE BOARD

**Gil, Cecilia**

---

**From:** Moeller, Charlene <CMOELLER@palmspri.gannett.com>  
**Sent:** Thursday, July 02, 2015 8:48 AM  
**To:** Gil, Cecilia  
**Subject:** RE: FOR PUBLICATION: 2016/2017 Community Action Plan

Good Morning!  
Have a Safe & Awesome 4<sup>th</sup> of July.

Ad received and will publish on date(s) requested.

**Charlene Moeller** | Customer Care Representative / Legals

The Desert Sun Media Group  
750 N. Gene Autry Trail, Palm Springs, CA 92262  
t 760.778.4578 | f 760.778.4528  
[legals@thedesertsun.com](mailto:legals@thedesertsun.com) / [dpwlegals@thedesertsun.com](mailto:dpwlegals@thedesertsun.com)

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---

**From:** Gil, Cecilia [<mailto:CCGIL@rcbos.org>]  
**Sent:** Thursday, July 02, 2015 8:05 AM  
**To:** Email, TDS-Legals  
**Subject:** FOR PUBLICATION: 2016/2017 Community Action Plan

Good morning! Attached is a Notice of Public Hearing, for publication on Wednesday, July 8, 2015. Please confirm. THANK YOU!

**Cecilia Gil**  
Board Assistant  
Clerk of the Board  
951-955-8464  
MS# 1010

**NOTICE OF PUBLIC HEARING BEFORE THE BOARD OF SUPERVISORS  
OF RIVERSIDE COUNTY**

NOTICE IS HEREBY GIVEN that a public hearing at which all interested persons will be heard, will be held before the Board of Supervisors of Riverside County, California, on the 1<sup>st</sup> Floor Board Chambers, County Administrative Center, 4080 Lemon Street, Riverside on Tuesday, July 21, 2015 at 9:30 a.m. to receive public input on the Community Action Partnership of Riverside County (CAP Riverside) 2016/2017 Community Action Plan (CAP). CAP Riverside is funded by the Community Service Block Grant (CSBG), which requires a local 2-year plan of action for assisting low-income residents in the County. The CAP establishes goals, objectives and strategies for planning and implementing programs that promote self-sufficiency for the poor and facilitate ending poverty in Riverside County.

In 2015, CAP Riverside conducted a county-wide Community Needs Assessment of low-income residents and service providers. Surveys were distributed to residents and providers. Community meetings were held in each supervisorial district to provide people an opportunity to voice their opinions and concerns regarding poverty in Riverside County.

A draft copy of the 2016/2017 Community Action Plan, in its entirety is currently available at CAP Riverside, 2038 Iowa Avenue, Suite B-102, Riverside, CA 92507 and on the web at [www.capriverside.org](http://www.capriverside.org) for review prior to the hearing. A finalized copy will be available at the CAP Riverside office, on its website, and at libraries throughout the county after the hearing. For further information regarding the 2016/2017 CAP, please contact Debra P. Jackson, Planning Division Manager, at 951-955-6493, 800-511-1110 or TTY 951-955-5126.

Any person wishing to testify in support or opposition may do so in writing between the date of this notice and the public hearing, or may appear and be heard at the time and place noted above. If you are unable to attend the public hearing, you can send written testimony to the address below or email comments to [cob@rcbos.org](mailto:cob@rcbos.org) (Subject: 2016/2017 CAP). All written comments received prior to the public hearing will be submitted to the Board of Supervisors and the Board of Supervisors will consider such comments, in addition to any oral testimony, before making a decision on the proposed CAP Riverside 2016/2017 Community Action Plan (CAP).

Please send all written correspondence to: Clerk of the Board  
4080 Lemon Street, 1st Floor  
Post Office Box 1147  
Riverside, CA 92502-1147  
Email: [cob@rcbos.org](mailto:cob@rcbos.org)

Dated: July 1, 2015

Kecia Harper-Ihem  
Clerk of the Board  
By: Cecilia Gil, Board Assistant



1

Riverside County Board of Supervisors  
Request to Speak

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Brenda Freeman  
Executive Director, CAP Riverside

**Address:** \_\_\_\_\_  
(only if follow-up mail response requested)

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Date:** 7/21/15 **Agenda #** 9-5

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below:

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**I give my 3 minutes to:** Myself



## **BOARD RULES**

### **Requests to Address Board on "Agenda" Items:**

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

### **Requests to Address Board on items that are "NOT" on the Agenda:**

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

### **Power Point Presentations/Printed Material:**

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

### **Individual Speaker Limits:**

**Individual speakers are limited to a maximum of three (3) minutes.** Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. **Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.**

### **Group/Organized Presentations:**

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

### **Addressing the Board & Acknowledgement by Chairman:**

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.



②

**Riverside County Board of Supervisors  
Request to Speak**

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Susan McKee  
Chair, Community Action Commission

**Address:** \_\_\_\_\_  
(only if follow-up mail response requested)

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Date:** 7/21/15 **Agenda #** 9-5

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below:

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**I give my 3 minutes to:** Myself



## **BOARD RULES**

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3

Riverside County Board of Supervisors  
Request to Speak

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Sylvia Davis  
VET Program Participant

**Address:** \_\_\_\_\_  
(only if follow-up mail response requested)

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Date:** 7/21/15 **Agenda #** 9-5

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**  
\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below:

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**I give my 3 minutes to:** Myself



## **BOARD RULES**

### **Requests to Address Board on "Agenda" Items:**

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

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### **Power Point Presentations/Printed Material:**

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### **Individual Speaker Limits:**

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Riverside County Board of Supervisors  
Request to Speak

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Kathy Michalak  
Executive Director, Habitat for Humanity  
Riverside

**Address:** \_\_\_\_\_  
(only if follow-up mail response requested)

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Date:** 7/21/15 **Agenda #** 9-5

**PLEASE STATE YOUR POSITION BELOW:**

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5

Riverside County Board of Supervisors  
Request to Speak

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to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Roxanne Robbins  
IDA Program Benefactor - Childcare  
Business Owner

**Address:** \_\_\_\_\_  
(only if follow-up mail response requested)

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Date:** 7/21/15 **Agenda #** 9-5

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