

CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

Submit To:

Department of Community Services and Development
Attention: Community Services Division
P.O. Box 1947
Sacramento, CA 95812-1947

Section I - Agency Information

Agency Colusa-Glenn-Trinity Community Action Partnership
Address 420 E. Laurel
City Willows, CA 95988

Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person Christine Zoppi
Title Deputy Director for Community Action
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Section II - Certification

1 **As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.**

Yes, we understand this requirement to track and report ARRA funds separately

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.

Board Chair

Executive Director

Date

Date

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Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number 797375367

Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number

Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

This ARRA plan will be posted on the Glenn County Human Resource Agency Website for public inspection. www.hra.co.glenn.ca.us

Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

The Colusa-Glenn-Trinity Community Action Partnership proposes to focus on three distinct but related project areas through the use of CSBG ARRA funds. The projects are a green build on-the-job training and housing improvement project, food sustainability and safety net, and community capacity development and sustainability project to increase and improve partnerships and capacity within the local service delivery system and with providers. The green build project will target older youth and adults desiring careers in the construction trades. The project concept will be designed through the ARRA period and will be implemented in phases as elements are ready. The objective is an implemented on-the-job training program design, teaching green construction practices, as part of a green build career pathway, which results in increased quality and affordability of housing stock. The project will pilot innovative practices in water conservation and sustainable landscape. Ideally the project design will follow best practices and components of "Youth Build." The food sustainability and safety net project will target community groups to engage them in producing a network of community gardens as a part of a community driven food sustainability effort. We plan to mirror best practices from the Mendocino County food sustainability program. This will complement the VISTA program that the agency is implementing in July/August 09. Other components include SNAP (food stamp) outreach, RFPs for community gardens or other sustainable food efforts coming from community based groups. Additionally, funds will be directed at emergency housing in Trinity and Colusa County targeting homeless families. Efforts directed at increasing community capacity and sustainability include bringing together agency and community groups to explore common goals, learn how to work together to increase and improve service delivery, to build partnerships and to develop program designs and agreements so as to be prepared to apply for funding to meet community gaps. Training and technical assistance will be provided on grant writing and management, program design, staff and organizational development, and contractors may be used to assist organizations with grant applications. The primary target of this effort is start-up or emerging non-profit community groups serving low-income vulnerable individuals and families. These projects by design will be tailored to meet our community needs. For example, the "Green Build," project is being designed based on the best practices of model programs, but will be designed to meet our local job market and job seeker training needs. We are opening up the model design to work around existing programs, resources and demand by adult job seekers as well as older youth. RFPs will also allow community groups to design specific smaller projects around community needs in which they represent.

B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

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The green build will project will allow older youth and adults to participate in a paid on-the-job training program as a component of a career pathway. Participants will be those individuals who are seeking employment but may not have the skills required to enter the regular paid workforce. Participants will be co-enrolled in either the Workforce Investment Act programs or the CalWORKs programs. They will be provided an orientation and assessment, be linked to a case manager, offered other supportive services, offered life skills and job readiness workshops, linked to college or adult education courses to build basic skills, and provide job resume and placement services. The participants will most likely live in Glenn or Colusa county, the homes to be improved will be in Colusa, Glenn and Trinity Counties.

The food sustainability and safety net project will be driven by a community RFP process offered in Colusa, Glenn and Trinity Counties. Agency staff will support the successful bidders in linking their projects, and promoting awareness of food sustainability efforts. Innovation will be achieved through grass roots efforts to design sustainable operations or projects. Staff will conduct several learning sessions to foster new partnerships and ideas to address sustainability.

Community capacity and sustainability efforts include bringing together agency and community groups in a series of workshops. Training and technical assistance will be provided in group's settings on grant writing and management, program design, staff and organizational development. Staff and / or contractors may assist with one-to one consultation or to provide grant application development or support to non-profit groups. Small community based organizations will be targeted that operate and/or serve individuals in Colusa, Glenn and Trinity counties.

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C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

The agency will use Recovery Act funds to meet short and long-term economic and employment needs in several ways. In the short-term, the Green Build project will allow on-the-job trainees to have additional household income from training wages paid. The trainees will also benefit from increased money to spend in local businesses. Materials for projects will be purchased from local business. Long term, trainees will develop job skills and linkage to the college system, which will increase their employability in the future. The scope of the project will also lend to a sustainable training project which will develop not only trained individuals, but improved housing stock, and energy efficient structures. The Food Sustainability/Safety Net project will provide immediate economic assistance to families through the provision of food, short term housing stays, or other misc needs to resolve a short term crisis. The longer term impact of this project is to develop local solutions to meeting the long term need of increased access to health food in the local communities. The hope is to develop a network of community gardens, farmers markets, and a buy local program to promote an improved linkage of community with local farmers. The Capacity development project in the short term will provide skills training and support to write grants to draw down funding to support local needs. Long-term, community based organizations will have increase partnerships and skills to manage grants and sustain their organization for the good of communities served.

D) Provide a description of how linkages will be developed to fill identified gaps in services. through the provision of information, referrals, case management and follow up consultations.

Clients seeking safety net services and or job placement services are greeted by a member of the agency's customer service team. While in the agency lobby, folks can peruse the employment resources area, which includes, "job tips" which is a listing of employment openings in and around the area. Additionally, folks can get assistance with job search, access internet based resources, and guidance with their resume, and linkage to more sophisticated job training or job search assistance through the help of a WIA or CalWORKs case manager. For those seeking safety net services, they are assisted with a host of basic services to resolve an immediate situation or to get other services leading to self-sufficiency, such as housing assistance, food bank, food stamps, or victim's services. Often this means referrals to other programs, many of which are offered within the agency. For clients who choose to participate in case management programs, follow-up is provide to ensure that the client was successful in their quest of assistance and or to assess their progress.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

This project is primarily designed to build capacity to respond to the demands of low-income individuals, families and communities both now and in the near future. However, for those who will be served directly, and core to this entire proposal is the linkage of various federal, state and local resources, form ARRA as well as non-ARRA sources. This proposal address gaps identified in agency's community needs assessment process. The components have been designed to address those lessons learned and needs discovered. Additionally, agency staff has been meeting with the local WIB and community college partners to address strategies to link ARRA funding streams. Internally as an agency, it is easy to link clients to various sources of funds due to the co-located and integrated design of this agency. For example, this agency administers Workforce Investment Act programs, Weatherization/Energy programs, CSBG programs, as well as many other community based safety net programs. The integrated design with Social Services, also allows participants to easily be linked with federal mandated programs such as SNAP (food stamps), MediCAL, CalWORKs, and to the ARRA TANF Emergency Contingency Funds. Interagency coordination meetings with the Social Services staff have allowed program design around safety net, and job placement services to be coordinated. Strategies to be addressed in this proposal complement efforts that will be addressed through TANF ECF funds with are likely to include, increased Social Security advocacy, Community food sustainability, increased basic life skills and job readiness skills classes, and increased subsidized employment opportunities. In Colusa and Trinity County some of these listed linkages are not as easy to achieve due to geographic barriers. Coordination in Colusa and Trinity is similar but due to non-integrated social services and WIA, these linkages are achieved through partnerships with those providers, which occur at the CAP local committee meetings. But central to this proposal, is increasing the partnerships and linkages with service providers and community in these respective counties, as well as in Glenn.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

This proposal is focused on community based partnership, creativity, and capacity. This will be achieved through the RFP process to offer opportunities for community groups to apply for funds to implement their own solutions to meet community food sustainability needs. Other supports to the community will be the opportunity to assist emerging and new non-profits to build their capacity as partners and service delivery providers within their communities. For example, we work with about seven (7) grass-roots or non-profit groups. These partners have vocally expressed their need for board development, grant management, grant development, program design and evaluation. The individuals involved have good ideas, hearts, and a lot of passion, but may lack the technical expertise and staff to draw down funds to meet the community needs they are working to address. One of our agency goals is deep in the spirit of community action, "Helping People to Help Themselves."

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G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

The agency has just completed the second phase of the community needs assessment process. This information has informed the development of this proposal. The needs assessment is in process and began in February 2009. The process has included the distribution of over 3,500 print community surveys, a web-based access point, and was available in English and Spanish. To date around 1,000 surveys have been collected. Agency staff also conducted six (6) focus groups/community gatherings in the three counties. Additionally, agency staff has convened as a team to collect information and assimilate ideas based on agency experience, partner input and data available through other community assessments. The process will culminate with public hearings to gain final comment and approval for plans and priorities. These will be held in May/June 2009.

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

As stated earlier, clients seeking safety net services and or job placement services are greeted by a member of the agency's customer service team. While in the agency, those seeking safety net services are assisted with a host of basic services to resolve an immediate situation or to get other services leading to self-sufficiency, such as housing assistance, job search, and food bank. Often this means referrals to federal programs such as TANF, MediCAL, etc., of which are offered within the agency. Additionally, the agency has promoted the development of Volunteer Income Tax programs (VITA), in Colusa, Glenn and Trinity, of which this work is provided through sub-grantees. This links individuals with Earned Income Tax Credit (EITC) availability, which aids in moving families from poverty. The agency also operates the Section 8 housing program, federally funded homeless prevention programs and federally funded Victim Witness. The agency has been instrumental in developing a four (4) county continuum of care for homeless populations, again using federal funds to solve needs to move individuals and families to safe and permanent housing. The CoC operates regionally and locally. Each county conducts local CoC meeting where these linkages to "mainstream" resources are achieved.

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J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

The agency will be working in partnership with the Cal/Neva, "Fulfilling the Promise" education and outreach project support to promote community awareness. The agency has dedicated an area of the website to focus on Recovery progress and outcomes. Additionally, up to four VISTA members will be available to support community awareness for ARRA projects, creating increased public visibility of outcomes. RFP releases will allow community organizations to directly participate with ARRA efforts. The agency has already released advertisements in local papers to request input from contractors for potential public/private partnerships.

Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

As stated earlier, as an integrated agency, it is easy to link clients to energy programs. In Colusa, and Trinity well established relationships with community groups and organizations exist to refer clients to energy programs.

B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

The Green Build project will operate in conjunction with the agency's LIHEAP, DOE and PG&E Energy Partners programs. Project innovation will be the coupling of trainees with experienced staff to gain basic construction skills, and will additionally pilot water conservation measures and sustainable landscape methods or renovation for the purpose of reducing lawn square footage, and replacing some portion with natural landscape or vegetable garden area. Participants will be targeted from Colusa and Glenn counties. This project will specifically link the ARRA training funds available from WIA programs, in cooperation with community colleges, and with TANF ECF funds to complete this project. Housing to be improved may be located in Colusa, Glenn and Trinity Counties.

Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.1) Project/Activity #1

Title	Green Build
Cost	\$20,500
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 10.65 FTE <input type="checkbox"/> Retained #
Description	The objective is an implemented on-the-job training program design, teaching green construction practices, as part of a green build career pathway, which results in increased quality and affordability of housing stock.

A.2) Project/Activity #2

Title	Food Sustainability and Safety Net
Cost	\$62,000
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 1.0 <input checked="" type="checkbox"/> Retained # .40 FTE
Description	The food sustainability and safety net project will target community groups to engage them in producing a network of community gardens as a part of a community driven food sustainability effort.

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A.3) Project/Activity #3

Title	Communtiy Capacity Development and Sustainability
Cost	\$76,500
Est. # of Jobs	<input checked="" type="checkbox"/> Created # 1.0 FTE <input checked="" type="checkbox"/> Retained # .45 FTE
Description	The objective is to increase and improve partnerships and capacity within the local service delivery system and with providers.

A.4) Project/Activity #4

Title	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

A.5) Project/Activity #5

Title	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

B.1) Subcontractor Project/Activity #1

Title	Green Build
Subcontractor	Communtiy Development Services
Cost	\$10,000
Est. # of Jobs	<input type="checkbox"/> Created # <input checked="" type="checkbox"/> Retained # .10 FTE
Description	Community Development Services (CDS) is our current contract provider for job development servcies. We have instituted an RFP process to solicit proposals from other firms to assist the agency carry out work under ARRA. CDS will be working on linkages and development of various ARRA funds streams.

B.2) Subcontractor Project/Activity #2

Title	Food Sustainability and Safety Net
Subcontractor	TBD-RFP to be released
Cost	\$42,500
Est. # of Jobs	<input type="checkbox"/> Created # <input checked="" type="checkbox"/> Retained # .05 FTE
Description	RFPs will be issued in Colusa, Glenn and Trinity counties to develop local sustainable food projects.

B.3) Subcontractor Project/Activity #3

Title	Communtiy Capacity Development and Sustainability
Subcontractor	TBD-RFP to be released
Cost	\$10,000
Est. # of Jobs	<input type="checkbox"/> Created # <input checked="" type="checkbox"/> Retained # .10 FTE

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Description	Community Development Services (CDS) is our current contract provider for job development servcies. We have instituted an RFP process to solicit proposals from other firms to assist the agency carry out work under ARRA. CDS will be working on linkages and development of various ARRA funds streams.
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B.4) Subcontractor Project/Activity #4

Title			
Subcontractor			
Cost			
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
Description			

B.5) Subcontractor Project/Activity #5

Title			
Subcontractor			
Cost			
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
Description			

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

We currently have a contract with CDS to provide job development services. We will be releasing an RFP for the purposes of identifying community groups to develop or expand food sustainability projects. Additionally, we have just released an RFP for Job Development Services for the next three years.

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. ***In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.***

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
1.1	Green Build	Green Build will provide paid job training for low-income individuals in green/construction trades.
1.2	Food Sustainability & Capacity	Both projects will create opportunities for VISTA service members to receive job experience and support with housing
2.1	Green Build	Green Build will provide improvement to housing stock and energy efficiency for low-income households.
2.2	Food Sustainability & Capacity	Community Food projects will lend to community solutions which enhance quality of life. Strengthened community based organizations will become better equipped to support community needs.
3.2	Food Sustainability	Community driven RFP projects from community organizations will empower groups to solve their own problems as they see best.
4.1	Green Build, Food Sustainability & Capacity	All projects call for increased levels of partnership.
6.2	Food Sustainability/Safety Net	Increased resources will be deployed to meet emergency food and shelter needs.

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D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the infrastructure investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

N/A

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.

Yes, our agency will use ALL of the Recovery Act funds for administrative costs.

No, our agency will NOT use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

Administrative costs associated with this plan will be used for the purpose of covering the employee's pro-rata share of the county's indirect cost allocation plan (A-87 costs). These costs will be budgeted at \$2,000 for the Green Build Project, \$3,500 for the Food Sustainability project, and \$4,000 for the Capacity Development project. Additionally, some staff time is budgeted for direct administration costs of associated sub-contract preparation and monitoring. Staff time charged to direct service provision under this plan will be charged as a program expense. The total administration costs represent less than 6% of this ARRA contract amount.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

N/A

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently, active provide the status.

N/A

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).

No significant barriers are anticipated. Potential barriers or challenges will be associated to the business of quickly building capacity, which will require additional management, training and leadership efforts. Administrative capacity is lean (workloads are significant because the agency has managed budget through attrition, by not refilling vacancies and as a result have several administrative vacancies) and this will be our most significant obstacle to work through, but we anticipate good outcomes. The agency staff team is very experienced and the agency capacity and systems are strong. Agency team work amongst the management staff is tremendous. The Glenn County Board of Supervisors has been supportive as evidenced by the unanimous passing of preliminary resolutions supporting the acceptance of ARRA funds.