

2026/2027 Community Needs Assessment and Community Action Plan

Monterey County Community Action Partnership



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Introduction

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

Purpose

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

Federal CSBG Programmatic Assurances and Certification

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

State Assurances and Certification

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

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138](#) dated January 26, 2015, CSBG agencies will comply with the Organizational Standards. A list of Organizational Standards that are met by an accepted CAP, including a CNA, are found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New for 2026/2027?

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

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

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

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

Checklist

- Cover Page
- Public Hearing Report

Part I: Community Needs Assessment Summary

- Narrative
- Results

Part II: Community Action Plan

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

Part III: Appendices

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

Cover Page

Agency Name:	Monterey County Community Action Partnership
Name of CAP Contact:	John Gil
Title:	CAP Director
Phone:	(831) 755-8492
Email:	giljj@countyofmonterey.gov

Date Most Recent CNA was Completed: (Organizational Standard 3.1)	06/01/2025
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Board and Agency Certification

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

Name: Roderick W. Franks

Name: Chris Lopez

Title:	Executive Director	Title:	Board Chair
Date:		Date:	

ROMA Certification

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

Name: Adriana Narez-Tapia

ROMA Title:	ROMA Representative
Date:	

CSD Use Only

Dates CAP		Accepted By
Received	Accepted	

Public Hearing(s)

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

State Statute Requirements

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

Guidelines

Notice of Public Hearing

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

Public Hearing

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

Additional Guidance

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

Public Hearing Report

Date(s) the Notice(s) of Public Hearing(s) was/were published	
Date Public Comment Period opened	
Date Public Comment Period closed	
Date(s) of Public Hearing(s)	
Location(s) of Public Hearing(s)	
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	
Number of attendees at the Public Hearing(s)	

Part I: Community Needs Assessment Summary

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

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

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

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

Sample Data Sets

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

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Narrative

CSBG Act Section 676(b)(9)

Organizational Standards 2.2, 3.3

ROMA – Assessment

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

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

Monterey County Community Action Partnership (MCCAP) serves low-income individuals and families county-wide. Recent data shows poverty declining slightly in the peninsula region and parts of Salinas while increasing in the North and South County regions. Housing instability, combined with the high cost of living in the County of Monterey, creates significant barriers for families striving to achieve self-sufficiency. According to the 2024 Point in Time count, 2,436 county residents are experiencing homelessness – 1,883 of whom are unsheltered. The County's local Continuum of Care currently has 3,000 people registered on the ongoing coordinated entry master list for homeless-related services. When including doubled-up or temporary situations in the definition of homelessness, 12,513 county public school students reported experiencing homelessness in 2023-2024. At the same time, service providers and services tend to be concentrated around the peninsula and city of Salinas. The County of Monterey is a large geographic area primarily comprised of rural areas with limited direct proximity to services. MCCAP structures its process for selecting service providers to prioritize providers that can reach the most vulnerable populations and underserved districts throughout the County of Monterey.

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

Federal Government/National Data Sets

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

Local Data Sets

- Local crime statistics
- High school graduation rate
- School district school readiness
- Local employers
- Local labor market
- Childcare providers
- Public benefits usage
- County Public Health Department
- Other

California State Data Sets

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

Surveys

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

Agency Data Sets

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

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

Surveys

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

Interviews

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

Focus Groups

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

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

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

Community Sectors

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

Monterey County Community Action Partnership (MCCAP) ensures comprehensive data collection and analysis across all five community sectors in its Community Needs Assessment (CNA), incorporating diverse perspectives and resources.

Community-Based Organizations: As a public agency, MCCAP subcontracts CSBG services through a network of community- and faith-based organizations. It conducts biennial CNA surveys and collects regular customer evaluations via service providers. Ongoing collaboration with these organizations informs data collection, with findings presented at a public hearing for feedback before CNA endorsement by the Community Action Commission.

Faith-Based Organizations: MCCAP engages a broad network of faith-based organizations (FBOs) beyond its direct service providers. These partnerships help assess community resources and needs, as FBOs play a critical role in identifying and addressing the basic needs of vulnerable populations.

Private Sector (Local Utility Companies, Charitable Organizations, Local Food Banks): MCCAP funds nine private non-profit providers, including Meals on Wheels of the Monterey Peninsula. It facilitates bi-monthly Community Circle Meetings for service providers to discuss emerging needs and available resources. MCCAP also collaborates with the United Way of Monterey County, utilizing 2-1-1 call center data to assess service demand, gaps, and regional disparities.

Public Sector (Social Services Departments, State Agencies): As part of the Monterey County Department of Social Services, MCCAP engages in intergovernmental partnerships addressing housing and homelessness. It leverages public program data, such as CalWORKs Housing Support and Emergency Rental Assistance. It supports the local Continuum of Care (CoC) in managing the Homeless Management Information System (HMIS) and conducting the bi-annual Point-in-Time (PIT) homeless count. This data is integral to needs assessments and strategic planning.

Educational Institutions (Local School Districts, Colleges): MCCAP utilizes data from the Monterey County Office of Education to analyze graduation rates, participation in free lunch programs (75% free lunch and 10% reduced) lunch programs, student homelessness (9,974), and overcrowded (8,658). Key insights include high dependency on free and reduced lunch programs and significant

numbers of homeless or overcrowded students. This data contextualizes poverty statistics, highlighting geographic disparities and the disproportionate impact on vulnerable populations, particularly the disproportionate impact on female-headed households, children, and black and Hispanic residents in our county. This is essential information when selecting service providers for our biennial CAP.

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Results

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

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

Table 1: Needs Table					
Needs Identified	Level (C/F)	Agency Mission (Y/N)	Currently Addressing (Y/N)	If not currently addressing, why?	Agency Priority (Y/N)
Emergency Shelter/Rent/Utility Payment Assistance/ and Homebuying Assistance	F	Y	Y	N/A	Y
Transportation Support – Fuel Card and Public Transportation	F	Y	N	Insufficient resources available	Y
Community Policing	C	Y	N	Insufficient resources available	Y
Child/Youth/Parent Education Support	F	Y	Y	N/A	Y
Financial Literacy/Asset Building	F	Y	Y	N/A	Y
Food Distribution Programs	F	Y	Y	N/A	Y
Before/After School – Youth Education and Family Recreation Activities	F	Y	Y	N/A	Y
Job Readiness/Vocational Training	F	Y	Y	N/A	Y
Home Improvement/Purchasing Appliances	F	Y	N	Need met by local partner.	Y
Public Benefits Assistance/Self-sufficiency Programs	F	Y	Y	N/A	Y
Mental Health Services/Behavioral Improvement	F	Y	Y	N/A	Y
<p>Needs Identified: Enter each need identified in your agency’s most recent CNA. Ideally, agencies should use ROMA needs statement language in Table 1. ROMA needs statements are complete sentences that identify the need. For example, “Individuals lack living wage jobs” or “Families lack access to affordable housing” are needs statements. Whereas “Employment” or “Housing” are not. Add row(s) if additional space is needed.</p> <p>Level (C/F): Identify whether the need is a community level (C) or a family level (F) need. If the need is a community level need, the need impacts the geographical region directly. If the need is a family level need, it</p>					

will impact individuals/families directly.

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

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

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

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

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Table 2: Priority Ranking Table

	Agency Priorities	Description of programs, services, activities	Indicator(s) or Service(s) Category
1.	Housing	Emergency Shelter/Rent/Utility Payment Assistance/Home repairs and purchasing appliances.	SRV 4c, 4d, 4i, 4n, 4m, 4o, 4q, 4r, 4t
2.	Health & Social Behavioral Development	Mental Health Services/Behavioral Improvement, Food Distribution Programs (Food Boxes), family/parenting classes, and exercise and fitness (nutritious foods).	SRV 5q, 5ii, 5u, 5v, 5w, 5jj, 5kk, 5mm
3.	Education & Cognitive Development	Before/After school programs, child/youth education support (tutoring and assistance with homework), and Parenting Support (Communication tools to reduce and prevent drug use and violence and create a nurturing home environment).	SRV 2e, 2l, 2n, 2m, 2o, 2p, 2w
4.	Employment Services	Job Readiness Training, Vocational Training, and Job Search support.	SRV 1a, 1b, 1c, 1f, 1g, 1h, 1i, 1j, 1k, 1l, 1m, 1n, 1o, 1p, 1q
5.	Income & Asset Building	Financial Literacy/management (Development of household budget, understanding banking and savings accounts), Tax Preparation Services (VITA/EITC Services), and Homebuying Assistance (understanding loans, downpayment assistance, credit repair).	SRV 3a, 3b, 3c, 3d, 3m, 3n, 3o
6.	Transportation	Distribution of Bus Passes and Fuel cards to support engagement of services from other domains.	SRV 7d
7.	Civic Engagement & Community Development	Community Policing and Self-sufficiency Programs – Getting Ahead classes	SRV 6e, 6f, 6b

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

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

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

Part II: Community Action Plan

CSBG Act Section 676(b)(11)

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

California Code of Regulations Sections 100651 and 100655

Vision and Mission Statements

ROMA – Planning

1. Provide your agency's Vision Statement.

Monterey County Community Partnership envisions a thriving community in which policy makers, community members, and broad representation of the public and private sectors are engaged in service delivery systems that promote self-sufficiency, reduce poverty, homelessness, and build community spirit for the low-income population in the Monterey County.

2. Provide your agency's Mission Statement.

The mission of the Monterey County Community Action Partnership is to assess the needs of the low-income people in Monterey County and develop, maintain, and evaluate community services that empower low-income individuals and families to improve their quality of life.

Causes and Conditions of Poverty

Organizational Standards 1.1, 1.2, 3.2, 3.4

ROMA – Planning

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

The Monterey County Community Action Partnership's (MCCAP) Community Needs Assessment (CNA) process involves collecting information about the expressed needs of low-income residents alongside quantitative data and population demographics from multiple sources to paint a clearer picture of poverty in the County of Monterey. MCCAP analyzes national and local quantitative data from several sources, including the U.S. census, the ACS survey, the Employment Development Department, and the Monterey County Office of Education. We use this data to look for region-specific causes and conditions of poverty while examining the demographic profile of residents experiencing poverty and their geographic distribution throughout the county. Annually, MCCAP undertakes several activities to gather qualitative data from low-income residents, including administering a needs assessment survey, collecting written testimonials, holding a public hearing, recording public comments, and documenting data from service providers. The results of the needs assessments are then vetted at our public hearing and reported to our Community Action Commission (CAC) for approval before writing our biennial Community Action Plan (CAP), which establishes the basis for prioritizing and directing CSBG funds toward services deemed most impactful for our community.

Since the last needs assessment, the total population and the number of children experiencing homelessness in the County of Monterey have increased. In the 2021-2022 school year, 9,806 students reported homelessness; in 2023-2024, this number rose to 12,513—an increase of approximately 27.6%. According to the 2024 *National Low Income Housing Coalition*, the Fair Market Rent for a two-bedroom apartment in California is \$2,464. To afford this without spending more than 30% of their income on housing, a household must earn at least \$8,212 per month. This makes it nearly impossible for households earning minimum wage (\$16 per hour) to afford such housing. Additionally, the City of Salinas (County of Monterey) ranks as California's fifth most expensive area. While federal poverty levels indicate a slight decline in overall poverty within our county, our cost of living remains significantly high. As a result, several subpopulations continue to experience poverty at disproportionately higher rates. This applies to black and Hispanic residents, female-headed households, and children under 17. The conditions of poverty are evident in the number of residents with health insurance, access to sufficient food, inadequate housing, insufficient educational attainment, and severely cost-burdened households. "We need more rental payment assistance," indicated a Monterey County resident, *Anonymous (2024), Partnership for Children*. Thus, the slight decline in federal poverty levels masks the reality that many of our most vulnerable residents continue to experience poverty—and its effects—at significantly higher rates than the general population.

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

The 2026-2027 Community Action Plan is informed by comprehensive data sources, including the 2020 U.S. Census, Monterey County's Continuum of Care, the 2024 Homeless Point-in-Time (PIT) Count, the U.S. Department of Education, the California Department of Education, the National Low-Income Housing Coalition, the Community Action Partnership Needs Assessment (CNA), and customer satisfaction surveys, among others.

Poverty Among Children: Children in Monterey County face significant economic hardship, as indicated by the high percentage of students eligible for free or reduced-price lunch. 67.1% of students qualify for free lunch, and 7.5% qualify for reduced-free lunch compared to the national average of 4.6%. This highlights the widespread financial struggles faced by families with school-aged children.

Poverty by Gender: Poverty disproportionately affects women in Monterey County. 13.37% of females live in poverty, compared to 11.28% of males. This gender disparity suggests economic barriers such as wage inequality, caregiving responsibilities, and employment limitations that impact women more significantly.

Poverty by Race/Ethnicity: There are notable racial and ethnic disparities in poverty rates within the County of Monterey: White: 7.88%; Black or African American: 13.75%; Asian: 8.65%; Native Hawaiian or Pacific Islander: 7.74%; Some Other Race: 17.75%; and Multiple Races: 9.63%. These figures indicate that Black, Hispanic, and multiracial populations experience poverty at higher rates than White and Asian populations, reflecting broader socioeconomic inequalities.

Poverty Among Seniors: Seniors aged 65 and older also face financial challenges, with 9.7% living in poverty, making them vulnerable to housing instability, healthcare costs, and other economic hardships.

Poverty by Household Type: It is estimated that 9.0% of all households were living in poverty within the report area, compared to the national average of 8.8%. Household composition plays a significant role in poverty rates: Female-headed households represent 47.0% of all households in poverty, Male-headed households account for 41.9%, while Married couples make up 11.2% of households in poverty.

These figures highlight that single-parent households, especially those led by women, are at the highest risk of financial hardship, reinforcing the need for targeted support programs. The data illustrates that poverty in the County of Monterey disproportionately affects children, women, seniors, and racial/ethnic minorities. Female-headed households and communities of color experience higher poverty rates, underscoring the importance of tailored interventions in education, workforce development, housing assistance, and public benefits programs to address these disparities.

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

The causes of poverty in the County of Monterey are rooted in systemic issues such as a high cost of living, limited affordable housing, low wages, and insufficient education. These factors lead to significant economic strain for many residents.

High Cost of Living and Housing Shortage: In the County of Monterey, there is a very high cost of living, an extreme shortage of affordable housing units, and a large immigrant population. Families are facing an increased risk of homelessness due to the high cost of living and insufficient affordable housing options. Since the last needs assessment, the cost of living in the County of Monterey jumped from 46% to now 59% higher than the U.S. average and 15% higher than the rest of the state. According to the Cost-of-Living Index, the cost of living in Monterey County is 46% higher than the U.S. average and 12% higher than the rest of the state¹. Poverty statistics alone do not fully capture the true extent of poverty in our area because federal poverty thresholds fail to account for the true cost of living.

Low-Wage Employment and Unemployment: Many low-income residents are considered the “working poor,” struggling to earn enough income to maintain stable self-sufficiency. A significant portion of the workforce is employed in low-wage industries such as agriculture, tourism, and hospitality. The unemployment rate in Monterey County remains higher than both the state and national averages, reaching 8.5% as of December 2024.

Limited Education and Job Opportunities: With 27% of the population lacking a high school diploma, access to well-paying jobs is severely limited. Additionally, many jobs available in the county are low-paying and offer little opportunity for advancement.

Inflation and Financial Pressures: The rise in inflation has led to increased costs for food and household goods, further straining the financial resources of low-income individuals and families. This financial pressure compounds existing economic hardships. According to the family needs calculator, two adults and two children living and working in the County of Monterey need an income of \$152,911 to meet basic needs, which is 403% above the poverty threshold to simply make ends meet².

Housing Cost Burden: The County of Monterey, like many California counties, has an extreme shortage of affordable housing that is driving the area’s high cost of living. Among county residents, housing continues to rank as the top need according to the 2025 Community Needs Assessment Survey, 38.71% percent of renters have a cost burden exceeding 30% of household income, while 18.05% have a housing cost burden that exceeds 50% of their income.

1. Cost of Living in Monterey, CA: <https://www.eriery.com/cost-of-living/united-states/california/monterey>
2. Cost of Living in Monterey, CA: <https://www.eriery.com/cost-of-living/united-states/california/monterey>

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

The conditions of poverty in the County of Monterey are the direct outcomes of these causes, including overcrowded housing, lack of healthcare access, mental health struggles, and the overall financial instability faced by families and individuals.

Inadequate Housing and Overcrowding: A large percentage of farmworkers, particularly married couples and families with children, are living in overcrowded and inadequate housing. This, along with the low-paying entry-level jobs in agriculture and service industries, creates additional barriers for low-income residents, making it harder to achieve self-sufficiency.

Child Poverty and Family Challenges: Based strictly on federal definitions, the County of Monterey has an overall poverty rate of 12.15%, disproportionately affecting children, with a poverty rate of 17.85% among children aged 0-17. Families, especially those led by women and non-white residents, face significant challenges due to the high cost of living and limited resources.

Health Insurance Access and Mental Health Struggles: Despite improvements in healthcare access, 15.50% of the community remains uninsured, higher than the national average of 12.11%. The absence of health insurance is a significant factor affecting overall health. This metric reflects the percentage of adults aged 18 to 64 without health insurance coverage. It is an important indicator, as lacking insurance is a significant barrier to accessing healthcare services, including primary care, specialty care, and other essential health services, ultimately leading to poorer health outcomes.

Additionally, lack of insurance is a barrier to healthcare access for both physical and mental illnesses. Just as alarming as the high number of uninsured residents, 17.9% of Monterey County adults 18 and older residents experienced 14 or more days of poor mental health in 2022, which is higher than the national average of 15.8%. Conducted by the Professional Research Consultants (PRC), the 2022 Community Health Needs Assessment offers detailed data on the mental health status of Monterey County residents. Some of the key findings were that 34.3% of residents rated their mental health as "fair" or "poor," significantly higher than the national percentage, 24.6% of adults have been diagnosed with a depressive disorder, exceeding both state and national figures. Lastly, 13.2% of children aged 5 to 17 took prescription medication for mental health in 2021, with higher rates among teenagers. Mental health challenges significantly impede self-sufficiency and personal growth by affecting an individual's ability to maintain stable employment, pursue education, and engage in meaningful social and economic activities. Untreated mental health conditions can lead to decreased productivity, increased financial insecurity, and reliance on public assistance programs.

Community Health Needs: Mental health struggles in the community, along with the challenges posed by inadequate housing and economic instability, create a cycle that makes it difficult for individuals and families to achieve long-term self-sufficiency. Mental health conditions, in particular, can create barriers to stable housing and economic mobility.

The County of Monterey has a shortage of affordable housing, a population with a low level of educational attainment, and an economy dependent on laborers, seasonal work, and low-wage jobs in agriculture, tourism, and hospitality. Under favorable economic conditions, our region's high cost of living makes it difficult to secure basic needs to obtain and maintain self-sufficiency.

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

The Monterey County Community Action Partnership (MCCAP) is a public agency within the Monterey County Department of Social Services (DSS). As a facilitator of network collaboration rather than a direct service provider, MCCAP collects customer satisfaction data to assess the effectiveness of subcontracted community-based service providers. This data is used to evaluate service impact, identify areas for improvement, and inform future resource allocation.

All MCCAP-funded service providers are required to provide customer satisfaction surveys at least twice a year—once between January and June and once between July and December. To maintain confidentiality and encourage genuine responses, surveys include self-addressed, stamped envelopes so clients can submit them directly to MCCAP county staff. The survey is standardized to ensure consistency, data integrity, and comparability across service providers.

MCCAP systematically reviews and categorizes survey responses to identify common themes and areas for improvement across multiple service providers.

Transportation barriers were cited, affecting clients' ability to access essential services; clients recommended practical support, such as fuel cards, to help housed individuals manage transportation costs to appointments.

Weekend accessibility was a concern, limiting support for individuals with weekday commitments, and language accessibility was identified as a need, particularly for Spanish-speaking clients seeking services.

Clients expressed concerns about maintaining a team-oriented work environment and ensuring free vocational training opportunities, such as medical nursing programs. Others reported negative experiences related to staff interactions and incidents of bullying, highlighting the need for improved staff training and conflict resolution strategies. Clients suggested better volunteer understanding and support for individuals with medical or physical conditions.

Moreover, Respondents expressed a need for expanded educational content, including resources for older youth (ages 14-17) and community outreach efforts. Individuals indicated the need for legal services and how slowly they have vanished from the county. Families requested an increased diaper supply and expanded rental assistance services to address growing needs. Lastly, clients emphasized how vital the food distribution service is for their daily nutrition.

MCCAP compiles and analyzes customer feedback to monitor service effectiveness and identify trends. Findings are incorporated into the annual service provider performance review, which is presented to the Community Action Commission (CAC) for program evaluation and decision-making related to future Community Action Plan (CAP) priorities. MCCAP shares feedback with service providers to help them address identified service gaps and implement program improvements. MCCAP reports customer satisfaction data in the CSBG Annual Report, which can be accessed

<https://www.countyofmonterey.gov/government/departments-i-z/social-services/community-action-partnership/plans-reports#cap>.

MCCAP remains committed to ensuring high-quality service delivery across its network by enhancing survey distribution and data collection methods to capture a broader range of client perspectives, working with subcontractors to address service concerns and implement quality improvements and incorporating customer feedback into future funding and service allocation decisions.

Through this systematic data collection and analysis process, MCCAP ensures that customer voices drive program improvements, ultimately leading to more effective and responsive services for the County of Monterey residents.

DRAFT

Tripartite Board of Directors

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

Organizational Standards 1.1. 3.5

ROMA – Evaluation

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

The Community Action Commission (CAC) of the Monterey County Community Action Partnership (MCCAP) is a tripartite board consisting of 15 culturally diverse commissioners who represent the public, private, and low-income sectors. Each of the county's five regional districts is represented by three commissioners. District supervisors have the authority to nominate one representative from each sector: public, private, and low-income. However, low-income representatives are selected through a micro-democratic process, as outlined by Cap LAW and MCCAP's CAC bylaws.

Eligibility for Petitioning: Members of the public interested in serving on the Commission can apply online through the County of Monterey Clerk of the Board website, email their application to MCCAP staff, or print and mail it to our office. In addition, commissioners may recommend individuals from key sectors, such as business, industry, agriculture, education, religion, hospitality, and other significant community organizations, as needed. Nominations are gathered through proactive recruitment efforts. Interested applicants are encouraged to attend the next Commission meeting as a member of the public and meet with MCCAP staff to learn more about the role of commissioners and MCCAP's work. After this, nominees will be appointed by the Board of Supervisors.

Petition Process: In accordance with California Government Code, Chapter 9, Article 6, Section 12751(b), one-third of the commissioners represent the local low-income population. Within each of the five supervisorial districts, one low-income representative is selected through democratic election procedures. While low-income representatives are not required to be personally impoverished, they must be chosen in a manner that ensures they authentically represent the low-income community. The election process is detailed in MCCAP's Commission Information and Procedures.

Review, Consideration & Approval: MCCAP uses a "micro-election" process to select low-income representatives. A group that is representative of, or primarily composed of, low-income individuals may endorse a candidate to represent the low-income sector on the Commission. Public endorsement is achieved by scheduling and promoting the election. Nominations can also be made from the floor, allowing district residents to nominate candidates, including themselves. Whether selected through the micro-election or formal endorsement process, the Monterey County Board of Supervisors must formally appoint the elected representative following the election.

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

Preparation of the Community Needs Assessment (CNA): The agency begins by soliciting commissioners to form a sub-committee tasked with designing the structure of the CNA survey, developing community engagement strategies and the distribution of the needs assessment survey, and providing progress updates to the board. Engagement with the commissioners in the preparation stage helps ensure that many regions of our county and demographic categories are represented in the survey results.

The agency compiles the data, analyzing the survey results to identify current needs or priorities throughout the county. It also researches other poverty data sets. This process includes reviewing current services, identifying service gaps, and setting priorities based on the needs assessment.

Internal Review and Drafting of CNA: Once the CNA draft is complete, it is shared with relevant agency and committee members for internal review and feedback. This may involve subject-matter experts, community liaisons, or program managers to ensure the assessment reflects an accurate and comprehensive understanding of community needs.

Presenting the CNA to the Board:

After internal feedback is incorporated, the final draft of the CNA is presented to the agency board for review. The presentation is typically scheduled at a board meeting, and the staff or committee responsible for the CNA will provide a detailed summary of the findings, conclusions, and proposed priorities.

The Presentation: Includes key findings from the community engagement process, data-driven analysis of identified needs, proposed strategies or programmatic changes based on the assessment, and opportunities for community engagement and further feedback.

Board Discussion and Feedback: During the board meeting, board members are encouraged to ask questions, provide feedback, and discuss any concerns about the CNA. This stage allows the board to ensure the assessment accurately reflects community needs and aligns with the agency's mission and objectives.

The board may request additional information, clarification, or revisions before formal approval.

Formal Approval of the CNA: After the board discussion, a formal motion is made to approve the Community Needs Assessment. This motion is voted on, and if approved, the board provides an official endorsement for the CNA.

The formal approval is recorded in the board meeting minutes, which are made available for transparency and accountability.

Communication of Approval: Once the CNA is approved, the agency communicates the outcome to stakeholders, including community organizations, funders, and other interested parties. The agency will publish the final assessment on its website and distribute it through community channels to ensure transparency and accessibility.

Service Delivery System

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

State Plan 14.3a

ROMA - Implementation

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

Monterey County Community Action Partnership (MCCAP) is a public agency housed within the Monterey County Department of Social Services. As such, MCCAP does not provide any direct services; rather, it facilitates network collaboration and allocates resources for service priorities through our network of community-based service providers. Guided by the Community Needs Assessment (CNA) process and in partnership with the Community Action Commission (CAC), MCCAP subcontracts community-based service providers for service delivery. MCCAP administers and evaluates contracts through the Department of Social Services. However, other than stipulating performance standards and expectations, MCCAP defers to individual service providers for the implementation of client intake systems that are most appropriate for facilitating the unique types of services they provide. MCCAP Service Providers:

<https://www.countyofmonterey.gov/government/departments-i-z/social-services/community-action-partnership/service-providers#cap>

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

Based on the poverty data related to gender, age, and race/ethnicity, the Monterey County Community Action Partnership (MCCAP) will implement targeted strategies over the next two years to address the specific needs of the most vulnerable populations. The findings emphasize the need for enhanced support for children, women, seniors, and communities of color, guiding our approach to service delivery in the following key areas:

Expanding Child and Family Support Services: 67.1% of students qualify for free lunch, indicating widespread financial hardship among families. In addition, single-parent households, particularly female-headed households (47% of those in poverty), face the highest financial burden. MCCAP's strategy will be to focus on Early Childhood & Youth Development by subcontracting with our local agencies and expanding access to after-school programs, tutoring, and early childhood education to help break the cycle of poverty in children. In addition, partner with local agencies to strengthen food security programs, including school meal partnerships and mobile food distributions, ensuring children receive consistent, nutritious meals.

Workforce Development and Economic Mobility for Women and Communities of Color: Women (13.37%) face higher poverty rates than men (11.28%) and Black (13.75%), Hispanic, and multiracial populations experience poverty at higher rates than White (7.88%) and Asian (8.65%) populations. MCCAP's strategy will focus on expanding access to job training, career coaching, and

entrepreneurship programs tailored for women and communities of color in high-demand fields such as healthcare, technology, and skilled trades. Moreover, partner with local businesses and policymakers to advocate for fair wages, equal pay initiatives, and leadership development programs for women. Lastly, partner with local agencies and subcontractors that can provide financial literacy workshops and small business development support to empower economic independence in underserved communities.

Addressing Senior Poverty and Housing Instability: 9.7% of seniors (65+) live in poverty, making them vulnerable to housing and healthcare challenges, and the County of Monterey County faces an extreme shortage of affordable housing. MCCAP's strategy will focus on expanding rental assistance and advocating for developing affordable senior housing communities. Strengthen programs that help seniors navigate Medicare and access mental health support. In addition, there is a need to provide paratransit transportation services for individuals who have limited mobility so they can access critical social service programs and attend medical appointments.

Increasing Access to Public Benefits and Self-Sufficiency Programs: Many low-income residents struggle with the rising cost of living, inflation, and housing affordability, and poverty disproportionately affects racial minorities, seniors, and single-parent households. MCCAP's strategy will focus on expanding outreach to help residents enroll in CalFresh, Medi-Cal, rental assistance, and utility support programs. Moreover, partner with agencies offering budgeting workshops, credit repair counseling, and homeownership assistance programs to promote long-term financial stability. During our contract negotiations, review and ensure agencies have a well-structured case management system that connects low-income residents with wraparound support, including employment, childcare, and mental health services.

The Monterey County Community Action Partnership (MCCAP) will utilize this data to develop and refine CSBG-funded programs that address the root causes of poverty in vulnerable populations. Over the next two years, our strategies will focus on education, workforce development, housing stability, senior assistance, public benefits access, and economic empowerment to help break the cycle of poverty and create pathways toward self-sufficiency.

Linkages and Funding Coordination

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

California Government Code Sections 12747(a), 12760

Organizational Standards 2.1

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

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

As a public agency, MCCAP does not provide any direct services; rather, it facilitates network collaboration and allocates resources for service priorities through our network of community-based service providers and partnership with local organizations.

MCCAP subcontractors form a network of services providers whose services are designed to remove obstacles and assist individuals and families to move into self-sufficiency. MCCAP staff facilitate bimonthly meetings with the service providers to encourage networking, collaboration, and deploy outreach staff to address service gaps. Additionally, MCCAP staff works closely with community-based organizations (CBO), municipalities, faith-based organizations, and the Community Foundation of Monterey County (CFMC) to coordinate funding from private sources and local, state, and federal government.

MCCAP staff within DSS are actively engaged as a Board Member for the Coalition of Homeless Services Providers (CHSP), the local Continuum of Care (CoC) Coordinator, in addition to sitting on boards and committees of local non-profit and philanthropic funding organizations. CHSP, as the CoC Coordinator administers state and federal funding, develops, and releases Request for Proposals (RFPs), and allocates funding throughout the continuum. MCCAP staff assisted in the development of the Lead Me Home Plan, which is a five-year plan to reduce homelessness by 50%. To date, this regional 5-year plan has served as the basis for the county and CoC's five successful rounds of Homeless, Housing, Assistance and Prevention (HHAP) grant applications, securing much needed resources to support our system-wide response to homelessness. MCCAP, as DSS staff, are also members of the Leadership Council, the CoC planning body which consists of community-based organizations, jurisdictional entities, philanthropic leaders, and faith-based organizations.

MCCAP/DSS is often looked to regarding local funding decisions, direction, and is requested to participate in RFP panels for the CoC to ensure funding is utilized to address service priorities.

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

MCCAP engages in several Memorandum of Understanding(s) (MOU) between the County Health Department, Housing Authority of Monterey County, Coalition of Homeless Services Providers, County Housing and Community Development, County Behavioral Health, County Administrative Office, City of Salinas, and the City of King to coordinate services and service provision.

DSS/MCCAP partners with the County of Monterey Health Department to provide Community Based Case Management and Technical Support & Interface Development for the Enhanced Case Management (ECM) infrastructure. In this way we can leverage funding to support a variety of health, employment, and housing services.

MCCAP/DSS also partners with the County of Monterey Behavioral Health Division to finance the biennial Homeless Census for Monterey and San Benito Counties. The Homeless Census is mandated by U.S Department of Housing and Urban Development (HUD) for communities receiving federal dollars to provide homeless services. Housing and Community Development for the County of Monterey (MCHCD) directs a portion of the local Permanent Local Housing Allocation (PLHA) funds to MCCAP to support street outreach/case management and shelter operations.

Other important partnerships for MCCAP/DSS are with the county's Housing and Community Developments Department (MCHCD) and with the City of Salinas. MCCAP has an MOU with MCHCD for the use of PLHA funds to support ongoing shelter operations. Relatedly, we have worked closely with the City of Salinas to construct and operate a permanent emergency shelter/housing navigation center. The emergency shelter opened in May 2021 and is located within Salinas city limits and located on County-owned property. The City of Salinas and the County of Monterey share the shelter costs (50-50%). Shelter residents receive meals, access to showers, laundry facilities, onsite housing navigation services, referrals to mental health and substance abuse services, and employment services. Recognizing the barrier to entry for most shelters when an unsheltered resident owns a pet, the emergency center has an on-site pet kennel.

Additionally, MCCAP/DSS established a MOU with the City of King to collaborate on an interim housing strategy that provides temporary shelter for individuals and families that were living along the riverbed. Program participants receive housing navigation services and referrals to healthcare services.

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

Monterey County Community Action Partnership (MCCAP) ensures the effective delivery of services to low-income individuals while preventing duplication through a strategic, data-driven approach. Every two years, MCCAP selects its network of service providers through a Request for Proposals (RFP) process informed by the Community Action Plan. This ensures that funding is allocated to

organizations that align with identified community needs.

To maintain accountability and efficiency, MCCAP sub-contractors using Community Services Block Grant (CSBG) funds are required to verify the federal poverty level income of all service recipients. Additionally, MCCAP provides sub-contractors with access to Community Software Group (CSG) case management and reporting software, enabling consistent documentation of program eligibility and preventing duplication of household data across the service network.

Beyond direct service provision, MCCAP collaborates with a broad network of community organizations serving low-income populations. Regular meetings with local funders and agencies facilitate the exchange of service-related information, improving the coordination of resources and maximizing available funding. This collaborative approach helps address shifting county demographics and emerging service needs.

Furthermore, MCCAP and the Department of Social Services (DSS) actively support and promote the 2-1-1 telephone referral system. This vital service connects individuals with essential community resources, social services, and volunteer opportunities, ensuring that residents receive accurate referrals for both everyday needs and emergency situations.

Through these efforts, MCCAP strengthens the local service network, enhances resource efficiency, and ensures that low-income residents receive comprehensive and non-duplicative support.

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

Monterey County Community Action Partnership (MCCAP) strategically leverages funding sources and expands programmatic and organizational capacity through strong partnerships, cross-sector collaboration, and active participation in key community initiatives.

Housed within the Monterey County Department of Social Services (DSS), MCCAP works closely with internal DSS departments, other county agencies, municipalities, and a diverse network of community-based organizations (CBOs). These partnerships help maximize resources, enhance service coordination, and identify opportunities for funding alignment.

MCCAP staff actively participate in a variety of ongoing and ad hoc community dialogue committees, workgroups, and collaborative initiatives. These groups bring together key stakeholders from public, private, faith-based, and nonprofit sectors to assess community needs, identify service gaps, and develop data-sharing strategies. By engaging in these discussions, MCCAP gains critical insights that inform service priorities, validate statistical data, and strengthen funding proposals.

MCCAP plays an integral role in numerous collaborative efforts aimed at addressing local challenges, including:

- Bimonthly Collaborative Community Partnership Meetings

- Salinas Downtown Community Board
- United Way’s Active Referral Network Working Group
- Monterey County Board of Supervisors’ Health, Housing, and Human Services Committee (HHHSC) and Homelessness Committee
- Coalition of Homeless Services Providers’ (CHSP) Leadership Council, Coordinated Assessment and Referral System (CARS) Committee, Homeless Outreach Coordination Meetings, Funding Committee and Rapid Rehousing Committee
- Emergency Food and Shelter Program Board
- Workforce Innovation and Opportunity Act (WIOA) Partner Meetings
- Legislative Committee engagements at Monterey County, CalCAPA, and County Welfare Directors Association of California levels
- Domestic Violence Coordinating Council (DVCC)

Through these strategic partnerships and community engagement efforts, MCCAP enhances its ability to secure additional funding, improve service delivery, and build a stronger, more responsive support system for low-income individuals and families in the County of Monterey.

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

Each MCCAP partnership involves thorough discussions regarding funding sources, responsibilities, budget projections, and contingency plans. MCCAP collaborates with local funders, as well as public and private non-profit organizations to leverage additional resources for identified community services.

MCCAP actively seeks funding opportunities for direct service agencies through a broad network of local, state, and national resources. During times of reduced funding, MCCAP works closely with the Community Action Commission, the Monterey County Board of Supervisors, local funders, and other key stakeholders to reassess service priorities and explore funding options. Initially, service funding will prioritize the most urgent needs of the low-income population. To meet these priorities, MCCAP will maximize funding leverage and foster collaborative arrangements among agencies within its network. Additionally, MCCAP staff will engage with subcontractors to assess the impact of reduced funding and explore their ability to secure additional resources to meet service needs as effectively as possible.

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

MCCAP is dedicated to ensuring that Community Service Block Grant (CSBG) funds are allocated to subcontracting agencies that are culturally responsive and diverse. In response, MCCAP actively seeks out service providers specializing in youth-focused programs as it continues to rank as a top

service need in our community. Currently, CSBG funds are being used to support after-school programs through the Boys and Girls Club of Monterey County. Program participants receive a variety of services, including work experience, college & career exploration, literacy programs, and academic support.

Additionally, MCCAP, being housed within DSS, has successfully applied for five rounds of the Homeless Housing, Assistance and Prevention (HHAP) Grant, which includes a youth set-aside allocation. MCCAP staff have utilized the youth set-aside allocation to support rapid rehousing programs for transitional aged youth (TAY) ages 18 to 24, assist TAY with applying for housing vouchers, provide operational funds for a youth shelter located in the city of Monterey, and partnered with the Housing Authority of the County of Monterey (HACM) on a project to develop permanent supportive housing units in the City of Soledad for parenting youth.

Furthermore, several long-time partners have continued their focus to expand services related to youth activities. Recognizing the ongoing need for youth services in the community, MCCAP will continue to prioritize youth-oriented programs within its CAP Community Circle meetings of providers and apply for round six of the HHAP Grant.

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

The Monterey County Community Action Partnership (MCCAP) actively fosters community coordination and collaboration to support youth development initiatives. In addition to partnering with agencies that provide youth recreational activities, MCCAP contracts with the Boys & Girls Clubs of Monterey County (BGCMC), which utilizes Community Services Block Grant (CSBG) funds and other leveraged resources to offer a range of academic, mentorship, and career development programs.

BGCMC's academic support program helps youth prepare for college by providing financial assistance and guidance on higher education pathways. Through its mentorship program, caring mentors offer guidance and support to help young individuals build confidence and prepare for future success. Additionally, BGCMC hosts a Career Expo, introducing middle and high school students to diverse career opportunities.

Beyond academics and career readiness, BGCMC offers programs that promote health and fitness, visual and performing arts, character and leadership development, and summer camps and clinics. One of its flagship initiatives is the youth leadership program, designed to cultivate a community of young leaders dedicated to making a difference in the County of Monterey. Participants in this program develop essential life and professional skills, including teamwork, self-confidence, professional conduct, workplace safety, and career exploration.

To expand the reach of these programs, MCCAP staff actively distribute informational materials about BGCMC's leadership initiatives and encourage its network of community-based organizations (CBOs) to refer eligible youth participants. In addition, Community Human Services (CHS) provides substance abuse and mental health counseling and recovery services to middle and low-income individuals and families in Monterey County, California. For over 25 years, Safe Place has served Monterey County runaway and homeless youth ages 18 to 24. The overarching goal of Safe Place is to keep kids safe as they transition to independent adulthood.

Through these collaborative efforts, MCCAP strengthens local support systems for young people, ensuring they have access to innovative, community-based programs that promote personal growth, leadership, and career readiness.

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

MCCAP subcontracts with local community-based agencies to provide employment and training services utilizing CSBG funding. As a program under the administration of DSS, MCCAP collaborates and coordinates with CalWORKs Employment Programs, more specifically the Welfare to Work component of Welfare Reform, CalFresh Employment & Training Program, Community Benefits Branch, Aging and Adult Services Branch, Military and Veteran's Affairs Office, and the Family and Children's Services Branch.

A Memorandum of Understanding agreement with the Monterey County Workforce Development Board coordinates MCCAP subcontractors with respect to Workforce Innovation and Opportunity Act (WIOA) Partner Referrals. MCCAP staff also attend monthly WIOA Partner Title I-IV Coordination Meetings, participate in community employment fairs, and contributes with the development of the employment services resource guide that will assist the public with making connections to service providers that offer employment and vocational training opportunities.

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

MCCAP has both direct and indirect mechanisms to identify and address hunger in the county by leveraging resources through the Department of Social Services (DSS). Additionally, MCCAP staff are actively working with the Supply Bank to obtain and distribute much-needed baby formula to our most vulnerable families. Furthermore, MCCAP collaborates with several local nonprofit agencies to deploy outreach teams to areas of the county where food insecurity is most prevalent to assist individuals and families with applying for public benefits.

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

- Yes
- No

11. For dual agencies:

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

For all other agencies:

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

MCCAP lists our local LIHEAP vendor Central Coast Energy Services (CCES) in our annual Homeless Services Resource Guide, MCCAP website, MCCAP/DSS social media channels, and ensure our local 2-1-1 information and referral line has CCES listed as a utility assistance resource. Additionally, with MCCAP being housed within DSS, we ensure DSS staff are aware of this LIHEAP resource and can provide referrals for our customers.

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

Monterey County Community Action Partnership (MCCAP) is committed to strengthening families and promoting effective parenting through innovative, community-based initiatives. One key partnership in this effort is with Sun Street Centers' Prevention Department, which provides a wide range of services designed to foster healthy communities by addressing substance abuse prevention and family wellness.

With the support of Community Services Block Grant (CSBG) funds, MCCAP helps facilitate programs that directly impact parents, youth, and families, including:

- Botvin's Life Skills Training – An evidence-based, interactive 8-10 week program designed for both youth and parents. This program focuses on promoting positive health behaviors, strengthening family relationships, and enhancing personal development.
- Gateway Drug Presentation – Provides education to youth and parents about the risks associated with underage substance use, including alcohol, tobacco, and prescription medication misuse.
- Cannabis Decoded – Equips parents with the tools to have informed conversations with their children about the dangers and legal implications of cannabis use.
- Substance Abuse and Bullying Prevention – Offers resources and training to families on the connection between bullying and substance abuse, promoting early intervention and healthier family dynamics.

Additionally, DSS works closely with the County of Monterey Department of Child Support Services to encourage parental responsibility. MCCAP requires subcontractors to provide child support information to families they serve. DSS's Family Maintenance and Family Reunification social workers often include

parenting classes in their family stabilization plans. These classes are available to low-income families and are funded through various school districts and DSS.

Through these initiatives, MCCAP strengthens community ties, enhances parenting skills, and creates safer, more supportive environments for children and families across the County of Monterey.

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

MCCAP takes a comprehensive approach to addressing service gaps by requiring subcontractors to provide referrals for critical needs such as child support, health coverage, food assistance, cash aid, employment services, and behavioral health support. Many of these gaps are bridged through referrals within the MCCAP network, ensuring that individuals and families receive the services they need.

To strengthen collaboration and improve service coordination, MCCAP hosts bimonthly meetings with subcontractors, fostering information sharing and facilitating seamless referrals. Additionally, MCCAP publishes an annual Homeless Services Resource Guide, which details available services, including emergency shelters, community meal programs, transitional housing, rental assistance, permanent housing, social services, energy assistance, health and wellness programs, and mental health services.

MCCAP also conducts a biennial Community Needs Assessment to identify evolving service gaps. The findings are shared across the network to enhance awareness and inform service planning. Furthermore, MCCAP actively participates in public-private partnerships, including collaborating with United Way of Monterey County, which operates the local 2-1-1 call center. By analyzing 2-1-1 call center data, MCCAP gains valuable insights into the most requested services, unmet needs, and geographic service gaps (or "service deserts").

As part of its commitment to economic stability, MCCAP requires subcontractors to inform clients about CSBG-funded programs, activities, and services, including state and federal Earned Income Tax Credits (EITC). Additionally, clients are connected to local Volunteer Income Tax Assistance (VITA) programs, ensuring access to tax preparation support and financial resources.

Monitoring

ROMA – Planning, Evaluation

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

Monterey County Community Action Partnership (MCCAP), a public agency within the County of Monterey Department of Social Services (DSS), does not provide direct services but instead facilitates network collaboration and allocates resources through its network of community-based service providers. MCCAP employs a structured and multi-layered monitoring process for its subcontractors to ensure accountability and service quality.

MCCAP staff meet with subcontracting agencies every two months through CAP Community Circle (CCC) meetings. These meetings serve as a platform for discussing progress, challenges, and administrative updates and foster collaboration among service providers. They also provide an opportunity to share insights on service capacity and program outcomes.

In addition to these meetings, MCCAP conducts formal evaluations every six months to assess service effectiveness and program outcomes. Subcontractors are also required to collect and submit customer evaluations from service recipients to gauge satisfaction and identify areas for improvement.

MCCAP performs monthly internal audits of invoices and documentation to ensure fiscal accountability. Additionally, at the end of each contract year, annual compliance reports are submitted to the California Department of Community Services and Development (CSD).

MCCAP conducts both onsite and desk reviews to evaluate subcontractor performance and compliance. Biennial Site Visits are conducted with commissioners to assess program implementation and service delivery firsthand—a thorough documentation review to ensure compliance with contractual and regulatory requirements. During the monitor onsite or desk review, MCCAP uses the Monterey County Contracting Monitoring Tool, a standardized framework that provides a consistent and reliable review process. Subcontractors are assessed based on adherence to the terms and conditions outlined in the agreement, effectiveness in managing and delivering services, alignment with established service priorities and objectives, measurable impact and achievement in projected outcomes, and compliance with financial reporting, accounting records, and budget management standards. If deficiencies are identified during the onsite/desk review, MCCAP requires corrective action plans. Subcontractors must submit an action plan addressing the concerns within a specific timeframe. Emergency monitoring is initiated when critical issues arise, requiring immediate onsite review and intervention.

Monitoring data is compiled into a consolidated report to maintain transparency and accountability, which is reviewed by the full tripartite board. MCCAP's monitoring framework aligns with CSD's

Results-Oriented Management and Accountability (ROMA) principles and DSS risk management practices, ensuring a thorough and standardized evaluation process.

Through this rigorous monitoring system, MCCAP upholds service quality, strengthens program effectiveness, and ensures subcontractors meet contractual obligations while delivering impactful services to the community.

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ROMA Application

CSBG Act Section 676(b)(12)

Organizational Standards 4.2, 4.3

ROMA – Planning, Evaluation



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

MCCAP evaluates the effectiveness of its programs and services throughout the entire service contract period, beginning with the proposal selection process. As a Community Action Agency within the County of Monterey Department of Social Services (DSS), MCCAP follows a systematic and data-driven approach to program accountability, integrating the Results-Oriented Management and Accountability (ROMA) framework alongside the County of Monterey Contractor Monitoring Tool (CMT).

MCCAP staff are ROMA-trained and incorporate ROMA principles into all stages of program evaluation: Assessment, Planning, Implementation, Achievement of Results, and Evaluation. Staff serve as contract managers for the County of Monterey and have tailored the CMT tool to align with the ROMA cycle. Evaluations occur at each stage—from needs assessment through program impact measurement—to ensure services are responsive to community needs.

MCCAP employs multiple evaluation methods to assess program and subcontractor performance. MCCAP utilizes the Community Needs Assessment (CNA) to identify service priorities. The CMT tool assesses potential service providers' financial, managerial, and programmatic soundness before contract approval. The service providers enter two-year contracts and undergo biannual performance reviews. Customer evaluations are collected and reported every six months during the contract period to assess service impact. In addition, subcontractors submit mid-year reports detailing service delivery, client outcomes, and progress toward performance goals. MCCAP staff review these reports to ensure alignment with contract expectations and ROMA outcomes.

MCCAP reports annually to the California Department of Community Services and Development (CSD), evaluating program effectiveness and service impact. In the second year of the contract cycle, MCCAP conducts on-site monitoring visits using the CMT tool to ensure contract compliance, program administration efficiency, service delivery effectiveness, fiscal accountability, and budget adherence. MCCAP evaluates subcontractor financial performance based on industry

accounting standards for financial reporting, accounting records, and program income.

Community Action Commission (CAC) Commissioners actively participate in program monitoring by attending on-site monitoring visits, receiving monthly updates on subcontractor performance, and reviewing subcontractor presentations on service delivery and program outcomes. MCCAP integrates client, subcontractor, and community stakeholder feedback into program adjustments to ensure continuous service improvement and alignment with evolving community needs.

By applying the ROMA framework and leveraging data-driven evaluation tools, MCCAP ensures that programs are effectively implemented, continuously monitored, and systematically improved to maximize impact in the community.

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

To address the county's critical housing need, MCCAP will implement a strategic, data-driven approach aligned with the ROMA model to ensure effectiveness in program delivery, progress monitoring, and evaluation.

Assessment: MCCAP conducts a biennial Community Needs Assessment to gather data on housing instability, rental affordability, homelessness, and regional service gaps. This assessment incorporates input from stakeholders, including service providers, local government agencies, and residents, to define the county's most pressing housing challenges.

Planning: Based on the assessment findings, MCCAP will expand partnerships with local housing authorities, nonprofit organizations, and private sector stakeholders to increase housing assistance programs: enhance access to rental assistance, eviction prevention programs, and transitional housing services for low-income individuals and families. Increase community awareness of housing resources and tenants' rights through outreach initiatives, resource guides, and advocate for affordable housing policies by collaborating with policymakers.

Implementation: MCCAP will implement the housing program through community partnerships and subcontract agencies that provide housing services and expand access to safe and stable housing.

Monitoring and Achievement of Results: To track progress, MCCAP will continue conducting bimonthly meetings with subcontractors to review referral success rates and identify service gaps. It will also monitor agency goal projections and outcomes.

Evaluation: MCCAP will evaluate the program's effectiveness by analyzing 2-1-1 call center data to assess unmet housing needs and service trends, collecting client feedback through surveys to identify program strengths and areas of improvement, comparing outcomes against ROMA National Performance Indicators (NPIs) in relationship to housing stability, and adjust strategies as needed to ensure continuous improvement.

Through this ROMA-driven approach, MCCAP aims to reduce housing insecurity, expand access to stable housing, and enhance the overall well-being of county residents. While the high cost of living in the County of Monterey presents challenges, taking action now is essential to creating long-term solutions.

Optional

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

MCCAP recognizes the importance of community policing in fostering safer neighborhoods and strengthening relationships between law enforcement and residents. Currently, MCCAP staff partner with the Multi-Disciplinary Outreach Team (MDOT), a service provided by the Monterey Police Department.

MDOT provides direct outreach and intervention efforts to establish relationships with homeless individuals and assist them with accessing benefits and housing in the City of Monterey. Given the need for enhanced community engagement, MCCAP will continue working with local police departments to explore opportunities for collaboration.

Our Commission board could engage with local law enforcement agencies to discuss the feasibility of expanding their outreach efforts through our Request for Proposal (RFP) process. We will encourage departments with existing community outreach teams to leverage their funding and consider adding at least one additional outreach day focused on community policing.

While funding limitations present challenges, MCCAP remains committed to advocating for and fostering partnerships that promote community policing as a vital component of public safety and community well-being.

Federal CSBG Programmatic Assurances

CSBG Act Section 676(b)

Use of CSBG Funds Supporting Local Activities

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

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

Needs of Youth

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

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

Coordination of Other Programs

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

Eligible Entity Service Delivery System

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

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

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

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

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

Eligible Entity Emergency Food and Nutrition Services

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate System

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

Fiscal Controls, Audits, and Withholding

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

State Assurances

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

For CAA, MSFW, NAI, and LPA Agencies

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

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

For MSFW Agencies Only

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

Organizational Standards

Category One: Consumer Input and Involvement

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

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

Category Two: Community Engagement

Standard 2.1 The organization/department has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.

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

Category Three: Community Assessment

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

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

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

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

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

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

Category Four: Organizational Leadership

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

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

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Part III: Appendices

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

Document Title	Appendix Location
Copy of the Notice of Public Hearing	A
Low-Income Testimony and Agency’s Response	B
Community Needs Assessment (English/Spanish)	C
Community Needs Assessment Results Graphs	D
NCAP Needs Assessment Tool – Monterey County Data	E
Public Hearing Sign-in Sheets	F
Executive Summary (English/Spanish)	G
Monitoring Policy Memo	H
Monitoring Tool	I