



RESOLUTION NO. 17-273

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION ACCEPTING PUBLIC COMMENT ON THE COMMUNITY SERVICES BLOCK GRANT (CSBG) 2018/19 COMMUNITY ACTION PLAN (CAP) AND APPROVING THE SUBMITTAL TO THE STATE DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT (CSD) AND AUTHORIZING THE CHAIR OF THE BOARD TO SIGN THE CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES

WHEREAS, the Community Services Block Grant (CSBG) program requires a public hearing accepting public comments on the 2018/19 Community Action Plan (CAP); and

WHEREAS, the Community Services Block Grant (CSBG) is available to reduce poverty, revitalize low-income communities, and provide the empowerment for low-income members of the community within Nevada County to achieve economic self-sufficiency; and

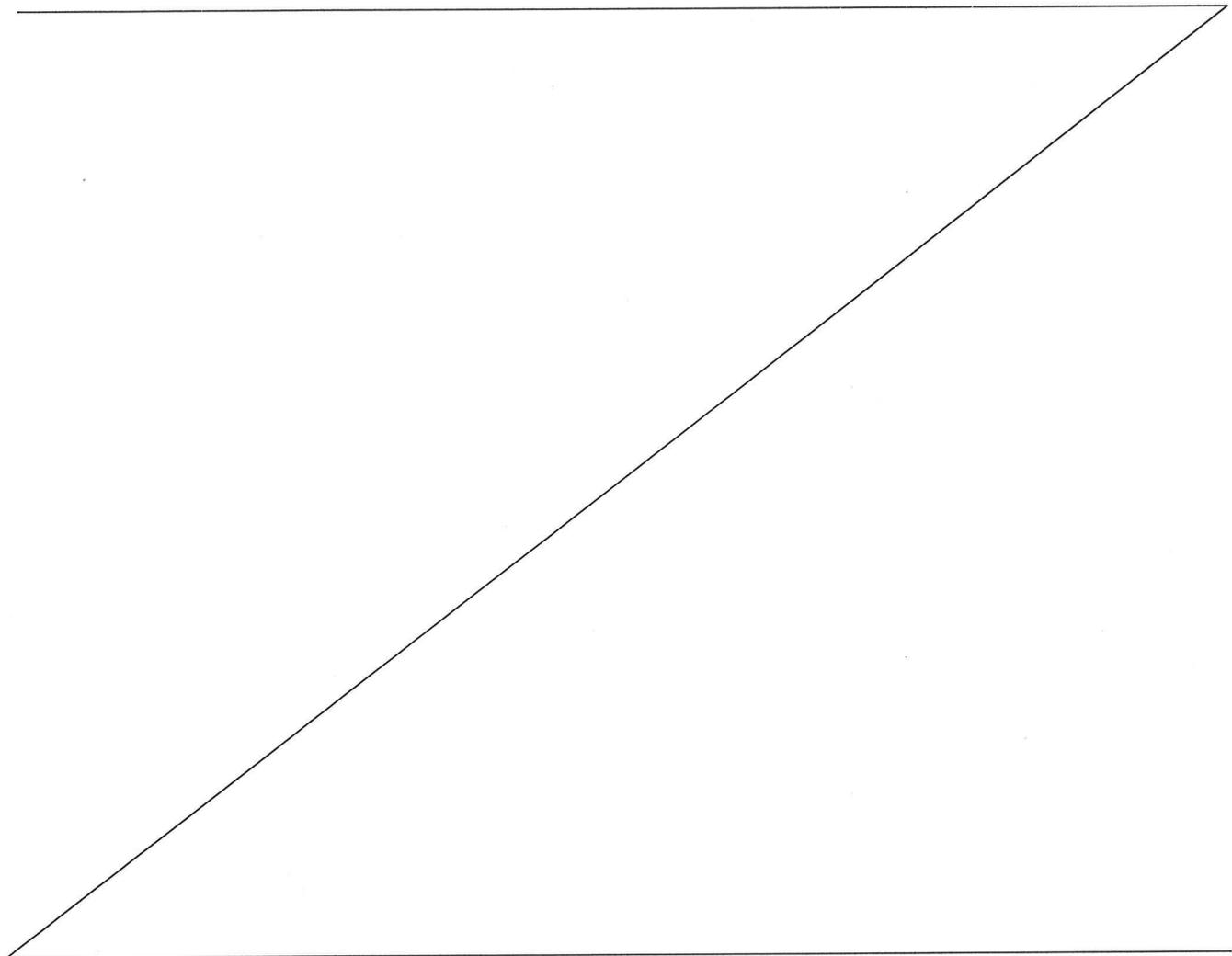
WHEREAS, state law requires each eligible CSBG entity to develop a Community Action Plan (CAP) that will assess poverty-related needs, available resources, feasible goals, and strategies to prioritize its services and activities to promote the goals of self-sufficiency among low income population in its service area; and

WHEREAS, a portion of CSBG grant awards are distributed to community non-profit agencies to fill in the gaps in social services, and/or to provide support to existing priority services to eligible residents of Nevada County; and

WHEREAS, the Adult and Family Services Commission (AFSC) tripartite board has been designated as the entity to oversee the planning, implementation and evaluation of CSBG activities, and the CSBG funding will be spent to improve the conditions of residents living in poverty and the funding may be used to support activities in the following areas: affordable housing, food/nutrition, access to mainstream benefits and transportation; and

WHEREAS, the CAP is prepared according to the State instructions and is based on needs assessment and funding priorities established and approved by the Adult and Family Services Commission (AFSC).

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Nevada County Board of Supervisors approves the submittal of the Community Services Block Grant (CSBG) 2018/19 Community Action Plan (CAP) to the State Department of Community Services and Development (CSD) in substantially the form attached hereto, and authorizes the Chair of the Board or designee(s) including the Department of Social Services Director to sign the Certification of the Community Action Plan and Assurances and all other subsequent documents on behalf of Nevada County.



PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 13th day of June, 2017, by the following vote of said Board:

- Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Hank Weston and Richard Anderson.
- Noes: None.
- Absent: None.
- Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER
Clerk of the Board of Supervisors

By:  _____



Hank Weston, Chair

6/13/2017 cc: DSS*
AC* (Hold)

6/16/2017 cc: DSS (1)
AC (Release)*

2018-2019 Community Action Plan

**California Department of
Community Services and Development**

Community Services Block Grant



PURPOSE

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

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

COMPLIANCE WITH FEDERAL LAW

To comply with the Community Services Block Grant (CSBG) Act, [Public Law 105-285](#), Section 676b (11) eligible entities must complete a Community Action Plan (CAP), as a condition to receive funding through a Community Services Block Grant. Federal law mandates the eligible entities to include a community-needs assessment in the CAP for the community served.

COMPLIANCE WITH STATE LAW

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

COMPLIANCE WITH CSBG ORGANIZATIONAL STANDARDS

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG eligible entities will comply with implementation of the Organizational Standards. Compliance with Organizational Standards will be reported to OCS on an annual basis via the CSBG Annual report. In the section below, CSD has identified the Organizational Standards that provide guidance for the development of a comprehensive community needs assessment. CAP responses should reflect compliance with the Organizational Standards and demonstrate a thorough understanding of the Organizational Standards throughout the development of a comprehensive community needs assessment.

CONSUMER INPUT AND INVOLVEMENT

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

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

COMMUNITY ENGAGEMENT

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. This sector would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

COMMUNITY ASSESSMENT

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

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

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

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

Standard 3.4: 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.

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.

STRATEGIC PLANNING

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

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

STATE PLAN AND APPLICATION REQUIREMENTS

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

COMMUNITY SERVICES BLOCK GRANT 2018/2019 PROGRAM YEAR COMMUNITY ACTION PLAN COVER PAGE AND CERTIFICATION

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

FROM: County of Nevada

Agency Contact Person Regarding Community Action Plan

Name: Rob Choate
Title: Administrative Services Associate
Phone: 530-265-1645 Ext: _____
Fax: 530-265-9860
Email: Rob.Choate@co.nevada.ca.us

CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES

The undersigned hereby certifies that this agency complies with the Assurances and Requirements of this 2018/2019 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.



Supervisor Weston, Board Chairperson

6/15/17

Date



Mike Dent, Executive Director

5/31/17

Date

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

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2018 - 2019 Community Action Plan Checklist

The following is a check list of the components to be included in the CAP. The CAP is to be received by CSD no later than **June 30, 2017**:

- Cover Page and Certification**
- Table of Contents**
- Vision Statement**
- Mission Statement**
- Comprehensive Community Needs Assessment**
- Documentation of Public Hearing(s)**
- Federal Assurances**
- State Assurances**
- Individual and Community Eligibility Requirements**
- Monitoring and Evaluation**
- Data Collection**
- Appendices (Optional)**

VISION STATEMENT

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

The Nevada County Adult and Family Services Commission envisions communities where all residents have access to quality education, affordable housing, healthcare, transportation, healthy food and a living wage.

- *Through partnerships, people with low-income find resources, support, relations and opportunities that aid them in overcoming economic and cultural barriers to establishing and maintaining self-sufficient lives*
- *Commitment to empowering those seeking assistance to achieve and sustain self-sufficiency*
- *Organizational excellence and continued improvement working with employees, the community and partners*

MISSION STATEMENT

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

Organizational Standard 4.1 references the Mission Statement for private and public entities:

Private Entities

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

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

Public Entities

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

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

Provide your agency's Mission Statement

Mission Statement (Insert Statement)

It is the mission of the Nevada County Adult and Family Services Commission to engage and empower our community to eliminate poverty, to create equity and prosperity, and to assist people in achieving self-sufficiency through direct services, advocacy and community partnerships.

COMPREHENSIVE COMMUNITY NEEDS ASSESSMENT

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

The Community Needs Assessment captures the problems and conditions of poverty in the agency's service area based on objective, verifiable data and information gathered through various sources. Identified problems and conditions must be substantiated by corroboration through public forums, customer questionnaires, surveys, statistical data, evaluation studies, key informants, and/or other reliable sources. The Community Needs Assessment should be comprehensive and serve as the basis for the agency's goals, and program delivery strategies. The Community Needs Assessment should describe local poverty-related needs and be used to prioritize eligible activities offered to low-income community members over the next two (2) years.

As a part of the Community Needs Assessment process, each organization will analyze both qualitative and quantitative data to provide a comprehensive "picture" of their service area. To assist the collection of quantitative data, CSD has provided a link to a data dashboard including instructions and a data dictionary. The link gives agencies access to data for every county in the state. The dashboard can be accessed by clicking on the link or copying and pasting the link in your browser.

https://public.tableau.com/views/Cap_Assessment/CAPData?:embed=y&:display_count=yes

This data can be used as a starting point for developing your needs assessment. It is derived from data sources that align to the federal assurances required for the Community Services Block Grant. Each respondent is responsible for providing information regarding the needs around each federal assurance to indicate whether the agency or some other entity is providing the services.

By clicking on the State and County level Data page, the user will have access to quantitative poverty data. Analysis of the data collected is critical and must include not only the summarization of findings, but the identification, measurement and reporting of improvements and changes in the community both in the conditions and resources to assist low-income consumers on their journey towards self-sufficiency.

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

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

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

Comprehensive Community Needs Assessment (Insert Narrative)

COMMUNITY NEEDS ASSESSMENT: COMPLIANCE WITH ORGANIZATIONAL STANDARDS

The Adult and Family Services Commission’s Comprehensive Community Needs Assessment

process was intended to assist in community action planning efforts and to satisfy the requirements of the Community Services Block Grant program administered by the California department of Community Services and Development.

The Community Needs Assessment, and the resultant Strategic Plan were intentionally designed for consistency and compliance with the Results Oriented Management and Accountability (ROMA) standards. The essential tasks of coordination, facilitation, research, analysis and developing the Plan were outsourced to SiLK Consulting Group, a firm located in Northern California.

The Community Needs Assessment analysis drew on qualitative and quantitative data and other sources of publicly available information within Nevada County. Survey responses received from the survey tool were analyzed and the Commission and its partners provided several other reports and documents to include. The primary instruments included:

- Community Commons, Community Action Partnership, Community Needs Assessment Hub
- U.S. Census Bureau; American Community Survey conducted on behalf of the U.S. Census Bureau
- 2015 American Housing Survey conducted on behalf of the U.S. Census Bureau
- Small Area Income and Poverty Estimates (SAIPE) on behalf of the U.S. Census Bureau
- Department of Agriculture, Food-Nutrition-Assistance
- Public Tableau, CAP Assessment
- Studies and planning documents produced by governmental and non-profit entities, including: North Tahoe-Truckee Housing Study; Nevada County Needs of Seniors Study; Project Mana Community Needs Assessment Report; Nevada County Economic Resource Council Report
- Web-based Survey Tool
- Agency records provided by Nevada County staff

Phase I

On the onset of Phase I, the Agency formed a Strategic Planning Sub-Committee under the leadership of Suzi Kochems, of SiLK Consulting Group. Mrs. Kochems served as the facilitator for the strategic planning process and developed the needs assessment analysis and the strategic plan. The sub-committee members included:

- Tim Giuliani, Commission Chairperson, Dial 211
- Doug Fleming, Commission Vice Chair

- John Tracy, Commission member, Interfaith Food Ministries
- Sarah Deardorff, Commission member, Sierra Senior Services
- Rob Choate, Nevada County staff
- Tamaran Cook, Nevada County staff
- Mike Dent, Nevada County Social Services Director

Standard 1.2: The Nevada County Adult and Family Services Commission (AFSC) collected input and information from low-income individuals as part of the Community Needs Assessment process.

During Phase I, Mrs. Kochems lead a Community Dialogue, where nearly fifty city/county government staff, CBO's, providers, community advocates, low-income individuals, customers/constituents and concerned citizens came together, at two different locations, to discuss and systematically collect and analyze customer/constituent feedback about agency programs and services, community needs, community resources and community engagement, thus setting the framework for the Nevada County CAA Strategic Planning. A standardized client survey was developed and administered in paper copy, as well as via a web based tool. The results were reviewed by the Commission and reported out at a regular Commission meeting, with applicable action steps documented.

Standard 6.4: Customer satisfaction data collected as part of the Community Action Plan, as well as satisfaction data collected by each individual program funded will be reviewed by the CAA staff and the Commission. The AFSC Strategic Plan (approved in April 2017) holds a strategic objective about improving data gathering and overall program effectiveness by measuring customer satisfaction at least once per year for each program and for the Agency as a whole.

Standard 3.1: The AFSC conducts a formal Community Assessment every two years; prior to the 2016 process, the most recent completed report was finalized and submitted in 2015.

Standard 2.2: As part of the Community Assessment process, the AFSC collected stakeholder information from other public agencies, community-based organizations, faith-based organizations, private sector agencies and educational entities. In 2017, the AFSC obtained information from: County Department of Social Services, Mental Health, and Drug and Alcohol Services, Behavioral Health, senior services, food ministries, community collaboratives, community services, support services, Area on Aging, and many different service provider organizations that span every service category within the County, including homeless services. This valuable data from stakeholders is important in helping the Commission better assess, develop and manage necessary services in the community.

Standard 3.2: The AFSC collected and analyzed data specific to poverty and its prevalence related to gender, race/ethnicity, age and household composition Surveys, focus groups and community forum data were collected and compared to census and demographic data, to

include: federal poverty levels, employment, age, race/ethnicity, gender, educational attainment, housing composition/status, childcare needs, and transportation availability.

Standard 3.3: In addition, the consultant conducted quantitative and qualitative environmental analyses with a County staff focus group, the Adult and Family Services Commission, the Strategic Planning sub-committee and community stakeholders in both western and eastern Nevada County.

The qualitative analysis consisted of an assessment tool that solicited feedback regarding the perceived internal strengths and weaknesses of the Agency/Commission and the external opportunities and threats. The quantitative analysis consisted of a series of community meetings discussing and clarifying the results of the qualitative assessment, collecting additional data, identifying the major themes that emerged, applauding accomplishments and forward progress, as well as identifying areas of improvement. Every data collection engagement was designed to be open and inclusive, respecting the diverse perceptions, opinions and views of the individuals participating in the process. Based upon the results of the data collection, the Commission categorized the key issues for each strategic path.

Each of the assessment strategies identified above were publicly held and noticed, were open to any individual wishing to participate, and included public and private agencies CBO's and low-income persons.

Phase II

During Phase II the sub-committee explored the emergency priorities and determined potential strategies for addressing those issues. The sub-committee determined that adopting a Commission specific vision and mission was progress toward supporting the overarching goals of CSBG. With the development of the vision and mission came the identification of key strategic priority and goals. The strategic goals are broad, qualitative statements that describe the desired results that will be accomplished by pursuing the vision and mission.

The sub-committee determined their desired outcomes, broad strategies and specific objectives. The objectives are statements of specific, measurable and time-bound results. Each objective was linked to the most appropriate of the five goals that would be addressed if the Agency were to be successful in achieving the objective.

Standard 3.4: The Community Action Plan includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

Trends

The current trends explored during the needs assessment process were: advocating for affordable housing, improving community health and wellness, creating expanded pathways to healthy food, understanding transportation concerns as a means to employment and health care, and the changing political environment. Affordable housing was noted by 78% of

those participating in the assessment process as a potential focus area for the Nevada County AFSC. This focus includes sustaining community programs that address the social determinants of health such as access to healthy food, as well as access to mainstream resources which ensures a healthier and vibrant community. The rising costs of rental properties paired with extremely low-vacancy rates make housing unattainable to most families/individuals with low-incomes.

Creating expanded pathways to employment (such as addressing issues that prohibit people from getting jobs, such as transportation, and providing skills training to people to obtain available jobs) were noted by more than half of those participating in the assessment. There was also an emphasis on addressing other barriers to employment, these were: 1) access to living wage jobs (\$15 per hr.); 2) access to childcare and associated costs; and 3) the uncertainty of supportive services for low-income wage earners as a result of a new political environment.

The need for affordable housing and coordinated ways of identifying and addressing housing concerns were also identified by the community forum participants. These included: 1) housing conditions that included high rent and selective landlords; 2) the lack of rental units and vacancy rates; 3) emergency housing and permanent supportive housing for people who are homeless; and 4) the creation of more affordable housing in all communities.

Also noted were the differences in services available in the western part of the county versus the services available in the eastern portion. Other trends included the fear of deportation of immigrants in the eastern portion of the county; a need for legal services primarily for Spanish speaking persons; homeless crisis intervention services are lacking as are specialty care physicians.

The AFSC held one Public Hearing at the June 13, 2017 Board of Supervisors meeting to garner the input of the community through community dialogue. This process did not provide the AFSC with any additional feedback as to identifying the problems and needs affecting low-income individuals and families in Nevada County. The majority of the CBO's that receive CSBG funding attended one, if not all, of the community forums, providing their input regarding concerns that they are currently facing in the communities that we serve.

The top four (4) identified community needs are noted in the table below beginning with the most important community need identified by those responding to the survey.

Community Needs

Top Needs	Agency Priority (Yes/No)	Description of Programs/Services Directly Provided by Your Agency	Coordination Efforts	Page
Safe and Stable Affordable Housing	Yes	Referrals to local service providers. The CAA will continue to partner with providers and fund programs through the housing division.	Referring party; participate in the Homeless Continuum of Care; promote sustained housing through partners such as The Salvation Army, Hospitality House, Emergency Assistance Coalition and other service providers	Appendix B, Pages 13-15
Transportation	Yes	Referrals to the local public transportation provider and private transportation providers. The CAA will continue to collaborate with the transportation commission to improve viable transportation opportunities across the county.	Referring party; the CAA will partner with local transportation providers to enhance viable transportation options.	Appendix B, Pages 16-17
Access to Mainstream Benefits	Yes	Agency provides CalWORKS, Medi-Cal, CalFresh, employment services, access to affordable health care, immunizations, IHSS, and access to affordable housing. Provides referrals to other county departments serving as service providers	Direct service provider for public benefit programs. Referring party.	Appendix B, Pages 17-18
Food/Nutrition	Yes	Referrals to local service providers. The CAA will continue to collaborate with local food distribution centers to	Referring party.	Appendix B, Pages 15-16

		diminish food insecurities			
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Instructions:

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

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

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

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

Page: Please include the location where this information can be found.

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

Not Applicable

DOCUMENTATION OF PUBLIC HEARING(S)

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

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

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

Public Hearing Process (Insert Narrative)

The AFSC makes an extended effort to reach out to the communities within the county to integrate community inputs into the strategic planning and development of key program priorities. In the past eight months, the AFSC joined with Health and Human Services and dozens of county agencies and community based organizations, in a rich collaborative process for the development of critical data gathering and analysis. This analysis recognized assets and disparities within the County. In November and December 2016, the AFSC lead two Community Engagement Forums, where nearly fifty city/county government staff and CBO's came together to discuss community needs, community resources and community engagement. At the Community Engagement Forums, service providers, stakeholders and recipients of services (low-income person) were asked to ascertain the greatest needs of the community and what can we do to meet those needs. In addition, over 400 surveys were distributed to existing program participants and applicants to capture the community needs by service type and prioritization.

At both of the aforementioned public planning meetings, community input and data was provided, documented and included in the CAP plan.

In collaboration with the planning meetings, the CAP Advising Board, the Adult and Family Services Commission reviewed and discussed the draft CAP Plan. The AFSC held a public hearing on Tuesday, June 13, 2017 in the Nevada County Board of Supervisors chambers in Nevada City to solicit input on the types of services deemed necessary by the population that we serve. The hearing was held between 9:00 am and noon and was open for individuals to the general public. This hearing was well publicized in two local newspapers via a public notice drafted by the County Health and Human Services Agency, as well the proposed CAP was

published the county website.

For those individuals that were unable to attend the public hearing, e-mail addresses and phone numbers were listed to allow for additional opportunities for low-income community members to share their issues, needs and concerns.

The sign in sheets from community forums, the public hearing sign in sheet, affidavits of publication for the public hearing, and any comments are summarized and incorporated into the CAP plan (Appendix A).

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

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

Attachments

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

The sign in sheets from community forums, the public hearing sign in sheet, affidavit of publication and any comments are summarized and incorporated into the CAP plan (Appendix A).

FEDERAL ASSURANCES

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

1. Programmatic Purposes

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

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

In following the agency's mission and vision, the AFSC helps individuals and families, through direct partnerships, develop the skills needed to be self-sufficient. The AFSC provides limited funding to supportive service programs to low-income households while advocating for their needs and influencing community change.

Obstacles and problems are created by any mixture of internal and external issues and/or circumstances. Obstacles may include a lack of affordable housing, unemployment, mental health, drug/alcohol addiction, family stability, lack of accessible health care or education, and the need for proper nutrition or adequate childcare. Depending upon the presenting issue, CAA partner services can include emergency assistance (sheltering and utility assistance), case management, health services/education, parenting classes and child care, senior day services and advocacy to address the root causes of problems contributing to instability. Even though some of the available services are emergency focused, even these services focus on moving clients out from their emergency situation and into services to help them gain self-sufficiency.

(ii) secure and retain meaningful employment;

Clients are referred to the Employment Resource Center which provides career counseling, vocational testing, job training and job search. Within the Agency, multiple partners are co-located and meet frequently to assist with securing and retaining meaningful employment. CalWORKs, Workforce Investment Opportunity Act, and senior employment services are co-located at the local One-Stop. All workforce development partners, including local education institutions meet quarterly to discuss employment trends, training needs of the community, and workforce preparation and development.

Multiple service providers meet monthly at FREED, a local community based non-profit, to enhance service provision leading to self-sufficiency for elderly and disabled clients in Nevada County. The programs promote independent living and effect systems change. Services include: independent living skills, training, peer support, advocacy, assistive technology, housing

assistance, personal assistance referrals and information on obtaining and retaining employment.

The primary homeless services providers' case managers work closely with mainstream resource providers to incorporate job training and job seeking skills into the case management plans for clients. Together with the case managers, the Employment Resource Center, clients are provided with the tools and training to not only prepare for employment, but to maintain it long-term.

Through Volunteers of America and the Supportive Services to Veteran's Families Program links veterans and their families to a full-time Job Developer who works to link clients with employers and then continues to follow-up to ensure success in maintaining employment.

(iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

The County of Nevada supports both the Big Brothers/Big Sisters of Nevada County and North Lake Tahoe, and The Friendship Club; both provide mentoring to increase the academic achievement of low income students and at risk youth. The Family Resource Centers were awarded additional funding specifically to increase literacy skills and enhance materials to help families attain adequate work skills and education. The Nevada County Library teamed up with the CalWORKs program have creating a partnership to provide job training, job education and literacy education for low income and community residents. In addition, the Family Resource Centers work with Read Up! to provide tutoring services for children and adults, including GED assistance.

(iv) make better use of available income;

The AFSC realizes that self-sufficiency means more than just the provision of public assistance. Services such as rental assistance, energy assistance, and food security allow residents to use their limited resources for other needs. AFSC partner agency programs help low-income clients access benefits and learn skills to assist them in becoming economically self-sufficient. In the majority of Nevada County homeless services programs, clients are stabilized by addressing their basic needs for food, shelter and support while receiving case management services and support. Clients are encouraged to enroll in case management as a means of obtaining permanent housing and job placement.

The AFSC's network of providers has members such as FREED who provide budget counseling to teach customers how to effectively create a budget and manage money. Nevada County's energy and housing programs provide additional resources and instruction on money

management. Project MANA operates the program Dar A Luz, which provides a "learning for life" course in budgeting, smart shopping and nutrition. This program targets the population of low income, Hispanic women living in the eastern side of Nevada County. Foster Youth Services provides budgeting and life skill classes to youth transitioning out of the Foster Care System. Various service providers such as: Turning Point, Sierra Forever Families, The Salvation Army, Women of Worth and DVSAC have elements of budget management, budget preparation and budgeting strategies as elements of their programs.

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

The Agency has numerous partners such as the Hospitality House, the Nevada County Behavioral Health Department and The Salvation Army, which serves homeless individuals and families by providing a place to shower, do laundry, eat lunch and stay in an emergency shelter or permanent supportive housing. The County provides various home rehabilitation programs and a First-Time Homebuyer program that helps low income families and individuals maintain a healthy and safe home as well as help in purchasing their own home. Weatherization programs provide energy efficiency. The County's Tenant Based Rental Assistance program provides a one-time rental deposit payment for low income individuals or families moving from homeless situations to permanent housing and low income individuals and families moving from temporary shelter into permanent housing. The Salvation Army also provides temporary housing for homeless families while helping them reach self-sufficiency.

In addition, rental assistance can be obtained through a couple of new funding sources in the County, including case management and rental assistance for low-income veterans and their families; low-income families with young children and intensive case management and rental subsidy for chronically homeless individuals.

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

Emergency assistance for food and clothing is offered by many community based agencies to help families and individuals meet immediate and urgent needs. The Family Resource Centers operate food pantries and clothes closets. The Family Resource Center in Truckee offers legal assistance for those facing eviction or tenant/landlord disputes. PARTNERS Family Resource Centers provide emergency cash and gas vouchers. The Nevada County Food Bank, Interfaith Food Ministry, Hospitality House, Divine Spark, Sierra Roots, Project MANA and others also provide emergency provisions for food, clothing, and household necessities, such as diapers. As previously mentioned, the County's Tenant Based Rental Assistance Program, provides assistance with permanent housing for low income and

homeless individuals and families. Habitat for Humanity provides down payment and monthly mortgage payment assistance to families who help to build their own home. The Emergency Assistance Coalition operates a program that includes lodging, food and gas on an emergency basis. Many of the aforementioned agencies will also refer families to Section 8 and HUD housing programs.

(vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;

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

Not applicable; Nevada County is not an urban area

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

The Nevada County Sheriff's Office has implemented the philosophy of Community-Orientated Policing. Some examples of community policing efforts include: self-defense classes, disaster preparedness, boat safety inspections, crime prevention programs, residential vacation checks, annual Christmas toy projects and participating in other community events.

Please indicate the activities your agency sponsors to satisfy the Federal Assurance listed in #1 above (check all that apply):

- Disaster Preparedness and Relief
- Energy Support
- Job Training
- Asset Development Programs
- Educational Support
- Career Development
- Volunteer Coordination Efforts
- Food Resources
- Health Education
- Tax Preparation /Tax Credit Information
- Mentoring
- Parent Support

- Child Development Information
- Medical Service Access
- Home Visiting/Case management
- Childcare Services/Head Start
- Other: Click here to enter text.
- Other: Click here to enter text.

2. Needs of Youth

(B) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—

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

Please select the types of programs your agency sponsors to address the needs of youth:

- Youth Mediation Programs
- Youth Mentoring Programs
- Tutoring
- Life Skills Training
- Youth Employment
- Entrepreneurship Programs for Youth
- Other: Click here to enter text.
- Other: Click here to enter text.
- Other: Click here to enter text.

Narrative Response:

Big Brothers/Big Sisters of Nevada County and North Lake Tahoe, The Friendship Club, Child Advocates of Nevada County, Victor Community Support Services Family Resource Centers and the New Events & Opportunities (NEO) program, through the Nevada County Office of Education, provide mentoring programs, leadership skills and entrepreneurship programs. Programs support the development of youth through nurturing relationships and prepare them to become contributing members of the community. NEO is committed to inspiring the community to create and support more youth friendly areas and drug free activities. They provide fun alternatives to drug use, provide opportunities for youth to perform and take on leadership roles within the community and support local artists and musicians in Nevada County. WRAP service providers and the court system work together to provide mediation and mentoring for youth involved in the probation and foster care systems.

Transitional Age Youth Services include: mentoring, life skills and employment readiness. The One-Stop Business and Career Center offers career exploration, training and educational opportunities for youth.

(ii) after-school childcare programs

A limited number of Nevada County school districts offer after school childcare. Nevada County childcare providers offer an array of choices for families who need after school childcare. Parents become educated about quality child care and the choices they have available through Sierra Nevada Children's Services. Childcare payment assistance is available to low income families.

3. Coordination of Other Programs

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

Please indicate the types of programs your agency coordinates services with:

- Local Workforce Investment Boards
- Social Service Departments
- CSBG MSFW Agency
- One-Stop Centers
- Child Care Centers
- Faith-Based Organizations
- Community Based Organizations
- Other: Click here to enter text.
- Other: Click here to enter text.
- Other: Click here to enter text.

Narrative Response:

Nevada County Health and Human Services is the lead agency for offering State Welfare Reform efforts. Parents utilize the CalWORKs program to prepare for employment as a condition of receiving public assistance benefits. Job preparation workshops, resume assistance, job search assistance, work experience and subsidized employment are strategies used to move families toward self-sufficiency. Through Health and Human Services, families have access to healthy food and food security with CalFresh benefits; have access to in home supportive services through the IHSS program; and, have access to health care coverage through the Affordable Care Act or Medi-Cal.

Through a local non-profit, ProjectGO, another CSBG eligible entity in Placer County, energy assistance and weatherization services are provided.

Communication and coordination with partners occurs every week through the Friday memo, a publication put out by the Health & Human Services Director each Friday demonstrating the coordination of events, featured resources and other valuable information.

The Nevada County Coordinating Council is a rich partnership between community-based non-profit organizations, public entities, such as the Health and Human Services Department and Behavioral Health, and school districts to support improved health outcomes, housing the homeless, coordination of services, funds leveraging and gap analysis.

4. Emergency Food and Nutrition

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

Nevada County works with a large array of community partners that serve to provide nutritious foods to counteract conditions of starvation and malnutrition among low income individuals. Interfaith Food Ministry of Nevada County serves approximately 9,000 individuals yearly. Gold Country Community Council, Inc., and Sierra Senior Services offer congregate and home delivered meals to low income seniors. Hospitality House provides daily meals to the homeless population. A Farmer's Market has relocated to the Nevada County Government Center and provides nutrition education, demonstrations and accepts Electronic Benefit Transfer so that low-income residents may use their CalFresh (SNAP) benefits to provide fresh and healthy food for their families. The Family Resource Centers and the Nevada County Food Bank provide emergency food pantries and food distribution.

When possible, case managers and family advocated (through multiple county programs) provide commodities as needed and educate clients about available food resources in the community, including: fee community meal programs, free & reduced school meal programs, meals on wheels, food bank coalition programs, and enrollment in CalFresh.

5. Employment and Training

Describe how your agency will coordinate with, and establish linkages between, governmental and other social services programs to assure the effective delivery of services and avoid duplication; and describe coordination of employment and training activities as defined in section 3 of the Workforce Innovation and Opportunity Act [29 U.S.C. 3102].

Please indicate the types of entities your agency coordinates services with:

- Workforce Investment Boards
- Social Service Departments
- One-Stop Centers
- Child Care Centers
- Faith-Based Organizations
- Local Colleges
- Adult Education programs
- Job Training Organizations
- CSBG MSFW Agency
- CalWORKs
- Community Based Organizations
- Substance Abuse Treatment Providers
- Other: Click here to enter text.
- Other: Click here to enter text.
- Other: Click here to enter text.

Narrative Response:

The County of Nevada is responsible for operating the CalWORKs program that contracts with the Alliance for Workforce Development to provide Workforce Investment Opportunity Act (WIOA) services. WIOA Services are co-located with County staff to coordinate daily services. Welfare-to-Work services are provided by the IHSS Public Authority.

6. Low-Income Home Energy Assistance

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

LIHEAP (Low-Income Home Energy Assistance Program) and DOE Weatherization: This program has three main components: 1) weatherization services, which include minor home repairs; replacement of water heaters, windows, and doors; attic insulation, weather-stripping; combustion appliance safety testing; and duct system and blower door testing; 2) heating and cooling services, which include repair and replacement of furnaces, evaporative coolers, air conditioners, and water heaters; and 3) utility payment assistance through the Home Energy Assistance Program which provides a once a year payment for low-income households in crisis; payments can be for gas, electric, or propane.

Low Income Home Energy Assistance is operated by ProjectGo who is the regional provider for Placer and Nevada Counties. ProjectGo has staff that are co-located in Nevada County offices. Information is provided to the community using multiple media sources. Information is also posted in Social Services lobbies so that low income residents can stay informed on the

availability of LIHEAP services in the agencies where they are already accessing services.

Various service providers, such as the Family Resource Centers, will purchase emergency wood and propane to help in crisis situations. Gold Country Community Services Inc. provides fire wood to low income seniors as a supplemental heating source

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

Describe how your agency will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.

Please select the various organizations that your agency forms partnerships to serve low-income residents in your service area, check all that apply:

- Local school districts
- Social Service Departments
- State agencies
- Colleges
- Faith-Based Organizations
- Community Based Organizations
- Local Utility Companies
- Charitable Organizations
- Homeless Programs
- Participant in County Taskforce
- Local Food Banks
- Other: Click here to enter text.
- Other: Click here to enter text.
- Other: Click here to enter text.

Narrative Response:

The Center for Nonprofit Leadership provides training, coordination and resources and works as a catalyst to strengthen and sustain local nonprofit organizations. Over 50 nonprofit organizations and individuals representing faith-based organizations are members of the Center for Nonprofit Leadership in Nevada County. There are numerous multidisciplinary collaboratives in Nevada County that coordinate programs and form partnerships to serve low-income residents of Nevada County. For example, the Adult & Family Services Commission oversees the Community Services Block Grant.

The AFSC has long-standing ties to the faith-based community through Interfaith Food Ministry and funding of their highly successful meal programs.

Participation in the monthly Nevada County Coordinating Council and the Homeless Resource

Council of the Sierras, the local and regional homeless continuums of care, are two examples of rich partnerships between community-based non-profit organizations and public entities.

8. Establishment of Procedures for Adequate Board Representation

Describe your agency's procedures for establishing adequate board representation under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism).

The Nevada County AFSC has a tripartite Board, with equal representation from low-income communities, the private sector, and elected officials.

As low-income or private sector seats become available on the Board, vacancies are publicized through Public Notices, Public Service Announcements, and on the County website. Information flyers are distributed to community organizations encouraging application for Board service.

If any low-income individual, community or religious organization, or representative, believes they are inadequately represented on the Nevada County AFSC Board of Directors, they may meet with the CSBG Program Coordinator to discuss their concerns and review the Board bylaws. They will be given information about composition, membership, and terms of office of the current Board, as well as information about applying for membership when vacancies occur.

9. Cost and Accounting Standards

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

The County's Finance Department maintains budgetary control procedures, accounting systems, and reports in accordance with generally-accepted accounting principles and pertinent federal and state rules and regulations, including relevant Office of Management and Budget circulars and amendments. These practices ensure integrity, accountability and proper stewardship of local, state, federal, and private foundation funds. A separation of financial functions is implemented at every level to safeguard assets. All systems are flowed charted, documented in a County board-approved Finance Policy/Procedure manual, and reviewed internally for strong preventive and detective controls. Financial reports are generated and reviewed by agency management and the AFSC Board of Directors. Ongoing monitoring occurs through: annual self-assessment; two independent annual audits; various reviews and monitoring by local, state, and federal agencies; monthly meetings with the Board's finance committee; and annual in-depth budget reviews of all County programs. The County also has an audit committee which provides oversight of the annual audit and other

relevant issues. Finance staff are trained in OMB and knowledgeable about federal regulatory and grant requirements.

10. Service Delivery System

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

- b. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based an in-depth analysis of performance data.

The Nevada County Board of Supervisors is recognized as the governing board over county budgets and services, including those targeted for specific sub-populations such as low-income individuals and families. Through the Board of Supervisors, community members are appointed to serve on the Adult & Family Services Commission, which serves as the tripartite board for CSBG funding. CSBG funding is administered by the Nevada County Health & Human Services Agency, the designated local agency to administer public assistance programs such as: Social Services, Behavioral Health, Public Health, Child Support Services and housing assistance programs. The Department of Social Services falls under the umbrella of the Health & Human Services Agency and provides administrative staff to the Adult & Family Services Commission and tripartite board. Health & Human Services Agency staff sit on a wide variety of multidisciplinary teams and commissions that represent and coordinate services for low income individuals and families.

The Adult and Family Services Commission monitor the service delivery systems across the spheres of influence that most impact low-income Nevada County residents. Over the years, and through its sub-grantees, the Adult and Family Services Commission has responded to existing or emerging needs through local service providers to test effective delivery strategies. Collaboration among service providers is the norm in Nevada County, and the appropriate and effective use of mainstream resources is a high priority.

Homeless Services provides an array of programs that feed, shelter, support and case manage homeless people to help them achieve stability and self-sufficiency. The Hospitality House offers overnight shelter, meals and showers, and The Salvation Army offers supportive services.

Need who our current recipients of CSBG funds are: IFM, Child Advocates of Nevada County, Victor Community Services, Family Resource Center of Truckee, Friendship Club and New Events and Opportunities (NEO) after-school programs.

11. Linkages

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

The entire community of public and private service providers shares the task of identifying gaps in services. County staff, and members of the Adult and Family Services Commission serve on county planning entities, including the Homeless Resource Council of the Sierras, the Nevada County Coordinating Council, the Adult and Family Services Commission, Child Care Planning Council, Mental Health Advisory Board, Regional Housing Authority of Sutter, Nevada and Colusa Counties, Area 4 on Aging, and the Tahoe/Truckee Collaborative. The planning entities continuously monitor available services, identify gaps in services, and make recommendations to address gaps.

Agencies that have reached their service capacity or exhausted their service resources refer clients to other local resources, when they exist. Collaborative case management between service providers (with client permission) occurs in several venues in order to resolve the impacts of service gaps. It is hoped that client needs will be met through creative short-term strategies, while long-term service delivery systems are modified, augmented, or expanded to meet emerging needs.

To meet the needs of low-income people throughout the county, the access point for service referrals, Dial 2-1-1, developed a countywide listing of basic services and resources, including programs, addresses, contact information, and hours of operation. The database is maintained on the 2-1-1 website where users can locate and map each service location by community, or service category; and, link directly to other local providers' websites, including public transit information.

Computers with internet access are available in public locations such as the library, DSS offices, One-Stop Career Centers, other community service provider sites, so that vulnerable populations can be trained to use the website for real-time, self-navigation of the safety net system in the County. Various case managers, staff and family advocates assist clients in accessing these sites. While this information is also available through the 2-1-1, 24-hour Hotline information/referral telephone service, the ability to access direct links to other provider sites is extremely useful to low-income users.

Case managers and family advocates throughout the County provide information, referrals, case management, and follow-up consultations for their clients seeking community resources.

12. Funds Coordination

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

All resources received to support CSBG funded programs are used as directed by the grantor. Whenever possible, resources are braided together to complement or enhance the level of service provided. Mainstream resources are always the first to be accessed or used, as appropriate. The Adult and Family Services Commission uses unrestricted discretionary funds, when available, to augment existing resources, seed new projects, or leverage additional financial support.

13. Innovative Community and Neighborhood Initiatives (Including Fatherhood/Parental Responsibility)

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

Please select the community and neighborhood initiatives your agency will use to fulfill the purpose of this subtitle:

- Fatherhood Strengthening Classes
- Counseling
- Non-court-ordered parenting classes
- Co-parenting communication skills
- Classes assisting incarcerated or recently paroled men
- Job training and employment assistance
- Other: Click here to enter text.
- Other: Click here to enter text.
- Other: Click here to enter text.

Narrative Response:

The Family Resource Centers offer parenting classes throughout the Nevada County communities to low income residents. The parenting classes target different age groups. The Power of Positive Parenting program is for parents of children aged 2-12. The Second Step Family Guide is for parents with children aged 4-12. The Circle of Security is for parents with children aged 0-3. Fatherhood groups have been established and are operational. Fatherhood groups meet biweekly and provide information on how to utilize community resources, ideas on activities to do with children and parenting classes. The Family Resource Centers (FRCs) also offer one-on-one parental coaching.

STATE ASSURANCES

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

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

The Adult and Family Services Commission is committed to sustaining programs and services that empower low-income communities and support low-income individuals and families achieve their highest level of self-sufficiency. When staffing allows for it, the Agency identifies additional resources to leverage and expand services funded through CSBG. The Agency also actively participates in local service networks, identifying public and private partnerships with shared goals so that efforts can work collectively in an effort to improve outcomes in the community, as well as to increase coordination and cooperation in the implementation of services. In addition, Agency staff look for opportunities to help strengthen other social and health organizations serving the low-income communities, so that they are better able to provide services.

A reduction in CSBG funding would have a significant impact on the lives of the low-income population in the Nevada County service area. The overall fiscal impact of eliminating CSBG would far outweigh its annual funding level, due to the agency's ability to leverage additional resources through its sub-grantee awards.

In the event of reduced federal funding, the Agency will examine current and potential funding sources to identify opportunities to fill gaps in revenue and will work with the local network of service providers to identify other options for delivering important services to low-income Nevada County communities.

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

The Agency, and its sub-grantees, must provide services to low-income residents within the jurisdiction's boundaries. Adherence to this mandate is ensured by verifying program eligibility and residence requirements. Ineligible residents are referred to appropriate agencies for services needed.

[California Government Code §12768](#): Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other eligible entities funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not an MSFW entity, please write “not applicable”.

Not Applicable

INDIVIDUAL AND COMMUNITY ELIGIBILITY REQUIREMENTS

Describe how your agency verifies participant income eligibility:

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

Verifications through public assistance programs such as CalWORKs, CalFresh, and Medi-Cal programs

Other, describe:

Not Applicable

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

All CSBG funded programs have policies and procedures for intake and income eligibility. In cases where the documentation may not be available, staff are required to conduct due-diligence by using client self-declaration forms that are signed by program participants.

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

The Agency uses community data on poverty to direct community-targeted services, ensuring services are provided in communities that have elevated levels of poverty and associated needs; however, this is not a typical use of CSBG funds in the County. The Nevada County Health and Human Services Agency works with several entities that provide funds for community-wide benefit projects; therefore, CSBG funds are not typically applied to these types of projects. However, when community-wide projects are implemented, the Agency takes into consideration census tracking data to ensure that the specific areas receiving public benefit are low-income populations. The County also initiates income verification processes to determine that the benefits are being offered to the low-income sectors of our communities.

MONITORING AND EVALUATION

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

1. Describe your methods for evaluating programs and services.

Monitoring and evaluation are built into all CSBG funded programs in order to track and measure program performance and achievement of outcomes in accordance with stated goals and objectives. Collecting data to substantiate program success is a formalized process in every program at semi-annual and annual points.

Agency-wide tools include annual client satisfaction/needs surveys; annual employee satisfaction/needs surveys; biennial partner/funder/community group surveys; annual external advisory groups; biennial surveys with clients in between CAP years; and semi-annual national performance indicators. The Adult and Family Services Commission is in the process of developing an agency-wide performance scorecard through logic models that support the Agency's strategic objective priorities.

Fiscal monitoring by the Finance Department is ongoing, with formal, monthly reviews by the CSBG Program staff, and annual audits by an independent certified public accountant. The Finance Department is responsible for timely submittal of fiscal reports for CSD contracts.

2. Describe the frequency of evaluations conducted.

The Adult & Family Services Commission is responsible for conducting annual site visits for entities that have been awarded CSBG funds. Data consistent with CSBG 801 and 295 forms are collected bi-annually and reviewed by the Department of Social Services fiscal and contract management staff and presented to the AFSC for preliminary approval. Contracted services are invoiced bi-monthly and updates are provided to the AFSC.

In compliance with the CSD contract, the CSBG staff prepares and submits the NPI report CSD 801 and the Demographic Report CSD 295 reports twice a year – July for January through June program activity, and January for July through December. In March, CSBG staff prepares and submits the CSBG Programmatic Accomplishments and Coordination of Funds Report, CSD 090.

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

A sampling of monitoring activities may include:

- Program assessments monitor an individual program's compatibility with the agency's mission of self-sufficiency; ability to maintain funding without CSBG or administrative assistance (sustainability); efficacy with partners in the community; adequacy and maintenance of IT systems and facilities; employee turnover rate; other community organizations that conduct similar activities or have the ability to assume these activities or strengthen collaboration; risk factors, such as Worker's Comp claims; evidence of low-income participation in program planning; and Employee Council assessment regarding low-income participant feedback and staff development opportunities.
- Client surveys monitor satisfaction with timeliness of services; treatment by staff (welcoming, respectful); cleanliness of facilities; services provided; information provided about other CSBG funded or community services; familiarity with other CSBG programs, etc.
- Agency staff and commission surveys (SWOT analysis) monitor staff satisfaction with job-related training; supervision, top-down and bottom-up communication; compensation; safety; understanding of mission and strategic plan; and more.
- Partner surveys monitor satisfaction with CSBG program staff competency, quality and creativity; level of collaboration; program strengths and areas for improvement; and how CSBG funding benefits the Community and the Agency.
- Finally, each year the CSBG staff independently evaluates CSBG funded programs and provides a narrative report that examines the system's performance and measure the narrow array of services that the CSBG network provides. Where possible, the dollar value of the service outcomes to families served in the system is estimated.

DATA COLLECTION

The success of the CSBG Network relies heavily on the quality and relevance of data collected on individuals and families served. To comply with the requirements set forth by OCS with the

State and Federal Accountability Measures, provide a narrative description on your agency's data collection and reporting process. Explain how your agency ensures accurate data is collected and reported on ALL agency activities, not just CSBG funded activities. Describe the system(s) your agency has in place to ensure accuracy, review the data prior to submission to the State, and how the data is used, analyzed and acted on to improve agency programs and services.

Describe the data collection process.

Currently data collection is program-specific, and in large part based upon funder requirements. Each CSBG funded program is responsible for accurate, timely recordkeeping, and integration of statistical data into a meaningful format to measure client well-being. The Housing and Community Services Department is responsible for timely submittal of programmatic reports for CSD contracts. The Housing and Community Services Department reaches out to all of its funded program agencies, including other public entities, for data/demographics on numbers of low-income persons served in the community. The many members of our collaborating network collect, track and analyze data on their customers; this data is used to develop a variety of different agency reports.

Describe the data reporting process.

Data and reports from the network of partners is captured and provided to internal Agency staff for gleaning prior to being tabulated and used to prepare the CSBG 801 and 295 reports.

In order to capture the unduplicated client count, a general AFSC common intake form will be developed (in planning stages), which includes all of the necessary data elements needed to produce an accurate CSBG 295 report. Every CSBG funded program will go through an evaluation review at a quarterly AFSC meeting. In addition to reporting to the full AFSC, every CSBG program will have a number of program reporting procedures based upon funder requirements.

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

Monitoring and evaluation are built into all CSBG funded programs, in order to track and measure program performance and achievement of outcomes, in accordance with stated goals and objectives. Collecting data to substantiate program success is a formalized process in every program at the quarterly and yearly point.

The Agency is in the process of developing new logic models for a comprehensive and detailed process for collecting outcomes.

As mentioned previously, each CSBG funded program goes through an evaluation review that

takes into consideration how successful the program is and examines client demographics, number of individuals/families served, fiscal considerations, and whether outputs and outcomes are being met.

CSBG/NATIONAL PERFORMANCE INDICATORS (NPI) CAP PROJECTIONS

The Office of Community Services (OCS) published [CSBG IM #152 Annual Report](#) on January 19, 2017. The CSBG Annual Report replaces the current CSBG IS and includes an updated set of CSBG outcome measures that will replace the current NPI structure. CSBG Eligible Entities will begin data collection with the new structure beginning October 2017. As more information is gathered CSD will ask agencies to complete their projections in accordance with the new outcome reporting structure.

APPENDICES (OPTIONAL)

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

APPENDIX A

Community Forum Sign In Sheets

Community Forum Announcements/Invitations

Public Hearing Sign In Sheet

Public Hearing Affidavit

Public Hearing Comments

CNA Survey Tool

Nevada County Community Needs Assessment Forum

Tuesday, November 8, 2016

Love Building/Grass Valley

	Name	Phone #	Email	What Stakeholder Group to do you belong to?
1	Diana Fairbly	530-802-6154	draibly@empoweringcaregivers.org	OSEC
2	YANEE LOPEZ	530-265-7107	mauricelopez@co.nevada.ca.us	
3	ANN KELLEY	626-422-4273	ann.kelley@yattos.com	COMMUNITY
4	Maggie Borowick	916 622-4097	mborowick@agencyyounging.org	AAA/4 SENIORS
5	PHOENIX THURMAN	408 499 2674	PHOENIXTHURMAN@COMCAST.NET	IPM
6	PAUL GALLE	530 802 3666	pgalle@yellco.com	Senior Hour
7	Mary Dewitt, LCSW	530/913-0904	Marydewitt.t.lcsw@gmail.com	Service Provider/Coaches
8	Marysane Hummergrdt	415-515-4945 (cell)	mjdirect@gmail.com	Gold Country YMCA
9	Barb Smith	530 273 5661	smiths11866@comcast.net	ASSC
10	Sandy Jacobsen	530-875-4547	sjacobson@oldcountryservices.org	SENIORS
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12	Mary - AFSC Commission			
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Nevada County Community Needs Assessment Forum

Tuesday, November 15, 2016

Truckee Airport

	Name	Phone #	Email	What Stakeholder Group to do you belong to?
1	Ann Ratick	775-298-4161 ext 104	anner@proteckm.org	Service Provider
2	Andrea Chapman	775-298-1182	andrea@familyshareofnino.org	Service Provider
3	Imelda Valdez	550-386-7448		
4	Heidi Hunt-Cash	775-298-4161	heidi@projectmana.org	Service provider
5	CAROLINA FRAGOSO	530-582-7802	carolina.fragoso@co.nevada.ca.us	Nevada County
6	PEGGY JONES	330 4140105	BTMS@MCC.COM	
7	Rob's Cheese	530 265 1645	Rob.CHOATE@CO.NV.NAPA.CA.US	Nevada County
8	Carol J. J. J. J.	530-587-5645		
9	Lucy J. J. J.	582-1353		
10	Maria Cherech	587-9769		NI City resident
11	Jesse Grubben	587-5152		
12	Chloe Thomas	587-2513	chloe@truckeehc.org	FRC of Truckee
13	Phyllis McConn	446.0264	phyllis@tcf.net	TTCF
14				
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LOCAL & STATE

IN BRIEF

California electric-car rebates jump for lower-income buyers

LOS ANGELES — Lower-income buyers of electric cars will get a bigger break under California's newest rebate rules, while deals for higher earners will disappear.

Changes to the state's Clean Vehicle Rebate Project went into effect this week for buyers of all-electric, plug-in hybrid and fuel-cell cars.

The tweaks are designed to help reach aggressive goals set by Gov. Jerry Brown and the Air Resources Board to vastly increase the number of zero-emission vehicles on highways, the Los Angeles Times reported.

"We want to see different types of communities adopt these vehicles," said Colin Santulli, senior manager of transportation at the Center for Sustainable Energy, the San Diego nonprofit that administers the state's rebate program. "We hope to see a peer effect, a snowball effect that you see with so many other technologies."

People with household incomes less than or equal to 300 percent of the federal poverty level will receive \$4,500 for buying or leasing battery-electric vehicles, \$3,500 for plug-in hybrids and \$7,000 for fuel-cell vehicles.

— Associated Press

Forum for Community Needs Assessment set for Tuesday

Submitted to The Union

The Adult & Family Services Commission in coordination with the Nevada County Health & Human Services Agency is looking for community input on the needs of low-income citizens residing in Nevada County.

The first of two forums to gather input from the community will take place at the Condon Park/Love Building located at 660 Minnie St., Grass Valley, on Tuesday, from 1-3 p.m. Light refreshments will be served.

The second community forum will take place in Truckee at the Truckee Town Hall on Tuesday, Nov. 15.

Other ways to participate are by completing a paper survey, Dial 211 to complete the survey over the phone or by going online at <https://www.surveymonkey.com/r/RBYMX32>.

These surveys will aid in creating a strategic plan and action plan for future programs and services for low-income residents in Nevada County.

For more information, or to obtain a paper survey, contact Suzi Kochems at 530-228-7811 or email at suzi@hrescoc.org, or Rob Choate, Nevada County

Housing & Community Services, 530-265-1645 or rob.choate@co.nevada.ca.us.

Veterans Day events in Nevada County

The Nevada County Stand Down will be sponsoring a Veterans Day breakfast to be held from 6:30-9:30 a.m. on Friday, Nov. 11 at the Peace Lutheran Church, 828 W. Main St. in Grass Valley. Veterans eat for free, but must provide Veterans ID. Children younger than 10 eat for free and for all others the cost is \$5. The public is welcome to attend.

The American Legion Frank Gallino Post 130 will be hosting a Veterans Day ceremony from 10-11 a.m. at the Veterans Memorial Building located at 255 South Auburn St. in Grass Valley. The keynote speaker will be Page Brown from Nevada County Welcome Home Vets. The public is welcome to attend the presentation. Lunch will be provided to all veterans by the Sons of the American Legion Squadron 130.

For more information on these events, contact Kevin Edwards (Nevada County Veteran Service Officer) at kevin.edwards@co.nevada.ca.us or call 530-265-1446.

The Pajama Program helps comfort kids in care

The Pajama Program Bay Area Chapter recently delivered 110 new pairs of pajamas, as well as approximately 90 books for Nevada County children in foster care. The Pajama Program provides new pajamas and books to children in need nationwide, many of whom are waiting to be adopted. The Pajama Program was founded in 2001 and serves children throughout the United States with 60 chapters in 33 states. Thousands of pajamas and books are donated and delivered to agencies who serve children in need in an effort to give them comfort, care and acknowledgement. The pajamas and books have come to represent people who care and want children in the foster care system to know they are loved as well. You can learn more about the Pajama Program at <http://www.pajamaprogram.org/chapters/CA-Bay-Area>.

For more information about The Pajama Program impact in Nevada County, contact Nevada County Child Protective Services Program Manager Nicholas Ready at 530-265-1654 or nicholas.ready@co.nevada.ca.us.

Nov. 4, 2016
Dow Jones
Industrials

42.38

17,888.28

Pct. change from pr

Nov. 4, 2016

Nasdaq
composite

12.04

5,046.37

Pct. change from pr

Nov. 4, 2016

Standard &
Poor's 500

3.48

2,085.18

Pct. change from pr



Gold \$1.30

Name	Last
AT&T	36.50
Bank of America	16.55
BNP Paribas SA	50.64
Emgold Mining	0.025
Hewlett-Packard	22.04
Newmont Mining	37.80



Wishing
a very
T

Call (530) 273-2
\$200 Dis

Serving Nevada

PET OF THE WEEK

"Maxx" is a sweet, house-broken, one and a half year old mutt. He's good with other dogs, very quiet, doesn't bark. To adopt Maxx, contact Grass Valley Animal Shelter, Freeman Lane, Grass Valley, at 530-477-4630.

For more pet adoptions:
— Sammie's Friends Animal Shelter, 1467 McComb

ScootersPals.org.

— Friends Forever, a Cat Sanctuary, 530-885-4228 or <http://www.ffacs.org>.

From our partners: Animals in the news around the globe.

— Chow Chow Rescue of the Sierra Foothills, Mystery Mutts, 530-432-2778, 530-432-2904, <http://www.mysterymutts.com>



Suzi Kochems

From: CSN Coordinator <csnncorg@gmail.com>
Sent: Tuesday, November 01, 2016 1:35 PM
To: CSN Coordinator
Subject: Nevada County Community Needs Assessment – First Forum is Nov. 8
Attachments: Nevada County Community Needs Assessment.docx

Greetings,

You are receiving this email because you are on the CSNNC email list. We are sending this because the first community forum is next Tuesday, Nov. 8 – the same day that our next CSNNC e-newsletter comes out, so timing would be too short for many people to plan to attend.

This info comes from Mike Dent, Director, Department of Social Services, Nevada County Health and Human Services Agency. Please share with your clients and customers as the county is hoping to get a lot of input from the community. **People can provide input via surveys through Nov. 21st, or attend one of the community forums.** All info below and flyer attached.

WHAT – Nevada County Community Needs Assessment

Seeking input on the needs of low-income citizens residing in Nevada County.

The Adult & Family Services Commission in coordination with the Nevada County Health & Human Services Agency is looking for community input on the needs of low-income citizens residing in Nevada County.

WHY

These surveys will aid in creating a strategic plan and action plan for future programs and services for low-income residents in Nevada County.

CHOOSE HOW TO PARTICIPATE

- Attend one of the two community forums - info below and on flyer
- Complete a paper survey
- Dial 211 to complete the survey over the phone
- Do online at the following link: <https://www.surveymonkey.com/r/RBYMX32>

TWO COMMUNITY FORUMS - Light refreshments will be served

1st forum - GRASS VALLEY

November 8, 2016 from 1-3 pm @ Condon Park/Love Building, 660 Minnie Street, Grass Valley

- OR -

2nd forum - TRUCKEE

November 15, 2016 from 1-3 @ Truckee Town Hall, 10183 Truckee Airport Road, Truckee

INFO

For more information, or to obtain a paper survey, please contact Suzi Kochems 530-228-7811 or email at: suzi@hrscoc.org OR Rob Choate, Nevada County Housing & Community Services, 530-265-1645 or email at: rob.choate@co.nevada.ca.us

Warmly,
Susan

Susan Sanford, Coordinator



COMMUNITY SUPPORT NETWORK OF NEVADA COUNTY

[Home](#)[Meetings](#)[Calendar](#)[Partners](#)[News](#)[Contact Us](#)[SIGN UP FOR NEWS](#)

SEARCH NEWS

RECENT NEWS

[Nevada County Community Needs Assessment - First Forum is Nov 8](#)[This Wednesday's CSN Meeting - 'Community Health Improvement Plan \(CHIP\) - What We've Learned and What's Next' - November 2, 2016](#)[Children's Health Coverage Outreach - Flyers & Posters](#)[NEOS 'Light the Way for Youth' Giving Campaign - through Nov. 29](#)[Free Clothing Ministry - God's Closet - Nov. 4](#)[Healthy Family Fun Day at Chapa-De - Nov 5](#)

NEVADA COUNTY COMMUNITY NEEDS ASSESSMENT - FIRST FORUM IS NOV. 8

November 1, 2016

This info comes from Mike Dent, Director, Department of Social Services, Nevada County Health and Human Services Agency. Please share widely as the County is hoping to get a lot of input from the community. People can provide input via surveys through Nov. 21st, or attend one of the community forums. All info below and in this flyer: [Friday-memo-needs-assessment-announcement](#)

WHAT - Nevada County Community Needs Assessment

Seeking input on the needs of low-income citizens residing in Nevada County.

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- Complete a paper survey
- Dial 211 to complete the survey over the phone
- Do online at the following link <https://www.surveymonkey.com/r/RBYMX32>

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November 15, 2016 from 1-3 @ Truckee Town Hall, 10183 Truckee Airport Road, Truckee

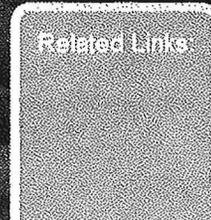
Friday Memo for 10/28/2016

Published on: 10/28/2016 2:01 PM

If you're reading this in email, view the Friday Memo on www.MynevadaCounty.com



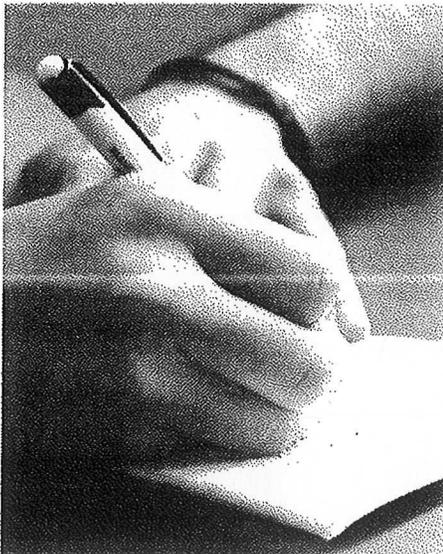
Published 10/28/2016



Articles:

- County Prevails in Lockyer Legal Costs
- Nevada County Unemployment Rate Declines
- Board Approves Soda Springs Area Plan
- Nevada County Community Needs Assessment
- Tree Mortality and Bark Beetle Workshop for Landowners
- 211 Nevada County Launches New Website with Guided Search
- Library Events

Nevada County Community Needs Assessment



The Adult and Family Services Commission in coordination with the Nevada County Health and Human Services Agency is looking for community input on the needs of low-income citizens residing in Nevada County.

You can participate by attending the community forum, by completing a paper survey, call 211 to complete the survey over the phone, or complete the survey online here.

Participate in the Community Forum on November 8, 2016 from 1:00 p.m. - 3:00 p.m. at Condon Park/Love Building, 660 Minnie Street, Grass Valley or on November 15, 2016 from 1:00 p.m. - 3:00 p.m. at Truckee Town Hall-2nd Floor, 10185 Truckee Airport Road, Truckee.

You may provide your input through November 21st.

For more information, or to complete a paper survey, please contact Suzy Kochems, (530) 228-7811 or email at

suzi@hrcscoc.org or Rob Create, Nevada County Housing and Community Services, (530) 265-1645 or email at rob.create@co.nevada.ca.us.

(Back to the Top)

Nevada County Community Needs Assessment

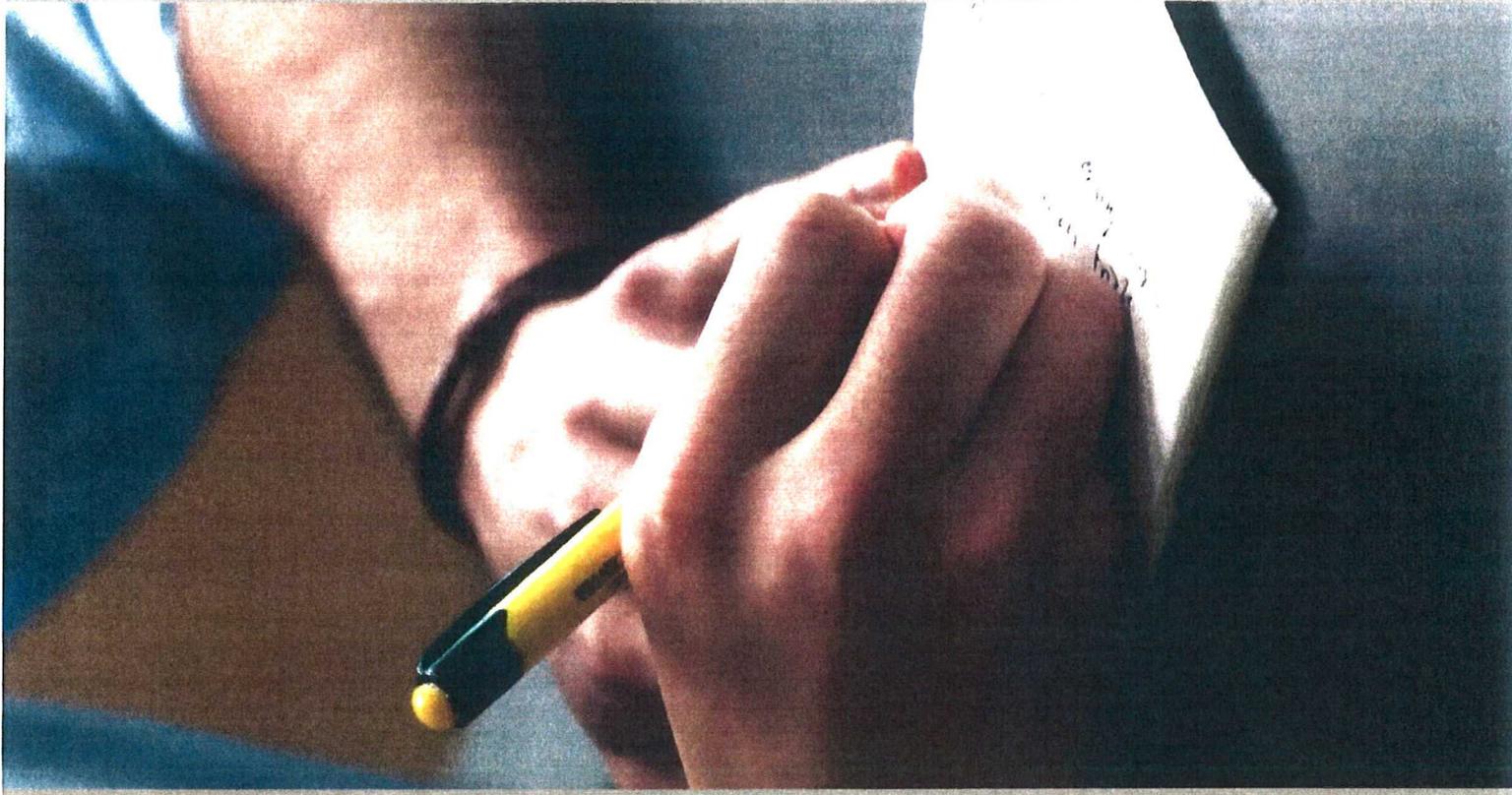
Participate in the Community Forum
on November 8, 2016 from 1-3 pm
Condon Park/Love Building
666 Minnie Street, Grass Valley

The Adult & Family Services Commission in coordination with the Nevada County Health & Human Services Agency is looking for community input on the needs of low-income citizens residing in Nevada County.

You can participate by attending the community forum, by completing a paper survey, or to participate in the needs assessment online go to the following link:

<https://www.surveymonkey.com/r/PBYMX32>

For more information, or to obtain a paper survey, please contact Suzi Kochems, 530-228-7811 or via email at: suzi@nrcscoc.org



Nevada County Community Needs Assessment

Participate in the Community Forum on

November 15, 2016 from 1-3 pm

Town Hall 2nd Floor

10188 Truckee Airport Rd., Truckee

*Light refreshments will be served

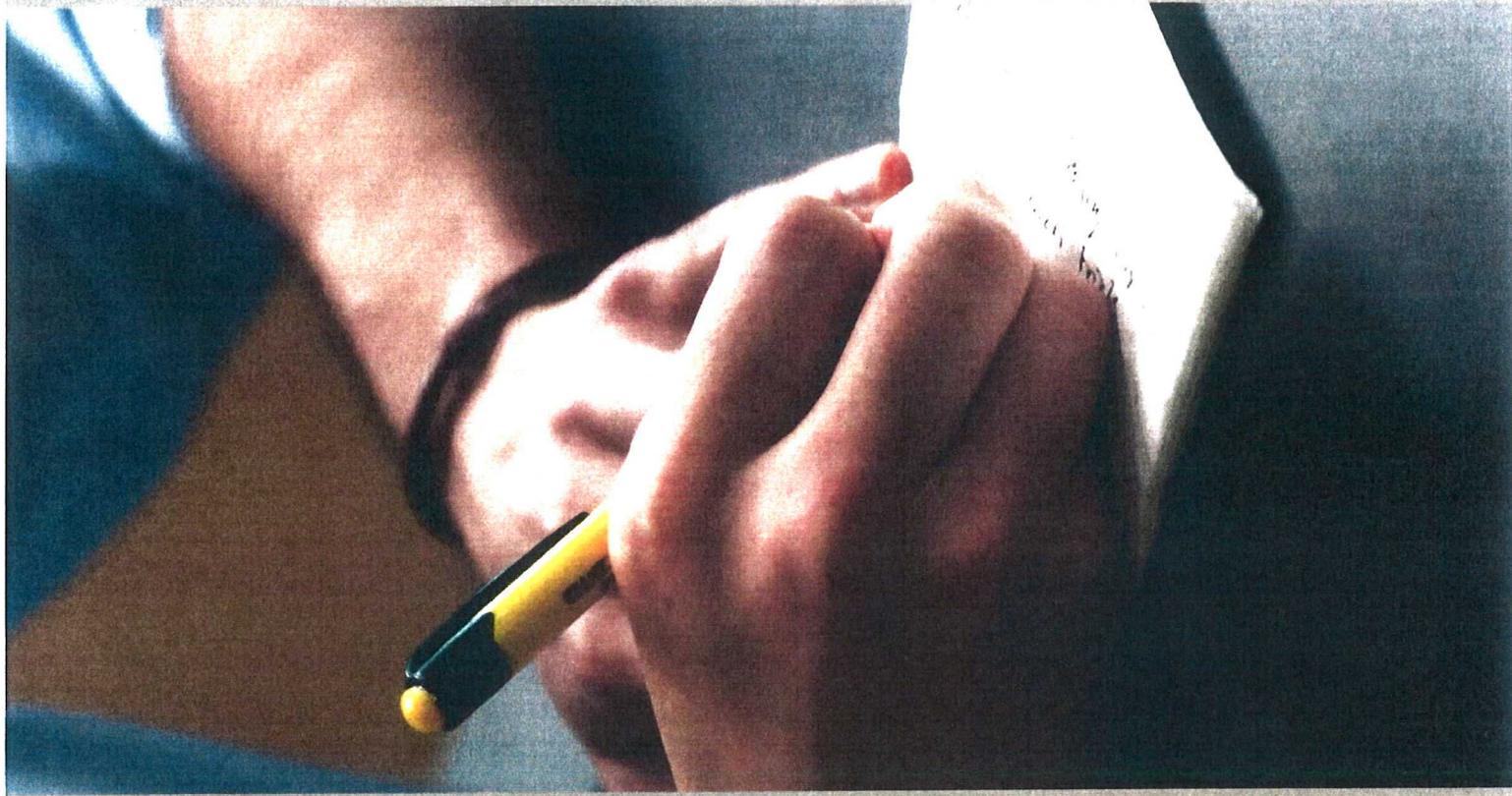
The Adult & Family Services Commission in coordination with the Nevada County Health & Human Services Agency is looking for community input on the needs of low-income citizens residing in Nevada County.

You can participate by attending the community forum, by completing a paper survey, call 271 to complete the survey over the phone, or to participate in the needs assessment online go to the following link:

<https://www.surveymonkey.com/r/RBYMX32>

You may provide your input through November 21st.

For more information, or to obtain a paper survey, please contact Suzi Kochems 530-228-7811 or via email at: suzi@nccscoc.org OR Rob Choate, Nevada County Housing & Community Services, 530-265-1644 or via email at robchoate@com.nevada.ca.us



Adult and Family Services Commission (AFSC)

Published on: 3/16/2015 4:00 PM

MISSION STATEMENT

The purpose of this Commission is to represent the community to the Board of Supervisors on issues regarding health and human services and family interests of all residents of Nevada County.

The Commission provides policy advice to the Board of Supervisors; appraises and evaluates county health and human services programs; participates in long range planning processes; helps identify and coordinate community resources, including the Community Services Block Grant (CSBG), that can be used to provide collaborative solutions to health and human services needs; oversees the extent and the quality of the participation of low income constituents in the CSBG funded programs; participates in activities of the Agency on Aging Area 4 (AAA4), Advisory Council; provides advice and recommendations to the Board of Supervisors on issues relating to Adult Day Services and Adult Day Health Care; provides assistance in educating the community on health and human services needs; and promoting intergenerational relations and activities, which facilitates the generations working together to solve problems and enriching the lives of all.

Board Agendas (2017, 2016, 2015, 2014, 2013)
Board Minutes (2017, 2016, 2015, 2014, 2013)
Community Action Plans (2016/2017, 2015/2014, 2013/2012)

- Community Action Plan (CAP) Draft 18-19
- Community Action Plan (CAP) Appendix A 18-19
- Community Action Plan (CAP) Appendix B 18-19
- Members of the Adult & Family Services Commission
- Bylaws of the Adult & Family Services Commission and associated Staff Report



Mike Dent
Director of Social Services
Social Services
350 Nevada Avenue, Suite 120
Nevada City, CA 95959
Hours: 8am-5pm M-F
Phone: 530.265.1340
dss@co.nvada.ca.us

Related Items:

No related pages or documents were found.

Search



Related Links:



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NEVADA COUNTY HOUSING & COMM.,
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NEVADA CITY, CA 95959
Attn: Rob Choate

Bailee Taylor says:

That (s)he is a legal clerk of the
Sierra Sun,
a newspaper published Wednesday and Friday
at Truckee, in the State of California.

Copy Line

PH 2018/19 Community Action Plan

PO#:

Ad #: 0000063589-01

of which a copy is hereto attached, was published
in said newspaper for the full required period of
1 time(s) commencing on **06/07/2017**,
and ending on **06/07/2017**, all days inclusive.



Signed: _____
Date: 06/07/2017 State of Nevada, Carson City

Price: \$ 195.60

"I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct."

Proof and Statement of Publication

Ad #: 0000063589-01

NOTICE OF PUBLIC HEARING
TO BE HELD AT THE SUBMITTAL PHASE OF
THE 2018/2019 COMMUNITY ACTION PLAN
FOR PLANNING UNDER THE COMMUNITY
SERVICES BLOCK GRANT AS REQUIRED BY
THE DEPARTMENT OF COMMUNITY
SERVICES AND DEVELOPMENT

NOTICE IS HEREBY GIVEN that the Nevada County Board of Supervisors, in coordination with the Department of Social Services, will conduct a public hearing on Tuesday, June 13, 2017 at 9:00 AM, or as soon thereafter as the business of the board will allow, at the Nevada County Board of Supervisors' Chambers, Eric Rood Administration Center, First Floor, 950 Maidu Avenue, Nevada City, California to discuss the service needs and priorities of Nevada County and to solicit citizen input.

The Nevada County Adult and Families Commission, on behalf of the County of Nevada, is in the process of submitting an updated Community Action Plan (CAP Plan) for the 2018/2019 program years. The CAP Plan guides service development and delivery for the next two years, based on community and agency input regarding service needs and gaps in the County. The draft 2018/19 Community Action Plan was prepared utilizing input gathered during two public forums held in both the Western and Eastern portions of the County, as well as with information collected from community surveys completed by members of the low-income community and service providers.

The purpose of this public hearing will be to give citizens an opportunity to make their comments known. If you are unable to attend the public hearing, you may direct written comments to Rob Choate at rob.choate@co.nevada.ca.us or you may telephone him at (530) 265-1645 or you may contact Tamaran Cook at tamaran.cook@co.nevada.ca.us or you may telephone her at (530) 265-7160; comments must be received no later than 12:00 pm on June 13, 2017. In addition, a public information file is available for review at the above address between the hours of 8:00 am -- and 4:30 pm Monday through Fridays. To find out more information about the proposed DRAFT 2018/2019 CAP Plan it can also be viewed on the Adult and Family Services Commission webpage at [http://www.mynevadacounty.com/nc/hhsa/dss/Pages/Adult-and-Family-Services-Commission-\(AFSC\).aspx](http://www.mynevadacounty.com/nc/hhsa/dss/Pages/Adult-and-Family-Services-Commission-(AFSC).aspx)

If you plan on attending the public hearing and need a special accommodation because of a sensory or mobility impairment/disability, or have a need for an interpreter, please contact Rob Choate at (530) 265-1645 to arrange for those accommodations to be made. Notification 24 hours prior to the public meeting will enable the County to make reasonable accommodations to assure accessibility at the meeting.

The County of Nevada promotes a variety of services and makes all programs available to low- and moderate-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status, familial status, political affiliation or disability.

By: Rob Choate
Nevada County Social Services
May 10, 2017

Pub; June 7, 2017

Ad#0000063589

**NEVADA COUNTY
PUBLISHING COMPANY
Grass Valley, CA**

**AFFIDAVIT OF PUBLICATION
THE UNION**

Customer Account: # 1167969
**Reference: NOTICE OF PUBLIC HEARING
TO BE HELD AT T**

Legal Account
Nevada County Housing & Community
950 Maidu Avenue
NEVADA CITY, CA 95959
Attn: .

County of Nevada, State of Calif. The undersigned, **Leslie Robbins**, being the principal clerk of the **Nevada County Publishing Co.** declares that the **Nevada County Publishing Co.** now is, and during all times herein named, was a corporation duly organized and existing under the laws of the State of California, and now is, and during all times herein named was the printer of **THE UNION**, a newspaper of general circulation, as defined by Section 6000 of the Government Code of the State of California, printed and published daily (Sundays excepted) in the City of Grass Valley, County of Nevada, State of California, and that affiant is the principal clerk of said Nevada County Publishing Co.

That the printed advertisement hereto annexed was published in the said UNION, for the full required period of **1** time(s) commencing on **6/7/2017**, and ending on **6/7/2017**, all days inclusive.

I certify, under penalty of perjury, the foregoing is true and correct.

Signed: Leslie Robbins
Legals Advertising Clerk

**Proof and Statement of Publication
Ad #: 12849674D**

**NOTICE OF PUBLIC HEARING
TO BE HELD AT THE SUBMITTAL PHASE OF THE 2018/2019
COMMUNITY ACTION PLAN
FOR PLANNING UNDER THE COMMUNITY SERVICES BLOCK GRANT AS
REQUIRED BY THE DEPARTMENT OF COMMUNITY
SERVICES AND DEVELOPMENT**

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The County of Nevada promotes a variety of services and makes all programs available to low- and moderate-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status, familial status, political affiliation or disability.

By: Rob Choate
Nevada County Social Services
May 10, 2017

Publish: June 7, 2017

Ad#12849674

**Nevada County Adult and Family Services Commission
Community Services Block Grant Public Hearing Comments-06/13/17**

Comment/Concern	Addressed in CAP?	What page, if so?	If not, indicate the reason
No public comments were made			

Nevada County Community Needs Assessment

1. Tell us about you and your family/household

Nevada County's Adult and Family Services Commission is conducting a study of the needs of low-income people in its communities. Results from the study will be considered by the Commission and the Nevada County Health & Human Services Agency for planning, developing and delivering community activities, services and initiatives.

* 1. In what city/community do you live?

* 2. What stakeholder group do you belong to? Select the answer that best describes your group.

- Community Citizen
- Program Participant/Recipient of Public Services
- County Government
- City Government
- Board of Supervisors
- Health Care Provider
- Faith Based Organization
- Service Organization
- Public/Private Housing Organization
- Law Enforcement
- Private Business
- Other

Other (please specify)

* 3. What is your age?

Under 18

18 to 24

25 to 34

35 to 44

45 to 54

55 to 64

65 or older

* 4. How many children under age 18 live in your household?

0

1-2

3-4

5 or more

* 5. How many family members live in your household?

1-2

3-4

5-6

7 or more

* 6. Has anyone in your household ever served on active duty in the United States Armed Forces?

Yes

No

* 7. What language is mostly spoken in your home?

English

Spanish

Hmong/Laotian

Other

Other (please specify)

* 8. What is your gender?

Male

Female

Other

9. Which of the following best describes your current marital status?

Single and never married

Living with a partner

Married

Separated

Divorced

Widowed

* 10. What is your race/ethnicity? (please check all that apply)

Black or African, including Somali, Oromo and other African natives

American Indian or Native American

Asian American or Asian, including Southeast Asian and Pacific Islander

Hispanic/Latino

White

Other

Other (please specify)

* 11. What is your household's yearly total combined income?

Less than \$12,000

\$12,000-\$15,000

\$15,001-\$20,000

\$20,001-\$25,000

\$25,001-\$30,000

More than \$30,000

* 12. With the following options, please estimate the percentage of household income that comes from each source

	None	1/4	1/2	3/4	All or almost all-more than 3/4
Full-time Job	<input type="radio"/>				
Part-time Job	<input type="radio"/>				
Own Business	<input type="radio"/>				
Retirement Benefits	<input type="radio"/>				
Social Security Income	<input type="radio"/>				
Rental Assistance	<input type="radio"/>				
Public Assistance (CalFresh, etc.)	<input type="radio"/>				
Unemployment Insurance	<input type="radio"/>				
Disability/SSDI	<input type="radio"/>				
Child Support	<input type="radio"/>				
Alimony	<input type="radio"/>				

* 13. What is the highest level of education anyone in your household has completed?

Less than high school, no diploma or GED

High school diploma or GED

Some college, no degree

Associates degree (AA)

Bachelor's degree (BA/BS)

Post graduate degree

* 14. What type of housing best describes where you live now?

A single-family home

A mobile home

An apartment

A condominium or townhouse

Assisted living facility

Another type of housing arrangement, please specify:

* 15. With regard to your current home, do you...

Rent

Own

Sublet

Live in an assisted living facility

None of the above; I/we are currently homeless

Other

Other (please specify)

16. If you are homeless, please describe your living situation

I stay temporarily with family members

I stay temporarily with friends

I stay temporarily at an emergency shelter

I sleep on the streets

I camp in a park, near or a creek, or under a bridge

I sleep in my car or other vehicle

I sleep in a motel

Other

Other (please specify)

17. If you are homeless, or have had times of homelessness, what do you think are the reasons for your homelessness? (check all that apply)

Lack of sustainable income/poverty

Lack of job opportunities

Lack of affordable health care

Lack of affordable housing

Lack of mental health assistance

Substance dependency disorder

Domestic violence

Decreased public assistance programs

Lack of available rental units

Other

Other (please specify)

* 18. Has your household filed for the Earned Income Tax Credit on the federal tax return?

Yes

No

I don't know

19. If not, why not?

I don't think I/we qualify

I do not know about Earned Income Tax Credit

Other

Other (please specify)

Nevada County Community Needs Assessment

2. Tell us about your concerns

In order to better understand the issues you and your family face, please provide us with information concerning your health care/insurance needs, housing/shelter needs, transportation needs, and employment-related needs. We are seeking to help address these issues in Nevada County.

* 20. Please select all medical insurances your or any member of your family/household has (please select all that apply)

- Dental
- Healthy Families
- Medi-Cal
- Medicare/VA
- Private Health Insurance
- Vision Insurance
- None of the above

If you have other coverage, or in addition to the above, please list here:

* 21. Is any member of your household suffering from an illness or injury (listed below) that is not being treated because of a lack of insurance and/or financial resources?

Yes

No

Medical Condition

Major Illness

Physical Injury

Mental Illness

Dental Condition

Eye/Vision Condition

Other

* 22. Please identify any needs you have relative to accessibility in your home.

	Yes	No
Grab bars in bathroom/shower	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair ramp	<input type="checkbox"/>	<input type="checkbox"/>
Lowered thresholds	<input type="checkbox"/>	<input type="checkbox"/>
Wider doorways	<input type="checkbox"/>	<input type="checkbox"/>
Lowered counters	<input type="checkbox"/>	<input type="checkbox"/>

* 23. What is your family's main source of transportation?

We own a vehicle

We use public transportation

We use bicycles

We have friends who give us rides

We walk

Other

Other (please specify)

24. Are there full-time living wage (\$15 per hour or higher) employment opportunities available in your community?

There are an insufficient number opportunities for living wage jobs

There are a sufficient number of opportunities

There are an excessive number of opportunities

There are no opportunities for living wage jobs

Unsure

* 25. Why do you believe people have problems getting or keeping a full-time living wage job? (select the top 3 that apply)

- Jobs are just not available
- Need better technical job skills
- Language barriers
- Lack of education
- Substance abuse issues
- Lack of transportation
- Lack of child care
- Need better communication skills
- Physical, mental or health issues
- Other

Other (please specify)

* 26. Do you, or anyone in your household, need and/or currently receive any of the following services?

	Someone in my household is currently receiving this service	Someone in my household needs this service, but is not currently receiving it	No one in my household needs this service
A. Legal services, such as help with an unlawful detainer, immigrant services, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Accessing financial benefits you are eligible for such as food support or disability benefits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Adult basic education?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Help getting a rent subsidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Help with mortgage payments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Help paying your utility bills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Help with household chores or home repairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Help budgeting money and/or paying bills on time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Someone in my household is currently receiving this service	Someone in my household needs this service, but is not currently receiving it	No one in my household needs this service
--	---	---	---

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| I. Learning to read/write in English? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| J. Senior housing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| K. Education about tenants and landlords rights and responsibilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| L. Help with preventing eviction? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| M. Getting healthy food to eat? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| N. Help getting clothes to wear? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| O. Help dealing with alcohol or drug problems? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P. Help dealing with domestic violence? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Q. High quality child care? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| R. Early childhood education to get young children ready for school? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

* 27. Which of the following program/services have you or someone in your household received from Nevada County providers in the last two years?

- | | | | |
|---|------------|----|-----|
| | Don't Know | No | Yes |
| A. Senior Dining -meals at senior dining sites and Meals on Wheels for homebound seniors | | | |
| B. Chore -assists seniors with yardwork and minor household repairs | | | |
| C. Housing -emergency rental assistance and permanent supportive housing | | | |

Don't Know

No

Yes

D. Housing Services-
rental deposit
assistance, budgeting,
credit counseling and
repairs, legal aid

E. Head Start-center-
based early childhood
education

F. Early Head Start-
home-base early
childhood education

G. Child Care Aware-
child care information
resource about
children's health, safety
and best practices for
early learning

**H. Care Crisis
Nursery-**24-hour crisis
support phone line and
temporary emergency
child care

**I. Supplemental
Nutrition Assistance
Program
(SNAP)/CalFresh-**
helping families obtain
food

J. Food Shelf-providing
nutritionally balanced,
supplemental food for
families

**K. WIC (Women Infant
& Children)-**monthly
food vouchers and
nutritional education

L. Job Training-
vocational and technical
skills development

**M. Wrap
Around Services-**
alcohol and substance
abuse services, mental
health services, cognitive
behavioral therapy,
anger management,
children's services

Don't Know

No

Yes

N. Healthy Families-
home visiting for first
time parents/families

28. Please provide any additional information that you think will help identify the needs of the community.
Thank you.

APPENDIX B

Community Needs Assessment Analysis

Community Needs Assessment for The Adult and Families Services Commission (AFSC) serving as the Community Action Agency of Nevada County, California

Summary of Key Findings

December 2016

Prepared by:

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SILK Consulting Group

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We would especially like to thank the Nevada County Adult and Family Services Commission's Strategic Planning Sub-Committee for their input and guidance throughout this project.

We would also like to thank the dozens of community representatives and local nonprofits who took time to participate in the community forums to ensure that the assessment gathered key informant input as part of the study.

Special thanks to the team at 211 Nevada County for their development of a resource directory that residents can access to find information about local and regional agencies offering services in many different areas.

Finally, we are very grateful to the 248 community members who completed a survey as part of this Community Needs Assessment (CNA). Their input was critical in the development of this report.

Personal thanks to the following people who went above the call of duty to garner low-income input to this project:

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Introduction

In 1964, Congress passed the Economic Opportunity Act to begin America's War on Poverty. Thus, a network of Community Action Agencies arose across the county to alleviate the impact of poverty at a local level to support people with low incomes to improve the quality of their lives. Community Action Agencies administer Community Services Block Grant Funding and are overseen by the California Department of Community Services and Development, and at a federal level by the Office of Community Services, an office of the Administration for Children and Families, a unit of the U.S. Department of Health & Human Services.

Through the Nevada County Social Services Department, a public agency, Community Services Block Grant funding is dedicated to bringing resources together to reduce poverty. The Adult and Family Services Commission, the advising tri-partite board, works to ensure that funds dispersed in support of community programs focus in five key focus areas: (1) Food and Nutrition, (2) Safe and Stable Housing, (3) Transportation and Core Service Connectivity, (4) Education Attainment, (5) and Specialty Health Care.

Every three years, Community Services Block Grant funding requires the county to complete a comprehensive community needs assessment and internal evaluation, basing our two-year plan on the information that we unveil during the process. The resulting Community Action Plan (CAP) provides a base line for us as we move the funding forward. Our most recent community needs assessment incorporates the input of hundreds of community members and low-income residents, community based organizations, partner agencies and staff. It is the only document of its kind geared solely at no or low-income individuals and families, providing a local source of information about what it is like to live in Nevada County and how difficult it is to make ends meet. The Great Recession may be over, but the gap between rich and poor has widened to an all-time high. The agency, and many service providers, both public and private, struggle with chronic underfunding for many of their programs.

The 2016 Nevada County Community Needs Assessment (CNA) was designed to meet the federal funding requirement and to provide the county with an in-depth understanding of low-income household needs in the communities that they serve. This assessment was developed through a collaborative multi-tiered approach, and is based on qualitative and quantitative data; including demographic, social, economic, and environmental factors that impact the lives of low-income persons (reference Chart 1 for a list of sources). The CNA, as well as the subsequent Strategic and Community Action Plans are based on publicly available data and information gathered through the survey tool and assessment process. Input was captured through a web-based survey tool; community forums and smaller collaborative meetings.

This summary report provides the key findings from the needs assessment that was conducted by SILK Consulting Group, on behalf of the Adult and Family Services Commission and Nevada County, in the fall of 2016.

Executive Summary

This report presents the results of the 2016 Nevada County CNA administered as a requirement of federal Community Services Block Grant funding. The survey was distributed to nearly 400 households with low-income, homeless or senior sub-populations and 248 surveys were responsibly completed and included in the report. The survey was distributed by local community partners and mainstream service providers such as: Nevada County Behavioral Health, Nevada County Social Services, Agency on Aging-Area 4, Sierra Senior Services, Tahoe/Truckee Community Foundation, Project Mana, SPIRIT Peer Empowerment, Truckee Family Resource Center, Gold Country Services, Streicher House, Homeless Resource Council of the Sierras, Nevada County Coordinating Council, Victor Community Services, Interfaith Food Ministries, Sierra Roots, Divine Spark, The Salvation Army-Grass Valley Corps, Connecting Point, Hospitality House, First 5 Nevada County, Tahoe Safe Alliance, and many others.

The author believes that the data supports the following conclusions:

Safe and Stable Housing

- ◆ Most low-income respondents own their own home (41.94%) or rent (36.29%)
- ◆ For low-income respondents reporting homelessness, 29.23% cited that they stay with family or friends, 16.92% stay in an emergency shelter, 52.31% state that they stay in a place not meant for human habitation
- ◆ The reasons for homelessness as reported by respondents include: a lack of sustainable income/poverty (17.57%); lack of affordable housing units (14.86%); lack of available rental units (12.16%); and, substance abuse disorder (12.16%)
- ◆ 2.88% of respondents need assistance budgeting to stabilize housing
- ◆ 8.15% of respondents need legal aid/education about tenant's rights and preventing evictions

Transportation & Connectivity to Core Services

- ◆ Many low-income respondents (73.93%) own their own vehicle; 21.37% rely on other means of public or private transportation
- ◆ Of the respondents that rely on other means of transportation, there are further issues of reliability, access to transportation for disabled or senior persons, and location/frequency of drop-off and pick-up locations

Health Care

- ◆ Most low-income respondents (90.95%) have a form of health insurance coverage. Only 40.09% of respondents reported having dental coverage
- ◆ Only 45.69% of low-income respondents reported having private insurance while the remainder had government subsidized insurance coverage; many commented on the political and financial implications of the Affordable Care Act (ACA) being thrown out
- ◆ 9% of low-income respondents indicate some level of concern about their mental health or that of a family member
- ◆ 14.66% of respondents reported that someone in their household had a medical condition that was not being treated
- ◆ There is an evident need for respite care for relative caregivers

Food and Nutrition

- ◆ 14.16% of low-income respondents need assistance getting healthy food to eat while only 20.6% of respondents have accessed mainstream resources for food and 10.73% have accessed a food pantry for nutritional, supplemental food for families; of the respondents that were seniors, 13.68% access a senior meal program on a regular basis
- ◆ Many community forum respondents reported that there are food insecurities for the working poor

Education Attainment

- ◆ 6.4% of the low-income respondents reported that they access early childhood education programs to prepare their children for school
- ◆ Currently, 3.86% of the respondents are receiving adult education from mainstream resources
- ◆ There is a lack of resources for special populations, such as the elderly and special needs children, i.e.-navigators or mentors that could assist with follow through

Stated Areas of Need

- ◆ For senior respondents, the overwhelming majority need some sort of personal assistance, i.e.- help with household chores, running errands, small home repairs, paying bills, etc.
- ◆ Advocacy assistance that includes tenant's rights (8.15%), eviction prevention (4.72%), immigration services (3.43%) were also identified as gaps
- ◆ 13.3% of respondents stated that they need financial assistance with utility bills but aren't receiving it; while 5.58% of respondents currently receive utility assistance
- ◆ The top 4 reasons given for why people are unable to get/keep a full-time living wage job are: jobs are just not available (42.42%); lack of education (26.84%); lack of technical job skills (25.97%); substance abuse issues, lack of transportation and physical, mental or health issues (each at 24.68%)
- ◆ In the Truckee area, there is inequity with programs and services that the rest of the county has; outlying areas also need comprehensive services

Snapshot of Nevada County

Nevada County is a small, rural county that covers 957.6 square miles between the Yuba County line to the west across the Sierra Nevada Mountains to the Nevada state line to the east. There are three incorporated cities within the county-Grass Valley, Nevada City and Truckee. One-third of the counties residents live in the unincorporated cities of Alta Sierra, Lake of the Pines, Lake Wildwood, Penn Valley, Washington and North San Juan. Nevada City, the county seat rests approximately 60 miles northeast of Sacramento and the Town of Truckee is another 65 miles on the eastern side of the Donner Pass. It is important to note that the county has drastically different levels of services, gaps and needs in the eastern part of the county on the other side of the mountain range. The county is geographically split into two regions referred to as Western Nevada County and Eastern Nevada County.

The Western region is comprised of the county seat, Nevada City, and the county's largest city, Grass Valley; may smaller established communities also contribute to the western region and its nearly 81,852 population. The Eastern region is comprised of one incorporated town, Truckee, and several small, rural communities that are geographically isolated and socioeconomically diverse from one another. The population in Truckee is 16,180, which is roughly 16% of the county's 98,764 population-up 7% from the 2000 census.

Established in the height of the Gold Rush era, Nevada County still maintains the miner spirit which is of interventions. This spirited mentality has made way for a movement inspired by going green, environmental preservation, organic and locally grown foods and products, as well as alternative, spiritual endeavors.

The number of households in poverty in 2014 was 4,450 or 8.2% of total households, 3.5% lower than the state and federal average. It is estimated that 8.2% of all households were living in poverty within Nevada County, compared to the national average of 11.5%. Of the households in poverty, married couples were 7.7% higher that the state average and male householder poverty rates were 2.8% higher than the state average.

Methodology

In the fall of 2016, a total of 68 community partners from the Nevada County service area were contacted to share the survey using paper copies and electronically via email, survey monkey (web-based tool) and county websites. To engage the target population directly, SiLK Consulting Group conducted a survey of current Community Action Agency (CAA) program participants. The survey was also made available to other low-income residents who may not be CAA program participants. The 28-question survey asked about the primary needs of adults and children in

participant's households. Additionally, the survey asked about participants' use of existing programs, as well as challenges related to meeting their household's basic needs. A total of 92 surveys were completed via the web-based tool, and a total of 156 picked up the survey from local service providers or community partners. The total number of responses to the survey was 248, a 62% response rate.

Another aspect of the Nevada County CNA was collecting feedback from the commission members, the public, and community service partners about the needs of low-income individuals and families. Two community forums were held; one in northern Nevada County and one in the eastern portion of the county. The forums were conducted to answer three research questions: (1) What are the needs of low-income Nevada County residents? (2) What are the gaps in services? (3) What strategies should the County look at to address the needs?

The purpose of the community partner's forum was to gather valuable data pertaining to how low-income individuals and families use community services, from the perspective of service providers and advocates within the county. Quantitative questions provided a direct measurement of the services being used by the low-income population. Qualitative questions were implemented to determine why certain patterns of service use occur, as well as to obtain valuable information that is not possible with quantitative surveys. Text entries in response to quantitative questions was used primarily for "other response options. In these cases, respondents were adding responses that were not present in the existing list of survey questions, or to add clarity to an answer. The responses to "other" were reviewed and themed if there were at least three similar comments. If a comment was not represented at least three times, it was not discussed in the results section.

Because the community forums were focused on a specific population, a conscious effort was put forth to recruit participants who understood how low-income individuals and families use services from the program provider's perspective. Nevada County program staff used their vast network of low-income service providers and community relationships to develop a contact list of 40 direct service providers, both public and private. Several communication emails were sent out to start the process of informing participants about the survey tool and community forums. A total of 31 community service partners responded, resulting in a 78% response rate. The community forums took place over a 6-week period and because of the timing of the forums (November and December), many partners chose to partake in the process by communicating their responses via email, over the phone or through other community based meetings that occurred during the same time frame.

In addition to the community forums and web-based/paper survey tool, two other strategies were used to collect data to determine gaps in services for low-income residents in Nevada County. The first was a demographic overview of the area. Available data from the U.S. Census Bureau, Community Commons, and other sources were used to document the characteristics of, and areas of need for, the population of interest. These data elements included housing data, employment, education, income, nutrition and health care, as well as other demographics. Secondly, a comparison of data from recently completed needs assessments provided by previously identified

organizations were scanned to give a comprehensive description of the greatest needs and gaps in services for low-income people in Nevada County.

Participants

Of the 248 respondents, the majority (58.07%) were over the age of 45. 33% of the respondents fall far below the poverty line with income of less than \$12,000 annually. 90.73% of respondents are white, and 96.77% speak English at home. 44.08% of those surveyed are married or living with a partner. Nearly three-quarters (72.58%) of those surveyed are households without minor children.

Community Needs Assessment Survey Sample and Respondents (rounded)

Characteristics	N	%
All Respondents	248	100%
Male	88	35%
Female	157	63%
Race/Ethnicity (N=248)		
White	225	91%
Hispanic/Latino	15	6%
American Indian/Native American	7	3%
Asian/Asian American/Pacific Islander	7	3%
Other	6	2%
African or Black	5	2%
Program Needs-currently accessing (N=233)		
Mainstream Benefits	35	15%
Substance Abuse Treatment	26	11%
Healthy Food	24	10%
Access to Clothing	14	6%
Assistance with Utility Bills)	13	6%
Rent Subsidy Assistance	12	5%
Household Type (N=248)		
No children	180	73%
One-two children	53	21%
Three or more children	15	6%
Poverty Status (approximated) (N=248)		
Less than 100% of FPL	82	33%
100% to less than 133%	15	6%
Above 133%-250% of FPL	35	14%
County Participant Residence (N=248)		
Grass Valley	123	50%
Nevada City	69	28%
Truckee	34	14%
Penn Valley	10	4%
Rough & Ready	4	2%
Alta Sierra	3	1%
Lake of the Pines	3	1%

North San Juan	1	<1%
Lake Wildwood	1	<1%

Response Rates

SILK Consulting group makes every effort to obtain as high a response rate as possible when collecting survey data. For the 2016 CNA survey, SILK utilized the following techniques to enhance response rates:

- ◆ Initial email invites for the web-based online survey were sent by Suzi Kochems-the Homeless Continuum of Care Coordinator, Rob Choate-CSBG Program Manager, and Michele Violett- Nevada County Behavioral Health Analyst. By employing three different people, with vastly different resource networks, we could reach a larger audience.
- ◆ There were three reminder emails sent out to each of the networks asking them to share the survey with their program participants, partners and on their website.
- ◆ Data collection was extended by two weeks to allow individuals and partners ample time to respond given the corresponding holidays during the period of assessment.
- ◆ Consultant and program staff connected with service providers and could pick up and hand deliver surveys to ensure that nothing was lost in transit.

Greatest needs of the low-income population

The data described in this summary report are key findings based on survey data; however relevant findings from the community forums and demographic overview are also included to provide a more in-depth understanding of the needs of people who are low-income in Nevada County, and to reveal any discrepancies between survey results and service providers' understanding of the communities' greatest needs. Additionally, information included from the review of other studies assists in further linking the greatest needs and gaps in services for specific populations.

Poverty Trends

Since 2000, the percentage of residents living in poverty has increased in Nevada County. See Figure 1. Source: U.S. Census Bureau. American Community Survey 5-year data, Retrieved from <http://factfinder.census.gov/>

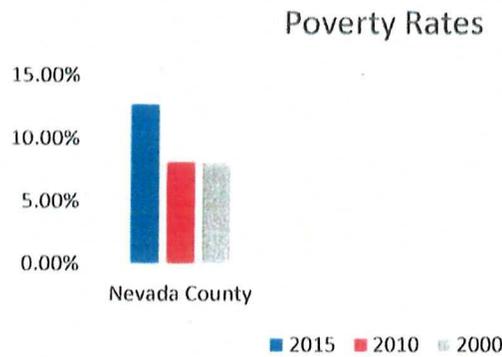


Figure 1

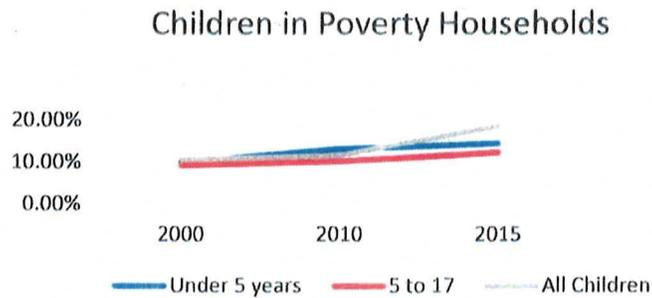


Figure 2

Source: U.S. Census Bureau. American Community Survey 5-year data. Retrieved from <http://factfinder.census.gov/>

Respondents' Needs

In this report, the prioritization of the greatest needs of low-income people in Nevada County was primarily determined through an open-ended quest asked on the survey, where respondents were asked to describe in their own words, the things that their household needed. Responses to these questions are illustrated in Figures 3 & 4.



Figure 3

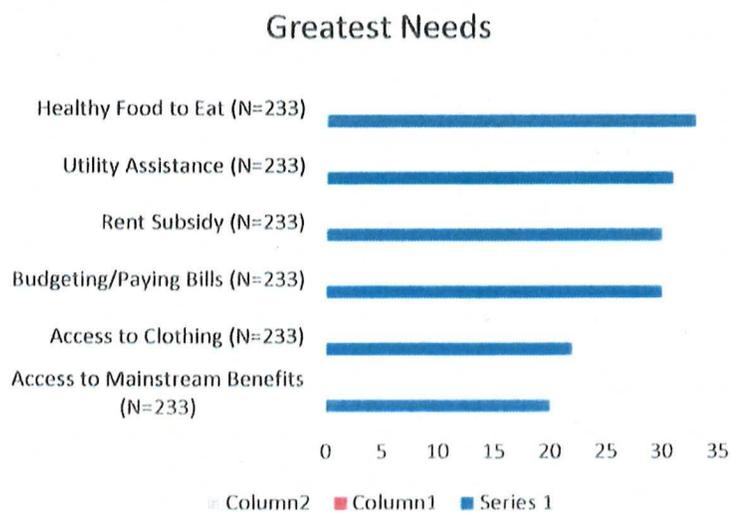


Figure 4

Responses from service provider organizations that serve low-income populations aligned partially with the data from the community survey. The top four needs for adults identified in the community forums were: **housing, food/nutrition, transportation, and access to mainstream**

benefits. Note that while transportation, food/nutrition and access to mainstream benefits were included in the top needs identified through responses to the community survey, housing was not.

The needs listed below are listed in order of most frequently mentioned type of need then by specific subgroup most frequently mentioned within that type from all assessment resources.

Housing-related needs include:

- Availability of affordable housing, including senior housing
- Financial Assistance with obtaining/maintaining housing-rental assistance, eviction prevention assistance, mortgage assistance
- Housing Advocacy-education about tenant and landlord rights and responsibilities; mentors that will assist with budgeting, managing or saving money; help to reduce debt, repair credit and access credit
- Maintenance-assistance with household chores and home repairs for seniors, non-financial assistance

Food/Nutrition-related needs include:

- Access to healthy/nutritious food
- Access to food support

Transportation -related needs include:

- Assistance with services and costs of public transit and other transportation services
- Access to transportation in outlying areas of the county

Access to Mainstream Benefits-related needs include:

- Substance abuse care, including detox facilities
- Mental health care, including psychology and case management
- Benefits assistance-CalFresh, CalWORKs, Medi-Cal, TANF, IHSS

Services to meet the greatest need

An analysis of organizations that serve people who are low-income in Nevada CAA's service area revealed that the most common services provided align with some of the top needs identified from the survey results. Of the 128 identified community organizations or agencies identified who serve low-income people in Nevada County, the most common types of services provider were related to housing (12%), transportation (10%), food/nutrition (14%) and mainstream resources (5%).

Greatest Need #1: Housing

When asked about what would help most to meet the needs of people in the household, the greatest proportion of survey respondents mentioned needs related to housing.

Approximately 36% of survey participants are renters and over 40% are homeowners; 15% of respondents are homeless. Nearly 51% of Nevada County residents spend 35% or more of their monthly household income on paying rent; while 39% of homeowners pay 35% or more of their monthly household income towards a mortgage.

The availability of affordable housing is extremely limited. The rental vacancy rate is 3.7% equating to 382 vacant rental units of the total 10,319 Nevada County rental units. Although this information was obtained from the U.S. Census Bureau, American Community Survey, 2011-2015, a further review of available rental units is much more restricted and availability exists only at the upper echelon of rental payments (\$1,700 and above). Without paying more than 30 percent of one's household income for housing a person earning minimum wage would have to work more than 94 hours per week to afford the \$1,216 Fair Market Rent (FMR) for a 2-bedroom apartment in Nevada County.

Comments from respondents about housing demonstrated a problem with the lack of housing stock in general, and more importantly with a lack of affordable housing across the region. A greater portion of single-parent households compared with other household types said it was a big problem for their household. Combining the need to work extra hours to afford rent, causes child care and associated transportation costs to increase.

The housing-related needs most frequently mentioned by survey respondents include affordable housing availability and financial assistance with getting and maintaining housing. A smaller number of respondents mentioned the need for advocacy services related to housing. These needs also rose to the top when respondents were asked if they or anyone in their household needs or currently receives a range of housing-related services. See Figure 5.

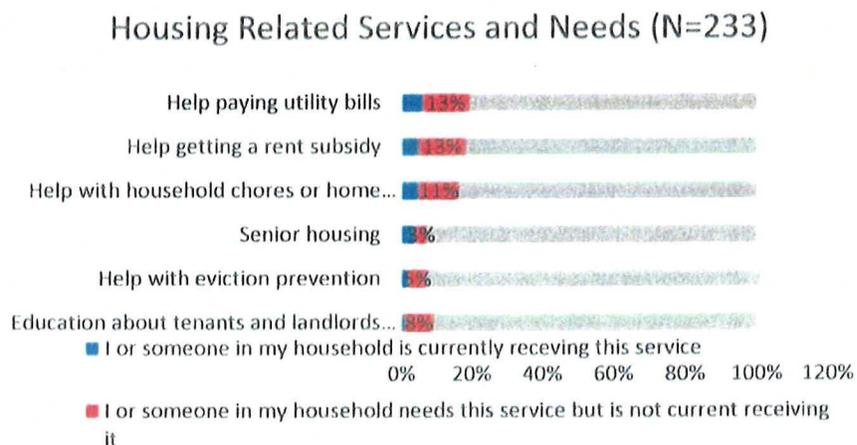


Figure 5

Housing was also the top need of low income respondents and community partners.

"You have to live way, way out in the county to find something affordable but then transportation becomes a bigger issue".

"There is some support for housing on the government side if you have a substance abuse problem or mental health disorder, and often when you have kids. But if you are a single person, there is very little that the government can do for you, even if you have no income. The priorities are the families and the 'sick' people, not healthy single people".

"The thing that we see are long waiting lists. And the deep subsidy programs like Section 8 have waiting lists that are closed for years on end".

Housing-related needs vary for different subgroups within the low-income population

There are differences in services received and services needed across household type, as reported in the CNA process. Of those respondents that stated there was a need:

- Households without children were most likely to be receiving utility assistance (26%) compared with 21 percent of single-parent households and 12% of two-parent households.
- Households without children and single-parent household were also most likely to be receiving or needing rent subsidy assistance compared with 8% of partnered-parent households. Households with children were more likely to state that they need subsidy assistance, but are not receiving it (18% of single-parent households and 20% of partnered-parent households) in comparison to households without children (16%).
- Households without children, and over the age of 65, were more likely to be receiving chore services (82%) compared with households with children (1%). However, about 1 in 5 respondents from both household types say they need this service, but are not receiving it.
- Households with children were more likely than households without children to say they need help with mortgage payments.
- Respondents whose household incomes are above 200% of the poverty line are more likely than other household types to need help with mortgage payments.

Services available for people experiencing homelessness are inadequate

In the 2016 sheltered point in time count conducted by the Homeless Resource Council of the Sierras, the county reported 203 sheltered beds available with a 3% vacancy rate on the night of the count. Results from the 2015 point in time count where all homeless were counted, there were a total of 279 individuals (237 adults and 42 children) who were experiencing homelessness on the night of the count.

Lack of shelter for people experiencing homelessness, specifically, was one of the top five needs that arose during the needs assessment process.

"You need homeless housing. Landlords looking for a 700 credit score. Shelters that can handle people with infection; if you have never been homeless you do not know what it is like. The needs are many. The money needed for this is just not there and most people care less."

"Housing and homelessness problems continue to be a huge problem for the Truckee community."

"More housing opportunities for the homeless."

"We need subsidized housing"

Participants need help with household upkeep

Energy assistance and financial assistance were not the only housing-related needs mentioned when asked what would help most to meet the needs of people in the household. Respondents also stated that help with household upkeep such as assistance with chores and minor home repairs would help most. This need appeared most prevalent with the senior (over 65) population.

Greatest Need #2: Food/Nutrition

When asked about what would help the most to meet the needs of people in the household, the second most commonly mentioned need was related to food, including food assistance and access to healthy food.

Food assistance/SNAP is needed and relied upon by many participants

About one-fifth of households in poverty in Nevada County received assistance from the Supplemental Nutrition Program (SNAP) in 2015. Of all survey participants 24% receive or need food stamps/SNAP. Other than energy assistance, SNAP, food pantry and senior nutrition (meals on wheels) have the greatest proportion of survey respondents as participants. Although satisfaction with these programs appears to be high overall, these programs were mentioned as not being able to meet, fully, household needs (unmet needs).

Low-income residents need help accessing healthy foods

Survey participants were asked specifically about help getting healthy food to eat. While 10 percent of all respondents said they are receiving these services, 14% said they need this service, but are not receiving it. See Figure 6.

Healthy Foods Needs (N=233)

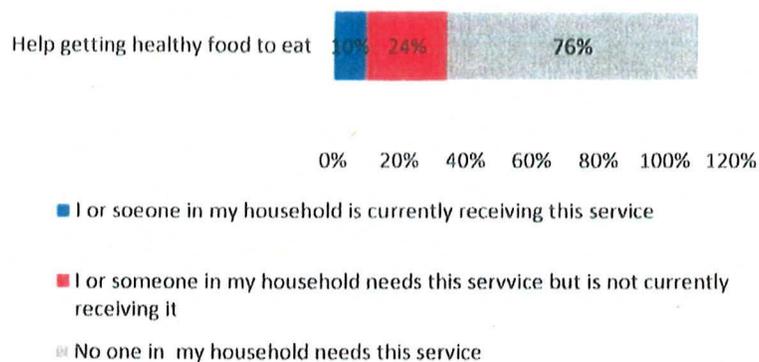


Figure 6

Nearly one-quarter (24%) of survey respondents participating in SNAP, a food pantry, or other food assistance programs like Healthy Families, said that they need this service, but are not currently receiving it. This may indicate that although participants of these programs are receiving food assistance, they are still not able to afford healthy food or lack access to it.

Participants of senior dining programs were most likely to be receiving help accessing health food (62%). Households with children were more likely than households without children to say that they need this service, but are not receiving it.

"Like so many seniors at month's end I run out of food and have no car to go to the food bank."

Greatest Need #3: Transportation

Most Nevada County residents (83%) have a personal vehicle and drive to work or other activities, while only 1% use public transportation. When asked about the reasons why people cannot get or keep a full-time job, 24% of respondents commented that a lack of transportation was the biggest barrier to gaining employment. Specific transportation needs include help with accessing services, the cost of public transportation, and the need to provide significant notice for using other transportation services (24-72 hours in advance of specific need).

"My children are not able to participate in after school educational programs because depend on the school bus to bring my kids home; public transportation is not appropriate for younger school-aged children and doesn't meet our household needs due to cost."

Greatest Need #4: Access to Mainstream Resources

Mainstream resources like TANF, CalWORKs, CalFresh, Medicaid, Housing Choice Vouchers, Mental Health Assistance, Substance Abuse Assistance, health care, income supports and other

forms of assistance are all vital to improving the outcomes of its participants. Many mainstream resources target specific sub-populations; however, all resources provide assistance that is key to preventing homelessness and integral to getting/maintaining employments.

Fifteen percent of survey respondents reported the use of mainstream resources while 9% reported that someone in their household needed the service, but was not receiving it. Of all respondents, 21 percent use the SNAP benefit to help their family obtain food and 9 percent use WIC for monthly food vouchers and nutritional education—a direct correlation to the greatest need #2-Food. See Figure 7.

Mainstream resources that incorporate wrap-around services are in high demand in Nevada County. Respondents commented that there is a large illegal drug problem in the county because mentally ill persons are self-medicating. The county has the resources to serve mentally-ill people; however, it appears that the short-fall is in mentoring the mentally-ill to want to access the available services.

Mainstream Resources Accessed in Last 2 years (N=233)

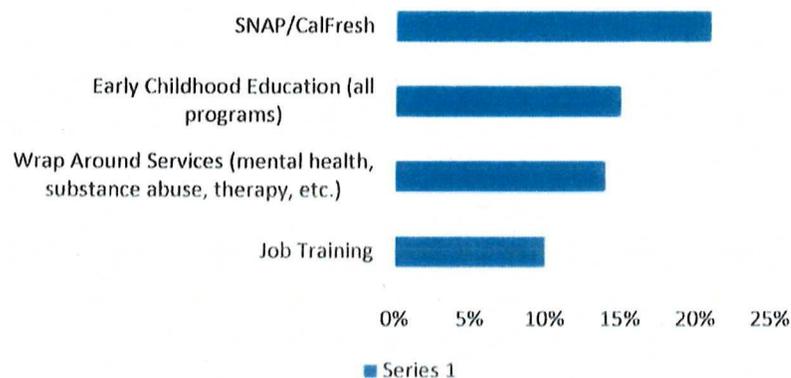


Figure 7

Other Needs

Low-income residents have trouble paying for basic needs like clothing. Survey respondents commented that addressing their basic needs would benefit their household. In order of most frequently mentioned: clothes, general basic needs (although not specified, it appears as food would be the need), furniture/beds, and a cell phone/service. When survey participants were asked, specifically, if they needed help getting clothes, 6 percent of respondents said they are currently receiving this service; however, 9 percent of respondents said that they need but are not receiving this services. Households with children (8%) were more likely than households without children (6%) to say they need this service, but are not receiving it.

Job training and technical skills development are employment related services that 10 percent of respondents accessed in the past two years. Community partners said that employment related needs are one of the greatest needs of low-income residents; subsequently, making a living wage followed as a common need expressed by community partners.

Although needs related to employment did not rise to the top for survey participants, it is likely that there is a need for employment services based on responses from survey participants regarding their employment status. Nearly 8% of respondents said that they are either employed part-time (which could mean that they are underemployed), or unemployed and looking for work. Employment needs may not have risen to the top for survey respondents because 16% reported that they are retired or on social security, likely out of the workforce.

Moving Forward

- There is limited housing stock and extremely tight vacancy rates with the only vacancies at the highest cost per rental unit not affordable to low-moderate income households. Nevada CAA may consider partnering more closely with other organizations working on policy solutions to address housing needs and increase the affordable housing stock on a regional level.
- There are not enough beds in any of the housing programs (emergency, transitional or permanent housing) to meet the needs of the increasing number of people experiencing homelessness.
- In exploring solutions to transportation needs of low-income households in Nevada County, the Nevada CAA may consider partnering with transit authorities around advocacy and community engagement to ensure equity in the transit system across the entire county.
- Consider developing a transportation program that helps participants get to where they need to go to receive services and/or develop a food delivery program that addresses challenges families face to get to food pantries or grocery stores.
- Consider conducting future needs assessments and approach future program development from an asset-based framework rather than a needs-based approach with the idea that the community has knowledge and assets that can be capitalized on and can influence the types of services offered to promote self-sufficiency.

Chart 1: Data Sources

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Quantitative Data Source <i>(e.g. - Census, client database, etc.)</i>	Quantitative Data Source <i>(e.g. - Census, client database, etc.)</i>
Community Commons-CAP CCNA Hub	
U.S. Census Bureau	
American Housing Survey (AHS)	
Small Area Income and Poverty Estimates (SAIPE)	
Department of Agriculture-food-nutrition-assistance	
Qualitative Data Source <i>(e.g. - Surveys, focus Groups, interviews)</i>	Partner Organization/Stakeholder Engaged <i>(if Applicable)</i>
North Tahoe-Truckee Housing Study	
Nevada County Needs of Seniors Study	
Project Mana Community Needs Assessment Report	
Nevada County Economic Resource Council Report	
Web-based Survey Tool	Nevada County Citizens, Providers of Services
Community Forums	Low-Income Persons and Service Providers
Community Engagement Meetings	Homeless Resource Council of the Sierras, Nevada County Coordinating Council
Commission Meetings	Nevada County Health & Human Services, Adult and Family Services Commission

Commission Approval

Whereby, at a regular meeting of the Nevada County Adult and Family Services Commission, the Commission conducted its final review of the Community Needs Assessment Analysis and has voted to formally adopt the results of the assessment for fiscal years 2018-2020.



Tim Giuliani, Commission President

5/9/17

Date