2022/2023
Community Needs Assessment and Community Action Plan

California Department of Community Services and Development

Community Services Block Grant

Contents

Introduction

The Department of Community Services and Development (CSD) has developed the 2022/2023 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) network. Each agency must submit a completed CAP, including a CNA to CSD on or before **June 30, 2021**. In an effort to reduce administrative burden during the Novel Coronavirus (COVID-19) pandemic, CSD has made changes to the CAP template. The changes are detailed below in the "What's New for 2022/2023?" section. Provide all narrative responses in 12-point Arial font with 1.5 spacing. When the CNA and CAP are complete, they should not exceed 52 pages, excluding the appendices.

Purpose

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

Federal CSBG Programmatic Assurances and Certification

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

State Assurances and Certification

As required by the CSBG Act, states are required to submit a State Plan as a condition to receive funding. Information provided in agencies' CAPs will be included in the CSBG State Plan. Alongside Organizational Standards, the state will be reporting on State Accountability Measures in order to ensure accountability and program performance improvement. A list of the applicable State Assurances and the agency certification for them are found in the State Assurances section of this template.

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum (IM) #138 dated January 26, 2015,](#) CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that are met through the completion of the CAP and the CNA. A list of Organizational Standards that will be met upon completion of the CAP can be found in the Organizational Standards section of this template. Agencies are encouraged to utilize this list as a resource when reporting on the Organizational Standards annually.

What's New For 2022/2023?

Two-Part Layout. The 2022/2023 template has been divided into two parts:

> Part I: Community Needs Assessment (CNA); and

> Part II: Community Action Plan (CAP).

The CNA portion has sections for the needs assessment narrative and the results. Surveys and analysis documents may be attached as appendices. The CAP portion encompasses all the usual topics such as Vision and Mission Statement, Tripartite Board of Directors, Service Delivery System, Linkages, Monitoring, etc.

Revised Public Hearing Section. In addition to including the statue for the public hearing requirement, CSD has incorporated new guidelines for issuing the Notice of Public Hearing and the draft CAP, and documenting low-income testimony delivered at the public hearing. The Low-Income Testimony and Agency Response document will be required as an appendix. See the section on Public Hearing(s) for more details.

CNA Helpful Resources. Part I: Community Needs Assessment contains resources on conducting a needs assessment, influence of COVID-19 on the process, and updated links to state and national quantitative data sets.

Revised and Reduced Narrative Sections. Every effort has been made to reduce the administrative burden of conducting a CNA and preparing a CAP during an active pandemic. Although these tasks are fundamental to CSBG and should not be overlooked, CSD is aware of the reduced capacity and other circumstances under which many of the agencies are functioning. CSD has removed questions, utilized check boxes when possible, and made some questions optional. Many questions about the federal and state assurances have been removed. However, agencies are still required to certify that they are in compliance with the assurances. In the sections pertaining to the Tripartite Board of Directors and Linkages, for instance, agencies may indicate whether there are changes to the response in the 2020-2021 CAP or whether they would like CSD to accept the 2020-2021 CAP response without adaptations. Please keep in mind that these flexibilities are made because of the COVID-19 pandemic and may not be utilized in future years.

Additional Information. CSD has added a section to address disaster preparedness and agency capacity building. While this information is not directly mandated by statue, it is important to know agencies have disaster response plans in place and are making efforts to increase their own capacities. Responses to these questions are optional.

Federal and State Assurances Certification. Pertaining to the federal and state assurances, CSD removed questions where possible. If compliance to an assurance could be demonstrated without a narrative, the question was removed. However, agencies will still be required to certify that the Federal CSBG Programmatic Assurances and the State Assurances are being met. Agency certifications are found in those sections.

CSBG State Plan References. Information for the CSBG State Plan comes largely from CAPs submitted by agencies. To help agencies understand their roll in preparing the CSBG State Plan, CSD has indicated which questions contribute to the development of the annual CSBG State Plan.

Checklist

☒ **Cover Page and Certification**

☐ **Public Hearing(s)**

Part I: Community Needs Assessment

☒ **Narrative**

☒ **Results**

Part II: Community Action Plan

☒ **Vision Statement**

☒ **Mission Statement**

☒ **Tripartite Board of Directors**

☒ **Service Delivery System**

☒ **Linkages and Funding Coordination**

☒ **Monitoring**

☒ **Data Analysis and Evaluation**

☒ **Additional Information (Optional)**

☒ **Federal CSBG Programmatic Assurances and Certification**

☒ **State Assurances and Certification**

☒ **Organizational Standards**

☒ **Appendices**

<h1 style="text-align:center">COMMUNITY SERVICES BLOCK GRANT (CSBG)
2022/2023 Community Needs Assessment and Community Action Plan
Cover Page and Certification</h1>

Agency Name	**Community Action Partnership of Sonoma County**
Name of CAP Contact	Iliana Valenzuela
Title	**Compliance Manager**
Phone	**707-544-6911**
Email	**ivalenzuela@capsonoma.org**

CNA Completed MM/DD/YYYY:
(Organizational Standard 3.1)

Board and Agency Certification

The undersigned hereby certifies that this agency complies with the Federal CSBG Programmatic and State Assurances as outlined in the CSBG Act and California Government Code, respectively for services provided under the Federal Fiscal Year 2022/2023 Community Action Plan. The undersigned further certifies the information in this Community Needs Assessment and the Community Action Plan is correct and has been authorized by the governing body of this organization. (Organizational Standard 3.5)

Johnny Nolen		
Board Chair (printed name)	**Board Chair (signature)**	**Date**
Susan Cooper		
Executive Director (printed name)	**Executive Director (signature)**	**Date**

Certification of ROMA Trainer/Implementer *(If applicable)*

The undersigned hereby certifies that this agency's Community Action Plan and strategic plan documents the continuous use of the Results Oriented Management and Accountability (ROMA) system (assessment, planning, implementation, achievement of results, and evaluation).

NCRT/NCRI (printed name)	**NCRT/NCRI (signature)**	**Date**

CSD Use Only

Dates CAP (Parts I & II)		Accepted By
Received	Accepted	

Public Hearing(s)

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

State Statute Requirements

As required by California Government Code Section 12747(b)-(d), agencies are required to conduct a public hearing for the purpose of reviewing the draft CAP. All testimony presented by low-income individuals and families during the public hearing shall be identified in the final CAP. Agencies shall indicate whether or not the concerns expressed by low-income individuals and families have been addressed. If an agency determines that any of the concerns have not been addressed in the CAP, the agency shall include in its response document, information about the concerns and comment as to their validity.

Public Hearing Guidelines

Notice of Public Hearing

1. Notice of the hearing and comment period must be published at least 15 calendar days prior to the public hearing. The notice may be published on the agency's website, Facebook page, social media channels, and/or in newspaper(s) of local distribution.
2. The notice must include information about the draft CAP; where members of the community may review, or how they may receive a copy of, the draft CAP; the dates of the comment period; where written comments may be sent; date, time, and location of the public hearing; and the agency contact information.
3. The comment period should be open for at least 15 calendar days prior to the hearing. Agencies may opt to extend the comment period for a selected number of days after the hearing.
4. The draft CAP must be made available for public review and inspection at least 30 days prior to the hearing. The draft CAP can be posted on the agency's website, Facebook page, social media channels, and distributed electronically or in paper format.
5. Attach a copy of the Notice(s) of Public Hearing as Appendix A to the final CAP.

Public Hearing

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

Guidance for Public Hearings During COVID-19

The COVID-19 pandemic poses unique challenges to fulfilling the public hearing requirement. CSD asks that agencies adhere to state and county public health guidance to slow the spread of the virus and ensure public safety. The health and safety of agency staff and the communities you serve is paramount. If a public hearing cannot be conducted in person, CSD encourages agencies to utilize other formats or methods that will still adhere to the state and county public health guidance. If conducing a public hearing through other formats or methods is still not possible, agencies must contact their Field Representative at CSD at least 30 days prior to the submission of the CAP for additional guidance. Agencies will be required to provide documentation to support their constraints to meet the public hearing requirement.

Public Hearing Report

Date(s) of Public Hearing(s)	June 22nd, 2021
Location(s) of Public Hearing(s)	Zoom
Dates of the Comment Period(s)	May 22nd-June 15th 2021
Where was the Notice of Public Hearing published? (agency website, newspaper, social media channels)	agency website, E-newsletter, social media channels
Date the Notice(s) of Public Hearing(s) was published	May 22nd, 2021
Number of Attendees at the Public Hearing(s) (Approximately)	???

Part I: Community Needs Assessment

CSBG Act Section 676(b)(11)

California Government Code Section 12747(a)

Helpful Resources

In 2011, NASCSP published a [Community Action to Comprehensive Community Needs Assessment Tool](#) that supports planning and implementing a comprehensive CNA. The tool lays out design choices, planning steps, implementation practices, analysis, and presentation options.

The National Community Action Partnership has [resources](#) such as an online Community Needs Assessment Tool and information about conducing a needs assessment during the COVID-19 pandemic. The Partnership also has a [Data Hub](#) designed specifically for the community needs assessment process.

To provide a comprehensive "picture" of the community needs in your service area(s), agencies will collect and analyze both quantitative and qualitative data. Links to several national and state quantitative data sets are given below. Local and agency data also provide information about the needs of the community.

National and State Data Sets			
U.S. Census Bureau Poverty Data	**U.S. Bureau of Labor Statistics** Economic Data	**U.S. Department of Housing and Urban Development** Housing Data & Report	**U.S. Department of Health and Human Services** Data Portal
Baseline Census Data by County	**National Low-Income Housing Coalition** Housing Needs by State		**National Center for Education Statistics** IPEDS
California Department of Finance Demographics	**California Attorney General** Access RSS Data	**California Department of Public Health** Various Data Sets	**California Governor's Office** Covid-19 Data
California Department of Education School Data via DataQuest		**California Employment Development Department** UI Data by County	

Community Needs Assessment Narrative

CSBG Act Sections 676(b)(3)(C), 676(b)(9)
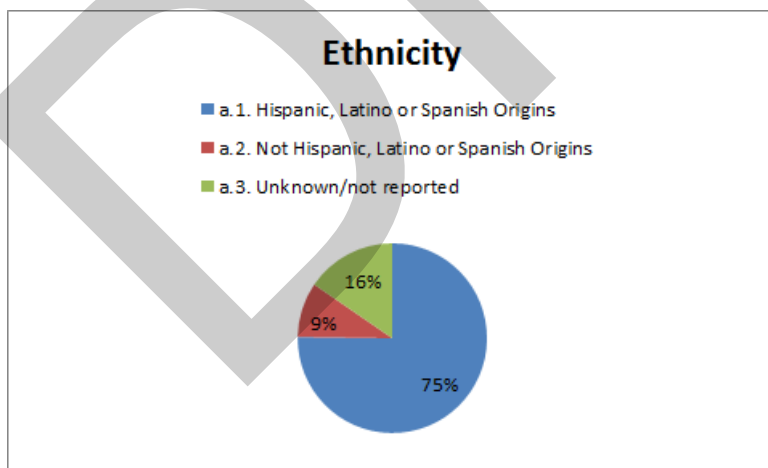Organizational Standards 1.1, 1.2, 2.2, 3.2, 3.3, 3.4
State Plan

1. How did the agency share the CAP, including the CNA, with the community, stakeholders, partner organizations? (Check all that apply.)
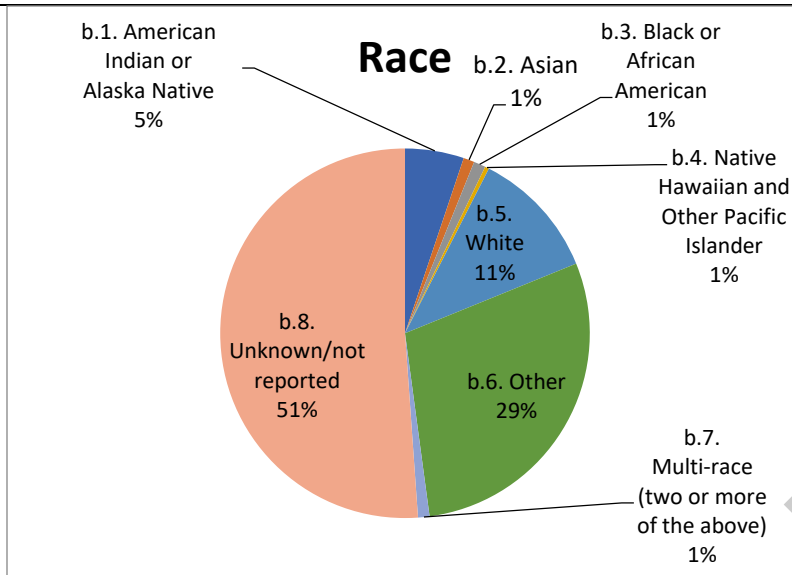
☒ The agency's website
☒ Posted on the agency's Facebook page
☐ Electronic reports were sent
☐ Printed copies were distributed
☒ Social media channels
☐ Other

2. Describe how your agency collected and included current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area. (Organizational Standard 3.2, State Plan)
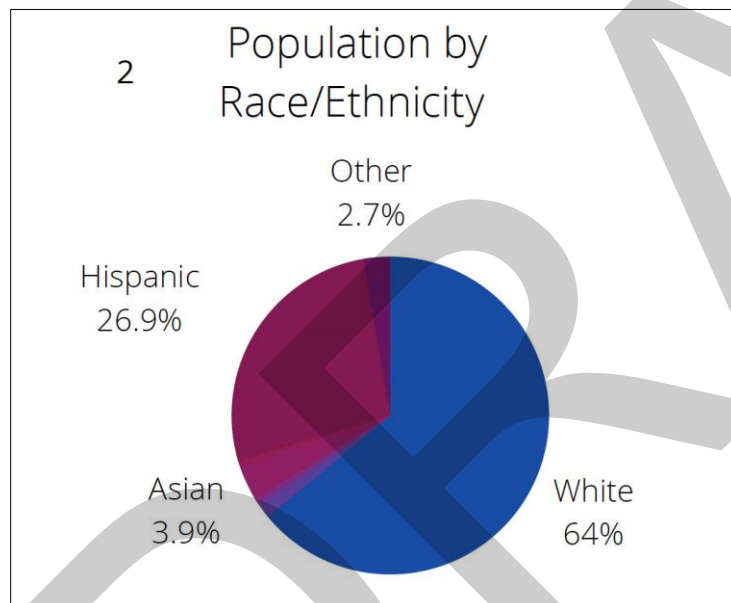
Community Action Partnership of Sonoma County collected data specific to poverty and its prevalence related to gender, age, and race/ethnicity for our service area in several ways: We surveyed our clients about their needs, surveyed our partner agencies about poverty in our service area. We also did some research and collected data from the U.S. Census Bureau and local reports created within the last 5 years to give the most current data.

Below is a snapshot of the race and ethnicity for our program recipients.

Ethnicity
- a.1. Hispanic, Latino or Spanish Origins
- a.2. Not Hispanic, Latino or Spanish Origins
- a.3. Unknown/not reported

16%
9%
75%

Race

- b.1. American Indian or Alaska Native 5%
- b.2. Asian 1%
- b.3. Black or African American 1%
- b.4. Native Hawaiian and Other Pacific Islander 1%
- b.5. White 11%
- b.6. Other 29%
- b.7. Multi-race (two or more of the above) 1%
- b.8. Unknown/not reported 51%

Below is a snapshot of the general demographics for Sonoma County.

Population by Race/Ethnicity

- Other 2.7%
- Hispanic 26.9%
- Asian 3.9%
- White 64%

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

The proposed service area for Community Action Partnership of Sonoma County (CAP Sonoma) is a geographically-variable terrain with one major federal highway (101) and six state routes (12, 121, 116, 37 and 128). The county is bound on the west by the Pacific Ocean, with coastal mountain ranges running north to south throughout the County. Sonoma County spans 1,786 square miles, with a population density of approximately 300 people per square mile. The County seat is Santa

Rosa, where the highest pocket of poverty lies. Sonoma County has eight incorporated cities in addition to the county seat of Santa Rosa. Santa Rosa comprises approximately 35.5 percent of the report area's population base in 2019. Since 2010, other municipalities have experienced growth, specifically Rohnert Park and Petaluma. The percentage of people living in poverty in Sonoma County was 10.7% per the US American Community Survey 2013-2017 estimates. Even when the federal poverty threshold is used as a measure, at 200% of poverty 27.6% of Sonoma County residents are living in relative economic hardship and may be unable to pay for basic living expenses without assistance. The highest poverty is in Southwest Santa Rosa, in which over 50% of our agency participants live in.

4. Indicate from which sources your agency collected and analyzed quantitative data for the CNA. (Check all that apply.) (Organizational Standard 3.3)

Federal Government/National Data Sets
☒ Census Bureau
☐ Bureau of Labor Statistics
☐ Department of Housing & Urban Development
☐ Department of Health & Human Services
☒ National Low-Income Housing Coalition
☐ National Center for Education Statistics
☐ Other online data resources
☐ Other

California State Data Sets
☒ Employment Development Department
☐ Department of Education
☐ Department of Public Health
☐ Attorney General
☐ Department of Finance
☐ State Covid-19 Data
☐ Other

Surveys
☒ Clients
☒ Partners and other service providers
☒ General public
☒ Staff
☒ Board members
☐ Private sector

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

Agency Data Sets
☒ Client demographics
☒ Service data
☒ CSBG Annual Report
☐ Client satisfaction data
☒ Other

☐ Public sector
☐ Educational institutions

5. If you selected "Other" in any of the data sets in Question 4, list the additional sources.

UC Berkeley Labor Center Study: The Low-Wage Work in California Data Explore (2017).

Community Profile and Needs Assessment Report, May 2019

Sonoma County Economic Development Data, 2021

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

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

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

☒ **Community Forums**

☐ **Asset Mapping**

☒ **Other**

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

7. If you selected "Other" in Question 6, please list the additional approaches your agency took to gather qualitative data.

The State of Working Sonoma: A Profile of Income & Racial Inequality, Poverty, & Low-Wage Employment by Jesus Guzman

8. Describe your agency's analysis of the quantitative and qualitative data collected from low-income individuals and families. Include a description of the data collected. (Organizational Standards 1.1, 1.2, 3.3; State Plan)

For quantitative data, CAP Sonoma analyzed information collected from: the Census Bureau in regarding educational attainment, and occupations and wages in Sonoma County. From the National Low-Income Housing Coalition, we gathered information pertaining to the significant gap between renters' wages and the cost of rental housing. Through the Employment Development Department, and UC Berkeley Labor Center Study: The Low-Wage Work in California Data Explore (2017) Community Profile and Needs Assessment Report (2019) we collected further information about wages and employment in Sonoma County. Quantitative data was also collected from the community needs assessment where individuals surveyed selected their top three priorities for their families as the county/state/country reopens. They were also able to rate different resources/needs in a 5 point rating scale with five having highest importance or priority to them.

Qualitative data was collected from: the client needs assessment survey, community forums, and *The State of Working Sonoma: A Profile of Income & Racial Inequality, Poverty, & Low-Wage Employment* by Jesus Guzman. The information collected included the identified causes and conditions of poverty, economic and racial disparities.

> 9. Summarize the data gathered from each sector of the community listed below and detail how your agency used the information to assess needs and resources in your agency's service area(s). Your agency must demonstrate that each sector was included in the needs assessment; A response for each sector is required. (CSBG Act Sections 676(b)(3)(C), 676(b)(9); Organizational Standard 2.2; State Plan) May 15th

A. Community-based organizations

26 of the 306 community needs survey responses came from members in Community Based Organizations. The highest need they identified was mental health. The pandemic brought stress, anxiety and depression to individuals and worsened the symptoms for those already struggling with these issues. It is understandable why Community Based Organizations identified mental health as a priority need; Sonoma County lacks mental health care resources for their residents. In addition to mental health services, they also determined that other needs with great priority included: affordable housing, physical health, and food assistance. They also indicated that financial education, employment/business training, and child care were equally important. The last three needs mentioned really go hand in hand for the resiliency of parents and families.

B. Faith-based organizations

We had 5 survey respondents who identified as being part of a Faith Based Organization Partner. They identified the top five community needs with the highest priorities as: Affordable housing, literacy, employment/business training, child care, and physical health. Their highest priorities seem to be pointing to several important factors needed for adults or parents to be successful and prepared to care for themselves and their children.

C. Private sector (local utility companies, charitable organizations, local food banks)

Three of the surveys were completed by private sectors; financial institutions to be more specific. They rated affordable housing as the major need in our community, followed by emergency preparedness. They also had a higher consideration for youth & senior programs, food assistance, and mental and physical health as community needs.

D. Public sector (social services departments, state agencies)

Government Partners accounted for 6 of the survey respondents. They, like the rest of the sectors, considered the accessing and maintaining of affordable housing a vital need in our community. The second area of need they listed is child care. Affordable child care in our area is scarce, and parents sometimes have to contemplate on what is more financially beneficial for the family: paying the high costs of child care or having one parent staying home. These high costs of child care particularly create a bigger burden on single-parent households. The other needs they identified also included: youth services, physical health services, senior programs, and utilities assistance.

E. Educational institutions (local school districts, colleges)

41 out of the 306 responses came from individuals who identified themselves as primarily involved in educational institutions. They listed the five highest needs in the community as follows: Affordable Housing, Child Care, Emergency Preparedness, low quality living conditions, mental health.

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

To help answer the "causes of poverty" in our agency's service area, we reached out to our partners and had them take a survey where they identified some of the major causes of poverty in our community. When these major causes of poverty exist at the same time, they especially make it difficult for people to escape poverty:

Education:

An essential building block to economic success is education. A lack of education results in poor employment opportunities, poor health outcomes, increased likelihood of involvement in criminal activities and ultimately poverty. According to the American Community Survey, an ongoing survey from the Census Bureau that provides vital information on a yearly basis about our nation and its people, Sonoma County's educational attainment is quite favorable, 88.8% +/- 0.5% of the population is a high school graduate or has a higher degree, while 88.0% +/- 0.1% is the average for the United States (numbers from 2019 surveys):

Education Attainment in Sonoma County, California

High School or equivalent degree - 18.7%

Some college, no degree - 25.0%

Associate's degree - 9.6%

Bachelor's degree - 22.2%

Graduate or professional degree - 13.3%

However, there is an achievement gap when race/ethnicity, and socioeconomic status come into play. Per the table below, obtained from the Community Profile and Needs Assessment Report prepared on May 2019, there is an achievement disparity gap that can be seen between Caucasian and mainly African American & Hispanic in Sonoma County. 6.1% of the Caucasian population in Sonoma County is not a high school graduate; this means 93.9% have a high school diploma or have earned a higher education. Whereas 10.6% of African American & 34.4% of Hispanic are not high school graduates. The gap is even greater as the type of degree gets higher. 25.7% of Caucasians in Sonoma County have a Bachelor's Degree compared to 34.3% for African American and 11.7% for Hispanic. As educational attainment rises, wages rise; it can be gathered that people of color represent a bigger portion of the residents living below the poverty line in Sonoma County.

Comparison Education Attainment by Race and Ethnicity, 2010 and 2017, Sonoma County and CA

Sonoma County	Caucasian	African Amer	Asian	Hispanic	All Races

Educational Attainment	2010	2017	2010	2017	2010	2017	2010	2017	2010	2017
Not a High School Graduate	6.1	3.9	11.4	10.6	17.5	10.3	44.1	34.4	13.9	10.6
High School Graduate	18.7	19.4	28.3	12.2	14.7	11.8	23.5	20.8	19.6	19.2
Some College/ Associate's Degree	38.3	35.6	38.4	35.0	27.6	31.7	22.1	28.0	34.9	34.5
Bachelor's Degree	23.6	25.7	14.2	34.3	24.7	25.4	7.8	11.7	20.4	22.5
Master's Degree or Higher	13.3	15.4	7.6	7.8	15.5	20.8	2.5	5.2	11.2	13.2
High School Graduate or Higher	**93.9**	**96.1**	**88.6**	**89.4**	**82.5**	**89.7**	**55.9**	**65.6**	**86.1**	**89.4**
Bachelor's Degree or Higher	**36.9**	**41.1**	**21.8**	**42.1**	**40.2**	**46.2**	**10.4**	**16.8**	**31.6**	**35.7**

California	Caucasian		African Amer		Asian		Hispanic		All Races	
Educational Attainment	2010	2017	2010	2017	2010	2017	2010	2017	2010	2017
Not a High School Graduate	6.6	5.0	12.5	10.2	14.3	12.3	42.8	34.9	19.3	16.6
High School Graduate	20.0	18.4	24.3	24.4	14.6	14.2	23.9	26.2	20.7	20.7
Some College/Associate's Degree	34.6	32.8	41.9	39.8	22.9	20.8	23.0	25.8	29.9	29.0
Bachelor's Degree	23.8	26.3	13.9	16.6	32.0	33.1	7.3	9.4	19.1	21.1
Master's Degree or Higher	15.0	17.5	7.4	9.1	16.2	19.5	3.0	3.8	10.9	12.6
High School Graduate or Higher	**93.4**	**95.0**	**87.5**	**89.8**	**85.7**	**87.7**	**57.2**	**65.1**	**80.7**	**83.4**
Bachelor's Degree or Higher	**38.8**	**43.8**	**21.3**	**25.7**	**48.2**	**52.6**	**10.3**	**13.1**	**30.0**	**33.7**

Source: 2017 American Community Survey 1-yr Estimate

Low Wages:

According to the Census Bureau, 10 highest occupation areas in Sonoma County in 2018 are in the table below:

Employment and Median Wages by Major Occupation Code
2018

Occupation	Employment	Wages
Office and Administrative Support	28,720	$41,130
Sales and Related	21,980	$34,840
Food Preparation and Serving Related	21,910	$26,310
Education, Training, and Library	12,510	$54,630
Transportation and Material Moving	12,230	$35,970
Management	12,060	$105,230
Personal Care and Service	12,040	$28,040
Production	11,490	$36,940
Construction and Extraction	10,850	$60,270
Healthcare Practitioners and Technical	10,550	$85,070

When comparing these occupation wages to The National Low Income Housing Coalition: Out of Reach 2020 report, 7 out of the 10 highest occupations in Sonoma County did not pay a wage necessary to afford a one bedroom apartment at a fair market rent ($1,489/month). The necessary wage would need to be at $28.63/hour or $57,260/year. Unfortunately, local costs of living in Sonoma County are relatively high, and low-wage workers do not make enough money to adequately provide for their family's basic needs. According to a UC Berkeley Labor Center study, 1 in 3 Californians has a low-wage job. About 32 percent of California workers earned less than $14.35 an hour in 2017, which is about 4.9 million workers. The study also found that the share of workers earning low wages in Sonoma County was at 26.4%, almost 1/3 of Sonoma County's residents.

In a report called: *The State of Working Sonoma: A Profile of Income & Racial Inequality, Poverty, & Low-Wage Employment*, the author, Jesus Guzman, discusses several economic and racial disparities that he found in Sonoma County. He found that poverty rates are lower in Sonoma County than in California as a whole, but about one in five residents live in poverty despite living in working families. Another key finding was that women of color in Sonoma County earn a lower median hourly wage at every educational attainment level than their white counterparts. Furthermore, working families, many of whom are headed by women of color, have been stuck in a labor market with limited opportunities to earn a living wage and lift themselves out of poverty.

Lack of affordable housing:

Sonoma County has a long-standing history of being a very expensive housing market, and the COVID-19 pandemic did not help the situation. The Census Bureau's American Community Survey reported that the median housing value in 2019 in Sonoma County, California was $609,600 +/- $5,255, whereas nationally, the median housing value in the United States stood at $217,500 +/- $180; Renter costs in Sonoma County are also higher than the national median: $1,621 +/- $20 median gross rent in Sonoma County, California and $1,062 +/- $1 median gross rent in the United States.

The National Low Income Housing Coalition's Out of Reach 2020 report documents the significant

gap between renters' wages and the cost of rental housing across the United States. According to the report, the estimated mean renter wage in Sonoma County for 2020 was $18.92/hour = $37,840/**year**, to afford a one bedroom apartment at a fair market rent ($1,489/month) the necessary wage would need to be at $28.63/**hour** = $57,260/**year**, a 33.9% difference. The gap only rises for a bigger space; an hourly income of $37.48 is needed to be able to afford a two bedroom at fair market rent ($1,949/month), and an hourly income of $53.81 to afford a 3 bedroom apartment at fair market rent ($2,798/month).

Another major factor that has also negatively impacted the affordability of housing in Sonoma County has been natural disasters. Sonoma County was hit hard by the October 2017 Northern California Wild Fires which caused widespread evacuation and property losses. In February 2019, we had the Russian River flood, and then another wildfire in October 2019: the Kincade Fire. It has now become the norm to prepare for an emergency disaster as we get close to the wild fire season, largely because Sonoma County has been impacted by a fire almost every year since 2017. Because these natural disasters have destroyed many homes, the availability for housing has also been impacted.

In more recent times, Sonoma County has also seen an increase in multigenerational households. As affordable housing decreases in the area, this will be the new normal. Lack of affordable housing has caused multigenerational living to rise in order for families to meet their basic needs in Sonoma County. Low income families are surviving by depending on shared incomes, sharing housing and using resources in the community.

Aside from the above factors, our partners are also concerned about the overall system that creates barriers to underrepresented communities.

Systemic Barriers:

Partners in our community also regard poverty in our service area as the product of society. Although there may be causes of poverty due to an individual's poor choices, according to our

partners' responses, they suggest there are far more people living in poverty as a consequence of systemic issues. Moreover, these systemic barriers can leave certain groups in cycles of generational poverty. Circumstances might "have" a family in poverty at any given time, but it is systems that tend to keep families in poverty. A few factors mentioned that maintain/nurture a system of poverty are: systemic racism, capitalism, oppression. These systemic issues manifest in the framework of institutions addressing poverty, in the socio-economic mores of a community, and within the functions of the family unit themselves.

low high cost opportunities childcare system inequality high rents living make education poverty resources people lack families wages job racism affordable housing lack education pay work access Low wages Lack education training housing

According to our partners' responses the conditions of poverty in our community is the inability to meet basic needs. Some conditions include families or individuals having to choose between paying the rent and having food at the table. There are food and housing insecurities because wages are not livable for Sonoma County. Unfortunately, lack of shelter is also a condition of poverty in our community. There are people living in the streets, staying in their cars, living in shelters, or couch surfing at other people's homes until they are stable enough to be on their own. More recently in our area, housing costs have skyrocketed and made it difficult to live here. This has caused multigenerational living to rise in order for families to meet their basic needs. Low income families are surviving by sharing housing and using resources in the community.

Partners also mentioned other conditions of poverty which included: high costs of childcare becoming a financial burden to parents, expensive housing in the community, fear of deportation from undocumented residents, lack of education, disabilities, substance abuse, lack of mental health care, and having previous misdemeanor convictions preventing from securing employment.

☐ No change to the response in your agency's 2020-2021 CAP.

☒ Adaptations to the response in your agency's 2020-2021 CAP are described below.

Every other month Programs present to the Board of Directors and present updated program information including evaluation.

Community Needs Assessment Results

CSBG Act Section 676(b)(11)
California Government Code Section 12747(a)

Table 1: Needs Table

Complete the table below. Insert a row if additional space is needed.

Needs Identified	Level	Integral to Agency Mission (Y/N)	Currently Addressing (Y/N)	Agency Priority (Y/N)
Affordable Housing	Community Level	Y	Y	Y
Emergency Preparedness	Community Level	Y	Y	Y
Physical Health Services	Family Level	Y	Y	N
Mental Health Services	Community Level	Y	N	N
Utilities Assistance	Family Level	Y	Y	Y
Child Care	Community Level	Y	Y	Y
Low Quality Living Conditions	Community Level	Y	N	N
Food Assistance	Family Level	Y	Y	Y
Financial Education	Family Level	Y	Y	Y
Youth Services	Family Level	Y	Y	Y

Needs Identified: List the needs identified in your most recent CNA.

Level: List the need level, i.e. community or family. Community Level: Does the issue impact the community, not just clients or potential clients of the agency? For example, a community level employment need is: There is a lack of good paying jobs in our community. Family Level: Does the need concern individuals/families who have identified things in their own life that are lacking? An example of a family level employment need would be: Individuals do not have good paying jobs.

Integral to Agency Mission: Indicate if the identified need aligns with your agency's mission.

Currently Addressing: Indicate if your agency is already addressing the identified need.

Agency Priority: Indicate if the identified need will be addressed either directly or indirectly.

Table 2: Priority Ranking Table

Prioritize all needs identified as an agency priority in Table 1. Insert a row if additional space is needed.

Agency Priorities	Description of programs, services, activities	Indicator(s)/Service(s) Category (CNPI, FNPI, SRV)
1. Child Care	**Head Start, Pasitos, Via Esperanza** Our Head Start's goal is to build a strong foundation for school readiness by recognizing each child's individual strengths and needs, and provide opportunities for each child to grow physically, socially, emotionally, and intellectually through our center-based classes. Pasitos focuses on giving parents of children 3-4 years old information and tools they need to prepare their child to enter school so they are ready to succeed in kindergarten and beyond through weekly parent-child group meetings with stories, songs, and fine-motor activities Vía Esperanza Resource Center offers year-round programs that prepare young children to succeed in school and help parents access crucial resources needed to support their children's success with a focus on the Whole-Family/2-Generational Approach.	FNPI 2, 3, 5 Services: education & health
2. Emergency Preparedness	**Disaster Relief, COAD** In response to the devastating wildfires that overtook Sonoma County on the evening of October 16, 2017, Community Action Partnership of Sonoma County (CAPSC) responded to community need by creating the Disaster Relief Housing Assistance Fund (DRHA). Thanks to some amazing funders, our agency is able to provide rental and deposit assistance to those immediately affected by the wildfires in Sonoma County. COAD member organizations focus on preparedness and are ready to respond with resources, volunteers and coordination of services to those who need assistance during and immediately after a disaster, and ideally hold the capacity to activate a long-term recovery group.	FNPI 3, 4 CNPI 4 Services: income, infrastructure, asset building, housing, and community involvement

3. Affordable Housing	**Sloan House, Harold's Home, Aston & Earle Apartments** CAP's Housing Pathways (**Sloan House, Harold's Home)** helps prepare and empower clients to be able to move from short-term housing to permanent housing. Focusing on stabilizing the resident's physical, emotional and financial health, this program has been an incredibly successful model in addressing the County's housing need. Permanent Supported Housing **(Aston & Earle Apartments)** offers low- income rentals for families whose income qualifies under the current Department of Housing and Urban Development federal guidelines. The program offers 1, 2, 3 and 4 bedroom apartments in two complexes in the City of Santa Rosa.	FNPI 1, 3, 4, 5, 6 Services: housing, health and social behavior
4. Financial Assistance	**HCA, SOS, H2O, VITA** The HCA Family Fund assists individuals and families with deposit assistance or once in a lifetime rent assistance. The Chronicle Season of Sharing Fund provides temporary assistance for rent, utilities, or a deposit. Help 2 Others (H20) program provides financial assistance and water-use efficiency improvement for individuals having difficulty paying their water bills. There are many low-income families in Sonoma County that cannot afford to have their taxes done due to the high cost of professional tax preparers. VITA exists to help these Sonoma County families have their taxes done by providing free and 100% secure income tax service.	FNPI 1, 3, 4, 5 Services: income, infrastructure, asset building and housing
5. Financial Education	**HCA, Via Esperanza, Head Start** The HCA Family Fund assists families or individuals with deposit or rent assistance combined with financial coaching to empower the participant in creating a household budget, develop skills necessary to manage a household, and learn the importance of saving.	FNPI 1, 2, 3, 4, 5 Services: education, income, and asset building.

		Vía Esperanza Resource Center provides Financial Literacy Education through a financial literacy group and one-on-one sessions based on the Your Money, Your Goals curriculum from the Consumer Finance Protection Bureau. One of the primary activities at our Head Start program are the parent education and leadership opportunities set to educate parents about the importance of their involvement in their children's education, parenting, family financial well-being and stability.	
6. Youth Services	**Padres Unidos** Padres Unidos is a 16 week program which addresses the needs of parents dealing with issues related to poor school attendance and performance, alcohol and other drug use, gang involvement, violence and runaways.	FNPI 2, 5, 6 Services: education and health	
7. Food Assistance	**Via Esperanza, Head Start** Via Esperanza has partnered up with Redwood Empire Food bank, to become a drive thru distribution site where families can pick up food on a weekly basis. Head Start offers nutritious meals and snacks daily to all children enrolled in the program.During emergencies Head Start provides additional food services for families in need.	FNPI 2, 3, 5 Services: Health	

Agency Priorities: Rank your agency priorities.

Description of programs, services, activities: Briefly describe the program, services or activities that your agency will provide to address the need. Identify the number of clients to be served or the number of units offered, including timeframes for each.

Indicator/Service Category (CNPI, FNPI, SRV): List the indicator(s) or service(s) that will be reported in annual report.

Part II: Community Action Plan

CSBG Act Section 676(b)(11)
California Government Code Sections 12745(e), 12747(a)
California Code of Regulations, Title 22, Division 11, Chapter 1, Sections 100651 and 100655

Vision and Mission Statement

1. Provide your agency's Vision Statement.
Community Action Partnership of Sonoma County strives to eliminate poverty and invests in families through partnerships, advocacy and high-impact programs.
2. Provide your agency's Mission Statement.
Community Action Partnership of Sonoma County creates pathways for economic security that lasts from generation to generation.

Tripartite Board of Directors

CSBG Act Sections 676B(a); 676(b)(10)
California Code of Regulations, Title 22, Division 11, Chapter 1, Section 100605
State Plan

1. Describe how your Advisory or Governing Board is involved in the decision-making process and participates in the development, planning, implementation and evaluation of programs to serve low-income communities. (CSBG Act Section 676B(a))

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

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

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

3. Describe your Advisory or Governing Board's policy for filling board vacancies in accordance with established bylaws. Include the recruiting process, democratic selections process for low-income board members, and the timeframe established by your agency to fill vacancies. (State Plan)

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

Service Delivery System

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

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

CAP Sonoma provides direct services to over 10,000 annually. The intake process starts with recruitment. The recruitment and outreach efforts begin throughout Sonoma County and include working with the local radio stations (bilingual, English and Spanish), newspaper and television, door knocking, reaching partners and more. Through this medium, the program runs public service announcements both in English and Spanish. The majority of our families come from Spanish speaking families. It also distributes flyers at selected public elementary schools and collaborative partners. Throughout the county, at different vendor and shopping area locations, similar flyers and posters are distributed and displayed. The agency also runs recruitment announcements on its web site: www.capsonoma.org and its Facebook page. Staff are in constant contact with community agencies and collaborative partners such as Family Nurse Partnership, WIC, CPS, Indian Health, St. Joseph Mobile Health Clinic, Alliance Clinics, Catholic Charities, The Living Room, The Salvation Army, COTS, SCOE and others.

Currently, CAP Sonoma programs each have their separate intakes and applications processes. To eliminate the various forms clients have to complete to receive for each individual program, CAP Sonoma is making efforts to move into having a single intake/application for all programs and services using the CAP60 Kiosk (Client Portal). With the Kiosk, clients will be able to complete their intake/application online and submit any documentation needed from them; this will help reduce the paper usage, reduce or eliminate the chances of an application "falling through the cracks", and staff can make better use of the time they would have spent on an intake. By only completing one intake/application, the client portal will identify all the programs and services the client is potentially eligible for and can proceed to apply for those services. The intake/application information is then forwarded to an agency staff for review in CAP60. When needed, the Kiosk can also assist in creating a custom survey for need assessment of community or quality of service provided.

Furthermore, the Kiosk will aid in providing internal or external referrals to other programs and services when needed. We are in the works of getting our Via Esperanza Resource Center and Pasitos program trained in this portal so we can begin piloting the portal, troubleshoot and correct faults that arise so it can run smoothly, and eventually use the CAP60 Kiosk agency wide.

> **2. List your agency's proposed programs/services/activities that will be funded by CSBG. Include a brief explanation as to why these were chosen and how they relate to the CNA. (CSBG Act Section 676(b)(3)(A), State Plan)**

We have decided to focus our CSBG funding on two areas: Disaster Relief and our Via Esperanza Family Resource Center "Whole Family Upward Mobility". Both of these programs provided immediate and long term needs of the community and address generation poverty prevention. The disaster program now includes recovery from the Pandemic. And Via Esperanza is our hub for our two-generation whole family approach project. Because COVID has impacted multiple elements and barriers to upward mobility, we will focus funding on these programs as they both address multiple of the needs emphasized in the CAN.

Disaster Relief Assistance program has been a core program of the agency since the 2017 Wildfires. We have continued to assist our community through the subsequent 2019 Winter floods, the 2019 Kincade Fire, the 2020 Wildfires and the current Covid pandemic. We have continued to adapt our program to the changing needs of the community. With the current Shelter in Place order, we have moved to remote working for staff and handled client requests by phone and email. We adapted our forms to make them easier for clients for fill out remotely and have arranged for secure drop boxes that clients can return documents if they are unable to do so digitally. We were the recipients of a 1.2 million dollar Covid rental assistance grant from the County of Sonoma. With this grant, we partnered with 3 other CBO's to provide greater access to the community. The objectives of the our Covid assistance funding are to:

❖ Coordinate and administer relief funds for victims impacted by COVID-19 to assist with rental assistance and essential living needs.
❖ Provide available community resources to clients impacted by COVID-19 exposure or illness

Through the generosity of the County of Sonoma and additional funders, CAP Sonoma was able to

provide vital financial assistance to Sonoma County residents who have been impacted by the COVID-19 shelter in place. Since March 2020, Community Action Partnership has provided gift cards, rental and essential needs assistance to over **344 households** in the total amount of **$678,157.93**. Many of our clients experienced a loss of jobs or reduced work hours as well as loss of wages from quarantine, isolation or hospitalization as a result of coronavirus exposure. A large majority had expended other avenues of funds before coming to CAP Sonoma. They used up savings, borrowed from friends and family, used any available unemployment and stimulus aid and racked up credit card debt to cover necessary rent and expenses. The need for financial assistance continues to be high as the current Shelter in Place is extended and many in our community remain out of work with available resources dwindling.

Via Esperanza, "Whole Family Upward Mobility" is more than just a program; it is a strategic approach for systems change. Mobility for children, parents and families is greater than economic success; it also relates to being valued in community, having power and autonomy, and has systems-level implications. The ultimate goal for the Whole Family Upward Mobility initiative is to reduce generational poverty in order for children to succeed in school and beyond. In order to accomplish this, CAP Sonoma will use and strengthen the two- generation approach at our Via Esperanza Family Resource Center located in central Santa Rosa, Lewis Adult School campus. The two generation approach builds family well-being by intentionally and simultaneously working with children and the adults in their lives together. We will focus equally and purposefully on services and opportunities for the child and the adults and track outcomes for both children and adults concurrently. We have seen the best poverty-breaking results when both the child and parent are empowered with strategies to improve their lives.

Using this approach at our Family Resource Center, we will help mobilize families to successfully respond to challenges and improve the wellbeing of children, youth, families and communities. By acting as a hub for the family support and safety net systems that exist within a community, Via Esperanza can foster community connections, improve access to resources, and empower families to become self-sufficient. Via Esperanza will concentrate its support for low income, Latinx or Spanish speaking families with children 0-5. Our services will allow families with high need to focus

on the following areas: early childhood education, financial education and assistance, increasing family literacy and school success, adult education, community resources and referrals, and family stability and resiliency. Focusing on supports for both the child and the adult will lead to the most long lasting impact.

Linkages and Funding Coordination

CSBG Act Sections 676(b)(1)(B) and (C), (3)(C) and (D), 676(b)(4), (5), (6), and (9)
California Government Code Sections 12747, 12760
Organizational Standards 2.1, 2.4
State Plan

<table>
<tr><td>1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, list the coalition(s) by name and methods used to coordinate services/funding. (CSBG Act Sections 676(b)(1)(C), 676(b)(3)(C); Organizational Standard 2.1; State Plan)</td></tr>
</table>

CAP Sonoma is the fiscal sponsor for the COAD. COAD stands for Community Organizations Active in Disaster. This term is often used interchangeably with VOAD or Voluntary Organizations Active in Disaster and both are member organizations that include safety net organizations who collaborate with community, nonprofit, and faith-based organizations, government agencies, schools and private businesses to serve the most vulnerable in their community. COAD member organizations focus on preparedness and are ready to respond with resources, volunteers and coordination of services to those who need assistance during and immediately after a disaster, and ideally hold the capacity to activate a long-term recovery group. Sonoma County VOAD existed for many years, but its activity level has varied. Immediately prior to the October 2017 wildfires, its membership was largely inactive, but since then many Community-Based Organizations (CBOs), faith-based groups, the Office of Recovery and Resiliency, and the Office of Emergency Management have worked together to revitalize the VOAD and rebrand it as Sonoma County COAD with new infrastructure. In January 2020, new bylaws and a slate of officers and committee members were established. We held our first general membership meeting in January and are actively recruiting member and partner organizations. In August of 2020 we hired our first paid director. Each organization helps support grant writing and searches for funding opportunities. When a grant is awarded CAP Sonoma manages the contract and acts as a fiscal sponsor. We have a seat on the COAD Board of Directors.

The County of Sonoma began providing support to households impacted by COVID-19 through the Emergency Rental Assistance Program (ERAP) on April 19. The program provides payment assistance for tenants who are behind on rent and utilities. ERAP additionally provides options for

landlords to participate and receive financial assistance. This program is open to all County residents, regardless of immigration status, who are renters or landlords requiring rental assistance. Community Action Partnership of Sonoma County is one of the organizations that is working collaboratively to assist clients and process their applications to obtain financial assistance from the ERAP Program. Clients are able to select which partner agency they prefer to process their application, if no preference, then they are randomly assigned to any of the participating agencies to help process the application.

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

CAP Sonoma coordinates services formally and informally. For formal coordination we use MOU's and contracts and route those contracts the following way…

We currently have MOUs with all ERAP subcontractors in our service area which include: Catholic Charities, La Luz, Corazon, West County Community Services, Undocufund, Child Parent institute, etc. In these MOUs agencies are in agreement to offer non-duplicated assistance to clients impacted by the pandemic who are still in need.

Another formal coordination is the partnership agreement that every member of the COAD has to sign. COAD member organizations agree to focus on preparedness and be ready to respond with resources, volunteers and coordination of services to those who need assistance during and immediately after a disaster, and ideally hold the capacity to activate a long-term recovery group.

Community Action Partnership of Sonoma County is also involved in some informal partnerships. For example, our program/resource center Via Esperanza has partnered up with Redwood Empire Food bank, to become a drive thru distribution site where families can pick up food on a weekly basis. This collaboration came about out of emergency. When Sonoma County was affected by the fires, different organizations came together to make resources accessible to those in need, and CAPSC was one of them.

3. Describe how services are targeted to low-income individuals and families and indicate how staff is involved, i.e. attend community meetings, provide information, make referrals, etc. Include how you ensure that funds are not used to duplicate services. (CSBG Act Section 676(b)(9), California Government Code Section 12760, State Plan)

☐ No change to the response in your agency's 2020-2021 CAP.

☒ Adaptations to the response in your agency's 2020-2021 CAP are described below.

The COVID-19 pandemic has posed unprecedented challenges for CAPSC. To ensure the safety of our CAPSC staff, staff had to work remotely from home yet find a way to give out their program services to our community. All programs had to adapt to doing more of their tasks and communication electronically. For some programs this included: learning new software programs to help view, annotate, sign, and share electronic documents, creating fillable application forms, hosting meetings or presenting through video calls. We needed to adapt to be able to help facilitate the process of accessing our services to clients who were also learning how to navigate new computer hardware and software.

Most of our outreach to our community was forced to be through electronic means. CAPSC used our Facebook and Instagram platforms to keep our community safe and informed. Family outreach workers and other front line staff also relayed any important information to clients through their individual phone calls and video call meetings.

In the County, there is also a larger effort for a referral system. Recently, a Unite Us platform was created. Unite Us is a coordinated care network of health and social care providers in the area which enables the partners in the network to send and receive electronic referrals, address people's social needs, and improve health across communities.

4. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. (California Government Code Section 12747, State Plan)

As previously mentioned, CAP Sonoma is a member of the Sonoma County COAD/VOAD. In this role CAP Sonoma coordinates with other community, nonprofit, and faith-based organizations, government agencies, schools and private businesses to serve the most vulnerable in their community specifically in the event of a disaster. Each organization supports in grant writing and

searches for funding opportunities intended to help the local community prepare for a potential disaster and/or recover from an existing disaster.

During this pandemic, CAP Sonoma has partnered with the County of Sonoma as well as other Community Based Organizations to provide emergency financial assistance to low-income community members with COVID or who have been exposed to someone with COVID to help offset the cost of staying home during their isolation or quarantine period through ERAP. Community Action Partnership of Sonoma County is also involved with The COVID-19 Urgent Response and Aid (CURA) Project. CURA is a hub connecting Latinx, Indigenous, and low-income community members to community-based services that will help them endure COVID-19. CAP is working collaboratively to educate community members on the dangers of COVID-19; ensure that community members receive the support they need in order to keep themselves and their families safe such as emotional and financial support especially if they have been negatively impacted by the pandemic. Our Disaster Team has taken the role of assisting clients with their ERAP applications, and staff at our Via Esperanza Resource Center is assisting clients through CURA.

5. Describe your agency's contingency plan for potential funding reductions. (California Government Code Section 12747, State Plan)

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

6. Describe how your agency documents the number of volunteers and hours mobilized to support your activities. (Organizational Standard 2.4)

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

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

☐ No change to the response in your agency's 2020-2021 CAP.

☒ Adaptations to the response in your agency's 2020-2021 CAP are described below.

CAP Sonoma no longer has the Youth Civic Engagement Project (YCEP) program. However, we now offer a service called CAP Mobile Family Resource Center(MFRC). The purpose of this new program is to provide support to the most vulnerable youth and their families to assist them in overcoming challenges that hinder success in school and in the community, especially around attendance. Currently, the program is working collaboratively with Elsie Allen High School in Santa Rosa, CA in delivering these services to support students and their families living in poverty. A case manager will be keeping close connection with the individual student, their family and the school staff. There are phone call follow-ups involved as well as home visits with a school staff when deemed necessary, and referrals to other resources as needed.

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

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

9. If your agency uses CSBG funding to provide employment and training services, describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5), State Plan)

CAP Sonoma uses CSBG funding to cover some services offered at our family resource center called Via Esperanza. Vía Esperanza has offered year-round programs that prepare young children to succeed in school and help parents access crucial resources needed to support their children's success, it is focused on the Whole-Family/2-Generational Approach. Among some programs and services offered through Via Esperanza that assist in preparing a client to be prepared for employment are: English as a Second Language (ESL) which is a beginner English class taught by Santa Rosa Junior College staff; English Conversation Class, a structured approach to practicing English language skills for beginner to intermediate level students which is led by a retired teacher; GED test preparation; and coaching and case management where clients are linked with support services based on their individual needs which can include connecting them to Sonoma County Job Link for employment opportunities.

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

☐ No change to the response in your agency's 2020-2021 CAP.

☒ Adaptations to the response in your agency's 2020-2021 CAP are described below.

Among the many services that Via Esperanza offers, it also has made itself available as a distribution site for the Redwood Empire Food Bank and Santa Rosa City Schools during the Sonoma County Fires and now during the COVID-19 pandemic where clients can drive thru to pick up boxes of food which include: fresh fruit and produce, dairy products including milk, cheese, and yogurt, meats, grains, canned food and school lunches.

The family resource center also offers baby diapers for those clients who come in on a crisis mode. They are currently in the process of planning out what other emergency supplies to offer including clothing for adults and children, emergency hygiene packs, and emergency gift cards for gas.

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

☐ No change to the response in your agency's 2020-2021 CAP.

☒ Adaptations to the response in your agency's 2020-2021 CAP are described below.

As previously mentioned, CAP Sonoma is the fiscal sponsor and a member of the Sonoma County COAD/VOAD. In this role CAP Sonoma coordinates with other community, nonprofit, and faith-based organizations, government agencies, schools and private businesses to serve the most vulnerable in their community. COAD member organizations focus on preparedness and are ready to respond with resources, volunteers and coordination of services to those who need assistance during and immediately after a disaster, and ideally hold the capacity to activate a long-term recovery group. Each organization helps support grant writing and searches for funding opportunities. When a grant is awarded, CAP Sonoma manages the contract and acts as a fiscal sponsor. We also have a seat on the COAD Board of Directors.

12. Describe how your agency will use funds to support innovative community and

neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act Section 676(b)(3)(D), State Plan)
☐ No change to the response in your agency's 2020-2021 CAP. ☒ Adaptations to the response in your agency's 2020-2021 CAP are described below.
AVANCE, a CAP Sonoma program will be either going through a program transformation or be completely replaced by a new program. AVANCE focused on empowering families to break the cycle of poverty through a family engagement approach combining early childhood development and parenting education. Parent participation was not an issue, but program staff was. AVANCE was very expensive to continue to fund due to the many program staff needed for the care portion of children from 0 to 3 years old. At this time, we are exploring other programs that accomplish similar outcomes without the high expense of AVANCE.

Monitoring

CSBG Act Section 678D(a)(1)(A) and (B)

> **1. Describe how your agency's monitoring activities are related to establishing and maintaining the integrity of the CSBG program. Include your process for maintaining high standards of program and fiscal performance.**

Community Action Partnership of Sonoma County's Cap 60 a database is used specifically to gather client data. We are consistently working to make CAP 60 the hub for all program data. By having clients' information in one place we are able to track all the services that have been provided by the agency and be able to fully track the family's journey out of poverty. As an agency we are moving towards a whole family approach and CAP60 is a great tool to capture this. The agency's data specialist conducts quarterly check-ins with each program to ensure that the data is up to date and also to ensure the correct data is going into the database maintaining high standards for program logistics. At the end of the year data is shared widely for each program to see how the data has changed year to year. This way we ensure that the services that we are providing are still relevant to the community.

CAP Sonoma uses NetSuite as the accounting software. This system makes it easy to monitor many funding sources. Our fiscal department follows their policy and procedure manual to ensure processes are in place. This is a living document and is reviewed annually. CAP completes an annual single-audit to ensure compliance with OMB circulars. Oversight is provided by Audit and Financial board committees.

> **2. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency, type of monitoring, i.e., onsite, desk review, or both, follow-up on corrective action, and issuance of formal monitoring reports.**

CAP Sonoma uses very few subcontractors to run direct service programming. When subcontractors are used the contract will have established key performance indicators for each activity. The contract manager will be responsible for reviewing the key performance indicators throughout the contract. This is usually done as a desk review.

Data Analysis and Evaluation

CSBG Act Section 676(b)(12)
Organizational Standards 4.2, 4.3

> 1. Describe your agency's method for evaluating the effectiveness of programs and services. Include information about the types of measurement tools, the data sources and collection procedures, and the frequency of data collection and reporting. (Organizational Standard 4.3)

Each program is required to have a set of tools. Each set of tools contains four main components: A logic model, scope of work, budget, and an evaluation plan. Each element directly relates to the elements of the ROMA cycle. The logic model is part of the planning process, the scope of the work is the implementation and the evaluation plan covers the achievement of results and the evaluation element. Data is collected across CAP programs at client intake and various points of service depending upon the program. All CAP client data is stored in the Cap 60 database, except for Head Start which utilizes Child Plus, however HS will now be able to use CAP 60 through an automatic bridge.

Each program collects and evaluates data regularly, some programs produce annual reports and others report on a monthly basis. In compliance with the CSD contract, CAP prepares and submits the NPI report and the Demographic Report reports annually. CAP Sonoma as an agency produces two annual mail pieces to supporters, partners, and clients that talk about programmatic achievement within the last six months.

> 2. Applying the Results Oriented Management and Accountability (ROMA) cycle of assessment, planning, implementation, achievement of results, and evaluation, describe one change your agency made to improve low-income individuals' and families' capacity for self-sufficiency. (CSBG Act Section 676(b)(12), Organizational Standard 4.2)

☒ No change to the response in your agency's 2020-2021 CAP.

☐ Adaptations to the response in your agency's 2020-2021 CAP are described below.

> 3. Applying the full ROMA cycle, describe one change your agency facilitated to help revitalize the low-income communities in your agency's service area(s). (CSBG Act Section 676(b)(12), Organizational Standard 4.2) (Optional)

One change CAP Sonoma will be facilitating to help revitalize the low-income communities in our service area is providing Family Centered Coaching training with other Community Based Organization's to all establish the same style for case management across our community. Family-Centered Coaching is a set of strategies, tools, and resources that help human service organizations reinvent how they engage with, and help, families that are experiencing poverty. It focuses on engaging parents in a whole-family approach, rather than focusing on one facet of a family's life. It is an important approach because the tools put the family at the center by expanding how organizations focus on individuals and families together and offer services in collaboration with other programs or organizations to meet the full range of families' needs. Having the same approach is vital for programs and organizations. We want to be using the best practices and most effective tools when dealing with our recipients to have common outcomes to measure and compare.

Additional Information (Optional)

Disaster Preparedness

1. Does your agency have a disaster plan in place that includes strategies on how to remain operational and continue providing services to low-income individuals and families during and following a disaster?
☒ Yes ☐ No
2. If so, when was the disaster plan last updated?
COVID-19 Prevention Program for Community Action Partnership, last updated on February 1st, 2021.
3. Briefly describe your agency's main strategies to remain operational during and after a disaster.
As a result of the COVID 19 pandemic, the work place began taking extra precautions to prevent exposures of the COVID-19 virus in the workplace. The COVID-19 Prevention Program for Community Action Partnership was developed and implemented as a guideline for work practices and procedures during the pandemic. Work areas were, and continue to be, evaluated of COVID-19 hazards, and applicable orders and guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention were reviewed. Most staff are working remotely from home and have been given the equipment necessary to limit their need to work from the office. There is a limit to how many staff can be in the office area at one-time and employees are required to complete a SoCo COVID screening and send a screenshot to their supervisor prior to going into the office. Where possible, we ensure at least six feet of physical distancing at all times in our workplace and have created floor markings to indicate direction and path of travel. We continue to require face coverings and have created stations throughout the office with disposable gloves, cleaning and disinfecting products for clients to use. Employees who had potential COVID-19 exposure in our workplace will be given guidance based on our most recent and updated return to work policy. It will also follow all federal, state and local guidelines. With all the wildfires that have specifically hit our service area, we also have COAD which has

helped maintain, review and update a disaster plan continuously. As part of COAD, organizations come together before, during and after an emergency and work as a team to plan for a disaster, provide disaster relief and rebuild their community. When a disaster hits, it is planned out that there will be cooperation: The Ops Lead and Director share time in the Emergency Operations Center (EOC), there will be COAD presence at evacuation and shelter sites, and at the Local Assistance Center (LAC). County also attends COAD Executive Meetings. There will be communication: The Executive Team immediately convenes and shares updates on individual agency activity and needs, and committee activation, it is planned to have daily reports from the EOC are sent to the executive team, frequent updates are sent to membership by director, and needs for agencies and community shared as they become known. Coordination will also exist: Executive team is to meet frequently, an Operations Lead (Ops Lead) is identified for the incident, planning groups are activated for Food, Intake, LAC, and Long Term Recovery (LTR) group, members identify resources available for incident, and general member activation meeting called. And just as important will be the collaboration of organizations for: a collaborative intake form and process, a release of information shared between COAD & County, the continuity of Disaster Case Management with all data collection, and LTR group is launched.

Agency Capacity Building

1. Although the CNA focused on Community and Family Level needs, if your agency identified Agency Level need(s) during the CNA process, list them here.

1. Family Centered Coaching
2. CAP60 Kiosk for internal referrals

2. Describe the steps your agency is planning to take to address the Agency Level need(s).

CAP Sonoma's mission is to create pathways for economic security that lasts from generation to generation. In order to do this, CAP Sonoma has taken a Whole Family Approach where we can support both children and families in their struggles and successes and empower them to strengthen their relationships and work in unity to reach their individual and family goals. We are in the process of making arrangements to send all staff to Family Centered Coaching training; we will be giving priority to frontline staff so they immediately begin introducing this approach as they work with clients.

Another need that our agency identified was the need for an internal referral process. We will be piloting the CAP60 Kiosk with our Via Esperanza Resource Center. The internal referral process should help avoid client/case duplication in the system, which in turn will provide us with better and more accurate data for reporting purposes. Overall, we expect the CAP60 Kiosk to aid us in working more efficiently.

Federal CSBG Programmatic Assurances and Certification

CSBG Act 676(b)

Use of CSBG Funds Supporting Local Activities

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

  i. to remove obstacles and solve problems that block the achievement of self-sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out underpart A of title IV of the Social Security Act);
  ii. to secure and retain meaningful employment;
  iii. to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
  iv. to make better use of available income;
  v. to obtain and maintain adequate housing and a suitable living environment;
  vi. to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
  vii. to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots
  viii. partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to

   –

    I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for wide-spread replication; and
    II. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

Needs of Youth

676(b)(1)(B) The state will assure "that funds made available through grant or allotment will be used – (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems

and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

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

    II.   after-school childcare programs.

Coordination of Other Programs

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

Eligible Entity Service Delivery System

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

Eligible Entity Linkages – Approach to Filling Service Gaps

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

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

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

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

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

Eligible Entity Emergency Food and Nutrition Services

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

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

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

State Coordination/Linkages and Low-income Home Energy Assistance

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

Community Organizations

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

Eligible Entity Tripartite Board Representation

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

Eligible Entity Community Action Plans and Community Needs Assessments

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

State and Eligible Entity Performance Measurement: ROMA or Alternate System

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

Fiscal Controls, Audits, and Withholding

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

☐ **By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying that the agency meets the assurances set out above.**

State Assurances and Certification

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

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

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

For MSFW Agencies Only

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

☐ **By checking this box and signing the Cover Page and Certification, the agency's Executive Director and Board Chair are certifying the agency meets assurances set out above.**

Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

Category One: Consumer Input and Involvement

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

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

Category Two: Community Engagement

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

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

Standard 2.4 The organization/department documents the number of volunteers and hours mobilized in support of its activities.

Category Three: Community Assessment

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

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

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

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

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

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

VISION AND DIRECTION

Category Four: Organizational Leadership

Private Agency - Standard 4.1 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 Agency - Standard 4.1 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.

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

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

Category Six: Strategic Planning

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.

Appendices

Please complete the table below by entering the title of the document and its assigned appendix letter. Agencies must provide a copy of the Notice(s) of Public Hearing and the Low-Income Testimony and the Agency's Response document as appendices A and B, respectively. Other appendices such as need assessment surveys, maps, graphs, executive summaries, analytical summaries are encouraged. All appendices should be labeled as an appendix (e.g., Appendix A: Copy of the Notice of Public Hearing) and submitted with the CAP.

Document Title	Appendix Location
Needs Assessment Survey	A
Partner Survey	B
Public Event on Poverty by CCOR on May 10th, 2021	C

Appendix A: Needs Assessment Survey

Q1 City/Ciudad:

Answered: 307   Skipped: 0

Sonoma ca Santa Rosa Ca Petaluma Rohnert Park Cloverdale Santa Rosa Healdsburg Windsor Forestville Sebastopol

Q2 Please select your gender/Por favor seleccione su género

Answered: 307   Skipped: 0
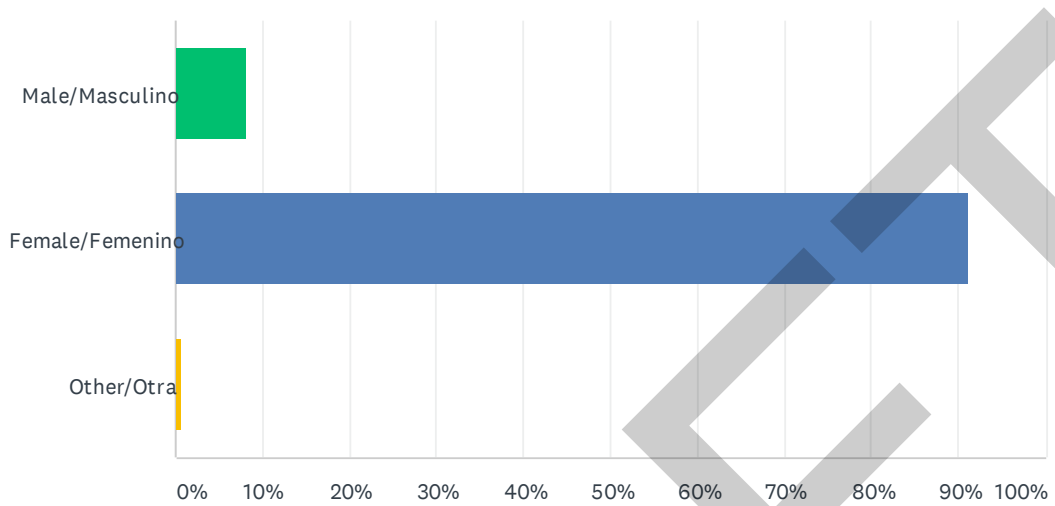
ANSWER CHOICES	RESPONSES	
Male/Masculino	8.14%	25
Female/Femenino	91.21%	280
Other/Otra	0.65%	2
TOTAL		307

Q3 Age Range/Edad:

Answered: 307   Skipped: 0
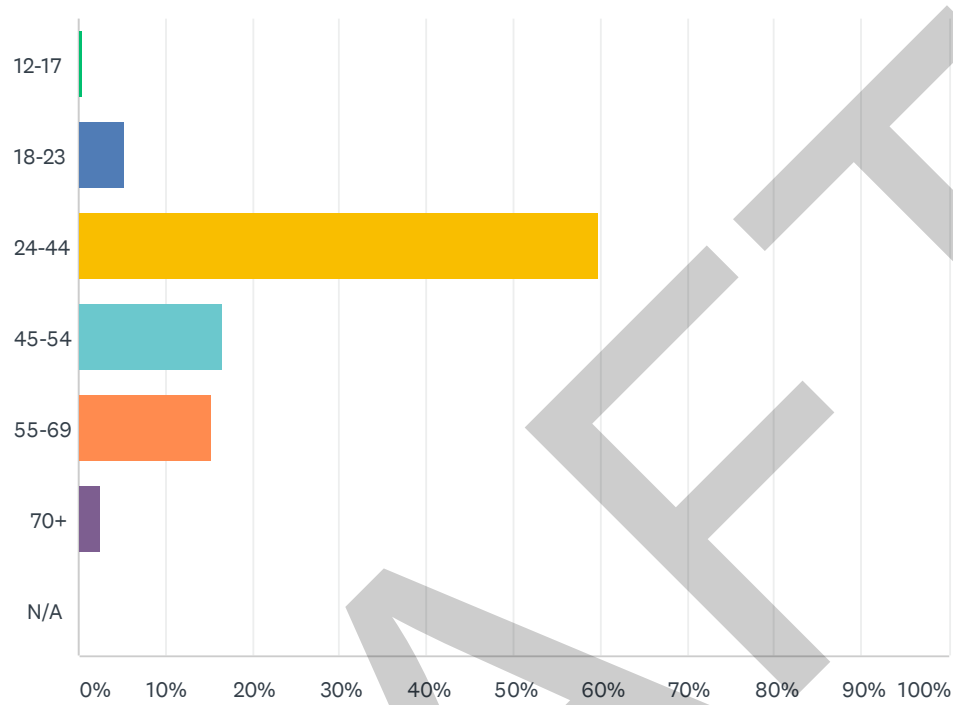
ANSWER CHOICES	RESPONSES	
12-17	0.33%	1
18-23	5.21%	16
24-44	59.93%	184
45-54	16.61%	51
55-69	15.31%	47
70+	2.61%	8
N/A	0.00%	0
TOTAL		307

Q4 Status/Estado Civil:

Answered: 307   Skipped: 0
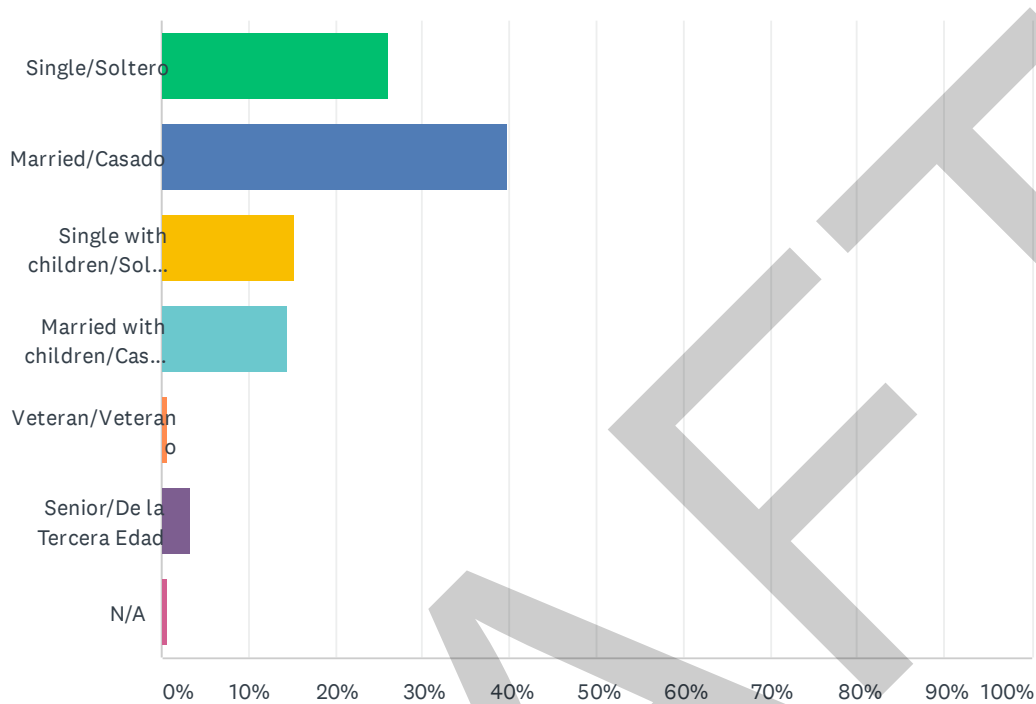
ANSWER CHOICES	RESPONSES	
Single/Soltero	26.06%	80
Married/Casado	39.74%	122
Single with children/Soltero con Niños	15.31%	47
Married with children/Casado con Niños	14.33%	44
Veteran/Veterano	0.65%	2
Senior/De la Tercera Edad	3.26%	10
N/A	0.65%	2
TOTAL		307

Q5 Choose which description best illustrates your relation to CAP/Seleccione qué descripción ilustra mejor su relación con CAP:

Answered: 307   Skipped: 0
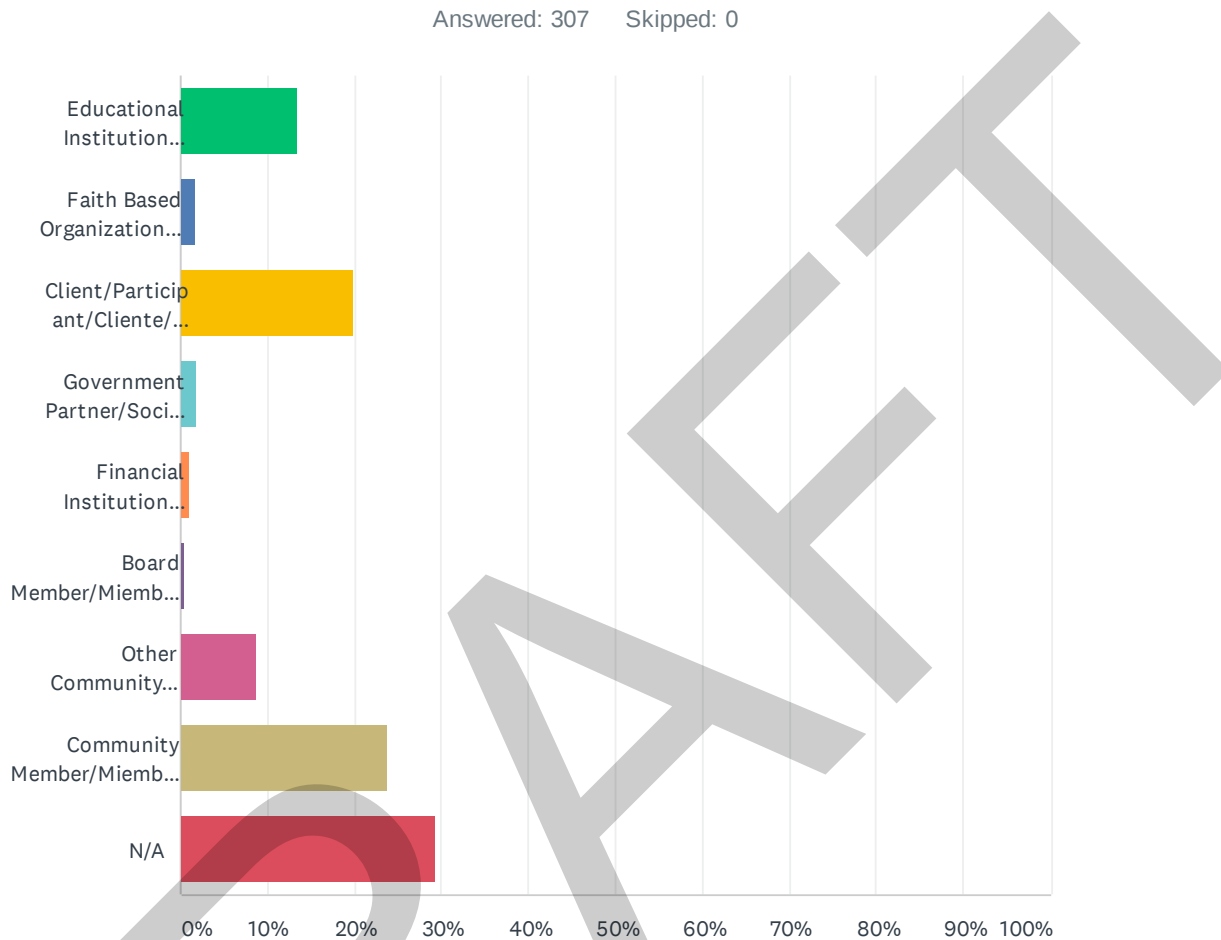
ANSWER CHOICES	RESPONSES	
Educational Institution Partner/Socio institución Educativa	13.36%	41
Faith Based Organization Partner/Socio de Organización Basada en la Fe	1.63%	5
Client/Participant/Cliente/Participante	19.87%	61
Government Partner/Socio del Gobierno	1.95%	6
Financial Institution Partner/Socio de la Institución Financiera	0.98%	3
Board Member/Miembro de la Junta	0.33%	1
Other Community Organization Partner/Otro Socio de la Organización Comunitaria	8.79%	27
Community Member/Miembro de la Comunidad	23.78%	73
N/A	29.32%	90
TOTAL		307

Q6 Are you currently a Head Start Participant? ¿Es usted participante de Head Start?

Answered: 302   Skipped: 5
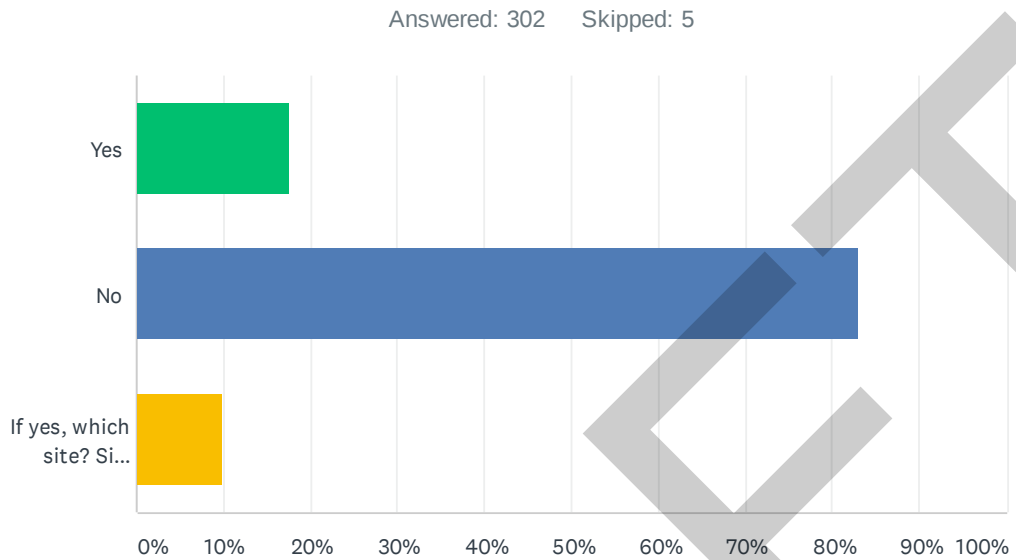
ANSWER CHOICES	RESPONSES	
Yes	17.55%	53
No	83.11%	251
If yes, which site? Si contesto que sí, ¿En qué centro?	9.93%	30
Total Respondents: 302		

Q7 Are you currently an Early Head Start Participant? ¿Es usted participante del programa Early Head Start

Answered: 307   Skipped: 0
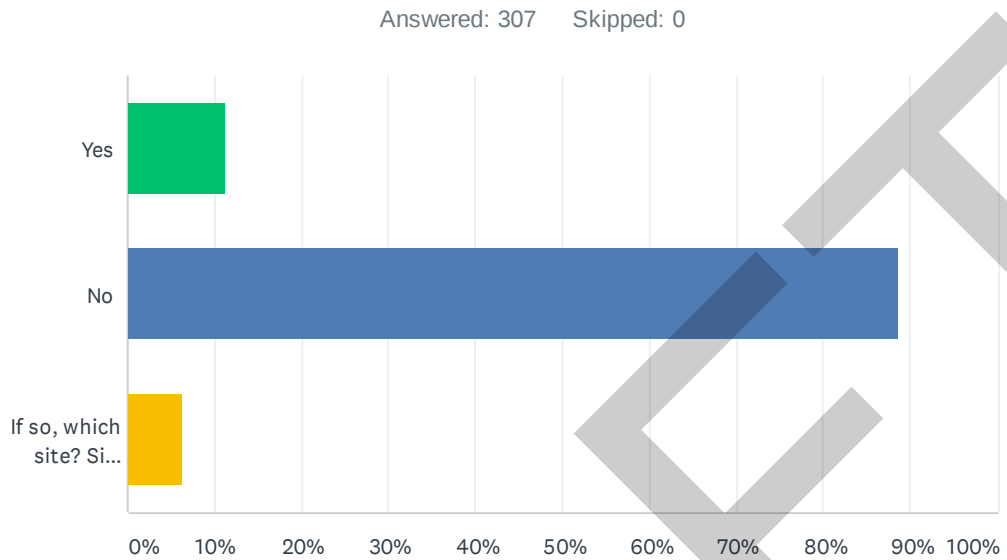
ANSWER CHOICES	RESPONSES	
Yes	11.40%	35
No	88.60%	272
If so, which site? Si contesto que sí, ¿En qué centro?	6.19%	19
Total Respondents: 307		

Q8 Have you received the COVID-19 Vaccine? ¿Ha recibido la vacuna COVID-19?

Answered: 307   Skipped: 0
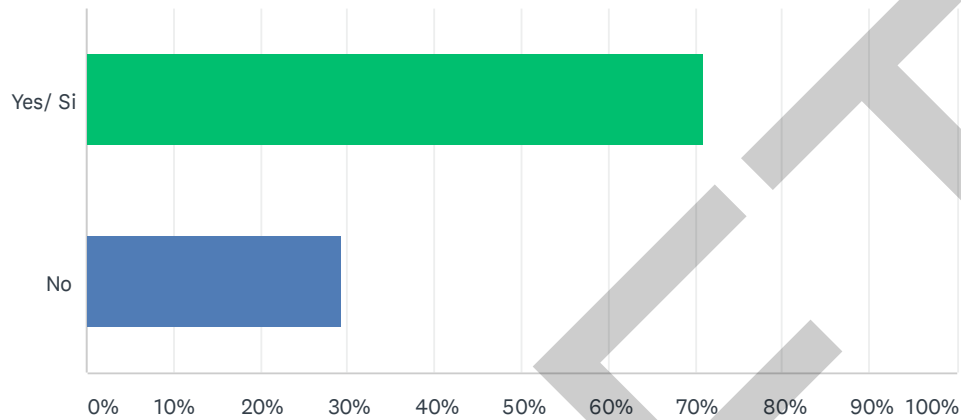
ANSWER CHOICES	RESPONSES	
Yes/ Si	71.01%	218
No	29.32%	90
Total Respondents: 307		

Q9 If no, do you plan on receiving the vaccine? Yo no, ¿Planea recibir la vacuna?

Answered: 148   Skipped: 159
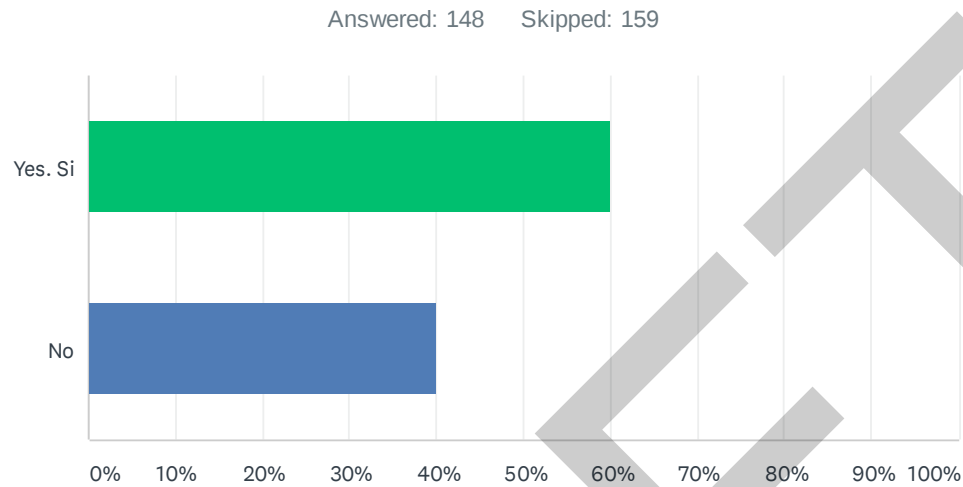
ANSWER CHOICES	RESPONSES	
Yes. Si	60.14%	89
No	39.86%	59
Total Respondents: 148		

Q10 Are you at risk of losing your housing? ¿Corres el riesgo de perder tu vivienda?

Answered: 307   Skipped: 0
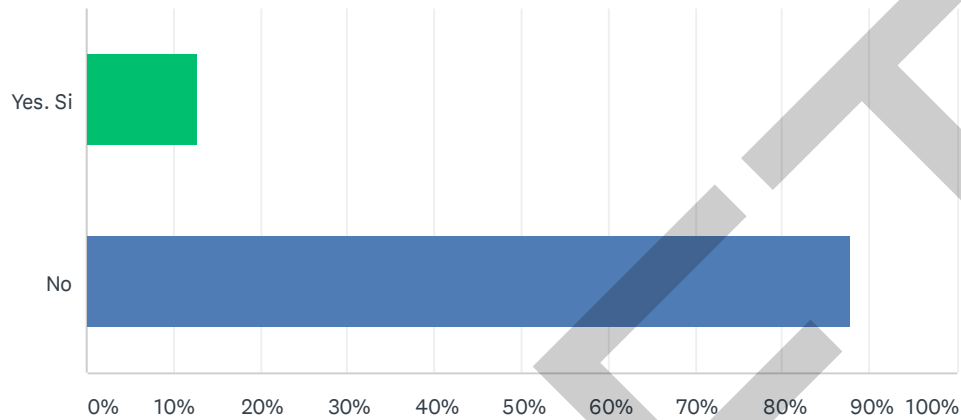
ANSWER CHOICES	RESPONSES	
Yes. Si	12.70%	39
No	87.95%	270
Total Respondents: 307		

Q11 Do you want/need job training? ¿Quieres/necesitas capacitación laboral?

Answered: 307   Skipped: 0
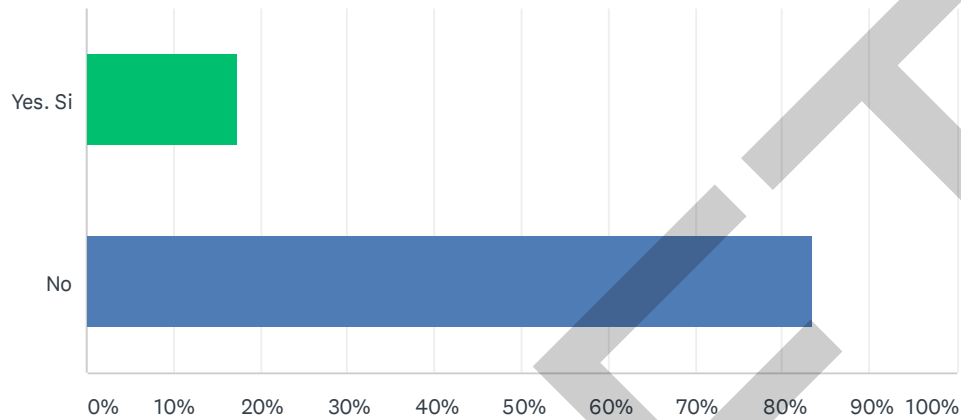
ANSWER CHOICES	RESPONSES	
Yes. Si	17.26%	53
No	83.39%	256
Total Respondents: 307		

Q12 Has COVID-19 impacted the following areas of your life?¿De las siguientes áreas en su vida, cuáles han sido afectadas por El COVID-19?

Answered: 307   Skipped: 0
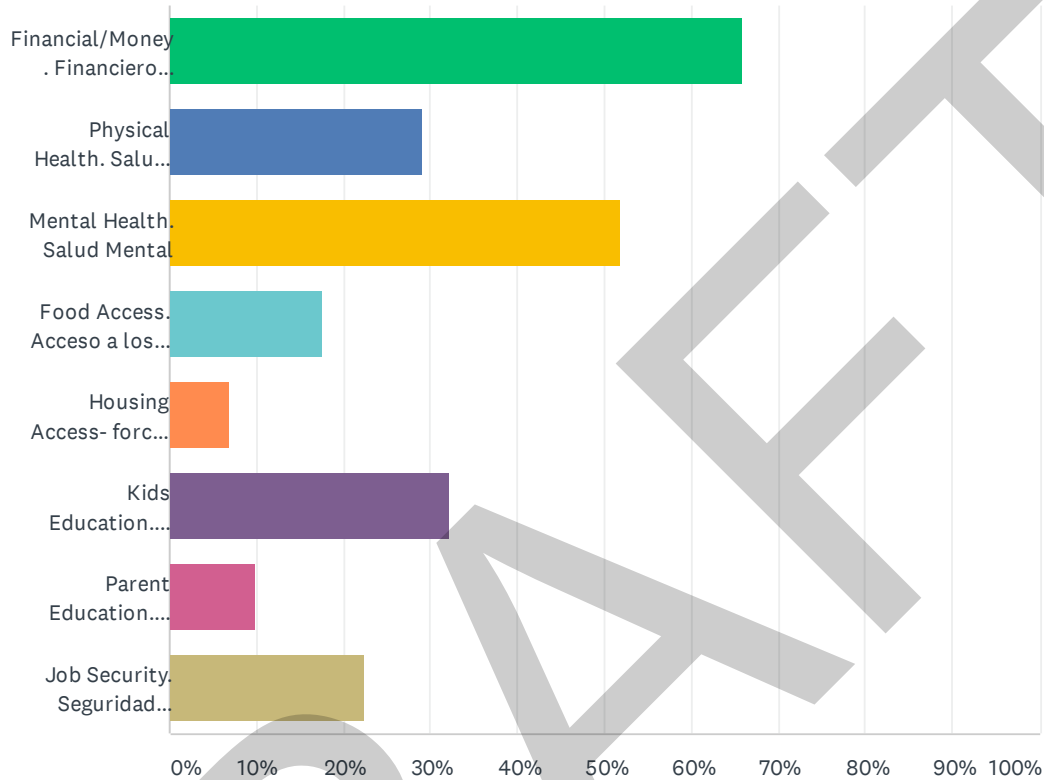
ANSWER CHOICES	RESPONSES	
Financial/Money. Financiero / Dinero	65.80%	202
Physical Health. Salud físical	28.99%	89
Mental Health. Salud Mental	51.79%	159
Food Access. Acceso a los alimentos	17.59%	54
Housing Access- forced to leave your current housing. Acceso a la vivienda (¿Se ha visto obligado a abandonar su vivienda actual?)	6.84%	21
Kids Education. Educación infantil	32.25%	99
Parent Education. Educación de los padres	9.77%	30
Job Security. Seguridad laboral	22.48%	69
Total Respondents: 307		

Q13 What are the top three things you are most looking forward to returning to normal after the pandemic? ¿Cuáles son las tres cosas principales que espera ansiosamente a que vuelvan a la normalidad después de la pandemia?

Answered: 307   Skipped: 0
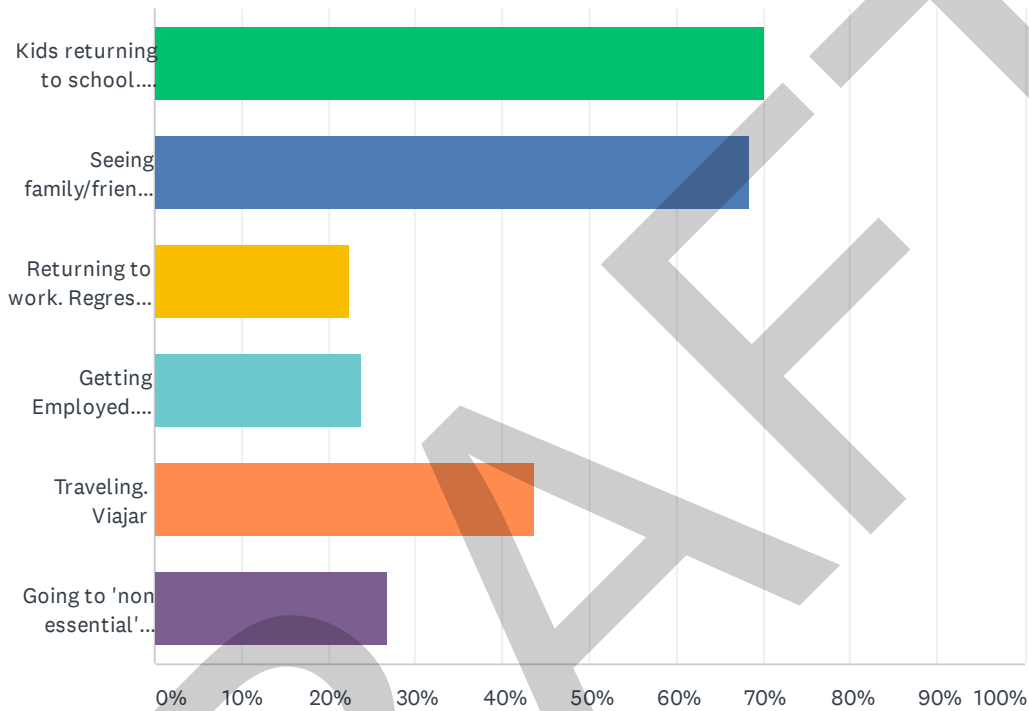
ANSWER CHOICES	RESPONSES	
Kids returning to school. Niños que regresan a la escuela	70.03%	215
Seeing family/friends. Ver a familiares / amigos	68.40%	210
Returning to work. Regresar al trabajo	22.48%	69
Getting Employed. Conseguir un empleo	23.78%	73
Traveling. Viajar	43.65%	134
Going to 'non essential' businesses. Ir a negocios "no esenciales"	26.71%	82
Total Respondents: 307		

Q14 Public Transportation/Transporte Público

Answered: 249   Skipped: 58
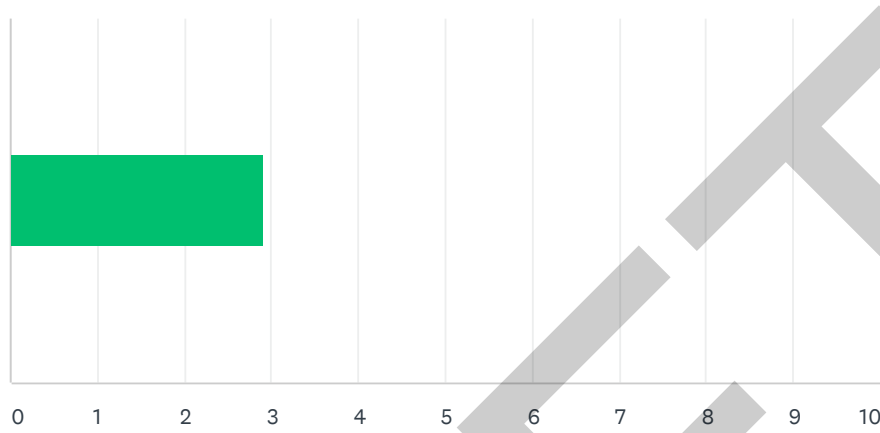
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	3	726	249
Total Respondents: 249			

Q15 Child Care/Cuidado de los Niños

Answered: 245   Skipped: 62

ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	891	245
Total Respondents: 245			

Q16 Legal Aid/Asistencia Legal

Answered: 226   Skipped: 81
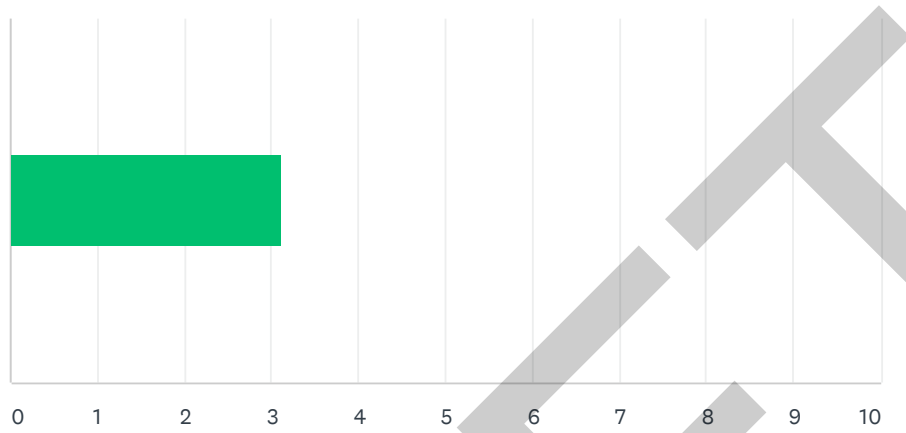
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	3	703	226
Total Respondents: 226			

Q17 Employment/Business Training // Empleo/Formación Empresarial

Answered: 245   Skipped: 62
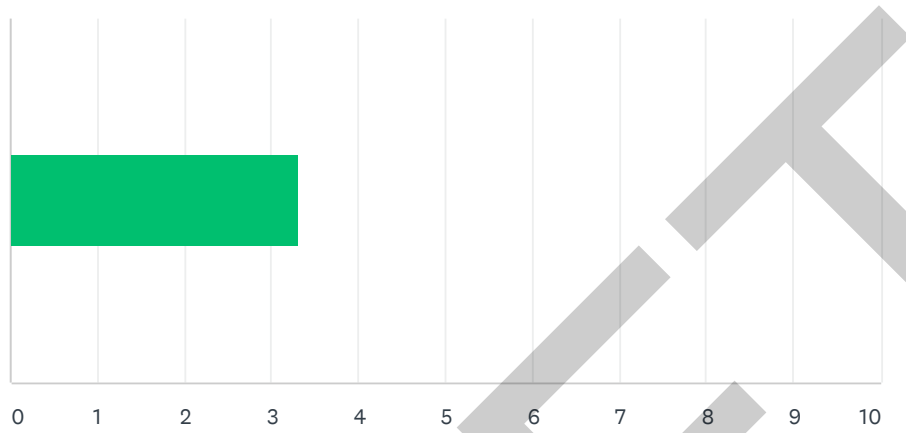
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	3	810	245
Total Respondents: 245			

Q18 Youth Services/Servicios para Jovenes

Answered: 238   Skipped: 69
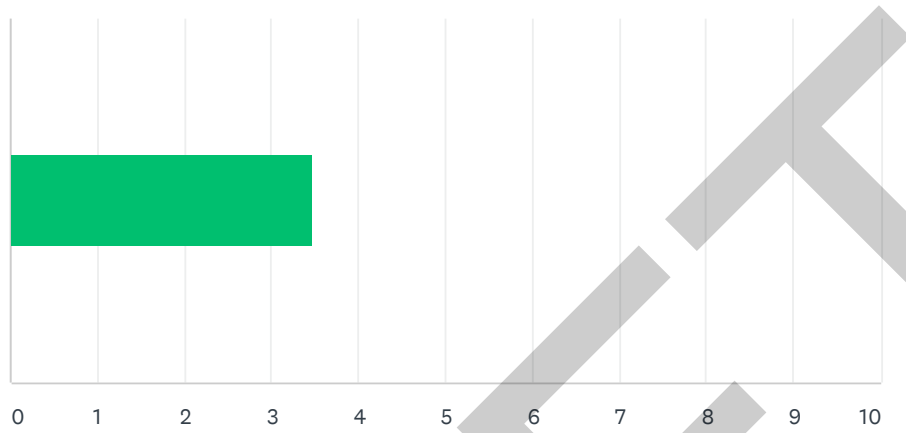
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	3	828	238
Total Respondents: 238			

Q19 Low Quality Living Conditions/Condiciones de Vida de Baja Calidad

Answered: 233   Skipped: 74
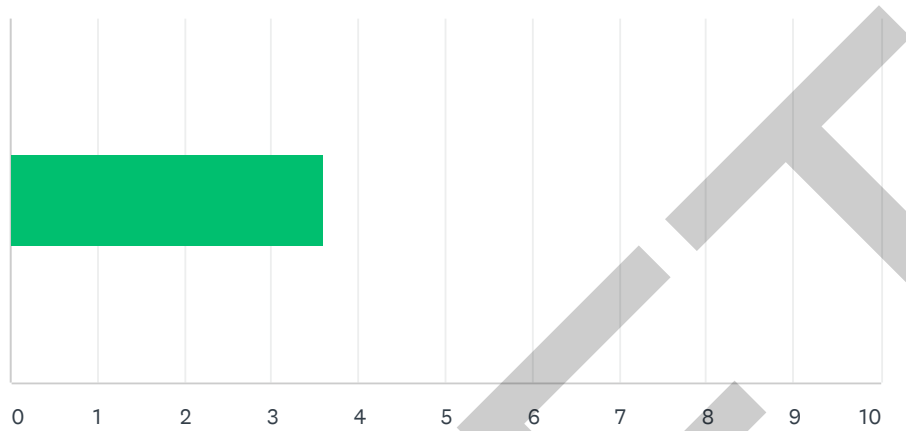
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	840	233
Total Respondents: 233			

Q20 Literacy/Alfabetismo

Answered: 205   Skipped: 102
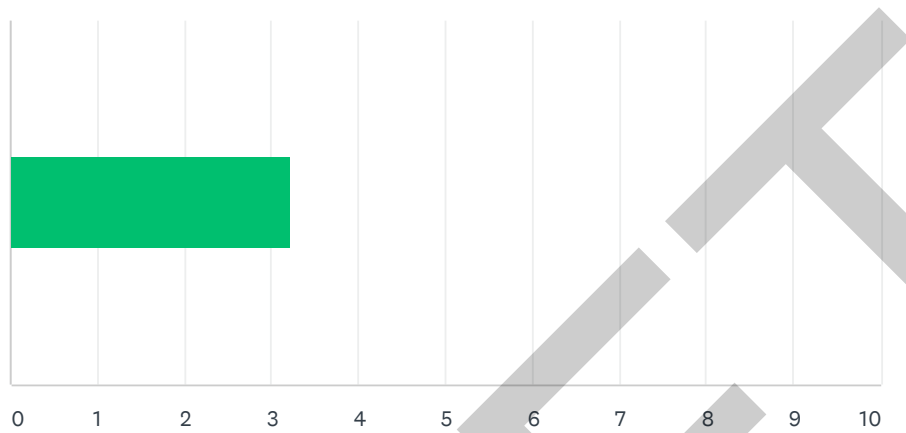
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	3	660	205
Total Respondents: 205			

Q21 Financial Education/Educación Financiera

Answered: 236   Skipped: 71
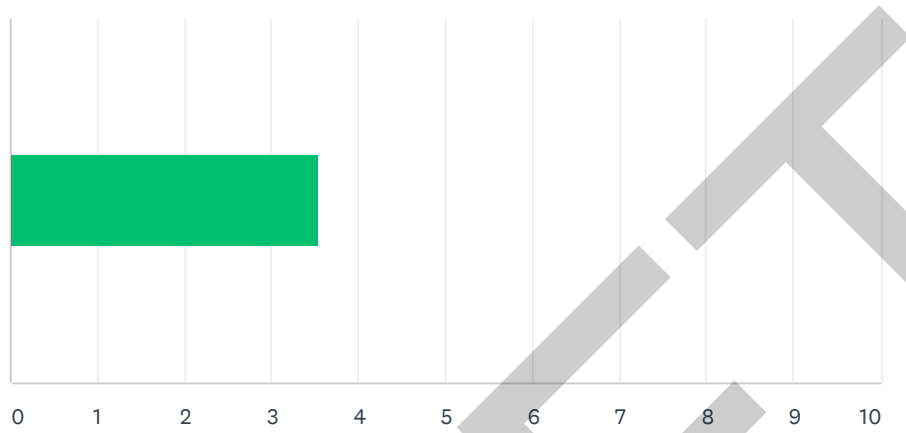
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	836	236
Total Respondents: 236			

Q22 Emergency Preparedness/Preparación para Emergencias

Answered: 248   Skipped: 59
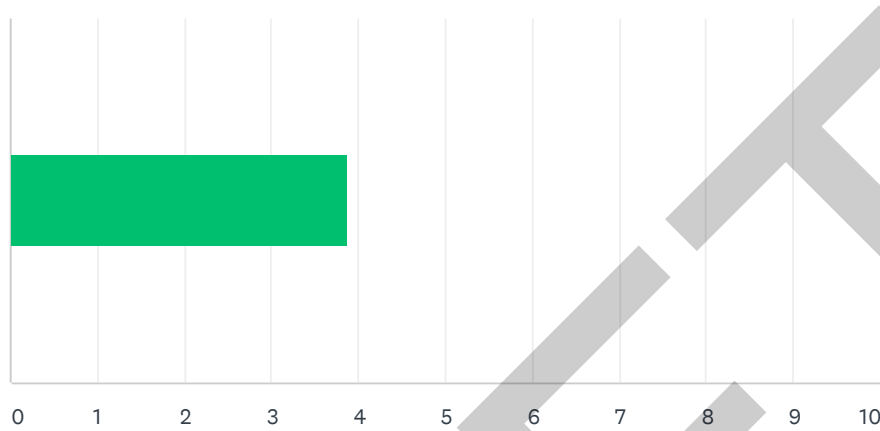
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	962	248
Total Respondents: 248			

Q23 Physical Health Services/Servicios de Salud Fisica

Answered: 253   Skipped: 54
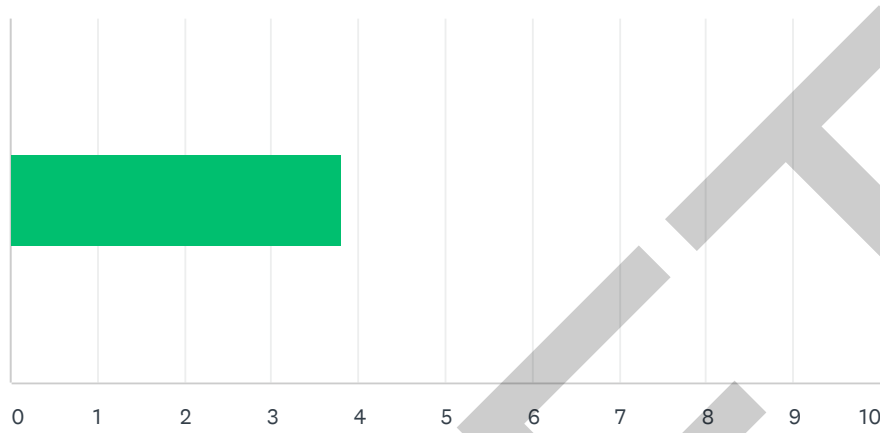
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	962	253
Total Respondents: 253			

Q24 Mental Health Services/Servicios de Salud Mental

Answered: 252   Skipped: 55
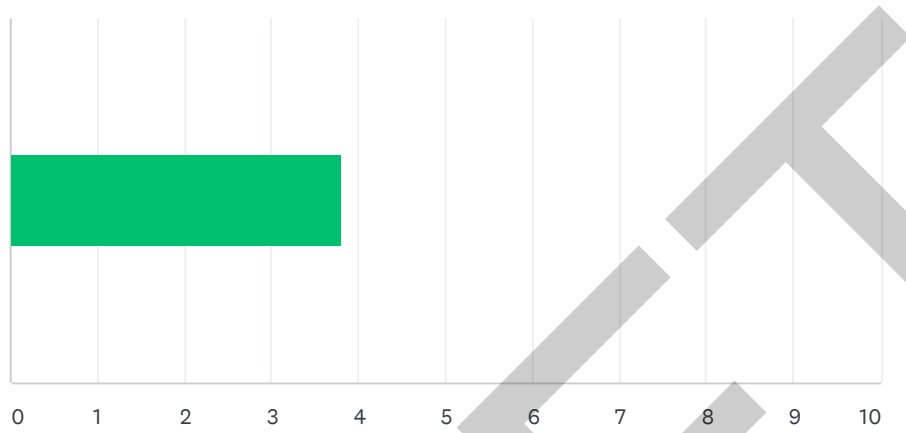
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	958	252
Total Respondents: 252			

Q25 Food Assistance/Asistencia Alimentaria

Answered: 243   Skipped: 64
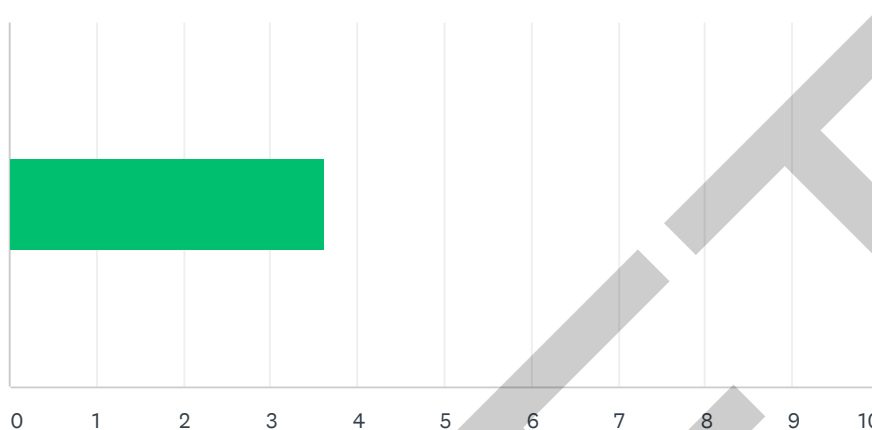
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	878	243
Total Respondents: 243			

Q26 Senior Programs/Programas para Ancianos

Answered: 208   Skipped: 99
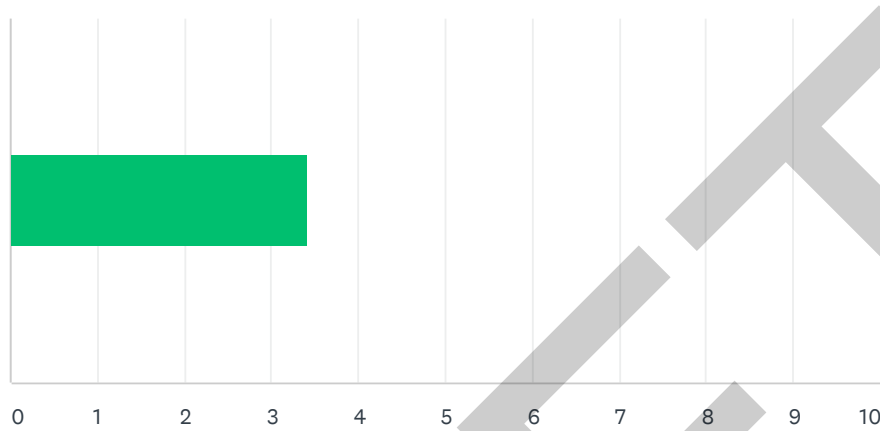
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	3	708	208
Total Respondents: 208			

Q27 Utilities Assistance/Asistencia de Servicios Públicos

Answered: 243   Skipped: 64
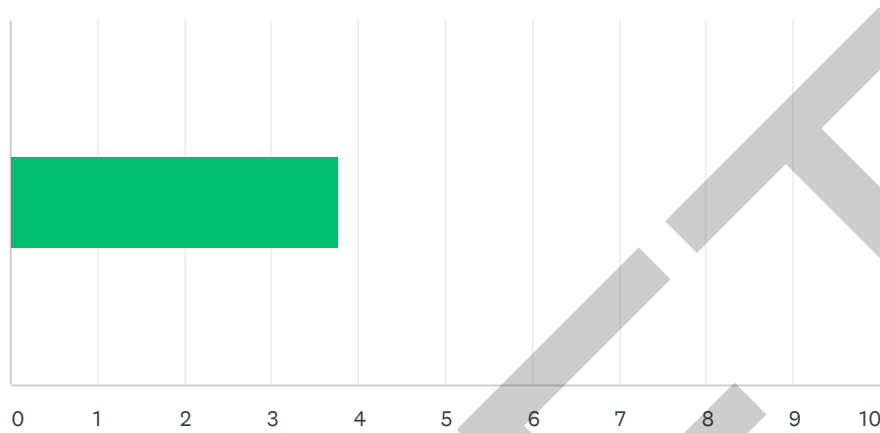
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	915	243
Total Respondents: 243			

Q28 Affordable Housing/ Viviendas Asequibles

Answered: 252   Skipped: 55
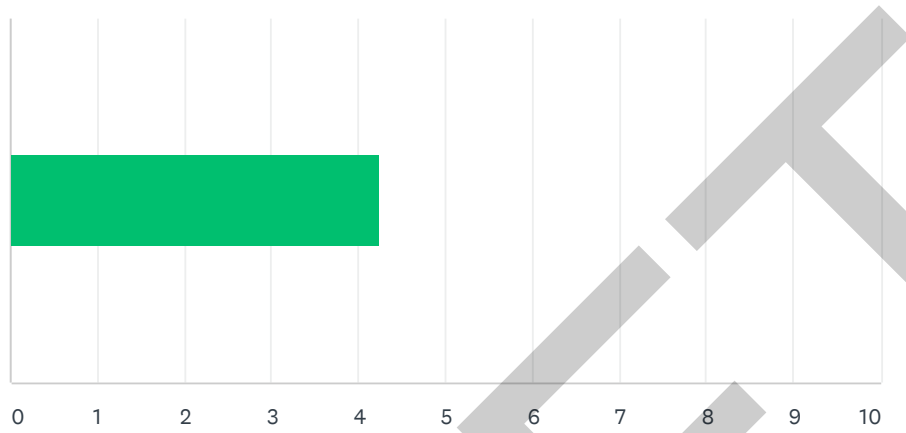
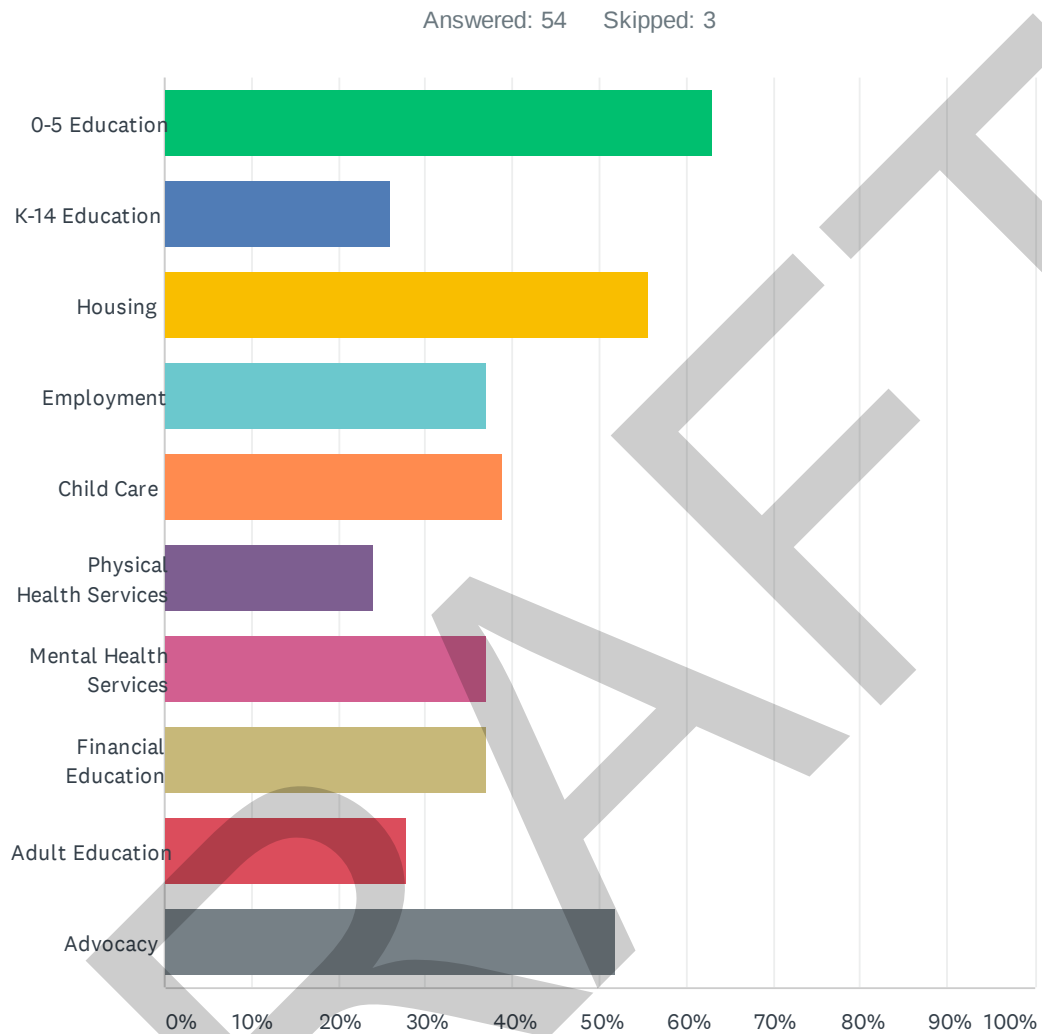| ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	1,068	252
Total Respondents: 252			

Q29 Other Concerns/Otras Preocupaciones:

Answered: 30   Skipped: 277

Appendix B: Partner Survey

Q1 Do you address the following issues or need in the community? (Please check all that apply)

Answered: 54   Skipped: 3

ANSWER CHOICES	RESPONSES	
0-5 Education	62.96%	34
K-14 Education	25.93%	14
Housing	55.56%	30
Employment	37.04%	20
Child Care	38.89%	21
Physical Health Services	24.07%	13
Mental Health Services	37.04%	20
Financial Education	37.04%	20
Adult Education	27.78%	15
Advocacy	51.85%	28
Total Respondents: 54		

Q2 Do you serve the following aged populations? (Please check all that apply)

Answered: 55   Skipped: 2
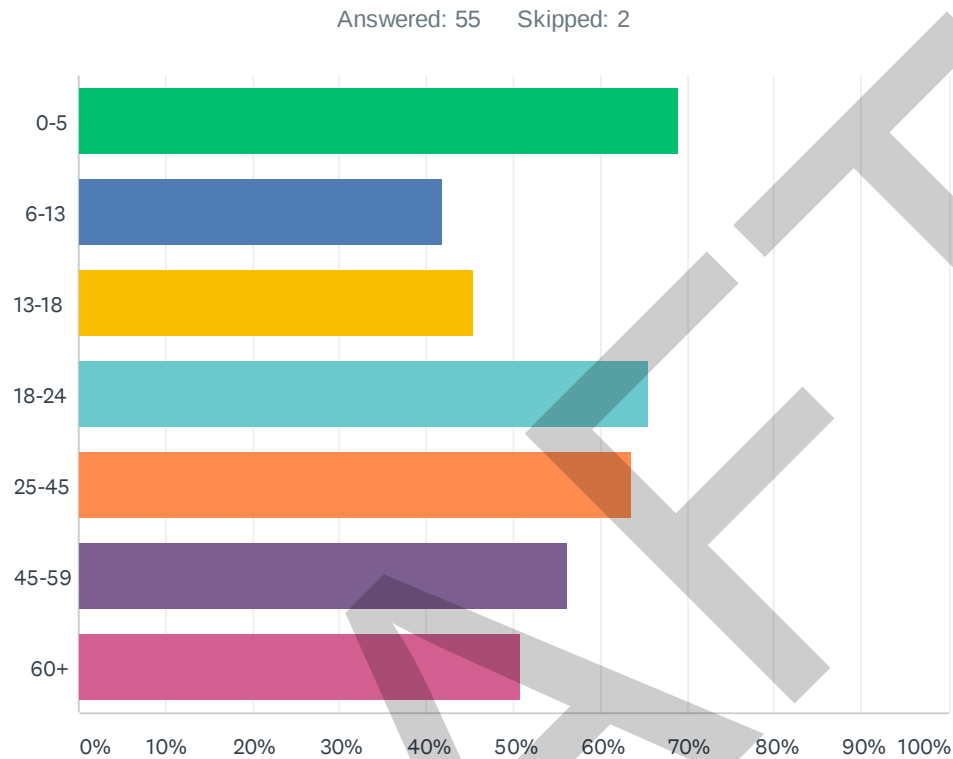
ANSWER CHOICES	RESPONSES	
0-5	69.09%	38
6-13	41.82%	23
13-18	45.45%	25
18-24	65.45%	36
25-45	63.64%	35
45-59	56.36%	31
60+	50.91%	28
Total Respondents: 55		

Q3 What do you see are the challenges facing these issues in the community, especially current/post pandemic?

Answered: 54   Skipped: 3

Q4 Who do you partner with when you need to help someone who is facing poverty? Top 5 agencies

Answered: 50   Skipped: 7

Catholic Charities Empire Food Bank **CAP**
Action Partnership Sonoma **Partnership Sonoma County**

Q5 How do you define poverty? - The look of poverty in Sonoma County right now.

Answered: 53   Skipped: 4

Q6 What keeps families in poverty?

Answered: 54   Skipped: 3

Q7 What should we as a community do to address poverty?

Answered: 53   Skipped: 4

training accessible increase Advocate resources services jobs people need support people community income help education families better need child care poverty change Create opportunity provide higher housing living system

Appendix C: Public Event on Poverty by CCOR on May 10th, 2021

Community Conversations on Race

We will be hosting a series of discussions on Facebook LIVE, Monday's from 5:30PM-6:30PM. We invite you to join us as we focus on different topics, host a variety of guests and work together to take action.

May 10th, 2021

Join us for a very special, "Community Conversations on Race" featuring Denise Harlow (Chief Executive Officer, National Community Action Partnership), Tiffney Marley (Vice President, Practice Transformation, National Community Action Partnership), Oscar Chavez (Assistant Director, Human Services Department, County of Sonoma and former Executive Director at CAP Sonoma) and Moderated by Dr. Susan Cooper (Executive Director, Community Action Partnership of Sonoma County).

Community Conversations on Race-CAP Month
Community Action Partnership of Sonoma County was Live · Follow

Community Conversations on Race
CAP Sonoma #BLACKLIVESMATTER

The role of Community Action Partnership's across the nation, in the fight for equity, inclusion, and social justice.

👍 3   💬 24   ➤ 5

Video can be found on: https://www.capsonoma.org/community-conversations-on-race/

Or CAP Sonoma's Youtube Channel:
https://www.youtube.com/channel/UCxewqsMbhfY7yuopVfhs6ww/featured